



U C H A S T I N G S

C O L L E G E O F T H E L A W

2020-2021 STUDENT HANDBOOK

Updates and changes may occur after publication. Always refer to MyHastings for the most recent version.

TABLE OF CONTENTS
GENERAL INFORMATION

I. INTRODUCTION..... 1

II. COMMUNICATION & EVENTS 2

 Official School Notices 2

 Announcements about Classes 2

 Events and Master Calendar..... 3

III. CAMPUS SAFETY, PARKING & NAVIGATING CAMPUS 3

 Important Phone Numbers 3

 ID Cards 3

 Safety and Reporting Crime 4

 Emergencies 6

 Lost and Found 6

 Bicycle Parking..... 7

 Car and Motorcycle Parking 7

 Navigating Campus 8

 100 McAllister Street (The Tower) 9

 200 McAllister Street (Mary Kay Kane Hall)..... 11

 333 Golden Gate Avenue (Cotchett Law Center) 13

IV. ACADEMICS: PLANNING AND OPPORTUNITIES 15

 Academic Calendar 15

 Registration 15

 Academic Planning 16

 Academic and Bar Passage Support 16

 Academic Opportunities 17

 Class Assignments..... 19

 Buying Books & Readers 19

V. STUDENT LIFE 20

 Student Lounge and Other Social Spaces 20

 Lockers..... 20

 Food On and Off Campus 20

 Student Organizations..... 21

 Reserving Rooms and Event Promotion 22

 Travel Funding for Conferences and Pro Bono Service Trips..... 23

 Business Cards 23

 Child Care Rebate Program 23

 Dogs on Campus 23

VI. LIBRARY, TECHNOLOGY & STUDY SPACES 24

 Library 24

 Technology..... 25

 Study Spaces 26

VII. STUDENT EMPLOYMENT GUIDE 27

 HASTINGS EMPLOYMENT PROGRAM (NON WORK-STUDY) 28

 Purpose..... 28

 Eligibility Criteria 28

 Employment Process 28

 FEDERAL WORK-STUDY EMPLOYMENT PROGRAM 28

 Purpose..... 28

 Eligibility Criteria 28

 Application Process/Student Responsibilities 28

 EMPLOYMENT RECORDS 30

 New Hire Paperwork 30

 Taxes and Other Mandatory Withholdings..... 30

Disbursement of Wages	30
Wage and Tax Statement (W-2s)	31
VIII. LAW SCHOOL LEADERSHIP	31
The Chancellor & Dean	31
The Academic Dean	31
The Assistant Dean of Students	32
Institutional Governance: Faculty and Student Input	32
UC Hastings' Unique Status and the Three Boards	32
IX. STUDENT REFERENCE LIST: CAMPUS OFFICES AND DEPARTMENTS	34

APPENDICES

APPENDIX A: UC HASTINGS CODE OF STUDENT CONDUCT AND DISCIPLINE

APPENDIX B: STUDENT COMPLAINTS AND GRIEVANCES

APPENDIX C: UC HASTINGS POLICIES & OTHER RULES APPLICABLE TO STUDENTS

**APPENDIX C-1: UC HASTINGS LAW SPECIAL EVENTS & GUEST SERVICES COLLEGE
EVENTS REQUEST FORM**

I. INTRODUCTION

Welcome to the University of California Hastings College of the Law (“UC Hastings”). This Student Handbook (“Handbook”) is intended to serve two main purposes: (1) it is a **great place to start when you have questions about the law school**, and (2) it includes a copy of the **Code of Student Conduct and Discipline, and important UC Hastings policies and other rules applicable to all students**.

All students are responsible for reading this publication to familiarize themselves with UC Hastings policies. Policies are subject to change, and thus all students should read the Student Handbook at the start of each new academic year and after any announced changes.

Ignorance of the rules and policies contained within the Student Handbook is no excuse, and all students are held responsible for complying with the Academic Regulations (available on the Records MyHastings page), the Code of Student Conduct and Discipline, and other UC Hastings policies.

Special Notice Due to COVID-19

All Fall 2020 courses will be administered via distance education. In compliance with state and local public health and safety orders, the UC Hastings campus remains closed to students until further notice. Consequently, some information regarding on-campus services and spaces (for example, study spaces and bike parking) is only applicable during normal campus operations. This information is provided here in anticipation of the future reopening of campus. Due to the pandemic, revisions to the Handbook are ongoing, and thus students should continue to check MyHastings for the most current version.

Last updated, August 8, 2020

II. COMMUNICATION & EVENTS

Official School Notices

MyHastings

The UC Hastings intranet, “MyHastings,” at uchastings.edu/intranet is the hub for all information for current students. Each department posts information on their respective MyHastings webpage. MyHastings may be accessed by using your UC Hastings email username (email address without the @uchastings.edu) and email password. **All students are expected to regularly log in to MyHastings to access all student information, including academic notices, events, deadlines, handouts from various departments (including career office materials), etc.** You can download the intranet app from the Apple iTunes store and Google Play by searching for “Simplr” and then authenticating with your UC Hastings credentials.

MyHastings Weekly

Official law school notices, including academic deadlines, are published in *MyHastings Weekly*, an electronic newsletter emailed to all students every Monday when classes are in session. *MyHastings Weekly* contains important information on upcoming deadlines, events, and on-campus employment opportunities. **All UC Hastings students are expected to read *MyHastings Weekly* regularly. You will be held responsible for knowing about all academic notices and deadlines published in *MyHastings Weekly*.**

Email

You are also expected to review emails sent to your @uchastings.edu address on a regular basis. All academic departments will only email students to their UC Hastings email address. Important information, including academic and career-related announcements, registration information, financial aid deadlines and notices, etc., are sent to individual students and sometimes sent to distribution lists for each class, e.g., Students – 1L – Class of 2023.

If information has been sent to your class distribution list, or to your UC Hastings email address, you will be deemed to have received it. Not reviewing your email is not an acceptable excuse for failure to meet critical deadlines. Additionally, please reply to these emails from your UC Hastings email address, which proves your identity (not your personal email address).

Announcements about Classes

Class cancellations, as well as room and time change notices, are emailed to students’ UC Hastings email address, and will be updated in WebAdvisor (the Registration portal). This information should also be posted on your Canvas Dashboard: <http://canvas.uchastings.edu/>. Under certain circumstances, your professor may also email you directly.

Events and Master Calendar

There are many opportunities to get involved at UC Hastings. For a list of the many and diverse public campus events, please consult our Master Calendar located on the external website: uchastings.edu/events. Some events may appear on the Master Calendar, but not in *MyHastings Weekly*, because *MyHastings Weekly* is an opt-in internal advertising opportunity, while the Master Calendar pulls events directly from our room reservation system. Thus, the Master Calendar is inclusive of all events that are open to the Hastings community.

III. CAMPUS SAFETY, PARKING & NAVIGATING CAMPUS

The UCSF Police Department (“UCSF PD”) provides policing and security guard services, in collaboration with UC Hastings, to help make our campus a safe place to live, work, and study. The information below addresses some of the more common questions students have about safety on campus. For more information, visit the Safety & Security page on the UC Hastings website.

Important Phone Numbers

In the event of an emergency, always dial 911.

- From a campus phone, this will connect you to UCSF emergency dispatch.
- From your cell phone, this will connect you to SFPD.

UCSF Emergency Dispatch: (415) 476-6911

UCSF PD Non-Emergency Dispatch: (415) 476-1414

UC Hastings Security Desk: (415) 565-4611

Campus red phones automatically dial the UCSF security desk. Note: Phone may not ring as it is connecting directly to UCSF Security.

Campus blue phones automatically dial UCSF emergency dispatch.

Personal Safety Tips:

your bag.

ID Cards

All new students receive a photo ID card free of charge. Information will be provided during Orientation regarding how you can obtain your ID. **Note:** You must **revalidate** your card with Fiscal Services **each semester** (*i.e.*, receive a current semester sticker).

You must show your UC Hastings ID card to access all three campus buildings. You can also use your ID card for printing and copying (please see section “Printing and Copying” below for more information).

If your ID card is lost or stolen, please report it immediately to UCSF PD either in person, by calling (415) 565-4611, or by emailing ucsfpd@uchastings.edu. To replace your card, please follow these steps (replacement cards are issued Monday through Friday, 8:00 a.m. – 3:00 p.m.):

1. Go to <https://uchastings.webconnex.com/hid> and pay the \$22 replacement fee. Please keep a copy of the email/receipt confirming your payment.
2. Once payment and active enrollment is verified, UCSF PD will issue your new ID card. Most cards are ready for pickup within 4-6 hours of receiving payment. You may pick up your new card at the front desk of 200 McAllister.
3. After picking up your card, revalidate your card with Fiscal Services in 200 McAllister (*i.e.*, receive a current semester sticker).

Safety and Reporting Crime

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

Safety Escorts

Due to the campus closure, Safety Escort services may be modified. Please contact UCSF PD for the most current information.

Walking Escorts

During the academic year, UC Hastings provides walking **safety escorts**. Make use of this great service by making an in-person request at one of the UCSF PD desks in the 198 Building, 200 Building, or the Tower, or calling (415) 565-4611.

Escort Van Service

During the academic year, the van escort service runs 7 days a week from 5:00 PM until 11:30 PM, or until the Library closes. During daylight savings time and when the library is open, escort van hours begin at 6:00 PM until 11:30 PM or until the library closes, 7 days a week.

The last van escort leaves 15 minutes after the buildings close. The van leaves 200 McAllister Street every thirty minutes as needed (5:00 PM, 5:30 PM, etc.).

There are no escort services available on days the buildings are closed.

To use the van, come in person to the Security desk in 200 McAllister and request an escort or you can phone 415-565-4611 (4611 when using college phones) and request an escort. Additionally, you can make a request from the 100 McAllister Tower lobby at the security desk.

The van driver will take the passenger(s) to any point on the map included on the UC Hastings Safety and Security website. Please note that the escort van will not drive beyond these boundaries. Within these boundaries are the following commonly requested destinations:

- McAllister Tower
- BART/MUNI underground
- MUNI Bus transfer points
- Parking lots

The van can take passengers to transit stops but cannot wait for the bus to arrive. Complete details of the escort service are available at the 200 McAllister security desk.

Reporting a Crime

If you are a victim of or a witness to a crime, immediately report the crime to UCSF PD if the crime occurred on campus. If the crime occurred off campus, report it to the San Francisco Police Department (“SFPD”) and then to UCSF PD. A UCSF PD Officer will complete a report or help you to file an SFPD report when appropriate.

UC Hastings Safe App

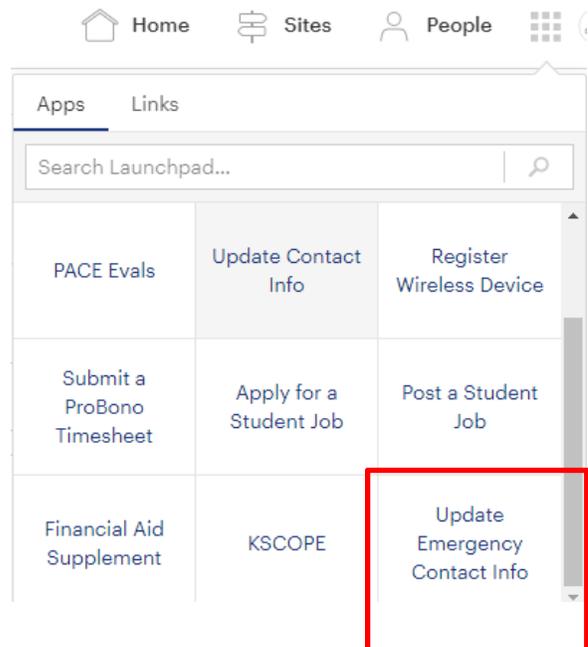
UC Hastings Safe is the official safety app of University of California Hastings College of the Law. It is the only app that integrates with UC Hastings' safety and security systems. UCSF PD has worked to develop a unique app that provides students, faculty and staff with added safety on campus. The app will send you important safety alerts and provide instant access to campus safety resources. UC Hastings Safe features include:

- Mobile Bluelight: Send your location to UC Hastings security in real-time in case of a crisis
- Emergency Contacts: Contact the correct services for the UC Hastings area in case of an emergency or a non-emergency concern
- Tip Reporting: Multiple ways to report a safety/security concern directly to UC Hastings security.
- Safety Notifications: Receive instant notifications and instructions from campus safety when on-campus emergencies occur.
- Crime Mapping: View recent crimes that have occurred on and near campus.
- Campus Safety Resources: access all important safety resources in one convenient app.

Download the UC Hastings Safe app to access campus safety resources and support services in the event of an emergency.

WarnMe

WarnMe is UC Hastings' enterprise-wide alerting and warning service for students, staff, faculty and affiliates with official UC Hastings email addresses and works with the Hastings Safe App. Registration for WarnMe alerts and emergency contact information is provided through MyHastings. To verify that you are registered and/or to sign up for WarnMe alerts, please visit MyHastings (uchastings.edu/myhastings) and select the link for "Update Emergency Contact Info." All students are automatically registered for email alerts. If you have questions, please write to helpdesk@uchastings.edu or call 415-565-4625.



Emergencies

Follow the instructions below in case of the following emergency situations:

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

If you or someone else needs **medical treatment**, notify a UCSF PD Officer or Security Guard. All UCSF PD Officers and Security Guards are trained and certified in First Aid, CPR, and AED.

Lost and Found

UCSF PD maintains a *Lost and Found* service. If you lost something on campus, stop by the Security Desk in the lobby of the 200 McAllister building to check the lost and found log. If you find any personal property unattended on campus, please turn it into the *Lost and Found* ASAP.

Please label your personal property, including your law books, with your name and contact information, so that UCSF PD can easily identify you as the owner.

Bicycle Parking

Bicycle parking is available on campus, but you must register your bicycle to park it at the bicycle racks on the UC Hastings campus. Registration is free. Please visit the UCSF PD office in the lobby of the 200 McAllister building to register your bicycle. Bicycle theft is more common than we would like, and the registration system has proven to be an effective theft recovery measure. Please understand that you are parking your bike at your own risk and UC Hastings is not responsible for stolen or damaged bicycles.

Registered bikes must be parked at the UC Hastings bicycle racks, which are located at the 200 McAllister bicycle rack enclosure, at the UC Hastings Garage pedestrian entrance at 376 Larkin, and in the Tower. Please note that storing your bike overnight in any outdoor area makes a theft more likely. Please consider storing your bike in the Tower bike room if you need to store it overnight.

Car and Motorcycle Parking

The UC Hastings Parking Garage is currently operating with reduced hours. Please see garage attendant for the current hours of operation.

If you have a current validation sticker on your UC Hastings ID (see “ID Cards” section above), you can receive a discounted parking rate at the UC Hastings Parking Garage located at 376 Larkin Street for an all-day rate of \$11 (no in or out and no overnight). You must pay the attendant in person and present your UC Hastings ID to receive the discounted rate. The discounted rate does not apply to overnight parking rate which costs \$32 per day. Students may also sign up for monthly parking for \$225/month. The Parking Garage is open **Monday-Saturday, 6 am – 11 pm**, and on **Sunday, 6 am – 9 pm**. The Parking Garage is occasionally closed for holidays, etc.

Navigating Campus

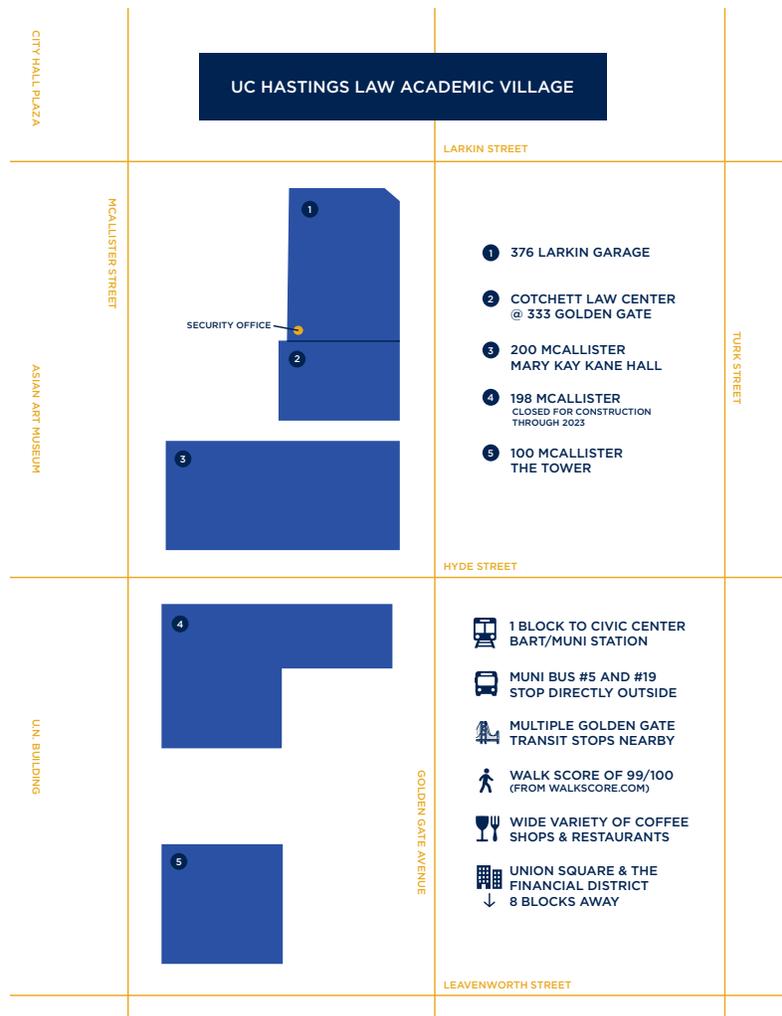
UC Hastings is an urban campus with four main buildings located along McAllister Street:

- **100 McAllister Street**, (also known as the “The Tower”)
- **198 McAllister Street**, David E. Snodgrass Hall (Closed for construction through 2023)
- **200 McAllister Street**, Mary Kay Kane Hall (also known as the “200 Building”)
- **333 Golden Gate Avenue**, Cotchett Law Center

Campus Construction Update:

1. 333 Golden Gate, Construction completed March 2020.
2. 200 McAllister Street, Completion of construction anticipated in September 2020.
3. 198 McAllister Street, Construction anticipated to begin in early September 2020 and completed around June 2023.

If you have questions about our UC Hastings construction, please contact the Director of Construction Management, David Seth (sethdavid@uchastings.edu).



Each building is described in more detail on the pages that follow.

