



U C H A S T I N G S

C O L L E G E O F T H E L A W

2022-2023 STUDENT HANDBOOK

Updates and changes may occur after publication.
Always refer to MyHastings for the most current version.

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I. Introduction

Welcome to the University of California Hastings College of the Law (“UC Hastings” or the “College”). This Student Handbook (“Handbook”) is intended to serve two main purposes: (1) it is a **great place to start when you have questions about the law school**, and (2) it includes a copy of the **Code of Student Conduct and Discipline, and important UC Hastings policies and other rules applicable to all students**.

Notice Regarding UC Hastings Rules, Policies, and Academic Regulations

All students are responsible for reading this publication and relevant locations on MyHastings to familiarize themselves with UC Hastings policies. Policies are subject to change, and thus all students should read the Student Handbook at the start of each new academic year and after any announced changes. **Ignorance of the rules and policies contained within the Student Handbook and posted on MyHastings is no excuse for violating them. All students are responsible for complying with the [Academic Regulations](#), the [Code of Student Conduct and Discipline](#), and other [UC Hastings policies](#), as well as special applications of the rules and regulations responsive to the pandemic, such as the [Policy on Format of Instruction](#).** In addition, students are responsible for ensuring that they timely meet all graduation requirements and for conducting their own degree audits during their time at UC Hastings to determine for themselves if they are on track to timely graduate.

The policies and other information in the Handbook are provided for informational purposes and do not constitute a contract. The College reserves the right to change this Handbook, the Academic Regulations, the Course Catalog, health and safety regulations, building access policies, or other College operations or program elements at any time, with or without notice, in its sole discretion and for any reason, including 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. Tuition and mandatory fees have been set regardless of the method of instruction and the College’s policies and programs 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.

Academic Regulations

Academic Regulations are periodically updated. They are posted online on the [Registrar’s Office MyHastings page](#). Please refer to this online version to be sure you are considering the most updated version of the Academic Regulations.

Student Conduct Policies and Procedures

Official UC Hastings policies, including the Code of Student Conduct and Discipline; Grievance and Complaint Procedures; and Other Policies and Rules may be found on the [Student Conduct Policies and Procedures MyHastings page](#).

Campus Information

Immunization Requirements

As [mandated by the University of California Office of the President](#), all University of California students must satisfy TB screening and vaccination requirements prior to the start of their first semester. Information on compliance and submission of the New Student Health Form are available here: <https://www.uchastings.edu/campus-life/student-health-services/new-student-health-forms/>. Additionally, unless a student has been approved for an explicit medical exemption or religious accommodation by the Dean of Students, all students are required to be fully vaccinated against COVID-19 and influenza.

If you have any questions or need help with this process, please contact Vanessa Sacks at sacksvanessa@uchastings.edu.

Campus Access Policies, Instructions, & Requirements

The College has no specific restrictions on campus access due to COVID-19 at this time. However, the College reserves the right to reimplement protective measures, including face coverings, social distancing, and requiring vaccinations, at any time without prior notice. The College's COVID-19 Prevention Plan & Access Policy as of May 18, 2022 is available [here](#). A copy is also included in Appendix D.

Regular Office Hours

Student-facing departments including the Disability Resource Program, Financial Aid, Fiscal Services, Registrar's Office, and the Office of Student Services are open from 9:00 am to 4:00 pm, Monday to Friday, subject to observed College holidays and occasional closures for departmental needs.

Art on Campus

UC Hastings has teamed up with dozens of California artists to showcase their work on campus in a rotating exhibit. Each artist loans their work to be displayed on campus for six months to a year or more. The program offers artists exposure for their work while enriching the on-campus experience for students and the UC Hastings community. The program, part of the [Art Master Plan](#) created by Esther Mallouh for the school's Academic Village project, is expected to continue when UC Hastings' new building at 198 McAllister Street opens in Fall 2023.

Quick Reference Guide to Support Resources

The quick reference guide below provides a summary of the most common support needs and is intended to help direct you to the most appropriate resources. Contact information for additional resources and departments are included at the end of the of this Handbook. For the most comprehensive information, visit [MyHastings](#).

