

STUDENT HANDBOOK

FALL 2021 RELEASE



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CHAPMAN
UNIVERSITY

Fowler School of Law

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The Student Handbook (“Handbook”) of the Chapman University Dale E. Fowler School of Law (“Fowler School of Law”) is binding on all students. The Handbook is subject and subordinate to all applicable federal and state laws, any and all Standards for Approval of Law Schools and Interpretations of the American Bar Association (“ABA”), all standards for accreditation by the Western Association of Schools and College, and any applicable standards by the State Bar of California. This Handbook may be revised as necessary from time to time to conform to applicable laws, rules and regulations, standards for accreditation, law school policy and procedure changes, and Chapman University policies. All students are deemed to know the contents of this Handbook in its current reiteration as so revised.

ACADEMIC POLICIES AND PROCEDURES

The following Academic Policies and Procedures, as adopted by the faculty of the Fowler School of Law, are intended to be in accordance with our present understanding of the Standards for Approval of Law Schools and Interpretations of the ABA. It may be necessary to adapt these policies and procedures to comply with these ABA Standards. *NOTE: For purposes of these Academic Policies and Procedures, the term “semester” excludes both Summer and Interterm Sessions.*

I. ACADEMIC CALENDAR

The [academic calendar](https://www.chapman.edu/law/student-resources/registering-classes/academic-calendar.aspx) can be found here: (<https://www.chapman.edu/law/student-resources/registering-classes/academic-calendar.aspx>)

II. JD LEARNING OUTCOMES

The Fowler School of Law faculty have identified the following [JD learning outcomes](https://www.chapman.edu/law/academic-programs/jd/index.aspx) as critical to a law degree and to developing the skills needed to become a proficient attorney: (<https://www.chapman.edu/law/academic-programs/jd/index.aspx>)

III. SUBMISSION OF UNDERGRADUATE TRANSCRIPTS

All deposited students must submit their undergraduate transcripts indicating degree conferral to the Office of Admission by August 1. Absent a determination by the Associate Dean of Academic Affairs that an extension is warranted due to extraordinary circumstances, any student who has not submitted an undergraduate transcript indicating degree conferral by October 15 will be administratively withdrawn from the J.D. program on October 16. Extensions will only be granted in which extraordinary circumstances, through no fault of the student, may make it impossible for the student to meet the October 15 deadline.

IV. GRADUATION REQUIREMENTS¹

The Fowler School of Law confers the degree of Juris Doctor (J.D.) upon its qualified graduates. A student shall be a qualified graduate upon satisfying the following requirements:

A. Credit Hours

- The successful completion of 88 semester hours of course work, including all required courses. In compliance with ABA Standard 310 ([see Appendix](#)), a “credit hour” or “semester hour” or “credit” is an amount of work that reasonably approximates:
 - Not less than 50 minutes of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks (including one week for a final examination), or the equivalent amount of work over a different amount of time; or
 - At least an equivalent amount of work as required in subparagraph (a) for other academic activities, including simulations, externships, field placements, clinical and other academic work for which units of credit are awarded.
- Credit for courses will only be awarded where a student receives a grade of 0.7 or above in the course;
- The maintenance of a cumulative grade point average of at least 2.0; and
- The completion of six semesters in residence (or the equivalent) if a full-time student or eight semesters in residence (or the equivalent) if a part-time student.
 - Students are required to complete their law school studies within 84 months.

Of the 88 credits needed for graduation, of which a number are satisfied by required courses, no more than 16 credits may be acquired through externships, non-law graduate level courses or co-curricular activities ([see Section XVIII](#)). The list of required courses is subject to change by the law school faculty when reviewing and revising the law school curriculum. The required courses a student must take in order to graduate is dependent, at least in part, on the student’s cumulative grade point average at the end of the student’s first year and/or the student’s class rank at the beginning of the student’s final full year of law school. Based on these factors, the minimum number of credit hours in required courses may increase significantly depending upon the student’s performance in law school. In addition, the number of ungraded credits may drop from 16 credits to 7

¹ Requirements for the J.D. degree, as well as courses offered, may be changed by the faculty at any time.

credits depending on the student's cumulative grade point average at the end of the student's first year.

- **First-Year Curriculum:** Required courses include the first-year full-time curriculum: Contracts I & II, Torts I & II, Civil Procedure I & II, Civil Procedure Lab, Property, Legal Analysis Writing and Research I & II, and Criminal Law. Part-time students take all these courses except Criminal Law and Contracts I & II.
- **Upper-Level Curriculum:** Upper level required courses include Federal Income Taxation (which must be taken in a student's second year of law school); Corporations or Business Associations; Constitutional Law, Evidence, Professional Responsibility, and Practice Foundations Transactions. Students who took a full-time first year course of study must take Practice Foundations-Transactions in their second year, and those who were part-time students during their first year must take this course during their third year of legal study.

Students must complete two (2) Practical (Practice-Oriented) Writing requirements.

Students must take at least two credits from a list of prescribed experiential courses that include but are not limited to Trial Practice, Client Interviewing & Counseling, Negotiations, Mediation, Arbitration, Clinics, Law and Motion, and Pre-Trial Civil Practice. These courses are marked as "experiential", as defined by ABA Standard 303(a)(3), in the course registration materials.

Required courses for students that have a cumulative GPA below 2.6 at the end of their first year of law school (either full or part-time study) and transfer students as designated by the Associate Dean for Academic Affairs also include: Criminal Procedure/Police Practices, Remedies, and Wills & Trusts. In addition, students must take Legal Writing Skills as a condition of graduation if (1) they received a grade of 1.9 or below in Legal Analysis Writing and Research I or II (previously Legal Research and Writing), (2) their LRW professor for either of these courses recommends that the student take Legal Writing Skills, or (3) if they are a transfer student and are required to do so by the Associate Dean for Academic Affairs.

Students with a GPA below 2.6 at the end of their first year of law school may not earn credits for graduation through Directed Research.

The following requirements for graduation are not subject to variance or waiver unless otherwise provided in the academic rules:

- Required number of hours.
- The requisite grade point average.
- Required courses.
- Residency credit.
- Writing requirements.

In exceptional circumstances, a variance to the rules for additional upper level required courses may be granted, upon petition and at the discretion of the Associate Dean for Academic Affairs in consultation with faculty members when appropriate.

- **Non-graded credits:** For students with a cumulative GPA of 2.6 or above at the end of their first year of law school (full or part-time study), no more than 16 of the credits needed for graduation may be acquired through ungraded courses such as externships, non-law graduate level courses or co-curricular activities. For students with a cumulative GPA below 2.6 at the end of their first year of law school (full or part-time study), no more than seven (7) credits may be acquired through ungraded courses such as externships, non-law graduate level courses or co-curricular activities ([see Section XVIII](#)).
- **Additional Graduation Requirements:** All students entering their final year of law study ranked in the bottom 25% of their class must take Selected Topics in American Law in the fall semester and Advanced Selected Topics in American Law in the spring semester.
- **Residency Credits:** To graduate, a student must receive at least six (6) residence credits. No more than one (1) residence credit may be earned in a single semester.
 - In a given semester during the regular academic year, to receive one residence credit, a student must receive credit for at least 12 credit hours of course work. Part-time students must be enrolled in a minimum of 8 credit hours of course work throughout a Fall or Spring semester and must satisfactorily complete and receive credit for at least 5 of those credit hours in order to earn fractional residence credit in a given semester. A student who in a given fall or spring semester is not enrolled throughout the semester in at least 8 credit hours of course work will receive no fractional residence credit for that semester. If a student in a given semester is enrolled throughout the semester in at least 8 credit hours of course work and receives credit for at least 5 credit hours of course work but less than 12 credit hours of course work, the student will receive fractional residence credit only in the ratio that the credit hours earned bear to the minimum of 12 credit hours required for a full residence credit.
 - To receive fractional residence credit in a given summer term, a student must receive credit for at least 3 credit hours of course work during the summer session. A maximum of one-half (0.5) residence credit may be earned for course work completed during a given summer session. Subject to the limitation that no more than one-half of a residence credit may be earned for study during a summer session, a student who receives at least 3 credit hours of course work will receive residence credit in the ratio that the credit hours earned bear to the minimum of 12 credit hours required for a full residence credit in a semester during the regular academic year.

- For summer study abroad programs, the rules regarding residence credit for study during a summer session will apply.

- **Mandatory Professional Development Program:**

The Mandatory Professional Development Program (“PD Program”), administered by the Career Services Office, introduces first-year students to the legal profession, its core values, and the core competencies required to succeed. Students must complete five (5) sessions from the PD Program to be eligible to graduate from the Fowler School of Law. Students who do not meet this graduation requirement during their first year must complete outstanding sessions by graduation. Because PD program events are a graduation requirement, attendance is mandatory for all first-year students. As a result, it is an Honor Code offense to misrepresent one’s own or another’s attendance or absence from such an event. This would include signing in for an event and leaving before the event’s conclusion. To receive credit for a PD Program event, students must arrive on time, sign-in, and stay for the entire program. If a student leaves a PD Program event early or arrives late, they will not receive credit. Questions regarding the PD Program should be directed to the Career Services Office at lawcareerservices@chapman.edu.

B. Compliance with ABA Standard 310

For the ABA Standard 310 Compliance Policy of the Fowler School of Law, [see Appendix](#) of the Handbook.

C. The Writing Requirement

- **General Requirements:** Prior to graduation, all students must satisfactorily complete two practice-oriented writing courses as defined below. Ordinarily, students should satisfactorily complete one writing project in each of their second and third years of law school.
- **The Practice-Oriented Writing Requirement:** Students may satisfy the practice-oriented writing requirement by the production of one or more documents that require students to engage in the kind of legal writing that lawyers undertake in the practice of law. The writing assignments must be designed to develop the students’ practical legal writing skills and must be of the scope and complexity ordinarily suitable as a writing sample appropriate for submission to a potential employer. Practice-oriented writings include both litigation-type documents and transactional documents. Examples of documents that likely would qualify as a practice-oriented writing (because of the amount of writing and independent analysis involved) include, but are not limited to, legal memoranda, motions, briefs, opinion letters, settlement agreements, and discovery documents that require more than standard questions (such

as deposition outlines, requests for admissions tailored to client facts, etcetera). Examples of documents that likely would not qualify as a practice-oriented writing, without approval from the Associate Dean for Academic Affairs, include standard or template discovery documents and standard lease forms or contracts that involve no more than cutting and pasting. Satisfaction of the practice-oriented writing requirement must involve a close working relationship between the student and the supervising faculty member.

- **How Satisfied:** The practice-oriented writing requirement may be satisfied by student production of any of the following:
 - Substantial additional research or revision of a document or documents in connection with an upper-level course, clinical program or seminar (as designated each semester by a full- or part-time faculty member, and with the approval of the Associate Dean for Academic Affairs).
 - A writing originally undertaken as part of an externship or moot court or similar interscholastic competition if a full-time faculty member agrees to supervise its revision.

Students may not take Practice Foundations-Transactions to fulfill either of the required practice-oriented writings.

Regarding subsection (a), the burden is placed upon the faculty member to establish to the Associate Dean for Academic Affairs, prior to the beginning of Registration for the upcoming semester in which the course will be offered, that the document production required in the course, clinical program or seminar satisfies the general requirements for practice-oriented writing, as described above. In meeting this burden, the faculty member need only submit the course syllabus to the Associate Dean for Academic Affairs clearly indicating the document or documents to be produced. Continuing approval under this requirement is available for recurring courses. It is possible that a course could be approved to satisfy both the practice-oriented writing and the lawyering skills requirements, but a single course may not be used by a student to satisfy both requirements.

In general, no practice-oriented writing project consisting of less than 20 pages will satisfy the practice-oriented writing requirement. However, in special circumstances (typically involving the amount of time and effort expended on the project) a faculty supervisor may, in his or her discretion, seek approval of the Associate Dean for Academic Affairs to reduce the minimum number of required pages, provided that no paper(s) shall be less than 15 pages. If a student submits more than one practice-oriented document to satisfy an upper-level writing requirement, then the documents, considered together, must meet the 20-page

minimum (or the minimum approved by the Associate Dean, in the event the supervising faculty member seeks a reduction in the minimum number of pages).

- **Particular Requirements re: Revision of Writing Originally Undertaken for an Externship or Interscholastic Competition:** Student proposals for satisfying the practice-oriented writing requirement through revision of a writing originally undertaken in connection with an externship or interscholastic competition must include a detailed topic description and an estimate of the time requirement for completion of the project. The supervising faculty member will require an outline and a draft in addition to the final paper. The supervising faculty member and student will meet on a regular basis to discuss the progress of the paper. The supervising faculty member must ensure that the writing involves substantial original research and advocacy.

All revised externship and competition writing will be graded. The supervising faculty member will notify the student in advance of all requirements for the project and shall determine the number of credits to be awarded for satisfactory completion of the project (ordinarily one credit will be awarded).

Students will receive credit for a practice-oriented writing paper for student satisfaction of the practice-oriented writing requirement in a course that is designated to meet this requirement as approved by the Associate Dean for Academic Affairs.

- **Particular Requirements re: Completion of a Practice-Oriented Writing Requirement in Connection with a Course, Clinical Program or Seminar:** Each faculty member supervising a student's practice-oriented writing in connection with a course, clinical program or seminar shall provide a list of all students in the upper-level course, clinical program or seminar who have met the requirements of the practice-oriented writing, and shall certify the accuracy of the list. In addition, the registration materials provided to students in advance of registration will indicate whether a course, clinical program, or seminar satisfies the practice oriented writing requirement, in view of the fact that a course or seminar taught by one professor may satisfy the requirement, while the same course or seminar taught by a different professor may not.
- **Certifications in General:** All certifications must be submitted to the Registrar when the faculty member's grades are due at the end of each semester.

D. **Directed Research**

Students must obtain advance approval from the Associate Dean for Academic Affairs to earn academic credit for Directed Research. Student proposals for Directed Research must include a detailed topic description and an estimate of the time requirement for completion of the project. The supervising full-time faculty member will require an

outline and a draft in addition to the final paper. The supervising faculty member and student will meet on a regular basis to discuss the progress of the paper.

Student members of the Law Review must undertake Directed Research in the spring semester of their second year of law study.

Any student whose cumulative grade point average at the conclusion of the first year of law school (either full or part-time) is below 2.6 may not participate in Directed Research.

No faculty member may supervise more than two Directed Research projects in one semester without the prior approval of the Associate Dean for Academic Affairs. All Directed Research projects will be graded. The supervising faculty member will notify the student in advance of all requirements for the project.

E. Honors at Graduation

The criteria for graduating with honors is as follows:
Summa Cum Laude Top 1% of the graduating class

Magna Cum Laude Top 5% of the graduating class
Cum Laude Top 15% of the class

Please note that class rank percentages are not rounded to the nearest percent. Therefore, a class rank of 15.1% is top 16%.

V. REGISTRATION FOR CLASSES

A. Registration Policies

Full-time students complete the requirements for the J.D. degree in three (3) years. Full-time status is based on enrollment in 12 to 16 credits in a semester. Students complete a designated first year course of study and generally complete 14 to 16 credits each semester on average thereafter. Students who wish to transfer from full-time to the part-time program must submit a petition to the Assistant Dean for Student Affairs. The petition is subject to approval of the Associate Dean for Academic Affairs. Part-time students complete a designated first year course of study and generally complete 8 to 11 credits per semester thereafter. Part-time students complete the requirements for the J.D. degree in no less than four (4) years. However, in most cases, it is expected that part-time students will meet the requirements for graduation after attending nine or more semesters. Absent approval of the Associate Dean for Academic Affairs, part-time students must complete their course of studies within six (6) years. Students who wish to transfer from part-time to the full-time program must submit a petition to the Assistant Dean for Student Affairs. The petition is subject to approval of the Associate Dean for Academic Affairs. When considering such a petition, the Associate Dean will evaluate

several factors including, but not limited to, the student's academic performance in his or her first year of law school and the student's work and co-curricular activities.