100 McAllister Street (The Tower)

Accessible 24/7 with your ID card (check with each department for hours of operation)

Basement

Basketball court

1st Floor

Security Desk–Lobby

Facilities

Mailroom

Mezzanine

Clara S. Foltz Student Lounge (open 24/7 for student use)

Gym (open 24/7 to all students)

2nd Floor

Chief Financial Officer (CFO)–Room 210

Operations

3rd Floor

Moot Court

Legal Research & Writing

Classroom

General Counsel

4th Floor

Center for Negotiation and Dispute Resolution–Room 408

Fiscal Services–Accounting

Purchasing

Human Resources

Communications



22nd and 23rd Floors

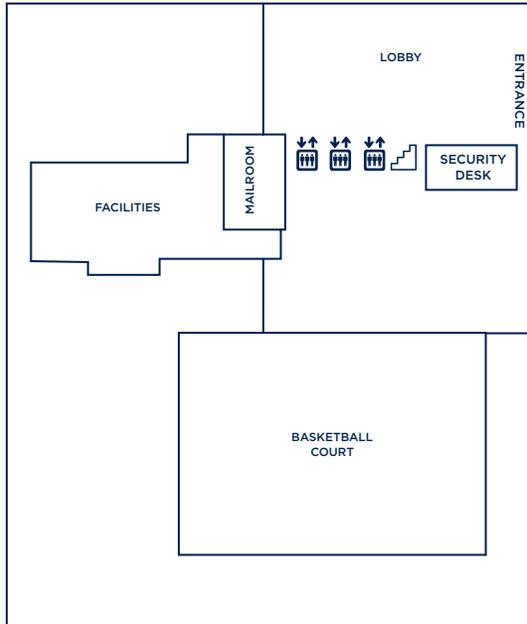
O'Brien Center for Scholarly Publications (Room 2206)

24th Floor

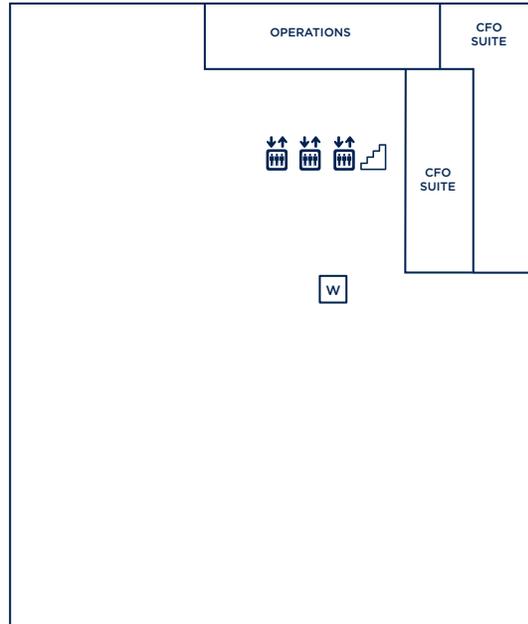
Skyroom

100 MCALLISTER STREET

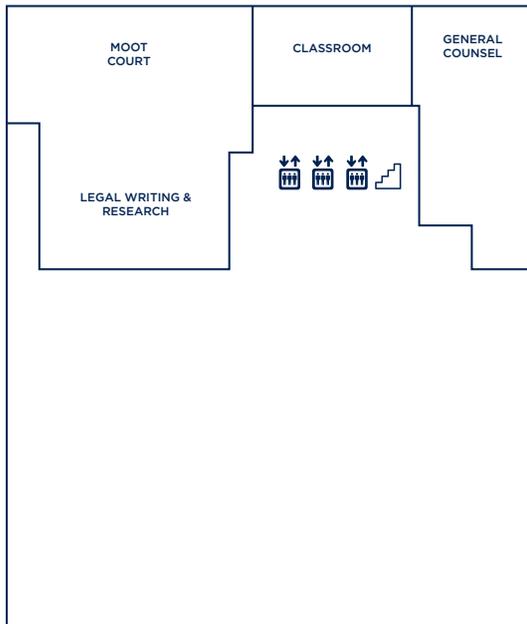
1ST FLOOR



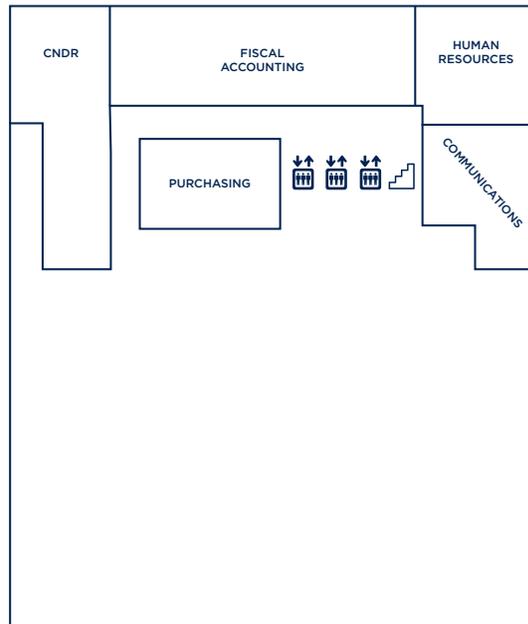
2ND FLOOR



3RD FLOOR



4TH FLOOR



200 McAllister Street (Mary Kay Kane Hall)

Monday – Thursday, 7 am – 11 pm

Friday, 7 am – 9 pm

Saturday, 8 am – 8 pm

Sunday, 10 am – 11 pm

1st Floor

Admissions, Enrollment Management
Business Center
Classrooms
Financial Aid
Lex Lab
Security Desk

2nd Floor

Alumni Reception Center (ARC)
Career Development Office–Room 230
Disability Resource Program
Dobbs Atrium, Law Cafe, Dining Commons
Fiscal Services–Student Finance
LEOP
Registrar and Records–Room 218
Student Services

3rd Floor

Academic Dean’s Office–Room 355
Associate Dean for Global Programs–
Room 334
Bar Passage Support–Rooms 323
Chancellor & Dean’s Office–Room 300
Faculty Offices, Lounge & Mailboxes
Legal Writing Clinic
Office for Academic Skills Instruction &
Success (OASIS)–Rooms 371-375

4th Floor

Computer Work Stations & Networked
Printers
Information Technology (IT) Help Desk
Law Library - Reference Desk &
Circulation Desk
Lexis Printers
Study Rooms & Large Study Areas

5th Floor

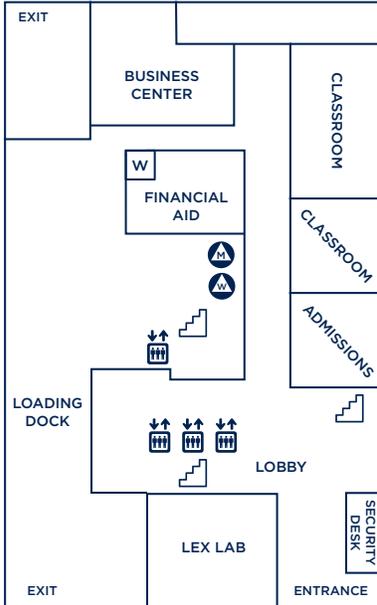
Law Library
Networked Printers
Study Rooms & Large Study Areas

6th Floor

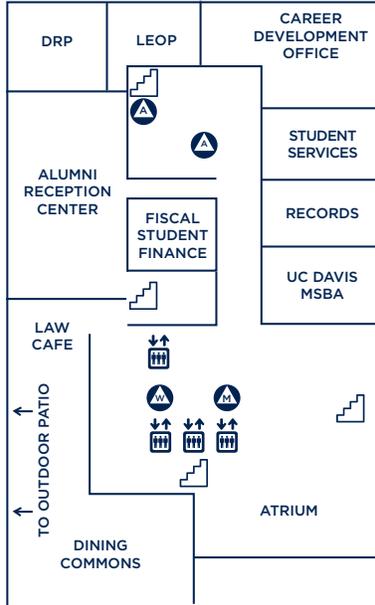
Bridge to 333 Golden Gate
Classrooms
Center for Gender & Refugee Studies
Center for Innovation
Center for Racial & Economic Justice
Center for WorkLife Law
Faculty Offices
Seminar Rooms 620A, 620B
Study Rooms & Study Area
UCSF/UC Hastings Consortium on Law,
Science & Health Policy

200 MCALLISTER STREET

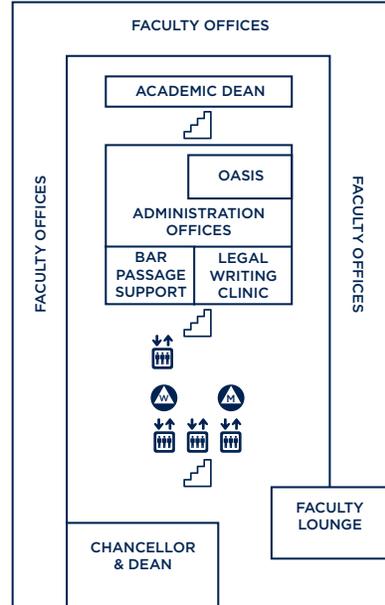
1ST FLOOR



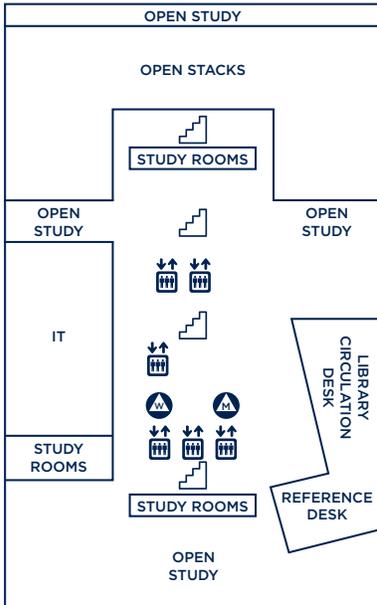
2ND FLOOR



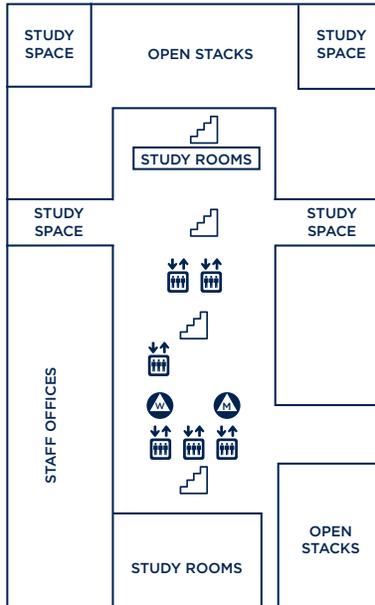
3RD FLOOR



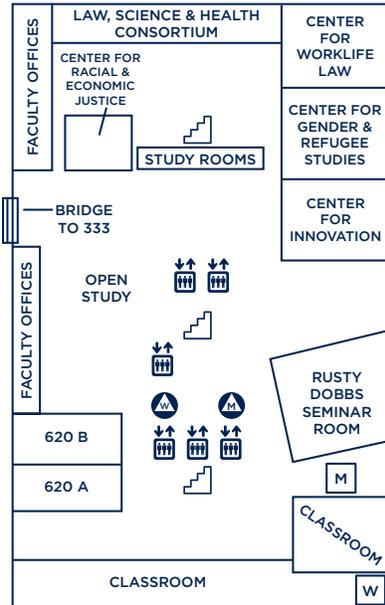
4TH FLOOR



5TH FLOOR



6TH FLOOR



333 Golden Gate Avenue (Cotchett Law Center)

Monday – Thursday, 7 am – 10 pm

Friday, 7am – 9 pm

Saturday, 8 am – 8 pm

Sunday, 10 am – 9 pm

Lower Level

Classrooms

Open Study Areas

1st Floor

ASUCH Office

Classroom

Meeting Rooms

Open Study Areas

Student Organizations

2nd Floor

Classrooms

Meeting Rooms

Open Study Areas

Outdoor Patio

Phone Booths (For phone interviews,
etc.)

3rd Floor

Community Justice Clinics

Externships and Pro Bono Programs

Meeting Rooms

Classrooms

Outdoor Patio

4th Floor

Classrooms

Copy Area

Resource Library

5th Floor

Colloquium Room

Open Study Areas

333 GOLDEN GATE AVENUE



IV. ACADEMICS: PLANNING AND OPPORTUNITIES

Academic Calendar

The Academic Calendar (dates for the term) is available online at <https://www.uchastings.edu/academics/academic-calendar/>. These dates include term start and end dates, orientation dates, registration dates, holidays and breaks, examination periods and the Commencement date. The dates are subject to change, so please check the site from time to time before making plans. Travel plans that conflict with the final exam schedule will not be honored.

Discrepancies

If there is a discrepancy between a calendar published by your professor and the published Academic Calendar, please contact the Records Office at records@uchastings.edu. In general, the published Academic Calendar is considered the authority.

Registration

General Information

Information about Registration including the Registration Calendar, course schedules, waitlist information and more is available online at the Records MyHastings page: uchastings.edu/office/records. Additional information about graduation and enrollment requirements can be found in the Academic Regulations: uchastings.edu/student-handbook.

Priority Registration for Extraordinary Circumstances

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

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

Registration for Clinics – Common Clinic Application Process

Many of our clinics participate in an online Common Clinic Application that runs before registration for the semester. For spring semester clinics, the process typically runs in October; for fall semester clinics, it runs in April. JD students may begin participating in most clinics as early as their 3rd semester. (Masters students are not eligible to participate in all clinics: please

contact Global Programs or the MSL Program for more information.) Visit the [Clinical Programs MyHastings page](#) for the most current information.

Academic Planning

UC Hastings offers students a rich array of course offerings, and each student has the opportunity to create the academic program that best advances the student's academic and professional goals. JD students have flexibility in their 2L and 3L years, while LLM and MSL students have some flexibility already in their first semester. Resources to assist students as they select among the many academic opportunities available include:

- Academic Planning & Advising MyHastings page: uchastings.edu/academic-planning
- The Course Catalog: <https://www.uchastings.edu/academics/course-catalog/>
- Individual Academic Advising Appointments: uchastings.edu/ss-appointment
 - (LLM and MSL students should contact their respective program administration)

For JD students, “**My Graduation Requirements**” on **WebAdvisor** (webadvisor.uchastings.edu) is available to help track your path to graduation or completion of a concentration. For LLM and MSL students, see your advisors about available specializations and tracking your progress.

As you select your opportunities for an upcoming semester, it is a good idea to develop a tentative plan for your remaining semesters to make sure you meet graduation requirements, set yourself up for your bar exam if you are taking one, and meet your professional goals in a balanced way. Advisors in Student Services, in Global Programs for LLM students, and in the MSL Program for MSL students are happy to help you create your path. For JD students, to make an appointment online, click the appointments link provided above. For LLM and MSL, use email.

Academic and Bar Passage Support



Learning what the expectations are in law school and then figuring out how to meet them can be a daunting task. Fortunately, students don't need to do it alone. In addition to the support offered by professors, there are other resources available when needed: uchastings.edu/office/oasis.

Utilizing the resources available to you will be beneficial throughout law school and beyond.

Academic Opportunities

Centers

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

- [Center for Innovation](#)
- [East Asian Legal Studies](#)
- [LexLab](#)
- [The Center for Business Law \(“CBL”\)](#)
- [The Center for Gender and Refugee Studies \(“CGRS”\)](#)
- [The Center for Negotiation and Dispute Resolution \(“CNDR”\)](#)
- [The Center for WorkLife Law \(“WLL”\)](#)
- [The Institute for Criminal Justice](#)
- [The Center for Racial and Economic Justice \(“CREJ”\)](#)
- [UC Hastings Center on Tax Law](#)
- [UCSF/UC Hastings Consortium on Law, Science & Health Policy](#)

Clinics, Externships, and Other Experiential Programs

UC Hastings is widely recognized for the breadth and quality of its clinical legal education programs. These courses enable students to integrate theory with practice by taking lead responsibility to represent clients or assist disputants in a variety of contexts. (LLM and MSL students may participate in some clinics. Reach out to your program advisor for more information.) We offer the following clinics and experiential programs:

- [Business Tax Practicum for Social Enterprises](#)
- [Community Justice Clinics \(CJC\) Individual Representation Clinic](#)
- [Community Group Advocacy and Social Change Lawyering Clinic](#)
- [Criminal Practice Clinic](#)
- [Environmental Law Clinic](#)
- [Immigrants' Rights Clinic](#)
- [Lawyers for America](#)
- [Lawyering for Children and Other Vulnerable Populations, a Practicum at Legal Services for Children](#)
- [Legislation Clinic](#)
- [Local Government Law Clinic](#)
- [Low-Income Taxpayer Clinic](#)
- [Mediation Clinic](#)
- [Medical-Legal Partnership for Seniors Clinic](#)
- [Refugee and Human Rights Clinic](#)
- [Social Enterprise & Economic Empowerment Clinic](#)
- [Startup Legal Garage – Corporate and Patent Modules](#)
- [Workers' Rights Clinic](#)

As an addition and complement to the clinics listed above, JD students in their **4th, 5th or 6th** semesters may participate in externships, which provide students opportunities to develop legal skills under close supervision at approved governmental, public interest, or for-profit or non-profit corporate counsel's offices. Externship programs include:

- [Alternative Dispute Resolution Externship](#)
- [Corporate Counsel Externship Program](#)
- [Judicial Externship Program](#)
- [Legal Externship Program](#)
- [UCDC Law Program](#)

In addition to working in the placements, students co-enroll in a faculty-taught course designed to enhance the placement experience.

Consult the [Clinical Programs MyHastings page](#) for more information.

Pro Bono at UC Hastings

All student populations at UC Hastings are encouraged to give back to the community. The California Bar and the American Bar Association encourage lawyers to devote at least 50 hours annually to the provision of *pro bono* legal services to indigent individuals or to non-profits whose primary purpose is the provision of legal services to or on behalf of the poor or disadvantaged or to non-profits whose mission is to improve the law and legal system or to increase access to justice for all.

At UC Hastings, we believe this commitment to the delivery of legal services is an integral and intensely satisfying part of your legal education and enhances the development of your professional identity.

Consult the [Pro Bono MyHastings page](#) for more information.

UC Hastings offers special recognition to eligible students providing pro bono services in the following ways:

- *Pro Bono Honor Society.* JD 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 Pro Bono Program, will be recognized as members of the Pro Bono Honor Society at graduation and on their transcripts. LLM and MSJ students who complete at least 15 hours of pro bono services during their tenure at Hastings will be recognized as members of the Pro Bono Honor Society at graduation and on their transcripts.
- *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 Pro Bono Program, will be recognized for Outstanding Achievement in Pro Bono at graduation and on their transcripts. LLM and MSJ students who complete at least 50 hours of pro bono services during their tenure at Hastings will be recognized as members of the Pro Bono Honor Society at graduation and on their transcripts.

- See Academic Regulation section 2008 (JD), 4026 (LLM), or 5027 (MSL) for additional information.

Student Publications

UC Hastings O'Brien Center for Scholarly Publications publishes nine student journals. All journals offices are in The Tower. Consult the applicable journal's website for more information.

