University of California
LAW
SAN FRANCISCO

ACADEMIC REGULATIONS

Academic Year 2026-2027

Effective July 1, 2026

UC College of the Law, San Francisco ("UC Law SF") reserves the right to change Academic Regulations, the Course Catalog, health and safety regulations, building access policies, or other College operations or academic program elements at any time, with or without notice, in its sole discretion and for any reason, including as needed during the academic year in order to effectively administer the academic program or respond to emergencies or economic needs. Such changes include but are not limited to: (1) requiring masking or vaccines; (2) changes to computer equipment requirements; (3) cancelling or adding classes or changing the format of instruction (e.g., in-person or online), examination formats, or grading (e.g., from normal grading scales to CR/NC); (4) changing, modifying, or clarifying Academic Regulations; and (5) elaborating new attendance policies. The Catalog, Academic Regulations, and other rules and advising documents are thus subject to change without notice and do not constitute an irrevocable contract between any student and UC Law SF. Tuition and mandatory fees have been set regardless of the method of instruction and the College's policies and programs and will not be refunded in the event instruction occurs remotely for any part or the entirety of the Academic Year or in the event of other changes in the College's policies or programs.

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PREFACE

You should read these regulations carefully; all students are presumed to have full knowledge of their contents.

INTRODUCTION

These regulations are divided into 15 parts. Each part is designated by a roman numeral and a title in capital letters. The parts are divided into one or more subparts. Each subpart is designated by a capital letter and an underlined title in initial caps.

I. DEFINED TERMS AND GENERAL PRINCIPLES.

A. Defined Terms

001. **Defined terms.** The following terms have the meanings shown when used in these regulations. Examples of the use of the terms can be found in the sections noted in parentheses.

Add/drop period -- The period at the beginning of each semester designated in writing by the Provost & Academic Dean, during which students may, generally, change courses without obtaining permission of the Dean of Students. (§803)

Administrative F -- A grade of "F" entered on a student transcript for a course by the Registrar's Office at the direction of the Provost & Academic Dean because the student initially received an incomplete in the course and did not follow the required procedures to remove the incomplete, or because, without prior authorization, the student failed to take a scheduled examination, or because the student violated the UC Law SF Code of Student Conduct and Discipline. (See §§1103, 1303, 1304, 2902, 2908, and 3008.) Administrative F grades may be accompanied by a notation on the transcript of the reason the student received the F grade.

Administrative withdrawal -- The removal of a student from a course by the Dean of Students, in accordance with these Regulations and with the consequences prescribed in these Regulations. (§504)

College -- UC Law SF (§105)

Course (as used in all sections of these regulations except for §§901-1005) -- An offering of the College for which a student is authorized to receive unit credit which counts toward the minimum number of units needed for graduation. (§§501-504, 703, 801, 1101-1103, et seq.)

Course (only as used in §§901-1005, which sections deal with grade point average computation and grade normalization requirements) -- An offering of the College that is either a "GPA course" or a "non-GPA course" and is not a "seminar." The terms "GPA course," "non-GPA course" and "seminar" are defined below and in §901. These terms are used with these meanings by the UC Law SF Office of the Registrar.

Full-time student -- A student enrolled for at least the minimum number of units specified in §201 for a given semester.

Full-time status -- The status of a full-time student. (§201)

Good academic standing -- Describes status of student whose grade point average is at or

above the minimum grade point average defined by §904 and has met any readmission requirements for continued enrollment.

GPA course -- A course in which the grade will be counted in a student's grade point average. In first-year GPA courses the grade must be based at least 50% on an anonymously graded examination (or a series of anonymously graded examinations). Except with the prior approval of the Provost & Academic Dean for a specific semester, the grade in second and third-year GPA courses will be based at least 50% on an anonymously graded examination (or a series of anonymously graded examinations). Instructors shall notify the class in writing during the first week of classes about how they intend to evaluate students.

Independent study -- An arrangement between a faculty member and a student under which a student produces substantial written work under the supervision of the faculty member. Grades given for independent study are not counted in a student's grade point average. (§§2401-2406)

Leave of absence -- An absence of a semester or more permitted by the Dean of Students to an admitted UC Law SF student that interrupts the normal course of a student's progress to graduation in consecutive semesters. (§§2901-2907)

Non-GPA course -- A course in which the grade will not be included in a student's grade point average. These courses emphasize skills training and evaluation, such as clinics, externships, Legal Analysis, and other courses that may be so designated by the Faculty from time to time, including those courses designated as credit/no credit.

Provost & Academic Dean -- The Provost & Academic Dean of the College and/or the Dean of Students of the College, any other member of the faculty of the College who has been specifically delegated by the Dean of the College or by the Provost & Academic Dean of the College to exercise the authority given in these Regulations to the Provost & Academic Dean of the College. (§503, et. seq.)

Seminar -- An offering of the College which does not qualify as a GPA course, but in which the grade will be counted in a student's grade point average. A seminar must involve substantial research and writing done under faculty supervision. The grade in a seminar must be based at least 50% on that written work. Instructors shall notify the class in writing during the first week of classes about how they intend to evaluate students.

Upper division -- Describes a course or offering that may only be taken by a second or third-year student at the College. (§§901, 1803)

Withdrawal -- A voluntary termination of enrollment at the College of a student in good academic standing, approved by the Dean of Students, having the consequence that the student may not re-enroll at the College unless readmitted. (§§2908, 2909)

B. General Principles

010. **Compliance with applicable law.** The Provost & Academic Dean and Dean of Students shall interpret and apply these Academic Regulations so as not to violate applicable laws, including but not limited to, laws establishing the rights of persons with disabilities.

II. RESIDENCY AND GENERAL ENROLLMENT REQUIREMENTS.

A. Semesters and Units

101. **General requirements for degree.** Except as otherwise provided in this subpart, a student: (1)

must be enrolled on a full-time basis, as defined in §201, during six semesters at UC Law SF and (2) must earn credit for 86 units of course work to qualify for a UC Law SF J.D. degree.

102. **Transfers after one year of law school.** A student who is admitted as a transfer student after completing the first-year curriculum at another law school must be enrolled at the College as a full-time student for not fewer than four semesters and must successfully complete a minimum of 52 units while at the College to qualify for a UC Law SF J.D. degree. [See §707. Additional requirements upon transfer admission; §2202. Transfer credit for prior law study.]

103. **Matriculation at another law school.** A UC Law SF student who matriculates at another law school as a full-time student during the student's second or third year must be enrolled at UC Law SF as a full-time student for not fewer than four semesters and must successfully complete a minimum of 52 units at UC Law SF to qualify for a UC Law SF J.D. degree. [See §2205. Students visiting at other law schools.]

104. **Accelerated graduation.** A student can qualify for a UC Law SF J.D. degree if the student (1) successfully completes five regularly scheduled full-time semesters, (2) successfully completes no fewer than 12 and no more than 16 units during two summers, and (3) earns no fewer than a total of 86 units in those five full-time regular scheduled semesters and those two summer sessions. [See §303. Summer sessions.]

105. **Joint degree students.** Requirements for graduation at the College by participants in joint degree programs are set forth in §2304 - Effect on graduation requirements.

106. **Reduced course load**. After completion of the first year as a full-time student, the Dean of Students may grant permission for a student to enroll in fewer than 10 units in lieu of full-time enrollment in a given semester. Such approval may be given in circumstances that involve family or medical needs, financial hardship, unusual academic or career opportunities, or similar concerns. This section will not extend the maximum time that students may be enrolled at the Law School. [See §401.]

B. Minimum Course Load

201. **General minimum full-time course load.** A student must be enrolled in a minimum of 10 units each semester to be considered a full-time student (or to have full-time status) for purposes of these regulations. [See §101 for units of course work required for the J.D. degree.]

C. Maximum Course Load

301. **General maximum course load.** Except as otherwise provided in this subpart, a student may be enrolled in a maximum of 16 units each semester. No student may be enrolled in more than 17 units in any semester under any circumstances.

302. **Exception to maximum course load.** A first-year law student may enroll in 17 units in the fall term as a result of taking Scientist to Lawyer. A second-year or third-year student with a cumulative grade point average of less than 2.8 may not enroll in 17 units; however, a second-year or third-year student with a cumulative grade point average of 2.8 or better may enroll in 17 units in one semester, so long as the student is enrolled in no more than 33 units during the academic year. In extraordinary circumstances, the Dean of Students may grant permission for a student with a cumulative grade average of 2.8 or better to enroll in 17 units in two consecutive semesters of an academic year.

303. **Summer sessions.** A student may earn a total maximum of 9 units in any one summer from courses taken at the College, at another ABA-approved law school, or a combination of both. [See §104. Accelerated graduation; §2209. Summer session students.]

D. Limits on Extended Enrollment

401. **Maximum semesters of enrollment.** Except in extraordinary and compelling circumstances, a student may not be enrolled at UC Law SF for more than eight semesters.

402. **Maximum years to qualify for degree.** Except in extraordinary and compelling circumstances, a student must complete the requirements for a UC Law SF J.D. degree within a period of five years from the commencement of the student's first attendance of classes at UC Law SF or at another ABA/AALS accredited law school. In determining that a student should begiven a variance under this Regulation, the Dean of Students may impose conditions on the extension of the maximum years to qualify for a degree, including the option to engage with academic support. The Dean of Students also may require the student to re-enroll in a class, permit the student to re-enroll in classes the student wishes to retake, and may impose additional terms and conditions as they deem appropriate. Grading and credit for the re-enrollment shall be governed by the provisions of §§1102 and 1202.

E. Attendance and Performance

501. **General rule.** A student who enrolls in any course must regularly and punctually attend class and must perform all class assignments, including any requirements established under §502.

502. **Specific attendance and performance requirements.** An instructor may establish specific attendance and performance requirements in the instructor's course and, during the add/drop period, shall notify the students of those requirements in the course syllabus or by some other form of written notice. [See §803. Add/drop period.]

503. **Reporting deficient attendance or performance.** An instructor may determine that a student has been excessively absent or has failed to perform the course assignments as required in §§501 or 502. The instructor may report such student to the Dean of Students. A student so reported shall not continue to be enrolled in the course without the instructor’s permission. [See §504. Administrative withdrawal from a course.]

504. **Administrative withdrawal from a course.** The Dean of Students may, following consultation with the course instructor, direct the Office of the Registrar to withdraw a student from a course for excessive absence or failure to perform course assignments. This "administrative withdrawal" shall be noted by an "AW" on the student's transcript and shall be accompanied by a brief explanation of the reasons for the administrative withdrawal. A course in which a student receives an "AW” will be counted as units attempted by the student, but the "AW” will not affect the student's grade point average.

F. Employment

601. **First-year students.** A first-year student should not undertake any employment when classes are in session or students are preparing for examinations, because the rigorous demands of law study require the full energy and time of the beginning student. A first-year student must obtain prior approval of the Dean of Students to be employed during these periods. The Dean of Students may permit a first-year student to be employed for a maximum of 20 hours per week.

602. **Second and third-year students.** A second-year or third-year student should not undertake extensive employment and may not be employed for more than an average of 20 hours per week when classes are in session or students are preparing for examinations, unless they have a reduced course load and have obtained prior approval of the Dean of Students.

III. SPECIFIC COURSE AND ENROLLMENT REQUIREMENTS.

A. Required Courses

701. **First-year courses (31 units total).** All students must take the first-year curriculum, which consists of: Civil Procedure I (4 units), Contracts (4 units), Criminal Law (4 units), Legal Research and Writing I (3 units), Legal Research and Writing II (3 units), Property (4 units), Torts (4 units), and either Constitutional Law I (3 units), or a Statutory Course (3 units). In addition, each semester one of the above doctrinal courses will include a legal analysis module (1 additional unit per semester). Subject to §§1401 and 1402, students must take all of the required first-year curriculum during the first year of law school unless a reduced course load is approved by the Dean of Students. A student who does not take any one of the above-listed courses in the first year must do so in the second year. The first-year course not elected during the first year—Constitutional Law I or the Statutory Course—must be taken during the second year. For purposes of these regulations, including §1002 (grade normalization) and §§1102 and 1603 (re-enrollment), and course listed in this section will be treated as a first-year course, regardless of when the course is taken. First-year students may not enroll in any upper division course without the approval of the Dean of Students.

702. **Professional ethics course requirement.** All students must enroll in and receive a grade of C or better in a course on professional ethics and conduct. With approval from the Dean of Students, a student may satisfy this requirement with a comparable course at another ABA-approved law school.

703**.** **Writing requirement.** All students must write a substantial research paper demonstrating professional and scholarly competency in research, analysis, and writing. The paper should present an original, insightful, clearly stated thesis regarding a matter of legal doctrine or policy and should draw on both primary and secondary sources. The paper should display well-structured, reasoned argumentation, demonstrating a student's precise and effective use of language and mastery of the relevant subject area. Projects meeting this requirement may take various forms including, but not limited to, law-review style papers, briefs, policy analyses (i.e., "white papers"), legislative proposals, analyses, and/or critiques. Students may satisfy this requirement in either a seminar or a two-unit independent study with a substantial writing component. The Provost & Academic Dean shall designate the seminars that have a substantial writing component. With the written permission of the Provost & Academic Dean, a member of the Adjunct Faculty may supervise an independent study to satisfy this requirement; otherwise, only Distinguished; Tenure and Tenure Track Faculty; Long Term Contract Faculty; Lecturers; Permanent Visitors; and Emeritus members may do so. All of the following requirements must be met in order to satisfy the writing requirement:

a. The student must inform the instructor that the student wishes to have a paper fulfill the writing requirement.

b. The student must submit a topic and receive approval of it from the instructor.

c. The student must submit at least one preliminary draft to the instructor for comments and suggestions.

d. The student must submit a final draft that is of sufficient length to thoroughly discuss and resolve the issue(s) that it considers. Ordinarily this would require a final draft of approximately 7,000 words exclusive of footnotes and endnotes. Quality, however, is more important than length and a draft of fewer than 7,000 words that is concise, yet thorough, and otherwise meets the requirements of this section may equally fulfill the writing requirement.

e. The student must receive a grade of C or better on the final draft of the paper.

f. The instructor must certify in writing that all of the above requirements have been met, and that the student is at least "competent" in each category under a rubric to be circulated by the Provost & Academic Dean.

[See §902. Exception for independent study to fulfill writing requirement. See also §§2401-2406 on Independent Study generally.]

