UNIVERSITY OF SAN FRANCISCO

SCHOOL OF LAW

JD PROGRAM ACADEMIC REQUIREMENTS AND POLICIES

Updated: June 2013

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Contents

JD PROGRAM ACADEMIC REQUIREMENTS AND POLICIES **1**
I. JD CURRICULAR PROGRAMS **1**
1.1 Full-Time Program 1
1.2 Part-Time Program 1
1.3 JD/MBA Concurrent Degree Program 1
II. Degree Requirements **2**
III. Residence Requirements **3**
3.1 Full-Time Program 3
3.2 Part-Time Program 3
3.3 Accelerating the Part-Time Program 3
3.4 Transfer from Part-Time to Full-Time Program 4
3.5 Transfer from Full-Time to Part-Time Program 4
3.6 Residence Requirement for Students Transferring to USF 5
IV. Curricular Requirements **5**
4.1 Required Courses 5
4.2 Upper Level Legal Writing Requirement 6
4.3 Professional Skills Requirement 6
V. Grading, Evaluation and Credit **7**
5.1 Grading System 7
5.2 Letter Grading 7
5.3 Credit/No-Credit Optional Grading 7
5.4 Credit/Credit-Unsatisfactory/No-Credit Grading 8
5.5 Evaluation Factors 9
5.6 Discretionary Grade Adjustments 9
5.7 Grade Distribution Guidelines 10
5.8 Grading Deadlines 12
5.9 Grade Changes 12
5.10 Credit for Courses 12
VI. Scholastic Standards and Academic Honors **12**
6.1 Good Standing 12
General Rule *12*
Calculating the GPA *12*
Exception for First Year Elective Courses *13*
Consideration of Summer Sessions *13*
6.2 Academic Honors 13
6.3 Graduation Honors 14
6.4 Class Rank 14
VII. Supervised Study **15**
7.1 First Year 15

7.2 Second Year 15
Full-time students *15*
Part-time evening students *16*
VIII. Academic Probation 16
8.1 Academic Probation 16
8.2 Requirements for First-Year Students on Academic Probation 17
8.3 Requirements for Students on Academic Probation at the End of First-Year ... 17
Full-time students *17*
Part-time students *18*
8.4 Requirements for Students on Probation after Beginning the Second-Year 18
IX. Academic Disqualification and Readmission 19
9.1 Academic Disqualification 19
Upon completion of the spring semester of the first year *19*
After the beginning of the second year *20*
9.2 Readmission of Students Disqualified at the end of their First Year 20
Readmission by Petition *20*
Readmission by Reexamination *21*
9.3 Readmission of Students Disqualified after Beginning the Second Year 21
Readmission by Petition *21*
Readmission by Reexamination *22*
9.4 Policies Governing Re-Examination 22
9.5 Policies Governing Petitions for Readmission 24
X. Completion of Courses 27
10.1 Dropping or Withdrawing from Courses 27
10.2 Completing Course Requirements 27
10.3 Incompletes 27
XI. Leave of Absence 28
XII. Attendance and Class Participation 29
XIII. Employment Limitation for Full-Time Students 30
XIV. Directed Research 30
XV. Summer Sessions 30
15.1 USF Summer Sessions 30
15.2 Intersession or Summer Session Programs at other Institutions 31
XVI. Bay Area Consortium 32
XVII. Semester in Residence at Other Institutions 33
XVIII. International Exchange Programs 33
XIX. Examinations 34
19.1 Evaluation of Student Work 34

19.2 Examination Schedule 35
19.3 Examination Conflicts 35
19.4 Illness or Emergency Circumstances 36
19.5 Rescheduled Examinations 36
19.6 Accommodated Examinations 36
19.7 Examination Rules and Procedures 37
XX. Exceptions for Illness or other Medical Conditions 37
XXI. Length of Time to Complete Degree Requirements 37
Appendix A 38

JD PROGRAM ACADEMIC REQUIREMENTS AND POLICIES

I. JD CURRICULAR PROGRAMS

The School of Law offers both full-time and part-time programs leading to the Juris Doctor (JD) degree, as well as a full-time concurrent degree program leading to both Juris Doctor (JD) and Master of Business Administration (MBA) degrees

1.1 Full-Time Program

A three-year curriculum is offered in the full-time program. Full-time students must take all courses in the required curriculum in the first year and an average of 14 units per semester during the remaining two years. Required courses are offered during a five-day week, commencing on Monday and ending on Friday, and are usually scheduled between the hours of 8:00 a.m. and 5:00 p.m. Students in the full-time program may be required to take a course and/or examination during evening hours (6:00 p.m. to 10:00 p.m.) and/or on Saturday. Elective courses are offered during both day and evening hours.

1.2 Part-Time Program

A four-year curriculum is offered in the part-time program. Part-time students must take all courses in the required curriculum during their first and second years and an average of 11 units per semester during the remaining years. Part-time students often elect to take one or more courses during summer sessions in order to lighten their course load during the fall and spring semesters. Required courses are generally scheduled during evening hours, 6:00 p.m. to 10:00 p.m., Monday through Thursday evenings. Students in the part-time program may be required to attend some Friday evening or Saturday class sessions and or examinations. Elective courses are available to part-time students during both day and evening hours.

1.3 JD/MBA Concurrent Degree Program

The Juris Doctor/Master of Business Administration (JD/MBA) Concurrent Degree Program is a full-time, four year program of study leading to receipt of both a JD degree and an MBA degree. The JD degree is awarded by the School of Law and the MBA degree is awarded by the USF School of Business and Management. Participation in the program requires acceptance by both schools, and acceptance by one does not guarantee acceptance by the other or eligibility to participate in the program. First-year law students not previously admitted by the School of Business may apply for admission to the program during their first year in the JD program.

Students desiring to participate in the JD/MBA Program must take their first and second years exclusively in the law school, and must complete the required first-year and second-year JD curriculum in good academic standing with a cumulative grade point average greater than 2.50 at the end of the spring semester to be eligible to participate in the concurrent degree program. A student who completes the spring semester of the first year JD program with a cumulative grade point average of 2.50 or below may not thereafter participate in the JD/MBA concurrent degree program even if his or her cumulative grade point average thereafter increases to greater than 2.50.

A student who completes his or her first year of study in the part-time JD program, and who is otherwise eligible, may participate in the JD/MBA program by transferring to the full-time JD program at the conclusion of the first year JD program and completing 6 JD units in a USF summer law program immediately following the first year.

Except as specifically modified for the JD/MBA program, in order to earn the JD degree, a student in the JD/MBA program must complete all JD degree, residence, and curricular requirements. In order to satisfy the degree and residence requirements, a JD/MBA Program student must complete four full-time years in residence. (A student who begins the JD program as a part-time student and who transfers to the full-time division immediately upon completion of the first-year must complete the remaining three years as a full-time student.) JD/MBA students are subject to all of the requirements, restrictions and limitations set forth in the law school's academic policies, including course load limitations.

A student intending to enter the JD/MBA program must notify the law Registrar no later than June 1 immediately following completion of his or her first year of law study.

II. Degree Requirements

In order to earn a JD degree, a student must successfully complete all of the following academic requirements:

(a) ***students entering prior to fall 2011*** 86 course units or ***students entering fall 2011 and thereafter*** 84 course units, including at least 65 units in regularly scheduled law school classroom courses (non-classroom courses include Directed Research, Moot Court, clinical and externship courses or programs, Street Law Program, and certain co-curricular programs for which academic credit is awarded, such as Moot Court Board or Case Counsel, advocacy competitions, ASP Program Tutor, Maritime Law Journal, and USF Law Review);

(b) all curricular requirements of the School of Law;

(c) the required time in residence;

(d) attain a 2.30 or higher cumulative grade point average as well as attain a 2.300 or higher grade point average in at least one of the last two regular semesters prior to completing the degree requirements; and

(e) file a notice of candidacy for the Juris Doctor Degree on or prior to the date designated in the official academic calendar for the year of graduation.

III. Residence Requirements

In addition to curricular and other requirements, to earn a JD degree student must complete the required time in residence.

3.1 Full-Time Program

A full-time student must complete 6 regular (fall or spring) semesters in which he or she enrolls in a minimum of 12 and a maximum of 16 academic units of credit. A full-time student who fails to satisfactorily complete the requisite number of units in any semester will be required to attend one or more additional semesters to meet the residence requirement. Full-time students may not accelerate the date of their graduation or carry less than 12 units of credit during a fall or spring semester by taking classes during a summer session.

3.2 Part-Time Program

A part-time student must complete 8 regular (fall or spring) semesters in which he or she enrolls in a minimum of 8 and a maximum of 11 academic units of credit. A part-time student who fails to satisfactorily complete the requisite number of units in any semester will be required to attend one or more summer sessions or additional semesters to meet the residence requirement.

