Students are responsible for reading and knowing these rules. Students should consult with the Office for Student Affairs regarding questions about these rules and procedures.
# TABLE OF CONTENTS

## I. GRADUATION REQUIREMENTS AND OTHER RULES ........................................ 1
   A. First Year Courses .................................................................................. 1
   B. Total Units and Final Cumulative GPA .................................................. 1
   C. Full-Time/Residency Status .................................................................. 1
   D. Professional Responsibility .................................................................. 1
   E. Upper Division/Substantial Analytic Writing ......................................... 1
   F. Experiential Courses ............................................................................ 1
   G. Separate and Distinct Graduation Requirements ................................... 2
   H. Attendance and Outside Employment ................................................... 2
   I. Five-Year Rule ....................................................................................... 2

## II. ENROLLMENT POLICIES AND PROCEDURES ........................................ 2
   A. Course Load Requirements and Limits .................................................. 2
   B. Credit Hours for Coursework .................................................................. 2
   C. Procedure for Adding a Course(s) ......................................................... 2
   D. Procedure for Dropping a Course(s) ....................................................... 2
   E. Independent Research (Law 340/341) and Project (Law 345) Unit Rules .... 3
   F. Courses with Time Conflicts .................................................................... 3
   G. Credit for Courses Taken Outside the UCLA School of Law .................... 3
   H. Limit on Credit for Units Earned Outside Regularly Scheduled Law Class Sessions ........................................................................................................ 4

## III. POLICIES CONCERNING ASSESSMENTS ........................................ 4
   A. Exam Procedures and Guidelines for Conduct During Exams .................. 4
   B. Postponement of Scheduled Exams and Assignment Due-Dates ............. 5
   C. Incomplete Courses .............................................................................. 6
   D. Revocation of Right to Take Examination for Unsatisfactory Attendance or Required Participation ............................................................... 6

## IV. POLICIES CONCERNING GRADES AND GRADING .......................... 6
   A. The Anonymous Grading System ......................................................... 6
   B. Grading Scale (1995–Present) .............................................................. 7
   C. Distribution of Grades ......................................................................... 7
   D. Grade for Class Performance/Participation ......................................... 8
   E. Pass/No Pass Grading System .............................................................. 9
   F. The One-Time Retroactive Pass/Unsatisfactory/No Credit (P/U/NC) Option ........................................................................................................... 9
   G. Grade Change Rule ............................................................................. 9
   H. Retaking Courses .............................................................................. 10

## V. ACADEMIC DISMISSAL, PROBATION AND SPECIAL REQUIREMENTS .... 11
   A. Dismissal After Two Semesters ............................................................ 11
   B. Probation After Two Semesters ............................................................. 11
   C. Special Academic Requirements (SAR) .............................................. 12
   D. Dismissal After Four or Six Semesters ................................................. 12
   E. Special Academic Requirements After Four Semesters ...................... 12
   F. “Hybrid” Students ............................................................................ 12
   G. Readmission After Academic Dismissal ............................................. 13

## VI. WITHDRAWAL (LEAVE OF ABSENCE) ......................................... 13

## VII. CURRICULAR SPECIALIZATIONS .................................................. 14

## VIII. EXPERIENTIAL AND EXTERNSHIP PROGRAM POLICIES ........ 14
   A. Multiple Client Commitments .............................................................. 14
   B. Rule Governing Withdrawal from Experiential Courses ....................... 14
   C. Full-Time Externship Rules .................................................................. 15
   D. Part-Time Externship Rules .................................................................. 16

## IX. JOINT/CONCURRENT AND ARTICULATED DEGREE PROGRAMS .... 16
   A. Joint/Concurrent Degree Programs ..................................................... 16
   B. Articulated Degree Programs ............................................................... 16
   C. Admission ......................................................................................... 17
D. General Information and Unit Requirements ........................................................................... 17
E. Other Rules – Joint or Concurrent Degrees ..................................................................... 18
F. Dismissal Rules – Joint or Concurrent Degrees .............................................................. 18
G. The Five Year Rule ........................................................................................................... 19

X. OTHER CURRICULAR OPPORTUNITIES .............................................................................. 19
A. Individualized Plans to Concentrate Studies in a Special Area ...................................... 19
B. Foreign Legal Study ......................................................................................................... 19
C. Other International Studies ............................................................................................ 21

XI. MATTERS GOVERNED BY ADMINISTRATIVE DECISION .............................................. 21
A. Petitions to the Dean of Students .................................................................................. 21
B. Petitions to the Standards Committee .......................................................................... 21
C. Hardship Petitions to Visit Another Law School ........................................................... 22

XII. ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES ........................................ 22

XIII. ACADEMIC DISCLOSURES .......................................................................................... 23
A. Rule Regarding Student Reporting of GPAs .................................................................. 23
B. Disclosure of Academic Ranking Information ............................................................... 23
C. Disclosure of Student Records ....................................................................................... 24

XIV. STANDARDS OF STUDENT CONDUCT AND STUDENT DISCIPLINE ..................... 25
A. Applicability of UCLA Student Conduct Code ............................................................ 25
B. Cheating, Plagiarism and Multiple Submissions ............................................................ 25
C. Report of Disciplinary Proceedings ................................................................................ 25
D. Continuing Duty to Report ............................................................................................. 25
E. Sexual and Other Forms of Harassment ........................................................................ 26
I. GRADUATION REQUIREMENTS AND OTHER RULES
The candidate for the degree of Juris Doctor must have satisfactorily completed the following:

A. First Year Courses
Courses offered in the first year curriculum including:
1. Law 108A/B – Legal Research and Writing (5 units)
2. Law 100 - Contracts (4 units)
3. Law 120 - Criminal Law (4 units)
4. Law 130 - Property (4 units)
5. Law 140 - Torts (4 units)
6. Law 145 - Civil Procedure (4 units)
7. Law 148 - Constitutional Law (4 units)
8. Law 101 - Introduction to Legal Analysis (1 unit)
9. Law 155 – Introduction to the Lawyer/Client Relationship (1 unit – all students as of fall 2016)
10. Law 165 - Modes of Legal Inquiry (1 unit);

B. Total Units and Final Cumulative GPA
A total of 87 semester units of coursework, at least 64 of which must, under American Bar Association requirements, be earned in regularly scheduled law class sessions (this excludes Law 340, 341, 345, 346, courses outside the law school, and externships) and at least a cumulative 2.0 grade-point average for all law school coursework.

C. Full-Time/Residency Status
Must maintain minimum course load requirement of twelve (12) units each term for at least six semesters;

D. Professional Responsibility
A course of instruction of at least two units of credit in professional responsibility that includes substantial instruction in “the history, goals, structures, values, and responsibilities of the legal profession and its members,” as set forth in ABA Standard 303(a)(1). This requirement may be fulfilled by: (1) any course numbered Law 312; or (2) any course certified by the instructor and approved by the Curriculum Committee as complying with ABA Standard 303(a)(1);

E. Upper Division/Substantial Analytic Writing
During the second or third year of law school, a faculty-supervised Substantial Analytic Writing (SAW) project. This experience of sustained and intensive work on a specific project is a core element of a student’s legal education. The content and format of the writing project may vary within a wide range. For example, a student may choose to examine a specific proposal for law reform, drawing on empirical research or materials from a field other than law. Alternatively, a student may choose to draw on his/her experiential course experience to analyze a specific legal problem. Whatever the format, one of the central objectives of the project should assist students in developing superior writing skills. Students may satisfy the SAW requirement by completing a faculty-supervised writing project undertaken for a minimum of two units that is certified by the supervising faculty member as a rigorous writing experience. The writing project must be graded and may not be completed on a pass/fail basis. In general, the SAW requirement may be satisfied by a Law 340 or Law 341 independent research paper, a seminar paper, or a paper for other advanced courses. With the approval of the supervising faculty member, other writing exercises may qualify as the necessary rigorous writing experience;

F. Experiential Courses
(Required for students entering law school in the fall of 2016 and thereafter) - One or more experiential course(s) totaling at least six units. An “experiential course” is: a clinic, simulation course 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 lawyer advising or representing a client, or engaging in other lawyering tasks. An externship is an academic year field placement course in which you receive credit for serving as a law clerk under the direct and close supervision of a judge, licensed attorney, or other pre-approved supervisor in a government agency, public interest/non-profit organization or, in some cases, with in-house legal counsel of a corporation. For more information on specific qualifying courses, see the Clinical & Experiential Programs webpage.

G. Separate and Distinct Graduation Requirements
Students may not use a course to satisfy more than one graduation requirement. For example, a course that includes a writing experience used to satisfy the writing requirement of Academic Standard I.E. cannot be counted as one of the experiential courses required in Academic Standard I.F.

H. Attendance and Outside Employment
Regular and punctual class attendance is required. (See rule III(D).) Consistent with that policy, a student may not be employed more than twenty hours a week during the semester.

I. Five-Year Rule
The maximum amount of elapsed time permitted between enrollment in law school and graduation shall be five years.

II. ENROLLMENT POLICIES AND PROCEDURES
A. Course Load Requirements and Limits
Every first year student is required to take the full schedule of required first year courses. Every second and third year student is required to undertake a minimum of twelve (12) units per term and may not take more than sixteen (16) units per term without approval of the Associate Dean for Academic and Student Affairs (hereinafter “Dean of Students”). The maximum number of intensive January term courses a student may take during one January term is two (2) for a total of no more than three (3) units of credit. ABA Rules allow students to be enrolled in no more than 17 units at any time (one-fifth of the total required for graduation). For purposes of calculating maximum units during spring semester, completed units taken during a UCLA Law January Term shall not be included. In exceptional circumstances as determined by the Dean of Students in consultation with either the Chair of the Academic Standards Committee or the Chair of the Disability Standards Committee, a second or third year student may take less than 12 units in one term but under no circumstances less than 8 units in one term. A student taking less than 12 units in one term is still responsible for the full tuition for that semester and is expected to remain on track to graduate within six semesters.

B. Credit Hours for Coursework
UCLA Law adheres to ABA Standards in determining the number of credit hours for coursework. Each unit of credit reasonably approximates one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student preparation per week, for the length of the semester. Students are therefore expected to prepare a minimum of two hours outside of class for each hour of class time. Notwithstanding the above general standard, experiential field work units are calculated as follows: 1 unit of credit = a minimum of 52 hours per semester (4-5 hours per week of clinic work).