Procedures and scheduled times for registration must be followed in all cases, including Directed Research, Co-Curricular, and Non-Numeric Graded Courses, such as Externships, Skills Competitions, Law Review or Diversity and Social Justice Forum. Registration is not complete until all charges are paid or arrangements for payment have been made in the Business Office. No academic credit shall be given for courses for which students have not properly registered.

The faculty has enacted a strict policy concerning competition credits. Registration for any type of competition must be completed within the first 30 calendar days of the academic semester in which the student will be competing, but prior to the competition. Students are not allowed to register retroactively for a competition in which they competed in an earlier semester. However, in unusual circumstances, and with the approval of the Associate Dean for Academic Affairs and the Faculty Advisor, a student may be allowed to register for a competition after the first 30 calendar days of the academic semester in which the student will be competing. In no event shall students be entitled to receive credit for intra-mural competitions. Nothing in this policy changes the rule prohibiting a student from enrolling in an overload without the permission of the Associate Dean for Academic Affairs and without paying additional tuition.

All first-year students, both full and part-time, are registered in course sections by the Registrar's Office. First-year students may not add or drop classes except that a first-year, full-time student may drop to first-year, part-time status with approval from the Associate Dean for Academic Affairs. All first-year, part-time students shall pursue the same course of studies. A first-year student changing status from full-time to part-time, or vice versa, shall be subject to the rules otherwise applicable to the change of sections.

Regular and punctual class attendance is necessary to satisfy residency and class hour requirements.

Full-time students may not register for more than 16 credit hours per semester without permission of the Associate Dean for Academic Affairs and no student may take more than 17 credit hours in a given semester. Students will be charged an additional per credit tuition fee for the credit hour taken in excess of 16 credits. The maximum credit limit applies to all students including those in joint degree JD/MBA and JD/MFA programs. Part-time students may not register for more than 11 credit hours per semester without first receiving written permission from the Associate Dean for Academic Affairs. Part-time students also may not register for less than eight credit hours per semester without first receiving written permission from the Associate Dean for Academic Affairs.

To receive credit for a course, the student must matriculate in the course, and successfully complete it with a grade of 0.7 or higher. Contracts I, Civil Procedure I, Legal Analysis Writing and Research I, and Torts I are prerequisites for Contracts II, Civil Procedure II, Legal Analysis Writing and Research II, and Torts II, respectively.

- **Changes between course section/first-year tracks:** Students who wish to change sections of the same course may do so only upon a showing of extraordinary circumstances via written application to the Associate Dean for Academic Affairs and with the approval of the Associate Dean for Academic Affairs and the professors of the two sections.

B. **Auditing Courses**

Chapman University alumni and current law students will be able to audit courses at the School of Law at no charge based on the following terms and conditions:

- Alumni must be attorneys. This is not limited to attorneys who earned their law degree from the Fowler School of Law.
- Alumni must choose from a select pre-approved list of courses that are determined by the Fowler School of Law to be feasible for audit and dependent upon space availability.
- Members of the law faculty have the prerogative to turn down a request for an auditor to take their class.
- A maximum of two (2) persons may audit a course at any time and based on space availability.
- The University will waive the audit fee for current law students attending the law school and as long as the number of credits is within the allowable enrollment caps. For example, a maximum of 16 credits for full-time students and a maximum of 11 credits for part-time students for enrolled and audit credits combined.

Non-Chapman University students may audit courses as long as they are currently enrolled law students in good academic standing at ABA approved schools, or California State approved schools, or a current member of a State Bar. Tuition will be charged on a per credit basis.

C. **Transfer of Credits**

General rules applicable to all transfer of credit scenarios are:

- No more than forty-two (42) academic credits shall be accepted for transfer during the student's career at the Law School.
- All courses required for graduation must be successfully completed at the Law School, except for comparable courses successfully completed by transfer students at their previous institution and approved for transfer credit by the Associate Dean for Academic Affairs.

- All course work must either be taken at an ABA-approved law school or in an ABA-approved program.
- The Associate Dean for Academic Affairs has the discretion to approve or disapprove the transfer of credit in those instances where the grade for a course is 2.2 or below or the equivalent. The law school will not transfer credit if the grade received in the course(s) completed at the other law school is below 2.0 or its equivalent.
- All grades for which credit is transferred will be reported as “pass” for the purpose of computing academic averages of the student at the Law School.
- All requests for summer or interterm transfer credit must satisfy the following standards:
 - No more than six (6) credit hours will be transferred.
 - The inability of the student to take the courses at Chapman University because they are not offered by the Law School.
 - The residency requirements for graduation remain in effect.
 - The student’s cumulative grade point average is 2.0 or higher.
 - The student may not currently be the subject of academic suspension.
 - The student receives pre-approval by the Associate Dean for Academic Affairs.
 - All requests for transfer credit shall include the course descriptions for the courses.
 - All grades for which credit is transferred will be reported as “pass” on the Fowler School of Law transcript and for the purpose of computing academic averages of the student at the Law School. The only exception is for courses transferred from programs co-sponsored by the Fowler School of Law or programs otherwise specifically approved by the Chancellor of Chapman University in which case which the actual grades earned in the program are posted on the Fowler School of Law transcript.
 - Approved transfer courses must be taken for a letter or numeric grade and students may not elect to take the courses for Pass/No Pass credit.

D. Visiting Students

The Associate Dean for Academic Affairs may approve the petition of a student requesting visiting student privileges if the visit would serve the best interests of both the student and the Law School, if the petitioner's cumulative grade point average at the Law School is 2.0 or higher; the petitioner is otherwise in good standing; and if either:

- The petitioner has a special interest in taking a concentration of courses in a defined subject matter, and the Law School will not be able to offer that concentration of courses during the petitioner's period of attendance at the Law School; or
- The petitioner shows that hardship will result if visiting status is not granted. "Hardship" will normally consist of compelling medical or employment circumstances in the petitioner's family.

In all circumstances, the petitioner must receive pre-approval of the courses to be taken at the other law school and provide descriptions of the courses. Proportionate residency credit will be granted to students on visiting status. When students seek visiting status at a foreign law school, no more than two (2) students may receive visiting status to contemporaneously study at the same school.

VI. GRADES AND GRADING STANDARDS

The law school will evaluate student using a numeric grading system. The numeric grades and their corresponding letter grade equivalents are shown on the following table:

	Numeric Grade	Letter Grade Equivalent
Superior/Excellent	4.0	A
	3.9 3.8 3.7	A-
Good/Better Than Average	3.6 3.5 3.4 3.3	B+
	3.2 3.1 3.0	B
	2.9 2.8 2.7	B-
Average	2.6 2.5 2.4 2.3	C+
	2.2 2.1 2.0	C

	Numeric Grade	Letter Grade Equivalent
	1.9 1.8 1.7	C-
Unsatisfactory/Minimum Passing	1.6 1.5 1.4 1.3	D+
	1.2 1.1 1.0	D
	0.9 0.8 0.7	D-
Failing	0.0	F
Failure to Withdraw	0.0	FW

Note: 0.1 through 0.6 are not used.

A. Preamble to the Grading Standards

It is the sense of the faculty of the Fowler School of Law that every faculty member should be guided by responsibility and professionalism when assigning grades in any law school course. Responsibility and professionalism include, among other factors, the basic premise that a faculty member should not give students false hope by assigning favorable grades to students who demonstrate little chance of success on the state bar examination or in the practice of law.

Faculty members must not be reluctant to assign failing grades (0.0 or F) to a student in any course where the performance of the student demonstrates either the inability to grasp basic concepts of the course or an inability to apply basic analytical reasoning skills in a course examination or other performance measure of a student's course work.

Every faculty member has an ethical obligation to adhere to the grading standards adopted by the faculty. Faculty teaching different sections of the same course in a semester should confer with each other to make every effort to have consistency in grading for the course.

B. Maximum Median JD Grading Standards

A faculty member shall not assign grades in a course with a median average in excess of the following standards, except as otherwise provided in the "Application of Standards in Special Circumstances." Faculty members may and are encouraged to assign grades below the maximum median when appropriate in any course.

All required courses taken by full-time students in the first year are subject to a 2.8 maximum median, subject to the following mandatory and appropriate grade distribution:

<u>Grades</u>	<u>Required Range of Grades</u>
3.7 – 4.0	0 – 15%
0.0 – 1.9	At least 10%

For all other courses, the mandatory maximum median grade is 3.0; exam courses with twenty (20) or more students require a cumulative 20% of grades to be a 2.4 or lower and 10% to be a 2.2 or lower.

To ensure compliance with these grading standards, and to screen for substantial deviation from the appropriate distribution of grades, all grades shall be submitted on the Faculty Center Portal on my.chapman.edu and reviewed by the Law Registrar for compliance prior to release. The Registrar shall notify the faculty member when the grades submitted violate the standards, or substantially deviate from the appropriate distribution curve. Any decision to change a professor's grades in order to comply with the standards shall be made upon recommendation of the Associate Dean for Academic Affairs.

A professor shall not change any student's grade after the course grade sheet has been submitted to the Registrar or the Associate Dean for Academic Affairs, except for documented mathematical errors or to comply with these grading standards.

A student who withdraws from a class without complying with the requirements for withdrawal shall be assigned a grade of "FW," which counts as a 0.0 in the cumulative grade point average.

A student who receives a 0.0 ("F" or "FW") in any first-year course, or in any required upper-class course, must enroll in the course in the first subsequent semester in which that course is offered. The 0.0 shall be counted in the cumulative grade point average.

A professor may take into account the quality of a student's class participation in determining the course grade, provided this policy is described in writing in the syllabus and/or clearly announced to students no later than the second class meeting and then confirmed in writing. For the purpose of this provision, the term "class participation" does not include mandatory, ungraded assignments.

High Pass/ Pass/ and No Pass grades shall be assigned in only those courses that have been specifically designated by the faculty as non-numeric graded courses. "High Pass" shall be assigned when the student's performance is equivalent to a numeric grade of 3.7 or higher. "Pass" shall be assigned for a 1.7 to 3.6 numeric grade equivalent performance. "No Pass" shall be assigned for a 1.6 or lower numeric grade equivalent performance. Course credit shall be given for "High Pass" and "Pass" grades, but no numeric equivalent shall be assigned, and the grade shall not count in the cumulative grade point

average. No course credit shall be given for a “No Pass” grade, and the grade shall count as a 0.0 for purposes of the cumulative grade point average.

C. **Application of Standards in Special Circumstances**

Because of the difficulty of applying grading standards in a uniform manner in every law school course, the faculty and the Associate Dean for Academic Affairs should be guided by the preamble and common sense when applying the grading standards. Faculty members shall confer with the Associate Dean for Academic Affairs when seeking a variance from the grading standards under any of the special circumstances listed in this Section. Any professor who seeks a variance from the grading standards must submit to the Associate Dean for Academic Affairs a written statement justifying the variance and a copy of the complete set of proposed grades for that course. The Associate Dean for Academic Affairs shall review the proposed set of grades for that course and shall not approve the requested variance unless (a) the variance is justified and (b) the proposed grades otherwise comply with the requirements and principles of these grading standards, including an appropriate distribution of grades. The following are examples of application of the grading standards in special circumstances:

- For exam courses beyond the first year, which are not subject to a mandatory grade distribution curve, there should not be a substantial deviation from the appropriate distribution curve in courses with a statistically significant number of students. Thus, it is inappropriate to assign a predominance of 2.0 and 2.3 (C/C+) grades in a course. Normally it is just as inappropriate to assign all 4.0 (A) grades in a course as it is to assign all 0.0 (F) grades.
- It is possible that a particular course has a predominance of higher caliber students due to the nature of the course material and other factors. Thus, deviation from the maximum median for a course may be appropriate where the Registrar confirms that the law school cumulative grade point average of the students in the class are relatively higher compared to the maximum required median for the course.
- Courses with very few students present special problems in applying maximum medians or a bell-shaped curve. For example, it may be especially appropriate to relax the grading standards, if all the students in a small class have substantially comparable law school cumulative grade point averages.
- For elective courses taught as a mastery class by full-time faculty, it may be appropriate to deviate somewhat from the mandatory median. Mastery classes are those classes in which:
 - Students have significant opportunity to work with a faculty member on an individual basis;
 - Students receive regular feedback from the faculty member; and

- Students have the opportunity to incorporate that feedback into their work product.

D. LL.M. Grading Standards

For J.D. required courses and bar-tested courses [*all 1L courses, and other courses including Corporations; Constitutional Law I & II; Evidence; Professional Responsibility; California Civil Procedure; California Evidence; Community Property; Criminal Procedure/Police Practices; Legal Analysis Workshop; Remedies; Selected Topics in American Law; Wills & Trusts*], LL.M. students shall be subject to the grading curve and standards applicable to J.D. students. (LL.M. student scores are not to be included in setting the curve for a course, but they are graded against the curve set by the JD students.) LL.M. students may elect, however, to take an unlimited number of such courses as pass/fail.

LL.M. students in all other courses shall receive letter grades and shall not be subject to any maximum median or required grade distribution. LL.M. grades are not to be included in calculating the curve for JD students. For purposes of calculating cumulative GPA, A = 4.0; A- = 3.7; B+ = 3.3; B = 3.0; etc.

E. CALI (Center for Computer Assisted Legal Instruction) Excellence for the Future Awards

A CALI Excellence for the Future Award generally is given to the highest scoring student in each law school class. However, in some instances, a member of the faculty may determine that a CALI award is inappropriate based on an evaluation of the performance of the students in the course in which case no student in the course will receive a CALI award. CALI awards will not be given to any student other than the student earning the highest grade in the course. It is possible for more than one student to earn a CALI award in the same course if there is a tie for the highest grade. However, it is the professor's prerogative to designate only one of the students to receive the CALI award.

LL.M. students are not eligible for CALI awards.

F. Incomplete Grade for Certain Courses

A faculty member may assign an Incomplete "I" grade in a Directed Research, externship, or clinical education course, with the approval of the Associate Dean for Academic Affairs. Such approval shall be granted when the student is not able to complete the course work by the end of the semester due to circumstances beyond the student's control, such as a change in the law or carryover of case work beyond the semester.

- Make-up work must be completed at the time prescribed by the faculty member in consultation with the Associate Dean for Academic Affairs, but this time shall be no later than the end of the subsequent semester.
- The Incomplete “I” will be replaced with an earned grade only by the assigning faculty member after the work has been completed. A student cannot enroll in the same course taught by a different faculty member in order to remove the Incomplete “I.”
- If the make-up work is not completed on time, the Incomplete “I” shall be converted to a “0.0.”
- An “Incomplete” shall not count in grade point averages for purposes of class standing, academic probation or dismissal.

A student who cannot take an exam at the scheduled time must:

- Obtain permission for a delay of the exam under [Section XIII](#);
- Drop the course under [Section IX](#); or
- Take a leave of absence under [Section XI](#).

These options may be exercised subject to the discretion of the Associate Dean for Academic Affairs.

VII. GRADE POINT AVERAGE

Cumulative grade point averages are not rounded (up or down) for purposes of ranking for honors, good standing, academic probation, academic dismissal, or scholarships.

VIII. RANKING

Ranking for academic purposes is done once a year at the end of the spring semester for all students. The actual ranking process is performed approximately four weeks after grades have been recorded. Grade changes submitted after the ranking has been done will not result in re-ranking unless there has been a significant error in the grading process. Class ranking information is listed on the student center portal on My.Chapman.edu. Rank does not print on transcripts. Summer courses are not included in ranking calculations until the end of the following spring Semester.

Rank while in law school is calculated based on student classification according to cohort group. Final rank upon graduation is calculated based on the graduating cohort group that includes all students graduating from September through the following May. When reporting rank to employers or others, including class rank reporting on their resumes,

students must indicate the size of the pool in which they are ranked and, if they are part-time students, their part-time status.