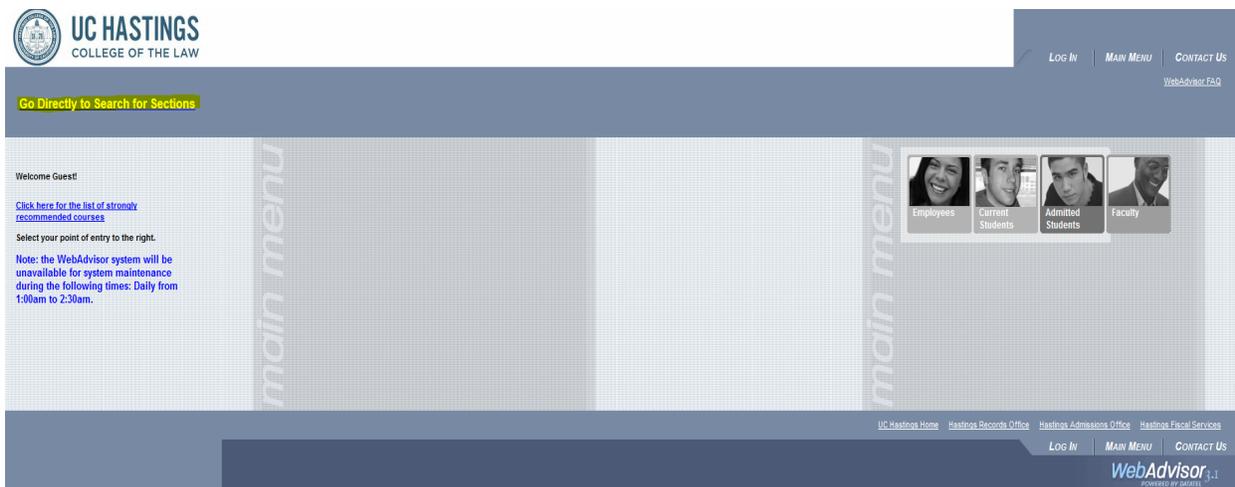
- *Hastings Business Law Journal (HBLJ)*
- *Hastings Communications & Entertainment Law Journal (COMM/ENT)*
- *Hastings Constitutional Law Quarterly (CLQ)*
- *Hastings Environmental Law Journal (HELJ)*
- *Hastings International and Comparative Law Review (HICLR)*
- *Hastings Journal of Crime and Punishment (HJCP)*
- *Hastings Law Journal (HLJ)*
- *Hastings Race and Poverty Law Journal (HRPLJ)*
- *Hastings Science & Technology Law Journal (HSTLJ)*
- *Hastings Women's Law Journal (HWLJ)*

Class Assignments

Class assignments will generally be posted on the Canvas MyHastings page: <http://canvas.uchastings.edu/>. You will need to enter a login and password that will be provided to you (your UC Hastings login credentials). If you are having trouble accessing Canvas, please contact the IT Office at helpdesk@uchastings.edu.

Buying Books & Readers

WebAdvisor (webadvisor.uchastings.edu) is the official source for required course materials for each class. From WebAdvisor, click on the “Go Directly to Search for Sections” link to find the assigned texts associated with your course. We continue to add titles to WebAdvisor as professors submit them, so please check the site frequently as the semester approaches.



UC Hastings does not have a bookstore. Textbooks, new and used, are available for purchase through various commercial vendors. Discount codes and suggested vendors, when applicable, are listed with each textbook in WebAdvisor.

Course Reserves - The Library provides a copy of assigned casebooks for courses offered in the curriculum in course reserve. They may be checked out for three hours at a time and are not intended to serve as a replacement for students purchasing their own copy of the required text. To determine what's available, go to the library website and search the catalog or ask for assistance at the Circulation Desk in the library.

V. STUDENT LIFE

Student Lounge and Other Social Spaces

In compliance with applicable public health and safety measures, access to the Tower is limited to Tower resident only. Notice will be provided when these spaces are able to be reopened to all students.

A student lounge is located in 333 Golden Gate. Students socialize in the Clara Foltz Lounge in The Tower, which has pool table and a TV (open for student use 24/7). Many students also enjoy hanging out in the Dining Commons on the second floor of the 200 Building, as well as on the Quad between the 200 Building and 333 Golden Gate.

Lockers

All students are assigned a locker by Student Services for use during enrollment at UC Hastings. Due to the campus closer, lockers will not be assigned until public health and safety measures allow the reopening of campus. Once campus reopens, please look out for an email from Student Services with instructions on the process. If you have any questions about locker assignments, please contact Student Services at (415) 565-4773 or studentservices@uchastings.edu.

Food On and Off Campus

In compliance with applicable public health and safety measures, all on-campus dining options are closed until further notice.

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

After-Hours Options: The Byte Box is located in the Dining Commons on the 2nd floor of the 200 Building and is accessible anytime the building is open. Byte Box provides more

substantial food options for when the Law Café is closed and you don't want to leave campus. A live menu of currently available items is available online at: <http://bit.ly/UCHbytebox>.

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

Off-Campus Options: San Francisco is known for its great food and there are a variety of restaurants to try near campus. Some staff favorites include Saigon Sandwich, Souvla, Brenda's French Soul Food, Turtle Tower, and The Market at the Twitter Building. Food trucks also make weekly appearances at both UN Plaza and Civic Center. Specific dates, times, and vendors can be found at the Off the Grid website: <https://offthegrid.com/>.

Student Organizations

Student Organizations are an important part of student life at UC Hastings College of the Law. Numerous student-run, student-initiated organizations operate on campus each year, including journals, skills teams, and our student government. Together, they provide a wide array of leadership, professional development, community-building, social, cultural, and educational opportunities for all students and help augment and enrich the law school experience. The Office of Student Services holds a Student Organization Fair at the beginning of each semester, which is the best time to meet all of our student organizations and get a sense of what they do and represent. You can also read more about them at <https://www.uchastings.edu/campus-life/student-organizations/>.

If you are interested in starting a student organization or learning about leadership development opportunities on campus, please contact Associate Director for Student Life and Inclusion Lauren Lofton at loftonlauren@uchastings.edu or stop by Student Services.

Eligibility to Serve as an Officer in a Student Organization or Journal

The Academic Regulations do not permit a student **at risk of academic disqualification** to serve as an officer in a student organization. A student must be in "good academic standing," which means your grade point average must be at or above the minimum grade point average defined by Academic Regulation section 905. Questions about this restriction should be directed to the Associate Director for Student Life & Inclusion first. If your concerns are not resolved they will refer you to the Director of Student Services. **No exception to this policy will be granted.**

Please note students who are under "Academic Supervision," but satisfy the minimum GPA requirement in Academic Regulation 905 are not prohibited from serving as an officer in a student organization, but such students are required to participate in an academic advising appointment with the Director of Student Services, or the Associate Director for Academic Advising, or the Associate Director for Student Life & Inclusion. Students close to the minimum GPA will be advised to reconsider serving as an officer if their GPA is close to the minimum GPA.

Reserving Rooms and Event Promotion

Reserving Rooms for Student Organizations and Journals

The following section is provided for informational purposes only. Student organizations and journals wanting to hold events should refer to the Student Organization Handbook for complete information and instructions.

Student organizations and journals **must coordinate by e-mail** with [Lauren Lofton](#), Associate Director for Student Life and Inclusion, [Anju Okutani](#), Student Services Program Coordinator and [Tom McCarthy](#), Director of the O'Brien Center for Scholarly Publications. Student organization event planners **cannot** make reservations through Astra and **must** submit requests via email communications to the above Student Services staff for approval. Student Services staff will place the Astra reservation in the system only once approved. Students are unable to submit a request through the Astra reservation system and must now email the applicable staff above.

Requests for virtual events can be made via this online at <https://www.uchastings.edu/events/community/add>, which will automatically be sent to Student Services staff for review. A request to register through use of the above online form is **not** a reservation, nor a confirmation of reservation. This is applicable to the journals as well as the other student organizations. Journal event planners must email the above referenced Student Services staff and Tom McCarthy with requests to make reservations for virtual events after submitting the request through the online form.

Event Promotion for Student Organizations and Journals

Please consider the following:

- Review all guidance for hosting events in the Student Organization Handbook, available at https://uch--simpplr.na96.visual.force.com/apex/simpplr_app?u=/site/a0i41000006mB09AAE/dashboard, in advance of making requests for reservation of in-person or virtual event space
- Consult the [Events Calendar](#) prior to scheduling the event to avoid scheduling conflicts and to better facilitate collaboration with other students;
- Events listed in the introductory section of these guidelines will populate **publicly** on the Events Calendar if flagged as featured in Astra, unless you select "private." If you forget to select "featured," but your event is **not** marked "private" and Student Services believes it is appropriate for posting on the Events Calendar based on the criteria articulated above, it will be marked as "featured" for publication on the Events Calendar;
- Organizations and Journals with a MyHastings site can post the events directly to their site. Organizations and Journals can arrange for a MyHastings site by contacting helpdesk@uchastings.edu;

- Advertise your event in The Weekly email and on MyHastings Weekly by [clicking here](#) and following the instructions to complete the Qualtrics form, bearing in mind that submissions are due Thursday by noon to get into the following Monday's Weekly;
- Inform and coordinate with the Office of Advancement & the Communications Office.

For questions about event promotions and scheduling events contact Lauren Lofton at loftonlauren@uchastings.edu.

Student Events Not Associated with a Student Organization or Journal

Students wanting to hold events that are not associated with a student organization or journal should contact Lauren Lofton, at loftonlauren@uchastings.edu, to discuss scheduling and promoting events.

Travel Funding for Conferences and Pro Bono Service Trips

Due to COVID-19 there will be not travel funding for in person travel to conferences. A limited amount of funding is available on a first come, first served basis for students to register for and participate in virtual conferences.

The Office of Student Services has limited funding available to help defray travel expenses for qualifying students who plan to travel to conferences for professional development or to engage in specific and law-supervised pro bono service opportunities.

Please note that Travel Funding requests are discretionary and are approved on a rolling basis throughout the year until the funds available are depleted. For more information on eligibility, process, and to access all of the requisite forms, please visit the Student Services Travel Funding page on MyHastings: uchastings.edu/travel-funding.

Business Cards

Students may obtain business cards by ordering through our Business Center. To place an order or to learn more about other available services please e-mail dm.stationery@ucsf.edu.

Child Care Rebate Program

UC Hastings students who are eligible for need-based financial aid and have child care expenses may apply for a child care expense rebate up to a maximum of \$1000 each semester. The specific amount given is dependent upon the available funds, the number of eligible applicants, and other factors. The Child Care Rebate Program is funded by UC Hastings students and the UC Hastings Board of Directors. Application forms and additional information may be accessed on the Child Care Resources section of the Student Services page on MyHastings: uchastings.edu/office/student-services.

Dogs on Campus

Students are **not** permitted to bring animals to campus. The policy can be found in hard copy in Human Resources (room 106) and UCSF PD (UC Hastings Garage). Service dogs used by individuals with disabilities are not regulated by this policy. Emotional support animals for students residing in The Tower are not regulated by this policy. Students should refer to The Tower Lease Agreement for information regarding assistance or emotional support animals in The Tower. Faculty and staff members are allowed to bring their dogs to campus from time to time, subject to restrictions that are explained in the policy.

VI. LIBRARY, TECHNOLOGY & STUDY SPACES

Library

In compliance with applicable public health and safety measures, the Law Library is closed until further notice.

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

Regular Library hours are:

Mon-Thurs	8:00am to 11:00pm
Fri	8:00am to 9:00pm
Sat	8:00am to 8:00pm
Sun	10:00am to 11:00pm

Check the Law Library's website for holiday, exam, and intersession hours.

An experienced Library Staff member can help you with your research. The Librarians answer questions at the Reference Desk, via libref@uchastings.edu, and online chat. Librarians create research guides, offer trainings, and provide individual research assistance.

Visit the 4th floor Reference Desk or contact the Librarians by email at libref@uchastings.edu if you have questions about:

- Legal Research
- Lexis, Westlaw or Bloomberg Law Research
- The Library's Legal Research Certificate Program
- Group Study Rooms
- Access to Online and Print Library Materials
- Interlibrary Loan
- General Library Policies and Procedures

You can also borrow book stands, laptops, study aids, commercial outlines, power adapters, phone chargers, headphones, umbrellas, bike lights, and other equipment from the 4th floor Circulation Desk.

Technology

Wireless Network

All students are able to setup their laptop computers (and other mobile devices) to use WPA (or WPA2) Enterprise for automatic login to the **SecureHastings** connection to the wireless network. The wireless network extends to all classrooms on campus and to most student study areas. For information on connecting to the wireless network, please consult the IT website.

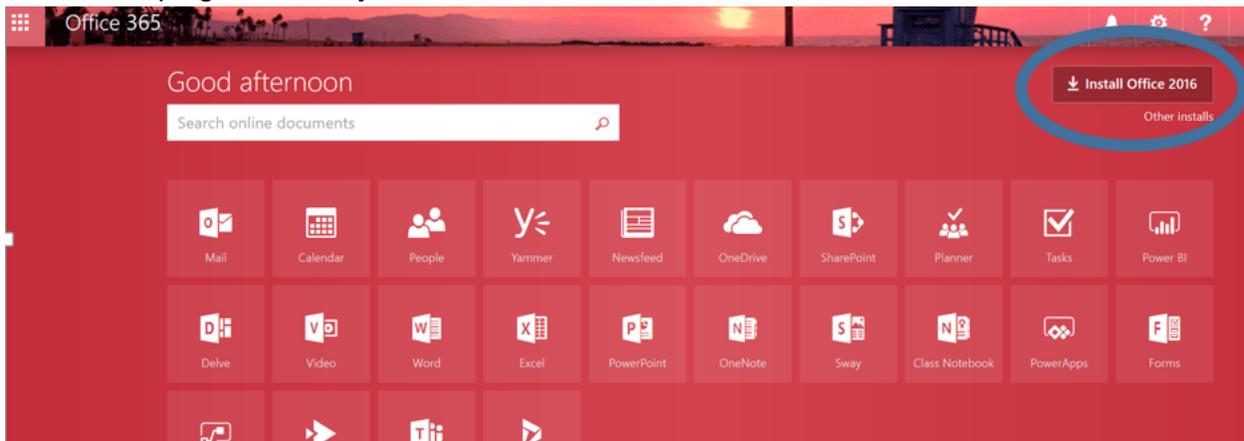
Connecting Personal Wireless Devices (Xbox 360, XboxOne, PS4, Apple TV etc.)

The HastingsPlay wireless network is for personal wireless devices that cannot connect to the SecureHastings wireless network. Only students, staff, faculty and tenants of UC Hastings College of the Law are granted access to HastingsPlay. To access and register for the HastingsPlay wireless network, log into MyHastings and then click on the link entitled "Wireless Devices Register" from the Dashboard to attach a device. Contact the helpdesk@uchastings.edu should you have problems connecting.

Microsoft Office Software Free Access

Faculty, Staff and Students can install Microsoft Office for both Windows and Mac on up to 5 computers for free via Office365. *These licenses expire approximately one year after you leave UC Hastings.*

1. Go to the [Microsoft Office portal](#).
2. In top right column, you will see the link to download Office.



Office

Install the latest version of Office for Mac

This will install the latest version of the following programs on your computer: Word, Excel, PowerPoint, Outlook



Word



Excel



PowerPoint



Outlook

Language:

English (United States)

Note: Installing additional languages on a computer that already has this version of Office for Mac doesn't c

[Review system requirements](#)

install

Tech Help

Help with student laptops and UC Hastings computers is available to students at the IT Help Desk (Room 440, 200 Building). To reach IT, please write to helpdesk@uchastings.edu or call (415) 565-4625.

Printing and Copying

You may utilize the Xerox multi-function printers (MFPs) throughout the Library (200 Bldg.), and in The Tower lobby and mezzanine (100 Bldg.) to print. You may print or copy at any of these machines by touching your UC Hastings ID card above the reader. For detailed instructions on printing/copying on campus and printing remotely, please consult the "Printing for Students" page on the MyHastings. To reach Business Center, please write to businesscenter@uchastings.edu or call (415) 565-4882. Please note that faxing services are not available on campus.

Study Spaces

In compliance with applicable public health and safety measures, the following spaces are closed until further notice.

There are many comfortable places to study at UC Hastings including the **Law Library** in the 200 Building (see "Library" section above for location and hours), and 333 Golden Gate also has various spaces located throughout the building for open study.

The Skyroom is at times available for open student study during the semester but please note the Skyroom is a College facility and event space, which will affect availability. Students looking for a more social and less quiet atmosphere also enjoy studying in the Dobbs Atrium, the Dining Commons on the second floor of the 200 Building, or one of the student lounges (see above).

VII. STUDENT EMPLOYMENT GUIDE

UC Hastings has two employment programs for 2nd and 3rd year JD students and MSL students: the Federal Work-Study Program and the Hastings Employment Program (Non Work-Study). The Financial Aid Office, Human Resources and the Office of Fiscal Services (Payroll) share responsibility in administering the student employment programs. The programs are subject to different eligibility and application procedures, but similar Human Resources and Payroll procedures. Student and supervisor responsibilities are the same for both programs except where noted.

Both programs are subject to funding availability. Following are the general provisions for the student employment programs.

1. Official Date of Hire – Students may begin working on or after the “official date of hire.” This date is established by Human Resources.
2. 20 Hour Work Week Rule – The American Bar Association (ABA) and academic regulations prohibit students from working more than 20 hours per week during periods of enrollment.
3. Time Reporting – All student employees must record their hours worked in TRS (timesheet.uchastings.edu) by the posted deadline. Late timesheets will result in delayed payment.
4. Holiday Pay – Students will be paid holiday pay on those holidays officially recognized by the College (refer to these Holidays in the Glossary). Holiday pay will be calculated on a pro-rated basis, based upon the number of hours an employee works in the previous two pay period periods. Students working for off-campus employers are not eligible for holiday pay.
5. First-Year Students – First-year JD students’ employment must be approved by the Academic Dean’s Office.
6. Change in Student Status – If at any time during employment a student’s enrollment status changes, the student must *immediately* notify their supervisor, the Financial Aid Office and Human Resources. Such changes include taking a leave of absence; withdrawing from the College; and reducing number of enrolled units to part-time.
7. International and Non-Resident Aliens – Please go to the International and Graduate Programs office and/or Human Resources for employment assistance.

HASTINGS EMPLOYMENT PROGRAM (NON WORK-STUDY)

Purpose

This College funded program is designed to provide students with an opportunity to earn money to defray educational expenses and to gain work experience.

Eligibility Criteria

Participants must be currently and actively enrolled at Hastings.

Employment Process

1. Finding Employment – Employment notices may be posted in the Hastings Weekly, in the hiring department and in Career Services.
2. New Hire Paperwork – Students must obtain a completed and signed *Work Authorization Form* from their supervisor. These forms are available on *MyHastings* as well as from Human Resources. A *Work Authorization* form must be completed for *each* job. Students must submit the completed and signed *Work Authorization Form* and required new hire paperwork to Human Resources **before** they can begin working.

**Students may *not* begin working until authorized to do so
by a Human Resources representative.**

FEDERAL WORK-STUDY EMPLOYMENT PROGRAM

Purpose

This Federally-sponsored program is designed to provide students an opportunity to earn money to defray educational expenses and gain work experience. Student wages are paid from a combination of federal and employer funds.