C. Procedure for Adding a Course(s)
The deadline for adding a School of Law course to one’s schedule is the end of the first week of the semester. The Dean of Students may permit a student to add a course within three weeks after the deadline, provided that the student presents, in writing, a reasonable (in the sole discretion of the Dean of Students) explanation for not having met the deadline, and has instructor consent. In the case of late-starting courses, the Dean of Students will have discretion to approve schedule changes through
the end of the third week of the late-starting course. Students who wish to add a course after the relevant deadline has elapsed shall be referred to the Standards Committee. The Standards Committee will grant such petitions only upon a showing of unusual circumstances.

D. Procedure for Dropping a Course(s)
Any second or third year student, by written notice in the form of a drop petition submitted to the Records Office, may drop any of his/her non-clinical courses (subject to the restrictions enumerated herein), so long as dropping the course does not reduce his/her course load below 12 units, which is the minimum number of units all second and third year students must undertake per semester. Unless an earlier date is specified by the professor, a non-clinical course may be dropped through the last day of instruction, or before a graded mid-term or submission of any required interim course work that comprises a portion of the final term grade. Whenever a student has enrolled in or been chosen for participation in a clinical course and has signed his/her agreement to participate in the course, such student may not drop the course without obtaining the instructor’s permission to drop from the course.

E. Independent Research (Law 340/341) and Project (Law 345) Unit Rules
An upper division student may enroll in and receive credit for up to a combined total of nine (9) Law 340/341 independent research/Law 345 independent project units. In Law 340 (for a semester) or Law 341 (for a full academic year), students undertake legal research under the supervision of a faculty member resulting in an original scholarly paper analyzing a particular area of law. In Law 345 (for a semester only), students undertake original research, usually involving empirical or field study, and produce a paper analyzing their findings. Students seeking to enroll in a Law 340/341 or 345 course must submit a “Petition for Independent Research/Project form to the Records Office for approval; this form requires the student obtain prior written approval of the sponsoring faculty member, including approval of the proposed topic. Consultation and supervision between the student and the sponsoring faculty member shall continue throughout the term(s) of enrollment. Work may begin during the summer, if the professor agrees to this in advance, so long as a substantial portion of the work is undertaken during the term(s) in which credit is awarded. All 340/341 units shall be graded for a letter grade, not on a P/U/NC basis. The supervising faculty member shall determine whether Law 345 shall be graded for a letter grade or on a P/U/NC basis.

F. Courses with Time Conflicts
The American Bar Association requires the equivalent of 700 minutes of instruction for each unit of coursework. As a result, students may only enroll in courses with overlapping class times if the 700 minutes per unit rule is satisfied for each of the classes. This rule applies to course overlaps with courses outside the law school as well, unless the student is not seeking credit for the outside course and attends the law course whenever there is a time conflict. If a student can demonstrate compliance with the ABA requirement and the instructors both consent, the overlap may be permitted; however, as a practical matter, even very small overlaps usually end up being impermissible. An overlapping course petition must be completed and submitted to the Records Office.

G. Credit for Courses Taken Outside the UCLA School of Law
1. TRANSFER CREDIT – Students matriculating as transfer students must have successfully completed an entire first-year curriculum at another ABA-approved law school. The law school will award a maximum of 39 credits earned at another institution. Transfer students must spend at least four (4) full-time semesters at UCLA School of Law upon transferring.
2. COURSES AT UCLA—Upon approval of the Dean of Students, candidates for the Juris Doctor degree are permitted to take, during regular law session only, two courses in UCLA departments other than the School of Law for a maximum of six semester units of Law School credit. (All quarter unit courses will convert to semester units at the following rate: 1 quarter unit = 0.75 semester units). This option is not available to joint degree students, or to students on probation or subject to special requirements (see Sections V.B and V.C). A course so taken must be supplementary to a student’s legal studies and the prior written approval of the Dean of Students must be obtained. Such outside courses must be graded on an “A, B, C, D” or “F” basis, and the
grade of “B-” or better in the outside course and satisfactory completion of the law course are required in order to receive units and proportional residency credit toward the Juris Doctor degree. The outside course with the earned letter grade will appear on the transcript. In addition, when the course is applied for law credit, the grade of “B-” or better is recorded on the academic record as a Pass and no grade points are calculated into the grade point average. If a student receives an outside course grade inferior to the grade of “B-”, and has petitioned for outside course credit, the following rules shall apply in determining the nature and amount, if any, of credit that will be awarded the outside course as well as the effect the grade will have for retention and other purposes:

a. In all outside courses, a grade of “D+” or below will be treated by the School of Law as the grade of “F” for all purposes.

b. In all outside courses, a grade of “C+,” “C” or “C-” will be treated by the School of Law as the grade of “D” for all purposes.

c. Units earned outside the School of Law during the Fall quarter apply to the law course load requirement for the Fall semester in the same calendar year. Units earned outside the School of Law for either the Winter or Spring quarter apply to the law course load requirement for the Spring semester of the same calendar year.

3. SUMMER SESSION RULES—Students wishing to earn credit at UCLA Law School for summer session attendance elsewhere must submit their proposed summer program to the Dean of Students for review, evaluation and approval.

a. Summer school unit credit may be earned only by attending a law school accredited by the American Bar Association. One unit of credit will be given for every 700 minutes of instruction, which in most cases will correlate to the number of units assigned by the summer school.

b. Students attending summer session at another law school may not repeat courses previously taken and completed at the School of Law. Similarly, courses taken and completed in summer session at another law school may not be repeated at the School of Law in subsequent regular session semesters. Students completing an externship/internship during a summer session will have those completed units count toward their externship unit limits at UCLA Law School.

c. Definitions:
   i. A summer school grade of “C-” or better is a credit grade for all purposes. The letter grade will be posted on the transcript, but not calculated into the student's grade point average.
   ii. A summer school grade of “D+” or below will be treated as the grade of “F” for all purposes.

H. Limit on Credit for Units Earned Outside Regularly Scheduled Law Class Sessions
The American Bar Association requires that a minimum of 64 semester units be earned in regularly scheduled law class sessions. In some circumstances, this requirement will limit the total number of units that a student may earn in the aggregate in independent research (Law 340, 341, 345, and 346), externships (both full and part-time) and courses outside the law school. Students who graduate with the minimum of 87 units required for the J.D. degree are limited to a total of 23 semester units in those course categories.

III. POLICIES CONCERNING ASSESSMENTS
A. Exam Procedures and Guidelines for Conduct During Exams
Each semester, the Records Office will post updated exam policies and procedures. The following general rules apply:

1. ANONYMITY—The School of Law uses an anonymous grading system. For identification, students are required to use their assigned exam number in lieu of their name on exams.
2. **HANDWRITTEN OR TYPED EXAMS** - Students may handwrite exams using bluebooks or type exams using a laptop computer with special security software approved by the law school.

3. **COMPUTERS** — Students who plan to use their laptop computer to take exams are required to attend a training session and install special exam security software that restricts access to computer files during an exam.

4. **CLOSED-BOOK EXAMS**—Only exam-related materials such as the exam questions, writing utensils, bluebooks, and blank scratch paper are permitted at the desk during an exam. All other belongings, including cell phones or data-storing watches, must be placed at the front of the room.

5. **PARTIAL-OPEN BOOK EXAMS**—Instructors may limit the materials permitted in the exam room—for example, by banning the use of commercial outlines. Students with questions about what sources may be used for any particular exam should consult with the instructor of the course.

6. **OPEN BOOK EXAMS**—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 may not bring in a second computer to use for reference purposes.

7. **RETURN 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.

8. **TAKE-HOME EXAMS**—Some professors allow students to take examinations at home, or otherwise outside of a secured/proctored exam setting. During the entire time period allotted for the take-home examination, unless otherwise expressly indicated by the professor’s written exam instructions, students may not discuss the course, the content of the exam or any exam responses with any classmate or other person. Students may use a classroom provided by the law school for the purposes of taking the exam, but otherwise should not be in a room with anyone else while taking the exam. Students taking the exam in the library may not share a conference room or table and if working in a carrel, must leave ample room between other students taking the same exam.

9. **ILLNESS**—If a student becomes ill during an exam and cannot continue, he or she must report immediately to the Dean of Students, or to the Records Office.

10. **PLAGIARISM**—Students who commit plagiarism, turn in “multiple submissions” in an effort to obtain credit twice for the same, or substantially similar work, or who are otherwise caught cheating on exams or papers, will be subject to the University disciplinary proceedings outlined in the [UCLA Student Conduct Code](https://www.law.ucla.edu/academics/calendar-and-schedule/academic-regulation-and-disciplinery-proceedings). Documentation of any resulting proceedings and/or disciplinary action will remain in the student's file. The occurrence of such disciplinary proceedings will be communicated to the Committee of Bar Examiners when the student undergoes moral character evaluation.

**B. Postponement of Scheduled Exams and Assignment Due-Dates**

If, at any time, a student believes s/he is the victim of disabling circumstances and feels that s/he cannot perform adequately in class work, course papers, and/or exams, s/he must bring this to the attention of the Dean of Students when the problem occurs and consult about the possibility of postponing exams, obtaining an extension, withdrawing from the School of Law, or depending on the circumstances, other alternatives. Students with such problems should not gamble on taking exams or completing assignments and then expect to gain relief after the fact.

1. Exam postponements or extensions for other written assignments may be approved by the Dean of Students and must be arranged by the student before the scheduled exam or normal date for assignment submission. As a general and basic rule, students will be allowed to take a make-up exam (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 exam or assignment submission date. Barring exceptional circumstances, students should not expect a postponement or extension if a circumstance caused them to merely lose study or drafting time. If an exam falls on a date or time that does not permit a student to take it because it violates the student's religious beliefs, the student must request an alternative time the same day or an alternative date if necessary. This should be done as soon as possible after a particular exam date is announced. Under no
circumstances will an exam be given earlier than the originally scheduled exam date unless that exam date has been changed for all students in the course with the instructor’s approval.