704. **Experiential units requirement.** Each student shall, after the first year, take and pass (with a grade of CR if the course is mandatorily graded on a CR/NC basis, and otherwise with a grade of C or better) at least six units of experiential courses. An experiential course is a simulation course, a law clinic, or an externship, or other field placement course that is primarily experiential in nature and (i) integrates doctrine, theory, skills, and legal ethics, and engages students in performance of one or more professional skills – such as legal research, interviewing, counseling, negotiation, fact development and analysis, trial practice, appellate advocacy, document drafting, conflict resolution, organization and management of legal work, collaboration, cultural competency, policy analysis and advocacy, problem solving, and self-evaluation; (ii) develops the concepts underlying the professional skills being taught; (iii) provides multiple opportunities for performance; and (iv) provides opportunities for student self-evaluation. The Provost & Academic Dean shall compile and publicize a list of courses in the curriculum that satisfy this requirement. With approval from the Dean of Students, a student may satisfy this requirement with a comparable course at another ABA-approved law school.

705. **Additional upper division courses.** All students must enroll in and receive a grade of "C" or above in Constitutional Law II, Criminal Procedure, and Evidence. With approval from the Dean of Students, a student may satisfy this requirement with a comparable course at another ABA-approved law school.

706. **Restrictions on satisfying course requirements.** No course taken to satisfy Regulation 701 may be used to satisfy the requirements of Regulations 702 (professional ethics), 703 (writing requirement), or 704 (experiential units). A student may not use the same course to satisfy more than one of the requirements of Regulations 702, 703, and 704.

707. **Additional requirements upon transfer admission.** A student who transfers to the College after completing the first-year curriculum at another law school, and whose transfer admission was made conditional on completing specified academic requirements while enrolled at the College, must complete those requirements to receive the J.D. degree.

708. **Professional Development Requirement.** Every JD student is required to timely complete the Career Development Office (CDO) Professional Development Program, a three-year program of engagement with career programming and development. To meet the requirement, students must attend the required number of programs or events each year and produce a professional development plan that is approved by the CDO. Students who are unable to meet the requirement in any given year must meet with the Assistant Dean for the CDO, or with the designee of the Assistant Dean for the CDO, to develop an alternative compliance plan. In extraordinary circumstances, the Dean of Students has the authority to waive this requirement as a condition of graduation for students who were unable to meet it.

B. Changes in Course Schedule

801. **Office of the Registrar requirement.** All changes in student schedules, including changes from one section of a course to another and any change pursuant to the procedures required or authorized in §§803 through 806, must be processed through the Office of the Registrar.

802. **First-year sections.** All first-year students must remain in the section to which they are assigned

through the first year. In extraordinary circumstances, the Dean of Students may authorize a change in the section assignment or schedule of a first-year student.

803. **Add/drop period.** The Provost & Academic Dean shall designate in writing the "add/drop period" as well as any add/drop period policies and procedures in addition to those set forth in these regulations. The Provost & Academic Dean shall make copies of such policies and procedures available to all students.

804. **Requirements during add/drop period.** Except where the instructor has established limitations on dropping, a student may drop a course through the last day of the add/drop period without the permission of the instructor. A student who fails to attend each class meeting of a course in which the student is enrolled during the add/drop period may be administratively dropped from the course by the Dean of Students.

805. **Restrictions on changes after add/drop period.** After the add/drop period, a student may change the student's schedule only after demonstrating good cause to add or withdraw from a course to the Dean of Students and receiving written permission from the Dean of Students.

806. **Effects of late course withdrawal.** A student who withdraws from a course after the add/drop period, or after a later date established by the Dean of Students, shall receive a notation of "W" for that course on the student's transcript. A course in which a student receives a "W" will be counted as units attempted by the student, but the "W" will not affect the student's grade point average.

807. **Enrollment at overlapping times prohibited.** No student may enroll in courses scheduled to meet at the same hour or at overlapping times.

808. **Employment related changes prohibited.** No student will receive the permission of the Dean of Students to change the student's course schedule to accommodate the student's employment schedule.

IV. STANDARDS FOR GRADING AND GRANTING CREDIT.

A. Grading Scales and Minimum Cumulative Grade Point Average

901. **General Rule**. Offerings of the College are divided into four categories: GPA courses, non-GPA courses, seminars and independent studies as defined in Section 001. Student performance in all graded courses, seminars and independent studies offered by the College shall be graded in accordance with the grading curve set forth in §§1001-1005 below and counted in a student's cumulative grade point average except for those offerings specifically designated in this section or in §902, below. The Faculty shall designate in the Course Catalog the courses that are not graded and also those classes and seminars for which the grades are not used in calculating a student's cumulative grade point averages.

902. **Exception for independent study arrangements.** The letter grades set out in §903 shall be used in grading independent studies, even though grades given for independent studies do not count in a student's grade point average. Such letter grades must be used in grading independent studies arranged for the purpose of fulfilling the writing requirement of the College set out in §703. With the advance permission of the supervising faculty member, other independent studies may be graded on a CR/NC basis.

903. **Grade point equivalents.** Points are assigned for grades on the following basis for purposes of computing the grade point average: A+ = 4.3 grade points per unit; A = 4.0; A- = 3.7; B+ = 3.3; B = 3.0; B- = 2.7; C+ = 2.3; C = 2.0; C- = 1.5; D = 1.0; F = 0.

904. **Minimum cumulative grade point average.** The minimum cumulative grade point average for continuation and graduation is:

a. 2.2 for the graduating class of 2020 and earlier; and
b. 2.5 for the graduating class of 2021 and after.

905. **Credit/No-Credit (CR/NC) courses.** The Faculty may designate in the Course Catalog courses that are to be graded on a Credit/No-Credit basis. In extraordinary circumstances, such as the death or incapacitation of a faculty member, the Provost & Academic Dean may permit students to elect Credit/No-Credit grading for the affected course in a particular semester. Credits are also awarded to teaching assistants and research assistants on a Credit/No-Credit basis.

B. Grade Normalization

1001. **Grades in classes with 30 or more students enrolled at the time of grading.** In all classes with 30 or more J.D. students the following normalization requirements shall apply to J.D. students: 15 to 25 percent of grades shall be in the A range (A-, A, or A+); 7 to 12 percent of grades shall be below B-. The mean of J.D. grades in such classes shall be between 3.075 and 3.175. Grades should, except in unusual cases, be distributed throughout the grading range.

If an instructor teaches more than one section of a course in a given semester, they may, at their discretion, treat multiple sections as a single class for the purposes of grade normalization. Students assigned a grade of administrative F or NC under §3008 for failure to take an examination are not included in grade normalizations.

1002. **Waiver of normalization requirements in classes with 30 or more students enrolled at the time of grading.** The Provost & Academic Dean may not waive the normalization requirements of any first-year course. [For Legal Research and Writing I, and Legal Research and Writing II, see §1003.] For upper division courses, the Provost & Academic Dean may consider granting a waiver to normalization requirements under the following conditions:

a. The class is only marginally larger than classes that are exempted from normalization requirements altogether;

b. The mean GPA of the students enrolled in the class is substantially above or below the mean GPA of all second and third-year students;

c. Students in the class are evaluated by some method other than a common exam;

d. Only a single section of the class is offered per year;

e. The proposed deviation is minor, consisting of no more than a small number of students.

The satisfaction of one of these conditions is not necessarily sufficient to justify granting a waiver, nor does the satisfaction of any of these conditions obligate the Provost & Academic Dean to grant a waiver.

1003. **Grades in classes with fewer than 30 J.D. students enrolled at the time of grading.** There are no specific normalization requirements for classes with fewer than 30 J.D. students, including Legal Research and Writing I, and Legal Research and Writing II. The Provost & Academic Dean may reject the grade sheet of a class with fewer than 30 J.D. students that does not have a range of grades.

In determining whether a grade distribution that does not reflect the normalization described in §1001 comprises a range of grades, the Provost & Academic Dean may consider how many fewer than 30 J.D. students are enrolled in the class, whether the course is foundational or advanced, the mode of assessment, the mean GPA of the students enrolled, consistency with comparable courses, and the extent to which the work product on which students are evaluated incorporates individualized feedback from the instructor.

Furthermore, if there are multiple sections of a class with fewer than 30 J.D. students in a given semester, the Provost & Academic Dean may reject grade sheets to ensure a reasonable degree of uniformity across sections.

1004. **Grades below B-**. After satisfaction of the grade normalization requirements set forth in §1001, the distribution of grades of C+, C, C-, D and F is at the instructor's discretion. Student performance that is unsatisfactory must be assigned a grade of C- or lower. Student performance that is unsatisfactory and substantially below the performance of other students in the class must be assigned a grade of D or F.

1005. **Grades of A+.** At the discretion of the instructor, the grade of A+ may be granted to reward superlative performance. An instructor need not award the grade of A+ in any given class. Only in unusual cases may more than one A+ grade be awarded in a given class. No more than one A+ grade may be awarded in a class with fewer than 30 students, no more than two A+ grades may be awarded in a class of 30 to 70 students, and no more than three A+ grades may be awarded in a class of more than 70 students.

C. Changes in Grades

1101. **General rule: computation error as basis for grade change**. An instructor may change the grade for a course only in cases of computational error subsequently reported to the Office of the Registrar by the instructor. The instructor shall report all such changes to the Office of the Registrar no later than the conclusion of the semester following the course.

1102. **Exception: grade change involving re-enrollment**. When a student is required or permitted to re-enroll in any course, whether first year or upper division, pursuant to the standards for continuation and graduation, the grade earned for the re-enrollment shall be substituted for the grade earned for the initial enrollment for purposes of calculating the student's GPA. Both the grade earned on the initial enrollment and the grade earned on the re-enrollment shall appear on the student's transcript.

1103. **Exception: grade change involving misconduct**. In accordance with the UC Law SF Code of Student Conduct the Dean of Students may administratively change a grade to an F as a sanction for student misconduct on an examination, in the preparation and submission of a paper, or in the performance of other responsibilities for a course. If the student is required or permitted to re-enroll in the course, the grade earned for the re-enrollment shall be averaged with the grade earned for the initial enrollment. Both the grade earned on the initial enrollment and the grade earned on the re-enrollment shall appear on the student's transcript. The original grade shall include a notation that explains that the F was assigned as a sanction for the student's academic misconduct.

D. Credit

1201. **No credit for failing grades.** A student shall receive no credit for a grade of F, NC, or NP.

1202. **Credit awarded for re-enrollment**. If a student re-enrolls in a course for which the student previously received unit credit, the student will receive only the number of units for the class in which the student re-enrolled.

1203. **Maximum credit for non-classroom work**. Students may receive credit for no more than a total of 20 units for academic programs and courses in which the majority of the work is performed outside of the classroom. Such academic programs include independent studies; teaching assistants for Legal Research and Writing I and II, LEOP, and Academic Support; Moot Court Board, interscholastic competitions, and participation on scholarly publications. Such courses emphasize skills training and evaluation, and include the fieldwork component of clinics and externships, and any other non-classroom courses designated by the Faculty in the Course Catalog. Credits earned in excess of the 20-unit limitation shall not be counted toward graduation, but shall be recorded on the student's transcript. [See §§101-103.]

1204. **Credit for distance education courses.** "Distance education course" means one in which students are separated from all faculty members for more than one-third of the instruction and the instruction involves the use of technology to support regular and substantive interaction between the students and all faculty members, either synchronously or asynchronously.

Students may receive credit for distance education courses as long as the course provides regular and substantive interaction between the students and faculty teaching the course. Regular interaction between a student and a faculty member in a distance education course shall include (1) providing the opportunity for substantive interactions with the student on a predictable and scheduled bases commensurate with the nature of the course; (2) monitoring of the student's academic engagement and success; and (3) ensuring that the faculty member is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the bases of such monitoring or upon request by the student. Substantive interaction in a distance education course requires engaging students in teaching, learning, and assessment, consistent with the content under discussion, and includes at least two of the following: (1) providing direct instruction; (2) assessing or providing feedback on a student's coursework; (3) providing information or responding to questions about the content of the course; or (4) facilitating a group discussion regarding the content of a course.

However, the following limitations apply:

a. A student shall not receive credit for more than eight units in any semester for distance education courses, nor will a student receive more than a total of 15 units toward the student's J.D. degree for distance education courses. Online sections of any Critical Studies course count toward the eight-unit per semester cap but do not count toward the 15-unit cap toward the student's J.D. degree.

b. A student shall not enroll in any distance education course until the student has received credit for 28 units towards the J.D. degree.

1205. **Credit hour policy.** UC Law SF 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 2.3 hours of out-of-class student preparation per week, for the length of the semester (13 weeks). Students are therefore expected to prepare a minimum of 2.3 hours outside of class for each hour of class time. Notwithstanding the above general standard, experiential fieldwork units are calculated as follows: 1 unit of credit equals a minimum of 42.5 hours per semester (3-4 hours per week of clinic work), though some experiential programs have a higher minimum.

E. Incompletes

1301. **Missed examinations**. The Dean of Students may authorize a student to receive an incomplete when the student is unable to take or complete an examination during the regularly scheduled examination period because of illness, accident, or other extraordinary circumstances. An incomplete is a temporary notation on a UC Law SF transcript that can only be removed pursuant to §§1303 and 1304.

1302. **Non-examination courses**. The instructor in a non-examination course may grant an incomplete to a student for good cause as determined by the professor. Such incompletes do not require the approval of the Dean of Students. An incomplete is a temporary notation on a UC Law SF transcript which must be removed pursuant to §§1303 and 1304.

1303. **Removal of incomplete by examination**. A student who receives an incomplete in a course in which an examination is given must sit for the next regularly scheduled final examination for the course. In consultation with the instructor, the Dean of Students may also require the student to sit for a midterm or complete other assignments required in the next regularly scheduled offering of the course. With the permission of the instructor, the Dean of Students may permit a student to take the examination on a specially scheduled date. An incomplete must be removed from the student's record by the last day of the semester that follows the semester in which the student received the incomplete; if the course is not offered in that following semester or if the student is not enrolled at the time the exam for the course is given in that following semester, the incomplete is automatically continued and must be removed no later than the last day of the next semester in which both the course is offered and the student is enrolled for the entire semester.

Unless the Dean of Students authorizes continuance of the incomplete on the student's record, an incomplete that is not removed in accordance with the preceding rules shall be converted to a grade of administrative F and the student shall receive no credit for the course, provided, however, that if a student cannot remove the incomplete in accordance with the foregoing because the course is not offered again before the student completes their graduation requirements, or because the student has withdrawn from the college, the incomplete shall be converted into a grade of administrative NC, in which case, an appropriate notation shall be made on the student's transcript, and the student shall receive no credit for the course.

1304. **Removal of incomplete in a non-examination course.** If a student receives an incomplete in a course in which there is no examination, the incomplete must be removed by the last day of the semester that follows the semester in which the student received the incomplete. Unless the Dean of Students authorizes continuance of the incomplete on the student's record, an incomplete that is not removed in accordance with the preceding rules shall be converted to a grade of administrative F (or an administrative NC if the incomplete is in a credit/no-credit course) and the student shall receive no credit for the course. If a student cannot remove the incomplete in accordance with the foregoing because the student has withdrawn from the College, the incomplete shall be converted into a grade of administrative NC, in which case an appropriate notation shall be made on the student's transcript, and the student shall receive no credit for the course.

