



SCHOOL OF LAW  

---

UNIVERSITY of CALIFORNIA • IRVINE

**J.D.**  
**ACADEMIC RULES, STANDARDS,  
AND PROCEDURES**

ACADEMIC YEAR 2017 - 2018

*Students are responsible for reading and knowing the rules.*

# TABLE OF CONTENTS

<b>I.</b>	<b>GRADUATION REQUIREMENTS .....</b>	<b>1</b>
<b>A.</b>	<b>First-Year Courses:.....</b>	<b>1</b>
<b>B.</b>	<b>Minimum Grade-Point Average:.....</b>	<b>1</b>
<b>C.</b>	<b>Total Unit Requirement: .....</b>	<b>1</b>
<b>D.</b>	<b>Types of Semester Units: .....</b>	<b>1</b>
<b>E.</b>	<b>Minimum Enrollment Requirement: .....</b>	<b>2</b>
<b>F.</b>	<b>Upper-Level Writing Requirement: .....</b>	<b>2</b>
<b>G.</b>	<b>Upper-Level Clinical Requirement: .....</b>	<b>3</b>
<b>H.</b>	<b>Transfer Students:.....</b>	<b>4</b>
<b>I.</b>	<b>Seven-Year Rule:.....</b>	<b>4</b>
<b>J.</b>	<b>Posthumous Degree:.....</b>	<b>4</b>
<b>K.</b>	<b>Posthumous Certificate: .....</b>	<b>5</b>
<b>L.</b>	<b>Special Academic Requirements.....</b>	<b>5</b>
<b>II.</b>	<b>ENROLLMENT POLICIES .....</b>	<b>5</b>
<b>A.</b>	<b>Course Load Requirements and Limits:.....</b>	<b>5</b>
<b>B.</b>	<b>Procedures for Adding a Course: .....</b>	<b>6</b>
<b>C.</b>	<b>Procedures for Dropping a Course: .....</b>	<b>6</b>
<b>D.</b>	<b>Procedures for Changing the Grading Option:.....</b>	<b>7</b>
<b>E.</b>	<b>Auditing Law Courses: .....</b>	<b>8</b>
<b>F.</b>	<b>Non-Law Student Enrollment in Law School Courses:.....</b>	<b>8</b>
<b>G.</b>	<b>Individual Research and Individual Project Rules:.....</b>	<b>10</b>
<b>H.</b>	<b>Courses with Time Conflicts: .....</b>	<b>10</b>
<b>I.</b>	<b>Credit for Non-law Courses Taken Outside the UCI School of Law: .....</b>	<b>10</b>
<b>J.</b>	<b>Credit for Law Courses Taken at Other Accredited Law Schools: ...</b>	<b>11</b>
<b>K.</b>	<b>Credit for Summer School Courses: .....</b>	<b>11</b>
<b>L.</b>	<b>Attendance at Classes: .....</b>	<b>11</b>
<b>M.</b>	<b>Enrollment Preference.....</b>	<b>12</b>
<b>III.</b>	<b>EXTERNSHIP POLICIES.....</b>	<b>12</b>

A.	Part-time Summer Externships: .....	13
B.	Part-Time Academic Year Externships: .....	13
C.	Full-Time Academic Year Externships:.....	13
D.	Second Externships: .....	14
IV.	EXAMINATION POLICIES .....	15
A.	Exam Procedures and Guidelines for Conduct During Exams: .....	15
B.	Postponement of Scheduled Exams: .....	17
C.	Options When Exams or Portions Thereof Are Lost: .....	18
D.	Revocation of the Right to Take Examination, Submit a Final Paper, or Participate in or Receive Credit for Other Graded Class Activities for Unsatisfactory Attendance:.....	18
V.	INCOMPLETE COURSES.....	19
A.	Procedures for Requesting an Extension: .....	19
B.	Deadlines for Completing Incomplete Work:.....	20
C.	Coursework Completed Within the Extended Deadline: .....	20
D.	Failure to Complete the Coursework Within the Extended Deadline: 21	
VI.	COMPLETION OF YEAR-LONG FIRST YEAR COURSES.....	21
A.	Failure to Complete Second Semester of a Year-Long First-Year Course Next Offered as a Two-Semester Course: .....	21
B.	Failure to Complete Second Semester of a Year-Long First-Year Course Next Offered as a One-Semester Course: .....	22
C.	Failure to Complete Semester-Long First-Year Course Next Offered as a Two-Semester Course: .....	23
VII.	GRADES AND GRADING POLICIES.....	23
A.	Anonymous Grading System: .....	23
B.	Grading Scale: .....	23
C.	Required Median in Upper Level Courses: .....	23
D.	First-Year Required Median and Grade Distributions:.....	24
E.	A+ Grades: .....	25
F.	Requests for Exceptions: .....	25
G.	Points for Class Performance/Participation: .....	25

H.	Year-Long Courses:.....	26
I.	Credit/No Credit: .....	27
J.	Courses with Grades of Incomplete: .....	28
K.	Grade Changes: .....	28
L.	Honors and Class Ranking:.....	28
M.	Calculation of Grade Point Averages:.....	29
N.	Retaking Courses: .....	30
O.	Submission of Grades: .....	31
P.	Information about Grade Distributions: .....	32
Q.	Information About Course Evaluations: .....	32
VIII.	ACADEMIC PROBATION AND DISQUALIFICATION .....	32
A.	Minimum GPA to Receive J.D. Degree:.....	32
B.	Academic Probation:.....	32
IX.	VOLUNTARY WITHDRAWAL AND READMISSION .....	33
A.	First-year, first-semester students: .....	33
B.	First-year, second-semester students with a grade point average of 2.5 or above: .....	34
C.	First-year, second-semester students with a grade point average below 2.5: .....	34
D.	Second- or third-year students: .....	35
E.	Effect on Degree Time Limit:.....	35
F.	Voluntary Withdrawal and Readmission: .....	35
X.	LIMITS ON EMPLOYMENT DURING ACADEMIC YEAR.....	35
XI.	GRANTING OF EXCEPTIONS; AMENDING OR CHANGING THE RULES..	36
	APPENDICES .....	36
1.	PRO BONO POLICY: .....	36
2.	RECORDING CLASS LECTURE POLICY: .....	37
3.	LAW SCHOOL, UNIVERSITY, AND CAMPUS POLICIES: .....	38

# **ACADEMIC RULES, STANDARDS, AND PROCEDURES**

The School of Law of the University of California, Irvine (“School of Law”), is committed to instilling in its students the highest standards of integrity and professionalism. It is our expectation that law students will consistently conduct themselves in a manner characterized by civility and professionalism.

All law students are responsible for familiarizing themselves with and abiding by the rules and standards contained in all applicable policies of the University of California and the University of California, Irvine campus. (See Appendix 3 below.)

## **I. GRADUATION REQUIREMENTS**

The candidate for the degree of Juris Doctor (“J.D.”) must pursue resident (full time) law school study for at least six semesters, and satisfactorily comply with the following:

**A. First-Year Courses:**

Each degree candidate must successfully complete all courses offered as part of the first-year curriculum or their substantial equivalent (comprising 33 units).

**B. Minimum Grade-Point Average:**

Each degree candidate must maintain a minimum grade-point average of 2.5.

**C. Total Unit Requirement:**

Each candidate must earn a total of 86 semester units.