2. The exact nature of any make-up exam to be administered is the sole province of the particular professor, who may also decide to grade the exam on a Pass/Unsatisfactory/No Credit basis. An unexcused absence from a make-up exam or unexcused failure to meet an extended assignment date will be treated administratively by the recording of the letter grade of “F” for that course. All circumstances of illness or other disability must be reported to the Dean of Students at (310) 825-4891, or in the alternative, to the Records Office at (310) 825-2025.

3. If a serious problem or disabling circumstance arises during an exam, the student should report the situation to the Dean of Students during or immediately after the exam.

C. Incomplete Courses

1. EXAMS / WRITTEN ASSIGNMENTS— All examinations must be complete within three weeks of the originally scheduled exam date. When the remedy granted is the postponement of an exam(s) or extension of a written assignment, a transcript notation of “Incomplete,” pending receipt of the grade(s) once the work is completed and graded, will be given by the Dean of Students. Students must complete all written assignments or other work for a grade in courses in which they receive a notation of Incomplete no later than the end of the next semester (or by the end of the summer, if the Incomplete is received at the end of Spring Semester) in which they are enrolled in the School of Law; but the Dean of Students, in consultation with the instructor, may require a student to complete the work in a shorter time. If the Incomplete is not timely removed, it shall be transformed to the letter grade of “F” and will be so recorded on the student transcript.

2. INDEPENDENT RESEARCH/SEMINARS/PAPERS—In those courses or seminars where the grade is totally or partially dependent on the preparation and submission of a paper, the Dean of Students may extend the time for completing and submitting the paper from the end of the Fall Semester until the end of the examination period of the Spring Semester or for any lesser time, if the instructor agrees that the student has made substantial progress on the paper and that failure to complete it at the regular time would be justified in the instructor's judgment by sound educational objectives, or excused by such circumstances as would justify excusing a student from taking an exam. Where the paper is normally due at the end of the Spring Semester, the Dean for Students may, under those same terms and conditions, grant the student an extension to the end of the summer or any shorter period of time. Students seeking an extension must contact the Dean of Students for approval. If the paper is not submitted timely, the Incomplete shall be transformed to the grade of “F” and will be so recorded on the student transcript.

D. Revocation of Right to Take Examination for Unsatisfactory Attendance or Required Participation

A professor may decline to permit a student to take the final examination, submit a final paper or complete other final requirements in a course where the professor has determined that the student’s attendance or required participation has been unsatisfactory. As a matter of practice, the professor must notify the student in writing of the unsatisfactory attendance or participation record and what is planned if such is not corrected, so that the student will have an opportunity during the semester to improve his/her attendance or participation in the course.

IV. POLICIES CONCERNING GRADES AND GRADING

A. The Anonymous Grading System

To ensure fairness in final course grades, the School of Law uses an anonymous grading system. In those courses which are graded anonymously (experiential courses and seminars are generally the only exception), students must place only their exam number on the exam or course paper. Students are therefore also cautioned against writing anything in exams or course papers that is extrinsic to the subject matter of the course, that might develop instructor sympathy, or that has behind it other non-objective motives. Sometimes anonymity must be broken for some component of the course, as when
students are allowed to review their midterm exams with the instructor, or the instructor assigns a paper which cannot be graded anonymously, for a portion of the grade. In such instances, the Records Office then combines the anonymous and non-anonymous scores into one final grade, which may be adjusted to comply with any applicable mandatory curve.

1. Anonymous grading imposes reciprocal obligations. No student shall—on the exam, course paper, or in any other manner prior to the time exam or course grades are officially completed and submitted—purposefully reveal to the course professor facts identifying by name, or otherwise providing information concerning the identity of, the author of a particular exam or course paper.

2. If a professor determines there is probable cause to believe that a violation of this rule has occurred with respect to an exam or paper in his/her course, s/he shall report this determination to the Dean of Students.

3. If there is a concurrence in the professor's probable cause determination, the student shall be subject to the provisions regarding student conduct and procedures governing student discipline contained in the UCLA Student Conduct Code.

### B. Grading Scale (1995–Present)

<table>
<thead>
<tr>
<th>GRADE/GRADE POINTS</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ = 4.3</td>
<td>Extraordinary performance</td>
</tr>
<tr>
<td>A = 4.0</td>
<td>Excellent performance</td>
</tr>
<tr>
<td>A– = 3.7</td>
<td></td>
</tr>
<tr>
<td>B+ = 3.3</td>
<td>Good performance</td>
</tr>
<tr>
<td>B = 3.0</td>
<td></td>
</tr>
<tr>
<td>B– = 2.7</td>
<td></td>
</tr>
<tr>
<td>C+ = 2.3</td>
<td>Satisfactory performance</td>
</tr>
<tr>
<td>C = 2.0</td>
<td></td>
</tr>
<tr>
<td>C– = 1.7</td>
<td></td>
</tr>
<tr>
<td>D+ = 1.3</td>
<td>Unsatisfactory performance</td>
</tr>
<tr>
<td>D = 1.0</td>
<td></td>
</tr>
<tr>
<td>F = 0.0</td>
<td>Lack of understanding of major aspects of the course</td>
</tr>
<tr>
<td></td>
<td>No credit awarded</td>
</tr>
<tr>
<td>P</td>
<td>Pass (equivalent of C– and above)</td>
</tr>
<tr>
<td></td>
<td>Not calculated into the GPA</td>
</tr>
<tr>
<td>U = 1.0</td>
<td>Unsatisfactory (equivalent to grades D+ and D)</td>
</tr>
<tr>
<td>NC = 0.0</td>
<td>No credit (equivalent to a grade of F)</td>
</tr>
<tr>
<td></td>
<td>No unit credit awarded</td>
</tr>
<tr>
<td>LI</td>
<td>Incomplete, course work still in progress</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress, multiple term course, grade given upon completion</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew from course</td>
</tr>
</tbody>
</table>

Unit credit is awarded for grades “A+” to “D”. No unit credit will be awarded for grades of “F”.

### C. Distribution of Grades

All courses at the UCLA School of Law (with the exception of small seminars and experiential courses, as described below) are subject to a requirement that the median grade cannot exceed a B+ (i.e., 3.3) grade.

**First Year Courses:** In addition to the requirement of a maximum median grade of B+, grades for all first year classes must satisfy the following distributional parameters:

<table>
<thead>
<tr>
<th>First Year Courses</th>
<th>Letter Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>15% - 20%</td>
<td>A+/A</td>
</tr>
</tbody>
</table>
Due to the smaller class size, faculty teaching Law 108A/B – Legal Research & Writing have the discretion to make modest adjustments to this distribution to assure that grades accurately reflect course performance.

**Upper Division Courses:** Except as otherwise noted below, grades for all upper division courses must satisfy the following distributional parameters:

<table>
<thead>
<tr>
<th>Upper Division Courses</th>
<th>Letter Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>15%–20%</td>
<td>A+/A</td>
</tr>
<tr>
<td>20%–25%</td>
<td>A–</td>
</tr>
<tr>
<td>35%–40%</td>
<td>B+</td>
</tr>
<tr>
<td>20%–30%</td>
<td>B and lower</td>
</tr>
</tbody>
</table>

For upper division classes with total enrollment between 25-64 students, individual faculty have limited authority to deviate from this distribution, subject to a sliding scale of faculty discretion based on class size. Within this range of class sizes, faculty have less discretion for larger classes and greater discretion for smaller classes. This approach ensures that classes within the same class size range are subject to virtually identical grading rules. For classes with fewer than 25 students, the distribution of grades shown above is recommended but not required, though in no event may the median grade for the class exceed a B+ (3.3).

**Upper Division Seminars, Workshops and Experiential Courses**

For courses within these categories with 20 students or fewer students enrolled, faculty have the discretion to assign grades reflecting individual student performance without the limitations described above. For seminars and experiential courses with 21-25 students, the minimum number of B+ (or lower) grades required is 2 multiplied by the number equal to class enrollment minus 20, while a maximum B+ median rule applies to all seminars and experiential courses over 25.

Non-law students enrolled in courses at the School of Law shall be excluded from the grading curve and will not be included in the enrollment count for purposes of determining the applicable curve.

An instructor seeking to deviate from the curve must obtain the approval of the Vice Deans and Associate Dean.

**D. Grade for Class Performance/Participation**

In addition to the grade determined on an anonymous basis, an instructor may give a grade for class performance. This grade may be in the form of an increase or decrease, not exceeding one grading unit (e.g., B to B+ or B– to C+ to B– or to C). An instructor must announce not later than the end of the first week of instruction that grades for class performance will or may be given. The announcement may be verbal, included in the syllabus, or posted on the instructor’s webpage.

The grade for class performance should reflect the quality (as distinguished from mere quantity) of a student’s participation in class discussion. A student should never be penalized for asking questions. However, the class performance grade may reflect a student’s attendance, level of preparation for class and/or performance on assigned exercises. After factoring in class participation, the distribution of grades must still be within the appropriate mandatory curve.
In courses for which grading is not anonymous, such as seminars, letter-graded experiential courses and “hybrid” courses in which grading is only partially anonymous (determined by a non-anonymous paper and an anonymous exam), participation can count for more than one grading unit.

E. Pass/No Pass Grading System

This system is employed for certain experiential courses, externships (10 or 11 units for the actual placement) and selected advanced courses.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PASS = P</strong></td>
<td>Pass grades shall be disregarded in calculating academic averages. Unit credit is awarded.</td>
</tr>
<tr>
<td><strong>UNSATISFACTORY = U</strong></td>
<td>Unsatisfactory grades shall be assigned a grade of “D” for the purpose of calculating academic averages. Unit credit is awarded.</td>
</tr>
<tr>
<td><strong>NO CREDIT = NC</strong></td>
<td>No Credit grades shall be assigned a grade of “F” for the purpose of calculating academic averages. No unit credit is awarded.</td>
</tr>
</tbody>
</table>

If a course has not been designated Pass/No Pass by the faculty member teaching it, a student may not elect prospectively to take the course on a Pass/No Pass basis. *(But see the one-time P/U/NC option described below.)*

F. The One-Time Retroactive Pass/Unsatisfactory/No Credit (P/U/NC) Option

Students may elect to retroactively convert no more than four (4) semester units of graded credit and no more than one (1) course completed during the second and third years of course work to a Pass/Unsatisfactory/No Credit basis. This option may not be used for first year curriculum courses as listed in I.A., even if a student completes one of these courses in the second or third year.