1305. **Removal of incomplete by work at another law school prohibited**. No incomplete may be removed by examination or completion of a course at another law school.

V. STANDARDS FOR CONTINUATION AND GRADUATION.

A. First-Semester GPA

1401. **GPA below 3.0.** A student who earns below a 3.0 GPA at the close of the first semester shall comply with requirements specified by the Dean of Students, which may include the following: (1) counseling by the Dean of Students; (2) participation in academic support programming; (3) enrollment in classes that are designed to teach academic skills, as directed by the Dean of Students; (4) submission of the student's proposed second-year schedule to the Dean of Students for review and approval; and (5) additional counseling or advising meetings for support in employment or bar passage.

B. Disqualification and Readmission to College After First Year

1501. **Disqualification.** A student who fails to earn the minimum cumulative grade point average or better after completing two semesters of enrollment is disqualified from the College at the close of the academic year subject to the provisions of §1502.

1502. **Readmission procedure and criteria.** A student who is disqualified under §1501 may petition for readmission to the Committee on Disqualified Students. The Committee may grant the petition only if it determines that the petitioner has convincingly established that:

a. there existed extenuating circumstances beyond the petitioner's control (including, but not limited to, personal illness or death or serious illness of a friend or family member) that had a severe and adverse impact on the petitioner and that were the primary cause of the petitioner's poor academic performance;

b. the circumstances are not likely to continue to affect the petitioner's ability to achieve and to maintain the minimum cumulative grade point average or better if the petitioner is readmitted to the College; and

c. it is likely that the petitioner would be able to achieve the minimum cumulative grade point average or better at the conclusion of the student's re-enrollment in the first-year curriculum and maintain the minimum cumulative grade point average or better through graduation.

The petitioner may submit written evidence in support of the petition and, upon request, shall have the right to appear before the Committee. In evaluating the petition, the Committee shall consider the petitioner's UC Law SF file and the evidence submitted by the petitioner that is relevant to the criteria set forth above. The Committee may also request the opinions of faculty members or academic support personnel who have worked with the petitioner.

1503. **Finality.** The Committee's decision to deny readmission is final and may not be appealed to any UC Law SF officer or body. Except as provided in §1504, a petition for reconsideration will not be accepted.

1504. **Reconsideration.** Petitions for reconsideration will be accepted for review by the Committee under the standards set forth in §1502 only if submitted within 90 days of the notice to the petitioner of the denial of the original petition for readmission and the Committee determines that the evidence on which the petition for reconsideration is based was unknown to and could not have been reasonably discovered by the petitioner at the time of the first hearing before the Committee. A student may file a petition only once on such a ground and is not entitled to an oral hearing.

1505. **Terms and conditions of readmission.** If the Committee on Disqualified Students readmits a student, the Committee shall require the student to re-enroll in every first-year course. Subject to any terms and conditions imposed by the Committee, the Provost & Academic Dean may waive this re-enrollment requirement for any course in which, in the opinion of the Provost & Academic Dean, the student demonstrated sufficient proficiency when the student first completed the course. The student also must have the minimum cumulative grade point average or better at the conclusion of the student's second year of studies at the College (i.e., at the conclusion of the student's re-enrollment in the first-year curriculum plus any upper division courses in which the student enrolls while repeating the first-year curriculum). The Committee may impose additional terms and conditions as it deems appropriate.

1506. **Academic supervision.** A student who is readmitted following academic disqualification also shall be subject to the Academic Supervision requirements of §1602.

C. Continuation to Second Year

1601. **Continuation.** A student who earns the minimum cumulative grade point average or better at the close of the first year shall enter the second year.

1602. **GPA below 3.0.** A student whose cumulative GPA is below 3.0 at the close of the first year shall comply with requirements specified by the Dean of Students, which may include the following: (1) submission of the student's schedule to the Dean of Students for approval; (2) participation in academic support programming; (3) enrollment in classes that are designed to teach academic skills or improve the student's performance on the bar examination; (4) enrollment in only one seminar per semester, except in extraordinary circumstances as determined by the Dean of Students; and (5) additional counseling or advising meetings for support in employment or bar passage.

GPA below 3.2. The Dean of Students may require any student whose cumulative law school GPA is below 3.2 at the close of the first year to enroll in a course during their 2L year that the Dean of Students determines teaches academic skills, such as a Law & Process or Advanced Sack course.

The Provost & Academic Dean and the Dean of Students shall consult annually with the Academic Standards Committee about the requirements to be imposed on students in the coming academic year, and shall notify students of those requirements as early as practicable.

1603. **Required and optional retaking of first-year courses with C- or below grades.** Any student who earns a grade of F in a first-year course is required to re-enroll in that course. Any student who earns a grade of C- or below in a first-year course may re-enroll in that course with the permission of the Dean of Students. Grading and credit for the re-enrollment shall be governed by the provisions of §§1102 and 1202.

D. Disqualification and Readmission to the College After Second Year

1701. **Disqualification - failure to satisfy conditions of readmission.** A student who is readmitted following academic disqualification and who fails to satisfy the terms and conditions of readmission set forth in §1505 or §1706, or who fails to satisfy any additional terms and conditions established by the Disqualified Students Committee, is disqualified from the College and shall not be readmitted.

1702. **Disqualification.** A student who fails to earn the minimum cumulative grade point average defined by §904 at the close of the second academic year, the third academic year, or any semester of studies thereafter is disqualified from the College subject to the provisions of §1703.

1703. **Readmission procedure and criteria.** A student who is disqualified under §1702, and who has not previously been academically disqualified, may petition for readmission to the Committee on Disqualified Students. The Committee may grant the petition only if it determines that the petitioner has convincingly established that:

a. there existed extenuating circumstances beyond petitioner's control (including, but not limited to, personal illness or death or serious illness of a friend or family member) that had a severe and adverse impact on the petitioner and that were the primary cause of the petitioner's poor academic performance;

b. the circumstances are not likely to continue to affect the petitioner's ability to achieve and to maintain the minimum cumulative grade point average or better if the petitioner is readmitted to the College; and

c. it is likely that the petitioner would be able to achieve the minimum cumulative grade point average or better at the conclusion of the student's next year of studies at the College and maintain the minimum cumulative grade point average or better through graduation.

The petitioner may submit written evidence in support of the petition and, upon request, shall have the right to appear before the Committee. In evaluating the petition, the Committee shall consider the petitioner's UC Law SF file and the evidence submitted by the petitioner that is relevant to the criteria set forth above. The Committee may request the opinions of faculty members or academic support personnel who have worked with the petitioner.

1704. **Finality.** The Committee's decision to deny readmission is final and may not be appealed to any UC Law SF officer or body. Except as provided in §1705, a petition for reconsideration will not be accepted.

1705. **Reconsideration.** Petitions for reconsideration will be accepted for review by the Committee under the standards set forth in §1703 only if submitted within 90 days of the notice to the petitioner of the denial of the original petition for readmission and if the Committee determines that the evidence on which the petition for reconsideration is based was unknown to and could not have been reasonably discovered by the petitioner at the time of the first hearing before the Committee. A student may file a petition only once on such a ground and is not entitled to an oral hearing.

1706. **Terms and conditions of readmission.** The Committee may impose terms and conditions on readmission of a disqualified student. A student who is readmitted by the Disqualified Students Committee must have the minimum cumulative grade point average or better at the conclusion of the student's next year of studies at the College. A third-year student who is readmitted for only one additional semester pursuant to §1902 must have a minimum of a 2.6 grade point average at the conclusion of that semester. The Committee also may require the student to re-enroll in any class in which the student received a grade of D, F, or NC and may impose additional terms and conditions as it deems appropriate.

1707. **Academic supervision.** A student who is readmitted following academic disqualification also shall be subject to the Academic Supervision requirements of §1802.

1708. **Prohibition on readmission after second academic disqualification.** A student who is twice academically disqualified shall not be readmitted.

E. Continuation to Third Year

1801. **Continuation.** A student who earns the minimum cumulative grade point average or better at close of the second year shall enter the third year.

1802. **GPA below 3.0.** A student whose cumulative GPA is below 3.0 at the close of the second year or beyond shall comply with requirements specified by the Dean of Students, which may include the following: (1) submission of the student's schedule to the Dean of Students for approval; (2) participation in academic support programming; (3) enrollment in classes that are designed to teach academic skills or improve the student's performance on the bar examination; (4) enrollment in only one seminar per semester, except in extraordinary circumstances as determined by the Dean of Students; and (5) additional counseling or advising meetings for support in employment or bar passage.

GPA below 3.2. The Dean of Students may require any student whose cumulative law school GPA places is below 3.2 at the close of the second year or beyond to enroll, during one of their final two semesters, in a Critical Studies course that the Dean of Students specifies.

The Provost & Academic Dean and the Dean of Students shall consult annually with the Academic Standards Committee about the requirements to be imposed on students in the coming academic year, and shall notify students of those requirements as early as practicable.

1803. **Required and optional retaking of upper division courses.** Any student who earns a grade of C- or below in a course on professional ethics and conduct, or in Constitutional Law II, Criminal Procedure, or Evidence, must re-enroll in a course meeting the same requirement (including a course that has a different number of units from the original course), and any student who earns a grade of C-, D, F, or NC in any other upper-division course attempted for the first time may re-enroll in that course with the permission of the Dean of Students. Grading and credit for the re-enrollment shall be governed by the provisions of §§1102 and 1202, except that a student who received a grade of F on the first enrollment shall receive credit for the course only if the grade earned on the second enrollment is a C or higher.

1804. **Matriculation beyond three years.** Students whose matriculation at the College extends beyond the third year shall be governed by the continuation rules set forth in §§1801-1803.

F. Graduation Requirements

1901. **General requirements.** In order to graduate and obtain a degree from the College, a student must meet the residency requirements established by §§101-105 that are applicable to that student and

1. must earn the minimum cumulative grade point average or better in all law school courses taken;

2. must satisfactorily complete all courses required by the College;

3. must satisfactorily complete at least 86 units of law school course work (if a student retakes a course, the student can receive no more than the number of units awarded for successfully taking the course one time in calculating the student's units for the purpose of meeting the 86 units of course work requirement); and

4. must have satisfied any readmission requirements and/or continuation requirement imposed under these regulations, unless the Dean of Students determines, based on compelling circumstances, that the failure to satisfy such requirement(s) should be excused in order to permit the student's graduation.

1902. **Additional semester to meet the minimum cumulative grade point requirement.** As set forth in §1702, a student who fails to earn the minimum cumulative grade point average or better following completion of 86 units of law school course work is disqualified from the College subject to the provisions of §1703. If the student has not previously been academically disqualified, the student may petition the Committee on Disqualified Students for readmission for one additional semester. The Committee shall evaluate the petition according to the standards set forth in §1703, and the terms and conditions of readmission shall be governed by §§1706-1707.

1903. **Additional semester to meet 86-unit requirement.** A student who fails to earn 86 units upon completion of six semesters may continue their studies for one or two additional semesters. [See §401 (maximum semesters of enrollment) and §402 (maximum years to qualify for degree).]

1904. **Completion of requirements by graduation date.** All requirements for graduation must be completed prior to the date of graduation for a degree to be granted at that time. The Provost & Academic Dean may waive this requirement in extraordinary circumstances.

VI. HONORS, CONCENTRATED STUDIES CERTIFICATES, AND RANKING.

A. Honors

2001. **Milton D. Green citations.** A student who has earned one of the 10 highest cumulative grade point averages in the student's first-year courses is eligible for an award of one of the Milton D. Green Top Ten Citations.

2002. **Section scholarships.** The student who has earned the highest cumulative grade point average in the student's first-year section, and who returns to UC Law SF for the student's second year of law study, shall be awarded a Section Scholarship.

2003. **Thurston Society.** A student whose cumulative grade point average at the end of the student's first year of studies at the College places the student in the top 5% of the first-year class shall be admitted to the Thurston Society. A student whose cumulative grade point average places the student in the top 10% of either the second-year class or the third-year class also shall be admitted to the Thurston Society.

2004. **UC Law SF Honor Society.** A student whose cumulative grade point average at the end of the student's first year of studies at the College places the student in the top 15% of the first-year class shall be admitted to the UC Law SF Honor Society. A student whose cumulative grade point average at the end of the student's second year of studies at the College places the student in the top 15% of the second-year class also shall be admitted to the UC Law SF Honor Society.

2005. **Valedictorian.** The graduation valedictorian shall be the student who has earned the highest cumulative grade point average after completion of 5 semesters of academic work at UC Law SF or approved transfer credit. A student who transfers to UC Law SF after the first year of law school is not eligible for valedictorian.

2006. **Degree awards.** The awards of *summa cum laude, magna cum laude,* and *cum laude* are awarded on the following criteria:

1. *Summa cum laude*--a student whose cumulative grade point average places the student in the top 1% of the student's graduating class after completion of at least 6 semesters of academic work at UC Law SF or approved transfer credit. A student who transfers to UC Law SF after the first year of law school is not eligible for *summa cum laude*.

2. *Magna cum laude*--a student whose cumulative grade point average places the student in the top 10% of the student's graduating class after at least 6 semesters of academic work at UC Law SF or approved transfer credit, excluding recipients of the *summa cum laude* award.

3. *Cum laude*--a student whose cumulative grade point average places the student in the top 30% of the student's graduating class after at least six semesters of academic work at UC Law SF or approved transfer credit, excluding recipients of the *summa cum laude* and *magna cum laude* awards.

The provisions in this Section 2006 shall apply to a student who qualifies for accelerated graduation by replacing the phrase "6 semesters" with the phrase "5 semesters". [See §104. Accelerated Graduation.]

2007. **Order of the Coif.** A student whose cumulative grade point average places the student in the top 10% of all graduating students, and who has completed at least 75% of the 86 units required for graduation (65 units) at UC Law SF in graded courses, shall be admitted to the Order of the Coif. For the purpose of this section, "graded courses" are GPA courses and seminars in which the

grades are included in a student's grade point average. This requirement applies to all JD students, including transfer students, students participating in faculty approved exchange programs, and students receiving transfer credit for a course or courses taken at another law school or in another graduate program. The minimum graded unit requirement is suspended for all students who were enrolled at UC Law SF in Spring 2020 when classes were graded as credit/no pass due to COVID-19.