**D. Types of Semester Units:**

1. Each candidate must earn a minimum of 68 units in regularly-scheduled law school classes. (A candidate may earn more than 68 units in this type of class as well.) Regularly scheduled law school classes include:
  - a. School of Law courses and seminars, including courses cross-listed at the Law School, but originating in another school or department in the University;

- b. School of Law clinics and clinical placements approved by the Associate Dean for Clinical Education and Service Learning;
  - c. Credits (limited) from study at another ABA-approved law school;
  - d. Credits (limited) from study in an approved foreign exchange program.
2. Each candidate may also earn up to 18 semester units in non-regularly scheduled classes at the School of Law and/or in non-law-school classes with prior approval. (A candidate may earn more than 18 units in this category so long as s/he has earned a minimum of 68 units in regularly-scheduled law school classes.) These include:
- a. Independent study work;
  - b. Non-law classes;
  - c. Research fellowships;
  - d. Externships (other than those deemed to meet the Law School's clinical requirement);
  - e. Designated Advanced Clinics (see Course Catalogue for designations).

**E. Minimum Enrollment Requirement:**

Each degree candidate must maintain a minimum course load requirement of 12 units each term. In extraordinary circumstances, a student may request a reduced course load as a disability accommodation. In collaboration with the UC Irvine Disability Services Center, and with the written permission of the Assistant Dean for Student Services, an accommodated student may enroll in a minimum of 10 or 11 units in a term.

**F. Upper-Level Writing Requirement:**

1. Students must complete at least one major writing project, substantial research paper, or equivalent number of smaller writing projects with frequent feedback from a faculty member. This might include seminars, independent studies, or other work, so long as it involves substantial original analysis and research, multiple drafts, and is certified by the faculty

member as meeting this requirement. The supervising instructor must certify to the Law School Registrar that a project sufficiently meets the Upper Level Writing Requirement by the first business day in October for students graduating in the fall and the first business day in February for the students graduating in the spring. Independent study courses may fulfill the writing requirement; students may receive from 1 to 3 units of credit as agreed to in advance by the instructor.

*Effective with the class entering in or after August 2016:*

Students may not fulfill the writing requirement through a course that fulfills the Law School's Clinical Requirement or Professional Responsibility Requirement.

2. If a student has an Incomplete in a course that fulfills the upper-level writing requirement the student must satisfactorily complete the course work within the time limits stated in V.B. below. Students who fail to meet the deadline will receive no credit for the course and the Incomplete will be transformed to the letter grade of "F" and will be so recorded on the student transcript.
3. At the completion of the first year Lawyering Skills course at the School of Law, students will have a meeting with their professor in which the students will receive advice as to the type of writing assistance they need and as to approaches they should consider in meeting their upper-level writing requirement.
4. Students are strongly encouraged to develop a portfolio over the course of law school, which will include all of their major written work and other forms of presentation as appropriate. The School of Law will assist students in the preparation of these portfolios.

**G. Upper-Level Clinical Requirement:**

1. Students are required to complete at least one semester of clinical education, either in a School of Law clinic or at a

clinical placement that is approved to meet this requirement by the Associate Dean for Clinical Education and Service Learning.

2. This shall involve a live-client or other real life practical experience, appropriately supervised and designed to encourage reflection by students on their experiences and on the values and responsibilities of the legal profession, and the development of the student's ability to assess his or her performance and level of competence.
3. Clinics may designate prerequisite courses which must be completed in advance of the clinical experience.

**H. Transfer Students:**

Each candidate who is admitted as a transfer student to the School of Law after completion of the first year of law school at another ABA-accredited law school must have satisfied the School of Law requirements for graduation or their substantial equivalents. The Assistant Dean for Student Services shall determine whether classes taken at another law school are sufficient to meet the School of Law graduation requirements and, if not, what courses a transfer student must complete in order to be able to graduate. A student entering the Law School as a transfer student must fulfill the degree requirements that apply to the expected graduating class that the student is joining.

**I. Seven-Year Rule:**

Each candidate must complete satisfactorily all School of Law requirements within a maximum of seven years. The seven years are measured from enrollment in law school for the first time and up to graduation.

**J. Posthumous Degree:**

On the recommendation of the faculty and the Dean of the Law School, a posthumous degree will be awarded if a deceased student:

1. Had a cumulative grade point average of 2.5 or higher, and
2. Had earned 72 units of credit.



**K. Posthumous Certificate:**

On the recommendation of the faculty and the Dean of the Law School, a posthumous certificate will be awarded if a deceased student matriculated at the School of Law but earned fewer than 72 units of credit.

**L. Special Academic Requirements**

A student whose cumulative first-year grade point average is below 3.1 must successfully complete two designated courses designed to improve legal analysis and writing skills during the student's second year of law school, one in the fall semester and one in the spring semester. If a student does not successfully complete the two courses during his or her third and fourth semesters, the student will be permitted to re-take the courses during his or her fifth and or sixth semester. All students whose first-year grade point average was below 3.1 must successfully pass both courses in order to graduate.

A student whose cumulative first-year grade point average is 3.1 or above may be strongly encouraged to take one or both of the designated courses at the discretion of the Assistant Dean for Student Services.

**II. ENROLLMENT POLICIES**

**A. Course Load Requirements and Limits:**

Each first-year student is required to take the full schedule of required first-year courses, and may not enroll in additional units of instruction. Each second- and third-year student is required to undertake a minimum of 12 units per semester and may not take more than 16 units per semester without the written approval of the Dean of Students. The ABA currently limits students to a maximum of 17 units per semester.

1. A “credit hour” is an amount of work that reasonably approximates:
  - a. Not less than one hour 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 (See also [ABA Standard 310, Interpretations 310-1 and 310-2](#)); or
  - b. At least an equivalent amount of work as required in II.A.1.a. for other academic activities, including Independent Study, simulations, externships, field placements, clinical and other academic work for which units of credit are awarded.

**B. Procedures for Adding a Course:**

1. Standard Term Courses: The deadline for adding a law school course is noon on Friday of the second full week of the semester. After the Add Deadline has passed, a course may be added only between the third and end of the sixth full week of class. The request must be approved in writing by the course instructor and approved in writing by the Assistant Dean for Student Services. Students who add a standard term course between the third and sixth full week of the semester will be assessed a fee. After noon on Friday of the sixth full week, students can no longer enroll in a standard term course offered that semester.
2. Classes That Begin After the Sixth Week of the Standard Term: The deadline for adding a law school course that begins after the sixth week of the semester will be determined by the Assistant Dean for Student Services. The deadline will be published in the law school catalogue and announced in writing to the student body. The request to add the course must be made in writing to the Assistant Dean for Student Services. Students who add the course after the sixth full week of the semester will be assessed a fee.

**C. Procedures for Dropping a Course:**

1. Standard Term Courses: The deadline for dropping a semester-long law school course is noon on Friday of the second full week of the semester. Faculty may set an earlier deadline to drop a class; the earlier deadline must be published in both the Course Catalogue and

in the class syllabus. If an earlier deadline is set, it is a violation of the Law School Honor Code to drop a class after that deadline without written permission from the instructor and the Assistant Dean for Student Services.

2. After the second full week of the standard term semester has passed, a standard term course may be dropped only between the third and end of the sixth full week of class. The request must be approved in writing by the course instructor and approved in writing by the Assistant Dean for Student Services. Students who drop a standard term course between the third and sixth full week of the semester will be assessed a fee.
3. After noon on Friday of the sixth full week, students can no longer drop a standard term course offered that semester.
4. First-year students cannot drop a class except in extraordinary circumstances as determined by and with the permission of the Assistant Dean for Student Services.
5. Short-Session Courses: The deadline for dropping an upper-level law school course offered during the short-session is 9:00 a.m. on the second day of short-session instruction. Students cannot drop a short-session course after the second day of short-session instruction except in extraordinary circumstances as determined by and with the permission of the Assistant Dean for Student Services.
6. Courses That Begin After the Sixth Week of the Standard Term: The deadline for dropping a law school course that begins after the sixth full week of the semester will be determined by the Assistant Dean for Student Services. The deadline will be set for a date after the class begins. The request to drop the course must be approved in writing by the course instructor and approved in writing by the Assistant Dean for Student Services. Students who drop the course after the sixth week of the semester will be assessed a fee. The deadline will be published in the law school catalogue and announced in writing to the student body.