Eligibility Criteria

Students must meet the following criteria to be eligible for work-study funds:

- Continued active enrollment at Hastings (only available to 2Ls and 3Ls);
- Apply for and demonstrate financial need as determined by the *Free Application for Federal Student Aid (FAFSA)*;
- Be a U.S. citizen or eligible non-citizen;
- Maintain a minimum 2.2 GPA;

Application Process/Student Responsibilities

1. Required Documents – Students must complete the *Hastings Student Financial Aid Supplement* and the *FAFSA*; they are available on-line at the Financial Aid website: <https://www.uchastings.edu/admissions/financial-aid/apply-for-aid/>. The *Supplement* must be submitted online to the FAO and the *FAFSA* must be submitted to the Federal central processor.
2. Finding a Job – Students must locate their own employment and may work on or off campus. Eligible employers include government agencies, non-profit agencies, and UC Hastings. For reference, the FAO has a list of off-campus agencies that have previously employed Hastings students. Job announcements and position descriptions are also often posted on Hastings Careers Online.

3. Activating the Work-Study Award:

- a. Students must contact FAO to determine eligibility and fund allocation.
- b. Once eligibility is determined and funds are allocated for federal work study, financial aid will email the supervisor the work-study employment documents. The packet contains a *Job Description* form and *Employment Authorization/Work Permit* form. The off-campus packet also contains three *Federal Work-Study Program Agreements*.
- c. The documents must be completed and returned to the FAO with the exception of the HR new hire paperwork, which should be obtained from HR and returned to HR. Once the FAO has received all the documents and the confirmation from HR that the new hire paperwork has been completed, the FAO will certify *Part C (Work Permit)*, and *Part D* of the *Employment Authorization* form. *Part C (Work Permit)* confirms the date on which the student may begin earning work-study funding for the position. HR will notify the student and supervisor once the student is cleared to work.
- d. Work-study awards are activated on a first-come, first-served basis until funds are expended. Inactivated awards are canceled when all work-study funds are committed or on September 30th, whichever occurs first.
- e. Work-study awards consist of an award limit for June and/or a separate award limit for July through May.

4. Regulations and Guidelines

- a. Students may not be placed in jobs which:
 - Result in the displacement of employed workers or impairment of existing contracts for services;
 - Involve any partisan or non-partisan political activities associated with a candidate, or contending faction or group in an election for public or party office;
 - Involve the construction, operation, or maintenance of any facility, which is to be used for sectarian instruction or place of religious worship.

Unearned awards from June cannot automatically be carried over or added to the July-May award limit. Students should visit the FAO to discuss options for using unearned awards.

The FAO and the supervisor must authorize all award limit adjustments.

- b. Students may not earn more than their approved Federal Work-Study award limit. A Work Study Threshold Warning Report, which provides the award limit balance, is available upon request from the Payroll office. The Department/Agency is responsible for paying 100% of earnings in excess of established award limits.
- c. If a student becomes ineligible for Federal Work-Study or their award eligibility changes, the FAO will notify the student and his/her supervisor. It is the responsibility of the student and supervisor to adjust the work hours accordingly.

EMPLOYMENT RECORDS

New Hire Paperwork

Human Resources is responsible for establishing and maintaining student employment records. In addition to the employment authorization paperwork, student employees will be able to complete the following *prior* to their first day of work:

- Personal Data Form;
- Oath of Allegiance (U.S. Citizens Only);
- Employment Eligibility Verification (Form I-9);
- Employee Federal and State, and including Non-California Withholding Allowance Certificate (UC W-4/DE4);
- Privacy Notification, Disclosure of Social Security Number, and Statement of Confidentiality;
- Voluntary Self-Identification of Race, Ethnicity, and Veteran Status Form (optional)
- Voluntary Self-Identification of Disability Form (optional)
- Statement Concerning Your Employment in a University Position Not Covered by Social Security

The required employment documentation must be completed in accordance with the established payroll deadlines to ensure the employment records are established timely.

Changes to student employment data, specifically, tax withholding information, direct deposit information, and address can be updated on the UC At Your Service website (<http://atyourservice.ucop.edu/AYSO>). Note that information updated with the Records Department will *not* transfer to the payroll record.

Taxes and Other Mandatory Withholdings

Wages earned are subject to federal and state income taxes. If eligible, students may claim exempt status on the *Federal-State Withholding Allowance Certificate (UC W-4/DE4)*. The Federal and State income tax exemption status expires each year and must be renewed on or before February 15th. **Retroactive tax adjustments will not be made.** Changes to UC W-4/DE4 form can be processed on-line at <http://ucpath.universityofcalifornia.edu>.

Wages earned during inter-semester periods and over the summer are subject to Federal MEDICARE tax and the mandatory UC Retirement System's (UCRS) Defined Contribution Plan (DC Plan) contribution. Fidelity Investments Tax-Exempt Services Company (FITSCo) provides the record keeping and account services for this plan. FITSCo can be reached at 1-866-682-7787 or on-line at <https://netbenefits.fidelity.com>.

Wages may be subject to garnishments and other attachments.

Disbursement of Wages

You can receive pay in two ways:

1. **Direct deposit** – We encourage you to enroll in Direct Deposit to avoid any pay delays as paper paychecks are mailed on payday from a facility in Arizona. You can also

make direct deposit changes in your UCPATH online portal at <http://ucpath.universityofcalifornia.edu>.

NOTE: This direct deposit for pay is different than your direct deposit for financial aid,

2. Paper paycheck – Checks will be sent via U.S. Mail from a payroll processing center in Arizona, and it could take up to 5 days to receive it.

- If you haven't received it in 4-5 days from payday, confirm in TRS that your time sheet was approved on time by your supervisor. If not, it will be processed in the next pay cycle.
- If it was submitted on time, check to see if your home address in UCPATH is current, and if necessary, update it. If needed, you can request a "stop payment" on your check and have it reissued to a different address. Log in to your UCPATH portal and submit your request through the "Ask UCPATH" button in the top right corner.
- All employees are encouraged to enroll in direct deposit to ensure payment on payday. That can also be done in the UCPATH online portal.

Discrepancies in wages paid must be reported immediately to the Payroll Accountant.

Wage and Tax Statement (W-2s)

Electronic W-2 delivery – Employees can sign up for an electronic statement online at <http://ucpath.universityofcalifornia.edu>. The employee will receive an email notification in January when the statement becomes available to view/print.

Paper W-2 Delivery – The Paper W-2 statement may be picked up in Fiscal Services during the last week of January. If not done so by then, the College will mail your paper W-2 statement on January 31st to the address on file with the Payroll Office.

VIII. LAW SCHOOL LEADERSHIP

The Chancellor & Dean

The Chancellor & Dean is the chief executive and academic officer of the College, with authority over and responsibility for all departments and activities. A number of UC Hastings offices and departments report to the Chancellor & Dean. Other administrative officers are the primary contacts for students, but the Chancellor & Dean welcomes opportunities to meet with students about issues and concerns that affect all students. Visit the "Our Story" tab on the website for more information regarding UC Hastings leadership.

The Academic Dean

The Academic Dean is the chief academic officer of the College under the Chancellor & Dean with responsibility for managing and supporting the faculty and all academic programs, including clinics, centers, academic support/OASIS, career development, and the legal writing program. In addition, he manages and supports associate and assistant deans responsible for degree programs or departments (e.g., Records, Global Programs, the LLM, MSL, and HPL degrees,

and the Library), oversees the Assistant Dean of Students, and manages the classroom budget. Students will interface most directly with the Assistant Dean of Students and Director of Student Services who are in a reporting line to the Academic Dean. For more information, please visit the Academic Dean's MyHastings page.

The Assistant Dean of Students

The Assistant Dean of Students reports to the Academic Dean and is primarily responsible for student affairs at the College. The Assistant Dean of Students administers the College's Academic Regulations and resolves issues of student conduct and discipline. Besides counseling individual students about academic matters, the Assistant Dean of Students also chairs the Students of Concern Committee, which supports students experiencing health or personal difficulties. The Assistant Dean of Students oversees the Office of Student Services, Student Health Services, and the Disability Resource Program.

Institutional Governance: Faculty and Student Input

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

UC Hastings' Unique Status and the Three Boards

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

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

- **(1) The Board of Directors** is the governing authority of the institution with fiduciary responsibility for UC Hastings. It also selects and evaluates the Chancellor & Dean, delegating to him or her the tasks of day-to-day management. The Governor of California appoints members to the Board of Directors, the state Senate confirms them, and they serve as volunteers for a twelve-year term. Our Board of Directors is the equivalent of the UC Board of Regents, functioning independently of the Regents.
- **(2) The UC Hastings Board of Trustees**, the UC Hastings Foundation (formerly the 1066 Foundation), is a separate 501(c)(3) entity created to lead fundraising for the College. Pursuant to its By-Laws, the Foundation provides an organization for individuals who are

dedicated to advancing UC Hastings. It offers a means for soliciting, making, and receiving donations, financial and otherwise (such as time and expertise) to the school.

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

For more information about the three Boards of UC Hastings, please visit please visit the “Our Story” tab on the external UC Hastings website.

IX. STUDENT REFERENCE LIST: CAMPUS OFFICES AND DEPARTMENTS

The following list provides a quick overview of the UC Hastings offices and departments students may find useful. Comprehensive information about services and staff, contact information, and relevant policies may be found on the websites listed below. Most offices are open from 8:15 am to 5 pm, Monday – Friday, unless otherwise indicated on their website. Locations, where available, are listed as room/building (e.g., Student Services is 254/200 indicating room 254 in the 200 McAllister Street building).

Due to ongoing construction and the campus closure, some location information may be unavailable or inaccurate. Updates will be made on an ongoing basis. Please continue to check MyHastings for the most current version of the Handbook.

ACADEMIC & CO-CURRICULAR RESOURCES

Academic Dean’s Office	355/200	(415) 565-4682
uchastings.edu/about/admin-offices/academic-dean		
For questions about the Academic Regulations, Student Conduct Code, course schedule, curriculum, academic programs, and faculty research. Includes the Academic Dean, the Assistant Dean of Students, and the Associate Dean for Research.		
Bar Passage Support	323/200	(415) 581-8806
uchastings.edu/office/bar-passage-support		
For questions about our bar passage support curriculum and bar-related programming and workshops, and for Provides one-on-one counseling advising and support regarding the bar exam, State Bar admission requirements, and bar exam preparation.		
Community Justice Clinics	409-421/333	(415) 557-7887
MyHastings: Overview of the Community Justice Clinics		
On-campus law office where students gain academic credit and hands-on practical experience by taking lead responsibility to represent real clients and resolve disputes under faculty supervision.		
Externship & Pro Bono Programs	402/333; 415/333	(415) 565-4713
My Hastings: Externships ; MyHastings: Pro Bono		
Provides students opportunities to gain hands-on practical experience through off-campus legal placements for academic credit and on- and off-campus volunteer opportunities.		
Co-Curricular Opportunities	N/A	N/A
https://www.uchastings.edu/academics/experiential-learning-opportunities/		
Provides information about opportunities including moot court, trial and negotiation teams, legal clinics and pro-bono, law journals, and simulation courses.		
Global Programs	327, 334, 275/200	(415) 703-8258
uchastings.edu/academics/study-abroad-exchange		
Supports LLM and foreign exchange students; facilitates study abroad opportunities; coordinates international exchanges, visitors and events.		

Legal Research and Writing uchastings.edu/office/lwrc		(415) 565-4728
Oversees LRW I and II classes for first-year students and the Legal Writing Resource Center, offers to upper-division students appellate advocacy classes, teaching assistant opportunities, and intercollegiate moot court competition teams.		

Library Services library.uchastings.edu	4th Floor/200	(415) 565-4751
The Law Library, located on the fourth and fifth floors of the 200 Building, supports the research and educational endeavors of the students and faculty. Librarians answer questions at the Reference Desk, via libref@uchastings.edu , and online chat. They also create research guides, offer trainings, and provide individual research assistance.		

Office for Academic Skills Instruction and Support (OASIS) uchastings.edu/office/oasis	371, 373 & 375/200	N/A
For questions about courses that reinforce core academic skills, and for one-on-one academic support advising and workshops to help students with skills like reading and case briefing, time management, outlining, exam preparation and more.		

Scholarly Publications - Journals https://www.uchastings.edu/academics/journals/	100/2206	(415) 581-8952
Publishes 10 law journals edited by Hastings students. Rising 2L students join via a writing competition each May. 3L students manage and govern the journal organization; select and prepare articles and student notes for publication.		

UCSF/UCH Consortium on Law, Science & Health Policy www.uconsortium.org	637/200	(415) 565-4831
Develops and coordinates interdisciplinary coursework, clinics, and research related to health law and policy, and acts as a resource center for students interested in developing careers in this field.		

COMMUNICATION & EVENTS

Special Events & Guest Services http://bit.ly/UCHspecialevents		(415) 565-4602
Manages the Master Events calendar, maintains student folders, and coordinates room reservations.		

STUDENT RESOURCES & STUDENT LIFE

ADA-Section 504 Coordinator, Andrea Bing (wellesan@uchastings.edu) https://www.uchastings.edu/title-ix-and-sexual-misconduct-reporting/	552/200	(415) 565-4733
Resource for issues related to the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and the rights of persons with disabilities. See also Disability Resources Program, below.		

Admissions uchastings.edu/admissions	1st Floor/200	(415) 565-4623
Under the Office of Enrollment Management, manages the recruitment and selection process for new students. Current students can serve as student assistants, campus tour guides, and Admitted Student Day volunteers.		

Career Development Office (CDO) (careers@uchastings.edu)	230/200	(415) 565-4619
https://www.uchastings.edu/careers/students/		
Provides career counseling, programs (including workshops, panels, events, career fairs and interview programs), a full menu of resources and handouts on MyHastings, and the Hastings Careers Online job posting site.		
Disability Resources Program (DRP)	TBD/200	(415) 565-4876
uchastings.edu/office/drp		
Pursuant to the ADA, provides reasonable accommodations for students with disabilities to ensure all students have an equal opportunity for success.		
Financial Aid Office	1st Floor/200	(415) 565-4624
https://www.uchastings.edu/admissions/financial-aid/		
Administers financial aid programs including grants, loans, work study, and scholarships.		
Legal Education Opportunity Program (LEOP)		(415) 565-4723
https://www.uchastings.edu/academics/academic-success/legal-education-opportunity-program/		
Provides academic assistance, workshops, counseling and study aids to students admitted through LEOP.		
Records Office (records@uchastings.edu)	211/200	(415) 565-4613
uchastings.edu/office/records		
Maintains student permanent academic files, coordinates the course schedule, registration, administers exams, records grades, provides class ranks, issues academic transcripts and diplomas, processes academic petitions (leaves of absences, withdrawals, etc.), provides enrollment verifications and letters of good standing, certifies students for bar exams, processes Dean Declaration forms for bar exams and completes students' Practical Training of Law School Applicant forms (on behalf of the Dean).		
Student Government and Student Organizations	N/A	N/A
uchastings.edu/asuch		
The Associated Students of UC Hastings (ASUCH) represents the interests of the student body. Over 30 student organizations offer a great way to pursue your interests and get involved on campus.		
Student Health Services	202/200	(415) 565-4612
uchastings.edu/office/health		
Provides medical and nursing care, counseling, information, advice, travel precautions, and immunization referrals to all students regardless of their insurance provider. Oversees the UC Student Health Insurance Plan.		
Office of Student Services (studentservices@uchastings.edu)	223/200	(415) 565-4773
uchastings.edu/office/student-services		
Supports students primarily in activities outside of the classroom including academic advising; registering and supporting student organizations and student government; coordinating orientation, commencement, and other campus and social events; overseeing the child care rebate program; and offering wellness activities.		

Title IX Coordinator (TitleIXcoordinator@uchastings.edu)	552/200	(415) 565-4733
uchastings.edu/title-ix-and-sexual-misconduct-reporting		
Resource for issues related to the <i>Policy on Discrimination, Protected Status Harassment, Sexual Harassment, and Sexual Assault and Violence Related to Students</i> . Includes information on reporting misconduct directly or confidentially and resources for victims of sexual assault.		

Veterans Support Resources	N/A	N/A
https://www.uchastings.edu/admissions/financial-aid/scholarships-for-entering-students/veterans/		
Resources regarding Veteran Benefits including financial aid, residency, and eligibility.		

TECHNOLOGY AND CAMPUS OPERATIONS

Alumni Center/Institutional Advancement	5th Floor/333	(415) 565-4615
https://www.uchastings.edu/alumni/		
Get help with promoting events to the alumni community, identify possible funding/outside sponsorship sources, and get involved with the alumni community.		

Business Center (businesscenter@uchastings.edu)	100/200	(415) 565-4882
https://www.uchastings.edu/offices-and-services/business-center/		
Offers full-service and self-service copying and printing services for students, faculty and staff.		

Enrollment Management	1st Floor/200	(415) 565-4623
uchastings.edu/admissions		
Oversees the Admissions Office and the Financial Aid Office and is also responsible for outreach and admissions for the MSL and LLM programs.		

Facilities Operations (facilities@uchastings.edu)	1st Floor/100	(415) 565-4894
uchastings.edu/about/admin-offices/facilities		
Provides event set-up, building maintenance, repair, and janitorial services.		

Faculty Support Services	385/200	(415) 565-4782
Provide support for faculty regarding class materials, rosters, exam preparation, course reports, class recordings, postings to Canvas, and more. Faculty profiles, office locations and contact information are available on the UC Hastings website under "Faculty"		

Fiscal Services	TBD/200	(415) 565-4704
uchastings.edu/office/fiscal		
Manages financial and accounting matters including billing, tuition payment, Tower rent, loan collection, budgeting, payroll, financial activities of student organizations, and disbursement of travel reimbursements and financial aid loan proceeds.		

General Counsel	2nd Floor/100	(415) 565-4787
Serves as the College's attorney, coordinating with staff, faculty, and students, on college procedures and policies. Determines the residency status of students for tuition purposes.		