Rank while in law school is calculated based on student classification according to the following cohort groups:

- All first-year full-time students and all second-year students who have completed 49 or fewer units;
- All first-year part-time students;
- All second-year students who have completed more than 49 units and all third-year students who will not graduate by May of that year; and
- All graduating students.

IX. WITHDRAWAL(S) FROM A COURSE

A. JD, LL.M., and Joint Degree Students

- **Withdrawals Prior to the End of the Eighth Week**
 - Unless prohibited in the next section, a student may drop a course at any time prior to the close of business on the eighth Friday of the semester. The student must, however, obtain the faculty member's approval after the third Friday of the semester. A student must submit a timely and properly completed Registration Change form to the registrar. A grade of "W" will be assigned and appear on the student's transcript. The "W" will not have any effect on the student's grade point average. The law school's "Tuition Adjustment Policy" shall apply.
 - No student is permitted to drop "restricted withdrawal courses" subsequent to the second class of the semester. A "restricted withdrawal course" is a course that the instructor, with the approval of the Associate Dean for Academic Affairs, either designates as such in the registration materials or gives written notice at least one week before the start of classes.

- **Withdrawals After the Eighth Week**

After the eighth Friday of the semester, a student may request to withdraw from a course or courses only for good cause shown.

- "Good cause" shall be limited to well documented, serious medical problems of the student or an immediate family member or death of an immediate family member.

- A request to withdraw must be in writing, with all supporting documents, delivered to the Associate Dean for Academic Affairs prior to the start of the scheduled final examination for the course or courses.
- The request must be approved by both the Associate Dean for Academic Affairs and the faculty member of each course.
- If approved, a grade of “W” will be assigned and appear on the student’s transcript. The “W” will not have any effect on the student’s grade point average. The law school’s “Tuition Adjustment Policy” shall apply.
- For course grade distribution purposes, the “W” shall normally not be counted. The faculty member and Associate Dean for Academic Affairs may, however, agree to count the “W” as a zero (“0”) solely for grade distribution purposes.
- A grade of “FW” will be assigned: (1) to any student who fails to properly and timely withdraw from a course by the eighth Friday of the semester; and (2) to any student who has been absent for more than 20% of the total scheduled classes for a course (or more than 40% of the total scheduled classes for an LL.M. student) without having received permission to withdraw, except as otherwise provided in §4.18. A “FW” shall appear on the student’s transcript and shall be treated the same as an “F” (0.0) for grade point average purposes.
- Notwithstanding the provisions in §4.1.5 (A) and (B), a student may, with the permission of the instructor and Associate Dean for Academic Affairs, withdraw from Law Review, Nexus or Skills Competitions at any time prior to the last scheduled day of classes. A student shall submit a timely and properly completed withdrawal form to the Registrar. A grade of “W” shall be assigned and appear on the student’s transcripts. The “W” will not have any effect on the student’s grade point average the Law School’s Tuition Adjustment Policy shall apply.
- A student seeking to withdraw from an externship shall petition in writing to the Externship Committee prior to commencement of the externship. The petition must specify a compelling reason for the withdrawal.

B. Tuition Adjustment Policy

The University has the following tuition refund policy:
 100% return of tuition to students who withdraw during the first week of the semester
 50% return of tuition to students who withdraw in the second week
 20% return of tuition to students who withdraw in the third week
 No return of tuition if the withdrawal occurs after the third week of the semester

Please find additional refund policies on the [Tuition Withdrawal Policy page](https://www.chapman.edu/students/tuition-and-aid/SBS/tuition-withdrawal-policy/index.aspx).
(<https://www.chapman.edu/students/tuition-and-aid/SBS/tuition-withdrawal-policy/index.aspx>)

X. GOOD STANDING AND CONTINUATION

A. Good Standing

- **JD and Joint Degree Students**

In order to remain in good standing in either the Full-Time or Part-Time J.D. or joint degree programs, a student must:

- Have attained a cumulative grade point average of at least 1.800 at the conclusion of the first semester of the first year;
- Have attained a cumulative grade point average of at least 2.000 at the conclusion of the second semester of the first year;
- After the conclusion of each semester thereafter maintain a cumulative grade point average of at least 2.000.

There is no rounding up of GPAs for purposes of remaining in good standing. A student who misses the 1.800, 2.000 or other standard, even if missing by a hundredth or thousandth of a point, will not be able to round-up his or her GPA, will not be in good standing, and will be subject to academic dismissal.

- **LL.M. Students**

In order to remain in good standing in the LL.M. program, a student must:

- Have attained a cumulative grade point average of at least 1.8 upon conclusion of the semester in which the student has completed the fifth (5th) unit of coursework;
- Have attained a cumulative grade point average of at least 2.0 upon conclusion of the semester in which the student has completed the tenth (10th) unit of coursework;
- Have attained a cumulative grade point average of at least 2.0 upon the conclusion of each semester thereafter.

A student who does not remain in good standing shall be academically dismissed.

There is no rounding up of GPAs for purposes of remaining in good standing. A student who misses the 1.800, 2.000 or other standard, even if missing by a hundredth or thousandth of a point, will not be able to round-up his or her GPA, will not be in good standing, and will be subject to academic dismissal.

- **Suspension and Honor Code Violations—All Students**

Students who do not remain in good standing will be academically dismissed. A student who has been suspended is not in good standing during the suspension period but may return to classes at the end of the suspension period.

If an Honor Code complaint is pending against a J.D. or LL.M. student at the time a letter of good standing is requested, the letter will be accompanied by additional correspondence advising of the ongoing Honor Code investigation and will provide pertinent details regarding the charges pending against the student.

B. Probation and Dismissal

A first-year J.D. student (both full and part-time) whose cumulative grade point average falls below 2.0, but over 1.8, by the conclusion of the first semester of the first year will be placed on academic probation. Any first-year student, whose cumulative grade point averages below 1.8 at the end of his/her first semester, will be dismissed. At the conclusion of the second semester of the first year or any time thereafter, a student whose cumulative grade point average falls below 2.0 shall be dismissed from the law school.

An LL.M. student whose cumulative grade point average is below 1.6 upon the conclusion of any semester shall be dismissed without a probation period. An LL.M. student whose cumulative grade point average otherwise falls below the requirements set forth in [Section X](#) of this Handbook will be placed on academic probation for one semester (exclusive of any approved leave of absence granted). If the student's grade point average does not meet the requirements set forth in [Section X](#) of this Handbook by the conclusion of the probationary period, the student will be dismissed if it is mathematically impossible for the student to achieve the minimum cumulative grade point average upon completing the required number of units of coursework. If the student's grade point average does not meet the requirements set forth in [Section X](#) of this Handbook by the conclusion of the probationary period but it is mathematically possible for the student to achieve the minimum cumulative grade point average upon completion of the required number of units of coursework, the student will be dismissed but may petition for reinstatement pursuant to the Handbook guidelines concerning Reinstatement and Procedures Relating to Petitions to the Academic Standards Committee.

C. **Additional Requirements**

All J.D. and joint degree students who at any time do not maintain an acceptable grade point average as defined by the faculty as a 2.3 cumulative grade point average are required to participate in the Law School's academic achievement program. Students with a cumulative grade point average below 2.3 must schedule a meeting with the Director of the Academic Achievement Program, to determine what participation is required.

XI. **WITHDRAWAL FROM THE PROGRAM AND LEAVES OF ABSENCE**

A. **Withdrawal**

Any student may withdraw from the entire Fowler School of Law program at any time provided written notice of complete withdrawal is submitted to the Registrar and the Assistant Dean for Student Affairs accompanied by written permission to withdraw granted by the Associate Dean for Academic Affairs. The Fowler School of Law's "Tuition Adjustment Policy" shall apply, ([see Section IX](#)).

Permission to withdraw in good standing from the entire program does not carry the implication that the student may resume her or his studies the following semester or at any other time. Any such student must apply for readmission, and the application will be considered by the law school's Admission Office. The school reserves the right to deny, postpone or condition readmission to any student who has withdrawn from the program in good standing. In addition, absent permission from the Associate Dean for Academic Affairs, any student who is readmitted to the law school after having previously withdrawn from the program must begin their studies as a first-year student and no credits previously earned at the law school will be applied toward the student's degree. The curriculum requirements in effect at the time of re-entry shall apply to the student. Please ([see Section IX](#)) above for information on the tuition refund policy.

B. **Leaves of Absence**

- **J.D. and Joint Degree Students:** If, for good cause, students find it necessary to interrupt progress toward their degree, a leave of absence may be granted. Only well-documented requests based upon extenuating circumstances beyond the control of the student, (e.g. medical/psychological, death in the family or other family crisis) shall constitute good cause. In those instances where a leave of absence is based on a condition other than pregnancy, illness or injury, the student must have a Chapman GPA of 2.0 or higher in order to obtain a leave of absence. All students seeking a leave must petition the Assistant Dean for Student Affairs. The petition is subject to approval of the Associate Dean for Academic Affairs. The petition must state clearly and completely the reasons for the leave and the duration of the leave. If the request for a leave of absence is granted, the requesting student may not attend any other law

school during the leave period. If a student on a leave of absence does attend another law school during the leave period without first obtaining permission to do so from the Associate Dean for Academic Affairs, the right to return may be revoked at the discretion of the Associate Dean. If the right to return is not revoked, no academic credit earned at another institution while on leave may be transferred to Chapman nor will it count toward the required units necessary for graduation.

The curriculum requirements in effect at the time of re-entry shall apply to the student, except that a change in the number of hours in a required course shall not operate to the detriment of the returning student.

Leaves may be granted for a maximum of one year and can be approved only once during a student's matriculation at the Law School except when otherwise required by law. Failure to return after the specified time shall be considered a withdrawal from the Law School. Re-enrollment then requires full application for re-admission.

- **LL.M. Students:** If, for good cause, students find it necessary to interrupt progress toward their LL.M. degree, a leave of absence may be granted. Only well-documented requests based upon extenuating circumstances shall constitute good cause. In those instances where a leave of absence is based on a condition other than pregnancy, illness or injury, the student must have a Chapman LL.M. GPA of 2.0 or higher. All students seeking a leave must petition the Assistant Dean for Student Affairs. The petition is subject to approval of the Associate Dean for Academic Affairs. The petition must state clearly and completely the reasons for the leave and the duration of the leave.

The curriculum requirements in effect at the time of re-entry shall apply to the student, except that a change in the number of hours in a required course shall not operate to the detriment of the returning student.

Leaves will ordinarily only be granted for one academic semester. A leave of one year requires approval of the Dean of the Law School and can be approved only once during a student's matriculation at the Law School. In no event shall a leave greater than one year be allowed except when otherwise required by law. Failure to return after the specified time shall be considered a withdrawal from the Law School. Re-enrollment then requires full application for re-admission.

This policy does not apply to JD, JD/MBA, JD/MFA or joint JD/LL.M. students enrolled in LL.M. coursework. The JD, JD/MBA, JD/MFA and JD/LL.M. candidates will be bound by the leave of absence rules applicable to JD and joint degree students published in this Handbook. Please [see Section IX](#) above for information on the tuition refund policy.

XII. ATTENDANCE

A. J.D. and Joint Degree Program Class Attendance

J.D. and joint degree students are required to attend class meetings in the courses for which they are registered, and to be prepared to participate in the class discussion. Any J.D. or joint degree student who has been absent from more than 20% of class meetings shall not further participate in class, shall not be allowed to sit for the final examination, and shall be given a grade of “FW”. A faculty member may, at his or her option, require a higher level of attendance. A faculty member also may consider lateness, as defined by the professor and communicated to the students in writing at the first class of the semester, as an absence. Absences are counted from the first day of class, regardless of when the student actually registers for the class.

It is the responsibility of the students to track their absences in each course in which they are enrolled. Any student who has missed more than 20%, but not over 30%, of the class sessions in any course may petition the Associate Dean for Academic Affairs for a waiver of the 20% maximum absence policy. The student must, however, document a medical condition that resulted in the missed classes or other extenuating circumstances and must demonstrate efforts to stay current in the course(s). In all other situations, only the Associate Dean for Academic Affairs, upon approval by the Academic Standards Committee and after consultation with the professor of the course, may waive this policy regarding attendance, and only upon a written application for waiver from the student, provided such waiver is filed not less than one week prior to the scheduled examination.

Attendance is required. When any J.D. or joint degree student has violated the attendance policy by missing more than 20% of the class sessions in any course or any LL.M. student has missed more than 40% of the class sessions of any course, the Registrar shall prepare a “Course Dismissal Memorandum,” to be emailed to the student, and copied to the faculty member.

B. LL.M. Student Attendance

LL.M. students are required to attend class meetings in the courses for which they are registered, and to be prepared to participate in the class discussion. Any student who has been absent from more than 40% of class meetings shall not further participate in class, shall not be allowed to sit for the final examination, and shall be given a grade of “FW.” A faculty member may, at his or her option, require a higher level of attendance; the course policy must be clearly identified in the course outline or syllabus. Any student who has missed more than 40%, but not over 50%, of the class sessions in any course, may petition the Associate Dean for Academic Affairs for a waiver of the 40% maximum absence policy. The student must, however, document a medical condition which resulted in the missed classes and must demonstrate efforts to stay current in the course(s), such as through tapings. In all other situations, only the Associate Dean for Academic Affairs, upon approval by the LL.M. Academic’s Committee and after consultation with the professor of the course, may waive this policy regarding attendance, and only upon a

written application for waiver from the student, provided such waiver is filed not less than one week prior to the scheduled examination. When any student has violated the attendance policy by missing more than 50% of the class sessions in any course, the Registrar shall prepare a “Course Dismissal Memorandum,” to be delivered to the student, and copied to the faculty member. A professor may consider lateness, as defined by the professor and communicated to the students in writing at the first class of the semester, as an absence. Absences are counted from the first day of class, regardless of when a student actually registers for a course. This policy does not apply to JD, JD/MBA, JD/MFA or JD students enrolled in LL.M. coursework. The JD, JD/MBA and JD/MFA candidates will be bound by the attendance requirements applicable to JD students published in this Handbook.

C. **Religious Accommodations**

Chapman University believes that every reasonable effort should be made to allow members of the university community to fulfill their obligations to the university without jeopardizing the fulfillment of their sincerely held religious obligations. For policy details, please visit: [Chapman University Religious Accommodations](https://www.chapman.edu/about/our-family/leadership/provosts-office/religious-accommodation.aspx) (<https://www.chapman.edu/about/our-family/leadership/provosts-office/religious-accommodation.aspx>)

When a conflict occurs, please contact the [Assistant Dean for Student Affairs](#) to make arrangements.

XIII. POLICIES FOR EXAMINATIONS

Students are responsible for complying with all policies and procedures for examinations, distributed by the registrar’s office every term, prior to exams. The following applies to in-person examinations administered at the law school:

A. **Before the Exam**

- i. Students will be given two exam numbers per semester to be used on all graded midterm and final examinations and papers subject to anonymous grading for that semester. To assure an anonymous grading system, students should keep their exam numbers secure and confidential.
- Each student is responsible for noting the exact date, time, and room for their required examinations. Students may not register for courses that meet at conflicting times or with conflicting final examination times. Accommodated students will also need to pay careful attention to any extra exam time they have to make sure exam times will not overlap before registering for courses.

