



SCHOOL OF LAW  

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UNIVERSITY of CALIFORNIA • IRVINE

**ACADEMIC RULES, STANDARDS,  
AND PROCEDURES FOR MASTER OF  
LAWS (LL.M.) and GRADUATE TAX  
STUDENTS**

ACADEMIC YEAR 2018 - 2019

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

(Updated September 13, 2018)

# TABLE OF CONTENTS

<b>I.</b>	<b>GRADUATION REQUIREMENTS – LL.M. IN AMERICAN LAW</b> .....	<b>1</b>
<b>A.</b>	<b>Minimum Grade-Point Average:</b> .....	<b>1</b>
<b>B.</b>	<b>Total Unit Requirement:</b> .....	<b>1</b>
<b>C.</b>	<b>Types of Semester Units:</b> .....	<b>1</b>
<b>D.</b>	<b>Minimum Enrollment Requirement:</b> .....	<b>2</b>
<b>E.</b>	<b>Course Requirements:</b> .....	<b>2</b>
<b>F.</b>	<b>Three-Year Rule:</b> .....	<b>2</b>
<b>II.</b>	<b>GRADUATION REQUIREMENTS – GRADUATE TAX PROGRAM</b> .....	<b>3</b>
<b><u>A.</u></b>	<b>MINIMUM GRADE-POINT AVERAGE:</b> .....	<b>3</b>
<b><u>B.</u></b>	<b>TOTAL UNIT REQUIREMENT:</b> .....	<b>3</b>
<b><u>C.</u></b>	<b>TYPES OF SEMESTER UNITS:</b> .....	<b>3</b>
<b><u>D.</u></b>	<b>MINIMUM ENROLLMENT REQUIREMENT:</b> .....	<b>4</b>
<b><u>E.</u></b>	<b>COURSE REQUIREMENTS:</b> .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b><u>F.</u></b>	<b>RESIDENCY REQUIREMENT, DURATION OF STUDIES</b> .....	<b>4</b>
<b>III.</b>	<b>ENROLLMENT POLICIES</b> .....	<b>4</b>
<b>A.</b>	<b>Course Load Requirements and Limits:</b> .....	<b>4</b>
<b>B.</b>	<b>Procedures for Adding a Course:</b> .....	<b>5</b>
<b>C.</b>	<b>Procedures for Dropping a Course:</b> .....	<b>5</b>
<b>D.</b>	<b>First Year and Clinical &amp; Experiential Courses:</b> .....	<b>7</b>
<b>E.</b>	<b>Procedures for Changing the Grading Option:</b> .....	<b>7</b>
<b>F.</b>	<b>Auditing Law Courses:</b> .....	<b>8</b>
<b>G.</b>	<b>Individual Research and Individual Project Rules:</b> .....	<b>8</b>
<b>H.</b>	<b>Courses with Time Conflicts:</b> .....	<b>8</b>
<b>I.</b>	<b>Credit for Non-law Courses Taken Outside the UCI School of Law: ..</b>	<b>9</b>
<b>J.</b>	<b>Credit for Law Courses Taken at Other Accredited Law Schools: .....</b>	<b>9</b>
<b>3.</b>	<b>EXTERNSHIP POLICIES</b> .....	<b>10</b>
<b>A.</b>	<b>Summer Externships:</b> .....	<b>11</b>
<b>B.</b>	<b>Part-Time Academic Year Externships:</b> .....	<b>12</b>