**D. Procedures for Changing the Grading Option:**

1. Standard Term Courses: The deadline for changing the grading option of a semester-long upper-level law school course is noon on Friday of the second full week of the semester. After the Grading Change Option Deadline has passed, the grading option for a standard term course may be changed only between the third and end of the sixth full week of class. Any change in the grading option for Directed Research courses must be approved in writing by the course instructor and approved in writing by the Assistant Dean for Student Services. Students who change the grading option between the third and sixth full week of the semester will be assessed a fee. After noon on Friday of the sixth full week, students can no longer change the grading option in a standard term course offered that semester. First-year students cannot change the grading option.
2. Short-Session Courses: The deadline for changing the grading option of a short-session upper-level law school course is noon on the last day of short-session instruction. If the last day of the short-session falls on a Saturday, the deadline to change the grading option of the short-session class is 8:00 a.m. the following working day.
3. Courses That Begin After the Sixth Week of the Standard Term: The deadline for changing the grading option in a law school course that begins after the sixth week of the standard term will be determined by the Assistant Dean for Student Services. The deadline will be set for a date after the class begins. Students who change the grading option in the course after the sixth week in the semester will be assessed a fee. The deadline will be published in the law school catalogue and announced in writing to the student body.

**E. Auditing Law Courses:**

Auditing of classes is not allowed. UCI Senate Regulation 340 states: “No student may enter upon any organized instructional activity until the student has registered and enrollment has been approved by the appropriate study list authority.”

**F. Non-Law Student Enrollment in Law School Courses:**

The Law School values interdisciplinary studies, including having students from other departments take law school courses and law

students taking courses in other departments. To facilitate this, consistent with the needs of the Law School:

1. Only graduate students will be considered for enrollment in law courses.
2. First-year law courses are not open to non-law student enrollment.
3. UCI graduate students can enroll in a maximum of two law school courses during a degree program. Exceptions for additional enrollments will be decided upon by the law school's Assistant Dean for Student Services.
4. Students cannot use law courses taken during a graduate degree program and apply them towards a J.D. degree, if they are admitted to UCI School of Law at a future date. Exceptions, including law concurrent-degree students, will be determined by the law school's Assistant Dean for Student Services.
5. Faculty members shall indicate whether their classes are open to graduate students from other departments and, if so, the percentage of seats (if any) that shall be reserved for students from other departments.
6. Non-law students will use authorization codes to enroll in law courses. Authorization codes will be distributed by the Law Registrars' Office after the appropriate approval signatures are received.

Non-law students are responsible for obtaining home department, law school faculty and Assistant Dean for Student Services approval prior to receiving authorization codes.

- a. It is the students' responsibility to check with their home department to determine how Law School courses will be treated by the department and Graduate Division.
- b. Students and their departments are made aware of the delay in the posting of law school grades.

7. Non-law student enrollments will be issued midterm and final exam numbers, access to ExamSoft and will be graded anonymously.
8. The student is responsible for adhering to the Law School Academic Calendar and Exam Schedule.
9. Exams must be taken on the published exam date, time and place. No exams will be rescheduled, except by express permission of the Assistant Dean for Student Services.

**G. Individual Research and Individual Project Rules:**

Second- and third-year students may earn credit for student-initiated educational projects (independent study) including, among others, individual self-education projects conducted under the active supervision of a member of the faculty; group research-and-writing or study projects conducted under the active supervision of a member of the faculty; individual research-and-writing projects conducted under the active supervision of a member of the faculty. Students may earn up to three units of credit for any one independent study or directed research project. These projects will be evaluated on a Credit/No Credit basis, unless the student(s) and the instructor agree in advance and indicate on the appropriate petition to the Assistant Dean for Student Services that work on the project will be graded.

**H. Courses with Time Conflicts:**

Classroom instruction is a crucial component of law school learning. Students are required to attend all classes for the courses in which they are enrolled. Students are not permitted to enroll in courses, including courses outside the law school that have conflicting class schedules. For good cause shown, an exception may be made to this policy if the instructors of both courses agree, and the student can demonstrate that the total instructional requirements for both courses will be satisfied under ABA Standard 310. For such an exception, a petition must be completed and signed by the Assistant Dean for Student Services.

**I. Credit for Non-law Courses Taken Outside the UCI School of Law:**

1. Second- and third-year students may, with the prior written permission of the Assistant Dean for Student Services, enroll in

upper division or graduate-level courses given by other faculties of the University and receive J.D. credit for this work. Such courses must be taken on a graded (as opposed to a Credit/No Credit) basis. In the event a course is only offered on a Credit/No Credit basis, the law student must seek written approval from the Assistant Dean for Student Services of the School of Law prior to enrolling in the course. The grades earned in such courses (graded or Credit/No Credit) will not be calculated into the law student's overall GPA.

2. The Assistant Dean for Student Services may limit the number of courses and amount of unit credit to be counted and may impose minimum grade requirements and other conditions as a prerequisite to receiving credit toward the J.D. The number of J.D. units awarded for courses taken outside the School of Law shall be determined by the Assistant Dean for Student Services, but shall not in any event exceed 18 units.

**J. Credit for Law Courses Taken at Other Accredited Law Schools:**

1. Second- and third-year students who wish to take courses in another accredited law school toward satisfaction of their J.D. degree requirements must obtain the prior written permission of the Assistant Dean for Student Services of the School of Law.
2. The Assistant Dean for Student Services of the School of Law may limit the number of courses and amount of unit credit to be counted and may impose minimum grade requirements and other conditions as a prerequisite to receiving credit toward the J.D. This rule applies to courses taken during the school year.

**K. Credit for Summer School Courses:**

Students may take up to 6 units of credit during the summer to be counted toward the J.D. degree. This rule applies both to courses taken at an ABA- accredited school's summer program and to upper division or graduate-level non-law classes given by other schools or departments of the University.

**L. Attendance at Classes:**

1. The Law School requires that students attend the classes in which they are enrolled and for which they will be receiving academic credit. Students are expected to be prepared for and promptly attend all class meetings for a course.
2. If a student must miss a class because of an unavoidable urgent matter, the student is responsible for contacting the instructor or the Assistant Dean for Student Services as soon as the problem presents itself.

**M. Enrollment Preference**

J.D. students shall have enrollment preference in registering for classes.