3.3 Accelerating the Part-Time Program

Part-time students may accelerate their graduation and complete the JD degree program residence requirement in 3½ academic years, provided they are in good academic standing. In order to satisfy the residence requirements, part-time students wishing to accelerate must complete 7 regular session (fall and spring) semesters and at least 8 units taken in 2 or more summer sessions. At least 4 of the summer units must be taken in a USF summer program. A part-time student wishing to accelerate his or her graduation must file a notice of intention to accelerate with the law school Registrar at the earliest possible date, but in no event after the last date to add classes during the fall semester of his or her third year.

3.4 Transfer from Part-Time to Full-Time Program

A student who enters and completes the first year in the part-time division may transfer to the full-time division upon completion of the first year of study. This makes it possible to complete degree requirements in three academic years.

A student who elects to transfer to the full-time division must:

(a) take a full-time course load during every semester in the second and third academic years;

(b) attend one or more USF summer sessions and aggregate a total of at least 6 units of credit. All of these units must be taken in a USF summer program;

(c) meet all other USF degree requirements including completion of the requisite number of course units and completion of all courses required by the School of Law;

(d) complete all courses required for second year part-time students in the evening section; and

(e) file a notice with the law school Registrar of intention to transfer to the full-time division at the earliest possible date, but in no event later than the last day of classes of the spring semester of his or her first year. Filing the notice of transfer is mandatory; failure to file the notice as required precludes transfer to the full-time division.

Only a student who completes the spring semester of his or her first year with a cumulative grade point average above 2.50 and is in good academic standing is permitted to transfer to the full-time division. Any election to transfer is subject to meeting this requirement. Once effective, the transfer is irrevocable and thereafter, except as noted, a student who has filed a notice of intention to transfer will be treated as a full-time student for purposes of applying academic policies, awarding residence credit, determining tuition charges, etc.

3.5 Transfer from Full-Time to Part-Time Program

Students who enter the full-time division may for compelling reasons transfer to the part-time division with approval of the Assistant Dean for Academic Services. Once effective, the transfer is irrevocable and thereafter a student who has transferred will be treated as a part-time student for purposes of applying academic policies, awarding residence credit, determining tuition charges, etc.

In order to satisfy residence requirements, a student who transfers from the full-time to the part-time division must attend law school for no fewer than 7, and possibly as many as 8, regular (fall or spring) semesters, depending on the number of full-time semesters completed before the transfer. Students making a transfer should consult with the Assistant Dean for Academic Services regarding the number of semesters in residence required to complete the JD degree.

3.6 Residence Requirement for Students Transferring to USF

A student who transferred to the School of Law with advanced standing after completing first year course work at another institution may transfer no more than 30 units of credit toward the JD degree and must complete not less than 54 units of credit and the remainder of his or her course work in residence at USF. For purposes of this requirement, course work may be taken on campus, in a USF externship program, in a USF summer abroad program and/or through the Bay Area Consortium.

At the time of admission of a student with advanced standing the Associate Dean for Academic Affairs will evaluate the student's previous law school work and determine the amount of credit, if any that will transfer and be applied toward the JD degree and, at the same time determine which degree requirements have been satisfied by the prior work. The student will be notified of these determinations at the time he or she receives an offer of admission.

The determination of transfer credit is based on an evaluation of the quality of the student's prior course work. In no event will credit transfer for any course in which the student has earned a grade below "C".

IV. Curricular Requirements

In addition to all other requirements, to earn a JD degree students must complete all of the law school's curricular requirements.

4.1 Required Courses

JD degree candidates ***entering prior to fall 2011*** must satisfactorily complete all of the following required courses:

Civil Procedure (5 units)
Contracts (5 units)
Constitutional Law (4 units)
Criminal Law (3 units)
Criminal Procedure (3 units)
Evidence (4 units)

Legal Ethics and the Practice of Law (or Professional Responsibility) (3 units)
Legal Research, Writing and Analysis (5 units)
Moot Court (1 unit)
Professional Responsibility (or Legal Ethics and the Practice of Law) (3 units)
Property (4 units)
Torts (4 units)

JD degree candidates ***entering fall 2011 and thereafter*** must satisfactorily complete all of the following required courses:

Civil Procedure (4 units)
Contracts (4 units)
Constitutional Law (4 units)
Criminal Law (3 units)
Criminal Procedure (3 units for students entering fall 2012)
Evidence (4 units)
Legal Ethics and the Practice of Law (or Professional Responsibility) (3 units)
Legal Research, Writing and Analysis (6 units)
Professional Responsibility (or Legal Ethics and the Practice of Law) (3 units)
Property (4 units)
Torts (4 units)

The required courses are concentrated in the first year of the full-time program and the first two years of the part-time program. Students entering in the part-time evening program must take all of the required courses, except Evidence and Legal Ethics, in an evening section notwithstanding a transfer to the full-time program after the first year.

4.2 Upper Level Legal Writing Requirement

JD degree candidates must satisfactorily complete an Upper Level Legal Research and Writing project which involves "writing in a legal context," and must include "legal analysis and reasoning, legal research, and problem solving." See Appendix A for detailed description.

4.3 Professional Skills Requirement

JD degree candidates must satisfactorily complete at least one approved upper division classroom course, clinical program or externship program providing substantial instruction in professional skills other than legal research and/or legal writing. Courses fulfilling this requirement are identified in the schedule of classes.

V. Grading, Evaluation and Credit

5.1 Grading System

Students receive letter grades in all required and most elective courses. Certain elective courses are graded on a credit/credit unsatisfactory/no-credit basis. In some elective courses students have the option of being graded on a credit/no-credit basis in lieu of receiving a letter grade.

5.2 Letter Grading

Letter grading of student work is based on a 12 category letter system with numerical grade point equivalents as follows:

A+ = 4.300	C+ = 2.300
A = 4.000	C = 2.000
A- = 3.700	C- = 1.700
B+ = 3.300	D+ = 1.300
B = 3.000	D = 1.000
B- = 2.700	F = 0.000

These letter designations represent scholarship achievement as follows:

"A" - Outstanding Scholarship and Intellectual Initiative

"B" - Above Average Work

"C" - Work Demonstrating Minimal Acceptable Competence

"C-/D" - Unsatisfactory Work Sufficient for Residence Credit

"F" - Failing Work Insufficient for Residence Credit or Scholastic Credit

5.3 Credit/No-Credit Optional Grading

In letter graded elective courses, except electives designated as covering subjects included in the California Bar Examination, the instructor may give students the option to be graded on a credit/no-credit basis.

When a course is offered on a "credit optional" basis, the instructor does not know which students, if any, have elected to be graded on the optional basis. Course work is evaluated by the instructor in the usual manner and a letter grade is assigned. The grades are thereafter converted by the Registrar to the credit/no-credit designations. A grade of "C+" or above becomes a "credit" and a grade of "C" or below becomes a "no-credit."

A student is presumed to be taking a credit optional course for a letter grade unless the student elects to be graded on the credit/no credit optional basis. A student makes the election by completing and filing a written option form with the Registrar's office. Once made, the election is irrevocable. The election must be made by a deadline noted in the official academic calendar for the semester in which the course is taken.

The academic record (and transcript of the academic record) of a student who receives a "credit" shall only reflect the designation "credit," and shall not, under any circumstances, have a letter grade designation entered for the course. The Registrar shall not inform any student who earns a "credit" of the letter grade assigned by the instructor.

The academic record and transcript of the academic record of a student who receives a "no-credit" shall only reflect the designation "no-credit." However, a student receiving a "no-credit" in a credit optional course may elect to receive the grade actually earned instead of the "no-credit" designation, in which event the letter grade shall be entered into the academic record and be reflected on the student's transcript.

Classes in which a student has received a credit/no-credit optional grade do not enter into the calculation of the student's grade point average. A class in which a student has received a grade of "no-credit" is not counted toward the unit requirements for residency or graduation.

A student may elect credit optional grading in only one course per semester and may be precluded from enrolling in a credit optional course or electing to take it for credit by a condition of probation or as the result of other enrollment limitations.

5.4 Credit/Credit-Unsatisfactory/No-Credit Grading

In certain courses or programs, including directed research projects, clinical programs, and law review, letter grades are not awarded and student work is designated "credit," "credit-unsatisfactory" or "no-credit" and does not affect a student's grade point average.

The "credit-unsatisfactory" designation indicates that the work is sufficient for residence credit but is below minimum acceptable academic standards. A course in which a

student receives a “no-credit” is not counted toward the unit requirement for residency or graduation.

A student may take any number of credit only courses or programs in a semester unless precluded from enrolling in a credit only course by a condition of probation or as the result of other enrollment limitations.

5.5 Evaluation Factors

In most courses each student’s grade is based on an anonymously graded final exam administered after the semester’s course work is completed.