The above option applies to courses in which letter grades would otherwise be assigned. If the election is exercised:

1. **PASS**—Grades of “C-” or above will be recorded as “Pass (P)”. Unit credit is awarded.
2. **UNSATISFACTORY**—Grades of “D+” or “D” will be recorded as “Unsatisfactory (U)”. Unit credit is awarded. Grades of “U” shall be assigned a grade of “D” for the purpose of calculating GPA.
3. **NO CREDIT**—A grade of “F” will be recorded as “No Credit (NC)”. No unit or residency credit is awarded. No credit grades shall be assigned a grade of “F” for the purpose of calculating GPA. The Pass/Unsatisfactory/No Credit (P/U/NC) option may only be exercised within the short time frame announced by the Records Office after a student has had an opportunity to see the letter grades s/he earned for the semester. Exercise of the option shall be accomplished by submitting the Retroactive P/U/NC Form to the Records Office by the stated deadline. A retroactive P/U/NC may never be exercised for Law 340 or 341 (Independent Research) units, but it may be exercised for Law 345 (Independent Project) units. If a professor prospectively requires that Law 345 credit be taken on a P/U/NC basis, it shall not count as exercise of the student’s one-time retroactive P/U/NC option. If a grade is not available as of the deadline for election of the option, the Dean of Students will extend the deadline until all grades for such students have been turned in. Students may not obtain a transcript for the semester until they have made a decision concerning their P/U/NC option. This option once elected shall not be revocable or transferable, even if hindsight proves conclusively that a different choice would have been more beneficial.

G. Grade Change Rule

Grades may be changed whenever the professor involved is convinced that the grade initially recorded is incorrect because of a clerical, technological or procedural error, discovered after the initial grade was recorded. In each case of a grade change on the above mentioned basis, the professor shall file a written explanation with the Registrar, at the time of filing the change of grade, explaining precisely the nature of the error (“procedural” encompasses “mathematical”).
Assignment of a grade on impermissible, non-academic criteria is a violation of the Faculty Code of Conduct. A student claiming such a violation may file a complaint with the Dean of the School of Law. If the matter is not resolved as a result of that complaint process, the student may file a formal complaint with the Charges Committee of the Academic Senate, which has the responsibility to determine whether probable cause of a violation exists. If the Charges Committee finds probable cause, the matter shall be forwarded to the Committee on Privilege and Tenure to convene a formal hearing to determine if the Faculty Code of Conduct was violated as charged. If the Committee on Privilege and Tenure determines that an instructor in the School of Law has assigned a grade applying biased or other impermissible criteria, that Committee is requested to so notify the Dean of the School of Law. Following such notification, the Dean will appoint an ad hoc Faculty Committee to determine whether the grade should be changed. In making its decision, the ad hoc committee will consider all relevant evidence. In the event that the evidence does not provide an adequate basis for determining the proper grade, the committee may assign a grade of credit.

H. Retaking Courses

1. Students shall be permitted to retake three or fewer courses (but not seminars) in which they received the letter grades of “D+” or “D” (unit credit received) or “F” (no credit). This rule in no way alters the effect of the Five Year Rule.

2. If a student received the letter grade of “D+” or “D” for a course the first time it was taken, then s/he will not receive unit credit towards total units completed for the course the second time it is taken and another credit grade earned.

3. If a student retaking a course receives a letter grade of “C–” or better on the retake, the letter grades of “D+”, “D” or “F” (no credit) received initially will continue to appear on his or her transcript, but the new grade will be counted for purposes of scholastic dismissal. The initial grade and not the grade on the retake will be counted for purposes of computation of class standing, if any.

4. If a student receives the letter grades of “D+”, “D” or “F” (no credit) on the retake, then both the original letter grade and units and the retake letter grade and units will be part of his or her record in applying scholastic dismissal and other rules, but the student will not receive unit credit towards total units completed if s/he received unit credit when the course was taken the first time.

5. First year courses may be retaken only in the student's second year.

6. The possibility that a grade may be improved on a retake shall not be taken into account in applying the rules on scholastic dismissal.

7. Questions that may arise where units assigned to a course change, or where the course content changes, or in other situations not expressly covered by these rules, shall be resolved by the Dean of Students, who shall report her decisions to the Standards Committee. The decision of the Dean of Students shall stand unless it is challenged by a member of the Committee and the Committee decides that the decision of the Dean of Students was unreasonable.

8. The following chart illustrates the intended operation of these rules in a case where a student retakes a 3-unit course:

<table>
<thead>
<tr>
<th>Grade First Time</th>
<th>Grade Second Time</th>
<th>Total Units of Credit</th>
<th>Total Units of Letter Grade Recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>F</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>F</td>
<td>D+ or D</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>F</td>
<td>C- or better</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>D or D+</td>
<td>F</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>D or D+</td>
<td>D or D+</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>D or D+</td>
<td>C- or better</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

9. No course may be retaken more than once.
10. No student shall be permitted to retake a course under the foregoing rules until s/he first completes an appropriate retake form in the Records Office. An election to retake a course must be made no later than the fifth day of instruction each semester.

V. ACADEMIC DISMISSAL, PROBATION AND SPECIAL REQUIREMENTS

A. Dismissal After Two Semesters
A first year student will be dismissed if at the end of two semesters of work that student fails to maintain a cumulative average of 2.0 in all courses undertaken and completed. No rounding up of an average below 2.0 is permitted.

B. Probation After Two Semesters
A first year student will be placed on probationary status if at the end of two semesters of work that student has not been dismissed and has a cumulative average of 2.2 or below.

1. A student who is on probationary status may enroll in no more than three (3) courses during each of the semesters on probation, and those courses must be letter graded and have a total unit credit of not more than eleven (11) and not less than eight (8) units. In the first semester, students must enroll in any mandatory academic support course offered by the School of Law. In addition to the mandatory support course, the student may only enroll in courses that are approved by the Dean of Students. Should the student remain on probation a second semester, during that second semester, s/he may only take courses that are approved by the Dean of Students. The student may retake first-year courses in which s/he received a letter grade of below C−, but students who repeat a course will be subject to the retake rules (see Rule IV.H). The student must attend class regularly, is ineligible for externships, and must participate in such support activities as may be required by the Dean of Students after consultation with the student.

2. At the end of the first semester on probation, the student will be dismissed if s/he has achieved a GPA of 2.3 or lower for that semester, and will be removed from probationary status if s/he has achieved a GPA of at least 2.7 for that semester; otherwise, the student will remain on probation. At the end of the second semester on probation, a student who has not achieved a GPA of at least a 2.5 for the two semesters on probation will be dismissed.

3. A student who has successfully completed one semester of probation will be dismissed nonetheless if s/he accumulates an average of less than 2.3 in all work undertaken and completed during any two concurrent semesters following successful completion of probation. The grade point average for this purpose shall be calculated without regard to the student’s retroactive decision to elect to have one course graded on a P/U/NC basis (that is, the “shadow” grade actually earned will be included in the grade point average calculation). No rounding up of an average below 2.3 is permitted.

4. A student who has successfully completed two semesters of probation will be dismissed nonetheless if s/he accumulates an average of less than 2.3 in all work undertaken and completed during any two concurrent semesters following successful completion of probation. The grade point average for this purpose shall be calculated without regard to the student’s retroactive decision to elect to have one course graded on a P/U/NC basis (that is, the “shadow” grade actually earned will be included in the grade point average calculation). No rounding up of an average below 2.3 is permitted.

5. A student who has been on probation and who achieves an average of 2.3 to 2.699 during the first two semesters following the successful completion of probation will be subject to the special academic requirements set forth in paragraph V.C below for the remainder of law school. The grade point average for this purpose shall be calculated without regard to the student’s retroactive decision to elect to have one course graded on a P/U/NC basis (that is, the “shadow” grade actually earned will be included in the grade point average calculation). A student who does not comply with these special requirements will be dismissed.
C. Special Academic Requirements (SAR)

1. A student who has a GPA in the bottom 7% of the first year class at the conclusion of his or her first year will be subject to the following academic requirements and limitations for the 3rd and 4th semesters of law school: such a student is ineligible for full-time externships and courses outside the School of Law, must attend classes regularly, obtain academic counseling and course selection approval from the Dean of Students, and must participate in one of the Fall semester academic support courses. They will also be permitted to apply for enrollment in academic support courses in other semesters.

2. A student not already subject to C.1. above and who has a GPA in the bottom 14% of the first year class at the conclusion of his or her first year will be subject to the following academic requirements and limitations for the 3rd and 4th semesters of law school: such a student must obtain academic counseling and course selection approval from the Dean of Students, and must attend classes regularly. The law school will offer those students guaranteed enrollment in one of the Fall semester academic support courses, and will permit them to apply for enrollment in academic support courses in other semesters.

D. Dismissal After Four or Six Semesters

A student who has not been placed on probation after the first year will be dismissed if s/he accumulate an average of less than 2.3 in all work undertaken and completed during the third and fourth semesters or during the fifth and sixth semesters. The grade point average for this purpose shall be calculated without regard to the student's retroactive decision to elect to have one course graded on a P/U/NC basis (that is, the “shadow” grade actually earned will be included in the grade point average calculation). No rounding up of an average below 2.3 is permitted.

E. Special Academic Requirements After Four Semesters

A student who was not placed on probation after the first year, but during the third and fourth semesters achieves an average of 2.3 to 2.699, will be subject to the special academic requirements set forth in paragraph V.C above for the remainder of law school. The grade point average for this purpose shall be calculated without regard to the student's retroactive decision to elect to have one course graded on a P/U/NC basis (that is, the “shadow” grade actually earned will be included in the grade point average calculation). A student who does not comply with these special requirements will be dismissed.

F. “Hybrid” Students

The following rules govern “Hybrid” students (students who are readmitted, after withdrawal or dismissal, and/or are under such circumstances that they enroll in at least one advanced course before completing all required first year courses). [Reminder: Students with reduced course loads in the first year are also subject to section XII.D.1.):

1. A student will be dismissed if that student withdraws after the first semester of the first year (with a 2.2 average or above) and, upon return, accumulates an average of less than 2.0 in all first year courses taken both before and after withdrawal.