B. The Day of the Exam

- Students arriving late for an exam will not be given additional make-up time. This includes students who are accommodated.
- Students are required to be quiet in the exam room. This includes the time before the exam starts and the time after the exam ends, when proctors are distributing and collecting exam packets.
- Handwriting in Blue Books or using ExamSoft are the only options available to students for taking law school examinations. Students using ExamSoft must enter their answers to both essay and multiple choice questions in ExamSoft. Blue Books are available for multiple choice question exams if a student is not using ExamSoft.
- For closed book examinations, students may bring only their laptop (if using ExamSoft) or blue or black pens (if using Blue Books) and one beverage in a closed container into the exam room. For open note examinations, in addition to the allowable items described immediately above, students may bring in their printed, hard copy notes.
- Students may not have a cell phone or electronic watch on them at any time in the exam room.
- Students handwriting their exams will initially receive two official Blue Books from the proctor. Extra Blue Books will be provided as needed. Writing in Blue Books must be in blue or black pen only; writing in Blue Books with a pencil will not be graded. Students may not use Blue Books as scratch paper.
- Prior to starting the exam, the proctor will read the examination instructions and give other relevant instructions. Students cannot make any notes or outlines or begin working on the exam until the proctor instructs them to do so, at which point they must start their ExamSoft timer first.
- All students are expected to promptly stop the exam when either the proctor calls time or the ExamSoft timer goes off, whichever occurs first. Failure to stop when the exam is over will be considered a violation of examination rules and will be reported to the Honor Council accordingly.
- If your laptop computer is not ready to begin at the designated time, you must begin the examination in handwriting. If your laptop fails during an exam, you must handwrite the remainder of the exam. No extra time will be provided to ensure that a laptop computer is ready to be used before the examination session begins or if your laptop fails while an exam is in progress. In addition, technical assistance will not be available during the exam.

C. **After the Exam**

- Students should not discuss the contents of examinations with other students or their professors until grades are posted. This is necessary to ensure the security of the exam in the event that someone is unable to take the exam at the scheduled time and to preserve anonymity.
- Students should contact the Registrar immediately regarding concerns about anonymity, transposed or forgotten exam numbers, etc.

D. **Examination Rescheduling (Make-Up)**

- Rescheduling will not be permitted if a student has two exams on the same day or on successive days.
- A student who misses an examination that is not rescheduled by the Assistant Dean for Student Affairs will receive a failing grade of “0.0”.
- No instructor has the authority to grant to a student a departure from the examination schedule. Students should not discuss the need for rescheduling directly with the professor concerned, as this breaches anonymity. The rescheduled exam should be given after the time of the regularly scheduled exam, on a date to be determined by the Assistant Dean for Student Affairs and the Registrar.
- **Serious Medical Emergency or Death in Family:** A student may be granted a short delay from the examination schedule for a course or courses, provided the student or an immediate family member has a serious illness or medical emergency or on account of a death of an immediate family member. The student must petition the Assistant Dean for Student Affairs as soon as possible and provide credible, objective evidence (including a letter from a licensed medical doctor) of the nature and extent of the serious illness or medical emergency or evidence of the death of the immediate family member. If the petition is approved, arrangements shall be made with the Registrar to take a make-up examination. However, the student must be able to take a make-up examination and the faculty member must have sufficient time to grade the exam and turn in the grade to the Registrar on or before the deadline for turning in grades for the semester. Due to the impracticability of maintaining anonymous grading for a make-up exam, the student waives the right to claim a grievance based on arbitrary and capricious grading in [Section XV](#) of this handbook. If the student is not able to satisfy these conditions, the student may petition to withdraw from the course in accordance with the provisions for “Withdrawal After the Eight Week” contained in [Section IX](#) of this handbook.

E. **Accommodated Students**

- Students who wish to secure exam testing accommodations should have approval by the Office of Disability Services no later than the date advertised to students in the WRIT each semester.
- Unless the accommodation requires it, a reduced distraction testing room means the student will be placed in classroom with a small group of other students.

XIV. REINSTATEMENT

A student who for academic reasons is ineligible to continue in the Fowler School of Law Program and accordingly is dismissed may petition the Academic Standards Committee for reinstatement by submitting a written petition to the Associate Dean for Academic Affairs within the time limit provided in [Section XV](#).

Reinstatement is the exception and not the rule and is limited to cases of unusual hardship and demonstrated potential. The petition must be supported by an affirmative showing that the dismissal does not indicate a lack of capacity to complete the Fowler School of Law program and be admitted to the State Bar of California. The Academic Standards Committee has been authorized to specify reinstatement conditions, restrictions and limitations and to make final disposition of all petitions on behalf of the faculty.

XV. PETITION TO THE ACADEMIC STANDARDS COMMITTEE

A. **Procedures Related to Petitions for Reinstatement After Academic Failure**

- **Notice of Failure:** At the close of each semester, the Registrar shall determine those students whose grade point averages are below the specified standards to remain in good standing. The Registrar shall send the list of students to be dismissed to the Associate Dean for Academic Affairs and/or the Assistant Dean for Student Affairs, who shall then send a written notice of dismissal to each such student. The notice shall be accompanied by a statement of the Academic Standards relating to dismissal and reinstatement, and an outline of the procedure for filing a petition for reinstatement.
- **Petition Procedure:** The procedure for filing a petition for reinstatement is as follows:
 - **Time for Petition.** A petitioning student must file a petition for reinstatement within 15 days after the date of mailing of the notice of dismissal. The petition shall be filed with the Associate Dean for Academic Affairs. For purposes of calculating the 15-day period, the day of letter advising a student that they have been academically dismissed shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, a Sunday, or a legal holiday,

in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday. The Committee in its discretion may for good cause shown extend the 15-day period.

- Form and Style of Petition. A petition for reinstatement shall be typewritten and signed by the petitioner. It shall be headed “Petition for an Exception to the Rules for Academic Dismissal.” Petitions may be submitted by email to the Associate Dean for Academic Affairs or by hard copy.
- **Reference to Academic Standards Committee:** The Associate Dean for Academic Affairs shall refer all petitions to the Academic Standards Committee for review.

B. **Guidelines for Review by Academic Standards Committee**

- **General:** The Academic Standards Committee shall review any petition for reinstatement. In reaching its determination, it shall be guided by the considerations stated below.
- **Specifications of Reason for Academic Failure:** The petitioning student must allege and prove (1) that the student possesses the requisite ability and (2) that the prior disqualification does not indicate a lack of capacity to complete studies at the Law School and be admitted to the State Bar of California. The petitioning student must also state any extraordinary circumstances beyond the student’s control, that rebut the presumption raised by the student’s record, and establish that the deficiency was not due to lack of ability or failure to apply himself or herself diligently to the study of law. If the circumstances are related to physical or psychological incapacity in the course of a semester or before or during an examination, convincing medical proof must accompany the petition.
- **Scope of Relief:** The Academic Standards Committee is authorized to:
 - Deny the petition; or
 - Grant the petition, upon terms and conditions stated by the Committee.
- **Guidelines for Reinstated Student:**
 - In the case of students who are dismissed for academic insufficiency and are then reinstated to retake the entire first year by the Academic Standards Committee, the grades received by the student in the year(s) prior to reinstatement being repeated shall not be computed in determining class rank or grade point average, but such grades shall be retained upon the student’s transcript. For purposes of computing the student’s academic average and class rank on this transcript, only grades received after readmission are included.

- In all other cases of reinstatement, the Academic Standards Committee shall determine on an individual basis the terms and conditions of reinstatement including, but not limited to, the disposition of grades earned prior to reinstatement. Such students shall have the option for accepting reinstatement as granted or of being reinstated to the first year in accordance with Subsection 4A (above).
- Unless otherwise excused by the Academic Standards Committee, any student who is reinstated after having completed either two semesters as a full-time law student or 24 or more credits of study as a law student must register for, take and pass the First-Year Law Student's Examination administered by the State Bar of California as a condition of the student's reinstatement. The student is solely responsible for registration, payment and preparation for the First-Year Law Student's Examination. The student shall not be permitted to register for, or participate in, any courses or programs offered at the Law School until the student provides proof from the State Bar of California that the student has passed the First-Year Law Student's Examination.
- **Voting Members of the Academic Standards Committee:** Voting members for the purposes of deciding a student petition shall only include the faculty members of the Committee and, if the petitioning student approves, a student appointed to the Academic Standards Committee by the Student Bar Association. Reinstatement is subject to a majority vote by the voting members of the Academic Standards Committee. If a tie vote occurs, a majority vote has not been achieved and the student will not be reinstated.
- **Faculty Review of Decisions by Academic Standards Committee:** The Academic Standards Committee shall notify the petitioning student in writing of its decision. The petitioning student may then seek full faculty review of an adverse decision. The faculty shall review the committee's decision at the request of any full-time faculty member in the case of petitions for reinstatement under Part A of this section, and three full-time faculty members in the case of all other student petitions. However, full faculty review must be requested by the faculty member(s) no more than 60 days from the date of the letter setting forth the adverse decision by the Academic Standards Committee. The petitioning student may appear before the faculty meeting only if the faculty so requests. The faculty shall affirm the decision of the Academic Standards Committee unless upon review of the available information the faculty is convinced that the decision is clearly erroneous.

C. **Relationship of the Associate Dean for Academic Affairs and the Academic Standards Committee**

- **Petitions for Exceptions to Rules:** All petitions filed for exceptions to the Academic Standards must be filed with the Associate Dean for Academic Affairs. Any petition

to the Academic Standards Committee for relief from the academic rules shall include a showing of good cause.

- **Reference to Academic Standards Committee:** The Associate Dean for Academic Affairs shall refer to the Academic Standards Committee any petition for:
 - Reinstatement; or
 - Reinstatement after suspension or dismissal from class for poor attendance.
 - The Associate Dean for Academic Affairs shall refer any other petition for exception to the Academic Standards to the Academic Standards Committee, which should be determined by collective decision-making by the Academic Standards Committee.
 - The Associate Dean for Academic Affairs shall not vote on any petition for reinstatement to the law school.

D. **Petitions to the Committee**

Meetings with the Committee

- **Initial Reinstatement Petitions:** An individual who petitions the Committee for reinstatement to the Law School shall have the right to a meeting with the Committee with respect to the initial petition. Only the student and the Committee may be present at such a meeting.
- **Other Petitions:** The Committee may grant, in the Committee's discretion, personal meetings for all other petitions.
- **Record of Meeting:** All personal meetings before the Committee shall be recorded on tape and retained by the Committee.
- **Additional Information to the Committee:** The Committee may request such additional information as it deems necessary or helpful in order to act on a petition. The petitioners shall present all relevant material and information in their written petitions.

E. **Petitions and Reconsiderations**

- **New or Additional Information:** Any petition for reconsideration must be filed no more than 15 days from the date of the letter setting forth the Committee's decision on the student's petition. The Committee shall review a petition for reconsideration of a prior petition only to determine if the reconsideration petition contains new or additional information that was not available or that could not reasonably have been

available at the time of the original petition. If the Committee determines that the reconsideration petition contains such new information, then the Committee will reconsider its prior determination in light of this new or additional information. If the Committee determines that such reconsideration petition does not contain such new or additional information, reconsideration will be denied.

- **Action by Committee:** The Committee may, in the Committee's discretion, meet with the petitioner during the reconsideration process; however, the petitioner shall not be entitled to such a meeting as a matter of right.

F. **Miscellaneous Rules**

Communications with the Committee: Students or persons acting on behalf of any student should communicate only with the Associate Dean for Academic Affairs and/or Assistant Dean for Student Affairs with respect to any petition.

XVI. APPEAL OF A FINAL GRADE

Purpose. These procedures are an attempt to ensure fairness in the independent and professional judgment of faculty members with regard to the assignment of final grades for students. These procedures are intended to serve the mission of the law school through the preservation of integrity in the achievement of its academic and professional goals.

- A. **Right to Petition:** Any student who has received a final grade in a course at the Fowler School of Law may initiate a grievance with regard to the grade by filing a petition with the Associate Dean for Academic Affairs for referral to the Academic Standards Committee (hereinafter referred to as the Committee in this section XVI.)
- B. **How and When Petition is to be Filed:** A petition may be filed with the Committee by hand-delivering or mailing the petition to the Associate Dean for Academic Affairs no later than forty-five (45) days after the final grade in question is posted. A petition filed by mailing shall be deemed to have been filed on the date of the postmark of the petition. A petition filed by hand-delivery shall be deemed to have been filed on the date of receipt.

For purposes of calculating the forty-five (45) day period, the day of posting the final grade shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday. The Committee in its discretion may for good cause shown extend the forty-five (45) day period.

C. Form of Petition: A Petition Shall be Addressed to the Chairperson of the Committee, and Shall State:

- The name and the student number of the student filing the petition;
- The title of the course in which the final grade is received;
- The name of the professor who taught the course;
- The date on which the final grade in question was posted; and
- The reason(s) the petitioner believes he/she is entitled to relief in accordance with the requirements set forth in Number D4 herein; and, the specific relief requested. The petitioner must sign the petition.

D. Requisites of a Grievance Claim: A Petition States a Grievance Claim if it Says That:

The petitioner has consulted or attempted to consult with and request relief from the professor involved and that the professor has either:

- Refused to consult with the student; or
- Has not been conveniently available for a period of fifteen (15) days after the grade was posted; or,
- After consultation with the petitioner, has declined to grant relief acceptable to the petitioner; and
- The grade received was unfair, or substantially inappropriate, for one or more of the following reasons:
 - An error in computation was made in calculating the grade;
 - The grade received was the result of arbitrary and capricious grading by the professor. (NOTE: If the grade was received in a course graded anonymously, in whole or in part, and the claim of arbitrariness or capriciousness relates to that part of the grade that was anonymous, there must also be an allegation of a breach of anonymity. The student must establish, by a preponderance of evidence, that anonymity was breached.)

In no event shall there be an inquiry into the professor's academic judgment or prerogative and responsibility for assigning grades as his or her judgment and conscience dictate.

E. **When and How Committee to Consider Petition**

- **Time for Consideration:** The Committee shall make every reasonable effort to make a recommendation regarding a petition within a period of fifteen (15) days from the time a petition is filed. If the petition is not acted upon for any reason within this period, the petitioner shall be deemed to have received a negative recommendation. If, however, the petition is filed during the summer months when faculty members are ordinarily occupied with research, teaching and/or travel, the Committee may meet to consider the petition in August when the fall semester begins.
- **Actions and Procedures Available to Committee in Considering Petition:** The Committee may take one or more of the following actions and allied procedures in response to a petition:
 - After due deliberation, decide that the petition does not state a claim, in which case it shall write a decision to that effect and send a copy, with any dissenting opinion, to the petitioner and to the professor.
 - If the Committee, after due deliberation and by majority vote, determines that the facts stated in the petition, if true, state a claim under Paragraph D herein, the Committee shall notify in writing the professor whose grade is being considered, and shall invite the professor to submit a written response to the petition within a reasonable period of time to be set by the Committee. If a written response is submitted said response should thereupon be included in the record. The professor shall in no case be required to make a response of any kind.
- After the professor's response has been received, or the time for the professor's response has expired, the Committee may request from the petitioner, the professor, or any other source, such material, documents, or information it deems useful in considering the merits of the petition. Neither the student nor the professor is obliged to produce any such requested material, documents or information. The Committee shall make its decision based upon the written submissions. In the unusual case where the Committee decides that special circumstances require a hearing, both the professor and the student shall be permitted to be present when oral testimony is given, but no person shall be required to attend an oral hearing. The parties may offer such evidence as they desire and may produce such evidence as the Committee may deem necessary to a determination of the petition. The Committee shall be the judge of the relevance and materiality of the evidence, and conformity to legal rules of evidence shall not be necessary. The Committee may limit reasonably the oral presentations.
- **Final Action by Committee:** In a case where the Committee finds no action is appropriate, the Committee shall so notify the student and the professor.

If any recommendation is made by the Committee, it shall be made to the professor in writing, stating the recommendations and the reasons therefore. If the professor accepts the recommendations of the Committee, the professor may change a grade. If the professor declines to accept the recommendation of the Committee within a period of three (3) days, the Committee shall then issue a written decision, and provide a copy to the professor and the student. The grade will be changed only if a majority of the Committee finds that the final grade was assigned arbitrarily or capriciously or that there was an error in computation, in which case, the Committee shall so notify the Registrar, the professor and the student.

XVII. CREDIT FOR NON-LAW GRADUATE LEVEL COURSES

The Law School will accept no more than 6 credits toward the Juris Doctor degree for graduate level courses taken within the graduate programs of Chapman University.