2008. **Pro Bono Recognition.**

1. Pro Bono Society. Students who complete at least 45 hours of pro bono services during their three years at UC Law SF (or the requisite number of pro-rated hours), subject to the approval of the Director of Externships and Pro Bono Programs, will be recognized as members of the Pro Bono Society at graduation and on their transcripts.

2. Outstanding Achievement in Pro Bono. Students who complete 150 hours of pro bono services during their three years at UC Law SF (or the requisite number of pro-rated hours), subject to the approval of the Director of Externships and Pro Bono Programs, will be recognized for Outstanding Achievement in Pro Bono at graduation and on their transcripts.

B. Fields of Concentrated Studies

2101. **Enrollment in concentration.** A student in good academic standing may enroll in one or more of the following fields of concentrated study: Business Law; Civil Litigation and Dispute Resolution; Criminal Law; Environmental Law; Government Law; Intellectual Property Law; International and Comparative Law; Health Law & Policy; Social Justice Lawyering; Tax Law; Technology Law & Lawyering; and Work Law. A student who successfully completes the requirements for a concentration shall receive a concentrated studies certificate.

2102. **Requirements for concentration**. The Faculty shall establish the requirements for each field of concentrated study and shall publish those requirements in the UC Law SF Course Catalog.

2103. **Minimum grade requirements and additional rules regarding concentration.** To complete a concentration successfully, a student may earn no more than one grade below a C in a required or an elective course used for the concentration and must achieve a grade point average of 2.8 or higher in the courses used for the concentration. In consultation with the faculty advisors for each field of concentrated study, the Provost & Academic Dean may establish additional rules to govern the concentrated studies program. The Provost & Academic Dean shall publish any such rules and shall make written copies available to all students.

C. Class Rank

2111. **Term Rank.** The Office of the Registrar shall rank students after each semester at the College, except that (1) students who transfer to the College after completing their first year at another law school shall be ranked only after completing two semesters of full-time enrollment at the College, and (2) 3L students will receive a graduation rank in lieu of a term rank after the Spring semester. 3L students not graduating in the Spring will maintain their term rank from the Fall semester.

2112. **Actual Ranks** The Office of the Registrar shall provide students who are ranked in the top 15% of the class with their actual rank in the class after the completion of their first year, and each semester thereafter.

2113. **Percentile Ranks**. The Office of the Registrar shall not provide students ranked below the top 15% of their class, or students who have completed only one semester at the College, with their individual rank in the class. Instead, the Office of the Registrar shall provide these students with

their percentage group standing in 5% increments for students with GPAs in the top 20% to 50% of the class, and 10% increments thereafter.

2114. **Graduation Rank**. The graduation class consists of those students who complete the requirements for the J.D. degree in the Spring semester, the prior year Fall semester, or the prior year summer. Following the conferral of the J.D. degree in Spring, the Office of the Registrar shall calculate a graduation class rank for all members of the graduation class.

VII. CREDIT FOR WORK AT OTHER SCHOOLS.

A. Transfer Credit

2201. **Transfer credit generally.** As provided in the following sections, a student may transfer credits for a course taken at another law school or in another graduate program if the student earned a passing grade in the course at the other school.

2202. **Transfer credit for prior law study.** A student may transfer to UC Law SF after completing the first-year curriculum at another ABA approved law school and such transfer student may transfer a maximum of 31 semester units for the first year of law study. [See §102. Transfers after one year of law school.] A student may transfer a maximum of 28 semester credits for all other prior law study, including units earned by a student in the UC Law SF LL.M. program or pursuant to §2203.

2203. **Students with foreign degrees.** A student enrolled in the J.D. program who has earned from a foreign institution a professional degree that is equivalent to a J.D. in the United States may apply to the Dean of Students for advanced standing. On a case-by-case basis, the Dean of Students may award a maximum of 15 semester units of transfer credit for work completed at the foreign institution. The Dean of Students may waive enrollment in a required course only on a showing that the course substantially duplicates work already completed. [See §§701-703. Required Courses.]

2204. **Joint degree students.** A student who is admitted to a joint degree program may transfer a maximum of 12 semester units from the other graduate school. [See §§2301-2304. Joint Degrees.]

2205. **Students visiting at other law schools.** With the permission of the Dean of Students, a second- or third-year student may enroll as a full-time or part-time visiting student at another ABA approved law school. A student who visits at another law school may not exceed the provisions on maximum course load established by §301 and §302. [See §103. Matriculation at another law school. See also §2211. Designation of transfer credit on transcript.]

2206. **Exchange program students**. A student who is selected by the Global Programs Committee for participation in a faculty-approved exchange program or study-abroad opportunity with a foreign law school may transfer a maximum of 12 semester units as part of such program, and the units so transferred will count toward the fulfillment of applicable unit requirements in §§101, 102, and 103.

2207. **Students arranging independent study abroad programs.** Upon establishing a compelling justification for pursuing study at the proposed school, as determined by the Dean of Students, a student may arrange an independent study program at a foreign law school under terms and conditions approved by the Dean of Students and the Associate Dean for Global Programs on a case-by-case basis. A student who arranges an approved independent study program at a foreign law school may transfer a maximum of 12 semester units for which a passing grade was earned by the other school. A student may not arrange an independent study program at a

foreign law school where UC Law SF has an existing faculty-approved exchange program or study-abroad opportunity.

2208. **Dual J.D./foreign LL.M. degrees**. A student who earns an LL.M. degree as a result of participating in an official UC Law SF dual degree program at a foreign law school may transfer to UC Law SF a maximum of 24 semester units from the foreign law school. A student must complete four full-time semesters at UC Law SF before beginning the dual degree program. To receive the UC Law SF J.D. as part of this dual degree program, a student must earn at least 52 semester units of UC Law SF credit; must be in residence at UC Law SF for four full-time semesters; must complete all UC Law SF required courses; and must complete the requirements for the LL.M. degree at the foreign law school. A student who does not obtain an LL.M. degree may transfer a maximum of 12 semester units.

2209. **Summer session students.** A student who enrolls in one or more summer sessions at another ABA approved law school may transfer units subject to the unit limitation of §303. [See §104. Accelerated graduation.]

2210. **Students enrolled in courses not available at the college.** With the permission of the Dean of Students, a student may enroll as a special student at another ABA/AALS accredited law school to attend a course or courses not available to the student at UC Law SF. A student who enrolls as a special student may transfer a maximum of 12 semester units.

2211. **Limitation on total transfer credits for study abroad.** A student may transfer a maximum of 28 semester units for all studies conducted abroad, including units earned (1) by enrolling in a summer abroad program conducted by another ABA/AALS accredited law school and (2) by participating in one of the following study abroad opportunities: a faculty-approved dual JD/foreign LL.M. degree program, a one semester faculty-approved exchange program or study-abroad opportunity, or a one semester independent study abroad arranged pursuant to Section 2207. A student may transfer semester units for participation in only one of the study abroad opportunities listed in category 2 above.

2212. **Designation of transfer credit on transcript.** Transfer credit for a course in which a student earned a grade of C or better (or the equivalent) at the other school will be entered on the student's UC Law SF transcript as a “credit” with the designation "CR." Transfer credit for a course in which a student earned a passing grade of C- or below (or the equivalent) at the other school will be entered on the student's UC Law SF transcript as a "substandard credit" with the designation "SCR."

2213. **Transfer credits for course work in non-law graduate programs.** A student may transfer up to 6 semester units of credit from a non-law graduate program provided the following requirements are met. Prior to enrollment, the student shall submit a request to the Dean of Students explaining how the course relates to the student’s academic and professional goals. Once the Dean of Students approves the student’s proposal, the student may enroll in the course. Upon conclusion of the course, the student’s work for the course must be submitted to the Dean of Students for evaluation. Once the Dean of Students determines that the student’s work has met the goals that the student established, the Dean of Students shall approve the awarding of credit. The Dean of Students shall not award credit for non-law graduate courses that are substantially similar to courses that the student can enroll in at the College or that the student has taken in prior graduate or undergraduate education.

2214. **Distance education courses.** A student may not receive transfer credit for a distance education course without obtaining express approval of the Dean of Students prior to enrollment in that course.

B. Joint Degrees

2301. **Joint degree programs generally.** With the approval of the Dean of Students, a UC Law SF student may pursue a joint, dual, or concurrent degree program between UC Law SF and another graduate school in a law-related discipline.

2302. **Joint degree proposal.** A student who seeks to pursue a joint, dual, or concurrent degree program shall submit to the Dean of Students a written statement of objectives, proposed curriculum, and request for approval of the joint degree proposal.

2303. **Eligibility.** To be eligible for a joint, dual, or concurrent degree program, the student must successfully complete UC Law SF's first-year curriculum before beginning course work in the related discipline. Upon a finding of good cause, the Dean of Students may authorize a student to begin work in the related discipline before the student completes UC Law SF's first-year curriculum.

2304. **Effect on graduation requirements.** To receive the UC Law SF J.D. as part of a joint, dual, or concurrent degree program, a student must be enrolled at UC Law SF as a full-time student for not fewer than four semesters, successfully complete a minimum of 52 credits at UC Law SF, earn a total of 74 units in approved law school courses, and complete all UC Law SF required courses. A joint degree student may receive credit for one semester of residency at UC Law SF for one semester of full-time study in residence at the other graduate school. These requirements are generally applicable to joint, dual, and concurrent degree programs; each specific joint, dual, or concurrent degree programs may have additional requirements.

VIII. CREDIT FOR NONCLASSROOM WORK.

A. Independent Study

2401. **General description.** An independent study is an arrangement between a faculty member and a student under which the student produces substantial written work under the supervision of the faculty member. A second- or third-year student may earn credit for an independent study supervised by in accordance with the provisions in §§2401-2406. A two-unit independent study in which the substantial writing component demonstrates professional and scholarly proficiency in research, analysis, and writing may satisfy the writing requirement. [See §703. Writing requirement.]

2402. **Exclusions.** A student shall not receive independent study credit if the student is otherwise receiving or has received credit for the project. A student shall not receive independent study credit if the student is receiving monetary consideration for the project. Independent study credits shall not be awarded for internships, externships, or other activities in which the student's primary activity is fieldwork. Independent study credits shall not be awarded to students in exchange for performing duties as teaching assistants or research assistants. [See §2605. Unit credit for journal participation.]

2403. **Maximum credit.** A student may earn credit toward the J.D. degree for no more than two independent study projects. A student may receive no more than two units for a single independent study project.

2404. **Exclusion from GPA.** A grade earned for an independent study shall not be counted in calculating a student's GPA. [See §902. Exception for independent study arrangements.]

2405. **Faculty supervision.** Except with the approval of the Provost & Academic Dean, only Distinguished; Tenured and Tenure Track Faculty; Long Term Contract Faculty; Lecturers;

Permanent Visitors; and Emeritus Faculty may supervise independent study projects. Except with the approval of the Provost & Academic Dean, a faculty member may supervise no more than three independent study projects in a single semester, and all projects must be in an area in which the faculty member is or has been teaching or working.

B. Interscholastic Competitions and Competition Boards

2501. **Credit for Interscholastic Competition Boards**. A third-year student may earn a maximum of two units for participation as a member of an interscholastic competition board. Participation on an interscholastic competition board must include appropriate training from faculty supervisors, contribute meaningfully to the student's education, and include service as a student coach for interscholastic competition teams, organizing and supervising competitions, and offering individual assistance to moot court team members. Credits earned under this section are distinct from credit earned for service as a teaching assistant under §§2875-2880.

2502. **Eligibility.** Subject to the following exceptions, a student must have a cumulative GPA of at least 2.8 at the time of selection in order to serve with or without academic credit as an interscholastic competition board member or to participate in an interscholastic competition. With the prior joint approval of the Dean of Students and the interscholastic competition supervisor, a student with a cumulative GPA below 2.8 may participate in an interscholastic competition. The interscholastic competition faculty supervisor, at their discretion, may invite a student with a cumulative GPA below 2.8 but not less than 2.5 at the time of selection to become a member of an interscholastic competition board if the student has otherwise demonstrated exceptional qualifications.

2503. **Grading.** Credit for work as an interscholastic competition board member shall be granted on a Credit/No-Credit basis. Participation in an interscholastic competition shall be graded consistently with standards for independent studies. [See §902. Exception for independent study courses to fulfill writing requirement. See also §2404. Exclusion from GPA.]

C. Scholarly Publications

2601. **General.** A student invited to join a scholarly publication officially recognized by UC Law SF's faculty (a "journal") may earn credit for participation on the staff of that journal in accordance with the provisions of this Subpart VIII C.

2602. **Eligibility: prerequisites.** Successful completion of Legal Writing and Research I and Legal Writing and Research II are prerequisites to participation on the staff of a journal. Following consultation with the journal's editor-in-chief, the Dean of Students may permit a student who has not taken, or has received an incomplete in, Legal Writing and Research II to join the staff of a journal. The Dean of Students shall not waive any prerequisites for a student who has failed either Legal Writing and Research I and Legal Writing and Research II. Successful participation, while a second-year student, in journal work or in Appellate Advocacy shall be a prerequisite to a student's serving as an editor of a scholarly publication during the student's third year.

2603. **Eligibility: grades.** A student must have at least the minimum cumulative grade point average defined by §904 to participate on a journal, with or without credit, during the student's second and third years. In order to serve as an editor on a journal during the third year of law school, a student must have a cumulative GPA of at least 2.8 at the time of election or after the third semester, whichever is later. The requirement that third year participants must have a cumulative GPA of at least 2.8 may be waived by the Dean of Students under extraordinary circumstances.

2604. **Journal by-laws and selection of members.** Each journal shall enact by-laws that set forth the journal's procedures and criteria for selection of new members, work requirements, and other policies. The by-laws must require leadership transitions by the end of January each academic year, and must require the transfer of all necessary accounts, files, and institutional knowledge to incoming leadership by May. The journal shall make copies of the by-laws available to

prospective and current members. Journals are expected to actively recruit new members each year. To this end, journals must participate in Scholarly Publications recruitment events and pursue opportunities to recruit from the 1L class. No journal may begin a writing competition for the purpose of selecting new members earlier than 9 a.m. on the day following the last scheduled examination day for the spring semester preceding the academic year for which the selection is to be made. The competition must end no later than 5 p.m. on the day before the first day of classes of the following fall semester. "Begin" means the distribution of topics or papers upon which the competition is based and which starts the writing or research by competition. "End" means the collection of papers qualifying for competition. No journal may require that a student who would ordinarily be selected on the basis of grades must additionally participate in a writing competition as a prerequisite to invitation to join that journal.

2604A. **Timeliness of publication**. Journals must publish articles and/or notes accepted in their February or August cycle in a timely manner, and no later than May of the calendar year after those cycles. If the May deadline cannot be met, editors-in-chief must submit a written plan and publication timeline to the Director of Scholarly Publications that identifies and explains the causes of the delay and establishes a plan to meet a defined publication date that is approved by the Director.