**III. EXTERNSHIP POLICIES**

**General Policy.** A student may receive academic credit for uncompensated legal work in an externship if the student works for a state or federal judge (including a federal magistrate or bankruptcy judge) or a government or non-profit organization. A student may not receive externship credit if he or she receives any financial compensation for the work.<sup>1</sup> An externship with a state or federal judge does not require prior approval of the desired placement. However, the Director of Externships must approve any placement with a government or non-profit organization, determining whether the desired placement will involve the type and nature of work worthy of academic credit and appropriate attorney supervision of the work. Additional steps are necessary for approval of full-time externships, detailed in sub-section C below. During an externship placement a student must submit bi-weekly timesheets, indicating the work completed on a daily basis as part of the externship, including such activities as writing, research, conferences with supervisors, observations of trials, hearings, interviews, negotiations, or other relevant legal work. A student must also submit five to seven reflective essays, responding to prompts from the member of the law school faculty member supervising the externship. A student desiring to receive academic credit for an externship must fill out an application form

---

<sup>1</sup> ABA Interpretation 305-2: A law school may not grant credit to a student for participation in a field placement program for which the student receives compensation. This Interpretation does not preclude reimbursement of reasonable out-of-pocket expenses related to the field placement.



and receive approval to enroll in an externship course prior to registering for such a course. All of the credit/no credit units earned in either a part-time or full-time externship count toward the 18-credit limit on the number of non-regularly scheduled class room units that a student may take.

**A. Part-time Summer Externships:**

A rising second- or third-year law student may enroll in a summer externship course for 4 units, credit/no credit, for which the student must complete a minimum of 168 hours of work over the course of the summer.<sup>2</sup> A summer externship student will register for and earn credit for the externship in the fall semester following the summer placement. A student shall enroll in the fall externship course that correlates to her or his placement. To earn the externship credit, a summer externship student must participate in the academic component of the course. During the summer the academic component will follow a format designed to foster reflective learning and communication among students while accommodating students' schedules and geographic dispersion.

**B. Part-Time Academic Year Externships:**

A second- or third-year student may enroll in a part-time externship course during the academic year for 4, 5 or 6 units, credit/no credit, for which the student must complete 168, 224 or 280 hours of work respectively over the course of the semester. A student extern is required to attend and participate in the appropriate classroom sessions. The student shall enroll in the externship course that correlates to her or his placement, i.e. judicial or non-judicial, during the same semester as she or he completes the work at the placement. A student may participate in a part-time academic year externship only if the student has a minimum 3.0 GPA. (In certain instances, an exception to the GPA requirement may be obtained from the Assistant Dean for Student Services).

**C. Full-Time Academic Year Externships:**

Student participation in a full-time externship will be allowed only in exceptional circumstances. A student will be permitted to enroll in a

---

<sup>2</sup> Though most summer placements expect full-time work, students may earn no more than four credits for summer externships.

full-time externship if no comparable experience is possible through a part-time externship. A student may participate in a full-time externship only during the student's fourth or fifth semester of law school, and if the student has a minimum 3.0 GPA. (In certain instances, an exception to the GPA requirement may be obtained from the Assistant Dean for Student Services). An example of a permissible full-time externship is the University of California D.C. semester ("UCDC") program, a program in Washington, D.C. that provides opportunities to work in legal positions not available in Southern California. A student shall earn 10 credit/no credit units, for a minimum of 560 hours of work, plus 3 units of graded credit for the accompanying course, for participation in a UCDC externship. For any other full-time externship, a student shall earn 10 credit/no credit units for a minimum of 560 hours of work, plus 3 graded independent study units for a portfolio or writing project. The parameters of the project must be approved by the student's faculty advisor.

A student desiring to participate in a full-time externship must obtain preliminary approval from the Assistant Dean for Student Services before contacting a potential placement. The student must also meet with the Director of Externships to discuss the nature and adequacy of the experience available at the placement. Only if preliminary approval of the placement is granted by both the Assistant Dean for Student Services and the Director of Externships may a student seeking a full-time externship apply to placements. The student must also identify and secure a faculty advisor on the UCI School of Law faculty to supervise the 3 units of independent study that accompanies the externship. Once a placement is obtained, the student must complete the required application forms. The Assistant Dean for Student Services, in conjunction with the Director of Externships, will then decide whether to give final approval for the requested full-time externship. Approval will not be given for a full-time externship simply because it expands the geographic range of a student's opportunities.

**D. Second Externships:**

A student who wishes to enroll in more than one externship course may do so with the approval of the Assistant Dean of Student Services. A student who enrolls in a part-time externship for a second placement during the academic year does not attend the classroom sessions and

may enroll in the externship course for 3, 4 or 5 credits (correlating to 168, 224 or 280 hours of work at the placement). Students who enroll in a second externship during the summer must participate in the academic component of the course as do other summer externs and will earn 4 credits (only) for a minimum of 168 hours of work.

#### **IV. EXAMINATION POLICIES**

Each faculty member shall decide the method for evaluating student work in his or her course. Students shall be informed at the beginning of the semester as to the method of evaluation to be used, including the type of exam to be given. The faculty member will either give an exam on a date after the last date on which the class is held, or use an alternative means of evaluation. It is strongly recommended that a professor have a sample exam available for students for classes where the grade will be based in substantial part on an exam.

##### **A. Exam Procedures and Guidelines for Conduct During Exams:**

1. Anonymity – The law school uses an anonymous grading system. For identification, students are required to use their assigned examination number (a separate number is issued to each student each semester and additional, different numbers are issued for midterms) in place of their name on exams.
2. Students may handwrite exams using bluebooks or keyboard exams using a laptop computer with special security software (see “Computers” section below). Bluebooks, Scantrons for multiple choice exams, and scratch paper are provided.
3. Computers – Students who plan to use a laptop computer to take exams are required to install special examination security software that restricts access to computer files during an exam.
4. Final examinations in the first year will be either take-home or in-house exams, depending on professor preference. All the in-house exams will be administered on a fixed schedule.
5. Final examinations in the second and third years will be either take-home or in-house, depending on professor preference. In-

house exams may be administered on a fixed schedule or may be self-scheduled by the student, depending on professor preference.

6. Closed-Book Exams (either fixed schedule or self-scheduled) – Only exam related materials such as the exam questions, writing utensils, bluebooks, a laptop, and blank scratch paper are permitted at the desk during an examination. All other belongings must be placed at the front of the classroom.
7. Partial Open-Book exams (either fixed schedule or self-scheduled) – Instructors may limit the materials permitted in the exam room. For example, they may ban the use of commercial outlines. Students with questions about what sources may be used for any particular examination should consult with the instructor of the course before the day of the exam.
8. Open-Book exams (either fixed schedule or self-scheduled) – During in-class open-book exams, students may bring printed copies of notes and outlines, but may not access those materials from their computers, and they may not bring in a second computer to use for reference purposes.
9. Returning exam questions – Students are required to return their exam questions with their answers at the end of an exam. A faculty member may refuse to grade an exam that does not have the exam questions included.
10. Illness – If a student becomes ill during an exam and cannot continue, she or he must report immediately to the Assistant Dean for Student Services or the Director of Student Life.
11. Plagiarism – Students caught cheating on examinations or papers, or committing plagiarism, are subject to University disciplinary proceedings (see Appendix 3 below). They will also be subject to such Honor Code violation proceedings as are in place under the Honor Code of the School of Law. If a student is found to be in violation of University rules or the Law School Honor Code or both, said violation will be recorded in the student's permanent record and, if appropriate, may be reported to the governing Bar

Association or Committee of Bar Examiners of any state in which the student seeks admission to the Bar.