The graduate level credits may be earned only after successful completion of the courses required for the first-year law school full-time curriculum (29 credits).

A student interested in enrolling in a graduate level course must request and receive approval of the course from the Associate Dean for Academic Affairs prior to registration.

The student's written statement to the Associate Dean for Academic Affairs must establish that: (a) the graduate level course is not duplicative of a course in the law school curriculum; (b) the graduate level course is not duplicative of any other course completed in the student's prior academic career; and (c) the graduate level course will contribute significantly to the student's legal education.

If the Associate Dean for Academic Affairs denies a student's request, the student may bring the proposal to the Academic Standards Committee for review.

Law students enrolled in non-law graduate level courses must earn a grade of B or better (a grade of B- does not qualify) in order to receive law school credit for the course. The non-law graduate level course, the credits completed, and the grade received will appear on the student's academic transcript; however, the grade will not be treated as "earned" for purposes of GPA or class rank.

In compliance with University policy, the law student enrolled in non-law graduate level courses at the University will pay "home" tuition (he or she will pay law school-per credit hour tuition for credits taken at the graduate level).

NOTE: Non-law graduate students taking courses in the law school are governed by existing University policy (permission of their graduate advisor; permission of the law faculty member teaching the course and the Associate Dean for Academic Affairs; and room must be available for the student in the class). In addition, the following restrictions should be placed upon non-law graduate students taking credits at the law school: No courses in the first year, full-time curriculum, no co-curricular credits, and no clinic or externship experience shall qualify.

XVIII. MAXIMUM CREDITS FOR NON-LAW CLASSROOM ACTIVITIES

Maximum Cap of 16 Credits: Co-Curricular & Non-Graded Courses*

Co-Curricular Activities

Law Review (4-10 credits)
Diversity and Social Justice
Forum (1-2 credits)
Skills Competitions (1-3 credits per
Competition)**

Courses

Non-law Graduate Level Courses at
Chapman University (6 credits)

All credits earned through other ABA law
schools after admission to Chapman
University (i.e. individual courses, or
Semester abroad programs) (6 credits)+

Maximum cap of three semesters totaling no more than 8 credits of part-time externships or one semester of a 10-credit full-time externship ‡ [See Section XXI](#) for more on the Externship Program.

- * Any student whose cumulative grade point average at the conclusion of the first year of law school (either full or part-time) is below 2.6 may apply no more than seven (7) pass/no pass credits toward the 88 credits required for graduation. This includes credits earned for participation on journals, in skills competitions, and externships. No student shall receive credit for participation on more than one journal at the same time.
- ** No student may participate for credit in more than one (1) external competition during a semester. Participation in Skills Competitions is subject to an overall limitation of no more than two (2) different types of skills competitions for credit and no more than three (3) external competitions for credit (regardless of type).
- + The six (6) credit limitation shall not apply to students who visit for one or two semesters at another ABA law school with the permission of the Associate Dean for Academic Affairs. For specific criteria [see Section V](#). The six-credit limitation also shall not apply to any course taken in a Study Abroad program offered by the Fowler School of Law or for which specific grade approval has been granted by the Provost of Chapman University.
- ‡ Eligibility for full-time externships is limited to students with a minimum cumulative GPA of 2.6 or higher.

XIX. ADMISSION OF FOREIGN STUDENTS WITH ABA LL.M. DEGREES

Prospective applicants to the JD program who have previously earned an LL.M. in an ABA-approved law school must furnish with their application the results of a recent LSAT. Once admitted, such students are expected to complete the full 88-credit Fowler School of Law JD with all of its concomitant requirements. Advanced standing for credits earned in an LL.M. program will not be granted.

The Associate Dean for Academic Affairs may grant a waiver from re-enrolling in certain required courses successfully completed as an LL.M. student (e.g., Contracts I). In such an instance, the student will still be required to complete 88 credits by substituting elective courses for any courses that were waived.

Note: *This policy does not preclude the Associate Dean for Academic Affairs from granting up to 29 advanced standing credits for law work completed in an undergraduate program in a common law system (e.g., from England or Australia).*

XX. POLICY ON MILITARY SERVICE

A student who is called to active-duty military service during any semester of law school will, upon that student's request, be entitled to withdraw from classes that semester and will receive a full refund of all tuition paid for that semester.

A student who is called to active-duty military service during the second semester of his/her first year of law school, or at any other time thereafter, may alternatively request that he/she receive passing credit for any or all of the courses in which he/she is enrolled and has attended at least 70% of the scheduled classes in that course for that semester. Assuming that the student has attended at least 70% of the scheduled classes in a course for that semester, the student's professor has the discretion to grant or deny the student's request. If a professor declines to grant the student passing credit for a course, the student shall be entitled to withdraw from that course and receive a full refund of all tuition paid for that course that semester.

When a student who is called to active-duty military service withdraws from a course or receives passing credit for a course, the registrar shall so indicate by marking "MW (Military Withdrawal)" or "MP (Military Pass)" on the student's transcript.

Any student who suspends law study after having been called to active-duty military service may re-matriculate within a reasonable time after completing active-duty military service.

XXI. EXTERNSHIP POLICIES

Externships are taken pass/fail, and there is a maximum cap of 8 credits that can be used for part-time externships or 10 credits for a single full-time judicial externship. Students may take up to 3 part-time externships over three semesters/summer sessions with each externship taken for between 1 and 5 units (or 6 units in the summer), depending on hours worked, and as long as the total externship units do not exceed 8. Students may earn externship credit at a placement at which they also receive compensation, provided the placement agrees to comply with all program requirements. The Externship Director must approve all new externship placements. Please consult the [Externship Program Handbook](#) for a complete description of program rules and application procedures: <https://www.chapman.edu/law/externships/>

XXII. EMPHASIS CERTIFICATES

The law school offers a variety of [emphasis areas](#) (<https://www.chapman.edu/law/academic-programs/emphasis-areas/index.aspx>) that enable students to graduate with a higher degree of specialization in their particular fields of interest. A certificate and transcript notation will be awarded to students who complete the course requirements in the following areas. Please note for all emphasis requirements above, student must earn a minimum 3.0 GPA in Certificate courses and have an overall minimum cumulative GPA of a 2.6 at the time of graduation. The law school does not round up when determining grade point averages needed to satisfy emphasis requirements.

A. Advocacy and Dispute Resolution:

Requirements:

- Complete the three (3) required core courses; and
- Two (2) additional approved electives.

For more information about the requirements for this [emphasis area](#), please visit: <https://www.chapman.edu/law/academic-programs/emphasis-areas/advocacy.aspx>

B. Business Law:

Requirements:

- Complete the core courses; and
- Complete at least nine (9) credit hours of approved electives distributed across all four of the categories listed.

For more information about the requirements for this [emphasis area](#), please visit: <https://www.chapman.edu/law/academic-programs/emphasis-areas/business-law.aspx>

C. Criminal Law:

For information about the requirements for this [emphasis area](https://www.chapman.edu/law/academic-programs/emphasis-areas/criminal-law.aspx), please visit:
<https://www.chapman.edu/law/academic-programs/emphasis-areas/criminal-law.aspx>

D. Entertainment Law:

Requirements:

- Complete two (2) core courses; and
- Complete at least eight (8) credit hours of approved electives, of which six (6) credit hours may be experiential training.
- Experiential training may consist of: (1) being a member of an entertainment law moot court team; (2) participating in an entertainment law-related externship approved by the Executive Director of the Entertainment Law Program; or (3) a comparable entertainment law-related activity approved by the Executive Director of the Entertainment Law Program.

For more information about the requirements for this [emphasis area](https://www.chapman.edu/law/academic-programs/emphasis-areas/entertainment-law.aspx), please visit:
<https://www.chapman.edu/law/academic-programs/emphasis-areas/entertainment-law.aspx>

E. Environmental, Land Use & Real Estate:

Requirements:

- Complete three (3) core courses (Real Property I and II, and Constitutional Law);
- Complete at least two (2) of the core electives required (Environmental Law, Land Use Regulation or Real Estate Transactions);
- Complete at least four (4) approved electives, including core electives; and
- ENLURE-related writing requirement

For more information about the requirements for this [emphasis area](https://www.chapman.edu/law/academic-programs/emphasis-areas/land-use-real-estate.aspx), please visit:
<https://www.chapman.edu/law/academic-programs/emphasis-areas/land-use-real-estate.aspx>

F. International Law:

Requirements:

- Two (2) core courses of Public International Law (International Law and Organizations) and Private International Law (International Business Transactions or International Business Litigation); and
- Eight (8) additional credit hours of International Law-related elective courses (up to six credit hours may include Experiential Training) and an International Law-related writing requirement.

For more information about the requirements for this [emphasis area](https://www.chapman.edu/law/academic-programs/emphasis-areas/international-law.aspx), please visit:
<https://www.chapman.edu/law/academic-programs/emphasis-areas/international-law.aspx>

G. Tax Law:

Requirements:

- Completion of the four required core courses; and
- Completion of at least one of the required clinical or research courses.

For more information about the requirements for this [emphasis area](https://www.chapman.edu/law/academic-programs/emphasis-areas/tax-law.aspx), please visit:
<https://www.chapman.edu/law/academic-programs/emphasis-areas/tax-law.aspx>

XXIII. JOINT DEGREE PROGRAMS

- A. Joint [JD/MBA](https://www.chapman.edu/law/academic-programs/joint-degree-programs/jd-mba/index.aspx) (<https://www.chapman.edu/law/academic-programs/joint-degree-programs/jd-mba/index.aspx>) offered in conjunction with the George L. Argyros School of Business and Economics.

Requirements:

- The completion of 118 total credits.
- The Fowler School of Law will accept 8 of the MBA credits toward completion of its 88-credit requirement; thus, students must complete 80 law credits (53 credits of required courses and 35 credits of electives).
- The Argyros School of Business and Economics will accept seven of the JD credits toward completion of its 50-credit requirement, thus reducing the MBA requirements to 38 business credits (35 credits of required courses and 3 credits of electives). They will also allow certain other law courses (such as Federal Income Taxation) to count as business school electives.
- Work transferred into the JD from the MBA will be treated as Pass/No Pass for the purposes of arriving at a law school GPA, and vice versa.

For more [information and requirements](https://www.chapman.edu/law/academic-programs/joint-degree-programs/jd-mba/index.aspx): <https://www.chapman.edu/law/academic-programs/joint-degree-programs/jd-mba/index.aspx>

- B. Joint [JD/MFA](https://www.chapman.edu/law/academic-programs/joint-degree-programs/jd-mfa-film/index.aspx) (<https://www.chapman.edu/law/academic-programs/joint-degree-programs/jd-mfa-film/index.aspx>) in Film & Television Producing offered in conjunction with the Chapman's Dodge College of Film and Media Arts.

Requirements:

- The completion of 124 total credits (as opposed to 136 credits if the two degrees are sought separately and outside the joint program);
- The School of Law accepts up to 12 selected credits from the MFA in Film and Television Producing toward completion of its 88-credit requirement; thus, students must complete 76 credits from the JD program (54-56 units of required courses and 20-22 units of electives);
- The Dodge College of Film and Media Arts accepts up to six credits from the JD program; and
- Work transferred into the JD from the MFA will be treated as Pass/No Pass for the purposes of arriving at a law school GPA.

For more [information and requirements](https://www.chapman.edu/law/academic-programs/joint-degree-programs/jd-mfa-film/index.aspx): [https://www.chapman.edu/law/academic-programs/jd-mfa-film/index.aspx](https://www.chapman.edu/law/academic-programs/joint-degree-programs/jd-mfa-film/index.aspx)

XXIV. LL.M. PROGRAM IN TAXATION

The Fowler School of Law offers an LL.M. in Taxation.

Basic Requirements:

Twenty-seven (27) units of credit are required to obtain the LL.M. in Taxation degree. Chapman law students may apply up to twelve (12) units of approved JD credit towards their LL.M. in Taxation at Chapman. (Consult with the program administrator for approved courses.) Full-time LL.M. students may enroll in a minimum of nine (9) and a maximum of sixteen (16) credits per semester. There is no enrollment minimum for part-time students, however in order to receive financial aid, a student must be enrolled in a minimum of five (5) credits per semester. Degree requirements must be completed within four (4) years.

For more [information, including requirements](https://www.chapman.edu/law/academic-programs/llm/index.aspx), please visit: <https://www.chapman.edu/law/academic-programs/llm/index.aspx>

XXV. ACADEMIC REGISTRAR RESOURCES

A. My.chapman.edu

[My.chapman.edu](http://my.chapman.edu) is a web interface that allows students to access information from Chapman University's administrative database. Its function is to provide students direct web access to portions of their academic and financial records, as well as the ability to register for classes online. Information available to students includes their personal course schedule, examination numbers, grades and ranking, transcripts, financial aid award information, and their academic program evaluation information for purposes of degree audit and tracking progress toward graduation. The My.Chapman.edu system also allows students to print unofficial copies of their transcript, update their mailing address, and verify their biographical data. Students must use their Chapman login and password information to access the My.Chapman.edu system. This information is issued by the IS&T Department and sent to the students prior to their first semester in residence.

Students are encouraged to regularly check their program evaluation degree advising report on their student center portal on my.chapman.edu to ensure they are on track for graduation. Note some requirements, such as electives and bar preparation courses, may be added to your program evaluation on a rolling basis depending on the requirement and assessment period.

B. Enrollment Verification

The Law Registrar is the certifying official for the Fowler School of Law. The Law Registrar's Office processes all enrollment verifications, State Bar certifications, State Bar Moral Character Declarations, and other forms and letters relating to enrollment and academic standing. The Law Registrar's Office also handles the reporting to the National Student Clearinghouse. Enrollment can be verified one semester at a time.

Certifications for Veteran's Affairs are completed by Chapman University's Veterans Resource Center located at 526 N. Shaffer St., Orange, CA 92867 which is located on the Chapman University campus, across from Orange High School.

C. Letters of Good Standing

Students who need letters of good standing must submit a request in writing to the Law Registrar's Office. Letters of good standing and class rankings are not sent automatically with transcripts. Class ranking is not included on letters of good standing unless requested.

D. **Transcripts**

Chapman University has authorized Credentials, Inc. to provide transcript ordering services on its behalf.

The Law Registrar's Office releases academic record transcripts in compliance with the Family Educational Rights and Privacy Act (FERPA) and issues official transcripts only with a signed permission from the owner of the student record. A one-time consent form to release your transcript may be required.

Requests for official transcripts from students with outstanding financial obligations to the University cannot be completed.

Students may order [official transcripts](#) following the instructions here:
<https://www.chapman.edu/students/academic-resources/registrar/student-services/transcript-request.aspx>

E. **Class Registration**

Registration is conducted online via [My.Chapman.edu](#). Students may register based on their assigned priority registration date and time or anytime thereafter. Registration for courses requiring a professor signature will continue to be handled by the Registrar's Office. Registration in person is only handled during regular business hours and the day after the student's assigned registration priority time. Telephone, fax, and email registration are NOT accepted. Registration for fall is held during the spring (typically April) and during fall (typically November) for the spring semester. Registration priority assignments are usually done on a graduation date basis. The order in which students may register is random within each class. Registration for summer courses is on a first-come, first-serve system (typically April). You must register for a course in order to receive credit for it.

Classes will inevitably close during registration. There are no seats held back for instructor sign-in purposes, or for petitioning. A wait list is maintained for closed classes. When and if space becomes available, the Registrar's Office will register the first person on the list. An email notification is sent to the student's Chapman email address informing them they have been added to the course from the Wait List. It is the student's responsibility to drop the course online if they are no longer interested. If the addition of this course puts the student over the maximum credit cap allowed (16 for full-time students; 11 for part-time students), it is the student's responsibility to drop another course(s) in order to stay within the allowable credit limit.

XXVI. GRADUATION

The law school confers degrees three times a year: September, January, and June. Degrees are not posted, and diplomas are not released until the Law Registrar's Office certifies that all degree requirements have been completed and all financial obligations to the law school have been paid. Graduation is not automatic – students are required to complete a “Degree Conferral Application” online.