2605. **Transcript recognition for journal membership.** A member of a journal may receive transcript recognition for journal membership. To receive transcript recognition, a student must register for a journal for the academic year and fulfill all of a journal's requirements for membership. The Editor-in-Chief of each journal shall certify to the Director of Scholarly Publications at the end of each academic year whether each student registered with the journal has fulfilled the journal's requirements for membership. A student who receives such certification will receive a grade of "CR" on the student's transcript.

2606. **Academic credit for journal membership.** A student who satisfies the requirements of §2605 may earn one unit of academic credit per semester for performing 52 hours of qualifying journal work as defined in §2607. To receive credit, editors must attend trainings and provide reports specified by the Administrator of Scholarly Publications. The Editor-in-Chief of each journal shall certify to the Director of Scholarly Publications at the end of each academic semester the number of hours of qualifying work performed by each student registered with the journal. A student who continues to be registered with a journal and continues to fulfill membership requirements may accumulate hours from one semester or academic year to the next towards the 52-hour requirement. Journal credit is awarded in one-unit increments, and a student may earn a maximum of four credits total for journal work.

2607. **Qualifying work.** A student may earn academic credit while working on a journal only if such work involves the development of skills related to legal research, legal analysis and reasoning, legal problem-solving, or legal written or oral communications. The Provost & Academic Dean shall compile and publicize a list of journal activities that are and are not eligible for academic credit. The Director of Scholarly Publications shall consult with the Provost & Academic Dean on questions of whether a particular activity is eligible for academic credit.

2608. **Denial of transcript recognition or credit.** Each journal shall establish policies for the denial of recognition and credit to members, consonant with the criteria and procedures set forth in these regulations. Copies of these policies shall be filed with the Provost & Academic Dean's office by September 1 of each academic year. Recognition or credit for journal membership may be denied in the following two situations:

1. *Withdrawal by member*: A student who withdraws from journal registration before October 1 of any academic year shall be dropped from the course and all references to journal membership shall be deleted from the student's transcript for the academic year in question. A student who withdraws from journal registration for good cause on or after October 1 of any academic year is not eligible for transcript recognition or unit credit, and

shall receive a grade of "W" on the student's transcript.

2. *Removal by journal:* A student who fails to satisfy the membership requirements of a journal may be removed from journal membership in accordance with the by-laws of the journal. A student who is removed from journal membership shall be dropped from the course, is not eligible for transcript recognition or unit credit, and shall receive a grade of "NC" on the student's transcript.

2609. **Removal by journal: review procedures.** If a journal's editorial board determines to remove a journal member according to §2608(2), the journal's editor-in-chief shall observe the following procedures:

1. The editor-in-chief shall personally and independently review any determination or recommendation regarding removal.

2. If, after such personal and independent review, the editor-in-chief determines that removal is warranted, the editor-in-chief shall communicate this determination in writing to the member concerned. This determination should be supported by written documentation of the reasons for the removal.

3. The editor-in-chief shall communicate in writing any determination (and the documentation forming the basis thereof) regarding the removal to the Dean of Students.

4. Upon the request of the concerned member, the Dean of Students shall review the recommendation and supporting documentation. The Dean of Students shall accept the recommendation unless it appears that the decision of the editor-in-chief constitutes an abuse of discretion.

5. The Dean of Students shall notify the member concerned in writing of the decision to accept or reject the editor-in-chief's recommendation, and if the Dean of Students accepts the recommendation, the Dean of Students shall notify the Office of the Registrar and the Career Development Office of the removal.

2610. **Denial of transcript recognition or credit: resume policy.** If a student is denied transcript recognition or credit for journal participation for any of the reasons set forth in §2608, the student is not entitled to include participation on the student's resume. In the case of withdrawal by a member, this prohibition shall commence on the date that the student communicates the withdrawal to the journal's editor-in-chief. In the case of removal by the journal, the prohibition shall commence on the date that the student is notified that the Dean of Students has accepted the editor-in-chief's recommendation. In either case, it is the responsibility of the student who has withdrawn or been removed to ensure that any resume on file with the Career Development Office does not violate this policy.

2611. **Incompletes.** With the permission of the Dean of Students, the Director of Scholarly Publications may grant an incomplete for a student who has been unable to fulfill the requirements of §2605. The incomplete shall be administered pursuant to the requirements of §§1304-1305.

2612. **Review of proposals for new scholarly publications.** Students who are interested in establishing a new scholarly publication shall submit a proposal to the Administrator of Scholarly Publications and also to the Academic Standards Committee, with a copy to the Provost & Academic Dean. The proposal shall include: a market analysis explaining the need for the new publication with a description of existing journals in the field; the target audience; a projected subscription based and the reasons underlying the projection; a three-year business plan; the projected number of student participants' and the projected number of annual issues. Based on the students' proposal, the Administrator of Scholarly Publications will make a recommendation to the Academic Standards Committee and state the basis for that recommendation. The Academic

Standards committee shall then make a recommendation to the Faculty regarding interim recognition of the publication as a publication of the College. The Faculty will then vote on the Committee's recommendation. If the Faculty grants interim recognition, then within the next academic year, the students shall publish at least one issue. The Administrator of Scholarly Publications may give guidance to the publication, but the publication will not receive funds from the budget of the Scholarly Publications Department. The eligibility requirements of §§2602-2603 shall apply during the period of interim recognition. After at least one issue is published, the Academic Standards Committee shall make a recommendation to the Faculty regarding official recognition as a publication of the College. The Faculty will then vote on the Committee's recommendation. No group shall represent themselves to the public as a UC Law SF scholarly publication without securing approval through the above process.

2613. **Review of journal reports for continued official recognition.** At least once every three years the Administrator of Scholarly Publications shall submit a written report to the Academic Standards Committee, based on the annual reports submitted to the Administrator by the editors-in-chief of the journals, detailing the respective journal's operations. This report shall include the journal's budget, the number of subscriptions and their nature, the number of articles received and published each year, descriptions of symposia or other special events, the intra-quartile distribution of GPAs, and any other information the Committee deems pertinent to the College's decision to continue to officially recognize the journal. The Academic Standards Committee will then report its recommendations and conclusions to the Faculty. The Committee at any time may recommend to the Faculty probation or the withdrawal of official recognition of a journal if, based on the facts and circumstances listed above, the Committee determines such action is warranted. The Faculty will then vote on such recommendation.

D. Clinics

2701. **Description of clinics.** Clinics are comprised of a classroom component and a fieldwork component. To participate in a clinic, a student must enroll concurrently in both components. For advanced clinics, concurrent enrollment in a separate classroom component is not required, although there must be an instructional element carried out through regular meetings between the professor and all students enrolled in the advanced clinic.

2702. **Eligibility.** A student in good academic standing who has completed the third semester of law school may enroll in any UC Law SF clinic or an approved clinic at another ABA/AALS accredited law school. A student in good academic standing who has completed the second semester of law school may enroll in a UC Law SF in-house clinic.

2703. **Grading.** A clinic's classroom component is a graded, non-GPA course. Credit for the fieldwork component is granted on a Credit/No-Credit basis.

2704. **Restrictions.** Students enrolled in a clinic may not enroll in a second clinic, externship, or other field placement or live client experiential course in a single semester. This restriction may be waived with the approval of the Dean of Students, if students demonstrate that they can manage the workload and that conflicts of interest will be clearly identified and will be manageable, in consultation with the faculty members responsible for the aforementioned courses.

E. Externships

2801. **Description of Externships.** Externships are comprised of a classroom component and a fieldwork component. A student must concurrently enroll in both components. For advanced externships, concurrent enrollment in a separate classroom component is not required, although there must be an instructional element carried out through regularly scheduled tutorials or other means of ongoing, contemporaneous, faculty-guided reflections.

2802. **Eligibility: grade requirement.** Subject to the limitations set forth in §§2803-2804, a student in

good academic standing may enroll in an externship.

2803. **Eligibility: three semesters.** Externships shall be open only to students who have completed at least three semesters of law school, except in exceptional circumstances approved by the Dean of Students.

2804. **Fieldwork eligibility.** A student who has completed three semesters of law school may earn a minimum of three units and a maximum of nine units for fieldwork as an extern at any trial or appellate court, including international or internationalized, or at selected administrative courts where there is an opportunity for significant participation in a quasi-judicial decision-making process, including research and writing. Externs with approved non-profit or governmental law offices may earn three to five units for fieldwork. Students participating in the Corporate Counsel Externship Program may earn three to five units of fieldwork as externs at approved for-profit and non-profit organizations.

2805. **Fieldwork outside the Greater Bay Area.** A student may work as an extern outside of the counties of San Francisco, Marin, Sonoma, Napa, Solano, Sacramento, Contra Costa, Alameda, Santa Clara, and San Mateo only with the advance permission of the Associate Dean for Experiential Learning. Such permission will be dependent upon the ability of a member of the UC Law SF faculty to comply with the program requirements during the semester in which the student is enrolled in the program.

2806. **Maximum credits: summer session.** A student who has completed at least the third semester of law school may earn a maximum of eight units, including one unit for the academic component, for an externship conducted during a regularly scheduled summer session.

2807. **Restrictions.** Students enrolled in an externship or other field placement may not enroll in a second externship, or other field placement or live client experiential learning course in a single semester. This restriction may be waived with the approval of the Dean of Students, if students demonstrate that they can manage the workload and that conflicts of interest will be clearly identified and will be manageable, in consultation with the faculty members responsible for the aforementioned courses.

F. Interscholastic Competitions

2850. **Credit for Interscholastic Competitions**. A second- or third-year student may earn up to two units per competition per semester for participation in an interscholastic competition approved by the College. The student shall complete all of the requirements for the competition and submit the brief or other competition writing to the faculty coach or academic program director for review and credit. A student may earn no more than eight units toward the J.D. degree for participation in interscholastic competitions.

G. Teaching Assistants

2875. **General Description**. Subject to the following requirements and restrictions, faculty members may award a credit to second and third-year students who assist them in the teaching of a class.

2876. **Requirements**. To receive credit for being a teaching assistant, a student must satisfy all of the following requirements:

A. They must not have been the subject of any sanction under the Student Conduct Code.

B. They must have enrolled in, completed, and received a grade no lower than a B in the class for which they will be a teaching assistant or for an equivalent course expressly approved by the Dean of Students. Teaching assistants for the first-year Legal Research

and Writing Program or for any other class mandatorily graded on a Credit/No-Credit basis must have received a CR.

C. They must attend at least 4 hours of training in teaching methods over the course of the semester. This training must include an emphasis on confidentiality in the student/teacher relationship.

D. They must meet weekly with the faculty member teaching the class. During these meetings the faculty member shall evaluate the teaching assistant's work and provide guidance to improve the quality of that work.

E. They must have substantial contact with students enrolled in the class for which they are a teaching assistant. Such contact should include both classroom instruction and office hours.

F. The TA must engage in substantial written work relating to the class, such as providing written feedback to students or preparing class materials. [But see §2878 for restrictions.]

2877. **Academic Support Program**. Because teaching assistants who are used by the Academic Support Program are not assisting in the teaching of a specific class, they need not satisfy the requirements of §2876 B. Furthermore, the student contact required by §2876 E need not include classroom instruction.

2878. **Restrictions**. Teaching Assistants may not be involved in the process of awarding grades to students. All student work that a faculty member considers in awarding a grade for a class must be independently evaluated by the faculty member. Teaching assistants may not be involved in the preparation or evaluation of mid-term or final exams.

2879. **Approval by the Provost & Academic Dean**. Before a faculty member may employ teaching assistants for a course, the faculty member must demonstrate to the Provost & Academic Dean that they will be able to provide the teaching assistants with the opportunity to meet the requirements specified in §2876. The Directors of the Legal Research and Writing Programs, the Moot Court Program, LEOP, and the Academic Support Program are exempted from this requirement.

2880. **Credits**. Teaching Assistants receive a single credit. That credit is awarded on a Credit/No-Credit basis. Except with the permission of the Dean of Students, a student may receive no more than one credit per semester for being a teaching assistant. The Dean of Students may approve up to two credits of TA work per semester. A student may earn no more than four credits total for being a teaching assistant. (See also Academic Regulation § 1203. Maximum credit for non-classroom work.)

H. Research Assistants

2890. **General description.** Subject to the following requirements and restrictions, faculty members may award credit to second and third-year students who act as their research assistants. The research assistance that the student provides must meaningfully contribute to the student's education. Accordingly, the student's responsibilities may not primarily consist of non-substantive cite-checking or other clerical tasks.

2891. **Requirements**. To be eligible to receive credit for providing research assistance, a student must have a cumulative GPA of at least 2.8. This requirement may be waived by the Dean of Students under extraordinary circumstances.

2892. **Restrictions.** To receive credit, research assistants must not receive payment for their work.

2893. **Credits**. Research Assistants receive one or two credits per semester. That credit is awarded on a Credit/No-Credit basis. It is awarded for performing 45 hours of research assistance for a single credit or 90 hours of research assistance for two credits. A student may earn no more than two credits towards the J.D. degree for providing research assistance.

2894. **Faculty supervision.** Except with the approval of the Provost & Academic Dean, only Distinguished; Tenure and Tenure Track Faculty; Long Term Contract Faculty; Lecturers; Permanent Visitors; and Emeritus Faculty may award credits to research assistants. Except with the approval of the Provost & Academic Dean, a faculty member may award credit to no more than two research assistants in a single semester.

IX. LEAVES OF ABSENCE AND WITHDRAWAL.

2901. **Leaves of absence: bases.** With the permission of the Dean of Students, a student may take a leave of absence from the College for the following reasons:

1. The student is unable to complete a semester or to enroll in the following semester as a result of medical, personal, or financial difficulties.

2. The student chooses to interrupt their studies during the student's second or third year at UC Law SF to fulfill the requirements of a joint degree program or to pursue another extraordinary educational opportunity.

3. The Dean of Students determines that there is other good cause for the leave of absence.

2902. **Leaves of absence: application procedure.** A student shall request a leave of absence from the Dean of Students no later than the beginning of the examination period of the semester during which the student wishes the requested leave to begin. A student who fails to request a leave of absence within this time, and who also fails to take a scheduled examination in any course without the Dean of Student's prior authorization, shall receive an administrative F for the course, or if the Dean of Students determines that there was good cause for the student's failure to take the examination, an administrative NC in such course.

2903. **Leaves of absence for first-year students: general rule.** The Dean of Students will normally grant a student who has not completed the fall semester of the first year a two-semester leave of absence. The Dean of Students will normally grant a student who has only completed the fall semester of the first year and who wishes to take a leave of absence beginning with the spring semester a two-semester leave of absence.