**B. Postponement of Scheduled Exams:**

1. If, at any time, a student believes she or he is the victim of disabling circumstances and feels unable to perform adequately in class work, course papers, and/or examinations, the student must bring this to the attention of the Assistant Dean for Student Services when the problem occurs and consult about the possibility of postponing examinations, obtaining an extension, withdrawing from the law school, or, depending on the circumstances, other alternatives. Students with such disabling circumstances should not gamble on taking examinations or complete assignments and then expect to gain relief after the fact.
2. Make-up or postponed examinations or extensions for other written assignments must be approved in writing by the Assistant Dean for Student Services and must be arranged by the student before the day of the scheduled exam or normal date for assignment submission. As a general and basic rule, students will be allowed to take a make-up examination (or submit an assignment late) only when they are subject to disabling circumstances that will persist up to and including the day of the scheduled examination or assignment submission date.
3. If an examination falls on a date or time when the student cannot take it because it violates the student's religious beliefs, the student may request an alternative time the same day or an alternative date if necessary. This must be done as soon as possible after a particular exam date is announced.
4. A student may reschedule an exam if:

Two exams are scheduled at the same time or in consecutive periods. A consecutive period is defined as either:

- a) One morning and one afternoon exam on the same day,  
or

- b) One afternoon exam and one morning exam on the following day.
- c) Three exams are scheduled in three consecutive days.

The student may choose which exam to reschedule. The date and time of the rescheduled exam shall be determined by the Assistant Dean for Student Services. The rescheduled exam must be completed no later than the close of business on the last day of the examination period.

**C. Options When Exams or Portions Thereof Are Lost:**

When an examination, or any portion thereof, is lost due to the operation of test-taking software or otherwise demonstrated to the professor to have been lost by the Law School, instructors will have the following options in their discretion:

1. To have the affected portion(s) of the same examination re-administered; or
2. To replace the affected portion(s) of the examination with new questions, which will be administered; or
3. If a student for whom at least a portion of their examination is lost agrees to the option, to award him or her a grade using the "S/U" grade designation, which shall be based on the instructor grading any portion of the examination that is available and, if the instructor deems it necessary, using other oral or written means to fully assess the affected student's performance. The units will not count toward the student's maximum of 8 self-selected units of Law School courses taken on a Credit/No-Credit basis.

**D. Revocation of the Right to Take Examination, Submit a Final Paper, or Participate in or Receive Credit for Other Graded Class Activities for Unsatisfactory Attendance:**

A professor may decline to permit a student to take the final examination, submit a final paper, or participate in or receive credit for other graded class activities, if the professor has determined that the student's class attendance has been unsatisfactory. Before revoking the student's permission to take the final examination,

submit a final paper, or participate in or receive credit for other graded class activities, the professor must notify the student in writing of the student's unsatisfactory attendance record and the consequences if attendance is not corrected, so that the student will have an opportunity after the warning to improve his/her attendance in the course. Professors are encouraged to include their attendance policies in their written syllabi or other course materials. Publication in the syllabus or other course materials is sufficient notice of the instructor's class attendance policy, but does not replace the required written warning. (See also Rule II.L, ABA Requirement for Class Attendance)

## **V. INCOMPLETE COURSES**

Assignments in a semester-long course must be turned in by the close of business on the final day of instruction for that semester. Faculty may set an earlier or later deadline for assignments applicable to all members of the class; notice to students of the earlier or later deadline must be in writing.

### **A. Procedures for Requesting an Extension:**

A student unable to complete a requirement for a course may:

1. Request an extension of time from the instructor. If granted, the instructor and the student will agree on a date for the completion of the course requirements prior to or by the deadlines listed below. A written document signed by the student, instructor, and Assistant Dean for Student Services will be filed in the Law School Registrar's office until such time as the student completes the course requirements.
2. Request an extension of time for reasons that the student has disclosed to the Assistant Dean for Student Services. The Assistant Dean for Student Services will consult with the instructor to arrange a date for the completion of the course requirements prior to or by the deadlines listed below. A written document signed by the student, instructor, and Assistant Dean for Student Services will be filed in the Law School Registrar's office until such time as the student completes the course requirements.

The student will receive an Incomplete in the course.

**B. Deadlines for Completing Incomplete Work:**

Incompletes must be completed no later than the following deadlines (instructors may set earlier deadlines):

1. Courses that fulfill the Upper Level Writing Requirement, including Independent Study/Directed Research that fulfill the Requirement:
  - a. Noon on the second Friday after the last day of final examinations in the semester in which the student graduates.
2. Fall semester courses that do not fulfill the Upper Level Writing Requirement:
  - a. Students graduating in the fall semester in which they enrolled in a fall class must complete the coursework by noon on the second Friday after the last day of final examinations in the fall semester.
  - b. Students not graduating in the fall semester in which they enrolled in a fall class must complete the course by noon on the Friday prior to the last day of instruction of the spring semester of the same academic year.
3. Spring semester courses that do not fulfill the Upper Level Writing Requirement:
  - a. Students graduating in the spring semester in which they enrolled in a spring class must complete the coursework by noon on the second Friday after the last day of final examinations in the spring semester.
  - b. Students not graduating in the spring semester in which they enrolled in the spring class must complete the course by noon on the second Friday in July of the same academic year.
4. Visiting students:

If the student is a visitor, the Law School Registrar will notify the instructor and the visiting student of any special deadlines that apply.

**C. Coursework Completed Within the Extended Deadline:**

Once the course requirements are completed, the instructor must file an Academic Record Change Request with the Law School Registrar



to change the Incomplete grade to a letter grade. The grade change must be filed within the time period specified in VII.K.

**D. Failure to Complete the Coursework Within the Extended Deadline:**

Students who do not satisfactorily complete the course work within the time limits stated above will receive no credit for the course and the Incomplete will be transformed to the letter grade of “F” and will be so recorded on the student transcript. The instructor must file an Academic Record Change Request with the Law School Registrar to change the Incomplete grade to the letter grade. The grade change must be filed within the time period specified in VII.K.

**VI. COMPLETION OF YEAR-LONG FIRST YEAR COURSES**

**A. Failure to Complete Second Semester of a Year-Long First-Year Course Next Offered as a Two-Semester Course:**

1. Courses that award an In-Progress grade at the end of the first semester:
  - a) At the instructor’s discretion, based on the student’s overall progress in the course, the returning student may be required to repeat the course’s first and second semesters of the year-long, first-year course the next time it is offered, or
  - b) At the instructor’s discretion, based on the student’s overall progress in the course, the returning student may be required to complete the course’s second semester the next time it is offered.
  - c) The instructor for the repeated semester(s) may be different from the instructor who taught the first semester. The student’s final grade for the year-long course will be calculated using the same formula used by the new instructor in the course.

- d) The student will not receive unit credit toward the J.D. degree or a repeated semester of a year-long course.
  - e) The student's In-Progress grade for the first-semester of a repeated year-long course will be converted to a grade of "Incomplete." The Incomplete will permanently remain on the student's transcript and will not be converted to any other grade.
2. Courses that award a final grade at the end of the first semester:
- a) At the instructor's discretion, based on the student's overall progress in the course, the returning student may be required to repeat the first and second semesters of the year-long, first year course the next time it is offered, or
  - b) At the instructor's discretion, based on the student's overall progress in the course, the returning student may be required to complete the course's second semester the next time it is offered.
  - c) The instructor for the repeated semester(s) may be different from the instructor who taught the first semester.
  - d) The student will not receive unit credit toward the J.D. degree for a repeated semester of a year-long course with a final grade at the end of the semester. Grades in all semesters in which a grade was awarded for the course, including repeated semesters, will count in the student's cumulative GPA.

**B. Failure to Complete Second Semester of a Year-Long First-Year Course Next Offered as a One-Semester Course:**

- 1. The student must fulfill the first-year course requirement by enrolling in the semester-long course.
- 2. The student's In-Progress grade for the first-semester of the year-long course will be converted to a grade of "Incomplete." The Incomplete will permanently remain on the student's

transcript; it will not be converted to any other grade. The student will not receive unit credit toward the J.D. degree for the semester with the grade of Incomplete.