C.	Full-Time Academic Year Externships:.....	12
D.	Second Externships:.....	12
4.	EXAMINATION POLICIES .....	12
A.	Exam Procedures and Guidelines for Conduct During Exams: .....	13
B.	Postponement of Scheduled Exams:.....	14
C.	Options When Exams or Portions Thereof Are Lost: .....	15
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:.....	16
V.	INCOMPLETE COURSES.....	16
A.	Procedures for Requesting an Extension:.....	17
B.	Deadlines for Completing Incomplete Work:.....	17
C.	Coursework Completed Within the Extended Deadline: .....	18
D.	Failure to Complete the Coursework Within the Extended Deadline: 18	
VI.	GRADES AND GRADING POLICIES.....	18
A.	Anonymous Grading System: .....	18
B.	Grading Scale: .....	18
C.	Grades in Upper Level and LL.M. Only Courses .....	19
D.	Requests for Exceptions: .....	19
E.	Points for Class Performance/Participation: .....	19
F.	Year-Long Courses: .....	19
G.	Credit/No Credit: .....	20
H.	Courses with Grades of Incomplete.....	21
I.	Grade Changes: .....	21
J.	Calculation of Grade Point Averages:.....	22
K.	Retaking Courses: .....	22
L.	Submission of Grades: .....	22
M.	Information about Grade Distributions: .....	23
N.	Information About Course Evaluations: .....	24
VII.	ACADEMIC PROBATION AND DISQUALIFICATION .....	24
A.	Minimum GPA to Receive LL.M. Degree: .....	24

B.	Academic Probation:.....	24
VIII.	VOLUNTARY WITHDRAWAL AND READMISSION.....	25
A.	First-semester LL.M. students:.....	25
B.	Second-semester LL.M. students with a grade point average of 2.5 or above: .....	25
C.	Second-semester LL.M. students with a grade point average below 2.5: .....	26
D.	Effect on Degree Time Limit:.....	26
E.	Voluntary Withdrawal and Readmission: .....	26
IX.	J.D. TRANSFER OPTION.....	26
A.	Applying to the J.D. Program .....	26
B.	Transferring Credits .....	26
C.	Completing Degree Requirements .....	27
D.	Students Must Be Currently Enrolled in UCI Law’s LL.M. Program 27	
X.	LIMITS ON EMPLOYMENT DURING ACADEMIC YEAR.....	27
XI.	GRANTING OF EXCEPTIONS; AMENDING OR CHANGING THE RULES..	27
	APPENDICES .....	28
1.	UCI LAW RECORDING CLASS LECTURE POLICY: .....	28
2.	LAW SCHOOL, UNIVERSITY, AND CAMPUS POLICIES: .....	29

# **ACADEMIC RULES, STANDARDS, AND PROCEDURES FOR LL.M. STUDENTS**

The University of California, Irvine School of Law (“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 2 below.)

## **I. GRADUATION REQUIREMENTS – LL.M. IN AMERICAN LAW**

The candidate for the degree of Masters of Law (“LL.M.”) must pursue resident (full time) law school study for at least two semesters, and satisfactorily comply with the following:

### **A. Minimum Grade-Point Average:**

In order to be awarded an LL.M. in American Law, all students must complete the required course work with a cumulative grade point average (GPA) of 2.5 or higher.

### **B. Total Unit Requirement:**

Each candidate must earn a total of 24 semester units.

### **C. Types of Semester Units:**

1. Each candidate must earn a minimum of 21 units in regularly scheduled law school classes. (A candidate may earn more than 21 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 specifically approved for LL.M. students by the Associate Dean for Clinical Education and Service Learning;
  - c. LL.M. students may not transfer credits from:
    1. study at another ABA-approved law school;

2. study in a foreign exchange program; or
3. Study in a foreign university.

2. Each candidate may also earn up to 3 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 three units in this category so long as s/he has earned a minimum of 21 units in regularly scheduled law school classes.) These include:

- a. Independent study work;
- b. Non-law classes (See II. I.);
- c. Research fellowships;
- d. Externships (other than those deemed to meet the Law School's clinical requirement);
- e. Designated Advanced Clinics approved for LL.M. students.

**D. Minimum Enrollment Requirement:**

Each LL.M. 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.

**E. Course Requirements:**

1. LL.M. students are required to enroll in and successfully complete:
  - a) LL.M. Introduction to American Law (2 units fall).

**F. Three-Year Rule:**

Each candidate must complete satisfactorily all School of Law requirements within a maximum of three years. The three years are

measured from enrollment in law school for the first time and up to graduation.