2904. **Leaves of absence for fall semester first-year students.** In extraordinary circumstances, the Dean of Students may grant a student who has not completed the fall semester of the first year a one-semester leave of absence and permit the student to re-enroll in the spring semester. In such circumstances, the student may enroll only in one-semester first-year courses and must enroll in the remaining first-year courses in the following academic year.

2905. **Leaves of absence for second- or third year students.** The Dean of Students may grant a second- or third-year student a leave of absence for one semester (which may be extended to a second consecutive semester by the Dean of Students) or two consecutive semesters (which may in extraordinary circumstances be extended by the Dean of Students).

2906. **Multiple leaves of absence.** The Dean of Students shall grant a student a second leave of absence (as distinguished from an extension of a previously granted leave of absence) only in exceptional and compelling circumstances. [See §402. Maximum years to qualify for degree.]

2907. **Withdrawal: application procedure.** The Dean of Students may approve a student's withdrawal from UC Law SF upon receipt of a request no later than the beginning of the examination period of the semester in which the withdrawal is requested, providing that the student is not subject to disqualification under the standards for continuation and graduation set out in §§1501, 1701, and 1702. A student who fails to request a withdrawal within this time and who fails to take a scheduled examination in any course without prior authorization of the Dean of Students shall receive an administrative F for the course, or if the Dean of Students determines that there was good cause for the student's failure to take the examination, an administrative NC in such courses.

2908. **Effect of withdrawal.** A student who has withdrawn from the College may re-enroll only after application and readmission to the College.

2909. **Administrative leave of absence.** A student may be placed on an administrative leave of absence for one term in the following instances:

1. If a student has been administratively withdrawn from all courses during a term under § 504 for excessive absences or for a failure to perform course assignments.
2. If a student does not enroll in courses by the add/drop deadline for the term.
3. If a student has not paid their tuition balance by the date designated and noticed by the Office of Fiscal Services for that specific term.

2910. **Administrative withdrawal from the College.** Administrative withdrawal means that the student will be formally separated from the College and ineligible to earn their degree, which will be noted on their transcript. A student who has been administratively withdrawn may only re-enroll at the College after reapplication and readmission. A student may be administratively withdrawn from the College in the following instances:

1. If a student has been placed on an administrative leave of absence for two consecutive terms and remains nonresponsive through the end of the add/drop deadline for a third term.
2. Except where a student has demonstrated extraordinary and compelling circumstances, if a student will not be able to compete their JD degree within the eight-semester enrollment limitation designated in § 401.
3. Except where a student has demonstrated extraordinary and compelling circumstances, if a student will not be able to complete their JD degree within the five-year maximum period designated in § 402; their CLS within the three-year maximum period designated in § 3507; their LLM degree within the two-year maximum period designated in § 4005; their MLS degree within the four-year maximum period designated in § 5007; or their Master of Science in Health Policy and Law within the two-year maximum period designated in § 6009.

X. EXAMINATIONS.

A. Examination Schedule

3001. **Tentative schedule.** The Office of the Registrar shall publish a tentative examination schedule for all courses before enrollment for each semester commences.

3002. **Taking examination: general rule.** All examinations must be taken on the date and at the time set forth in the examination schedule, except when a delayed examination is authorized under §§3003 or 3004. No examination may be administered prior to the time set forth in the examination schedule.

3003. **Delayed taking: exam conflicts rule.** A student may delay any examination that is scheduled on the same day as another of their examinations or if the student has three or more exams scheduled on consecutive days. Take-home exams are treated as conflicted only if each and every day scheduled for the take-home exam violates the above rule. If a conflict exists, the Registrar shall have the discretion over which exam will be delayed. The delayed examination shall be delayed to the next regularly scheduled make-up examination period. The Office of the Registrar shall delay an examination in accordance with this rule upon the request of a student.

3004. **Delayed taking: compelling reasons.** The Dean of Students may authorize a delay in a student's examination if the student submits compelling reasons for the delay based upon health reasons, accident, personal emergency, or other extraordinary circumstances.

3005. **Delayed taking for health reasons: required procedure.** A student who seeks a delay in an examination for health reasons must be evaluated by a licensed health care provider and submit appropriate documentation to support their request. The documentation should be timely, on the healthcare provider's letterhead, and include information about the student's incapacitation and timeline for recovery. If it is not possible for the student to be evaluated by a healthcare provider before the examination, the student must report to the Dean of Students or the Office of the Registrar their incapacitation and seek healthcare and documentation as soon as practicable thereafter.

3006. **Delayed taking for non-health reasons: required procedure.** All requests for delays in examinations for extraordinary circumstances other than health must be approved by the Dean of Students.

3007. **Delayed taking: final date.** All delayed examinations must be taken by the close of the examination period for that semester, unless otherwise authorized by the Dean of Students.

3008. **Failure to take examination: administrative F or NC.** A student who, without authorization, fails to take an examination shall receive no credit for that examination. If that failure causes the student to earn less than a passing grade in the course, the student shall receive an administrative F for the course, or if the Dean of Students determines that there was good cause for the student's failure to take the examination, an administrative NC for the course.

B. Rules Applicable During Examinations

3101. **Assigned rooms.** Except for take-home examinations, all students shall write or type their examinations in the rooms assigned by the Office of the Registrar. Each student shall sign-in and sign-out of the examination room as directed by the examination proctors.

3102. **Use of materials by examinees.** Except for "open book" or "open-note" examinations as authorized in writing by the instructor, students shall not consult any books, notes, papers, computer files, or other materials during the examination.

3103. **Beginning and ending writing.** No student may begin writing or typing an examination until the proctor has issued an instruction to begin. Every examinee will stop writing or typing immediately upon announcement by the proctor that the examination has ended.

3104. **Communication only with proctor.** All questions and requests for clarification during an examination shall be directed to the proctor. No student shall converse with another for any purpose in an examination room after an examination has begun.

3105. **Leaving room during examination.** After an examination has begun, a student may leave the examination room for the purpose of going to a restroom or relaxing in a nearby corridor. Under no circumstances may a student leave the building during the course of an examination until their

examination materials have been turned in to the proctor.

3106. **Delayed takers: no communication regarding examination.** A student who is authorized to take a delayed examination shall not ask any student who has taken the examination about the contents thereof and shall take all necessary measures to avoid overhearing discussions about the contents of the examination.

3107. **Past examinees: no communication with delayed takers.** A student who has taken an examination shall not reveal or discuss the contents of the examination with any student in the class whom the former knows has not yet taken the examination.

3108. **Violations of regulations: discipline.** A student who violates §§3001-3109 or who violates one of the examination rules promulgated by the Office of the Registrar or the Provost & Academic Dean has also violated the Code of Student Conduct and therefore is subject to discipline in accordance with the provisions of that Code.

3109. **Additional policies and procedures.** The Office of the Registrar and the Provost & Academic Dean shall have authority to publish other policies and procedures to govern the administration of examinations and shall make such rules available in writing to all students.

XI. CERTIFICATE OF LEGAL STUDIES (CLS) PROGRAM.

A. General

3501. **General.** These regulations are applicable to students who are candidates for the Certificate of Legal Studies (CLS). Except as expressly provided to the contrary in this part, the Academic Regulations set forth in parts I through X shall apply to CLS students.

B. Residency Requirements

3502. **General requirements for CLS.** A student must enroll in and receive a grade of P or above in 12 units of coursework at the College to qualify for a UC Law SF CLS.

3503. **Required courses.** Each CLS student must enroll in and receive a grade of P or above in the Legal Writing and Analysis for Non-Lawyers course, the Introduction to Law for Non-Lawyers course, and the Legal Research for Non-Lawyers course or equivalent counterpart(s) if approved by the Associate Dean of the MLS Program or their designee.

3504. **Full time or part time.** A student may be admitted to the CLS on either a full-time or a part- time basis.

3505. **Minimum course load for part time.** A part-time CLS student must enroll in at least one unit per semester.

3506. **Minimum and maximum course loads for full time.** A full-time CLS student must enroll in a minimum of ten units and a maximum of fifteen units each semester. In extraordinary circumstances, the Dean of Students may waive these requirements. No CLS student may enroll in more than seventeen units in any semester under any circumstances.

3506A. **Maximum semesters of enrollment.** With the permission of the Associate Dean of the MLS Program, a candidate in good standing for the CLS who has already earned 12 credits may elect to enroll for one additional semester (Fall or Spring). This section shall not alter the time limits set out in §3507.

3507. **Maximum years to qualify for certificate.** Full-time CLS students are expected to complete their certificate requirements in one year. Part-time CLS students must complete the requirements for a CLS within three years of commencement of studies at the College.

C. Enrollment

3508. **Eligible courses.** CLS students may enroll in all courses and seminars offered by the College except for clinics, externships, research assistantships, and independent studies. The Provost & Academic Dean may designate additional courses in which CLS students may not enroll.

D. Grading and Credit

3509. **Grading scale.** CLS students shall be graded according to the following system: (HH) for High Honors; (H) for Honors; (P) for Pass; or (NP) for No Pass.

3510. **Exclusion from grade normalization.** The final examination answers, papers, and other written work of CLS students shall be excluded from the grade normalization processes that govern the assignment of grades to J.D. students in the same course or seminar. [See §§1001-1005]

3511. **Credit.** No unit credit shall be awarded for any course or seminar for which a student receives a grade of NP.

3511A. **Credit for distance education courses.** Students may receive credit for distance education courses. There are no upper limits to the number of distance education courses CLS students may apply toward their certificate.

3512. **Transfer.** A CLS student who has not received a grade of NP in any of their enrolled classes may apply to transfer to the MLS Program. An admitted MLS candidate who previously attended the College as a CLS student may receive credit towards the MLS degree for courses in which the candidate previously received a grade of P or above. The courses for which the MLS candidate may receive credit must have been taken within three calendar years prior to the date of the candidate's matriculation into the MLS Program. MLS candidates may not transfer to the CLS; however, in extraordinary circumstances, the Provost & Academic Dean may permit a student who has earned 12 credits as an MLS degree candidate to transfer to the CLS. J.D. candidates may not transfer to the CLS.

E. Examinations

3513. **English as a second language.** Unless English is their native language, or they have previously received a high school or university degree from an institution at which English is the principal language of instruction, CLS students are entitled to receive 33% additional time to complete each final examination or midterm. No additional time will be afforded for take-home examinations with a scheduled duration of more than eight hours.

3514. **Use of a dictionary.** CLS students who received their primary degree from an institution of higher education at which English is not the principal language may use a dictionary while taking each examination.

F. Leaves of Absence and Withdrawal

3515. **Leaves of absence.** Subject to the residency requirements of 3507, a student may take a leave of absence. If any terms and conditions attach to a particular semester's leave, the Associate Dean of the MLS Program or their designee shall notify the Dean of Students and the Registrar in writing to that effect. A CLS student who does not enroll in any courses by the end of the add/drop period of §803 in a given semester will be placed on an administrative leave of absence

status for that semester. A leave of absence does not extend the maximum time allowed to complete the CLS.

3516. **Withdrawal.** The Dean of Students may authorize a CLS student to withdraw from the College. A student who receives permission to withdraw may re-enroll only after reapplication and readmission to the College.

G. Disqualification

3517. **Academic disqualification.** A CLS student who receives a grade of NP in two or more courses or seminars shall be academically disqualified from the College.

3518. **Petition for readmission.** A CLS student who is academically disqualified may petition the Provost & Academic Dean for readmission within 60 days of the disqualification notice. The Provost & Academic Dean may grant readmission only if the petitioner proves that there were compelling reasons to explain the academic disqualification (such as personal illness, family emergency, war, or natural disaster) and the Provost & Academic Dean concludes that the petitioner will satisfy the requirements of a UC Law SF CLS if readmitted. The Provost & Academic Dean shall notify the petitioner in writing of the decision. If the CLS student is readmitted, the Provost & Academic Dean shall set forth the terms and conditions applicable to the readmission. The decision of the Provost & Academic Dean is final and shall not be subject to review.

H. Miscellaneous

3519. **Employment.** The part-time CLS is meant to accommodate working professionals. Given the intensive nature of the course work, full-time CLS students should not undertake employment.

3520. **Inapplicable regulations.** Except as explicitly provided herein, §§101-402, 601-704, 901-1005, and 1401-2909 are inapplicable to students enrolled in the CLS.

XII. LL.M. PROGRAM.

A. General

4001. **General.** These regulations are applicable to students who are candidates for the UC Law SF LL.M. degree. Except as expressly provided to the contrary in this part, the Academic Regulations set forth in parts I through X also shall apply to LL.M. students.

B. Residency and Graduation Requirements

4002. **General requirements for LL.M. degree**. A student must enroll in and receive a grade of P or better in 24 units of course work at the College to qualify for a UC Law SF LL.M. degree. Except as otherwise provided in this section, with the approval of the Dean of Students and the Associate Dean for Global Programs, a candidate for the LL.M. degree who has successfully completed a course of at least two units in a summer program offered by the College taken during either summer session in the summer immediately prior to attending the mandatory orientation program for LL.M. students may graduate after receiving a grade of P or better in 22 units of course work at the College. All units for courses taken at the College successfully completed by a candidate for the LL.M. degree in any subsequent summer will count toward the units required by §4002. If transfer credits have been approved by the Associate Dean for Global Programs and the Dean of Students pursuant to §4016, a student may qualify for the LL.M. degree after enrolling in and

receiving a grade of P or better (or the equivalent from another ABA approved U.S. law school) in 24 units of course work, provided that at least 15 units are completed at the College.

An LL.M. candidate who previously attended the College under one of its foreign exchange programs may receive academic credit towards the LL.M. degree for courses in which the candidate previously received a grade of not less than "P". The course for which the candidate may receive credit must have been taken within six (6) academic years prior to the date of the candidate's matriculation into the LL.M. program. An LL.M. candidate who previously studied at the College under one of the exchange programs remains subject to Rule 4004.

4003. **Required courses.** During the first semester, each student must enroll in and receive a grade of P or better in at least one course offered to first year J.D. students–Civil Procedure I, Contracts, Criminal Law, Property, Torts or Constitutional Law I—or Civil Procedure II or Constitutional Law II. This requirement may be waived with the written permission of the Associate Dean for Global Programs. Each student also must enroll in and receive a grade of P or better in the Legal Writing and Research class for Master's Students and Introduction to Law for Master's Students. Enrollment in Legal Writing and Research for Master's Students and/or Introduction to Law for Master's Students may be waived with the written permission of the Associate Dean for Global Programs upon having successfully completed a substantially similar course or courses at an ABA approved U.S. law school within six (6) academic years prior to the date of the candidate's matriculation in the LL.M. program. In addition, each student must attend the orientation program for LL.M. students.