**C. Failure to Complete Semester-Long First-Year Course Next Offered as a Two-Semester Course:**

The returning student must fulfill the first-year course requirement by enrolling in the year-long course the next time it is offered.

**VII. GRADES AND GRADING POLICIES**

**A. Anonymous Grading System:**

There shall be anonymous grading of all examinations (in-class, take-home, or self-scheduled examinations.) Anonymous grading is not required for evaluations such as grades for papers and student performances where knowledge of the student is inevitable and desirable.

**B. Grading Scale:**

The grading system is comprised of the following grades: A+ (4.3), A (4.), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), C- (1.7), D (1.0), F (0).

**C. Required Median in Upper Level Courses:**

1. The required median and required grading distribution for J.D. students will only apply to the J.D. students enrolled in the course and will not be affected by the LL.M. students enrolled.
2. Grades in all upper-level, non-clinical courses with enrollment of 25 or more J.D. students shall have a required median of B+ (3.3) and shall be subject to the following required distribution:

A+	As described in Paragraph VII.E
A, A-	33%-39%

B+, B	41%-45%
B- or below	14%-18%

Instructors are encouraged, but not required, to give roughly the same number of, respectively, A, A-, B+, and B grades.

3. In all upper-level, non-clinical courses with enrollment of 16 to 24 J.D. students, no more than 50% of the students may receive grades of A+, A, or A- (combined), and no more than 50% of the students may receive grades of B- or below (combined).
4. In all upper-level classes with enrollment of five to 15 J.D. students, and for all non-advanced clinic courses, the following restrictions shall apply:
  - a. For classes with an even number of students, no more than 50% of the students may receive grades of A+ or A (combined), and no more than 50% of the students may receive grades of B- or below (combined).
  - b. For classes with an odd number of students, the course median shall be between A- (3.7) and B (3.0), inclusive.
5. All directed research classes, advanced clinics, and all upper-level classes with enrollments of four or fewer students shall be subject to no required median or grade distribution.

**D. First-Year Required Median and Grade Distributions:**

Grades in all first year courses, including Lawyering Skills, shall have a required median of B+ (3.3) and shall be subject to the following required distribution:

A+	As described in Paragraph VII.E
A	19%-23%
A-	19%-23%

B+	19%-23%
B	19%-23%
B- or below	14%-18%

Legal Research Practicum shall be offered on a Credit/No Credit basis.

**E. A+ Grades:**

In all upper-level classes, including clinics, and all first-year classes there shall be a required number of A+ grades equal to the following:

Number of Students	Faculty shall give at least the following number of A+ grades	Faculty shall give at most the following number of A+ grades
1-20	0	1
21-40	1	2
41-60	2	3
61-80	3	4
81-100	4	5
101-120	5	6
121-140	6	7

**F. Requests for Exceptions:**

Any requests for exceptions to any of the requirements in Section VII. C-F shall be made directly to the Senior Associate Dean for Academic Affairs. There is a strong presumption against such requests being granted.

**G. Points for Class Performance/Participation:**

Participation points may be awarded by instructors, but they must be handled in a manner that does not compromise anonymous grading.

## H. Year-Long Courses:

### 1. First-Year Year-Long Courses:

For year-long first-year courses other than Lawyering Skills and Legal Research Practicum, students will receive one final grade for the entire course at the end of a year. In year-long courses with one final grade, students shall receive a grade of “In Progress” (“IP”) for the fall semester. The fall In-Progress grade will be replaced by the grade awarded in the spring semester for the entire course. IP grades shall comply with the required median and grade distribution listed in VII. D, except that IP grades need not conform to the required distribution for the grade of A+.

- a. Faculty may issue letters for year-long courses after grades post to transcripts indicating the student’s level of performance at the mid-course point. The instructor will notify the Law School Registrar of the intent to issue letters on or before grades are posted; the letters will be generated by the Law School Registrar or the faculty member. In-progress letters will be available until final grades for the course are posted to transcripts at the end of the academic year.
- b. If an instructor chooses not to issue a letter after grades post to transcripts indicating the student’s level of performance at the mid-course point, the instructor must ensure that the student is aware of his or her progress at the mid-course point on or before when grades are posted to transcripts.

### 2. Upper-Level Year-Long Courses:

The instructor must designate whether students enrolled in his or her year-long upper-level course will receive a grade at the end of each semester or will receive one final grade for the entire course at the end of a year. The designation shall be posted in the course catalogue and in the course syllabus.

- a. In year-long courses with one final grade, students shall receive a grade of “In Progress” (“IP”) for the fall semester. The fall In-Progress grade will be replaced by the grade awarded in the spring semester for the entire

course. IP grades shall comply with the required median and grade distribution listed in VII. D, except that IP grades need not conform to the required distribution for the grade of A+.

- b. Faculty may issue letters for year-long courses after grades post to transcripts indicating the student's level of performance at the mid-course point. The instructor will notify the Law School Registrar of the intent to issue letters on or before grades are posted; the letters will be generated by the Law School Registrar or the faculty member. In-progress letters will be available until final grades for the course are posted to transcripts at the end of the academic year.

**I. Credit/No Credit:**

1. Second- and third-year students may take up to 8 self-selected units of Law School upper-level courses on a Credit/No-Credit (i.e., satisfactory [S]/unsatisfactory [U]) basis. Students must register to take a course Credit/No-Credit by the end of the second week of classes in a semester. Changes after that may be approved in writing for good cause by the Assistant Dean for Student Services.
2. In order to receive credit for a course taken Credit/No Credit, a student must obtain a minimum grade of C- (1.7).
3. An instructor may designate that his or her course is not available on a Credit/No-Credit basis. This means that students may not elect to take such a course for Credit/No-Credit.
4. An instructor may designate a course as being entirely a Credit/No-Credit course. All students in such a course will receive Credit/No-Credit rather than grades. These units will not be counted as a portion of the 8 self-selected Credit/No-Credit units available to students.
5. A student must take a course on a CR/NC basis if:
  - a) The instructor is a non-full time member of the university's faculty; and
  - b) The instructor currently employs or has made an offer of employment to the student; and

- c) The student is enrolled in a non-anonymously graded course. A non-anonymously graded course is one in which 60% or more of the grade is based on non-anonymously graded assignments.

These units will not count toward the maximum 8 self-selected CR/NC units a student may take.

6. The instructor must assign a letter grade to all J.D. and LL.M. students and count all J.D. students' scores toward the median, regardless of whether any students are taking the class Credit/No-Credit. For those students who opted for Credit/No-Credit, the Law School Registrar will enter the appropriate notation on the transcript.

**J. Courses with Grades of Incomplete:**

Grades of Incomplete shall count toward class size for the purposes of required median and grade distribution. A student who receives a grade of Incomplete is not eligible to receive a Faculty Award or Dean's Award for the course.

**K. Grade Changes:**

Once a final grade or Credit/No Credit has been submitted to the Registrar, the grade or Credit/No Credit may not be changed by the professor except for computational or mechanical errors. It is the responsibility of each student to monitor her/his academic records after each grading cycle. Discrepancies should be reported to the Law School Registrar immediately. Student academic records cannot be changed after one year has passed or after graduation, whichever comes first.

**L. Honors and Class Ranking:**

1. The School of Law will award "graduation" honors – summa cum laude, magna cum laude, and cum laude. A student is eligible for graduation honors if s/he has completed at least 75 percent of his or her law studies in graded courses. Honors will be based on all grades earned at UCI School of Law and computed after all grades are turned in for graduating students. Thus these honors will not



be available at graduation. Students who graduate in December are ranked with the succeeding May graduating class. The top 5 percent of the graduating class will be designated summa cum laude; the next 7.5 percent will be designated magna cum laude; the next 10 percent will be designated cum laude. Where necessary the School of Law will round up.