2. A student will be placed on probationary status and will be subject to section V. if that student withdraws after the first semester of the first year with an average above 2.2 and upon return achieves an average of 2.2 or below in all first year courses taken both before and after withdrawal.

3. A student who has an average of less than 2.3 on all work undertaken and completed during his/her first two semesters following the semester in which s/he completes his/her first year courses will be dismissed.
4. A student who achieves a GPA in the bottom 7% of the first year students during the academic year in which s/he completed his/her first year courses will be subject to Rule V.E.

G. Readmission After Academic Dismissal
A student dismissed for scholastic deficiency pursuant to Rule V.A. (for first year students) or Rule V.D., E. or F. (for upper division students) may be readmitted, or may be readmitted upon conditions, or if applicable, may be allowed to graduate, upon approval of a written petition to the Dean of the Law School. Such petition must affirmatively show that the prior dismissal does not indicate a lack of capacity to complete the law school’s program of legal education and be admitted to the bar. The petition must be accompanied by documentation or other evidence, 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 also must adequately explain a failure to notify the Dean of Students about problems arising during any examination. The Dean may delegate the power to decide petitions arising under this rule (but not to the Dean of Students) and the Dean 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 Dean’s decision is permitted and the faculty will have no jurisdiction to consider any such appeal.

VI. WITHDRAWAL (LEAVE OF ABSENCE)
A. Appropriate university withdrawal forms must be completed before the beginning of the examination period in order for a student to maintain good standing.

B. If a student withdraws and wishes to return, and cannot satisfy the Five Year Rule (see Rule I.I.), the student must obtain a waiver from the Dean or seek admission anew through timely application to the Admissions Committee.

C. Notwithstanding VI.A. above, courses in which work for the course grade was or should have been completed before the effective date of withdrawal will receive the appropriate grade.

D. A readmitted student will receive credit as follows:
1. First year, first semester students
   A first year student who withdraws during the first semester may apply for, and is entitled to, readmission as a first year student, subject to certification by the Dean of Students at the time of withdrawal that the student had a valid reason for, and was a good faith student before withdrawal. Readmission shall be for the Fall semester at the beginning of one, but not both, of the next two succeeding academic years. The student must notify the School of Law of his or her intent to apply for readmission not later than May 1st preceding the academic year for which readmission is sought. Readmitted students must agree to attend classes regularly.

2. First year, second semester students with a GPA of 2.2 or above.
   A first year student who withdraws during the Spring semester and has completed the Fall semester with a GPA of 2.2 or above may apply for, and is entitled to, 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 School of Law of his or her intent to return not later than May 1st preceding the academic year for which the student wishes to return. A returning student who has earned at least a 2.2 GPA in his or her first term courses before withdrawal does not have to repeat such courses, with the possible exception of the first semester of the yearlong Legal Research and Writing course, a decision made by the Dean of Students in consultation with the relevant Legal Research and Writing faculty. A student who withdraws and is later readmitted and who takes a combination of first year and advanced courses upon readmission will be subject to the dismissal rules concerning hybrid students.

3. First year, second semester students with a GPA below 2.2.
A first year student who withdraws during the Spring semester and has completed the Fall semester with a GPA below 2.2 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 School of Law of his or her intent to apply for readmission not later than May 1st preceding the academic year for which readmission is sought. Readmission is at the discretion of, and subject to any special conditions imposed by, the Dean. If the Dean authorizes discretionary readmission of a student with a below 2.2 GPA, 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. Readmitted students must agree to attend classes regularly. A student will be dismissed if he or she fails to earn at least a 2.2 GPA during the Fall readmission semester. Following successful completion of the Fall semester, the student is subject to Rule V for purposes of academic review unless application of this rule is superseded by special conditions imposed by the Dean.

4. 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 beginning of the examination period by giving written notice to the Dean of Students, subject to VI.C. Readmission of second and third year students who have voluntarily withdrawn is governed by the Five Year Rule. Students may return to continue their legal studies, upon reasonable and timely written notice to the Dean of Students.

VII. CURRICULAR SPECIALIZATIONS
   A. Business Law and Policy—Academic and course requirements are on the Program website.
   B. Critical Race Studies—Academic and course requirements are on the Program website.
   C. Empirical Legal Scholars (in pilot phase)—Academic and course requirements are on the Program website.
   D. Entertainment, Media, and Intellectual Property Law Program—Academic and course requirements are on the Program website.
   E. Public Interest Law and Policy—Academic and course requirements are on the Program website.
   F. Law and Philosophy—Academic and course requirements are on the Program website.
   G. International and Comparative Law—Academic and course requirements are on the Program website.

VIII. EXPERIENTIAL AND EXTERNSHIP PROGRAM POLICIES
   A. Multiple Client Commitments
      1. Under no circumstances may a student take two clinics in the same semester. Please refer to Academic Standard I.F. for a definition of a clinic.
      2. A student may not enroll in an externship and a clinic in the same semester without permission from the Assistant Dean of Clinical Education, Experiential Learning and Public Service. Permission should be obtained before a student accepts an externship and enrolls in a clinic during the same semester. The following criteria will be used to determine whether permission to enroll in both will be granted;
         a. A determination as to whether an actual or potential conflict of interest exists that arises from the student engaging in an externship and a clinic in the same semester.
         b. Recommendations from the clinical faculty supervisor and/or the externship supervisor to the Assistant Dean as to whether or not same semester enrollment is appropriate.
         c. Students subject to special academic requirements and rules (Standard V) must first obtain approval from the Dean of Students to pursue this option.
   B. Rule Governing Withdrawal from Experiential Courses
Whenever a student has enrolled in or been chosen for participation in an experiential course and has signified his/her agreement to participate in the course, such student may not drop the course without obtaining the instructor’s permission to drop the course.

C. Full-Time Externship Rules
Refer to the Externship Program webpage for additional requirements and information.

1. Students may enroll in full-time externships in the offices of government agencies, legal services/non-profit agencies or judicial chambers, under the immediate supervision of:
   a. licensed lawyers who have two or more years of legal practice experience and are in good standing with the State Bar, or
   b. judges and/or judicial law clerks in judicial chambers
A student extern must work in the same business location as the supervising attorney and may not receive any monetary or other compensation for services performed during an externship. No full-time externships at corporations are permitted (only part-time). Externships for academic credit at any type of private law firms are prohibited.

2. All full-time externships must be approved by the Director of Extern & Field Placement Programs. Full-time externships are available to students in the fourth, fifth, and sixth semesters of legal study provided the student meets all of the externship program eligibility criteria. Students must be enrolled in UCLA School of Law the semester preceding the semester they wish to participate in the externship.

3. Full-time externships yield 13 semester units (no more, no less). In most cases, eleven units are graded on a Pass/Unsatisfactory/No Credit (P/U/NC) basis and two units are awarded a letter grade on the basis of a required research paper for an agency externship, or for enrollment in Law 850A & B (Advanced Judicial Process) for a judicial externship. For the UCDC program, ten units are graded “pass/fail” and three units are letter-graded. Students must comply with all program requirements and expectations to receive the full credit for the externship.

4. Students who have previously participated in a part-time externship are not eligible for a full-time externship.

5. Full-time Externship Academic Eligibility Rule
   a. Students who earned a cumulative grade point average in their first year below 2.699 are ineligible for a full-time externship in their fourth semester. Students who earned a grade point average below 2.699 during their third and fourth semesters are ineligible for a full-time externship in their fifth and sixth semesters. Students who are accepted for an externship for their fifth semester and whose letter grades for their third and fourth semesters fall below 2.699 must withdraw from the externship. See Rules V.C, E, and H generally, for grade requirements for extern program eligibility.
   b. In the event a student completes an externship with a Pass during his/her fourth semester of studies, his/her academic status shall be determined by treating the third, fourth, and fifth semesters as the third and fourth semesters for purposes of Rules V.D and E. If a Pass grade is not received in such fourth semester extern program, the student's academic status shall be determined as of the end of such fourth semester.

6. Students may not enroll in any additional courses for law school credit at UCLA or any other institution while enrolled in a full-time externship. Students who wish to participate in a full-time externship while enrolled in courses extending two semesters are advised that residency credit may be forfeited for the semester(s) the course segment is dropped if dropping the course leaves the student with a course load of less than twelve units for that previous semester. Notwithstanding the provision above, independent research papers under the yearlong Law 341A/B category and yearlong “Perspectives” courses may continue during an externship. With permission of the instructor and the Director of Extern & Field Placement Programs, students may audit courses relevant to their externship.

7. Credit is awarded after all program requirements have been fulfilled. Students may not receive academic credit retroactively for previously completed opportunities.
D. Part-Time Externship Rules

Refer to the Externship Program webpage for additional requirements and information, including criteria for approval of UCLA Law Academic Programs and Centers as externship placements.

1. Students in their second and third years may apply to enroll in a part-time externship in the offices of a government agency, a non-profit organization, judicial chambers, approved UCLA School of Law programs*, or with in-house corporate counsel. All placement supervisors must have two or more years of experience as a licensed lawyer and be in good standing with the State Bar, and both the supervisor and student are working together on-site at the entity’s place of business. No externships for academic credit at private law firms are permitted. A student may not receive any monetary or other compensation for services performed during a part-time externship. While undertaking law courses, the UCLA law student is also enrolled in and taking courses in another UCLA graduate department, and the dual curriculum program has been approved by the two academic divisions. The duration of the modification in normal degree requirements is contingent upon continued enrollment in, and ultimate satisfactory completion of, both curricular segments of the particular joint/concurrent degree program. Neither degree will be awarded until both sets of modified but independent degree requirements are satisfactorily completed. If, prior to joint/concurrent degree program completion, the student decides to withdraw from either curricular segment of the particular program but to remain in the other segment of the program, then the normal requirements for that segment’s degree must be satisfied before the degree will be awarded. Students enrolled in these programs are entitled to dual registration status.

2. A student may take more than one part-time externship in the course of their legal education, but may only enroll in one part-time externship during a semester for a maximum of eight units and may earn a cumulative total of no more than ten units of P/U/NC credit for satisfactory completion of all part-time externships. A student who completes a part-time externship will NOT be eligible for a full-time externship. A student who completes a full-time externship is NOT eligible for a part-time externship.