Human Resources	2nd Floor/100	(415) 565-4703
https://www.uchastings.edu/offices-and-services/human-resources/ Oversees student employment, verifies employment eligibility, and publishes <i>Student Employment Guidelines</i> .		
Information Technology (helpdesk@uchastings.edu)	440/200	(415) 565-4625
uchastings.edu/office/it Provides assistance with student laptops and UC Hastings computers.		
Instructional Media Services	TBD	(415) 565-4609
uchastings.edu/office/media Provides classroom and media support for faculty and staff. Services are available to students for class presentations only.		
Operations	2nd Floor/100	(415) 581-8858
operations@uchastings.edu Oversees security, facilities, special events, sustainability, campus construction, and space allocation		
UCSF Police Department (UCSF PD) (ucsfpd@uchastings.edu)	376 Larkin Garage	(415) 476-1414
uchastings.edu/about/admin-offices/security & www.police.ucsf.edu		

APPENDIX A: UC HASTINGS CODE OF STUDENT CONDUCT AND DISCIPLINE



UC Hastings Law
SAN FRANCISCO

CODE OF STUDENT
CONDUCT AND DISCIPLINE

Academic Year 2020-2021

Updated June 26, 2020

TABLE OF CONTENTS

UC HASTINGS CODE OF STUDENT CONDUCT AND DISCIPLINE.....1

100. Preamble..... 1

101. Scope..... 1

102. Definitions 1

103. Jurisdiction 1

104. Academic Dishonesty 1

105. Misrepresentation and Duty to Disclose 2

106. Interference with Property and Misuse of Services..... 2

107. Harmful Acts and Disturbances 3

108. Obstruction..... 3

109. Violation of Law..... 3

110. Initiating a Complaint; Investigation; Interim Sanctions 3

111. Informal Resolution Process 4

112. Student Conduct Committee..... 4

113. Waiver of Hearing 4

114. Formal Hearing Process 5

115. Sanctions 6

116. Appeal to the Dean 7

117. Records and Recording Policy; Interpretation 7

UC HASTINGS CODE OF STUDENT CONDUCT AND DISCIPLINE

100. Preamble

- (A) This Code of Student Conduct and Discipline (the “Code”) is designed to promote an atmosphere of confidence, trust, and respect at UC Hastings College of the Law (the “College”). Students are expected to conduct themselves in accordance with this Code and with the high ethical standards expected in the legal profession.
- (B) In addition to this Code, Students of the College are bound by all other applicable regulations and policies.

101. Scope

This Code applies to the conduct of Students of the College and sets forth procedures for initiating and resolving complaints about Student conduct.

102. Definitions

- (A) “**Academic Dean**” means the Academic Dean of the College or that person’s designee.
- (B) “**College Premises**” means all land, buildings, facilities, and other property owned, used, or controlled by the College.
- (C) “**College-Related Function**” means an event that is held on or off College Premises that is sponsored by the College, a Member of the College Community, or an approved College organization.
- (D) “**Dean**” means the Chancellor and Dean of the College or that person’s designee.
- (E) “**Member of the College Community**” means a Student, alumnus, faculty, or staff member of the College.
- (F) “**Student**” means an individual who:
 - (1) Is enrolled in or registered in a class or an academic program of the College.
 - (2) Is eligible for enrollment or re-enrollment in the College but is not currently enrolled.

103. Jurisdiction

This Code extends to the following:

- (A) Conduct by a non-Student who has graduated, is academically disqualified, or is otherwise not eligible for re-enrollment but is alleged to have violated the Code while a Student.
- (B) Conduct by a Student occurring on or near College Premises or in connection with a College-Related Function.
- (C) Conduct by a Student on or off College premises constituting a violation of law, whether or not the conduct is, will be, or has been subject to a judicial or administrative proceeding.
- (D) Conduct by a Student, which in the judgment of a College official, negatively bears on the Student’s moral or ethical fitness.
- (E) Conduct by a Student directed at a Member of the College Community.

104. Academic Dishonesty

A Student may not engage in academically dishonest conduct including, but not limited to, the following:

- (A) **Cheating** including, but not limited to, the following acts:
 - (1) Unauthorized copying, in part or in whole, from another Student’s examination or assignment.
 - (2) Submitting work previously presented in another course or created in the course of employment unless specifically authorized by the instructor of the subsequent course.
 - (3) Using or consulting, during an examination or other assignment, unauthorized sources, materials, or devices.
 - (4) Collaborating with another person during an examination or other assignment, unless authorized.
 - (5) Intentionally stealing, sequestering, altering, or destroying materials needed by another Student for an academic endeavor.

- (6) Disobeying assignment or examination instructions or procedures, whether included in the College's examination rules or provided orally or in writing by an instructor or exam proctor.
- (7) Altering or interfering with grading or grading instructions.
- (8) Obtaining or giving unauthorized aid on an examination or assignment.
- (9) Providing false attendance verification for oneself or another Student.
- (10) Obtaining unauthorized prior knowledge of an examination or assignment, or if such knowledge was obtained inadvertently, failing to immediately disclose such knowledge to the Academic Dean.
- (11) Discussing an examination with, or in the proximity of, another Student whom the Student knows or has reason to know has not yet taken the examination.
- (12) Engaging in an act that gives the Student or another Student an unfair academic or professional advantage.
- (B) Plagiarizing** in any submitted work, whether or not the work is in final form. Plagiarism is a strict liability offense not requiring intent, and it includes, but is not limited to, the following actions unless they are accompanied by proper citation and attribution:
 - (1) Incorporating into the Student's own work a substantially similar portion of another's work.
 - (2) Copying all or part of another person's written work.
 - (3) Paraphrasing ideas, theories, cases, conclusions, or research.
 - (4) Representing as the Student's original work the work of another person.

105. Misrepresentation and Duty to Disclose

- (A)** A Student may not engage in misrepresentation including, but not limited to, the following:
 - (1) Forging, altering, or misusing a document, record, transcript, key, logo, or identification of the College or another official entity or person.
 - (2) Furnishing information that a Student knows or has reason to know is false, incomplete, or misleading when:
 - (a) Applying for financial aid.
 - (b) Requesting to reschedule or requesting an accommodation for an exam.
 - (c) Representing a grade, award, academic status, or rank to an employer, potential employer, or other third party.
 - (d) Applying for a College course, program, or benefit.
 - (e) Providing testimony or other evidence either as an accused or as a witness in a meeting or hearing under this Code.
- (B)** A Student has a duty to immediately disclose to the Academic Dean, in writing, if the Student is arrested for, charged with, or convicted of a misdemeanor or felony.
- (C)** An applicant has a duty to immediately disclose to the Senior Assistant Dean of Enrollment any omission, inaccuracy, or material change in the applicant's College application prior to matriculation including, but not limited to, being charged with, arrested for, or convicted of a misdemeanor or felony.

106. Interference with Property and Misuse of Services

- A Student may not interfere with property or misuse services including, but not limited to, the following actions:
- (A)** Stealing, converting, destroying, or damaging property or data located on College premises or belonging to the College, a Member of the College Community, or the organizer of a College-Related Function.
 - (B)** Violating the College's Policy on Recording Classes.
 - (C)** Entering College Premises without authorization.
 - (D)** Using or misusing College equipment or resources without authorization or in violation of the College's Computer Resources Acceptable Use Policy.
 - (E)** Violating any other College policies or regulations governing a College-owned residence or property belonging to the College, a Member of the College Community, or the organizer of a College-Related Function.

107. Harmful Acts and Disturbances

A Student may not engage in harmful acts including, but not limited to, the following:

- (A) Threatening violence or physical abuse, or otherwise threatening the safety or physical or emotional health of a Member of the College Community, a person on or near College Premises, or any other person in connection with a College-Related Function.
- (B) Engaging in conduct in violation of the College's Gender-Based Harassment, Discrimination, and Sexual Misconduct Policy.
- (C) Engaging in conduct not comporting with the standards of ethics, professionalism, and courtesy expected in the legal profession.
- (D) Obstructing or disrupting teaching, research, administration, disciplinary procedures, or other College activities.
- (E) Engaging in disorderly, lewd, discourteous, or unprofessional conduct on College Premises or at a College-Related Function.
- (F) Participating in a disturbance of the peace or unlawful assembly on College Premises or at a College-Related Function.
- (G) Failing to comply with the directions of a College official or public official who is acting in the performance of the official's duties, or resisting or obstructing an official in the performance or attempted performance of the official's duties while on College Premises or in connection with a College-Related Function.

108. Obstruction

A Student may not obstruct compliance with or implementation of this Code including, but not limited to, the following:

- (A) Assisting another Student to commit prohibited conduct under this Code.
- (B) Failing to cooperate with the investigation of a complaint initiated under this Code.
- (C) Violating an interim or final sanction imposed under this Code.

109. Violation of Law

It is a breach of this Code for a Student to violate local, state, or federal law, including by committing any of the following actions:

- (A) Possessing, selling, manufacturing, or attempting to use, possess, sell, or manufacture illegal narcotics other illegal or controlled substances, including marijuana, on College Premises or at a College-Related Function.
- (B) Possessing, storing, manufacturing, or using explosives, firearms, weapons, or other devices that can be used to harm persons or property.
- (C) Engaging in other illegal conduct not otherwise covered by this Code.

110. Initiating a Complaint; Investigation; Interim Sanctions

- (A) Complaints under the College's Gender-Based Harassment, Discrimination, and Sexual Misconduct Policy shall be made pursuant to that policy.
- (B) Except as provided in paragraph (A) above, a Member of the College Community may initiate a complaint against a Student for misconduct under this Code. The decision of whether to pursue a complaint will be at the discretion of the College. Further information provided to the complaining person will be pursuant to 115(F)
- (C) A complaint referred to in paragraph (B) may be submitted orally or in writing to the Academic Dean.
- (D) Upon receipt of a complaint under this section, the Academic Dean shall:
 - (1) Act with due regard for the privacy of all individuals involved.
 - (2) Investigate whether the complaint has merit.
 - (3) If the Academic Dean decides to pursue the complaint, the Academic Dean shall provide notice of the complaint, orally or in writing and as soon as practicable, to the Student(s) who is/are the subject of the complaint, giving the Student(s) the opportunity to respond to the allegations, and to the parties involved in the dispute.
 - (4) Proceed expeditiously at all stages of the investigatory and disciplinary process.
- (E) After an investigation, the Academic Dean shall take one or more of the following actions:
 - (1) Dismiss the complaint if it is found meritless.

- (2) Address the complaint informally under § 111.
- (3) Initiate a formal hearing process as outlined in § 114.
- (4) Impose an appropriate interim sanction if the Academic Dean determines that action is needed to protect the health, safety, or welfare of Members of the College Community.
- (5) Take administrative action if the complaint involves disruptive Student conduct that the Academic Dean determines that the Student's conduct may be caused by physical or mental illness exceeding either reasonable stress reactions or the resources of the College to provide appropriate support. This administrative action may include mandatory physical, psychological, psychiatric, or other evaluation, withdrawal from one or more classes, removal from College Premises, or other requirements or conditions deemed necessary by the Academic Dean.
- (F) Refer the complaint to a professional outside hearing officer.
- (G) If the Academic Dean imposes an interim sanction under paragraph (E)(4) or takes administrative action under paragraph (E)(5), that sanction or action shall remain in effect until the complaint is resolved by the Academic Dean.
- (H) A Student subject to an interim sanction under paragraph (E)(4) or administrative action under paragraph (E)(5) may appeal the sanction or action to the Dean under § 116 of this Code.

111. Informal Resolution Process

- (A) The Academic Dean may resolve a complaint through an informal resolution process, which may include imposing a sanction authorized under this Code or making another appropriate disposition.
- (B) A sanction greater than a warning must be communicated to the Student in writing and must specify whether the sanction will be noted on the Student's transcript.
- (C) The accused Student may request a formal hearing if the Student disagrees with the disposition of the informal resolution process.
- (D) A formal hearing request must be in writing and received by the Academic Dean within 15 business days of the Student's receipt of notice of the proposed informal resolution.
- (E) If the Student does not request a formal hearing, the informal resolution is final.

112. Student Conduct Committee

- (A) Each academic year, the Academic Dean, after consultation with the Faculty Executive Committee shall appoint seven faculty or staff members to the Student Conduct Committee (the "Committee"), designating one of these members as chair. At least two of the members each year shall be faculty.
- (B) The Academic Dean shall also select three Student members and three Student alternates by lot from the second- and third-year classes.
 - (1) A selected Student may decline after being informed of the nature and extent of the responsibility.
 - (2) The nomination process shall proceed until three Students and three Student alternates have agreed to serve on the Committee. An alternate Student member may serve if a Student seat becomes vacant.
- (C) When a formal hearing process is triggered under § 114, the chair of the Committee shall constitute a Hearing Panel to consist of three Committee members, one of whom shall be a student and one other of whom shall serve as chair.

113. Waiver of Hearing

- (A) At any time before a complaint is resolved informally or formally, a Student may waive a formal hearing and plead to a violation.
- (B) Where a Student waives a hearing and pleads to a violation under paragraph (A), the Academic Dean may impose any sanction the Academic Dean deems appropriate.
- (C) A Student has the right to appeal a sanction imposed under paragraph (B) in accordance with the procedures set out under § 116, but may not appeal the underlying violation to which the Student pled.

114. Formal Hearing Process

A formal hearing initiated under § 110(E)(3) shall conform to the following procedures and rules:

(A) Notice

The Academic Dean shall give prompt written notice to the accused Student, including all of the following:

- (1) The Code provision, rule, regulation, or policy alleged to have been violated.
- (2) The date or period of time and location the violation allegedly occurred.
- (3) A description of the basis for believing the alleged violation occurred.
- (4) A copy of or link to the Code.
- (5) An explanation of the formal hearing process.
- (6) A statement requiring the Student to acknowledge receipt of the notice in writing.
- (7) A date and time for a meeting with the Student within five business days of receipt of the notice. At that meeting, the Academic Dean shall outline the hearing process, answer any procedural questions, and, unless prohibited by law, provide the Student with an opportunity to review relevant documents and orally respond to the accusation(s).

(B) Hearing

- (1) The hearing shall be closed to the public and shall take place on College premises during normal business hours.
- (2) The Academic Dean will present the case for the College.
- (3) A witness is not allowed to attend the hearing except when testifying or being questioned.

(C) Due Process

- (1) The hearing shall be conducted applying basic standards of due process, as appropriate for higher education student conduct proceedings, including providing the Student a full opportunity to respond to the charges and evidence.
- (2) The Hearing Panel chair shall conduct the hearing in an orderly manner and rule on any questions of procedure, admission of evidence, or relevance of testimony or other evidence.
- (3) The Hearing Panel chair shall:
 - (a) Notify the Student at least 10 business days prior to the hearing of the date, time, and place of the hearing and the names of the panel members.
 - (b) Provide the Student at least five business days prior to the hearing a written proposed schedule setting out the order of the proceedings, listing the expected witnesses, and outlining a process to provide the Student access to the evidence expected to be presented.

(D) Accused Student Rights During the Hearing

- (1) The accused Student is presumed not to have committed the violation in question.
- (2) The Student may invoke the privilege against self-incrimination.
- (3) The Student may strike Student members of the Hearing Panel and proceed to a hearing before a panel of three faculty and staff members only.
- (4) The Student may challenge a member of the Hearing Panel on the grounds of prejudice, bias, conflict of interest, or another factor the Student asserts would preclude the panel member from rendering an impartial and fair decision. The challenge shall be decided by secret ballot of the remaining panel members. A unanimous vote is required to exclude a Hearing Panel member. The chair of the Committee shall appoint an alternate member if a panel member is excluded.
- (5) The Student may present evidence in the Student's defense, including witnesses and documents.
- (6) The Student may testify.
- (7) The Student may question a witness unless the Hearing Panel determines there are compelling reasons to disallow this questioning. In such circumstances, the panel may permit the Student to submit written questions to the witness through the Hearing Panel. The Hearing Panel may disallow or decline to ask questions it deems irrelevant.
- (8) The Student may bring an advisor to the hearing, including an attorney retained at the Student's expense or serving pro bono, a faculty member, a fellow Student, or another person. The advisor may act as a consultant to the Student but may not speak on the Student's behalf. The Student must notify the chair of the Hearing Panel at least five

business days prior to the hearing if the Student intends to attend the hearing with an advisor.

(E) Evidence

- (1) Before the hearing, the Hearing Panel shall investigate the complaint as it deems appropriate, including by consulting with individuals within or outside of the College.
- (2) The Hearing Panel may consider all evidence that it deems appropriate and is not bound by formal rules of evidence. Hearsay evidence may be used to supplement or explain other evidence, but shall not be sufficient in itself to support a finding unless it would be admissible in a state civil action.
- (3) An inference may not be drawn from the silence of the accused Student.
- (4) The Hearing Panel may require witnesses to make an oath or affirmation before presenting oral testimony.
- (5) To sustain a charged violation, the College bears the burden of proof by a preponderance of the evidence, except that a violation giving rise to a sanction of dismissal from the College must be supported by clear and convincing evidence.

(F) Recording

The College shall make an adequate audio or video recording of the hearing.

(G) Decision and Notice

- (1) All decisions of the Hearing Panel shall be by majority vote.
- (2) The Hearing Panel shall issue a written report to the Student and Academic Dean within 15 business days of the conclusion of the hearing. The report shall state the Hearing Panel's decision, the reasons supporting the decision, and any sanction the Hearing Panel is imposing. The report shall also indicate whether the sanction should be included on the Student's transcript.

(H) Waiver

The accused Student may voluntarily, in writing, waive any of the time periods or other conditions set out in this section, with the consent of the Chair of the Committee.

115. Sanctions

- (A) A sanction imposed on a Student must be proportionate to the context and seriousness of the violation.
- (B) One or more of the following sanctions may be imposed on a Student found, through the informal resolution process or after a formal hearing, to have violated this Code:
 - (1) **CENSURE.** Written reprimand.
 - (2) **RESTITUTION.** Reimbursement to the injured person, organization, or the College.
 - (3) **GRADE REDUCTION.** When the misconduct consists of academic dishonesty, reduction of a Student's grade in the affected course or issuance of an administrative "F" or "NC."
 - (4) **EXCLUSION FROM ACTIVITIES.** Exclusion of the Student from designated activities, which may include classes, for a specified period.
 - (5) **SUSPENSION.** Suspension of student status for a specified period. A suspended student will not participate in classes and typically will be barred from College activities and the College Premises.
 - (6) **DISMISSAL.** Permanent termination of student status and dismissal from the College.
 - (7) **REVOCATION.** Revocation of a degree where admission to the College, award of credit, or award of a College degree was through fraud or academic dishonesty.
 - (8) **INTERIM EXCLUSION FROM ACTIVITIES OR SUSPENSION.** The College may impose an interim exclusion from activities, which may include classes, or an interim suspension of student status for a specified period when there is reasonable cause to believe this is in the best interest of the College before final disposition on an alleged violation. An interim-suspended Student will not participate in classes and typically will be barred from College activities and the College Premises.
- (C) The Academic Dean may order that a sanction be noted on a Student's transcript. When a sanction is so noted, the College will report that sanction to any state bar to which the Student has applied for admission and to any state bar to which the Student has previously been certified for admission. A disciplinary sanction, whether or not noted on the Student's transcript, will be recorded in the Student's official College record, and will be reported to any

licensing authority making an inquiry.

- (D) In lieu of a sanction, a Student may receive a written warning that a future violation of the Code will be cause for disciplinary action. A warning is not a disciplinary sanction, will not be recorded in a Student's official College record, and will not be reported to a licensing authority, unless the Student is subsequently sanctioned for a violation of this Code.
- (E) The imposition of a sanction or issuance of a warning may be conditioned on the Student completing an apology, reflection, restorative act, work assignment, service to the College, or other action. Any such condition shall be set forth in writing. If the Student does not complete the condition(s), the Academic Dean may impose an additional sanction.
- (F) **Notification**
When a disposition is final, the Academic Dean shall notify the complainant that the matter has been resolved. Because of the privacy rights of the accused Student, the Academic Dean is not required to disclose any information about the nature of the disposition.