2. The student(s) receiving the highest grade in each section of each first year class, except the Legal Research Practicum, will receive the Faculty Award and the student(s) receiving the second highest grade will receive the Dean's Award. No student shall receive a Faculty Award or a Dean's Award for the Legal Research Practicum. For an upper-level class, a faculty member may choose to give both awards, no award, or only the Faculty Award. Upper-level students are eligible for an award in classes with an enrollment of at least three students; they are eligible regardless of whether the class was taken for a grade or S/U. The Lawyering Skills class may award additional honors for specific tasks and competencies, as determined by the Lawyering Skills faculty. More than one student may be given awards if the students' scores are the same. The School of Law will determine what, if any, additional awards will be given for upper-level courses.
3. Additional awards will be granted at graduation and at other times. These awards will be determined in the future. Also, the time and manner of presentation will be determined.
4. The School of Law will not post class ranking of students. The School of Law will not announce the grade point averages that determine class standing. However, the School of Law will have such information available when necessary for highly competitive positions such as judicial clerkships, fellowships, and academic positions. The Dean, the Assistant Dean for Student Services, and faculty shall not disclose information about class standing for any other professional purpose. With the consent of the student, such information can be disclosed as necessary and appropriate for the competitive positions indicated above.

**M. Calculation of Grade Point Averages:**

1. A student's grade point average will be based only on courses taken at the University of California, Irvine, School of Law. In other words, courses taken at other law schools or in other parts of the University of California, Irvine (with the exception of courses (a) taught by University faculty with a joint appointment in the Law School and (b) listed in the Law School catalogue), shall not be included in a student's grade point average at the School of Law.
2. Classes that law students take at UCI outside of the School of Law will be listed on the student's transcript, but will not be included in the law student's law school grade point average at the School of Law. An upper-division course originating in another school or department of the University shall be included in the law student's law school grade point average at the School of Law only if either (a) the course is taught by University faculty with a joint appointment in the Law School and (b) the course is listed in the Law School catalogue; or (c) the course is part of the LSC Emphasis and the law student is enrolled in the LSC Emphasis.
3. The total number of units transferred from another ABA-accredited law school, but not specific courses, will be listed on the UCI Law School transcript. Grades earned in transfer units and in courses taken by students who spend their third year of law school as a visitor to another ABA-accredited law school will not be included in the law student's law school grade point average at UCI School of Law.

**N. Retaking Courses:**

- 1 If a student receives an F or a No Credit in a first-year required course at the School of Law, the student must retake the course the next time it is offered and receive a grade higher than an F or a No Credit in order for the requirement to be satisfied. Both the original failing grade or No Credit and the grade or Credit/No Credit in the re-taken course will appear on the transcript. Each grade will be calculated separately into the cumulative GPA.
- 2 If a student receives an F in a required upper-level course at the School of Law, the student must retake it or a comparable course

and receive a grade higher than an F in order for the requirement to be satisfied. Both the original failing grade and the grade in the re-taken course will appear on the transcript. Each grade will be calculated separately into the cumulative GPA.

- 3 If a student receives an F in any course other than a required course at the School of Law, the student may retake the course. Both the original failing grade and the grade in the re-taken course will appear on the transcript. Each grade will be calculated separately into the cumulative GPA.

**O. Submission of Grades:**

4. For Standard-Term Courses:

Professors must submit grades no later than four weeks from the date of the last day of the exam period. Professors must remain available after submission of grades until it is verified that the grades meet the requirements of these rules (such as the required median). The Registrar may set an earlier date by which professors must provide information as to any students who will not be receiving a passing grade in a course, is a visitor from another law school, or is graduating from UCI School of Law at the end of the current term.

2. For Short-Session Courses:

- a. Professors must submit grades no later than four weeks from the due date of the last class assessment. Professors must remain available after submission of grades until it is verified that the grades meet the requirements of these rules (such as the required median). The Registrar may set an earlier date by which professors must provide information as to any students who will not be receiving a passing grade in a course, is a visitor from another law school, or is graduating from UCI School of Law at the end of the current term.
- b. Students will be notified by letter of their Short-Session Course grade after the instructor electronically submits the course grades to the Law School Registrar. The letter may be generated by either the Law School Registrar or the faculty member.

- c. Grades for Short-Session Courses post to transcript at the same time all Spring Standard-Term grades post to transcript.

**P. Information about Grade Distributions:**

1. Information about grade distributions will be made available to students on-line for all law school classes with enrollments of 10 or more students. Distributions for courses offered solely for Credit/No Credit will not be listed.
2. Grade distributions will be available on-line for three years after the course is taught.
3. It is a violation of the Law School Honor Code to copy, download, or distribute the grade distribution information in any way.

**Q. Information About Course Evaluations:**

1. Student evaluations of all courses taught will be available to the students, except for those of entry-level faculty in their first year of law teaching.
2. Student evaluations will be available on-line for three years after the course is taught for all full-time faculty, and for lecturers and adjuncts who teach each academic year.
3. It is a violation of the Law School Honor Code to copy, download, or distribute the evaluation material in any way.

**VIII. ACADEMIC PROBATION AND DISQUALIFICATION**

**A. Minimum GPA to Receive J.D. Degree:**

A 2.5 cumulative grade point average is required in order to receive a J.D. degree from the University of California, Irvine School of Law.

**B. Academic Probation:**

A student who has a cumulative grade point average of less than 2.5 at the end of his or her first year at the School of Law or at the end of any semester thereafter, or received two grades of U and/or F at any time, shall be deemed to be on academic probation. The student shall be academically dismissed from the School of Law unless after an additional semester he or she has a cumulative grade point average of 2.5 or higher. The Assistant Dean for Student Services may extend this time period for good cause for one additional semester. A student on probation for receiving two grades of U and/or F shall be academically dismissed from the law school if he or she receives a third grade of U and/or F. The Assistant Dean for Student Services may waive academic dismissal for good cause.

## **IX. VOLUNTARY WITHDRAWAL AND READMISSION**

The rules regarding withdrawal are set forth below according to what portion of the School of Law program a student has completed at the time withdrawal is sought. After consultation with the Assistant Dean for Student Services at the School of Law, the student seeking to withdraw must complete all the appropriate university withdrawal forms before the last day of instruction for the term in order to maintain good standing.

### **A. First-year, first-semester students:**

A first-year student who withdraws before the last instruction day of the first semester in which he or she matriculates is entitled to readmission one time either as a first year student in the fall semester one year after matriculation or in the fall semester two years after matriculation. The Assistant Dean for Student Services must certify at the time of withdrawal that the student had a valid reason for, and was a good faith student before withdrawal. The student must notify the School of Law in writing of his or her intent to return not later than April 15 preceding the academic year for which the student wishes to return.

A first-year, first-semester student who withdraws before the last instruction day of the first semester a year or more after he or she first matriculated shall be entitled, for any reason, to withdraw from the School of Law at any time before the last instructional day of the

semester by providing written notice to the Assistant Dean for Student Services. Readmission is governed by the Seven-Year Rule, and such a student may seek to continue his or her legal studies upon written request for readmission to the Assistant Dean for Student Services no later than April 15 before the fall semester.