3. In a 13-week semester, students must work in the placement 52 hours for each unit of credit. For example, if a student is approved for a 4-unit part-time externship, that student must work a minimum of 208 hours during the semester (approximately 16 hours or two days per week). Students must complete the hours at the placement between the first and last days of instruction within the semester. Students must comply with all program requirements and expectations to receive the full credit for the externship.

4. Credit is awarded after all program requirements have been fulfilled. Students may not receive academic credit retroactively for previously completed opportunities.

IX. JOINT/CONCURRENT AND ARTICULATED DEGREE PROGRAMS

A. Joint/Concurrent Degree Programs

While undertaking law courses, the UCLA law student also undertakes courses in another UCLA graduate department, and the dual curriculum program has been approved by the two academic departments involved and the UCLA Graduate Division. Here, the normal degree requirements separately applicable in each department are modified by allowing a specified amount of credit to apply to both degrees and thereby reduce the time normally required if courses were taken in sequence. Joint degree students still need to satisfy the Professional Responsibility and SAW requirements, and must take a minimum of 64 semester units in regularly scheduled law class sessions. (See Section II(G)). The duration of the modification in normal degree requirements is contingent upon continued enrollment in, and ultimate satisfactory completion of, both curricular segments of the particular joint/concurrent degree program. Neither degree will be awarded until both sets of modified but independent degree requirements are satisfactorily completed. If, prior to joint/concurrent degree program completion, the student decides to withdraw from either curricular segment of the particular program but to remain in the other segment of the program, then the normal requirements for that segment’s degree must be satisfied before the degree will be awarded. Students enrolled in these programs are entitled to dual registration status.

B. Articulated Degree Programs

While undertaking law courses, the UCLA law student is also enrolled in and taking courses in another UCLA graduate program toward a separate graduate degree. The student must complete the full unit and resident study requirements for each degree; no credit overlap is permitted. Degrees earned are awarded independently and may be awarded at different times, subject only to the student’s satisfactory completion of the particular degree requirements. Students in articulated degree programs are not currently entitled to dual registration status and must therefore enroll as law students and make collateral arrangements for the course work completed in the other graduate department. Students who
wish to pursue an articulated degree program must submit a petition, along with supporting documents, to the Graduate Division.

C. Admission
Law students should attempt to gain admission to the other graduate department either just before, concurrent with, or soon after (during the first year of law study) gaining admission to the UCLA School of Law. Gaining admission to the other graduate department may occur, however, at any time prior to the time at which the requirements for the law degree are satisfied. Sound educational policy dictates, however, that the law student should become committed to and involved in the particular joint/concurrent or articulated degree program as soon as possible.

D. General Information and Unit Requirements

1. JURIS DOCTOR/MASTER OF ARTS DEGREE IN AFRICAN-AMERICAN STUDIES (M.A.)
   (School of Law and African-American Studies Department)
   a. A four year program
   b. Satisfactory completion of all requirements of the Juris Doctor degree.
   c. Satisfactory completion of all requirements of the Masters degree in African-American Studies, including required coursework, written thesis, and fulfillment of a foreign language requirement.

2. JURIS DOCTOR/MASTER OF ARTS DEGREE IN AMERICAN INDIAN STUDIES (M.A.)
   (School of Law and American Indian Studies [Interdepartmental])
   a. Satisfactory completion of all requirements of the Juris Doctor degree; and
   b. Within the units required for the J.D., specified Indian Law courses.; and
   c. At least twenty-eight (28) non-law American Indian Studies quarter units (including certain required courses and a thesis) are required.

3. JURIS DOCTOR/MASTER OF ARTS DEGREE IN URBAN AND REGIONAL PLANNING (M.U.R.P.)
   (School of Law and the Luskin School of Public Affairs/Department of Urban Planning)
   a. A four-year program
   b. Satisfactory completion of at least seventy-one (71) first year and elective Law School semester units and at least seventy-two (72) Urban and Regional Planning quarter units are required. Twelve (12) quarter units of this total must come from courses cross listed between the Law and Urban Planning Departments.
   c. Satisfactory completion of all other programmatic graduation requirements.

4. JURIS DOCTOR/MASTER OF BUSINESS ADMINISTRATION (M.B.A.)
   (School of Law and the Anderson School of Management)
   a. A four-year program
   b. Satisfactory completion of at least seventy-three (73) first year and elective Law School semester units and at least seventy-six (76) Management School quarter units are required.
   c. Satisfactory completion of all other programmatic graduation requirements.

5. JURIS DOCTOR/MASTER OF PUBLIC HEALTH (M.P.H.)
   (School of Law and School of Public Health)
   a. A four-year program
   b. Satisfactory completion of at least seventy-three (73) first year and elective Law School semester units and from fifty-four (54) to sixty-eight (68) Public Health quarter units depending upon that Public Health specialization and, including a field training requirement, are required.
   c. Satisfactory completion of all other programmatic graduation requirements.

6. JURIS DOCTOR/MASTER OF PUBLIC POLICY (M.P.P.)
   (School of Law and the Luskin School of Public Affairs / Department of Public Policy)
   a. A four-year program
b. Satisfactory completion of at least seventy-three (73) first year and elective Law School semester units and at least sixty-eight (68) Public Policy quarter units are required.
c. Satisfactory completion of a 400-hour field internship with an approved government agency, non-profit group, or other approved organization.
d. Satisfactory completion of all other programmatic graduation requirements.

7. JURIS DOCTOR/MASTER OF SOCIAL WELFARE (M.S.W.)
(School of Law and the Luskin School of Public Affairs/Department of Social Welfare)
   a. A four-year program
   b. Satisfactory completion of at least seventy-five (75) first year and elective Law School semester units and at least ninety-one (91) Social Welfare quarter units are required.
c. Satisfactory completion of all other programmatic graduation requirements.

8. JURIS DOCTOR/Ph.D. IN PHILOSOPHY
(School of Law and Department of Philosophy)
   a. Candidates for the joint program must complete all requirements for both degrees.
   b. A limited number of philosophy courses will be counted toward the J.D. requirement, and a limited number of law school courses will be counted toward the Ph.D. Refer to the School of Law website for additional information.
c. Satisfactory completion of all other programmatic graduation requirements.

E. Other Rules – Joint or Concurrent Degrees
   1. Extern Programs and Residency Credit
      Joint Degree students may enroll in a full-time externship; however, full-time externship units will not be counted toward the unit requirements of the J.D. degree. Joint degree students may earn a maximum of four units of part-time externship credit.
   2. Outside courses
      Joint degree students may enroll in courses outside the School of Law; however, such units will not be counted toward the unit requirements of the J.D. degree.
   3. Summer Session
      The weeks during which a student undertakes and satisfactorily completes approved summer session course work may count for joint degree units.

F. Dismissal Rules – Joint or Concurrent Degrees
   1. Students enrolled in a joint or concurrent degree program are subject to the School of Law rules governing scholastic standing. Thus:
      a. Failure to maintain a 2.0 in all first year courses attempted in the School of Law will result in dismissal as applied in Rule V.A of the Academic Standards.
      b. Failure to maintain a 2.2 average in all first year course work will result in probationary status as applied in Rule V.B of the Academic Standards. Joint or concurrent degree students who have been placed on probationary status must successfully complete probation before advancing to course work outside the School of Law.
      c. Failure to maintain a 2.699 average in all first year course work will subject the student to the special requirements set for in Section V.C herein.
      d. Failure to maintain a 2.3 average for the first 20 law units following the completion of the first year will result in dismissal, and failure to maintain a 2.3 average for the remaining law units undertaken will result in dismissal.
      e. Failure to maintain an average of 2.3 to 2.699 for the first 20 law units following the completion of the first year or the probationary period will result in the imposition of the following special requirements for the remaining semesters of law work: Such a student must attend class regularly; consult with the Dean of Students concerning course selection before making such selection; and undertake and satisfactorily complete support programs specified by the School of Law. A student who does not comply with these special requirements will be dismissed.
2. Students may also be dismissed from the program for failure to meet the academic scholarship requirements of the other school or department in which they have also matriculated for joint degree purposes.

G. The Five Year Rule
Each joint degree program involving a master’s degree (but not the J.D./Ph.D.) must be completed by or before five years from the time the student initially attends classes in either graduate department involved in the particular joint degree program. Only departmentally approved leaves of absence or withdrawals may legitimately interrupt the normal academic progress toward the completion of joint degree requirements and such period of interruption shall be counted in the five year period.

X. OTHER CURRICULAR OPPORTUNITIES
A. Individualized Plans to Concentrate Studies in a Special Area
Students who wish to concentrate studies in a special area entailing more than two courses (six semester units) of study outside of the School of Law must make written application for permission to a Vice Dean. The application shall state:
1. The area of concentration, and the particular courses that the student will take outside of the School of Law in furtherance of the concentrated study; and
2. The student’s reasons for wanting to undertake such a plan of concentration.
   a. The application shall bear the written approval of a faculty member certifying the merit of the plan of study, and further certifying that the outside courses supplement each other and supplement other law study completed and contemplated by the student.
   b. The limit on credit for outside courses under this program is 12 semester units of law (equal to 18 quarter units). That limit includes, and is specifically not in addition to, the present general rule on outside course credit set forth in Section II.G herein. The outside units must be taken during a regular session (No Summer School or Extension work) at UCLA.
   c. Unit credit: No law unit credit will be given for outside courses unless completed with a grade of “B-” or better.
   d. Students participating in this program cannot receive law unit credit for a full-time externship. The application will not be approved if a full-time externship has been taken previously for unit credit.
   e. Approval of the application shall rest in the discretion of the Vice Dean. The Vice Dean is authorized to amend the working details of the program to carry out its purposes.