116. Appeal to the Dean

- (A) A Student may appeal an interim sanction or a decision of the Hearing Panel to the Dean within 15 business days of imposition of the sanction or receipt of the decision. The appeal must be made in writing and state the grounds for appeal.
- (B) The Dean may grant an appeal after the deadline listed in paragraph (A) upon a showing of new information or other good cause for delay and that the appeal was made as soon as possible under the circumstances.
- (C) The Dean will hear an appeal of a Hearing Panel decision only where the Student pleads one or more of the following grounds:
 - (1) The Hearing Panel committed a procedural error or omission that materially impacted the outcome of the hearing.
 - (2) The evidence was not sufficient to support the decision.
 - (3) The imposed sanction was excessive or not appropriate.
 - (4) One or more of the Hearing Panel members were incapable of making an impartial decision in the Student's case.
 - (5) There is new information that was not reasonably available at the time of the hearing that could substantially impact the original finding or sanction.
- (D) On appeal, the Dean shall review the interim sanction or the decision of the Hearing Panel and do one of the following:
 - (1) Affirm the Hearing Panel's decision.
 - (2) Overrule the Hearing Panel's decision.
 - (3) Reduce the sanction(s) imposed.
 - (4) Request additional information, including a written submission from the Student and a response from the Hearing Panel.
 - (5) Refer the case back to the Hearing Panel.
- (E) The Dean's decision on the appeal shall be in writing and shall be sent to the Student, the Academic Dean, and the members of the Hearing Panel.
- (F) If the Dean takes an action other than affirming the Hearing Panel's decision, the Dean's written decision shall include the reasons for the Dean's action. In such cases, a copy of the Dean's decision shall be sent to the Faculty Executive Committee.
- (G) The Dean's decision on the appeal is final.

117. Records and Recording Policy; Interpretation

- (A) The Academic Dean shall maintain the recording of all formal hearings under §114(B) and a digital and paper copy of the complaint in question for at least 10 years. This record shall include the identity of the Student and complainant, the date and nature of the complaint, whether the matter was dismissed or handled informally or formally, and its disposition.
- (B) All questions of interpretation of this Code shall be determined by the Academic Dean.

APPENDIX B: STUDENT COMPLAINTS AND GRIEVANCES



UC Hastings Law
SAN FRANCISCO

STUDENT COMPLAINTS AND GRIEVANCES

Academic Year 2020-2021

Updated June 26, 2020

TABLE OF CONTENTS

STUDENT COMPLAINTS AND GRIEVANCES.....	1
1.0 LAW SCHOOL COMPLIANCE WITH ABA STANDARDS: STUDENT COMPLAINTS.....	1
2.0 STUDENT-INITIATED GRIEVANCE PROCEDURES	1
3.0 STUDENT-INITIATED GRIEVANCE PROCEDURES: COLLEGE SERVICES AND DEPARTMENTS	2
4.0 STUDENT-INITIATED GRIEVANCE PROCEDURES: CAREER SERVICES	3
5.0 STUDENT-INITIATED GRIEVANCE PROCEDURES: DISABILITIES AND ACCOMMODATIONS	5

STUDENT COMPLAINTS AND GRIEVANCES

1.0 Law School Compliance with ABA Standards: Student Complaints

- (A) A Student who wishes to assert that the College is not in compliance with one or more ABA Standards should file a written complaint with the Academic Dean, specifying the College's alleged failure to comply and citing to the specific ABA Standard or Standards at issue.
 - (1) The complaint may be submitted by email, US Mail, or personal delivery.
 - (2) The complaint should include the Student's contact information to facilitate further communication.
 - (3) The absence of contact information may prevent a thorough investigation and/or resolution of the matter. When contact information is available, the Academic Dean shall acknowledge receipt of the complaint within 5 business days.
- (B) The Academic Dean shall investigate the alleged failure to comply with the ABA Standard and provide the Student with a written response within 30 calendar days of receipt of the assertion. The written response shall provide a substantive response to the complaint, describing the steps taken to investigate.
- (C) If the complaint is found to be valid, the written response shall include steps to be taken or already taken to address a failure to comply.
- (D) If the Student is dissatisfied with the Academic Dean's response to or resolution of the complaint, the Student may file a written appeal with the Dean. The appeal must be filed within 30 calendar days of the Academic Dean's response.
- (E) The Dean shall either affirm or reverse, in whole or in part, the Academic Dean's determination. The Dean's response will be communicated to the Student within 30 calendar days of receipt of the appeal. The Dean's decision shall be final.
- (F) The College shall maintain a record of each complaint and its resolution in the Academic Dean's office for a period of 8 years from the date of final resolution of the complaint.

2.0 Student-Initiated Grievance Procedures

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

- (A) Violation of the privacy rights accorded the student by the Federal Family Educational Rights and Privacy Act of 1974, the State of California Education Code, and the Hastings Policies Applying to the Disclosure of the Information from Student Records;
- (B) Discriminatory practices based upon sex, under Title IX of the Education Amendments of 1972 or under University of California Policy Applying to the Student-Related Sections of Title IX of the Education Amendments of 1972;
- (C) Discriminatory practices based upon handicap, under §504 of the Rehabilitation Act of 1973 or under the University of California Guidelines Applying to Nondiscrimination on the Basis of Handicap;
- (D) Discriminatory practices based upon race, color or national origin, under Title VI of the Civil Rights Acts of 1964; and
- (E) Other types of grievances specified in campus regulations.

3.0 Student-Initiated Grievance Procedures: College Services and Departments

(A) Informal Resolution

A student who believes that he or she has encountered a violation of the rights listed under § 2.0 of this section or any other College policy is encouraged to notify the Director of Student Services as soon as possible after the incident. In the event that the party against whom the grievance is filed is the Director of Student Services, then the grievance shall be filed with the Academic Dean. The Director of Student Services in consultation with the Academic Dean may dispose of the matter informally or refer it for hearing to a hearing committee of the Panel on Student Grievances. The Panel on Student Grievances may be coextensive with the Student Conduct Committee or may be selected using the procedures set forth in § 112 of the Code of Student Conduct and Discipline.

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

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

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

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

(B) Hearing

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

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

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

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

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

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

- (1) Oral evidence shall be taken only on oath or affirmation, and/or
- (2) Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of the evidence over objection in civil actions. Hearsay evidence may be used for the

purpose of supplementing or explaining other evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.

- (3) The committee may seek independent testimony from experts whether or not the parties presented testimony from experts at the hearing.

(C) Appeal to the Dean

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

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

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

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

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

(D) Expedited Grievance Procedures

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

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

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

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

4.0 Student-Initiated Grievance Procedures: Career Services

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

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

- (B) Complaint Procedures.** A student who believes that he or she has encountered a violation of the College's Nondiscrimination Policy during interviewing on campus or at another site is encouraged to notify the Assistant Dean of the Career Development Office as soon as

possible after the incident.

- (C) **Oral Complaint.** A student may make an oral complaint to the Assistant Dean of the Career Development Office. The Assistant Dean may, if appropriate, contact the employer to discuss the complaint and to clarify the employer's or the College's policies and/or practices. The student's identity shall be kept confidential if he or she desires.
- (D) **Written Complaint.** A student who wishes to have his or her complaint recorded and pursued may submit the complaint in writing to the Assistant Dean of the Career Development Office. The complaint shall specify the date of the occurrence, the name and address of the employer, the name of the representative of the employer with whom the complaint dealt, the employer's statements and/or practices upon which the complaint is based; and the specific manner in which statements or practices are alleged to violate the Nondiscrimination Policy. The written complaint also may set forth any other facts that the complainant deems relevant.

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

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

- (E) **Consideration by the Academic Dean; Imposition of Sanctions.** If either the Assistant Dean of the Career Development Office or the student/complainant wish the Academic Dean to review the complaint or its resolution, the Assistant Dean of the Career Development Office shall forward a copy of the written complaint and findings of the Assistant Dean of the Career Development Office to the Academic Dean.

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

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

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

If the Academic Dean determines that sanctions should be imposed, he or she shall notify the employer of this determination and shall notify the employer that it has a right to request review of the determination in the form of a hearing before a Student Conduct Panel of three persons. If the employer requests a hearing, the employer may submit data concerning its interviewing and hiring practices and any other relevant information. The employer shall have

a reasonable time to submit such information and, if it desires, an opportunity to be heard through oral testimony of witnesses. The Academic Dean shall forward to the Student Panel a copy of the student complaint, the Assistant Dean's findings and the Academic Dean's findings. The Student Conduct Panel shall review all the information submitted to it.

The Student Conduct Panel shall set forth its Findings of Fact and its recommendation for disposition of the matter and shall forward these findings and recommendations to the Academic Dean. If the Panel's findings and recommendation differ from the Academic Dean's initial determination to impose sanctions, the Academic Dean shall reconsider the imposition of sanctions in light of the Student Conduct Panel's findings and recommendations.

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

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

5.0 Student-Initiated Grievance Procedures: Disabilities and Accommodations

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

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

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

(A) Definitions

- (1)** "Grievance" as used in this procedure means a written complaint by any student alleging discrimination on the basis of disability with respect to any College program or activity, including an alleged improper application of one or more the College's rules, regulations, or policies, or by specified improper actions of any individual affiliated with the College in the capacity of academic personnel, administrative or professional staff, or clerical or service staff.
- (2)** "Student" as used in this procedure includes persons (1) who are registered for classes at the College at the time a grievance pursuant to this policy is initiated; (2) who were registered for classes at College at the time of the adverse occurrence that gave rise to the grievance; and (3) who have an offer of admission to the College.

(B) Informal Resolution of Complaints

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

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

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

(C) Formal Grievance Procedures

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

(1) Step One

- (a) If informal discussion with appropriate Hastings personnel does not resolve the complaint, the student may submit a written grievance to the Director of Student Services within 45 days from the conclusion of the informal resolution or, if the informal process is not utilized, 45 days from the of the event(s) that triggered the grievance, or in the case of inaction, within 45 days from when the student with reasonable diligence should have known of the inaction. Hastings strongly recommends filing without delay; delay can affect the student's future studies at Hastings. The written grievance must include:
 - i. a clear and unequivocal statement of the Hastings rule(s), regulation(s), policy(ies), circumstances and/or action(s) of which the student complains;
 - ii. the date of any action of which the student complains; [the date on which the discriminatory action occurred; or on which the complainant learned of the discriminatory action];
 - iii. the names of all witnesses, including the Hastings employees involved; and
 - iv. a summary of the action(s), if any, the student has taken to resolve the matter informally.
- (b) The Hastings ADA/504 Coordinator, Andrea Bing, shall meet with the student within ten (10) working days of the receipt of the grievance. If this meeting does not resolve the grievance, the ADA/504 Coordinator will conduct an investigation of the subject of grievance with the objective of resolving the grievance. The investigation will include gathering relevant evidence to make an unbiased determination with respect to whether discrimination occurred. In conducting the investigations the ADA/504 Coordinator will consult expert resources within Hastings, as appropriate.

In those cases where the grievance involves a dispute regarding the conduct or requirements of a course or of an academic program, the ADA/504 Coordinator shall consult with the Academic Dean.

- (c) The ADA/504 Coordinator shall furnish the student with a written response to the grievance within 45 working days of meeting with the student. The written response will state the Coordinator's conclusion as to whether discrimination occurred, the basis for the conclusion and any steps the Coordinator has taken or will take to address the problem. The response shall be mailed to the student by certified mail, return receipt requested. If the grievance involves a dispute regarding the conduct or the requirements of a course, or of an academic program, a copy of the written response issued by the ADA/504 Coordinator shall be provided to the Academic Dean.

(2) Step Two

- (a) If the student is not satisfied with the written response of the ADA/504 Coordinator, the student may present his/her grievance in written form to the Hastings Academic Dean. The grievance presented to the Academic Dean will be limited to those matters raised in the student's grievance to the ADA/504 Coordinator pursuant to Step One of this procedure.
- (b) Within thirty (30) working days after the receipt of the grievance, the Academic Dean shall review the appeal, any documentation gathered in the course of the investigation, witness statements, and investigative reports and findings by the ADA/504 Coordinator, and determine whether all relevant information was gathered, whether the appropriate legal standard was applied and whether the outcome is appropriate based on these factors. Both parties to the complaint shall be immediately notified in writing of the Academic Dean's decision. The decision by the Academic Dean shall be final.
- (c) When the subject of grievance is the responsibility of the Academic Dean, the Chancellor and Dean shall make a decision on the recommendation within 30 days of receipt of the appeal. The complainant shall be immediately notified in writing of the Chancellor and Dean's decision. The decision by the Chancellor and Dean shall be final.
- (d) If the grievance involves a dispute regarding the conduct or the requirements of a course, or of an academic program, a copy of the written decision issued by the Academic Dean or Chancellor and Dean if applicable, may be provided to the professor responsible for the course.

APPENDIX C: UC HASTINGS POLICIES & OTHER RULES APPLICABLE TO STUDENTS

TABLE OF CONTENTS

I.	FACULTY STATEMENT ON PLURALISM AND NONDISCRIMINATION POLICY	1
II.	AMERICANS WITH DISABILITIES ACT (ADA)	1
III.	STUDENT RIGHTS RELATING TO PRIVACY AND ACCESS TO STUDENT RECORDS: NOTICE TO STUDENTS OF RIGHTS UNDER FERPA	1
IV.	COMPUTER RESOURCES ACCEPTABLE USE POLICY	3
V.	POLICY ON RECORDING CLASSES	4
VI.	SEXUAL MISCONDUCT POLICY	4
A.	PURPOSE AND SCOPE	4
B.	REPORTING	5
C.	MANDATORY REPORTING UNDER TITLE IX	5
D.	CONFIDENTIAL REPORTING	6
F.	GRIEVANCE PROCEDURES FOR SEXUAL MISCONDUCT CLAIMS	8
G.	INFORMAL INVESTIGATION AND ALTERNATIVE RESOLUTION:	9
H.	FORMAL INVESTIGATION AND RESOLUTION	9
I.	DISCIPLINE	10
J.	CONFIDENTIALITY	10
K.	PROTECTIVE MEASURES	11
L.	PROTECTION OF COMPLAINANTS, RESPONDENTS, AND WITNESSES	11
M.	FILING OF FALSE REPORTS	12
N.	DUTY TO COOPERATE	12
O.	PROHIBITION ON RETALIATION	12
P.	PRIVACY	12
VII.	USE AND CONSUMPTION OF ALCOHOLIC BEVERAGES ON CAMPUS	13
I.	PURPOSE AND SCOPE	13
II.	STATEMENT OF POLICY	13
III.	POLICIES AND GUIDELINES	13
IV.	REGISTERED STUDENT ORGANIZATION EVENTS	14
V.	BEER ON THE BEACH	14
VI.	USE OF COLLEGE FACILITIES BY NON-COLLEGE ENTITIES	15
VII.	SANCTIONS	15
VIII.	SMOKING IN AND AROUND ALL UC HASTINGS BUILDINGS	16
IX.	POLITICAL ELECTIONS	17
I.	PURPOSE AND SCOPE	17
II.	STATEMENT OF POLICY	17
III.	POLICIES AND GUIDELINES	17
IV.	SANCTIONS	18
	APPENDIX C-1: UC HASTINGS LAW SPECIAL EVENTS & GUEST SERVICES COLLEGE EVENTS REQUEST FORM	20

I. FACULTY STATEMENT ON PLURALISM AND NONDISCRIMINATION POLICY

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

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

Approved by Faculty on May 1, 1989

UC Hastings prohibits discrimination against any person on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender expression, gender identity, gender transition status, sex- or gender-stereotyping, pregnancy, physical or mental disability, medical condition (e.g., cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, citizenship, or service in the uniformed services, including protected veterans. This policy is intended to be consistent with applicable state and federal laws and UC Hastings policies.

II. AMERICANS WITH DISABILITIES ACT (ADA)

Hastings complies with Title II of the Americans With Disabilities Act (ADA), §504 of the Rehabilitation Act of 1973 (§504), and other federal and state laws and regulations pertaining to persons with disabilities. The College Disabled Student Initiated Grievance Procedure may be used to address disputes concerning the accommodations process and other forms of discrimination based on disability, alleged to have occurred in any College program or activity. To obtain a copy of the grievance procedure or for more information regarding the procedure, please contact the College's ADA/504 Coordinator, Andrea Bing, wellesan@uchastings.edu, (415) 565-4733.

III. STUDENT RIGHTS RELATING TO PRIVACY AND ACCESS TO STUDENT RECORDS: NOTICE TO STUDENTS OF RIGHTS UNDER FERPA

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

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

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

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

You may ask the College to amend a record that you believe is inaccurate or misleading. To do

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

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

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

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

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

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

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

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

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

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

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

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

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

IV. COMPUTER RESOURCES ACCEPTABLE USE POLICY

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

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

Users of Hastings computing resources must respect the rights of other users, including the rights of copyright holders, abide by the security needs of the systems, and conform their behavior to all relevant laws, regulations, and contractual obligations of the College. In addition, all College regulations and policies apply, including the Student Code of Conduct, Academic Regulations, and the Staff Personnel Manual. Misuse of Hastings computing, networking, or information resources may result in disciplinary action. Additionally, misuse can be prosecuted under applicable state and

federal statutes defining computer crime. Appendix A (available at the Circulation Desk in the Law Library), Network Working Group RFC 1855, which provides netiquette guidelines, is incorporated by reference as part of this policy.

V. POLICY ON RECORDING CLASSES

Audio or video recording of classes, using any technological device, shall be permitted only with the prior approval of the instructor. Students with disabilities may be provided with either recordings or notes under the conditions set through UC Hastings' Disability Resource Program, if such an accommodation is deemed necessary to provide equal access. All accommodations are determined on an individualized basis using an interactive process. Students shall not, under any circumstances, make copies of, or distribute to others, any recordings.

VI. SEXUAL MISCONDUCT POLICY

The following is an overview of the University of California Hastings College of the Law Sexual Violence and Sexual Harassment Policy. For the full policy, please visit the website at: <https://www.uchastings.edu/wp-content/uploads/2019/01/Gender-Based-Harassment-Discrimination-and-Sexual-Misconduct-Policy.pdf>.

A. PURPOSE AND SCOPE

Members of the University of California Hastings College of the Law community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The Gender-Based Harassment, Discrimination, and Sexual Misconduct Policy (the Policy) has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This Policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

The Policy addresses the College's responsibilities and procedures related to Prohibited Conduct in order to ensure an equitable and inclusive education and employment environment free of sexual violence and sexual harassment. The Policy defines conduct prohibited by the University of California Hastings College of the Law and explains the administrative procedures the College uses to resolve reports of Prohibited Conduct. This Policy applies to all members of the UC Hastings community, including faculty and other academic appointees, staff, student employees, students, and non-student or non-employee participants in College programs (e.g., vendors, contractors, and visitors).