## **II. GRADUATION REQUIREMENTS – GRADUATE TAX PROGRAM**

### **A. Minimum Grade-Point Average:**

In order to be awarded an LL.M. degree in taxation, all students must complete the required course work with a cumulative grade point average (GPA) of 2.7 (B -) or higher.

### **B. Total Unit Requirement:**

Each candidate must earn a total of 24 semester units.

### **C. Types of Semester Units:**

#### **Course Requirements**

Graduate Tax students are required to enroll in and successfully complete the following courses:

Corporate Taxation – 4 credits;

International Taxation – 4 credits;

Partnership Taxation – 3 credits; and,

Tax Practice and Procedure – 1 credit.

Students who have completed their law degree outside the United States must also complete an intensive short course Introduction to United States Taxation. This course is offered during the orientation week, before regular classes start.

#### **Elective Course Work and Practical Tax Skills Requirement**

Students must successfully complete at least 12 credits of elective classes. At least 4 of the elective credits must be completed in Practical Tax Skills (PTS) classes. The PTS requirement can be completed through a tax externship, a tax clinic, or classes that the program director designates or approves to meet the PTS requirement. These classes contain a significant component of practical tax skills, such as drafting transactional documents or simulation of transactions. Qualifying classes are designated PTS in the program course catalog.

#### **Tax Policy Colloquium**

All students must attend the Tax Policy Colloquium speaker presentations (usually five or six presentations), offered in the Spring semester. Students may also choose to take the seminar for credit (this will require students, among others, to submit written comments), towards completion of the elective course requirement.

**D. Minimum Enrollment Requirement:**

Each LL.M. 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.

**E. Residency Requirement, Duration of Studies**

Students must complete the Graduate Tax Program in an in-class format, while in residence on campus. Time spent in externships is considered “in-class” for such purposes. From time to time, certain courses may be offered in an online format. If online courses are offered by the Graduate Tax Program, students may earn up to 4 credits towards their degree requirements in online courses.

Students must be in full-time residence at the law school for a minimum period of two consecutive semesters. Absent a waiver from the Academic Director, students must complete all degree requirements within three academic years.

**III. ENROLLMENT POLICIES**

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

LL.M. students are 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 Assistant Dean for Student Services. 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 and Interpretations 310-1 and 310-2](#)); or
  - b. At least an equivalent amount of work as required in I.A.1 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, and the permission of, 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 (see Appendix 2. A.) 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 may no longer drop a standard term course offered that semester.
4. LL.M students may not drop a required 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. First Year and Clinical & Experiential Courses:**

LL.M. students are not allowed to enroll in courses offered as a part of the first-year J.D. curriculum.

LL.M. students may only enroll in clinical and experiential courses with instructor consent, and subject to space availability.

An experiential course is: a clinic, simulation or other course that may include a combination of live client and simulation instruction, or an externship or field placement.

A clinic is a course in which students work on actual client matters or serve as a third party neutral and are supervised by a faculty member.

A simulation course uses simulated exercises that provide students with the experience of a lawyers advising or representing a client, or engaging in other lawyering tasks.

An externship is a field placement course in which LL.M. students receive credit for serving under the direct supervision of a judge, licensed attorney, or other pre-approved supervisor in a government agency or public interest/non-profit organization.

**E. 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.

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.

**F. 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.”

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

LL.M. 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 an A-F basis (see VI. B.), 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 graded on a Credit/No Credit basis.

**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. LL.M. 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 LL.M. 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 (and the Assistant Dean of LL.M. and International Student Programs) prior to enrolling in the course. The grades earned in such courses (graded or Credit/No Credit) will not be calculated into the LL.M. student's overall GPA.
2. The Assistant Dean for Student Services (and the Assistant Dean of LL.M. and International Student Programs) 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 LL.M. The number of LL.M. units awarded towards the LL.M. degree 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 3 units.

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

1. LL.M. students shall not receive academic credit for courses taken at another accredited law school toward satisfaction of past degree

requirements. This also includes credits earned at foreign law schools.