An instructor may, in his or her discretion, determine the final grade in a course on the basis of an examination, a seminar paper, or written work of comparable difficulty, or may use a combination of any one or more of the above with other written assignments, special research projects to be presented orally in class, quizzes, class participation, or any other form of specific assignment. The instructor may decide on the percentage of the final grade to be assigned to each of these specific projects provided the entire class is given the opportunity to participate.

5.6 Discretionary Grade Adjustments

An instructor teaching a course in which the grade is otherwise determined solely on the basis of an anonymously graded examination has discretion to adjust student grades on the basis of subjective evaluation (e.g., class participation), subject to the following conditions:

(a) a grade may be raised or lowered only one grading step (e.g., B to B+ or B to B-);

(b) notice of the instructor’s intention to adjust grades on the basis of subjective evaluation must be given to the class at the beginning of the semester; and

(c) an instructor making grade adjustments on the basis of subjective evaluation must maintain reasonable documentation to support the adjustments.

Discretionary adjustments will be made to an individual student’s grade by the Registrar after the instructor has assigned and submitted unadjusted grades for the entire class on an anonymous basis. The course is subject to the applicable grading guideline even after the discretionary adjustments are made. The Registrar’s office shall not inform a student whether a discretionary adjustment was made.

5.7 Grade Distribution Guidelines

The faculty has adopted the following grade distribution guidelines applicable to all courses except those graded solely on a credit/credit-unsatisfactory/no-credit basis:

First Year Courses: (applying to all non-elective first-year courses and to Criminal Law, and Property taken during the second year by part-time students and students who started part-time and have converted to full-time):

Category	Minimum	Maximum
A+	0%	2%
A- and above	10%	20%
B- and above	55%	70%
C and below	8%	20%
C- and below	8%	12%
D and below	0%	5%

Upper Level Required Courses: (applying to Constitutional Law and Evidence, but not to Legal Ethics or Professional Responsibility):

Category	Minimum	Maximum
A+	0	2 students
A- and above	10%	25%
B- and above	55 %	75%
C- and below	0 %	5%

Bar Elective Courses (applying to Community Property, Corporations, Criminal Procedure taken after the first year, Professional Responsibility, Remedies and Wills & Trusts):

Category	Minimum	Maximum
A+	0	2 students
A- and above	10%	25%
B- and above	55 %	75 %
C- and below	0 %	10 %

Large Non-Bar Electives Courses: (applying to all first-year elective courses and to all non-bar elective courses taken after the first year, except seminar courses, with enrollments of 21 or more students):

Category	Minimum	Maximum
A+	0	2 students
A- and above	15%	40%
B- and above	50%	100%
C- and below	0%	10%

Seminar and Small Elective Courses: (applying to all seminar courses, including Legal Ethics, and to all other non-bar elective courses with an enrollment of 20 or fewer students)

Category	Minimum	Maximum
A+	0	2 students
A- and above	15 %	50%
B- and above	50%	100%
C- and below	0%	10%

Each instructor retains the right to determine the grade distribution in an individual course. However, the grades for a course shall not be accepted by the Registrar if they vary from the grading guidelines until (1) the instructor has submitted a detailed explanation of the variance(s) to the Dean's office (with the detail of explanation depending upon the degree of variance), and (2) the Dean or Associate Dean for Academic Affairs has approved the variance(s) sought. If a variance is not approved, and the instructor does not adjust grades to fall within the guidelines, the Committee on Academic Standards shall adjust the grades to fall within the guidelines and then have them recorded by the Registrar.

Grades must fall within the guidelines after any adjustment(s) made by the instructor pursuant to the provisions permitting discretionary grade adjustment.

5.8 Grading Deadlines

The faculty has adopted a policy requiring that grades from faculty are due (with certain exceptions) 21 days after an examination is administered.

5.9 Grade Changes

After a grade is submitted to the Registrar it may be changed at the instructor's request only on a clear showing of computational error by the instructor in the grading of the examination. The Committee on Academic Standards must approve any such requested grade change before it may be accepted by the Registrar.

In accordance with the School of Law's Student Honor Code the Associate Dean for Academic Affairs may administratively change a grade in the event such a change is imposed as a sanction for a violation of the Code.

5.10 Credit for Courses

A student shall receive no unit credit for any course in which he or she is given a grade of "F" or "no credit". A student who receives a grade of "F" or "no credit" in a required course must retake the course. If a student retakes a course for which the student previously received unit credit, the student shall not receive additional unit credit for the course.

VI. Scholastic Standards and Academic Honors

6.1 Good Standing

General Rule

To be in good academic standing a student must attain at least a 2.30 grade point average ("GPA") for all letter graded course work taken in each semester and must maintain a cumulative GPA of at least 2.30 for all letter graded course work taken at the School of Law. A student who fails to meet either of these standards is not in good academic standing.

Calculating the GPA

The GPA is calculated by dividing the number of grade points earned in letter graded courses by the number of units of course work attempted for a letter grade. In making this calculation, the GPA is rounded off to the nearest one-hundredth of a grade point. The number of grade points earned in a letter graded course is determined by multiplying the number of units of credit a student earns for completing the course by

the numerical equivalent of the letter grade awarded to the student in that course. The GPA is based on the number of units attempted for a letter grade rather than on the total number of units successfully completed. If a student is required to repeat a course, both grades in the course are included in the GPA, but the repeated units may not be applied toward the number of units required for graduation. Courses graded on a credit/no credit or credit/credit-unsatisfactory/no-credit basis are not computed in calculating the GPA.

Exception for First Year Elective Courses

Grades and units earned by first-year students in elective courses shall not be included in determining a student's grade point average.

Consideration of Summer Sessions

For purposes of determining compliance with the School of Law's scholastic standards, grade point averages are computed at the end of the fall and spring semesters. Grades in summer sessions are not counted to either raise or lower a previous cumulative or semester GPA. For purposes of determining compliance with the law school's scholastic standards, summer session grades are computed as part of a student's cumulative GPA following completion of the next succeeding regular semester.

6.2 Academic Honors

Each students with a cumulative grade point average of 3.30 or higher at the end of each spring semester shall be designated an "Honor Student" for that academic year.

To be eligible for academic honors, a student in the full-time program must complete at least 24 academic units of credit and a student in the part-time program must complete at least 16 units of academic credit at the School of Law.

Students in the JD/MBA Concurrent Degree Program are eligible for academic honors based solely on their JD courses, if they carry at least 16 JD units of credit over both semesters of the academic year and maintain full-time status in the concurrent degree program.

Courses taken at the School of Law in the summer session are not included in the calculation of the required minimum number of academic units of credit for academic honors eligibility.

6.3 Graduation Honors

Students who meet the academic standards set by the faculty may be awarded the JD degree with honors and their diplomas will be marked *cum laude*, *magna cum laude*, or *summa cum laude*, as appropriate.

The faculty retains sole discretion to determine each year the criteria for graduation honors.

To be eligible for the award of *summa cum laude*, a graduate must have completed at least 70 academic units of credit at the School of Law.

Students who transfer to the School of Law following their first year are not eligible to receive the award of *summa cum laude*. However, they are eligible for other graduation honors provided they complete 30 or more letter graded units of classroom work at the School of Law.

Graduation honors for students who transfer to USF after their first year of law school or for USF students who visit another institution will be based solely on grades earned at USF.

6.4 Class Rank

Individual numerical class ranking is not computed. However, the law school does provide to students statistical information concerning the performance of each class.

For purposes of providing this statistical information, the following groupings are utilized:

(a) students in or completing the first year (both full and part-time);

(b) students in or completing the second year (both full and part-time) and students in or completing the third year part-time; and

(c) students in or completing the third year full-time and students in or completing the fourth year.

At the conclusion of each semester the Registrar determines and provides to students information about the cumulative grade point average "cut-off" for the following percentiles of each of the foregoing class groupings: the highest 5%, 10%, 15%, 20%, 25%, 33%, 40%, 50%, 60%, and 80%.

Statistics showing bar examination pass rates for each quintile (top 20%, 40%, 60%, 80%, as well as the lowest 20%) of the graduating class in previous years is also provided.

This information is posted on law school bulletin boards following each fall semester and will be sent directly to students following each spring semester. The information will also be available through the Office of Career Planning.

No individual ranking either for an entire class or within any percentile(s) is permitted and no notation of class ranking or percentile may be entered on any student's transcript.

VII. Supervised Study

7.1 First Year

A student who completes the fall semester of the first year with GPA between 2.50 and 2.30 (inclusive) shall be sent a notification of the law school's academic policies and the consequences of completing the first year with a cumulative grade point average of 2.50 or below. In addition, the student shall be invited to participate during the spring semester in academic assistance workshops provided through the Academic Support Program.

7.2 Second Year

A student who completes the first year in good standing with a cumulative grade point average of 2.50 and below is automatically selected for a program of supervised study for his or her second year. A student on supervised study is provided with additional academic support and must adhere to all program requirements. Grades and units earned by first-year students in elective courses shall not be included in determining a student's grade point average.