There is a \$335 Graduation Fee that will cover various costs associated with graduation including the cap and gown rental, a portrait sitting fee, a diploma fee, and a graduation check fee. This fee also will allow graduates to receive two official transcripts free of charge with their diplomas. This fee is mandatory and will be charged to all students regardless of whether the students plan to participate in the graduation ceremony. The fee will be charged at the beginning of a student's second year of legal study (third year for JD/MBA and JD/MFA students) so that the fee can be paid at a time when students are not already burdened with bar exam application and preparation costs. In addition, assessing these costs as a single fee at the beginning of the academic year will allow the fee to be included when determining students' financial aid eligibility. The fee does not cover the ordering of graduation photographs, announcements, invitations, or other costs associated with graduation.

LAW SCHOOL, UNIVERSITY, AND CAMPUS POLICIES

I. CAREER SERVICES OFFICE ("CSO") POLICIES

A. Interview Program Policies

Information about the Recruiting Program is distributed to students via The Classifieds (CSO weekly update), the Recruiting Program Handbook (distributed via The Classifieds and available on Symplicity), and email (to students' Chapman University email). The CSO also hosts a Recruiting Program information session as part of the mandatory 1L Professional Development program, which introduces 1Ls to the Recruiting Program and reviews application instructions and deadlines.

The policies herein also apply to mock interviews^[1] organized by the CSO and interviews organized through the Law School Career Advisors of Southern California Consortium (these programs and the Recruiting Program are collectively referred to herein as "Interview Programs"). Students who fail to comply with the policies herein may be suspended from participating in Interview Programs at the discretion of the Assistant Dean for Career Services.

- **Interview Cancellation Policy:** The CSO expects that students participating in Interview Programs will demonstrate the highest levels of professionalism. To preserve and enhance the professional reputation of all Chapman University students, students are required to adhere to the following.
 - **Recruiting Program Interview Cancellations:** If students are not available to interview on the day an employer is scheduled to interview on campus, students should not apply to that employer. Students are also advised to apply for only those positions in which they have a true interest. Should an unforeseen circumstance preclude a student from moving forward with a scheduled on-campus interview, they must seek permission from the CSO to cancel the interview. Students must not contact on-campus interviewers directly. If the interview cancellation request is granted, this will trigger the withdrawal of the student's application to that employer. Each situation will be evaluated on a case-by-case basis. For example, nonrefundable travel arrangements are not a valid excuse.

If the CSO agrees to cancel the interview and withdraw a student's application, the student must write the employer a letter of apology explaining the student's absence and submit the letter to the CSO no later than 48 hours from the CSO's notice of permission to cancel and withdraw. The CSO will send the letter of apology to the employer on the student's behalf. If a student decides to accept a

^[1] "Interview" or "interviews" include in person and virtual interviewing formats.

position before completing their remaining interviews, the student must meet with the CSO to discuss the cancellation of those remaining interviews. If a student fails to attend a scheduled on-campus interview without prior notice, the student will be required to meet with the Assistant Dean for Career Services and may be suspended from participating in Recruiting Programs at the discretion of the Assistant Dean for Career Services.

- Interview Cancellations for Other Programs: For mock interviews and interviews organized through the Law School Career Advisors of Southern California Consortium, students are expected to adhere to interview cancellation policies distributed by the CSO or organizing entity.
- **Acceptance of Offers Policy:** If an offer of employment is accepted, the CSO expects that the student will honor their commitment to the employer. Reneging on a job acceptance is not acceptable; it is unprofessional and reflects poorly on the student and the law school. Students are required to meet with the CSO before reneging on an accepted offer. Students who renege on an accepted offer may be suspended from participating in Interview Programs at the discretion of the Assistant Dean for Career Services.
- **Application Materials Policy:** Students' application materials must adhere to the formatting guidelines outlined by the CSO, including, but not limited to, in handouts and guides available on Symplicity such as the Recruiting Program Handbook, Resume Guide, Cover Letter Guide, and Writing Sample & References Guide. The CSO reserves the right to withdraw applications that do not meet CSO guidelines.
 - Any misrepresentation in job application materials (e.g., rounding up of a student's GPA or class rank) may be a violation of the Honor Code and may result in severe sanctions from the law school. The CSO will not submit a student's application materials to an employer if they are aware of any misrepresentations. It is the student's responsibility to ensure their application materials accurately state all facts, including, but not limited to, class rank, GPA, awards, extracurricular activities, and employment details. Further, the CSO's handouts and guides may contain resume and cover letter samples to assist in the drafting of application materials. Plagiarizing these sample application materials may be a violation of the Honor Code and may result in severe sanctions from the law school.
 - By participating in Interview Programs, students affirm that they have read and understood the terms of the Interview Cancellation Policy, Acceptance of Offers Policy, and Application Materials Policy (collectively, the "Interview Program Policies"), and agree to comply with all terms and requirements of the Interview Program Policies. Students also agree to release the CSO and all related personnel from responsibility for events or consequences arising from or relating

to noncompliance with the terms and requirements of the Interview Program Policies or the law school's Honor Code.

B. Job Posting Disclaimer

The CSO provides resources to employers and students/alumni seeking jobs. These resources include, but are not limited to, the Recruiting Program, resume books, and Symplicity job postings (collectively, the "Job Search Resources"). The CSO does not screen employers and does not make any recommendations or guarantees about the positions listed in the Job Search Resources and employers utilizing such resources. As information is subject to change at the discretion of each employer, information has not been verified by the CSO, and Chapman University is not responsible for any misrepresentations, inconsistencies, or errors. The information provided in the Job Search Resources is provided "as is" and Chapman University makes no representations or guarantees about job listings or the accuracy of information provided by the employer. User is responsible for confirming the sufficiency and reliability of any such information, and for researching each employment opportunity prior to applying. Students should be prudent and use common sense and caution when applying for or accepting any position. They should inform themselves about potential fraudulent or improper practices to protect themselves from harm.

CHAPMAN UNIVERSITY MAKES NO EXPRESS OR IMPLIED WARRANTIES, REPRESENTATIONS OR GUARANTEES WITH RESPECT TO THE ACCURACY, COMPLETENESS OR SUFFICIENCY OF ANY AND ALL INFORMATION APPEARING ON THIS WEBSITE OR OTHER PUBLICATIONS REGARDING EMPLOYMENT OPPORTUNITIES. Chapman University assumes no responsibility to the user with respect to the suitability of placements, salary, negotiations, working conditions, or any other aspect of off-campus employment. Furthermore, Chapman University is not responsible in any way for any subsequent events which may transpire between the job seeker and an employer, including, but not limited to, an individual's subsequent satisfaction with the employer or the employer's subsequent satisfaction with the job applicant. The user acknowledges and agrees that Chapman University shall not be liable for any damages, direct or indirect, resulting from the use of this service, including, but not limited to, those job opportunities which are offered by individuals or entities other than Chapman University. Chapman University reserves the right to post or remove any job opportunity from its website, with or without cause, at its sole non-grievable discretion.

C. Non-Discrimination Practices

Chapman University is an equal opportunity employer committed to fostering a diverse and inclusive academic global community. For a complete copy of [Chapman University's Harassment, Discrimination, and Sexual Harassment Policy](#), go here: <https://www.chapman.edu/law/student-resources/discrimination-policies.aspx> Chapman

University Fowler School of Law and the CSO firmly expect that employers who interview or hire Chapman University Fowler School of Law students, mentors who work with the Chapman University Fowler School of Law community, and those who engage with our students will observe such principles. Use of the CSO's resources, including Symplicity, and use of the law school's facilities by any employer constitutes a representation by the employer that its employment practices are in accord with Chapman University's Harassment, Discrimination, and Sexual Harassment Policy. A limited exception to this policy exists for military recruiters and federal agencies but only insofar as their employment and hiring practices are permitted under federal law.

The CSO may elect to post positions for students and alumni received from Symplicity and other external sources. Since the CSO has not directly communicated with these employers, each of these Symplicity postings will clearly state that the employer may not have agreed to Chapman University's Harassment, Discrimination, and Sexual Harassment Policy and that students must carefully evaluate the suitability of the position and employer. Please review the Job Posting Disclaimer (see above; also available on the student Symplicity homepage) for more information about evaluating the suitability of each position and employer.

- **Student Complaints Regarding Recruiting Practice:** As outlined in Chapman University's Harassment, Discrimination, and Sexual Harassment Policy, student, staff or faculty who believe that they have been subjected to harassment, discrimination, sexual harassment, including sexual assault violence or other sexual misconduct, or any other form of discrimination by a third party should freely and without fear of retaliation report such misconduct or file a report to a Title IX Coordinator. Please contact DeAnn Yocum Gaffney, Lead Title IX Coordinator and Associate Vice President for Student Affairs and Senior Associate Dean of Students, at (714) 997-6721 or gaffney@chapman.edu.

D. **Mandatory Professional Development Program**

The Mandatory Professional Development Program ("PD Program"), administered by the Career Services Office, introduces first-year students to the legal profession, its core values, and the core competencies required to succeed. Students must complete five (5) sessions from the PD Program to be eligible to graduate from Chapman Law. Students who do not meet this graduation requirement during their first year must complete outstanding sessions by graduation. Because PD program events are a graduation requirement, attendance is mandatory for all first-year students. As a result, it is an Honor Code offense to misrepresent one's own or another's attendance or absence from such an event. This would include signing in for an event and leaving before the event's conclusion. To receive credit for a PD Program event, students must arrive on time, sign-in, and stay for the entire program. If a student leaves a PD Program event early or arrives late, they will not receive credit. Questions regarding the PD Program should be directed to the Career Services Office at lawcareerservices@chapman.edu.

II. SCHOLARSHIP POLICIES

Students receiving financial aid are required to maintain good standing and meet [Satisfactory Academic Progress](#) standards. In addition, students must notify the Graduate Financial Aid Office if additional funds are received (scholarships, stipends, or other funds) or if their enrollment status changes; these changes can affect students' disbursements, and disbursements may be adjusted retroactively to comply with federal regulations. Federal loan recipients are required to complete entrance and exit counseling.

Students wishing to withdraw from all classes during a scheduled term should contact the Associate Dean for Academic Affairs. Students withdrawing completely from a term may be required to return some or all of the funds received under the Federal Title IV aid programs. More information regarding withdrawals can be found on the [Graduate Financial Aid website](#) or directly from the Graduate Financial Aid Office.

A. Merit-Based Tuition and Conditional Scholarships

Merit-based tuition scholarships, First Generation Scholarships, and Distinguished Student Fellowships awarded to entering students (both full and part-time) are conditional scholarships that are renewable provided the scholarship recipient meets the requisite academic standard at the end of their first academic year and each subsequent academic year thereafter. The academic year includes only the fall and spring semesters. Merit-based tuition scholarships and First-Generation Scholarships are applied in equal parts to tuition charges for the fall and spring semesters only, unless the student changes programs (part-time to full-time or vice versa) mid-year, in which case the scholarship amount may be adjusted mid-year as described under the "Limits" section below. Distinguished Student Fellowships are distributed as set forth in the letter received at the time of the fellowship offer. For full-time students, scholarship/fellowship eligibility is limited to up to three years. For part-time students, eligibility is limited to up to four years.

The requisite academic standard is a cumulative grade point average of 2.900 or above.

Any student who does not meet the requisite academic standard at the end of the academic year is not eligible for a continuation of their merit-based tuition scholarship, First Generation Scholarship, or Distinguished Student Fellowship, and will not receive such a scholarship or fellowship for any subsequent year of study.

- **Earning a Merit-Based Tuition Scholarship**

Students who do not receive a merit-based tuition scholarship at the time of matriculation are eligible for an earned merit-based tuition scholarship at the end of their first year of study if their cumulative grade point average at the end of their first academic year ranks them in the top 15% GPA cut off of their cohort group (as determined below).

Earned merit-based tuition scholarships will be renewed for each successive year if the student maintains the requisite academic standard at the end of each succeeding academic year, subject to the limits set forth in Section II. Any student who is not eligible for a continuation of their earned merit-based tuition scholarship because they do not meet the requisite academic standard at the end of an academic year will not receive a merit-based tuition scholarship for any subsequent year of study.

- **Increasing a Merit-Based Tuition Scholarship:**

Any student who received less than a full scholarship at the time of matriculation is eligible for a merit-based tuition scholarship increase at the end of their first year of study if their cumulative grade point average at the end of their first academic year ranks them in the top 15% GPA cut off of their cohort group (as determined below) and the amount earned is greater than their current scholarship. This merit-based tuition scholarship will be renewed at the increased amount for each successive year if the student has a cumulative grade point average of 2.900 or above at the end of each succeeding academic year, subject to the limits set forth in [Section II](#). Any student who is not eligible for a continuation of their scholarship because they do not have the requisite academic standard at the end of an academic year will not receive a merit-based tuition scholarship for any subsequent years of study.

- **More Information on Earning/Increasing a Merit-Based Tuition Scholarship:**

Earned and increased merit-based tuition scholarships are typically awarded in a flat amount. If renewed, the amount will not change in subsequent academic years, despite any changes in the amount of tuition. Students may refer to the scholarship policies provided to all students at time of admission or consult the Graduate Financial Aid Office and the Law Admission Office for more details about the amount of earned scholarships.

The grade point average cutoff for scholarships will be determined by the official full-time class rankings in the manner set forth in [Section VIII](#) of this Handbook.

- **Appealing the Loss of a Conditional Scholarship:** Any student who wishes to appeal the loss of his/her conditional scholarship may do so by obtaining an appeal form from the Graduate Financial Aid Office. All appeals must be based on extraordinary circumstances and must be supported by appropriate documentation. All appeals must be submitted to the Graduate Financial Aid Office no later than July 15. A scholarship appeal cannot be used by students who did not receive a conditional scholarship upon admission to the Fowler School of Law or earn a conditional scholarship after their first academic year.

“Extraordinary circumstances” are sudden, unanticipated, and exceedingly rare circumstances or events that have a debilitating effect on the student’s ability to perform in their courses. “Appropriate documentation” is documentation from a disinterested third-party authority that is sufficiently relevant and complete to verify the circumstances presented in the student’s appeal. Additionally, students who

appeal must show that their cumulative GPA was close to reaching the requisite standard and that they would have succeeded in achieving the requisite standard (cumulative GPA of 2.900) but for the extraordinary circumstances.

Appeals will be decided by the Scholarship Committee, which may take up to two weeks to review. All decisions of the Scholarship Committee are final. When reviewing appeals, the Scholarship Committee will consider (a) whether the circumstances were extraordinary as defined above, (b) whether the documentation is appropriate as defined above, (c) the student's grades and cumulative GPA, and (d) the apparent likelihood of meeting the requisite standard of 2.900 cumulative GPA during the upcoming academic year.

Any changes to financial aid awards will be contingent on the types of funds available, eligibility policies, and regulations. After initial review, additional documentation may be required. Students waiting for an appeal decision should be fully prepared to assume responsibility for all course enrollment and account balance payment, regardless of the appeal decision.

- **Limits:** Merit-based tuition scholarship eligibility will be limited as follows:

JD Full-Time – Up to three years

JD Part-time – Up to four years

JD/MBA – Up to three years law scholarship, one year Business Scholarship

JD/MFA – Up to two and one-half years law scholarship, one and one-half year

Film Scholarship

LL.M. – Per terms listed in offer letter

Students who move from the JD full-time program to the part-time program will have their scholarship eligibility extended to four years and will receive the remainder of their scholarship promise divided over their remaining terms.

Students who move from the JD part-time program to the full-time program after their first year will have their remaining scholarship promise divided over their remaining terms.

If the scholarship was initially granted as a percentage of tuition, it would be applied as a percentage following the change in full-time/part-time status. If the scholarship was initially granted as a flat amount, a new flat amount would be determined (as described above) and would be applied consistently thereafter regardless of changes in tuition. All full- and part-time scholarships will be awarded in accordance with the time limits and other restrictions set forth in [Section II](#).