**K. 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.

**3. EXTERNSHIP POLICIES**

**Policy for General LL.M Students.** 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. 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 supervising the externship. A student desiring to receive academic credit for an externship must fill out an application form 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.

**Policy for Graduate Tax Students.** A graduate tax student may receive academic credit for uncompensated legal work in an externship if the student works for a state or federal judge, a government agency, a non-profit organization, or a for-profit entity. The Director of Externships must approve any placement, determining that the desired placement will involve the type and nature of work worthy of academic credit and appropriate attorney supervision of the work. In addition, in consultation with the Academic Director of the Tax Program, the Director of Externships shall determine that the type and nature of work is sufficiently focused on tax law to merit academic credit towards the completion of the Graduate Tax Program. A graduate tax student may not receive externship credit if he or she receives any financial compensation for the work. During an externship placement a graduate tax 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 graduate tax student must also submit five to seven reflective essays, responding to prompts from the member of the law school faculty supervising the externship. A graduate tax student desiring to receive academic credit for an externship must fill out an application form and receive approval to enroll in an externship course prior to registering for such a course.

**A. Summer Externships:**

General LL.M. students may not enroll in a summer externship course. A graduate tax 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. Students may earn no more than four credits for summer externships, regardless of whether the externship is on a full-time or part-time basis. 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:**

An LL.M. student or a graduate tax student in their second semester may enroll in a part-time externship course during the academic year for 4 units, credit/no credit, for which the student must complete 168 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 general LL.M. student may participate in a part-time academic year externship only with approval from the Assistant Dean for Student Services or Assistant Dean of LL.M. and International Student Programs. A graduate tax student may participate in a part-time academic year externship only with approval from the Academic Director of the Graduate Tax Program.

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

LL.M. students or graduate tax students may not participate in a full-time externship during the academic year.

**D. Second Externships:**

General LL.M. students may not enroll in more than one externship course. A graduate tax student who completed an externship during the spring semester may enroll in a second externship during the following summer. Graduate tax 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. A graduate tax student may not enroll in more than two externships during the course of studies, and may not enroll in more than one externship in an academic semester.

**4. 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. Extended Time/Dictionaries – Students who have not, prior to their enrollment at UCI School of Law, studied English for a period of more than one year, will be granted up to an additional 20 minutes per hour in which to complete their exams, as well as the use of a spelling and translation dictionary (electronic dictionaries are not permitted). Eligible students will be notified of their accommodations prior to the start of the exam period.
5. Final examinations for LL.M.s enrolled in second and third year courses 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 2 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 (see Appendix 2.A.). 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. Fall semester courses:
  - 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 coursework by noon on the Friday prior to the last day of instruction of the spring semester of the same academic year.

2. Spring semester courses:
  - 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 coursework by noon on the second Friday in August of the same academic year.

**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. 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. Grades in Upper Level and LL.M. Only Courses**

1. LL.M. students must be graded using the same standards the law school uses in grading course work of students enrolled in the J.D. degree program.
2. There is no required median for LL.M. students enrolled in LL.M. only classes.
3. LL.M. students enrolled in the same courses as JD students will have grades assigned and distributed among the JD grades. However, the required median and required grading distribution for JD students will only apply to the JD students enrolled in the course and will not be affected by the LL.M. students enrolled.
4. LL.M. students may be awarded a Faculty or Dean's award without affecting the award requirement for JD students enrolled in the course.

**D. Requests for Exceptions:**

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

**E. 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.

**F. Year-Long Courses:**

1. 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.

**G. Credit/No Credit:**

1. LL.M. students may take up to 3 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 3 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 3 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.

#### **H. 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.

#### **I. 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.

**J. 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 LL.M. 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 LL.M. 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 LL.M. student's law school grade point average at the School of Law only if (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.

**K. Retaking Courses:**

1. If a student receives an F or a No Credit in a 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 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.

**L. Submission of Grades:**

1. 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.

**M. Information about Grade Distributions:**

2. 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.
3. Grade distributions will be available on-line for three years after the course is taught.