Full-time students

During the fall semester of the second year a full-time student in the supervised study program must enroll in and satisfactorily complete Constitutional Law, Evidence and Legal Analysis. All remaining units (up to the maximum of 16 total units) must be taken in letter graded classroom courses with an in-class or take home final examination, except that one course taken may require a paper in lieu of a final examination. All credit optional courses must be taken for a letter grade except one credit optional course may be taken on a credit/no-credit basis.

During the spring semester of the second year a full-time student in the supervised study program must enroll in and complete Corporations and in addition must enroll in and complete Community Property, or Criminal Procedure (if not taken as a first-year elective course), or Remedies, or Wills & Trusts.

Part-time evening students

During the fall semester of the second year a part-time evening student in the supervised study program must enroll in and satisfactorily complete all courses in their required second year part-time curriculum (Constitutional Law and Property) and Legal Analysis.

During the spring semester of the second year a part-time evening student in the supervised study program must enroll in and complete Corporations plus either Community Property, or Criminal Procedure, or Remedies, or Wills & Trusts. All remaining units (up to a maximum of 11 total units) must be taken in letter graded classroom courses with a final examination and credit optional courses must be taken for a letter grade.

Part-time day students

During the fall semester of the second year a part-time day student in the supervised study program must enroll in and satisfactorily complete all courses in their required second year part-time curriculum (Constitutional Law and Criminal Law) and Legal Analysis. All remaining units (up to a maximum of 11 total units) must be taken in letter graded classroom courses with a final examination and credit optional courses must be taken for a letter grade.

During the spring semester of the second year a part-time day student in the supervised study program must enroll in and complete Corporations plus either Community Property, or Criminal Procedure, or Remedies, or Wills & Trusts. All remaining units (up to a maximum of 11 total units) must be taken in letter graded classroom courses with a final examination except that one course taken may require a paper in lieu of a final examination. Credit optional courses must be taken for a letter grade

VIII. Academic Probation

8.1 Academic Probation

A student who fails to attain at least a 2.30 semester grade point average for letter graded work taken in any semester is automatically placed on academic probation. The academic probation continues through the next succeeding fall or spring semester. A student on academic probation is not in good academic standing. Grades and units earned by first-year students in elective courses shall not be included in determining a student's grade point average.

To be removed from academic probation and returned to good standing a student must attain at least a 2.30 grade point average for letter graded work taken in the next succeeding semester. If the student fails to meet this requirement, he or she is academically disqualified and ineligible to continue at the School of Law.

A student on academic probation must meet with the Associate Dean for Academic Affairs or the Assistant Dean for Academic Services to discuss the requirements for graduation and ways for the student to improve his or her performance, as well as to have his or her program of study approved.

8.2 Requirements for First-Year Students on Academic Probation

A student who completes the fall semester of the first year with a grade point average below 2.30 is automatically placed on academic probation. The student shall be sent a notification of the law school's academic policies and the consequences of completing the first year with a cumulative grade point average below 2.30. In addition, the student shall be invited to participate during the spring semester in academic assistance workshops provided through the Academic Support Program. To be removed from academic probation the student must complete the first year in good academic standing.

8.3 Requirements for Students on Academic Probation at the End of First-Year

A student on academic probation at the end of the first year is subject to the following requirements and restrictions during the fall semester of his or her second year:

Full-time students

A full-time student placed on academic probation at the end of the first year must, during the fall semester of the second year, enroll in and satisfactorily complete Constitutional Law, Evidence, and Legal Analysis, and in addition must enroll in and complete Community Property, Criminal Procedure (if not taken as a first-year elective), or Remedies or Wills & Trusts. All remaining units (up to maximum of 15 total units) must be taken in letter graded classroom courses with an in-class final examination. Credit optional courses must be taken for a letter grade.

In addition, a student on academic probation may not serve as a Moot Court Case Counsel, or as a tutor or teaching assistant, or participate in Law Review, Maritime Law Journal, Intellectual Property Law Bulletin, advanced Moot Court or advocacy competitions, any similar co-curricular programs or activities, and/or any internship, clinical or externship programs. A student on probation may not run for or hold office in the Student Bar Association or serve as a student representative to faculty meetings, to

any faculty committee, or serve on a student advisory committee to the Admissions Committee, or serve in any similar capacity.

To be removed from academic probation and returned to good standing a student must attain at least a 2.30 grade point average for letter graded work taken in the probationary semester. If the student fails to meet this requirement, he or she is academically disqualified and ineligible to continue at the School of Law.

Part-time students

A part-time evening student placed on academic probation at the end of the first year, must during the fall semester of the second year, enroll in and satisfactorily complete all courses in their required second year part-time curriculum (Constitutional Law and Property) and Legal Analysis. No more than 11 total units may be taken.

A part-time day student placed on academic probation at the end of the first year, must during the fall semester of the second year, enroll in and satisfactorily complete all courses in their required second year part-time curriculum (Constitutional Law and Criminal Law) and Legal Analysis. Any remaining units (up to a maximum of 11 total units) must be taken in required or bar elective courses except Legal Ethics, or Professional Responsibility, or Legal Drafting.

In addition, a student on academic probation may not serve as a Moot Court Case Counsel, or as a tutor or teaching assistant, or participate in Law Review, Maritime Law Journal, Intellectual Property Law Bulletin, advanced Moot Court or advocacy competitions, any similar co-curricular programs or activities, and/or any internship, clinical or externship programs. A student on probation may not run for or hold office in the Student Bar Association or serve as a student representative to faculty meetings, to any faculty committee, or serve on a student advisory committee to the Admissions Committee, or serve in any similar capacity.

To be removed from academic probation and returned to good standing a student must attain at least a 2.30 grade point average for letter graded work taken in the probationary semester. If the student fails to meet this requirement, he or she is academically disqualified and ineligible to continue at the School of Law.

8.4 Requirements for Students on Probation after Beginning the Second-Year

A student who fails to attain a grade point average of at least 2.30 in all letter graded courses taken during any semester after beginning the second year (except the semester in which all degree requirements are completed) is automatically placed on academic probation. The academic probation continues through the next succeeding regular semester. A student on academic probation is not in good academic standing.

A student on academic probation at the end of or at any time after the spring semester of his or her second year must, during the next succeeding regular semester, enroll in and complete Evidence, if it has not already been completed, plus enroll in and complete Corporations, or Criminal Procedure or Community Property, or Remedies, or Wills & Trusts. If Evidence has already been completed, the student must enroll in and complete two of the following courses: Corporations, or Criminal Procedure, or Community Property, or Remedies, or Wills & Trusts. Except for a Legal Drafting course, any remaining units (up to a maximum of 15 total units for a full-time student or 11 total units for a part-time student) must be taken in letter graded classroom courses with an in-class final examination. Any credit optional courses in which he or she enrolls must be taken for a letter grade.

In addition, a student on academic probation may not serve as a Moot Court Case Counsel, or as a tutor or teaching assistant, or participate in Law Review, Maritime Law Journal, Intellectual Property Law Bulletin, advanced Moot Court or advocacy competitions, any similar co-curricular programs or activities, and/or any internship, clinical or externship programs. A student on probation may not run for or hold office in the Student Bar Association or serve as a student representative to faculty meetings, to any faculty committee, or serve on a student advisory committee to the Admissions Committee, or serve in any similar capacity.

To be removed from academic probation and returned to good standing a student must attain at least a 2.30 grade point average for letter graded work taken in the probationary semester. If the student fails to meet this requirement, he or she is academically disqualified and ineligible to continue at the School of Law.

IX. Academic Disqualification and Readmission

9.1 Academic Disqualification

Upon completion of the spring semester of the first year

Upon completion of the spring semester of the first year a student is automatically academically disqualified from the School of Law if his or her cumulative grade point average is below 2.30. Grades and units earned by first-year students in elective courses shall not be included in determining a student's grade point average.

Unless readmitted, an academically disqualified student is ineligible to continue his or her studies at the law school. Notwithstanding the foregoing, a student notified of academic disqualification while enrolled in a USF summer session or program may continue in the course(s) already started and receive credit for any course(s) satisfactorily completed. In the alternative, the student may withdraw from the summer session or program within ten days of the date on the notice of disqualification

and before taking exams and receive a full tuition refund. The option to withdraw applies to the session or program in its entirety and does not permit reducing course loads or portions of the program.

For purposes of determining compliance with the School of Law's scholastic standards, grade point averages are computed at the end of the fall and spring semesters and grades received in summer sessions or programs are not counted to either raise or lower a previous cumulative or semester grade point average. Thus, grades in courses taken during a summer session or program do not affect the disqualification and are not considered in reviewing a petition for readmission.