- **Scholarships Granted as a Percentage of Tuition or in a Flat Amount:** Conditional scholarships (whether awarded at the time of admission or earned at the end of a spring semester) may be granted either as a percentage of tuition or in a flat

amount. When renewed, scholarships initially granted as a percentage of tuition will be applied as a percentage of the tuition for the year in which it is awarded. When renewed, scholarships initially awarded as a flat amount will be applied consistently in the amount initially offered to the student, regardless of any changes in the cost of tuition.

- **For Students Enrolled in Joint JD and MFA/MBA**

- JD/MBA

Students receiving conditional scholarships and/or fellowships from the law school will have those scholarships and/or fellowships applied to the first, third and/or fourth years of the program according to the law school's scholarship policy in effect under the catalog year the student entered. Any scholarships awarded by the MBA program will be applied to the student's second year in the program. Thus, a joint degree student who is eligible for a renewed, earned, or increased law scholarship and/or fellowship after completion of their first JD year will have that scholarship and/or fellowship suspended during the second year of their program while the student engages primarily in MBA course work. The suspended/earned law scholarship and/or fellowship will be applied to the student's third year of JD study. Students are eligible to earn or increase a scholarship after the completion of their first year only.

The renewal/earning of a law scholarship and/or fellowship immediately after the first year will be based on the student's ranking within the law school cohort group with whom they entered.

Thereafter, law scholarship and/or fellowship awards will be based on the student's ranking within the JD cohort that entered after their first year.

- JD/MFA in Film and Television

Students receiving conditional scholarships and/or fellowships from the law school will have those scholarships and/or fellowships applied to the first, third and fourth years of the program according to the law school's scholarship policy in effect under the catalog year the student entered. Any scholarships awarded by the MFA program will be applied to the student's third through fifth term in the program. Thus, a joint degree student who is eligible for a renewed, earned, or increased scholarship after completion of their first JD year will have that scholarship and/or fellowship suspended during the third through fifth term of their program while the student is engaged in MFA coursework and paying MFA tuition rates. The suspended/earned scholarship and/or fellowship will be applied to the student's second term of the third year of JD study during any semester the student is being charged law school tuition rates (earning at least one-half law school residence credit).

Students are eligible to earn or increase a scholarship after the completion of their

first year only.

The renewal/earning of a law scholarship and/or fellowship immediately after the first year will be based on the student's ranking within the law school cohort group with whom they entered.

Thereafter, law scholarship and/or fellowship awards will be based on the student's ranking within the JD cohort that entered after their first year.

B. Other Scholarships Administered by the Law School

For more information about other scholarships administered by the Law School (in addition to the policies discussed above, where applicable), such as the First Generation Scholarship, Sam & Ash Scholarship (formerly Bergener Mirejovsky Scholarship), Distinguished Student Fellowship, or Fowler Book Award, please refer to the scholarship and/or fellowship policies provided to the recipient when the scholarship offer was initially made or please contact the Law Admission Office or the Graduate Financial Aid Office. All additional scholarship policies set forth below apply to such scholarships.

C. Additional Scholarship Policies

- **Overload Charges**

Students who receive permission from the Associate Dean of Academic Affairs to take more than 16 credit hours in a given semester will be charged additional tuition for each unit above 16 credit hours. This additional tuition is not covered by any scholarship granted by the Law School, and payment of the additional tuition is the responsibility of the individual student.

- **Summer Courses/Visiting/Study Abroad**

Scholarships may not be applied to courses taken during interterm, summer or at another institution. Scholarships may not be applied to any study abroad program.

- **Scholarship Revocation**

The University reserves the right to revoke any scholarship and/or fellowship if the student to whom a scholarship and/or fellowship is awarded is determined to have violated the Honor Code or the University Student Code of Conduct. If a student is suspended for one or more semesters as a result of a violation of the law school Honor Code or the University Student Code of Conduct and their scholarship and/or fellowship is not revoked as part of the conduct proceedings, the law school's Scholarship Committee shall determine whether the student's scholarship and/or fellowship shall continue upon reinstatement and, if so, under what terms, the scholarship and/or fellowship shall be continued.

- **Leave of Absence**

If a student is granted a leave of absence under [Section XI](#) of this Handbook, the student's scholarship and/or fellowship shall continue upon the student's return to the law school, unless the maximum number of semesters that the scholarship and/or fellowship can be applied has already been exhausted, in which case their scholarship and/or fellowship will not continue upon their return to law school. For example, merit-based tuition scholarships, First Generation Scholarships, and Distinguished Student Fellowships may be applied during fall and spring semesters for up to three years for full-time students and up to four years for part-time students; other limits may apply to these and other scholarships as set forth in [Section II](#). If a student takes a leave of absence after the date when tuition may be refunded under the University's Refund Schedule published on the University's website, then their scholarship will have already been applied for that semester. Students who receive a refund (or partial refund) of tuition for a term they received a scholarship may have the scholarship reduced accordingly. Percent scholarships will be adjusted to reflect the appropriate percentage of the new tuition charges. Flat scholarships will only be adjusted if they exceed the new tuition charge. Scholarships can never exceed tuition charges for any given term.

If a student with a conditional scholarship and/or fellowship takes a leave of absence during a semester when their scholarship and/or fellowship renewal would normally be determined and no grades are assigned due to the leave of absence, the renewal determination will be deferred until the end of the semester the student returns.

III. LIBRARY POLICIES

[The Hugh and Hazel Darling Law Library](https://www.chapman.edu/law/student-resources/library/index.aspx) (<https://www.chapman.edu/law/student-resources/library/index.aspx>) provides services and resources to help you succeed in law school and beyond. Please note the following policies:

- Students must show their Chapman University identification card to enter the law library. Guests must register at the circulation desk.
- On weekdays after 9 p.m. and on weekends, students must swipe their Chapman University identification card to enter the law library.
- Food and drinks are allowed within reason.

IV. LAW REVIEW MEMBERSHIP POLICIES

[The Chapman Law Review](https://www.chapman.edu/law/publications/chapman-law-review/index.aspx) (<https://www.chapman.edu/law/publications/chapman-law-review/index.aspx>) is published by law students, working with the guidance of a faculty advisor and the Law Faculty Advisory Committee. Members of the Editorial Board, who are third or fourth-year students, are primarily responsible for planning each volume and working with outside authors whose articles have been accepted by the Board for publication.

The following policies apply (please check the Chapman Law Review bylaws for comprehensive policies):

- Staff editors will be graded on one unit of academic credit awarded at the end of the editor's second semester on Law Review.
- Senior editors may receive up to three units of credit each semester during their senior year with the approval of the faculty advisor.
- Membership on the Law Review is open automatically to the top ten percent of the 1L students (both full and part-time) at the end of their first year.
- Membership may also be earned through a write-on competition. The write-on competition is open to any full or part-time student ranked in the top 11–40% of their class at the end of their first year.
- Space permitting, transfer students may also participate in the write-on competition, provided they were (a) eligible for the write-on competition at the law school they attended during their first year of study or (b) already invited to join the law review at the law school they attended during their first year of study. The burden is on the incoming transfer student to provide the Law Review with evidence of their eligibility to participate in the Law Review's write-on competition.

V. DIVERSITY AND SOCIAL JUSTICE FORUM JOURNAL POLICIES

[The Diversity and Social Justice Forum](https://www.chapman.edu/law/publications/diversity-social-justice/index.aspx) (<https://www.chapman.edu/law/publications/diversity-social-justice/index.aspx>) is a student-run publication at the Fowler School of Law, dedicated to providing a forum that can give expression and representation to a wide spectrum of progressive and diverse voices. Student members may receive academic credit (pass/fail) as a co-curricular activity. Journal Membership is determined by a write-on competition. The write-on competition is open to all rising 2 and 3L students with a minimum cumulative GPA of 2.8.

VI. DISABILITY ACCOMODATIONS

Chapman University is committed to providing support services to achieve equal access to the education experience. Disability Services (DS) approves and coordinates accommodations and services for students with disabilities at Chapman to help students acquire skills essential to achieve academic and personal success.

Registration with DS is on a voluntary, self-identifying basis. However, services are only available after a student has registered and presents current documentation of the disability from an appropriate specialist or physician. All information and documentation are confidential.

For general information on how to access [University Disability Services](https://www.chapman.edu/students/health-and-safety/disability-services/index.aspx):
<https://www.chapman.edu/students/health-and-safety/disability-services/index.aspx>

For a [policy overview, definitions, and specific policies and procedures for students with disabilities](https://www.chapman.edu/students/health-and-safety/disability-services/policy.aspx): <https://www.chapman.edu/students/health-and-safety/disability-services/policy.aspx>

VII. STUDENT COMPLAINTS

As an ABA-accredited law school, the Fowler School of Law is subject to the ABA Standards for Approval of Law Schools. The [ABA Standards](http://www.americanbar.org/groups/legal_education/resources/standards.html) may be found at
http://www.americanbar.org/groups/legal_education/resources/standards.html

Any student at the law school who wishes to bring a formal complaint to the administration of the law school of a significant problem that directly implicates the school's program of legal education and its compliance with the ABA Standards should do the following:

- Submit the complaint in writing to the Associate Dean for Academic Affairs or the Assistant Dean for Student Affairs. The signed, dated statement may be delivered as a hard copy or scanned and delivered via email.
- The writing should describe in detail the behavior, program, process, or other matter that is the subject of the complaint, and should explain how the matter implicates the law school's program of legal education and its compliance with a specific, identified ABA Standard(s).
- The writing must provide the name, official law school e-mail address, phone number, and street address of the complaining student, for further communication about the complaint.
- The administrator to whom the complaint is submitted will acknowledge the complaint within ten (10) business days of receipt of the written complaint. Acknowledgment may be made by e-mail, U.S. mail, or by personal delivery, at the option of the administrator.

- Within three weeks of acknowledgment of the complaint, the Associate Dean of Academic Affairs or the Assistant Dean for Student Affairs, or their designee, shall either meet with the complaining student, or respond to the substance of the complaint in writing. In this meeting or in this writing, the student should either receive a substantive response to the complaint, or information about what steps are being taken by the law school to address the complaint or further investigate the complaint. If further investigation is needed, when the investigation is completed, the student shall be provided either a substantive response to the complaint or information about what steps are being taken by the law school to address the complaint within three weeks after completion of the investigation.
- Appeals regarding decisions on complaints may be taken to the Dean of the law school. Any decision made on appeal by the Dean shall be final.
- A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the office of the Assistant Dean for Student Affairs until the subsequent re-accreditation review by the ABA. Such reviews occur every seven years.
- The law school shall not in any way retaliate against an individual who makes a complaint under this section, nor permit any faculty member, administrator, employee or student to do so.
- This policy is not applicable to situations where another policy applies, including, but not limited to, the Harassment, Discrimination, and Sexual Harassment Policy, Honor Code violations, and violations of the University Student Conduct Code.

VIII. HONOR CODE

Students are subject to the [Fowler School of Law Honor Code](https://www.chapman.edu/Law/_files/students/fsol-honor-code.pdf) set forth in full here:
https://www.chapman.edu/Law/_files/students/fsol-honor-code.pdf

IX. UNIVERSITY CONDUCT CODE

All law students should review the [Chapman University Conduct Code](https://www.chapman.edu/students/policies-forms/student-conduct/index.aspx) and conform their behavior to the terms contained in that Code: <https://www.chapman.edu/students/policies-forms/student-conduct/index.aspx>

The University's Conduct Code is incorporated herein its entirety.

X. HARRASSMENT, DISCRIMINATION, AND SEXUAL MISCONDUCT

Chapman University is committed to creating and maintaining a community where all individuals who participate in University programs and activities can achieve their academic and professional aspirations free from harassment and discrimination, including sexual harassment.

In furtherance of the University's commitment in maintaining an environment that encourages an educational and work environment free from all forms of prohibited discrimination and harassment, the University's administration, faculty, staff, and students are each responsible for creating and maintaining an environment conducive to work, study, and learning and for cooperating with University Officials who investigate allegations of policy violations. Harassment and discrimination, in any form prohibited by this policy, impedes the realization of the University's mission to provide an education of distinction in a dignified and respectful learning environment.

When the University becomes aware that a member of the University community may have been subjected to discrimination and/or harassment based upon their protected class, the University will take prompt action reasonably intended to stop any form of harassment, discrimination, and/or related retaliation, eliminate any hostile environment, prevent its recurrence and as appropriate, remedy its effects.

A complete copy of [Chapman University's Harassment, Discrimination, and Sexual Harassment Policy](https://www.chapman.edu/law/student-resources/discrimination-policies.aspx) may be viewed at <https://www.chapman.edu/law/student-resources/discrimination-policies.aspx>

XI. POSTING OF SIGNS

The Fowler School of Law does not permit the display of hardcopy flyers anywhere in the building (this includes but is not limited to classrooms, bulletin boards, doors, or lockers). The primary means of event communication is display of electronic flyers on the TVs in the student lounge and the 3rd floor, as well as in the weekly newsletter.

XII. ANIMAL POLICY

Dogs and other animals are not permitted in Kennedy Hall unless they are designated as service animals or as an accommodation through the Office of [Human Resources](https://www.chapman.edu/faculty-staff/human-resources/index.aspx) (<https://www.chapman.edu/faculty-staff/human-resources/index.aspx>) or [Disability Services](https://www.chapman.edu/students/health-and-safety/disability-services/index.aspx) (<https://www.chapman.edu/students/health-and-safety/disability-services/index.aspx>). This policy will remain in place unless and until a uniform University policy regarding dogs and animals in campus buildings is implemented.

XIII. CORONAVIRUS GLOBAL PANDEMIC (COVID-19) SPECIAL POLICIES

A. Grading, Scholarship, and Other Policies

- The Fowler School of Law faculty voted to make temporary changes to grading, scholarship, and other policies during the spring 2020 semester. Full details were communicated via a Responses to Frequently Asked Questions Regarding the Fowler School of Law Special Grading Policy for Spring 2020 (“FAQ”) document sent to all students. [See Section II of the Appendix](#) for the FAQ. The policies outlined in the FAQ supersede conflicting and/or inconsistent provisions in the Student Handbook for the time period(s) contemplated by the policies in the FAQ.

B. Return to Campus

- Chapman University and the Fowler School of Law have policies in place related to COVID-19 to promote the health and safety of our campus and community. Access to campus and campus resources will depend on a variety of factors including state and local regulations and guidelines as well as University and Law School policies.
- Students are expected to abide by all guidelines and policies put forth by the University and the Law School as communicated via the CU Safely Back website, signage, emails and other written communications, and as otherwise communicated by faculty, staff, or administration.
- Planning is extremely fluid during the pandemic, and schedule, class format/delivery, instructors, or other matters, are subject to change.

APPENDIX

I. ABA STANDARD 310

In 2014, the ABA adopted the federal definition of a credit hour as required by the Department of Education. Pursuant to ABA Standard 310, a credit hour must reasonably approximate “not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per 15 weeks, or the equivalent amount of work over a different amount of time.”

Academic activities such as field placement, clinical, and co-curricular courses must entail “at least an equivalent amount of work.” For purposes of this Standard, 50 minutes suffices for one hour of classroom or direct faculty instruction. An “hour” for out-of-class student work is 60 minutes. At a minimum, students must complete 42.5 hours for one unit of credit; 85 hours for two units of credit; 127.5 hours for three units of credit; and 170 hours for four (4) units of credit.

A. PART I: Revised Credit Hour Policy

Credit Hour Requirements

Under the Fowler School of Law's semester system, one credit hour is granted for 50 minutes of classroom or direct faculty instructional time per week, multiplied by 15, and at least 120 minutes of additional out-of-class student work each week, or an equivalent amount of work for other courses and activities, multiplied by 15. The standard course extends over a 14-week semester, followed by a two-week final examination period. Courses or other credit-bearing activities that occur over a different time period must incorporate the same total amount of instructional time and additional assigned work per credit hour as a standard course. At a minimum, students must complete 42.5 hours for one unit of credit, 85 hours for two units of credit, 127.5 hours for three units of credit, and 170 hours for four units of credit.