If a student applies for transfer credit from an accredited U.S. law school pursuant to §4016, the Associate Dean for Global Programs, in consultation with the Dean of Students, may deem these requirements satisfied by the completion of equivalent coursework that are included as part of the requested transfer credits.

4004. **Maximum semesters of enrollment.** Except as provided in this section, students shall complete the requirements for the LL.M. degree in two semesters. With the permission of the Associate Dean for Global Programs, a candidate in good standing for the LL.M. degree may elect to enroll in up to two additional semesters. A candidate for a UC Law SF LL.M. degree may not be enrolled at UC Law SF for more than four semesters.

4005. **Maximum years to qualify for degree.** All students must complete the requirements for a UC Law SF LL.M. degree within two years of commencement of studies at the College. In extraordinary circumstances, the Dean of Students may extend this period for up to one year.

4006. **Minimum and maximum course loads.** A student may enroll in a minimum of ten units and a maximum of fifteen units each semester. In extraordinary circumstances, the Dean of Students may permit a student to enroll in as few as six units or as many as sixteen units in one semester. With the permission of the Dean of Students, an LL.M. student in their final semester may be exempted from the minimum course load requirement described here.

C. Enrollment

4007. **Eligible courses.** Subject to the requirements of §4003, students may enroll in all courses, seminars, and non-GPA courses offered by the College. The Associate Dean for Global Programs may designate additional courses in which students may not enroll or which require pre-approval.

4008. **Clinics.** Students may enroll in a clinical course only if the faculty designates the course as open for enrollment by LL.M. students.

4009. **Independent studies.** A student may enroll in no more than two independent studies and may earn no more than two units of credit for each independent study. Independent studies shall be

subject to the requirements of §§2401, 2402 and 2405.

4010. **Research Assistants.** A student may enroll in no more than two credits towards the LL.M. degree for providing research assistance. Credit for research assistance shall be subject to the requirements of §§2890, and 2892-2894.

4011. **Approval of Associate Dean for Global Programs.** The Associate Dean for Global Programs shall approve each student's proposed schedule before the student may enroll.

4012. **Exclusion from minimum GPA requirements.** There are no minimum grade point average requirements applicable to the enrollment of LL.M. students.

D. Grading and Credit

4013. **Grading scale.** Students shall be graded according to the following system: (E) for excellent or outstanding performance; (VG) for very good or very creditable performance; (G) for good or average performance; (P) for passing or acceptable performance; and (NP) for not passing or unacceptable performance. With the permission of the Dean of Students, an LL.M. student may be graded according to the grading scale set forth in §903. An LL.M. student must elect grading according to §903 by the end of the add/drop period of their first semester of enrollment, and such election shall determine grading for all courses subject to §903 taken at the College.

4014. **Exclusion from grade normalization.** The final examination answers, papers, and other written work of LL.M. students shall be excluded from the grade normalization processes that govern the assignment of grades to J.D. students in the same course or seminar. [See §§1001-1005]

4015. **Credit.** No unit credit shall be awarded for any course, seminar, non-GPA course, or independent study for which a student receives a grade of NP.

4016. **Transfer Credit.** If approved by the Dean of Students on a case-by-case basis, and subject to the requirements of §§4002-4003, a student may transfer credits earned during one semester of study toward an LL.M. at an ABA approved U.S. law school. If approved by the Dean of Students on a case-by-case basis, a student may transfer up to four semester-equivalent units from classes taken at UCSF after matriculation at the College that are integrally related to their LL.M. degree program. If approved by the Associate Dean for Global Programs and the Dean of Students on a case-by-case basis, and subject to the requirements of §§4002-4003, a J.D. student may transfer all credits earned as a J.D. candidate at UC Law SF towards the UC Law SF LL.M. degree. A student may not otherwise transfer units earned at another institution of higher education for credit toward the UC Law SF LL.M. degree.

E. Examinations

4017. **English as a second language.** Unless English is their native language, or they have previously received their first degree in law from an institution at which English is the principal language of instruction, candidates for the LL.M. degree and foreign exchange students are entitled to receive 33% additional time to complete each final examination or midterm. No additional time will be afforded for take-home examinations with a scheduled duration of more than eight hours.

4018. **Use of a dictionary.** LL.M. students who received their first degree in law from an institution of higher education at which English is not the principal language may use a hard-copy, standard English or bilingual dictionary while taking each examination.

F. Leaves of Absence and Withdrawal

4019. **Leaves of Absence.** Subject to the residency requirements of §§4004 and 4005, a student may

ask permission from the Associate Dean for Global Programs to take a leave of absence. If the Associate Dean approves the request, they shall notify the Dean of Students and the Registrar in writing and shall state the terms and conditions applicable to the leave.

4020. **Withdrawal.** The Dean of Students may authorize a student to withdraw from the College. A student who receives permission to withdraw may re-enroll only after reapplication and readmission to the College.

G. Disqualification

4021. **Academic disqualification.** A student who receives a grade of NP in two or more courses, seminars, non-GPA courses, or independent studies shall be academically disqualified from the College.

4022. **Petition for readmission.** A student who is academically disqualified may petition the Provost & Academic Dean for readmission to the LL.M. Program. The Provost & Academic Dean shall consult with the Associate Dean for Global Programs. The Provost & Academic Dean may grant readmission only if the petitioner proves that there were compelling reasons to explain the academic disqualification (such as personal illness, family emergency, war, or natural disaster) and the Provost & Academic Dean concludes that the petitioner will satisfy the requirements for a UC Law SF LL.M. degree if readmitted. The Provost & Academic Dean shall notify the petitioner in writing of the decision. If the student is readmitted, the Provost & Academic Dean shall set forth the terms and conditions applicable to the readmission. The decision of the Provost & Academic Dean is final and shall not be subject to review.

H. Miscellaneous

4023. **Employment.** A student enrolled in the LL.M. Program shall not be employed in any job without the approval of the Associate Dean for Global Programs. A student shall not be employed in any job that detracts from the student's work toward the UC Law SF LL.M. degree and, under no circumstances, shall a student who is enrolled in twelve or more units be employed for more than an average of twenty hours per week when classes are in session or the student is preparing for examinations.

4024. **Inapplicable regulations.** Except as explicitly provided herein, §§101-402, 601-704, 901-1005, and 1401-2909 are inapplicable to students enrolled in the LL.M. Program.

4025. **Degree Honors.** An LL.M. graduate may receive the awards of summa cum laude, magna cum laude, and cum laude according to the following criteria:

a. Summa cum laude – a student who received no less than 26 credits of E and no grade less than E after completion of all the academic work for their LL.M. degree at UC Law SF.

b. Magna cum laude – a student who received no less than 24 credits of E and no grade less than G after completion of all the academic work for their LL.M. degree at UC Law SF.

c. Cum laude – a student who received no less than 18 credits of E and no grade less than G after completion of all the academic work for their LL.M. degree at UC Law SF.

4026. **Pro Bono recognition**

1. Pro Bono Society – students who complete at least 15 hours of pro bono services during their tenure years at UC Law SF, subject to the approval of the Director of Externships

and Pro Bono Programs, will be recognized as members of the Pro Bono Society at graduation and on their transcripts.

2. Outstanding Achievement in Pro Bono – students who complete 50 hours of pro bono services during their tenure years at UC Law SF, subject to the approval of the Associate Dean for Experiential Programs, will be recognized for Outstanding Achievement in Pro Bono at graduation and on their transcripts.

XIII. MASTER OF LEGAL STUDIES (MLS) PROGRAM.

A. General

5001. **General.** These regulations are applicable to students who are candidates for the UC Law SF MLS degree. Except as expressly provided to the contrary in this part, the Academic Regulations set forth in parts I through X shall apply to MLS students.

B. Residency & Graduation Requirements

5002. **General requirements for MLS degree.** A student must enroll in and receive a grade of P in 24 units of course work at the College to qualify for a UC Law SF MLS degree. With the permission of the Dean of Students and the Associate Dean of the MLS Program or their designee, a student enrolled in the MLS Program may take up to two units at another ABA-accredited institution and, upon receiving a passing grade, apply those credits to the requirements of the UC Law SF MLS degree.

5003. **Required courses.** Each student must enroll in and receive a grade of P in a foundational course in their area of interest, such as Business Associations for business-oriented MLS students or Health Law for health-oriented MLS students. The specific foundational course will be agreed upon with the Associate Dean of the MLS Program or their designee and the student's faculty advisor, if any. By no later than the end of the second semester in which they are enrolled in courses at the College, each student also must enroll in and receive a grade of P in the Legal Writing and Analysis for Non-Lawyers course, the Introduction to Law for Non-Lawyers course, and the Legal Research for Non-Lawyers course or equivalent counterpart(s) if approved by the Associate Dean of the MLS Program or their designee. A semester in which a student withdraws from all of their courses does not count toward this two-semester requirement. Enrollment in one or more of the above-listed required courses may be waived with the written permission of the Dean of Students for any student who successfully transfers to the MLS Program upon having successfully completed substantially similar courses at the College. Students must fulfill the Writing Requirement as codified in section 5004 of these regulations. The instructor's approval that the requirements have been met, as outlined in that section, will confirm that the student received a grade of P or better on the final draft of the paper.

5004. **Writing requirement.** All MLS students must complete a writing project approved and guided by their faculty advisor that takes the form of a research paper, a white paper, a legislative proposal, a compliance plan, or other written product that requires critical thinking and will deepen their knowledge in one area of law. Students may satisfy this requirement either with a seminar or a two-credit independent study. All of the following requirements must be met to satisfy the writing requirement:

a. The student must inform the instructor that the student wishes to have a paper fulfill the writing requirement.
b. The student must submit a topic and have it approved by the instructor.
c. The student must submit at least one preliminary draft to the instructor for comments and suggestions.

d. The student must submit a final draft that is of sufficient length to thoroughly discuss and resolve the issue(s) that it considers.
e. The student must receive a grade of P or better on the final draft of the paper.
f. The instructor must certify in writing that all of the above requirements have been met.

5005. **Full Time or Part Time.** A student may be admitted on either a full time or a part time basis.

5006. **Minimum and maximum course loads for full time.** To be full time, a student may enroll in a minimum of ten units and a maximum of fifteen units each semester. In extraordinary circumstances, the Dean of Students may waive these requirements. No student may enroll in more than 17 units in any semester under any circumstances.

5006A. **Maximum semesters of enrollment.** With the permission of the Associate Dean of the MLS Program, a candidate in good standing for the MLS degree who has already earned 24 credits may elect to enroll for one additional semester (Fall or Spring) before graduating. In extraordinary circumstances, the Dean of Students may extend this period for a maximum of two semesters (Fall or Spring). This section shall not alter the time limits set out in §5007.

5007. **Maximum years to qualify for degree.** Full-time students will be expected to complete their degree requirements in one academic year (two consecutive semesters). However, if circumstances warrant, students may switch from full-time to part-time status or vice versa. Part-time MLS students must complete the requirements for a UC Law SF MLS degree within four years of commencement of studies at the College. In extraordinary circumstances, the Provost & Academic Dean may waive this requirement.

C. Enrollment

5008. **Eligible courses.** Subject to the requirements of §5003, students may enroll in all courses, seminars, and non-GPA courses offered by the College except for judicial externships. The Provost and Academic Dean may designate additional courses in which students may not enroll.

5009. **Clinics.** Students may not enroll in a clinical course or legal externship without permission of the instructor. [See also §5018.]

5010. **Independent studies.** A student may enroll in no more than two independent studies and may earn no more than two units of credit for each independent study. Independent studies shall be subject to the requirements of §§2401, 2402 and 2405.

5011. **Research Assistants.** A student may enroll in no more than two credits towards the MLS degree for providing research assistance. Credit for research assistance shall be subject to the requirements of §§2890, and 2892-2894.

D. Grading & Credit

5013. **Grading scale.** Students shall be graded according to the following system: (HH) for High Honors; (H) for Honors; (P) for Pass; or (NP) for No Pass.

5014. **Exclusion from grade normalization.** The final examination answers, papers, and other written work of MLS students shall be excluded from the grade normalization processes that govern the assignment of grades to J.D. students in the same course or seminar. [See §§1001-1005]

5015. **Credit.** No unit credit shall be awarded for any course, seminar, non-GPA course, or independent study for which a student receives a grade of NP.

5015A. **Credit for distance education courses.** Students may receive credit for distance education courses. There are no upper limits to the number of distance education courses MLS students may apply toward their degree.

5016. **Maximum credit for non-classroom work.** Students may receive credit for no more than a total of six units for academic programs and courses in which the majority of the work is performed outside of the classroom, such as clinics. Credits earned in excess of the six-unit limitation shall not be counted toward graduation, but shall be recorded on the student's transcript.

5017. **Transfer credit.** A student may transfer up to six semester-equivalent units from classes taken at UCSF that are integrally related to the MLS degree program. These units must be approved by the Dean of Students and the Associate Dean of the MLS Program or their designee. This provision does not apply to units taken prior to matriculation at the College.

5018. **MLS and J.D. credits.** Credits earned as an MLS candidate cannot be applied to earning a J.D. degree. Students in the MLS program interested in enrolling in the J.D. program must apply through the regular admissions process for the College. If approved by both the Associate Dean of the MLS Program or their designee and the Dean of Students on a case-by-case basis, and subject to the requirement of §§5002-5003, a J.D. student may transfer all credits earned as a J.D. candidate at UC Law SF towards the UC Law SF MLS degree. Any successful candidate for transfer from the J.D. program to the MLS Program must meet the qualifications for admission that would otherwise be required for an MLS applicant. J.D. students who transfer to the MLS program will earn grades under the J.D. scale for the semester in which they enrolled as J.D. students and the MLS scale for any subsequent semesters of enrollment.

E. Examinations

5019. **English as a second language.** Unless English is their native language, or they have previously received a high school or university degree from an institution at which English is the principal language of instruction, candidates for the MLS degree are entitled to receive 33% additional time to complete each final examination or midterm. No additional time will be afforded for take-home examinations with a scheduled duration of more than eight hours.

5020. **Use of a dictionary.** Students who received their primary undergraduate degree from an institution of higher education at which English is not the principal language may use a dictionary while taking each examination.

F. Leaves of Absence & Withdrawal

5021. **Leaves of absence.** Subject to the residency requirements of §5007, a student may take a leave of absence. The Associate Dean of the MLS Program or their designee shall notify the Dean of Students and the Registrar in writing and shall state if there are any terms and conditions applicable to the leave. An MLS student who does not enroll for any courses by the end of the add/drop period of §803 in a given semester will be placed on an administrative leave of absence status for that semester. A leave of absence does not extend the maximum time allowed to complete the MLS degree.