After the beginning of the second year

After the beginning of the second year a student is automatically academically disqualified from the School of Law if either (1) his or her cumulative grade point average falls below 2.30, or (2) his or her semester grade point average falls below 2.30 for two consecutive semesters (in which case the student is disqualified even if the cumulative average is 2.30 or better). Grades and units earned by first-year students in elective courses shall not be included in determining a student's grade point average.

Unless readmitted, an academically disqualified student is ineligible to continue his or her studies at the law school. Notwithstanding the foregoing, a student notified of academic disqualification while enrolled in a USF summer session or program may continue in the course(s) already started and receive credit for any course(s) satisfactorily completed. In the alternative, the student may withdraw from the summer session or program within ten days of the date on the notice of disqualification and before taking exams and receive a full tuition refund. The option to withdraw applies to the session or program in its entirety and does not permit reducing course loads or portions of the program.

For purposes of determining compliance with the School of Law's scholastic standards, grade point averages are computed at the end of the fall and spring semesters and grades received in summer sessions or programs are not counted to either raise or lower a previous cumulative or semester grade point average. Thus, grades in courses taken during a summer session or program do not affect the disqualification and are not considered in reviewing a petition for readmission.

9.2 Readmission of Students Disqualified at the end of their First Year

Readmission by Petition

(a) A student who completes the first year of study with a cumulative grade point average of less than 2.30 at the end of the spring semester is academically

disqualified from the School of Law. Any such academically disqualified student may petition the Committee on Academic Standards for readmission on probation.

(b) The Committee may approve probationary readmission of a student disqualified at the completion of the first year only if it concludes that the major factors contributing to the student's disqualification were extraordinary and compelling circumstances and that it is probable the student will be able to demonstrate academic competence in the future.

(c) The Committee shall consider petitions for readmission in accordance with the policies and procedures set forth below.

Readmission by Reexamination

(a) A student who completes the first year of study with a cumulative grade point average of less than 2.30 may seek readmission by re-examination. The option to seek readmission by re-examination is available as an alternative to seeking readmission by petition to the Committee on Academic Standards. It is also available to a student disqualified at the end of the first year whose petition for readmission is denied by the Committee.

(b) The purpose of re-examination is to provide a disqualified student a second opportunity to examine in and successfully complete the basic first-year law courses. A disqualified student who previously attempted basic first-year course work at any law school is ineligible to re-examine.

(c) A student seeking readmission by re-examination is subject to all of the policies, requirements and limitations set forth below.

9.3 Readmission of Students Disqualified after Beginning the Second Year

Readmission by Petition

(a) A student who is academically disqualified from the law school after commencement of his or her second year of study may petition the Committee on Academic Standards for readmission on probation.

(b) The Committee may approve probationary readmission of a student disqualified after commencement of the second year only if it concludes that significant extraordinary and compelling circumstances were major factors contributing to the disqualification and that academic competence has been demonstrated.

(c) The Committee shall consider petitions for readmission in accordance with the policies and procedures set forth below.

Readmission by Reexamination

A second year part-time student who has not previously been disqualified prior to commencement of his or her third year of study may seek readmission by re-examination. A second year part-time student seeking readmission by re-examination hereunder is subject to all of the policies, requirements and limitations set forth below.

9.4 Policies Governing Re-Examination

9.41 A disqualified student seeking readmission by re-examination must reexamine in all of the following courses:

(a) if the re-examining student was disqualified at the end of the first year he or she must re-examine in every required course, except Legal Research, Writing and Analysis and/or any first-year elective course, in which he or she received a final grade below "C+". For the purpose of these re-examination provisions, each semester of a subject offered in both semesters of the first year shall be a "course"; or

(b) if the reexamining student is a second year part-time student eligible to re-examine pursuant to Section 9.3, he or she must re-examine in every first-year and second-year required course, except Legal Research, Writing and Analysis, in which he or she received a final grade below "C+".

9.42 A disqualified student intending to seek readmission by re-examination must complete and file the prescribed forms, which may be obtained from the Registrar's office, and pay applicable re-examination fees. Such forms must be filed and fees paid as instructed by the Office of the Registrar.

9.43 All re-examinations must be taken within one year after the date of the disqualification. It is the re-examinee's responsibility to determine when the required examinations will be given and to make certain that his or her forms are properly filed and fees paid.

9.44 All re-examinations shall be taken at the time of a regularly scheduled final examination in the course during the academic year following disqualification. The Registrar will notify re-examinees of section assignments for re-examinations. These assignments are final and will not be changed. Inability to attend class meetings of a course in which re-examination is required is not sufficient to postpone the re-examination or to warrant an exception from the course section assignment.

9.45 It is the re-examinees responsibility to determine assignments and requirements for each course in which re-examination is being attempted. It is also the re-examinees responsibility to complete all course assignments that are separate components of the final grade.

9.46 A disqualified student seeking readmission by re-examination is not enrolled in and may not earn residence or degree credit at the law school unless readmitted and then only for work completed prior to disqualification or after readmission. However, a readmitted student may be excused from repeating a required course in which no credit was earned upon the original examination in that course.

9.47 A disqualified student preparing for re-examination may attend unofficially any course in which he or she is re-examining on a space available basis and on such conditions as may be imposed by the instructor. Otherwise, a person re-examining is not permitted to attend classes and is not eligible to participate in any law school supported programs, including co-curricular activities.

9.48 Only one re-examination in any course is permitted.

9.49 A disqualified student who completes re-examination shall be readmitted to the School of Law if he or she receives no re-examination grade below "C+" and the cumulative grade point average on re-examination in the courses in which he or she is required to re-examine is 2.60 or higher. If the re-examinations are taken in different semesters, the cumulative re-examination average will be computed only after all required re-examinations have been taken and graded.

9.410 If a person successfully re-examines, his or her record shall be as follows:

(a) Each re-examination grade shall be entered in the permanent record separately from the original grade in the course. Each semester's cumulative grade point average for re-examinations shall also be entered.

(b) A new cumulative grade point average shall be computed and recorded. It shall include all the original grades and all re-examination grades. This cumulative grade point average shall be reflected in the student's permanent record and on the student's transcript.

(c) An adjusted cumulative grade point average shall be computed and maintained in the law school's records. It shall include only the grades in courses in which no re-examination was required and the re-examination grades. The adjusted cumulative grade point average shall thereafter be used for assessing the student's compliance with the School of Law's scholastic standards. The (unadjusted) cumulative grade point average shall be used for

all other purposes. The adjusted cumulative grade point average shall not be recorded in the student's transcript.

9.411 Unless exempted, a person readmitted after re-examination must retake each semester of Legal Research, Writing and Analysis in which the grade originally received was below "C+".

9.5 Policies Governing Petitions for Readmission

Petitions for readmission of students academically disqualified from the School of Law shall be considered by the Committee on Academic Standards pursuant to the policies and procedures set forth in this section.

9.51 A student academically disqualified shall be notified in writing of his or her dismissal from the law school. The notice shall set forth the deadline for filing a petition for readmission which shall not be less than 7 days from the date the notice is sent. Normally, the notice will be sent via US mail. In some circumstances, the notice may be sent by e-mail. It is the responsibility of each student to inform the law school Registrar's office of a current address for receipt of this and other official notices, and also to regularly check his or her USFConnect e-mail account.

9.52 The Committee shall meet during the last two weeks of July or the first week of August to consider petitions from students disqualified following the spring semester of each academic year unless unusual circumstances necessitate an alternative meeting date. The Committee shall meet as soon as practicable in the spring semester to consider petitions from students disqualified at the end of the fall semester.

9.53 Any person petitioning for readmission **must submit a written petition** to the Committee on Academic Standards.

(a) There is no required form or format for a petition, except the petition **must** set forth on the first page an address, telephone number and e-mail address at which the petitioner may be contacted. The petition may be in the form of a letter to the Committee.

(b) The petition **must** set forth **all** extraordinary and compelling circumstances which the petitioner asserts were factors contributing to his or her unsatisfactory performance. It must also state **all** reasons which, in the opinion of the petitioner, should cause the Committee to conclude that the petitioner will be able to raise his or her grade point average to the required level and that the petitioner will thereafter perform in an academically satisfactory manner. **Circumstances and/or reasons not set forth in the petition may not thereafter be raised in support of a request for readmission.**

(c) The petition **must be accompanied by all** documents or other supporting materials that verify or substantiate the petitioner's circumstances. Where, for example, illness or other similar extraordinary circumstances form a basis for the petition, submission of supporting material (such as medical records, etc.) is required by the Committee.

(d) Petitions for readmission should be addressed to the Committee on Academic Standards and should be sent or delivered in care of the Associate Dean for Academic Affairs.