The University of California Hastings College of the Law is committed to creating and maintaining a community free of sexual violence and sexual harassment. Sexual violence and sexual harassment violate both law and College policy. Any member of the College community may report conduct that may constitute sexual violence, sexual harassment, retaliation, and other prohibited behavior ("Prohibited Conduct"). The College will respond promptly and equitably to such reports, and will take appropriate action to stop, prevent, and remedy the Prohibited Conduct, and when necessary, to discipline the Respondent.

In addition to sexual harassment, discrimination based on sex, gender, gender identity, gender expression, sex- or gender-stereotyping, and sexual orientation violates law and other College policies. Such discrimination may also contribute to the creation of a hostile work or academic environment based on sex and thus constitute or contribute to sexual harassment. Harassment that may not be sexual, but still contributes to a hostile work or academic environment, may also violate the College's other non-discrimination policies.

B. REPORTING

For assistance with incidents of sexual violence, sexual harassment, dating violence, domestic violence, and stalking, please contact the UC Hastings Title IX Officer:

Andrea Bing
Title IX Coordinator
200 McAllister Street, Room 552
San Francisco, CA 94102
E-mail: TitleIXCoordinator@uchastings.edu
Telephone: 415-565-4733

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

California Office for Civil Rights
San Francisco Office
U.S. Department of Education
50 United Nations Plaza
San Francisco, CA 94102
Telephone: (415) 486-5555
Facsimile: (415) 486-5570
Email: OCR.SanFrancisco@ed.gov

Sexual misconduct, including, but not limited to sexual harassment, sexual assault, dating violence, domestic violence, and stalking, by any faculty member, staff member, student, or a third party who is a participant in a UC Hastings-sponsored program, event, or activity, is a violation of both state and federal law, as well as UC Hastings policy and will not be tolerated at UC Hastings. Further, UC Hastings is committed to providing ongoing sexual misconduct primary prevention, awareness, and risk reduction programs and training for the entire UC Hastings community. Sexual misconduct of employees is prohibited under Section 703 of Title VII of the Civil Rights Act of 1964; sexual harassment and discrimination of or by any member of the UC Hastings community is prohibited under Title IX of the Education Amendments of 1972.

C. MANDATORY REPORTING UNDER TITLE IX

All University of California Hastings College of the Law employees have a duty to report, unless they fall under the “Confidential Reporting” section below. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator. Employees must share all details of the reports they receive, including the identity of the reporting party. All UC Hastings employees (faculty, staff, administrators, student employees) are expected to immediately report actual or suspected discrimination or harassment to the Title IX Coordinator, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality – meaning they are not required to report actual or suspected discrimination or harassment to appropriate college

officials - thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other resources exist for a victim to report crimes and policy violations and these resources will take action when an incident is reported to them.

D. CONFIDENTIAL REPORTING

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- On-campus licensed professional counselors and staff
- On-campus health service providers and staff
- On-campus victim CARE Advocates
- Off-campus:
 - Licensed professional counselors
 - Local rape crisis counselors
 - Domestic violence resources,
 - Local or state assistance agencies,
 - Clergy/Chaplains

All of the above employees will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. CARE Advocates and counselors are available to help free of charge and can be seen on an emergency basis during normal business hours. These employees will submit annual anonymous, aggregate statistical information for Clery Act purposes unless they believe it would be harmful to a specific client or patient.

E. DEFINITIONS (for a list of complete definitions, see the Gender-Based Harassment, Discrimination, and Sexual Misconduct Policy.)

- 1.** Sexual Harassment: unwelcome, sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct.
 - a. A hostile environment is created when sexual harassment is: sufficiently severe, or persistent or pervasive, and objectively offensive, such that it: unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational, employment, or other programs and services of the College, and social and/or residential programs, and creates an environment that a reasonable person would find to be intimidating or offensive.
 - b. Quid Pro Quo Harassment is: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational [or employment] progress, development, or performance. This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational [or employment] program.

- 2.** Non-Consensual Sexual Contact is: any intentional sexual touching, however slight, by a person upon another person, that is without consent and/or by force.
 - a. Sexual Contact includes: Intentional contact with the breasts, buttock, groin, mouth or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or Any other intentional bodily contact in a sexual manner. May be clothed or unclothed.

- 3.** Non-Consensual Sexual Intercourse is: any sexual intercourse however slight, by a person upon another person, that is without consent and/or by force.

- a. Intercourse includes: vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.
- 4.** Sexual exploitation includes, but is not limited to:
- a. Invasion of sexual privacy;
 - b. Prostituting another person;
 - c. Non-consensual digital, video or audio recording of nudity or sexual activity;
 - d. Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;
 - e. Engaging in voyeurism;
 - f. Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex);
 - g. Knowingly exposing someone to or transmitting an STI, STD or HIV to another person without their knowledge and consent;
 - h. Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
 - i. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.
- 5.** Consent: Consent is affirmative, conscious, voluntary, and revocable.
- 6.** Incapacitation: A state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).
- 7.** Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent ("Have sex with me or I'll hit you. Okay, don't hit me, I'll do what you want.").
- 8.** OTHER MISCONDUCT OFFENSES (Will fall under Title IX when sex or gender-based):
- a. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
 - b. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender;
 - c. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
 - d. Bullying, defined as
 - i. Repeated and/or severe
 - ii. Aggressive behavior
 - iii. Likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
 - iv. That is not speech or conduct otherwise protected by the 1st Amendment.
 - e. Relationship Violence is:
 - i. physical violence toward the Complainant or another person with whom the Complainant has a close relationship (e.g., a current or former spouse or intimate partner, a child or other relative), or
 - ii. intentional or reckless physical or non-physical conduct that would put a reasonable person in the Complainant's position in fear of physical violence toward themselves or another person with whom the Complainant has a close relationship (e.g., a current or former spouse or intimate partner, a child or other relative),
 - iii. that is by a person who is or has been in a spousal, romantic or intimate relationship with the Complainant, or a person with whom the Complainant

- shares a child in common, and that is part of a pattern of abusive behavior by the person toward the Complainant.
 - iv. Physical violence is physical conduct that intentionally or recklessly threatens the health and safety of the recipient of the behavior, including assault.
 - v. Patterns of abusive behavior may consist of or include non-physical tactics (e.g., threats, isolation, property destruction, abuse of pets, economic control, displaying weapons, degradation, or exploitation of a power imbalance).
 - vi. The nature of the relationship between the Complainant and Respondent is determined by the length and type of relationship, and the frequency of interaction between them. Relationship violence includes both “dating violence” and “domestic violence.”
 - vii. Conduct by a party in defense of self or another does not constitute Relationship Violence under this Policy. If either party asserts that they acted in defense of self or another, the Title IX Officer will use all available, relevant evidence to evaluate the assertion, including reasonableness of the defensive actions and which party is the predominant aggressor.
- f. Stalking:
- i. A course of conduct
 - ii. Directed at a specific person
 - iii. On the basis of actual or perceived membership in a protected class
 - iv. That is unwelcome, AND
 - v. Would cause a reasonable person to feel fear for their safety or the safety of others, or to suffer substantial emotional distress.
- 9.** Any other College policies may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party’s sex or gender.

F. GRIEVANCE PROCEDURES FOR SEXUAL MISCONDUCT CLAIMS

Employees or students of UC Hastings who believe they have been subjected to sexual misconduct are encouraged to use the College Sexual Misconduct Grievance Procedures, which may be found on the college’s website, to resolve their complaint.

Once a formal investigation is commenced, the Title IX Coordinator will provide written notification of the investigation to the parties at an appropriate time during the investigation. The College aims to complete all investigations within a sixty (60) calendar day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator with notice to the parties as appropriate.

UC Hastings will make every effort to adhere to the prescribed time frames of the informal and formal resolution processes. However, in the event that individuals involved are unavailable or of other unanticipated occurrences, the Title IX Coordinator, may adjust the time frames. Any changes will be communicated to the complainant and respondent by the Title IX Coordinator, and where possible, their needs will be accommodated. Time frames may also be extended upon the mutual agreement of the parties. Time frames will be extended if necessary to accommodate holidays and vacation periods that form part of the academic calendar or days on which the College is closed for weather or other emergency purposes. Working days are those on which the offices of UC Hastings are open for business. Extensions will not exceed the bounds allowed by applicable law and regulations.

Upon notice to the Title IX Coordinator, this resolution process involves a prompt preliminary inquiry to determine if there is reasonable cause to believe the Sexual Misconduct Policy has been violated. If so, the University of California Hastings College of the Law will initiate a confidential investigation that is thorough, reliable, impartial, prompt and fair. The investigation and the subsequent resolution process determine whether the Sexual Misconduct Policy has been violated. If the investigation and resolution process concludes that a policy violation occurred, the College will promptly implement effective remedies designed to end the discrimination, prevent its recurrence and address its effects.

In cases where the reporting party wishes to proceed or the College determines it must proceed, and the preliminary inquiry shows that reasonable cause exists, the Title IX Coordinator will direct a formal investigation to commence and the allegation will be resolved through one of three processes discussed briefly here and in greater detail below:

- Conflict Resolution – typically used for less serious offenses and only when all parties agree to conflict resolution,
- Informal/alternative Resolution – typically for less serious offenses, use of alternative resolutions that do not include permanent record sanctions, or
- Formal Resolution – a resolution of contested allegations.

G. INFORMAL INVESTIGATION AND ALTERNATIVE RESOLUTION:

The process followed considers the preference of the parties, but is ultimately determined at the discretion of the Title IX Coordinator. Conflict Resolution may only occur if selected by all parties. The parties can elect for Informal Resolution, but Informal Resolution may also apply if the responding party accepts responsibility for all alleged violations of policy.

If conflict resolution or alternative resolution is desired by the reporting party, and appears appropriate given the nature of the alleged behavior, then the report does not proceed to investigation, unless a pattern of misconduct is suspected or there is an actual or perceived threat of further harm to the community or any of its members.

Conflict Resolution is often used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the formal process to resolve conflicts. The Title IX Coordinator will determine if conflict resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue and the susceptibility of the conduct to conflict resolution. In a conflict resolution meeting, a trained administrator or mediator will facilitate a dialogue with the parties to an effective resolution, if possible. Sanctions are not possible as the result of a conflict resolution process, though the parties may agree to appropriate remedies. The Title IX Coordinator will keep records of any resolution that is reached, and failure to abide by the accord can result in appropriate responsive actions.

Conflict Resolution will not be the primary resolution mechanism used to address reports of violent behavior of any kind or in other cases of serious violations of policy, though it may be made available after the formal process is completed should the parties and the Title IX Coordinator believe that it could be beneficial. Mediation will not be used in cases of sexual violence. It is not necessary to pursue conflict resolution first in order to pursue Informal or Formal Resolution, and either party participating in Conflict Resolution can stop that process at any time and request a shift to either Informal or Formal Resolution.

Informal Resolution [or Alternative Resolution] can be pursued for any behavior that falls within the policy on Gender-Based Harassment, Discrimination and Sexual Misconduct at any time during the process.

This option may be used when:

- A responding party admits responsibility for all or part of the alleged policy violations at any point in the process;
- When the investigation reaches a finding that the parties accept;
- When all parties elect to resolve the allegation using the Informal Resolution process and the Title IX Coordinator assents;
- When the Title IX Coordinator implements the results of an investigation for an at-will employee.

H. FORMAL INVESTIGATION AND RESOLUTION

If either party or both parties select Formal Resolution, or the Title IX Coordinator determines that Formal Resolution is appropriate, the allegation will be addressed using the Formal Resolution option.

For all contested allegations that are not resolved through either Conflict Resolution or Informal Resolution, the Title IX Coordinator will initiate a formal hearing at the conclusion of the investigation.

The Title IX Coordinator will hold a formal hearing, which will include one or more relevant Senior Administrators (depending on whether the responding party is a faculty member, employee, or a student.) In cases with student respondents, the Assistant Dean of Students or designee (or Academic Dean or designee, if appropriate) will be the hearing officer for formal hearings. For faculty respondents, the Academic Dean or designee would adjudicate. For non-union employees, a Senior Administrator would adjudicate. For union employees, hearing officer designated would be based on the applicable MOU. In cases where the Title IX Coordinator deems it appropriate, an outside hearing officer may be brought in to fill any of these roles.

The hearing officer will make determination(s) on a preponderance of the evidence (i.e., whether it is more likely than not that the responding party committed each alleged violation) or clear and convincing standard (i.e., highly probable.) To sustain a charged violation, the College bears the burden of proof by a preponderance of the evidence, except a violation giving rise to a sanction of Dismissal/Termination must be supported by clear and convincing evidence.

If a responding party or organization is found responsible by the hearing officer, the hearing officer will recommend appropriate sanctions.

I. DISCIPLINE

The hearing officer assigned to the resolution will decide sanctions or responsive actions appropriate to the policy violation. Factors considered when determining a sanction/responsive action may include:

- The nature, severity of, and circumstances surrounding the violation
- An individual's disciplinary history
- Previous allegations or allegations involving similar conduct
- Any other information deemed relevant by the hearing officer
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation
- The need to remedy the effects of the discrimination, harassment and/or retaliation on the reporting party and the community

A sanction may be noted on a student's official College transcript, if so ordered by the official or body imposing the sanction. When a sanction is noted on a student's transcript, the College will report that sanction to a state bar to which the student has applied for admission and to any state bar the student has previously been certified for admission. A disciplinary sanction, whether or not noted on the student's transcript, will be reported to any licensing authority making an inquiry.

Any party may appeal the findings and/or sanctions, but appeals are limited to the specific grounds. All requests for appeal consideration must be submitted in writing to the Title IX Coordinator within five (5) days of the delivery of the written finding of the hearing. An appeal request submitted to the Title IX Coordinator will be given to the Chancellor & Dean who will review the appeal request(s). All parties should be informed of whether the grounds for an appeal are accepted and the results of the appeal decision or remand. Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).

J. CONFIDENTIALITY

If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In all cases, the College will give consideration to the reporting party with respect to how the reported misconduct is pursued, but reserves the right, when necessary to protect the

community, to investigate and pursue a resolution even when a reporting party chooses not to initiate or participate in the resolution process. In cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor a request for confidentiality. In any case where violence, threat, pattern, predation, and/or weapon is not evidenced, the Title IX Coordinator may respect a reporting party's request for no action, and will investigate only so far as necessary to determine appropriate remedies. The College reserves the right to initiate resolution proceedings without a formal report or participation by the reporting party. A reporting party has the right, and can expect, to have reports taken seriously by the University of California Hastings College of the Law officials when formally reported, and to have those incidents investigated and properly resolved through these procedures.

K. PROTECTIVE MEASURES

Interim Measures: Services, accommodations, or other measures put in temporarily after the Title IX Officer receives a report of Prohibited Conduct. The Title IX Coordinator may provide interim measures intended to address the short-term effects of harassment, discrimination and/or retaliation, in order to assist or protect the Complainant, the Respondent, or the College community. Interim measures may remain in place until the final outcome of an Alternative Resolution, Formal Investigation, or subsequent disciplinary or appeal process; change or terminate depending on the parties; evolving needs, as assessed by the Title IX Coordinator; or become permanent as part of the resolution of a report.

Remedial Measures: Services, accommodations, or other measures put in place as a result of a Resolution Process (i.e., Alternative Resolution, Formal Investigation, or Other Inquiry).

Supportive Measures: Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge, to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Interim, remedial, and/or supportive measures may include, but are not limited to:

- Referral to counseling and health services
- Education to the community
- Altering the housing situation of a party, subject to availability
- Providing campus escorts
- Providing transportation accommodations
- Implementing contact limitations between the parties through No Contact Orders
- Offering adjustments to academic deadlines, course schedules, etc.

L. PROTECTION OF COMPLAINANTS, RESPONDENTS, AND WITNESSES

The University of California Hastings College of the Law community encourages the reporting of misconduct and crimes by reporting parties and witnesses. Sometimes, reporting parties or witnesses are hesitant to report to College officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as drug use at the time of the incident. It is in the best interests of this community that reporting parties choose to report to College officials, and that witnesses come forward to share what they know. To encourage reporting, University of California Hastings College of the Law pursues a policy of offering reporting parties and witnesses amnesty from minor policy violations related to the incident.

Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, a student who has been using drugs might hesitate to help take a sexual misconduct victim to the Campus Police). The College pursues a policy of amnesty for students who offer help to others in need.

M. FILING OF FALSE REPORTS

The College will not tolerate intentional false reporting of incidents. It is a violation of the *Student Code of Conduct* to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

N. DUTY TO COOPERATE

Witnesses (as distinguished from the parties) are expected to cooperate with and participate in the College's investigation. Any witness who declines to participate in or cooperate with an investigation will not be permitted to offer evidence or testimony later. Failure of a witness to cooperate with and/or participate in the investigation constitutes a violation of policy and may be subject to discipline. Witnesses may provide written statements in lieu of interviews during the investigation and may be interviewed remotely by phone, Skype (or similar technology), if they cannot be interviewed in person or if the investigators determine that timeliness or efficiency dictate a need for remote interviewing. Parties who elect not to participate in the investigation or to withhold information from the investigation will not have the opportunity to offer evidence during appeal stages of the process if it could have been offered during the investigation. Failure to offer evidence prior to an appeal does not constitute grounds for appeal on the basis of new evidence.

O. PROHIBITION ON RETALIATION

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Protected activity includes report or disclosure of Prohibited Conduct under this Policy and/or participation in the investigation, reporting, remedial, or disciplinary process provided for in this Policy. Retaliation against an individual for an allegation, for supporting a reporting party or for assisting in providing information relevant to an allegation is a serious violation of College policy. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. University of California Hastings College of the Law is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation. Retaliation includes threats, intimidation, reprisals, and/or adverse employment or educational actions

P. PRIVACY

All employees receiving reports of a potential violation of the Sexual Misconduct Policy are expected to promptly contact the Title IX Coordinator, within 24 hours of becoming aware of a report or incident. All initial contacts will be treated with privacy: specific information on any allegations received by any party will be reported to the Title IX Coordinator, but, subject to the College's obligation to redress violations, every effort will be made to maintain the privacy of those initiating an allegation. In all cases, University of California Hastings College of the Law will give consideration to the reporting party with respect to how the reported misconduct is pursued, but reserves the right, when necessary to protect the community, to investigate and pursue a resolution even when a reporting party chooses not to initiate or participate in the resolution process.

For more details on the Sexual Violence and Sexual Harassment Policy, please review the full policy available at: <https://www.uchastings.edu/title-ix-and-sexual-misconduct-reporting/>

VII. USE AND CONSUMPTION OF ALCOHOLIC BEVERAGES ON CAMPUS

I. Purpose and Scope

This policy governs the consumption of Alcoholic Beverages (defined as beer, wine, and distilled spirits) on property owned, or operated, by UC Hastings (the "Campus"). This policy is designed to promote the responsible use of Alcoholic Beverages. Everyone consuming Alcoholic Beverages on Campus is expected to assume responsibility for their own behavior. Behavior and conduct by an individual whose judgment is impaired due to alcohol abuse that interferes with the decorum and atmosphere of UC Hastings will not be tolerated.