4. It is a violation of the Law School Honor Code to copy, download, or distribute the grade distribution information in any way (see Appendix 2.A.).

**N. 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 (see Appendix 2.A.).

**VII. ACADEMIC PROBATION AND DISQUALIFICATION**

**A. Minimum GPA to Receive LL.M. Degree:**

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

**B. Academic Probation:**

An LL.M. student will be dismissed if at the end of two semesters of work that student fails to maintain a cumulative average of 2.5 in all courses undertaken and completed, or receives three grades of U and/or F at any time. No rounding up of an average below 2.5 will be permitted.

- C.** A student dismissed for scholastic deficiency may be readmitted, or may be readmitted upon conditions, upon approval of a written petition to the Assistant Dean for Student Services. Such petition must affirmatively show that the prior dismissal does not indicate a lack of capacity to complete the LL.M. program. Documentation and other evidence must accompany the petition, where possible. A petitioning student must adequately explain why s/he did not seek to withdraw from school or to postpone an examination or examinations and must

adequately explain a failure to notify the Assistant Dean for Students Services about problems arising during any examination. The Assistant Dean for Student Services may delegate the power to decide petitions arising under this rule and the Assistant Dean for Student Services or delegate shall conduct such proceedings as seem appropriate under the circumstances including at least a personal interview with the student. No appeal from the Assistant Dean for Student Services' decision is permitted and the faculty will have no jurisdiction to consider any such appeal.

## **VIII. 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-semester LL.M. students:**

A first-semester student who withdraws before the last instruction day of the first semester is entitled to readmission one time as a first semester LL.M. 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.

### **B. Second-semester LL.M. students with a grade point average of 2.5 or above:**

An LL.M. 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 as a student either for the spring semester at the beginning of the academic year one year after matriculation or for the spring 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 preceding the academic year for which the student wishes to return. A returning student does not have to repeat first term courses that he or she passed.

**C. Second-semester LL.M. students with a grade point average below 2.5:**

An LL.M. 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 an LL.M. 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 or the Assistant Dean of LL.M. and International Programs in writing of his or her intent to apply for readmission no 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.

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

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

**E. 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.

**IX. J.D. TRANSFER OPTION**

**A. Applying to the J.D. Program**

Current UCI LL.M. students are allowed to apply to the J.D. Program as transfer students during the transfer application period (early May through early July of each year). The Law School Admission Test (LSAT) is not required. The applicant's grades and the relative difficulty of coursework pursued in the LL.M. Program at UCI will be weighed heavily. The admissions process is extremely selective (more selective than the LL.M. Program), and students with very high grades will be the most competitive. Letters of reference from UCI School of Law faculty will also carry significant weight.

**B. Transferring Credits**

If the applicant is accepted into the J.D. Program, he or she may transfer the credits from law classes taken toward the completion of the LL.M. degree at the discretion of the Assistant Dean for Student Services.

Under no circumstances will credit earned from: 1) Introduction to American Law; 2) LL.M. Legal Writing and Research; or, 3) Lawyering Skills: American Legal Practice in Context be transferred into the J.D. program.

**C. Completing Degree Requirements**

The student must then complete the first year curriculum in his or her second year at UCI. In the third year, enough advanced courses must be completed in order to satisfy the J.D. graduation requirement. No LL.M. degree is awarded.

**D. Students Must Be Currently Enrolled in UCI Law's LL.M. Program**

Only students currently enrolled in UCI's LL.M. Program may apply in this manner. Those who have already been awarded an LL.M. at UCI or elsewhere may apply as traditional J.D. applicants to the three-year program. This will require the submission of a valid LSAT score.

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

LL.M. students are strongly discouraged from working more than 10 hours per week. In no case shall a LL.M. 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.

**In addition to the Academic Rules, Standards, and Procedures above, LL.M. students are subject to and responsible for adhering the following Appendices, and may be sanctioned as appropriate if their provisions are violated:**

## **APPENDICES**

### **1. UCI LAW 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.*

## **2. 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/#/>

(Adopted September 13, 2018)