9.54 The Committee shall notify the petitioner of the time of its meeting for consideration of petitions for readmission, and shall afford the petitioner an opportunity to appear personally to answer questions about the circumstances set forth in the written petition. An appearance is informal and is not a hearing or adversarial in nature. Petitioners may, if they desire, bring one person to accompany them during the appearance, but this person may not represent the petitioner or otherwise address the Committee on the petitioner's behalf. Notwithstanding a personal appearance, a written petition is required and the grounds for readmission must be set forth in the petition.

9.55 In the event a petition for readmission is granted, the disqualified student is readmitted to the law school on academic probation subject to such conditions as the Committee determines are necessary or appropriate. If readmission is granted to a student academically disqualified at the end of his or first year of study, the conditions of the probationary readmission shall require that the readmitted student:

(a) obtain at least a 2.30 grade point average in both the fall and spring semesters of the second year; and

(b) obtain a cumulative grade point average of at least 2.30 by the end of the spring semester of the second year. If the student obtains a cumulative grade point average of at least 2.30 by the end of the fall semester of the second year, that student, with approval of the Committee on Academic Standards, may be removed from probation (Note that the reference here is to the cumulative and not the adjusted cumulative grade point average.); and

(c) receive no grade below "C+" during the probationary period; and

(d) secure approval for his or her program of study from the Associate Dean for Academic Affairs or the Assistant Dean for Academic Services; and

(e) retake any required first year course in which a final grade below "C" was received in at least one semester, provided, however, that in the event the

course is required during both semesters of the first year, the student must retake both semesters of the course only if the average grade for both semesters is below "C" or if the grade for the second semester is below "C"; provided further, however, that if the grade in the second semester was "C+" or better, the student shall be excused from retaking the second semester if the grade in the retake of the first semester is "B-" or better; and

(f) restrict extra-curricular activities and give priority to his or her studies, and not run for or hold office in the Student Bar Association or serve as a student representative to faculty meetings, to any faculty committee, or serve on a student advisory committee to the Admissions Committee, or serve in any similar capacity, or serve as a Moot Court Case Counsel or as a tutor or teaching assistant in the Academic Support Program, or participate in Law Review, Maritime Law Journal, Intellectual Property Law Bulletin, advanced Moot Court or advocacy competitions, any similar co-curricular programs or activities, and/or any clinical, internship, or externship programs; and

(g) meet such other conditions on the probationary readmission that the Committee determines to be necessary or appropriate.

Failure to meet any of the conditions of probationary readmission results in automatic academic disqualification.

9.56 If a student is required to retake a course as a condition of probationary readmission, his or her permanent record shall be as follows:

(a) Each re-take grade shall be entered in the permanent record separately from the original grade in the course.

(b) A new cumulative grade point average shall be computed and recorded. It shall include all the original grades and all re-take grades. This cumulative grade point average shall be reflected in the student's permanent record.

(c) An adjusted cumulative grade point average shall be computed and maintained in the law school's records. It shall include only the grades in courses in which no re-take was required and the re-take grades. The adjusted cumulative grade point average shall thereafter be used for assessing the student's compliance with the School of Law's scholastic standards. The (unadjusted) cumulative grade point average shall be used for all other purposes. The adjusted cumulative grade point average shall not be recorded in the student's transcript.

X. Completion of Courses

Every student who registers for academic credit in a course and who does not officially withdraw from that course shall receive a grade.

10.1 Dropping or Withdrawing from Courses

The last date to "drop" an individual course is set forth in the official academic calendar for each semester or other academic period. Prior to that deadline, students may drop individual courses on-line. After the deadline, a course may not be dropped, but the student may be permitted to withdraw from the course with permission of the instructor. In the event a student withdraws from a course after the drop deadline, the course will appear on the transcript with the neutral indication of "W". (In order to withdraw from a course after the drop deadline, a student must file a withdrawal form with the Registrar.) The term "course" is used here in its most inclusive sense and refers to a class, seminar, clinical program, independent research project, or any other undertaking in which a student is enrolled for academic credit. A student may not reduce his or her course load below the minimum unit requirements for his or her division.

10.2 Completing Course Requirements

Students in all courses are expected to complete their course work within the semester or other academic period in which the course is offered. In examination courses this means taking the exam at the time scheduled. In courses in which research papers or other work comprise all or part of the course work, such papers and or other work must be submitted at the times fixed by the instructor but in no event later than the last day of scheduled exams for the semester.

If a student does not complete the requirements for a course in which he or she is enrolled, and has not been granted an "incomplete", the instructor will not report a grade for that student and the Registrar's office will automatically enter a grade of "F" (or "NCR" if the course is a credit only course or a credit optional course in which the student had made a timely election for credit optional grading).

10.3 Incompletes

Where unusual circumstances arise which create hardship and prevent a student from fulfilling course requirements in a timely fashion, it may be possible for the student to receive an "incomplete" and thereby to extend the deadline for completion of course work. An incomplete is not available unless the student meets the law school's attendance requirements.

In order to receive an incomplete, a student must file a petition, on a form available in the Registrar's office, securing first approval of the instructor and then the Assistant Dean for Academic Services. In order to be considered, any petition must be approved and filed on or before the official last day of classes of the semester in which the incomplete is taken. Failure to file the petition will result in a grade of "F" being recorded by the Registrar even when a verbal agreement has been made between the student and the instructor.

If the petition is granted, the designation "incomplete" will be entered on the student's official transcript of record in lieu of a grade for the course. The student shall not receive unit credit, for any purpose, unless and until the course is satisfactorily completed.

In order to remove the incomplete and receive credit for the course, the student must complete all work to the instructor's satisfaction and the grade for the course must be received by the Registrar's office no later than the last official day of the grading period for the next succeeding fall or spring semester following the semester in which the incomplete is taken. The instructor and/or the Assistant Dean for Academic Services may impose an earlier deadline. In the event that a grade is not reported to the Registrar, for any reason, by the required date, a grade of "F" (or, where applicable, "NCR") shall be entered for the course on the official transcript of record.

Except in unusual circumstances, a student will not be permitted to take an incomplete in more than one course in a single semester.

XI. Leave of Absence

A student admitted to the School of Law is expected to complete the course of study without interruption except for usual academic vacations. If a student is unable to complete a semester's work, or is unable, after completion of a semester, to return for the next regular semester, he or she must apply for and obtain a leave of absence in order to retain the right to return for a subsequent term.

A student who withdraws during any semester or who fails to enroll in the next succeeding semester without first obtaining a leave of absence, or who fails to return within the time specified in his or her leave, will be deemed to have withdrawn. In order to be considered for readmission, any such student must reapply through the ordinary admissions process. In each such instance, the applicant must repeat the entire application procedure and will be evaluated relative to all other applicants for admission then being considered.

No leave of absence will be granted for longer than one year, except as otherwise required by law. Except for compelling reasons, a leave of absence will not be granted to

a student during his or her first year or to a student on academic probation. Such a student must petition and be granted a leave by the Committee on Academic Standards.

A student on a leave of absence from the School of Law is not permitted to participate or enroll in or receive credit for work in any other educational program or school. Any such participation, enrollment or receipt of credit automatically terminates the leave of absence and the right to return to the School of Law.

XII. Attendance and Class Participation

The School of Law requires students to attend classes regularly, complete assignments in a timely manner, and be prepared for and participate in class.

A student is subject to dismissal from the law school whenever his or her attendance becomes so irregular that the faculty deems it unwise to permit him or her to continue.

A student may be administratively withdrawn from a course and refused permission to take the final examination, or to otherwise complete a course, for any of the following reasons:

(a) an excessive number of absences;

(b) an excessive number of instances of not completing class assignments or not completing them in a timely manner; or

(c) an excessive number of instances of not being prepared for class.

Absences in excess of twenty percent (20%) of the regularly scheduled classes in a course shall be considered an excessive number of absences unless an individual instructor adopts a more stringent policy on class attendance. In the event a more stringent attendance policy is adopted for a class, the instructor must give students notice of the policy in registration materials or the course syllabus.

Attendance is computed from the first meeting of the class, not from the first date of the student's enrollment. It is within the discretion of each instructor when tardiness shall be charged as an absence.

Except in the case of a course a student is required to take, if a student is administratively withdrawn from an individual course before the end of the 3rd week of class in the fall or spring semesters or the 1st week in a summer session term, the course will be deleted from the student's record. When a student is administratively withdrawn, or refused permission to take the final examination or otherwise complete the course, later than that, a "W" shall be entered on the student's record. If, at any

time, a student is administratively withdrawn from a course he or she is required to take, a “NCR” (“no-credit”) will be entered on the student’s record.

XIII. Employment Limitation for Full-Time Students

A student may not engage in employment more than twenty (20) hours per week in any week in which the student is enrolled for twelve (12) or more units. Each semester, full-time students must certify that they are not employed, in the aggregate, for more than twenty (20) hours per week.