B. Foreign Legal Study
1. Students interested in foreign legal study must first apply to the Graduate Studies Coordinator. To be eligible to study law abroad, a student must normally be a J.D. student in good standing, with a minimum GPA of 3.0, who will be in his/her third, fourth, or fifth semester of study at UCLA at the time of the proposed foreign legal study. Exchange students will have obtained at least one full year of credit at UCLA School of Law. The application for foreign study must be submitted no later than March 15 for foreign study in the following Fall Semester or October 15 for study in the following Spring Semester. The application consists of a letter in which the applicant must:
   a. Specify an academically challenging and coherent course of study that focuses on a particular sub-field of law. Examples of such a sub-field include Japanese law, EU law, international business law, public international economic law, international environmental law, comparative feminist approaches to law, or international human rights law, among other possibilities.
   b. Demonstrate that the student has a bona fide interest in the sub-field of law to be studied. Such interest may be demonstrated by, inter alia, a record of prior work or study in the proposed field, a statement of interest and intent by the applicant in his/her application for admission to the UCLA School of Law, or successful completion of appropriate international or comparative law courses at the UCLA School of Law.
c. Set forth the courses that the applicant proposes to take and show that satisfactory completion of the proposed courses should entitle the student to at least 13 units of course credit at UCLA School of Law.
d. Specify the means by which the student’s performance in each course will be evaluated by the foreign university and the UCLA School of Law.
e. Demonstrate that the applicant possesses the language skills necessary for successful completion of the proposed course of study.

2. Applicants must also submit their official UCLA Law transcript and two letters of recommendation. Reference letters must include: (1) a strongly favorable letter of support from a UCLA School of Law ladder faculty member (Professor or Acting Professor), indicating that faculty member’s approval of the student embarking on the proposed course of study; and (2) a strongly favorable letter of reference from a second person (preferably a scholar) who knows the applicant’s intellectual capacity. Lecturers, Adjuncts and Directors (having no other Professor title) do not count as ladder faculty. Letters of recommendation should be addressed to the International Curriculum Committee.

3. Foreign study will normally be for no more than one semester, but may be for as long as two semesters under exceptional circumstances. The applicant is solely and completely responsible for applying to the foreign program, complying with and fulfilling all of the foreign university’s requirements associated with the courses and program in which s/he is registered, and obtaining any appropriate visa and related documents.

4. Except as provided in paragraph B(7), foreign study will be approved only at foreign law schools with which UCLA School of Law has an exchange agreement in effect during the period in which the foreign study is to take place. Under no condition may more than four UCLA law students study at any one foreign school in any one semester, nor may more than twelve UCLA law students study at any one foreign law school in any consecutive three year period.

5. During the semester in which foreign study is to take place, the UCLA law student must register at the UCLA School of Law for Law 596 (International Exchange Program). Thirteen (13) units of course credit will be awarded on a pass/unsatisfactory/no credit basis for successful completion of a one semester program. Courses offered online or via distance learning or the foreign university are not eligible for credit. Upon completing the foreign course of study, the applicant is responsible for providing the Dean of Students and the Records Office with evidence of successful completion of the program and the means of evaluating the student’s performance that was specified in the application, typically in the form of an official transcript issued by the foreign university.

6. Applications that do not meet the criteria set forth in these rules, or that are rejected by the designated FLSEP coordinator, may be submitted to the Standards Committee for its consideration.

7. The following rules on tuition, fees, and expenses shall apply:
   a. Students who engage in foreign study are responsible for paying all UCLA School of Law tuition fees for the semester in which foreign study occurs. Students will not be required to pay tuition or fees at foreign law schools with which the UCLA School of Law will have an exchange agreement in effect for the period in which the student will engage in foreign study.
   b. A UCLA law student who has qualified for financial aid for the period in which s/he will study abroad may contact the Law School Financial Aid Office to request an adjustment to his/her living expense budget.
   c. All other costs associated with foreign study (including but not limited to travel, room, board, health insurance, and supplies) must be borne entirely by the applicant.

9. If a student wishes to engage in foreign study at a law school with which the UCLA School of Law will not have an exchange agreement in effect for the period in which the student wishes to engage in foreign study, then the student must take a leave of absence from UCLA School of Law during that period. In such cases, the student will receive transfer course credit for the foreign study only in exceptional circumstances, to the extent approved by the Standards Committee, and provided that the foreign law school is of the highest repute in the sub-field of study, the student’s proposed subfield of study is unavailable at UCLA School of Law and all partner schools, and the
student meets the terms and conditions set forth in Paragraphs (B)(1), (2) and (3) above. The Dean of Students will normally serve as the academic advisor for students pursuing study abroad at a non-partner institution.

C. Other International Studies

The Dean of Students shall grant up to 13 units of transfer credit to any student who meets all the following criteria:

1. While maintaining a GPA equivalent to, or better than, a 2.85 average, the student has completed all requirements for earning a master’s or doctoral degree from any one of the following institutions:
   a. Fletcher School of Law and Diplomacy, Tufts University;
   b. Nitze School of Advanced International Studies, Johns Hopkins University;
   c. School of Foreign Service, Georgetown University; or
   d. Woodrow Wilson School of International Studies, Princeton University.

2. Prior to enrolling at one of the above schools in connection with the transfer credit, the student must have:
   a. Obtained, in writing and from a voting faculty member of the School of Law, approval of a plan to study at one of the above schools, which approval shall list the courses to be completed at the other school; and
   b. Provided a copy of that approval to the Dean of Students by the end of the Spring semester preceding the academic year in which the student first enrolls at the other school.

3. After completing the course of study, the student must obtain, in writing and from a voting faculty member of the School of Law, approval of the course of study actually completed. Such approval shall be forthcoming so long as the student has in good faith attempted to complete the course of study initially approved.

4. For all semesters of legal study completed prior to enrolling at one of the above schools, the student must have been in good academic standing at the School of Law. The student must have completed two semesters at the School of Law before beginning the course of study for which such transfer credit is sought.

XI. MATTERS GOVERNED BY ADMINISTRATIVE DECISION

A. Petitions to the Dean of Students

Student petitions relating to administrative or non-academic matters (e.g., request for postponement of examinations or extension of papers, requests to enroll in more than 16 units) shall be heard and determined by the Dean of Students. The Dean of Students shall consult with the Chairperson of the Standards Committee in making decisions, when appropriate.

B. Petitions to the Standards Committee

1. A student seeking a waiver of any rule set forth in the Academic Standards may petition the Faculty-Student Standards Committee by presenting a full written explanation to the Dean of Students of the waiver or relief sought and the facts and arguments supporting the request. The Dean of Students will provide the student petition and other information to the committee and, if necessary, convene a meeting of the Standards Committee. The Committee will consider the petition and may also consider, as it deems appropriate, extrinsic information obtained through the Committee’s or the Dean of Students’ own investigation.

2. The action of the Committee will then be circulated on a consent calendar by e-mail to the voting faculty. If the student has requested anonymity and the Committee believes that there are compelling reasons supporting the petitioner’s request for anonymity, the student will not be identified. However, a faculty member who believes that s/he needs to know the student’s identity to decide whether to request that the matter be pulled from the consent calendar may obtain that information from the Dean of Students.

3. If, within 72 hours of the consent calendar’s circulation, three members of the voting faculty ask that the matter be removed, the matter will be placed on the agenda of the next faculty meeting.
Otherwise, the Committee’s decision will be deemed approved and the Dean of Students will so notify the student.

4. In the case of petitions received during the summer break, the petition will be considered by the Dean of Students, in consultation with the Chair of the Standards Committee from the prior academic year and the Associate Dean responsible for Student Affairs or Vice Dean.

C. Hardship Petitions to Visit Another Law School

1. In cases of severe hardship, an upper division student may request permission to spend no more than two semesters studying at another ABA-accredited law school outside of Los Angeles and apply units earned at that school towards his or her UCLA law degree. The request will be evaluated by the Dean of Students, in consultation with the Chair of the Standards Committee and the Associate Dean responsible for Student Affairs or Vice Dean. Factors that will weigh in favor of granting the petition may include: the fact that the hardship was not foreseeable when the student enrolled at UCLA School of Law; the unavailability of alternatives to studying away from UCLA; the existence of multiple hardships; the fact that the hardship relates to the health needs of the student or to an immediate family member who relies upon the student for care; the strength of the academic program of the school the student seeks to visit and/or any additional curricular benefits afforded the student by the visiting school. Petitions to visit at another law school for an additional semester at the city of an externship placement will be viewed with disfavor unless permission to visit would have been granted independent of the externship.

2. If permission to visit another school is granted, the student must enroll full-time, obtain approval of her class schedule from the Dean of Students, take all courses for a letter grade, and obtain a “C” or better in order to obtain unit credit. The units thus earned will be reflected as transfer credit, with the grades posted on the UCLA Law transcript, but not included in the student’s UCLA School of Law grade point average.

XII. ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

A. UCLA School of Law has a long history of supporting equal access to education for students with disabilities, in collaboration with the UCLA Center for Accessible Education (CAE). Students with disabilities who intend to request accommodations during law school must register with and provide relevant documentation to CAE, which will then provide recommendations to the Dean of Students regarding reasonable and appropriate accommodations.

B. The School of Law policy is to provide reasonable accommodations to students with documented permanent and temporary disabilities. In addition, the law school strives to provide accommodations to those students with conditions not necessarily recognized by the Americans with Disabilities Act (ADA) as “disabilities,” including pregnancy. Reasonable accommodations are those that are consistent with the fundamental nature of the law school’s program of legal education, that can be provided without undue financial or administrative burden, and that can be provided while maintaining academic and other essential performance standards. Whether or not a proposed accommodation meets these requirements shall be within the discretion of the Disability Standards Committee, in consultation with CAE and the Dean of Students. The Dean of the Law School retains ultimate authority over these decisions.

C. Applicants to and candidates for a degree from the School of Law, must have the abilities and skills to achieve the Institutional Learning Outcomes (ILOs) as established by the law school faculty, either with or without reasonable accommodations. (ILOs can be found at http://law.ucla.edu/about-ucla-law/institutional-learning-outcomes/)

D. Any of the following procedures, individually or in combination, may be adopted in individual cases by the Dean of Students after consultation with the CAE, and, when appropriate, with the Chair of the Disability Standards Committee and/or the relevant faculty member:

1. Extension of time for completion of an examination or take-home examination.
2. Provision of a private exam room.
3. Provision of a reader-writer (who shall not be a lawyer, law student or other person with legal training) during the examination.
4. Taping or scanning of the examination questions.
5. A revision of an examination question or format that without such a revision, would present insuperable problems as a consequence of a student's disability.

E. The Disability Standards Committee will consider requests for more extraordinary accommodations, including those for reduced course loads, a change in the curriculum, or a waiver of any rule in the Academic Standards, and report their decisions on these requests to the Dean of the Law School, who retains ultimate authority over them. A student seeking such accommodations may contact either the Dean of Students or the Chair of the Disability Standards Committee and must comply with XII.A. above relating to registration with the CAE.