II. Statement of Policy

This policy applies to any person who possesses or consumes Alcoholic Beverages on the Campus. The policies outlined below attempt to reduce many risky situations that accompany alcohol use, keeping safety foremost in choices related to alcohol use, while complying with state and local regulations.

III. Policies and Guidelines

- A. No person under 21 years of age may possess or consume Alcoholic Beverages on Campus.
- B. No person may use funnels or play drinking games with Alcoholic Beverages. Drinking games are activities that encourage increased consumption of Alcoholic Beverages beyond safe and legal limits.
- C. No person shall provide or distribute Alcoholic Beverages to persons who are intoxicated.
- D. When serving Alcoholic Beverages on Campus, Non-Alcoholic Beverages must be available at the same place and time as Alcoholic Beverages and featured as prominently as the Alcoholic Beverages.
- E. Alcoholic Beverages must remain in the location in which they are served.
- F. UC Hastings department heads responsible for the administration of a designated facility or area on Campus must give express permission, orally or in writing, for Alcoholic Beverages to be served in their area.
- G. Alcoholic Beverages are not permitted in the Law Library, the Gold Reading Room, other reading or study rooms, or any College classroom.
- H. Alcoholic Beverages may be consumed in the Clara Foltz Lounge in the 100 McAllister Tower; however, common source containers are prohibited.
- I. Persons 21 years of age or older may possess or consume Alcoholic Beverages on UC Hastings property where they hold a leasehold interest.
- J. Public intoxication and any associated problematic behavior is not permitted. If a person becomes noticeably intoxicated while on Campus, College security may require him/her to leave the area and/or Campus. Such incidents may be reported to Human Resources or College administration, as applicable, for disciplinary action.

IV. Registered Student Organization Events

- A. Registered student organizations wishing to sponsor an event on Campus where Alcoholic Beverages are to be served must comply with all College Policies and Guidelines.
- B. All registered student organizations must submit the UC Hastings College Events Request Form to the Special Events and Guest Services (“SEGS”) at least ten business days prior to the day of the event when requesting the service of Alcoholic Beverages.
- C. No person may possess or serve Alcoholic Beverages from a common source on Campus, unless it has been approved by SEGS as part of a registered event in a designated space. Common source containers include kegs, coolers, and similar containers of Alcoholic Beverages.
- D. All registered student organizations must obtain an Alcoholic Beverage Control (“ABC”) special event permit when holding an event on Campus where Alcoholic Beverages will be served when one or more of the following circumstances apply:
 - 1. The event is open to the general public, i.e., no private guest list or someone can walk in uninvited.
 - 2. There is an admission cost for the event, i.e., ticket price, donation, or door charge.
 - 3. There will be other College-entity hosted fundraising activities held at the event, i.e., silent auction, etc.
 - 4. Alcoholic Beverages are being sold at the bar, i.e., no-host or “cash” bar.
 - 5. All events held in the Skyroom in the 100 McAllister Tower.
- E. A student organization does not need to obtain an ABC special event permit when holding an event on Campus where Alcoholic Beverages will be served by an ABC licensed caterer.
- F. The hours and duration of events are applicable to events sponsored by registered student organizations:
 - 1. Alcoholic Beverages cannot be served on Campus before 3:30 pm during week days or before 12 noon on Saturdays, Sundays, or holidays.
 - 2. The service of Alcoholic Beverages at any event on Campus cannot last more than four hours.
- G. All registered student organizations and individuals should be cognizant of vicarious liability and the consequences to the organization should a vicarious liability suit be filed against the organization/individual when a person, regardless of age, attending an event and consuming Alcoholic Beverages is involved in an accident resulting in personal injury and/or death.
- H. UC Hastings has the sole and absolute discretion to require any registered student organization that is a separate 501(c)(3) corporation to provide private event liability insurance when serving Alcoholic Beverages at an event on Campus. Further, the liability insurance policy must name the College, its officers, and its employees as additional insured.

V. Beer on the Beach

UC Hastings allows the consumption of beer on the patio of the building located at 198 McAllister Street (“Beer on the Beach”) as a sanctioned Associated Students of UC Hastings (“ASUCH”) activity. UC Hastings administration may authorize alternative Campus locations when inclement weather prevents holding Beer on the Beach on the 198 McAllister Street patio.

VI. Use of College Facilities By Non-College Entities

- A. Use of College facilities by Non-College entities are within the sole and absolute discretion of UC Hastings. UC Hastings reserves the right to deny such entities' requests to serve Alcoholic Beverages at their events. (See the College's Facilities Usage Policies and agreement for further information.)
- B. All Non-College entities must submit the UC Hastings College Events Request Form at least ten business days prior to the day of event when requesting the service of Alcoholic Beverages. The form must be submitted to the SEGS with the room reservation request.
- C. All private, commercial entities must obtain an Alcoholic Beverage Control (ABC) special event permit when holding an event on Campus where Alcoholic Beverages will be served.
- D. Public institutions and not-for-profit organizations must obtain an ABC special event permit when holding an event on Campus where Alcoholic Beverages will be served when one or more of the following circumstances apply:
 - 1. The event is open to the general public, i.e., no private guest list or someone can walk in uninvited.
 - 2. There is an admission cost for the event, i.e., ticket price, donation, or door charge.
 - 3. Alcoholic Beverages are being sold at the bar, i.e., no-host or "cash" bar.
- E. Public institutions and not-for-profit organizations do not need to obtain an ABC special event permit when holding an event on Campus where Alcoholic Beverages will be served by an ABC licensed caterer.

VII. Sanctions

- A. Individuals, students, or student organizations who violate UC Hastings policies are subject to UC Hastings disciplinary proceedings under the Code of Student Conduct and Discipline or College's personnel rules and regulations.¹ Sanctions for the violation of this policy are based on the severity and frequency of violation. Sanctions may include, but are not limited to, referral to on- or off-campus alcohol assessment and counseling, alcohol education, community service, disciplinary probation, suspension of individual students, suspension from use of UC Hastings facilities for a designated period of time, and suspension of registered student organization status.
- B. At UC Hastings, we believe that student health and safety is a responsibility shared by all members of the UC Hastings community, and that our obligation as a community is to act with care and respect for each other. Toward that end, students who seek appropriate medical aid due to an incident of intoxication either for themselves or for other students, generally, will not be subject to disciplinary action for that incident with respect to violation of this UC Hastings' alcohol policy.

¹ State laws and local ordinances are the foundation of the College's Alcoholic Beverages Policy. Violators may be subject to civil and/or criminal penalties in addition to College disciplinary proceedings, as applicable.

VIII. SMOKING IN AND AROUND ALL UC HASTINGS BUILDINGS

All students, staff, faculty, visitors, and anyone on or within UC Hastings managed property, are prohibited from smoking and using, tobacco products, including electronic cigarettes, in UC Hastings buildings and on UC Hastings property whether the property is enclosed or not enclosed, except in areas designated by UC Hastings.

Smoking means:

Carrying or holding a lighted pipe, cigar, cigarette of any kind, or any other lighted smoking equipment, or the lighting, emitting, or exhaling the smoke of a pipe, cigar, or cigarette of any kind, including e-cigarettes.

Tobacco product means:

Any product containing, made, or derived from tobacco that are intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; cigars; little cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco. Tobacco products exclude any tobacco product that has been approved by the U.S. Food and Drug Administration for use as a tobacco cessation product, a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Electronic cigarette means:

Any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.

Each individual is responsible for complying with the policy. The policy will be enforced by the Human Resources Department and College security as applicable.

College facilities management shall be responsible for the posting of signs at the entrances to UC Hastings buildings to communicate smoking is prohibited on and within UC Hastings property, except in areas designated by UC Hastings.

* Government Code Section 7597 provides the following:

(a) No public employee or member of the public shall smoke any tobacco product inside a public building, or in an outdoor area within 20 feet of a main exit, entrance, or operable window of a public building, or in a passenger vehicle, as defined by Section 465 of the Vehicle Code, owned by the state. (b) This section shall not preempt the authority of any county, city, city and county, California Community College campus, campus of the California State University, or campus of the University of California to adopt and enforce additional smoking and tobacco control ordinances, regulations, or policies that are more restrictive than the applicable standards required by this chapter.

IX. POLITICAL ELECTIONS

I. Purpose and Scope

This policy pertains to issues that have arisen within UC Hastings relating to the use of state resources for political elections, either municipal, or state, or national.

It is prohibited by law to use public funds for any political campaign activity. This principle is established in the leading case of *Stanson v. Mott* 17 Cal.3d 206, 210 (1976), which states that:

“[A] public agency may not expend public funds to promote a partisan position in an election campaign.”

This rule is also established in Government Code Section 8314, which provides that:

“It shall be unlawful for any elected state officer, appointee, employee, or consultant to use or permit others to use state resources for a campaign activity...which [is] not authorized by law.”

II. Statement of Policy

This policy of neutrality is consistent with the California Constitution, which establishes that the University of California shall be “entirely independent of all political or sectarian influence.” Cal. Const. art. IX, § 9. Campaign neutrality is also consistent with statutes prohibiting the misappropriation or gifting of public funds. Cal. Pen. Code § 424; Cal. Const. art. XVI, § 6. Further, this rule is supported by the bar against using student fees to support political positions, as established in *Smith v. Regents of University of California*, 4 Cal. 4th 843 (1993).

UC Hastings resources are implicated whenever any UC Hastings property or asset is used in a political election campaign. This includes real property, facilities, equipment, computers, employee time, and funds. The College receives various requests for the use of College facilities during election season, especially. College officials must be cognizant that as a public institution, UC Hastings has an obligation to ensure that the use of its facilities does not suggest or imply an endorsement of any candidate for public office.

III. Policies and Guidelines

UC Hastings provides the following:

- A. **CAMPAIGN MATERIALS:** Campaign materials such as bumper stickers, posters, and commercials constitute advocacy, and cannot be purchased with taxpayer funds. However, written information that is neutral in tone, and is primarily factual and informative may be purchased with public funds. Generally, if information is presented in a manner that is argumentative or leads to only one logical conclusion, or encourages a particular vote, it is advocacy.
- B. **DEBATES:** Debates, where both sides have an opportunity to express themselves, are appropriate expenditures of public funds. Sponsors of the debate and participants must clarify at the outset that they are presenting their own personal opinions and not an institutional position. When public college and/or university officials are participants in a debate and advocate a particular point of view, they should clarify at the outset that they are presenting their own personal opinions and not an institutional position. Although balance need not be achieved at each speaking event, UC Hastings aims to have various points of view represented. The need for balance increases with proximity to elections. Public funds may be used to pay speakers, even when they advocate for a particular candidate or position in an election year, although the speaker should be introduced in a manner that makes it clear that the speaker’s position is not the position of the college and/or university.
- C. **FREE SPEECH ZONES:** Areas of campus may be designated as the usual gathering places where public speech occurs (“free speech zones”). Speakers may be directed to these free speech zones as the usual places where speech occurs. Outside of the free speech zones, speech is subject to reasonable regulation regarding time, place and manner of speech.

The free speech zone at UC Hastings is an area of the 198 McAllister Street patio (the beach.) It is at the eastern edge facing Leavenworth Street.

Care needs to be exercised in developing advance notice requirements for use of the campus for speech purposes. When large groups are anticipated, where sound amplification is required, where the speaker is not a member of the campus community, or where special security issues are presented, it may be appropriate to require advance notice to the College. However, a blanket advance notice requirement is probably an inappropriate prior restraint.

- D. LEAFLETING: Leafletting is permitted on the public streets. However, you must avoid unsafe congestion near sidewalks surrounding UC Hastings. Leafletting is not allowed on the patios of the 198 McAllister and 200 McAllister Street buildings.
- E. POSTERS: Campaign posters that advocate a position may not be paid for with public money. Political posters may be displayed in public areas, such as bulletin boards and kiosks. They may also be displayed in private areas, such as McAllister Tower units and private offices, as long as the context does not suggest that the posters represent the position of UC Hastings.
- F. USE OF FACILITIES: Campaign groups which request the use of campus facilities for meetings, rallies, or other gatherings must be treated the same as other outside groups which make such requests. If UC Hastings charges other groups for the given use, it must also charge campaign groups at the same rate. UC Hastings should include a disclaimer with any printed materials advertising the event that it does not endorse the opinions expressed at the event.
- G. FILMING OF POLITICAL ADS ON CAMPUS: The sidewalks adjacent to the UC Hastings buildings are public property; and as such, are acceptable locations to film political campaign advertisements. Reasonable time, place, and manner restrictions may apply as apply to filming on campus generally.
- H. USE OF EMAIL: UC Hastings provides email for employees to conduct official college business. It is not appropriate for individual employees to conduct campaign advocacy or solicit funds using these accounts. Conversely, to the extent that a certain degree of personal communication is tolerated or allowed under applicable policy, then personal communications which include the expression of political views must also be tolerated. Even if it is appropriate for UC Hastings to expend effort to promote and encourage voter registration, a broadcast effort to get out the vote on email is not appropriate. Union organizing campaigns are an exception to this policy.
- I. PUBLIC RESOLUTIONS: Certain bodies within UC Hastings have a tradition of expressing common views on matters of public importance. There is no reason why such bodies cannot continue to express their viewpoints, even on matters that go before the electorate. UC Hastings employees do not lose their personal right of individual or collective free speech because of their employment. Accordingly, a deliberative body may take a position on an issue of importance to society or on a ballot proposition. However, having exercised rights of expression, the body may not then spend state funds to publicize its point of view other than preparing the usual minutes of the meeting and engaging in normal communications that follow the meeting. The body should include a statement expressing that its position is not endorsed or sanctioned by UC Hastings. If the position is adapted in procedures that are out of the ordinary course, for example by a special meeting called for the purpose of establishing a political position, there is a possibility that this could be considered an illegal campaign activity.
- J. SIGNING ADVOCACY LETTERS: First Amendment rights to free speech are not sacrificed upon assuming public employment. UC Hastings faculty and staff may sign their name to letters and other written documents that advocate political positions.
- K. CAMPAIGN BUTTONS: Employees may wear political campaign buttons to work as an expression of their views.

IV. Sanctions

Individuals, students, or student organizations who violate UC Hastings policies are subject to civil, criminal and UC Hastings disciplinary proceedings under the Student Conduct Code or College's personnel rules and regulations. Sanctions for the violation of this policy are based on the severity and frequency of violation. Sanctions may include, but are not limited to: referral to on or off-campus alcohol assessment and/or counseling, alcohol education, community service, disciplinary probation, suspension

of individual students, suspension from use of UC Hastings facilities for a designated period of time, and suspension of student organization status.

For more information, consult the American Council on Education's publication, "Political Campaign Related Activities of and at Colleges and Universities," available at <http://www.acenet.edu/news-room/Pages/Memo-Political-Campaign-Related-Activities-of-and-at-Colleges-and-Universities.aspx>. The Internal Revenue Service has also published guidelines in this area, available at <https://www.irs.gov/charities-non-profits/charitable-organizations/the-restriction-of-political-campaign-intervention-by-section-501-c-3-tax-exempt-organizations>.

**APPENDIX C-1: UC HASTINGS LAW SPECIAL EVENTS & GUEST SERVICES
COLLEGE EVENTS REQUEST FORM**

**UC Hastings Law
Special Events & Guest Services
College Events Request Form**

Background & Purpose

All College Events require compliance with all UC Hastings' policies including the space reservation policy and the alcohol policy. Execution of this form confirms compliance with all UC Hastings' policies. The College will not confirm your reservation until receiving a completed form with detailed information about your College Event. Please submit the form via your reservation request in Ad Astra. If you do not have access to Ad Astra, please submit directly to Lan Tran, Special Events & Guest Services Coordinator at tranla@uchastings.edu.

Contact Information

Name of Organization²:

Event Contact Person:

Best Contact Phone:

Email address:

Event Details

Descriptive Name of Event:

Description of Purpose of the Event:

Event Date:

Event Start Time:

Requested Room Access Time (include any time needed for setup):

Event End Time:

Requested Departure Time (include any time needed for breakdown):

Requested Event Location (if known):

External Speakers Confirmed or Invited (include name, title, place of employment, College affiliation if any) and conversation topic if different from event description above:

² If a UC Hastings Law Department or Student Organization, please list your specific department or organization.

Approximate number of anticipated attendees (note: UC Hastings caps total attendees based upon the capacity of the room reserved for the event):

Does the event include **non-UC Hastings persons** (i.e., anyone other than students, faculty, staff, alumni)?

Will the event be **invite-only** or is it open to the general public?

Will there be an **admission fee or funds** of any sort collected at the event, e.g., donations, silent auction, food sales, raffles, etc.? If yes, please describe:

Do you anticipate that this event may have **security concerns** (e.g., a government official that requires his or her own security, a controversial speaker that requires heightened campus security)? If yes, please describe:

If your event has the potential to result in **press coverage**, requested or otherwise, please describe:

Event During Non-Business Hours or Days

Is your event scheduled outside of normal business hours?

The normal business hours of UC Hastings Campus Buildings are found at: www.uchastings.edu/building-hours/.

There is a fee of \$55.00 per hour for use of UC Hastings facilities outside of normal business hours.

Events are not permitted when UC Hastings is closed or otherwise limited to internal uses, such as during finals. Please see <https://www.uchastings.edu/academic-calendar/>.

Event Logistics

Describe **AV setup** needs (e.g., number of microphones, PowerPoint presentation, etc.) if applicable.

Describe **furniture setup** needs (e.g., lecture or reception with number of tables and chairs) if applicable.

Describe **requested decorations** if any.

If your event may result in **noise** that is audible outside of your room(s), please describe.

Event Communications

If your event is directed to the UC Hastings Law community

Event Food

All caterers must appear on the College's approved caterer's list or otherwise meet the catering requirements of College.

Is your event catered?

Event Caterer:

Event Alcohol

In order to serve alcohol at an on-campus event, this form must be **submitted at least ten (10) business days prior to the date of the event**. Please note that some events require an ABC special event permit as designated in the alcohol policy, which may require additional time, please take that into account when timely submitting this form.

Will you be serving alcoholic beverages at the event?

Will you be serving wine, beer, or distilled liquor?

Who will be serving the alcohol, e.g., bartender, self-serve, etc.?

What is the period of alcoholic beverage service (maximum limit 4 hours): ____PM to ____PM

Please list any organization or individuals who are donating alcoholic beverages to your event:

Student Organizations Only

Are you coordinating this event with a faculty or staff member? If so, please list their names:

Are you executing a contract on behalf of your Student Organization to host this event?

Confirmation of Event Form & Compliance with all College Policies

As stated above, execution of this form is mandatory to complete your reservation. Your signature confirms the accuracy of the information provided herein. It also confirms your understanding of and compliance with all College policies.

Signed: _____ Date: _____