XIV. Directed Research

A student may undertake an independent directed research project as an elective course under supervision of a full-time tenured or tenure track faculty member of the School of Law. Enrollment in directed research must be approved by the instructor prior to registration. Petitions to enroll in Directed Research are available in the law Registrar’s office.

Students enrolling in directed research are expected to complete a substantial written research project. The subject matter is determined by the student and the supervising faculty member. A student may not receive directed research credit for Law Review notes or comments, Maritime Law Journal or Intellectual Property Law Bulletin work, Advanced Moot Court problems, Moot Court or advocacy competition briefs, or the like. Students shall not be paid as research assistants for their directed research work.

The supervising faculty member and student are expected meet regularly throughout the semester to review the student’s progress, and the student shall submit for the faculty member’s evaluation a substantial written product evidencing work completed over the semester.

The student shall receive one or two units of credit for directed research, at the instructor’s discretion, and may take only one directed research per semester and only two during the student’s law school career. In the event the directed research is for the purpose of expanding work done for an already completed course, the student shall receive only one credit. Directed research may be taken only on a credit/credit-unsatisfactory/no credit basis.

XV. Summer Sessions

15.1 USF Summer Sessions

The School of Law ordinarily conducts a summer session on-campus as well as one or more summer abroad programs. Credits earned in courses taken during the on-campus

summer session or in a summer abroad program are applied toward the JD degree requirements. Students may find it advantageous to take one or more courses offered in the summer so they may lighten their course load during succeeding fall or spring semesters and/or elect advanced or specialized courses in the third or fourth years. However, a student may not, as a result of earning units in a summer session, take fewer than the minimum number of units required for his or her division and, except for a part-time student transferring to the full-time division or accelerating his or her graduation, may not advance the date of their graduation or make up any deficiency in residence units by attending summer session or summer abroad program courses.

On-campus and summer abroad program courses are open to students who have completed one year of study at the law school and who are in good academic standing at the end of the immediately preceding spring semester.

Students may enroll in a maximum of 7 units during a summer, including clinical, externship and/or internship placements and/or participation in the Intensive Advocacy Program.

Grades earned in on-campus summer sessions or summer abroad programs are not used in calculating a student's cumulative grade point average for purposes of academic standing at the end of the immediately preceding academic year.

15.2 Intersession or Summer Session Programs at other Institutions

Subject to the limitations set forth here, a student in good academic standing may participate in and may count toward the units required to graduate no more than a cumulative total of 4 units successfully completed during one or more intersession and/or summer session law courses/programs offered by another ABA-accredited law school (whether offered in the U.S. or abroad).

Credit will not be granted for any intersession or summer course taken elsewhere covering substantially the same subject matter as a course "required" by the School of Law for the JD degree, or which is substantially similar to or duplicates a course offered in a USF intersession, summer session or program and/or if that course is substantially similar to or duplicates a course previously taken.

Credit will not be given for internships, clinical programs, externships, or any other non-classroom courses, or for any course that is not letter graded and in which a grade below "C" or is received. Credit will also not be granted for any course taken elsewhere unless prior written approval is given by the Assistant Dean for Academic Services or Law Registrar.

Credit granted for approved intersession or summer courses taken at another institution will be applied toward USF JD degree requirements. The grade earned will not be

transferred. The USF transcript will only reflect a “credit” or “no credit”. Such courses will not be used in computing a student’s grade point average. It is the student’s responsibility to ensure that a transcript of intersession or summer work taken at another institution is sent promptly to the law Registrar at USF.

XVI. Bay Area Consortium

The School of Law cooperates with the law schools at UC Berkeley, UC Davis, Golden Gate University, and Santa Clara University to allow USF students to take courses at these institutions in the fall and spring semesters. Courses taken through the consortium are applied toward the USF JD degree subject to the following conditions:

(a) a student must be in good academic standing to participate;

(b) only JD classroom courses may be taken (internships, clinical courses, etc, are not permitted);

(c) the course(s) must be taken for a letter (or number) grade only and the student must earn at least a “C” or its numerical equivalent;

(d) the course must not substantially duplicate any course previously taken for credit;

(e) the course must be an elective course. All courses required for the USF degree must be taken at USF;

(f) the course taken cannot be offered during the same semester at USF;

(g) only one consortium course is permitted in any semester; and

(h) prior approval to take the course through the consortium must be obtained from the Assistant Dean for Academic Services or Law Registrar.

Students participating in the consortium pay tuition to their home school.

When receiving credit for a consortium course at another school, the grade earned will not be transferred. The USF transcript will only reflect a “credit” or “no credit” and the course will not be used in computing a student’s grade point average. It is the student’s responsibility to ensure that a transcript of consortium work taken at another institution is promptly sent to the Law Registrar at USF.

XVII. Semester in Residence at Other Institutions

In extraordinary, unforeseen circumstances related to family, health or other unusual personal situations, a student may be granted permission to attend another ABA/AALS-approved law school for his or her final semester or year of law school, while still earning the USF degree. Permission will not be granted solely to reduce the costs of attending law school or to provide an opportunity for students to be enriched by experiencing another law school's general academic, cultural, or geographic environment.

To obtain approval, students must submit a petition to the Associate Dean for Academic Affairs identifying the school at which the student desires to visit, the student's proposed course of study, the unit value of the course of study, the dates of the visit, the student's reason for seeking approval, and any other information the dean deems necessary or appropriate. No student will be permitted to visit away unless he or she is in good academic standing, and the student's academic record will be considered in making the decision.

No course or other requirement for the USF degree may be taken at another institution. Credits earned during the visit will be accepted only if earned in letter graded "classroom" courses in which the student receives a letter grade of "C" or better. Clinical programs, judicial or clinical externships, directed research, independent study, and the like are not classroom courses.

It is the student's responsibility to insure that transcripts of grades are promptly submitted to the Law Registrar in a timely fashion. Students visiting away during their last semester must ensure that official transcripts are submitted to the Law Records Office as soon as possible to ensure that the JD degree is posted in time to certify the student for the bar exam. Only the credit earned for a course taken at another institution will transfer. The actual grade received will not be reported on the USF transcript, which will report only the course title and either "credit" or "no credit" for the course.

Any student desiring to attend another institution must make his or her own arrangements, including financial, with the other institution. Students visiting at another law school must pay an administrative fee.

XVIII. International Exchange Programs

The School of Law participates in semester study abroad student exchange programs with the law schools of a number of universities in other countries. These programs give participating students the opportunity to gain a deeper understanding of international law and to have first-hand experience in a global legal environment. Students

interested in participating must file an application and be selected by the Program Director.

Participation in a semester study abroad exchange program is open to selected students who have completed one year of full-time study or two years of part-time study (including a student transferring to the full time program after the first year) at USF School of Law. Full-time students participating during their second year must be in good academic standing and have attained a cumulative first year grade point average above 2.50 at the end of the spring semester of their first year. Students participating after completing their second year must be in good academic standing. A student may participate in only one exchange program for credit toward the JD degree.

A participating student's course selection must be approved in advance by the Program Director. No course or other requirement for the USF degree may be taken during the exchange, and no course may be taken which substantially duplicates one already taken. Credits earned will be accepted only if earned in "classroom" courses in which the student receives the equivalent of a letter grade of "C" or better. Clinical programs, judicial or clinical externships, internships, directed research, independent study, and the like are not classroom courses. A participating full-time student may earn no more than 15 units and a participating part-time student may earn no more than 11 units.

It is the student's responsibility to insure that transcripts are submitted to the Law Registrar in a timely fashion. Students participating during their last semester must ensure that official transcripts are submitted to the Law Records Office as soon as possible to ensure that the JD degree is posted in time to certify the student for the bar exam. Only the credit earned for a course taken at another institution will transfer. The actual grade received will not be reported on the USF transcript, which will report only the course title and either "credit" or "no credit" for the course.

XIX. Examinations

19.1 Evaluation of Student Work

Evaluation of student work in most courses is based on a written examination at the end of the semester. Such examinations are identified by a student's examination number rather than name, and therefore are anonymously reviewed and graded. Each student is assigned a random examination number which is changed every semester. Every student must obtain his or her individual examination number prior to the examination period.

Papers, projects, or other work may be required in some courses at the discretion of the instructor, either in addition to or in lieu of an examination. Papers and other similar

projects, seminar courses, and other appropriate circumstances may warrant departure from the anonymous grading system.

19.2 Examination Schedule

Students must take examinations at the assigned times, except in the case of "take home" examinations, which are due as designated by the instructor.

The schedule of classes indicates the tentative time and date of the final examination in each course. Students are advised to consider this information, if they deem it important, in planning their schedules for the semester. This tentative examination schedule is subject to change and may be revised.

During the semester, a definitive examination schedule will be posted by the Registrar. Students are responsible for noting and adhering to the definitive schedule. Each student must be available to take his or her examinations at the time indicated on the definitive schedule. Personal conflicts, such as work or travel or family obligations, are not sufficient for rescheduling an examination. Failure to complete an examination at the scheduled time will result in academic sanctions up to and including receiving a grade of "F" in the course.