5022. **Withdrawal.** The Dean of Students may authorize a student to withdraw from the College. A student who receives permission to withdraw may re-enroll only after reapplication and readmission to the College.

G. Disqualification

5023. **Academic disqualification.** A student who receives a grade of NP in two or more courses, seminars, non-GPA courses, or independent studies shall be academically disqualified from the College.

5024. **Petition for readmission.** A student who is academically disqualified may petition the Academic Dean for readmission to the MLS Program. The Academic Dean shall consult with the Associate Dean of the MLS Program or their designee. The Academic Dean may grant readmission only if the petitioner proves that there were compelling reasons to explain the academic disqualification (such as personal illness, family emergency, war, or natural disaster) and the Academic Dean concludes that the petitioner will satisfy the requirements for the UC Law SF MLS degree if readmitted. The Academic Dean shall notify the petitioner in writing of the decision. If the student is readmitted, the Academic Dean shall set forth the terms and conditions applicable to the readmission. The decision of the Academic Dean is final and shall not be subject to review.

H. Miscellaneous

5025. **Employment.** The part-time MLS program is meant to accommodate working professionals. However, given the intensive nature of the course work, full-time students should not work during the academic year, and any MLS student holding a visa shall not be employed in any job without the approval of the Associate Dean of the MLS Program.

5026. **Inapplicable regulations.** Except as explicitly provided herein, §§101-402, 601-704, 901-1005, and 1401-2909 are inapplicable to students enrolled in the MLS Program.

5027. **Pro Bono recognition.**

1. Pro Bono Society – students who complete at least 15 hours of pro bono services during their tenure at UC Law SF, subject to the approval of the Director of Externships and Pro Bono Programs, will be recognized as members of the Pro Bono Society at graduation and on their transcripts.

2. Outstanding Achievement in Pro Bono – students who complete 50 hours of pro bono services during their tenure at UC Law SF, subject to the approval of the Director of Externships and Pro Bono Programs, will be recognized for Outstanding Achievement in Pro Bono at graduation and on their transcripts.

XIV. MASTER OF SCIENCE IN HEALTH POLICY AND LAW PROGRAM.

A. General

6001. **General.** These regulations are applicable to students who are candidates for the Master of Science in Health Policy & Law Degree, which is jointly conferred and governed by the Universityof California, San Francisco (UCSF) and UC Law SF.

B. Interpretation and Application

6002. **Interpretation and Application.** The HPL Program Directors shall jointly interpret and apply these regulations, with any conflicts or ambiguities to be resolved by a joint conference of the UC Law SF Provost & Academic Dean and the Dean of the Graduate Division of UCSF.

C. Attendance

6003. **Definition of attendance in the online program.** Regular attendance is required. Student "attendance" in an online HPL course is defined as active participation in the course as described in the course syllabus. Instructors are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a

minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, completing and submitting assignments, or communicating with the instructor.

6004. **Tracking of attendance.** Student activities are readily tracked and documented through the HPLlearning management system. Documenting that a student has logged into an online class or website is not sufficient, by itself, to demonstrate academic attendance by the student. For example, if a student simply logs into an online course and logs out, without any further activity, the student did not attend the online class on that day.

6005. **Administrative withdrawal.** The course instructor, following consultation with the HPL Program Directors, may request that the Dean of Students administratively withdraw a student from a course for excessive absence or failure to perform course assignments. Such action would appear as an "AW" on the student record and have implications consistent with §504 et seq above.

D. Graduation Requirements

6006. **Graduation Requirements for the MS HPL degree.** In order to qualify for the UCSF/UC Law SF MS HPL degree, a student must complete 24 semester units of MS HPL coursework and achieve a cumulative grade point average of 2.5 or better. The HPL curriculum consists of only required courses and no elective options. Students must complete all required courses in the schedule established by the program to qualify for the degree. In extraordinary circumstances, and with approval of the Provost & Academic Dean, the HPL Co-Directors with agreement of the UC Law SF Dean of Students have discretion to accept substitute courses.

6007. **Full-time or part-time academic tracks.** A student may be admitted to the program on either a full-time or a part-time academic track and must follow the required course schedule established for either track. Full time students must enroll in 12 units per semester in the course schedule established by the program. Part time students are expected to enroll in 7 units per semester during their first year and 5 units per semester during their second year.

6008. **Full-time and part-time reporting status.** Although HPL students are expected to enroll according to the above academic tracks for the program, for reporting and Financial Aid purposes, full-time status at UC Law SF is defined as 10 units per semester and part-time status is defined as a minimum of 5 units per semester.

6009. **Maximum years to qualify for degree.** Full-time students must complete their degree requirements in one year (two consecutive semesters). However, if circumstances warrant,and with the permission of the Program Directors of the MS HPL program and the UC Law SF Dean of Students, a student may switch their status from full-time to part-time. Part-time HPL students must complete the program within two years, i.e., four consecutive semesters of matriculation. In exceptional circumstances, the HPL Program Directors may waive this requirement.

E. Enrollment & Eligible Courses

6010. **Academic and registration calendar.** The HPL degree program operates on a two-semester academic year. Students shall enroll in coursework according to the registration calendar established for the HPL Program and administered through UC Law SF Office of the Registrar. HPLstudents shall not be subject to the UCSF academic or registration calendar.

6011. **Non-HPL courses at UCSF and UC Law SF.** Students shall not be permitted to enroll in coursework offered outside of the HPL Program at either UC Law SF or UCSF without the priorconsent of the Program Directors and the UC Law SF Dean of Students.

6012. **Changes in course schedule.** Students must adhere to the established HPL curriculum, which does not include elective options. Changes to a students' course schedule may be granted by the Dean of Students in consultation with HPL Program Directors in extraordinary circumstances and where feasible within established course schedules. Changes to course schedules shall be requested according to the filing deadlines and other registration policies established by the UC Law SF Office of the Registrar. [See §§ 801 et seq.]

F. Grading and Credit

6013. **Semester units.** All units in the HPL program are semester units, which shall be awarded through the UC Law SF Office of the Registrar. HPL students are exempt from the UCSF quarter unit system and grading scale.

6014 **Grading scale.** Students shall be awarded letter grades for all courses, with the exception of the HPL Seminar- Execution Course, for which they will be graded on a Credit/No Credit basis.

6015. **Grade point equivalents.** Points are assigned for grades on the following basis for purposes ofcomputing the grade point average: A+ = 4.3 grade points per unit; A = 4.0; A- = 3.7; B+ = 3.3; B= 3.0; B- = 2.7; C+ = 2.3; C = 2.0; C- = 1.5; D = 1.0; F = 0.

6016. **Good academic standing.** "Good Academic Standing" is defined as earning a cumulative grade point average at or above the minimum grade point average defined by §904 at the conclusion of each regular (fall/spring) term and meeting any readmission requirements for continued enrollment. A student who is not in good academic standing will be subject to Academic Disqualification and/or Supervised Study [See §§6026-6031].

6017. **Exclusion from grade normalization.** The final examination answers, papers, and other written work of HPL students shall be excluded from the grade normalization processes that govern the assignment of grades to J.D. students at UC Law SF. [See §§1001-1005].

6018. **Credit.** No unit credit shall be awarded for any course for which a student receives a grade of F.

6019. **Incompletes.** An incomplete grade (I) is assigned when a student's work is of passing quality butincomplete for good cause, as determined by the course instructor. An incomplete grade must be removed no later than the last day of the semester in which the course is next offered, or of the semester in which an instructor may agree to supervise completion of the course, whichever is sooner. If it is not removed, the grade of F will be assigned. This section does not create any obligation for instructors or the program to offer courses off-cycle.

6020. **Course withdrawal.** In extraordinary circumstances, the HPL Co-Directors, in consultation with the course instructor and Dean of Students, may authorize a student to withdraw from a course. The effects of such withdrawal would be consistent with §806.

6021. **Changes in grades.** Grade corrections shall only be made on the basis of computational error with the approval of the HPL Program Directors and the Provost & Academic Dean. Instructors can submit grade corrections by sending an e-mail to the UC Law SF Office of the Registrar. The email must explain the error and identify the course, semester, old grade, new grade, and student name.

6022. **Transfer credit.** Students shall not be permitted to transfer credits earned through other degreeprograms, including those at UC Law SF or UCSF, to meet the requirements of the MS HPL degree.

6023. **HPL credit applied toward other degrees:** Students shall not be permitted to apply HPL credits toward any other degree at UC Law SF or toward any degree at UCSF.

G. Leaves of Absence and Withdrawal

6024. **Leaves of absence.** Any leave of absence must be approved by the HPL Program Directors, and Dean of Students at UC Law SF. Students in satisfactory academic standing taking a leave of absence for less than one academic year can reenter the program in the subsequent semester. The HPL Program Directors and Dean of Students may advise and approve a student to reenter the program in a later semester if necessary to access required courses in the appropriate sequence.

6025. **Withdrawal.** The Program Directors and UC Law SF Dean of Students may authorize a student to withdraw from the Program. Astudent who receives permission to withdraw may re-enroll only after reapplication and readmission to the HPL program.

H. Academic Supervision, Disqualification, and Readmission

6026. **Academic supervision.** A student who fails to receive a cumulative 2.5 GPA in any semester shall enter the following semester under Academic Supervision. Students under Academic Supervision shall comply with the following requirements: (1) meet with the HPL Co-Directors, (2) receive counseling by the Dean of Students at UC Law SF; (3) participate in academic support programming designed to teach academic skills, as may be required by the HPL Co-Directors (4) meet all participation expectations for each course; and (5) any other conditions that the HPL Program Directors deem appropriate after consultation with course instructors and the Dean of Students. Other conditions may include, but are not limited to, requiring a full-time student to convert to part-time status.

6027. **Academic disqualification.** A student under Academic Supervision who fails to earn a 2.5 cumulative GPA or better at the close of the semester is academically disqualified from the HPL Program.

6028. **Readmission procedure and criteria.** A student who is academically disqualified may petition the Provost & Academic Dean for readmission to the HPL Program within 30 days of a notice to the student that the student has been academically disqualified. The petition must include all information the disqualified student believes supports the petition and which is known or reasonably should be known to the student as of the date of the petition. The Provost & Academic Dean may grant readmission only if the petitioner convincingly establishes that:

a. there existed extenuating circumstances beyond the petitioner's control (including, but not limited to, personal illness or death or serious illness of a friend or family member) that had a severe and adverse impact on the petitioner and that were the primary cause of the petitioner's poor academic performance; and

b. it is likely that, if readmitted, the petitioner would be able to achieve the minimum cumulative grade point average or better at the conclusion of the student's re-enrollment and maintain the minimum cumulative grade point average or better through graduation.

In evaluating the petition, the Provost & Academic Dean shall consider the petitioner's UC Law SF file and the evidence submitted by the petitioner that is relevant to the criteria set forth above. The Provost & Academic Dean shall consult with the HPL Program Directors and may also request the opinions of other faculty members or academic support personnel who have worked with the petitioner. The Provost & Academic Dean shall notify petitioner of the outcome of the petition in writing.

6029. **Finality.** The Provost & Academic Dean's decision to deny readmission is final and may not be appealed to any UC Law SF or UCSF officer or body. A petition for reconsideration will not be accepted.

6030. **Terms and conditions of readmission.** A readmitted student shall be required to comply with any terms and conditions the Provost & Academic Dean, in consultation with the HPL Program Directors, may decide to impose to ensure the academic success of the student.

6031. **Academic supervision.** A student who is readmitted following academic disqualification also shall be subject to the Academic Supervision requirements of §6026.

XV. FOREIGN EXCHANGE STUDENTS.

A. General

7001. **Applicability.** These regulations are applicable to visiting students from law schools in foreign countries who are approved to attend courses at the College pursuant to the terms of a faculty-approved exchange agreement and are not enrolled in the JD, LLM, MLS, or HPL degree programs (foreign exchange students).

B. Residency & Enrollment of Foreign Students

7002. **Maximum semesters of enrollment.** Unless otherwise approved by the Global Programs Committee, foreign exchange students may attend courses at the College for one semester only.

7003. **Minimum and maximum course loads.** Foreign exchange students must enroll in a minimum of ten units and may enroll in a maximum of fifteen units each semester.

7004. **Eligible courses.** Foreign exchange students may enroll in all courses, seminars, and non-GPA courses offered by the College except for legal and judicial externships, clinics, independent studies, research assistantships, and law journals. The Associate Dean for Global Programs may designate additional courses in which students may not enroll.

C. Grades & Examinations

7005. **Grades.** Foreign exchange students are graded according to the following scale: (E) for excellent or outstanding performance; (VG) for very good or very creditable performance; (G) for good or average performance; (P) for passing or acceptable performance; and (NP) for not passing or unacceptable performance. With the permission of the Dean of Students, a foreign exchange student may be graded according to the grading scale set forth in §903. A foreign exchange student must elect grading according to §903 by the end of the add/drop period of their first semester of enrollment, and such election shall determine grading for all courses subject to §903 taken at the College.

7006. **Exclusion from GPA requirements.** Except as provided in §7011, there are no minimum grade point average requirements applicable to foreign exchange students at the College.

7007. **English as a second language.** Unless English is their native language, or they have previously received their first degree in law at an institution at which English is the principal language of instruction, foreign exchange students are entitled to receive 33% additional time to complete each final examination or midterm. No additional time will be afforded for take-home examinations with a scheduled duration of more than eight hours.

7008. **Use of a dictionary.** Foreign exchange students who received their first degree in law from an institution of higher education at which English is not the principal language may use a hard-copy, standard English or bilingual dictionary while taking each examination.

D. Leaves of Absence, Withdrawal from the College & Academic Disqualification

7009. **Leave of absence.** Foreign exchange students are not eligible for leaves of absence.

7010. **Withdrawal from the College.** The Dean of Students may authorize a foreign exchange student to withdraw from the College. A student who receives permission to withdraw may re-enroll only after reapplication and readmission to the foreign exchange program pursuant to the applicable faculty-approved foreign exchange agreement.

7011. **Academic disqualification.** A foreign exchange student who receives a grade of NP in two or more courses, seminars, or non-GPA courses shall be academically disqualified from the College.

E. Other Requirements

7012. **Employment.** Notwithstanding any visa requirements, foreign exchange students shall not be employed in any job that detracts from their academic work at the College and, under no circumstances, shall a student who is enrolled in twelve or more units be employed for more than an average of twenty hours per week when classes are in session or the student is preparing for examinations.

7013. **Other applicable regulations.** Except as otherwise indicated in this part, the following academic regulations apply to foreign exchange students enrolled at the College: §§ 501-504; 801; 803-808; 1101-1103; 1201-1202; 1301-1305; 3001-3008; 3101-3109, part X, and the Code of Student Conduct and Discipline, et seq.