J.D. credit is earned if a student receives a grade of 0.7 or above or a Pass/HiPass grade.

B. PART II: Determination of Credit Hours

The Fowler School of Law maintains a 14-week semester followed by a two-week exam period. Summer term consists of a seven-week term followed by a one-week exam period. At a minimum, students must complete 42.5 hours for one unit of credit, 85 hours for two units of credit, 127.5 hours for three units of credit, and 170 hours for four units of credit.

- Courses that require a written final exam (in class or take home) are scheduled for 50 minutes per credit hour multiplied by 14, regardless of the length of term. Instructors assign at least 120 minutes per credit hour, multiplied by 15, of out-of-class work for students to complete over the course of the term. All in-class final exams are

scheduled for a minimum of 120 minutes and a maximum of 210 minutes. Take home examinations that are scheduled during an exam period shall be scheduled for a minimum of eight hours (480 minutes). Time dedicated to a final examination can count towards the total required hours of instructional time.

- Legal Analysis, Writing, and Research I and II are scheduled for at least 45 minutes of classroom instruction or direct faculty instruction via individual conferences, multiplied by 12, and a minimum of 155 minutes of out-of-class work per credit hour per week, multiplied by 13, including research, completion of drafts of writing projects, and preparation for oral argument. The combined time per credit hour equals at least 42.5 hours of instructional time and student work over the course of the term.
- Courses not requiring a final exam (other than LAWR I & II and clinical courses) are scheduled for 50 minutes per credit hour multiplied by 14. Instructors assign at least 135 minutes per credit hour per week, multiplied by 14, of out-of-class work for students to complete over the course of the term. The combined time per credit hour equals at least 42.5 hours of instructional time and student work over the course of the term.
- Credit for Clinical Courses may be awarded for 50 minutes of classroom or direct faculty instructional time or for 60 minutes of out-of-class student work preparing for and performing clinic work, preparing for class, and completing class assignments or other academic work related to the course assigned by the supervising faculty member. Clinical faculty members can determine the overall number of hours of each type of work required for each unit of credit for their clinical courses, but they must include a classroom component as per ABA Standard 304. At a minimum, students must complete a total of 42.5 hours for one unit of credit, 85 hours for two units of credit, and 127.5 hours for three units of credit.
 - Students enrolled in clinical courses must complete required hours and submit time keeping records in accordance with clinic practices. Credit may be withheld for any student who fails to comply.
- Students may receive credit to the extent allowed by ABA Standards for distance learning courses that are in compliance with ABA Standards. Distance learning courses for which the Fowler School of Law students receive credit, whether offered in synchronous or asynchronous format, or a combination, shall require at least 42.5 hours of instructional time and student work per unit of credit per week over a fifteen-week period.
- Students may receive credit for approved externship placements. To satisfy Standard 310, students must complete at least 42.5 hours of fieldwork for each credit. Students must complete and submit daily time-reporting logs, regular progress reports, and final reports to the field supervisor and Director of Externships, in accordance with established externship policies. Credit may be withheld for any student who fails to

comply.

- Students may receive credit for approved competitions. At a minimum, students must complete 85 hours for two units of credit or 127.5 hours for three units of credit. Credit is granted for engaging in practice sessions, preparation alone and with teammates, research, preparing briefs and other material for the competition, and participating in actual competition(s).
- All participants in competitions who seek credit must register for credit through the Competitions course.
- Students seeking such credit shall submit detailed timesheets to the designated supervising faculty member. Credit may be withheld for any student who fails to comply.
- Students may receive credit for serving on approved journals per the Handbook. Students shall submit detailed timesheets to the journal's Faculty Advisor every two weeks. For each unit of credit, students must complete a minimum of 42.5 hours of journal-related work. Credit may be withheld for any student who fails to comply.
- Students may receive credit for Directed Research for up to three credits. For each unit of credit, students must complete a minimum of 42.5 hours of research and writing work. Students shall submit detailed timesheets to their supervising faculty member every two weeks. Credit may be withheld for any student who fails to comply.

C. PART III: Procedures for Determination of Hours of Out-of-Class Student Work

- For classes that require attendance in regularly scheduled classroom sessions or direct faculty instruction, course instructors shall require outside student work that reasonably approximates a minimum of 120 minutes per course credit hour per week, multiplied by 15. That outside work may include, but is not limited to: reading assignments, case briefing, written assignments, solving problem sets, participating in out-of-class simulations and role-playing exercises that help students develop lawyering competencies, research assignments, posting to an online discussion board, court or other observations, conferences with the instructor, and other work that assists in comprehension of course content such as outlining and studying for quizzes, midterms and final examinations.
 - Academic literature indicates that a skilled adult reads an average of 5-40 casebook pages per hour, depending on the density of the text, the difficulty of the material (number of new concepts), and the competency expected (to skim,

understand or engage).² These reading time estimates do not include additional work expected of the student, including but not limited to rereading material for comprehension, briefing cases, additional reading of treatises and course-related material, outlining, practice questions and examinations, CALI exercises, and participation in study groups and review sessions. All expected out-of-classroom work should be considered when measuring the amount of time necessary per credit hour.

- Readings and other assignments shall be indicated on the course syllabus.
- **Initial Review Process:** All faculty members are required to fill out the ABA Standard 310 Compliance form for each course and to append it to their syllabi for submission to the Associate Dean of Academic Affairs in the 2017-2018 academic year. Courses not offered in the 2017-2018 academic year will undergo initial review the next time they are offered.
- **Periodic Review Process:** After the initial review process, all course instructors shall submit their course syllabi consistent with university policy. In so doing, a course instructor certifies that outside work for the course meets the requirements of Standard 310(b)(1).
 - The Associate Dean for Academic Affairs shall keep all course syllabi on file and review them on a regular basis to determine whether assignments of outside work comply with Standard 310(b)(1).

D. PART IV: New Course Approval Process

All new courses will utilize the New Course Proposal Application form. This form requires proponents to justify the amount of credit requested, including a description of both classroom hours and the estimated out-of-classroom work. The curriculum committee must assess this information when determining how many credit hours should be granted for the course or other academic activity.

² See, e.g., Rice Center for Teaching Excellence, *How Much Should We Assign? Estimating Out of Class Workload*, available at <http://cte.rice.edu/blogarchive/2016/07/11/workload>. See also the Course Load Estimator tool, available at <http://cte.rice.edu/workload>.

E. APPENDIX

Credit Hour Time Requirements

Number of Credits	Classroom or Direct Faculty Instruction (including time spent taking examinations)	Out-of-Class Hours (50-minute hours)
1	12.5	30
2	25	60
3	37.5	90
4	50	120

*Not all courses are required to have this amount of “seat time,” but all courses must meet the overall total hours required for credit granted.

II. FREQUENTLY ASKED QUESTIONS REGARDING THE FOWLER SCHOOL OF LAW SPECIAL GRADING POLICY FOR SPRING 2020

The following FAQ was sent to all law students enrolled in the Spring 2020 Semester, setting forth the temporary changes to grading, scholarship, and other policies determined by the faculty.

This document addresses questions about how the mandatory High Pass/Pass/Fail temporary grading policy for Spring 2020 will work, including a number of questions raised by faculty and students in the course of providing input on grading changes. We hope to send out guidance about the administration and timing of final exams next week. This document specifically addresses how grading and policies based on year-end GPAs will operate. Please read this document carefully as it is intended to answer the most common questions students will have regarding the new policy. If your questions about grading are not addressed below, please contact Associate Dean Marisa Cianciarulo at cianciar@chapman.edu.

In addition, if you have particular needs or challenges that require individualized support, please consult the Student Handbook and contact Associate Dean Amy Rogan-Mehta, who is temporarily handling such requests while Assistant Dean for Student Affairs, Nidhi Vogt, is on leave. Dean Rogan-Mehta can be reached at roganmehta@chapman.edu or 714-628-2509. For questions about accommodations, you may contact the Office of Disability Services or Dean Cianciarulo. You can reach the Office of Disability Services at 714-516-4520 or www.chapman.edu/disabilities, and you can reach Dean Cianciarulo at cianciar@chapman.edu or 714.628.2612.

The Chapman Family is here to support you, and we draw your attention to the various resources available to you on the University’s Coronavirus student resources webpage, <https://news.chapman.edu/coronavirus-students/>, and to the information in the emails that you have received and will continue to receive from the Dean and the University Administration.

A. **What Courses Are Subject To The Mandatory High Pass/Pass/Fail Grading for Spring 2020?**

All courses (including clinics and Directed Research projects) at the Fowler School of Law are subject to the mandatory High Pass/Pass/Fail grading system as described further below.

B. **What Courses Will Be Grading Under Normal Grading Rules?**

None. The policy has no exceptions.

C. **How Will High Pass/Pass/Fail Grades Affect Things Like Calculating GPA, Ranking, Scholarship Renewal, And Academic Standing?**

- **Cumulative GPA**

The Spring 2020 grading system will not impact your current GPA unless you fail a course this semester.

Students who receive entirely “High Pass” or “Pass” in their Spring 2020 courses will retain their existing cumulative GPA based on all final grades for all semesters through Fall 2019. In other words, students who receive a “High Pass” or “Pass” in all Spring 2020 courses will see no change in their GPA.

Students who receive a “Fail” in a course in Spring 2020 will see a “zero” recorded on their transcript for that course, and this will be calculated as a failing grade (0.0) in their cumulative GPA.

- **Ranking**

First-year students will not be ranked at the end of this academic year. First-year students will be officially ranked at the end of the Fall 2020 semester based on their cumulative GPA.

Upper-division students’ rank will be based on all grades through the end of Fall 2019 (along with any failing grades received in Spring 2020). Continuing students will then have their rank updated based on Fall 2020 grades.

- **Academic Dismissal**

Under the normal grading system, academic dismissal is determined based on year-end, cumulative GPA. Because the change to a mandatory High Pass/Pass/Fail grading system impacts a student’s ability to improve their cumulative GPA, any determination of dismissal will be delayed until the end of the Fall 2020 semester.

Students who would have been academically dismissed based on their GPA standing as of the end of Spring 2020 will be required to meet with the Assistant Dean of Student Affairs and the Director of Academic Achievement before the fall semester begins and will be subject to academic probation policies.

Students on academic probation following the Fall 2019 semester will remain on academic probation for the Fall 2020 semester. Students whose cumulative GPA drops below 2.0 due to one or more failing grades in Spring 2020 will also be placed on probation for Fall 2020.

- **Academic Achievement Program**

Under our normal grading policy, students who do not maintain a cumulative GPA of 2.3 or higher are required to participate in the Law School's Academic Achievement Program. Students with a cumulative GPA below 2.3 after the Fall 2019 semester (including any grades of "Fail" received in Spring 2020) must schedule a meeting with the Director of the Academic Achievement Program, to determine what participation is required.

- **Required Courses for 2L and 3L courses based on cumulative GPA thresholds**

Under the normal grading system, the Student Handbook identifies certain courses that students must take as 2Ls and 3Ls based on their cumulative GPA at the end of their first year. In light of the move to a mandatory High Pass/Pass/Fail grading system for Spring 2020 courses, all such determinations (except for the Legal Writing Skills requirement) will be based on the students' GPA as of the end of the Fall 2019 semester, including any grades of "Fail" during Spring 2020.

- **Legal Writing Skills** – Students with a grade of 1.9 or lower in LAWR I during Fall 2019, students who fail LAWR II in Spring 2020, and any other students whom the LAWR faculty identify as needing additional legal writing work must take the Legal Writing Skills course during their second year of study.

- **Scholarship Renewal**

Students receiving conditional scholarships normally must achieve a minimum cumulative GPA of 2.9 at the end of the spring semester to maintain their scholarship. However, this year, retention determinations will be deferred until after the Fall 2020 semester, and thus all conditional scholarships awarded for the Spring 2020 semester will be renewed for the Fall 2020 semester. Students with conditional scholarships must have a cumulative GPA of 2.9 or higher at the end of the Fall 2020 semester to maintain their scholarship for the Spring 2021 semester and thereafter. Conditional scholarships include Merit-based Scholarships, Distinguished Student Fellowships, and First Generation Scholarships.

Determinations for increasing or earning a Merit-based Scholarship will also be deferred until the end of Fall 2020. Current first-year students who qualify for an earned or increased scholarship after the Fall 2020 semester will have their scholarship applied beginning in the Spring 2021 semester.

1L recipients of a Sam & Ash Scholarship (formerly Bergener Mirejovsky Scholarship) will have this scholarship renewed for the Fall 2020 semester. The Sam & Ash Scholarship's good standing requirement will be evaluated at the end of the Fall 2020 semester.

Other Law School scholarship policies not addressed here are still in effect.

- **Qualification for the Law Review**

In light of this temporary change in the grading system for all courses, updated guidelines will be established regarding policies and procedures for determining new membership on Law

Review. The Law School will notify students soon about the new policies and procedures.

D. **How Will Mandatory High Pass, Pass, Or Fail Be Determined? What Thresholds Will Professors Use And Will This Involve The Application Of A Curve?**

The Law School's grading curve is suspended for Spring 2020. Instead, Professors will assess the individual performance of every student based on a mandatory High Pass/Pass/Fail system using the following equivalent values:

- **High Pass** – equivalent to a grade of 3.3 or higher. The number of students receiving a grade of High Pass in any class cannot exceed 30% of the total number of students in that class.
- **Pass** – equivalent to a numeric grade range of 0.7 to a 3.2.
- **Fail** – equivalent to any grade below a 0.7. Professors are not required to assign a minimum number of failing grades in their classes.

Even under a mandatory High Pass/Pass/Fail grading system, the Law School is committed to continuity of learning and the achievement of course-level outcomes, and we trust that students are equally committed. Policies requiring attendance and participation remain in effect. In addition, a grade of High Pass/Pass/Fail will be based on students' performance on required course assessments, including the final exam where applicable.

If a student receives a "Fail" grade in a required course, the student will be required to retake the course pursuant to the Student Handbook.

E. **Will It Be Clear On My Transcript Why I Am Not Receiving Numeric Grades This Semester?**

Yes. All transcripts will have a prominent notation making clear that the Law School implemented a temporary, mandatory High Pass/Pass/Fail system for Spring 2020 courses due to the COVID-19 pandemic.

F. **Will High Pass/Pass Units Count Towards the Maximum Number of Ungraded Units We Are Allowed To Take?**

No. The Law School requires a minimum number of graded units for graduation, which effectively limits the number of non-graded units that students can take. Spring 2020 semester courses that were originally designated to receive a letter grade will be deemed “letter-graded units” for purposes of satisfying the minimum graded units for graduation.

Courses that were originally designed to be ungraded credits are subject to the normal rules governing ungraded units.

G. **I Am Planning To Complete the Upper Division Practice-Oriented Writing Requirement This Semester, Does The Mandatory High Pass/Pass/Fail Impact My Ability To Do So?**

No. As long as students receive a “High Pass” or “Pass” in these courses, they will satisfy the practice-oriented writing requirement. If a student receives a “Fail,” they will not satisfy the requirement.

H. **How Will The Mandatory High Pass/Pass/Fail Grading System Affect Student Honors At Graduation?**

For Spring 2020 graduates, graduation honors based on class rank will be determined based on the class rank and cumulative GPA of graduating students at the end of Fall 2019 (including any grades of “Fail” received in Spring 2020). For the Spring 2020 graduates only, the cum laude designation threshold will be expanded to the top 20 percent.

Graduation awards voted on by the faculty will consider the entirety of a students’ performance, including but not limited to GPA, and will therefore not be affected.

For future graduating classes, graduation honors based on class rank will be determined based on the class rank and cumulative GPA of the graduating students at the end of their final semester as set forth in the Student Handbook.