Students should not contact or otherwise discuss rescheduling an examination with the instructor or with another student.

19.3 Examination Conflicts

In the event of a conflict between examinations, one will be rescheduled by the Registrar. A conflict is deemed to exist when a student has two examinations which are scheduled for the same time and date; when there are four (4) or fewer hours between the scheduled end of one examination and the scheduled commencement of the next examination which a student must take; or when a student has three examinations scheduled on two consecutive calendar days. Two examinations on one day do not necessarily result in a conflict.

A student with a conflict must contact the Registrar's office and complete a petition for an individual examination in a timely manner to arrange rescheduling of one of the examinations.

In no event will a rescheduled examination be administered prior to the published examination date and time.

Students should not contact or otherwise discuss rescheduling an examination with the instructor or with another student.

19.4 Illness or Emergency Circumstances

In the event a student is unable to take a scheduled final examination because of illness or other emergency circumstances, the student must contact the Registrar's office or the office of the Assistant Dean for Academic Services prior to the examination and as soon as the situation arises. In the event circumstances prevent a student from contacting either office prior to the scheduled commencement of the examination, the student must contact the office as soon as practicable thereafter. Any student who has not contacted the Assistant Dean for Academic Services or the Registrar's office within 24 hours after the scheduled start of an examination will not be permitted to make-up the examination.

Upon satisfactory demonstration of inability to take the examination as scheduled, the student will be permitted to make-up the examination without the imposition of any academic sanctions. Illness must be verified in writing by a physician and acceptable proof of other emergency circumstances may be required. In the event the student is unable to present an acceptable excuse for inability to complete the examination as scheduled, academic sanctions will be imposed and, under some circumstances, a student may be precluded from making-up the examination, resulting in a grade of "F" (or "no credit" in a credit only course).

Students should not contact or otherwise discuss postponement of an examination with the instructor or with other students.

19.5 Rescheduled Examinations

A student who does not take an examination by reason of conflict, illness, or other approved reason will, subject to the preceding provisions, be permitted to reschedule the examination. Arrangements for rescheduling the examination must be made with the Registrar. The Registrar determines the rescheduling of an examination, but in no event will a rescheduled examination be administered prior to the published examination date and time. Except in unusual circumstances, the Registrar will schedule the postponed examination as close as possible to the original date and time of the examination. At the discretion of the instructor, a make-up examination may be different from the original examination administered to the rest of the class.

19.6 Accommodated Examinations

The University of San Francisco does not discriminate on the basis of disability. A student with a disability may seek special accommodations for taking examinations. Such accommodations are made on an individual basis, depending on specific information and professionally documented assessment data. If a basis for

accommodation is established, an individual student will be given reasonable and necessary accommodation. A student seeking accommodations must contact the University's office of Student Disability Services in a timely fashion. Requests sought too late may not receive accommodation.

19.7 Examination Rules and Procedures

All students must adhere to the examination rules and procedures established by the law Registrar's office. These rules and procedures are available from the Registrar.

XX. Exceptions for Illness or other Medical Conditions

A student seeking a leave of absence or an exception to the School of Law's academic or administrative polices for illness or other medical reasons must submit documentation on letterhead, signed by a medical professional.

The documentation should indicate the nature and extent of the student's illness or condition and may include a recommendation based on the medical professional's expertise and familiarity with the student as a patient. Medical documentation typically states a diagnosis, the effect of the illness or medical condition on normal activity, and other medical details relevant to evaluating the student's request. In the event of a leave of absence the law school also requires a medical professional's recommendation or clearance for the student's return to school at the conclusion of the leave. Medical documentation received by the School of Law for a leave of absence or exception request remains confidential under FERPA.

XXI. Length of Time to Complete Degree Requirements

All students must complete the requirements for the JD degree no later than 84 months after first commencing the study of law at USF or, in the case of a student admitted with advanced standing, the school at which law study was first commenced.

Appendix A

UPPER LEVEL RESEARCH AND WRITING REQUIREMENT

A. Purpose and Goals

In order to be awarded a JD degree, a student must satisfactorily complete an Upper Level Research and Writing project. This requirement is mandated by accrediting regulations which provide that each student must complete "at least one rigorous writing experience after the first year." This experience, which involves "writing in a legal context," must include "legal analysis and reasoning, legal research, and problem solving."

The Upper Level Research and Writing Requirement is intended to provide students with the opportunity to refine the research and writing skills learned in the first year, and to enhance the skills necessary to undertake writing projects on their own following graduation. Students choose topics, submit outlines, prepare and submit a first draft, and complete the final paper in consultation with faculty members in approved courses and co-curricular programs.

B. The Criteria

The upper level writing project should show the student's mastery of the in-depth research undertaken and demonstrate how the student has organized, clarified, or advanced this body of knowledge in resolving the issues raised by the paper. When certifying that a student has satisfactorily completed the upper level writing requirement, the supervising faculty member is indicating that the student has produced a paper which evidences qualities of legal scholarship, writing ability and craftsmanship.

Each faculty member may establish particular procedures and technical requirements for an upper level writing project to be completed under his or her supervision, provided that the minimum standards set forth here are met.

1. Preparation of a paper used to satisfy the Upper Level Research and Writing Requirement must include the following steps:

   a. Topic. The student must submit for approval a proposed topic for the project which includes a statement of a thesis for the paper. The topic must be approved by the supervising faculty member.

b. Outline. After the topic has been approved, the student must submit a complete outline of the proposed paper which the supervising faculty member will review to provide necessary guidance on scope and/or direction.

c. First Draft. The student must submit a complete first draft of the paper, including footnotes, for review and comment by the supervising faculty member.
d. Final Draft. The student must submit a final draft of the paper which is reasonably responsive to the comments, criticisms and suggestions received from the supervising faculty member.

2. The paper must exhibit substantial, careful and competent research, and it must demonstrate articulate, thoughtful, and well structured analysis of the subject matter.

a. The paper must be at least twenty-five pages in length, including footnotes. This assumes double spaced pages using a twelve (12) point Times Roman font with one inch margins all around.

b. The paper must include extensive footnotes. The footnotes must comply with either the ALWD or "Blue Book" citation system, as directed by the supervising faculty member. The paper should rely on multiple sources and on primary authority. It may include empirical or other research in addition to more traditional legal research, provided the supervising faculty member approves of the project, and provided the overall tenor of the paper is legal.

C. Completing the Requirement

The Upper Level Research and Writing Requirement paper may be completed under supervision of a faculty member in the following ways:

1. Satisfactory completion of a paper meeting the criteria in an elective course designated as a seminar in the schedule of classes. (Note that in seminars taught by Adjunct Professors no more than three students may complete the upper level writing requirement.)

2. Satisfactory completion of a paper meeting the criteria in a non-seminar classroom elective course designated by the Associate Dean for Academic Affairs as a course in which the upper level writing requirement may be fulfilled. (Note that if a designated elective classroom course is taught by Adjunct Professors no more than three students may complete the upper level writing requirement.)

3. Satisfactory completion of a paper meeting the criteria in conjunction with a directed research project under supervision of a full-time faculty member.

4. Satisfactory completion of a significant case brief or research memorandum in the USF Criminal Law Clinic or USF International Human Rights Clinic.

5. Completing a publishable note or comment for the USF Law Review which a full-time faculty member Law Review advisor certifies evidences a significant amount of original legal research and analysis. (Note that editorial work, cite checking, and other work of editors or members does not satisfy the requirement.)

6. Satisfactory completion of the Appellate Advocacy course.

D. Completing the Upper Level Research and Writing Requirement involves a substantial amount of effort. It is often difficult to complete the project in a single semester, and extensions are available in appropriate circumstances with approval of the supervising faculty member and the Assistant Dean for Academic Services. Because the project must be completed before a degree is granted, failure to finish the project in a timely fashion may delay graduation and certification of eligibility to sit for the bar examination. Students should be mindful that the supervising faculty member needs time to review the final submission before the project is certified to satisfy the requirement. For that reason, students are advised to begin and complete the requirement prior to the semester in which they plan to graduate.

E. No units or credits are earned by completing the Upper Level Research and Writing Requirement. (If the upper level writing requirement is fulfilled in conjunction with a course, including directed research, units may be earned for the course.) When satisfactorily completed, the upper level writing requirement will be noted on a student's transcript with the designation "credit" ("CR").

F. At the time a student begins an Upper Level Research and Writing Requirement, he or she must formally "enroll" in the project (in addition to any course or program in conjunction with which the project is undertaken). To enroll, the student must complete and submit a "writing requirement enrollment form" to the Registrar's office. Upon completion of the project, the student must notify the Registrar by submitting a "completion of the writing requirement form" along with a copy of the final draft of the paper.