**B. First-year, second-semester students with a grade point average of 2.5 or above:**

A first-year student who withdraws during the second semester and has completed the first semester with a grade point average of 2.5 or above is entitled to readmission one time either as a first-year student for the fall semester at the beginning of the academic year one year after matriculation or for the fall semester at the beginning of the academic year two years after matriculation. The student must notify the School of Law in writing of his or her intent to return no later than June 1 proceeding the academic year in which the student wishes to return.

A first-year student who withdraws during the second semester a year or more after he or she first matriculated shall be entitled, for any reason, to withdraw from the School of Law at any time before the last instructional day of the semester by providing written notice to the Assistant Dean for Student Services. Readmission is governed by the Seven-Year Rule, and such a student may seek to continue his or her legal studies upon written request for readmission to the Assistant Dean for Student Services no later than April 15 before the fall semester. A returning student does not have to repeat first term courses that he or she passed, with the possible exception of the first semester of a year-long, first-year course. The Assistant Dean for Student Services, in consultation with year-long, first-year faculty, will make any such determination.

**C. First-year, second-semester students with a grade point average below 2.5:**

A first-year student who withdraws during the second semester and has completed the first semester with a grade point average below 2.5 may apply for readmission as a first-year student for the fall semester at the beginning of one, but not both, of the next two succeeding academic years. The student must notify the Assistant Dean for Student Services of the School of Law in writing of his or

her intent to apply for readmission not later than June 1 preceding the academic year for which readmission is sought. Readmission is at the discretion of, and subject to any special conditions imposed by the Assistant Dean for Student Services. If the Assistant Dean for Student Services authorizes the discretionary readmission of a student with a grade point average of below 2.5, the student must retake all first-year courses, and the grades previously received in those courses will be disregarded for all purposes but not removed from the transcript.

**D. Second- or third-year students:**

A second- or third-year student shall be entitled, for any reason, to withdraw from the School of Law at any time before the last instructional day of the semester by providing written notice to the Assistant Dean for Student Services. Readmission of a second- and third-year student who has voluntarily withdrawn is governed by the Seven-Year Rule, and such a student may seek to continue his or her legal studies upon written request for readmission to the Assistant Dean for Student Services no later than April 15 before the fall semester or October 15 before the spring semester in which the student wishes to recommence his or her legal studies.

**E. Effect on Degree Time Limit:**

A withdrawal or leave of absence does not extend the time limit for the completion of requirements for the Juris Doctor degree.

**F. Voluntary Withdrawal and Readmission:**

A student returning to the Law School after an absence of more than two consecutive standard-term semesters must fulfill the degree requirements that apply to the expected graduating class that the student is joining.

**X. LIMITS ON EMPLOYMENT DURING ACADEMIC YEAR**

During any semester for which a student is enrolled, no upper-level student shall engage in employment for more than 20 hours per week. During any semester for which a first-year student is enrolled, he/she shall not engage in employment except as a faculty research assistant without the permission of the Assistant Dean for Student Services. First-year students are strongly

discouraged from working more than 10 hours per week. In no case shall a first-year student engage in employment for more than 20 hours per week.

## **XI. GRANTING OF EXCEPTIONS; AMENDING OR CHANGING THE RULES**

- A.** The Assistant Dean for Student Services may grant exceptions from these rules where the exception is deemed to be justified by special circumstances, is necessary to avoid serious detriment to the student, and/or is consistent with sound educational policy. Any provision in these rules permitting the Assistant Dean for Student Services to grant defined exceptions shall not be interpreted as prohibiting the Assistant Dean for Student Services from making a different or further exception to the rule.
- B.** The faculty, in consultation with the Dean and the Assistant Dean for Student Services, may amend, modify, or change these rules when deemed necessary and appropriate.

## **APPENDICES**

### **1. PRO BONO POLICY:**

The University of California, Irvine School of Law is deeply committed to the performance of public service work. We expect that our students and faculty will be regularly engaged in public service work throughout their careers.

Public service work, of course, can take many forms and reflect many values, including activities such as helping those who cannot afford legal services and working for public interest and government organizations. We encourage our students and faculty to set yearly public service goals similar to those expected of practicing attorneys.

The goal for first year students is 20 pro bono hours; the goal for second and third-year students is fifty pro bono hours each year. The Director of Pro Bono Programs will track hours and provide guidelines for such public service work. Students meeting the pro bono goals shall be recognized for their outstanding service, including a notation on the students' transcripts.



## **2. RECORDING CLASS LECTURE POLICY:**

UC Irvine School of Law wants to maximize every student's learning experience. Professors vary in terms of their views and policies as to whether to allow recording of classes. Each professor decides this for his or her own class. A professor may rescind permission to record his or her own class.

Unless otherwise expressly allowed by the professor, students may not record a class. Permission to record a class applies exclusively to the student who received permission from the professor. The recording may not be accessed or utilized by any other individual. No replication of the recording may be made without the express permission of the professor. Recordings cannot be posted to any form of digital media. Students who violate this policy are subject to disciplinary action under the Honor Code (see Appendix 2.A.).

### Accommodated Students

Students registered with UC Irvine's Disability Services Center whose verified disability accommodation includes recording lectures via an electronic device (i.e., Smart Pen, computer, digital recorder, etc.) may record their classes subject to the following:

1. Classes cannot be recorded until the Assistant Dean for Student Services has notified the student that their instructors were informed that a student with a verified disability accommodation is enrolled in the course and has an ADA accommodation to record classes. The Assistant Dean for Student Services shall not disclose the name of the accommodated student to the instructor.
2. Students must immediately inform the Assistant Dean of Student Services of any changes in their class schedule.
3. Permission to record a class applies exclusively to the student whose verified disability accommodation includes recording lectures via an electronic device. Recordings may not be accessed or utilized by any other individual. No replication of the recording may be made without the express permission of the professor. Recordings cannot be posted to any form of digital media. Students who violate this

policy are subject to disciplinary action under the Honor Code (see Appendix 2.A.).

4. Professors may periodically tell accommodated students to stop recording during sensitive portions of a lecture.

*In accordance with the above policy, all students should be aware that any class, and discussions held therein, may be subject to recording.*

### **3. LAW SCHOOL, UNIVERSITY, AND CAMPUS POLICIES:**

- A. UCI Law School Academic Honor Code:  
[http://www.law.uci.edu/academics/registrar/policies/UCI\\_Law\\_Honor\\_Code.pdf](http://www.law.uci.edu/academics/registrar/policies/UCI_Law_Honor_Code.pdf)
- B. Student Complaints About Compliance with ABA Standards:  
<http://www.law.uci.edu/academics/registrar/policies/aba-complaints.html>
- C. UCI Policies Applying to Campus Activities, Organizations and Students: <http://www.dos.uci.edu/conduct/students/code-of-student-conduct/registered-campus-organization-rights.php>
- D. UCI Policy on Student Conduct and Discipline:  
<http://www.dos.uci.edu/conduct/>
- E. Academic Honesty: <http://senate.uci.edu/uci-academic-senate-manual/part-iii-appendices-of-the-irvine-division/academic-integrity/>
- F. UCI Policy on Student Grievance Procedures:  
<http://www.dos.uci.edu/conduct//students/code-of-student-conduct/appeals-and-grievances.php>
- G. UCI Principles of Community:  
<http://www.dos.uci.edu/conduct/students/principles-of-community.php>
- H. Disclosure of Student Records: <https://www.reg.uci.edu/privacy/>
- I. Sexual Harassment: <http://www.oeod.uci.edu/sho/>
- J. Rights of Free Speech and Academic Freedom:  
<http://freespeech.uci.edu/#/>

(Revised January 23, 2018)