1. Whenever a reduced course load is approved for a first year student, that student’s academic performance will be reviewed under the rules in Section V pertaining to academic dismissal, probation and special academic requirements at two different points in time: At the end of two semesters of work; and again when the first year curriculum has been completed.

F. To the extent that any of the procedures in this section render application of the anonymous grading system impossible in any particular instance, the application of the system shall be waived.

G. A copy of these rules shall be provided to every student who has self-identified as disabled during the law school application process prior to commencement of classes in the first semester of legal studies.

H. Any student who wishes to appeal an accommodation (or failure to accommodate) on the part of the School of Law may contact the Center for Accessible Education or the Office of the Vice Chancellor, Student Affairs—ADA & 504 Compliance.

XIII. ACADEMIC DISCLOSURES

A. Rule Regarding Student Reporting of GPAs

When students report their GPAs either verbally or in writing, the GPA may be rounded up only to the second numeral behind the decimal point (nearest hundredth) (i.e., 3.765 may be rounded up to 3.77, but not to 3.8 or 3.9; or 3.699 may be rounded up to a 3.70). As an alternative, students may state the entire GPA or drop one or more of the three numerals behind the decimal (i.e., 3.763 may be reported as 3.76 or 3.7). “Rounding up” means that the third numeral behind the decimal point (nearest thousandth) is a 5, 6, 7, 8 or 9 which, when “rounded” and then dropped from the GPA, makes the second numeral behind the decimal point one number higher than originally calculated. Students may not use numbers beyond the third numeral behind the decimal point of their GPA for rounding or any other purpose.

B. Disclosure of Academic Ranking Information

1. Numerical Rankings. The top 12 ranked students in each class each year as well as graduates in the Order of the Coif, will be notified of these rankings on official and unofficial transcripts.

2. Limited Disclosure. Additional information about students’ academic ranking will be made available solely for the purpose of aiding students who are applying for judicial clerkships and academic positions.

   a. Percentile Rankings. In addition to the students who are ranked numerically, as described above, students and alumni who are interested in applying for clerkships or academic positions can obtain from the Records Office whether they fall within the following percentile rankings “Rankings”:

      a. Top 5%
      b. Top 10%
      c. Top 15%
      d. Top 20%
      e. Top 25%

   b. In order to be eligible to be ranked as described above, a student must have completed a total of 30 or more units. Twenty-four of the 30 units must have been completed at
3. **Disclosure to Students.** Students who have expressed an intent to apply for judicial clerkships or academic positions can obtain information about the Rankings, described above, from the Records Office:
   a. By September of each year the Records Office will determine which students fall within the Rankings described above following the students’ 1L, 2L and 3L year.
   b. By February of each year the Records Office will determine which students fall within the Rankings described above following the fall semester of the students’ 3L year.

4. **Disclosure in Resumes and Correspondence.** Students may list their Rankings only on their resumes and correspondence used for applications for clerkships and academic positions. No Ranking information, except for the top 12 ranked students and graduates in the Order of the Coif, will be on official and unofficial transcripts. Alumni may use ranking information included on official and unofficial transcripts for any purpose.

5. **Faculty Access to Information.** Students can choose to share Ranking information with faculty who are recommending them for a judicial clerkship or academic position. Additionally, faculty who are recommending a student for judicial clerkships or academic positions can seek confirmation of that student’s Rankings from the Records Office or the Office of Career Services if the student has consented to the disclosure by completing the Judicial Clerkship Waiver or otherwise.

6. **Other Uses Impermissible.** The Dean, Dean of Students, faculty, Office of Career Services, students, and alumni shall not disclose information about the Rankings for any professional purpose other than aiding a student in obtaining a judicial clerkship or academic position. A student who reveals this information prior to graduation for any other professional purpose is in violation of the UCLA School of Law policies and is subject to disciplinary action.

C. **Disclosure of Student Records**

The School of Law, in accordance with Federal, State and campus rules concerning the privacy of student records, will not disclose information concerning a student's record to a prospective employer unless the student first makes such disclosure. However, the School of Law will respond to requests from prospective employers of students concerning a student's academic record provided the prospective employer first discloses to the Records Office the information given by the student to the prospective employer. For the purposes of this policy, it is immaterial whether the information given by the student to the prospective employer was written, as on a resume, or oral, as during an interview. Similarly, it is immaterial whether the prospective employer's request for information concerning a student's academic record is made orally or in writing, as long as the request specifies what information was given by the student to the prospective employer.

Upon receipt of a request from a prospective employer which complies with this policy, the Records Office will make a reasonable effort to contact a student whose academic record is the subject of a request in order to determine whether the student disclosed the information included in the prospective employer's request. A "reasonable effort" is an email message, a letter or phone call to a student currently on a clerkship or externship, which gives the student one calendar week to contact the Records Office. Depending on a student's response, the Records Office will take one of the following steps:

1. If the student informs the Records Office that he/she has disclosed the information to the prospective employer, the Records Office may release to the prospective employer, either orally or in writing, that portion of the student's academic record which specifically pertains to the information requested.
2. If the student informs the Records Office that the student has not disclosed the information to the prospective employer, the Records Office may not release any portion of the student's academic record which pertains to that information. Instead, the Records Office shall inform the prospective employer, either orally or in writing that the Record's Office cannot respond to the request because, according to the student, the student did not first disclose the information to the prospective employer.

3. If, after a reasonable effort to contact a student the Records Office has been unable to do so, the Records Office shall inform the prospective employer that it cannot respond to the request because it has been unable to contact the student.

The Records Office will assist student efforts to disclose accurate information to prospective employers by releasing to students, on request, non-confidential information contained in their own academic file. Information in a student's academic record which is subject to disclosure under this policy includes, but is not limited to, a student's: Score on a Law School Aptitude Test; cumulative law school GPA; grade in one or more specific courses; academic standing and class rank (if any); and honors or awards given in connection with a law school course program.

XIV. STANDARDS OF STUDENT CONDUCT AND STUDENT DISCIPLINE

A. Applicability of UCLA Student Conduct Code
Students enrolled in the School of Law are subject to the provisions regarding student conduct and procedures governing student discipline contained in the separate publication entitled “UCLA Student Conduct Code.” Copies of this document are available at the main campus Office of the Dean for Students, 1206 Murphy Hall, or online.

B. Cheating, Plagiarism and Multiple Submissions
Students caught cheating on examinations or papers, committing plagiarism or submitting work which is a “multiple submission” [i.e., the resubmission of any work which has been previously or simultaneously submitted for credit in identical or similar form in one course to fulfill any of the requirements of another course without the prior consent of the current instructor(s)] are subject to University disciplinary proceedings pursuant to the UCLA Student Conduct Code. Documentation of any resulting proceedings and/or disciplinary action will remain contained in the student's admissions file for the period of time the file is retained. The occurrence of such disciplinary proceedings will be communicated to the Bar Examiners to whom the law school must certify candidates for bar admission.

C. Report of Disciplinary Proceedings
The School of Law will report to the University for appropriate disciplinary proceedings any misrepresentation by a student of the student's academic record. Should disciplinary proceedings result in a finding that a student has made a willful misrepresentation that finding will be reported to the governing Bar Association or Committee of Bar Examiners of any state in which the student seeks admission to the Bar.

D. Continuing Duty to Report
Once admitted to the School of Law, a student has a continuing duty to update the information included in the student’s application for admission. This includes a duty to disclose any and all omissions from the application for admission, and it includes a duty to disclose any and all conduct and events that occur after submission of the application, if such conduct or events would have required disclosure in the application for admission. This duty of disclosure continues until the student has graduated or formally withdraws from the School of Law. Students must disclose upon the occurrence of the event (e.g., an arrest) and cannot wait for resolution of the matter before disclosing. Failing to make the necessary disclosures described herein, or disclosure of conduct in violation of university
policy or federal, state or local laws, may result in disciplinary action up to and including revocation of an offer of admission or dismissal from the university. Disclosure should be made to the Dean of Students.

E. Sexual and Other Forms of Harassment

1. UCLA School of Law is committed to creating and maintaining a community free of all forms of exploitation, intimidation, and harassment.

2. The law school does not tolerate sexual harassment, which is prohibited both by law and by University policy. It is the intention of the law school to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy. Additional information on sexual harassment and assistance for students and other law community members can be obtained through the UCLA Sexual Harassment Prevention Office which provides information about campus policies and procedures to any interested person. Individual consultations can be arranged for persons who need detailed information about possible sexual harassment and options for resolving concerns on campus.

3. The University strives to create an environment which fosters the values of mutual respect and tolerance and is free from discrimination based on race, ethnicity, sex, religion, sexual orientation, disability, age, and other personal characteristics. Certainly harassment, in its many forms, works against those values and often corrodes a person’s sense of worth and interferes with one’s ability to participate in University programs or activities. While the University is committed to the free exchange of ideas and the full protection of free expression, the University also recognizes that words can be used in such a way that they no longer express an idea, but rather injure and intimidate, thus undermining the ability of individuals to participate in the University community (President Gardner, September 21, 1989).

   a. The UCLA Student Conduct Code prohibits a variety of conduct by students which, in certain contexts, may be regarded as harassment or intimidation.

   b. The Law School Office for Student Affairs (Law Building) as well as the UCLA Dean of Students Office (Murphy Hall) can assist students who believe that they have been affected by the harassing conduct of a UCLA community member. Other options for reporting harassing behavior are available through the Ombuds office, Counseling and Psychological Services (CAPS) and the Sexual Harassment Prevention Office indicated above.

   c. In addition to providing support for those who believe they have been victims of harassment, the resources listed above offer students the opportunity to understand the formal and informal mechanisms employed by the campus to address these claims and to consider which of the available options are the most useful for the particular circumstances.

   d. With regard to University-wide student conduct policies, complainants should be aware that not all conduct which is offensive may be regarded as a violation of these policies and may, in fact, be protected expression. Thus, the application of formal institutional discipline to such protected expression may not be legally permissible. Nevertheless, the University is committed to reviewing any complaint of harassing or intimidating conduct by a student and intervening on behalf of the complainant to the extent possible.

Amendments to these rules were last approved by the Faculty of UCLA School of Law in May 2017.