If you have general questions about law school, student organizations, wellness programming, or need help finding a resource or support program:	Office of Student Services studentservices@uchastings.edu (415) 565-4773
If you want to know more about graduation requirements, get schedule planning advice, or strategize about taking advantage of co-curricular and extra-curricular opportunities:	Academic Advising & Planning page on MyHastings Academic Advisors in Student Services: Make an appointment online for a 1-on-1 meeting at: uchastings.edu/ss-appointment
If you would like academic support to improve your reading, briefing, outlining, and exam-taking skills:	Office for Academic Skills Instruction & Success:
If you would like help understanding feedback on previously-graded or non-graded LRW assignments or would like general assistance with your legal writing:	Legal Writing Resource Center: Sign up online at uchastings.mywconline.com for a 1-on-1 appointment with a LRW I/II teacher or staff member.
If you have questions about the moral character application, the MPRE, State Bar admission requirements, UC Hastings' bar subject and skills courses, and bar exam preparation:	Bar-Related Advising: Contact Director of Bar Passage Support Margaret Greer, mgreer@uchastings.edu
If you would like to provide feedback about the Academic Program (e.g., classes or services you would like to see offered, etc.):	Contact Provost & Academic Dean Morris Ratner or submit comments anonymously through this comment box
If you would like help achieving your professional goals, finding your career path, navigating your job search, and refining your application materials and interviewing skills:	Career Development Office (CDO): Make an appointment online with a CDO counselor for a 1-on-1 meeting.

If you are a LEOP student:	LEOP Director Elizabeth McGriff (general LEOP questions); Associate Director of Academic and Bar Support for LEOP Richard Sakai (LEOP Academic Support and Bar questions)
If you have questions about a disability-related accommodation or would like to make a request for an accommodation:	Disability Resource Program (DRP) : Contact DRP to make an appointment to meet with the department to initiate a request for accommodations.
If you have questions related to your financial aid, including loans, disbursements, or other student aid programs:	Financial Aid financialaid@uchastings.edu
If you have questions about tuition, fees, or Tower rent	Office of Fiscal Services fiscal@uchastings.edu (415) 565-4704
If you need assistance with visa issues:	Assistant Director of Graduate Admissions Mei Cooley
If you have questions about UCSHIP, Carbon Health, health insurance, physical and mental health services:	Student Health Services Vanessa Sacks, Health and Wellness Coordinator HealthServicesHelp@uchastings.edu (415) 565-4612
If you are impacted by sexual assault, sexual harassment, dating/domestic violence and stalking:	CARE (Confidential) care@uchastings.edu (415) 565-4699 or Title IX Coordinator Andrea Bing

II. Communication & Events

Official School Notices

[MyHastings](#)

The UC Hastings intranet, “MyHastings,” at uchastings.edu/intranet is the hub for all information for current students. Each department posts information on their respective MyHastings webpage. MyHastings may be accessed by using your UC Hastings email username (email address without the @uchastings.edu) and email password. **All students are expected to regularly log in to MyHastings to access all student information, including academic notices, events, deadlines, handouts from various departments (including career office materials), etc.** You can download the intranet app from the Apple iTunes store and Google Play by searching for “Simplr” and then authenticating with your UC Hastings credentials.

[MyHastings Weekly](#)

Official law school notices, including academic deadlines, are published in *MyHastings Weekly*, an electronic newsletter emailed to all students every Monday when classes are in session. *MyHastings Weekly* contains important information on upcoming deadlines, events, and on-campus employment opportunities. **All UC Hastings students are expected to read *MyHastings Weekly* regularly. You are held responsible for knowing about all academic notices and deadlines published in *MyHastings Weekly*.**

[Email](#)

You are also expected to read emails sent to your @uchastings.edu address on a regular basis. All academic departments will only email students to their UC Hastings email address. Important information, including academic and career-related announcements, registration information, financial aid deadlines and notices, etc., are sent to individual students and sometimes sent to distribution lists for each class, e.g., Students – 1L – Class of 2025, Students – LLM – ALL, or Students – MSL – ALL.

If information has been sent to your class distribution list or to your UC Hastings email address, you will be deemed to have received it. Not reviewing your email is not an acceptable excuse for failure to meet critical deadlines. Additionally, please reply to these emails from your UC Hastings email address, which proves your identity (not your personal email address).

Announcements about Classes

Class cancellations, as well as room and time change notices, are posted directly to WebAdvisor and to the [Registrar’s MyHastings Website](#) under “Classroom Changes” page. These are the best places to see immediate changes in real-time. Additionally, The Registrar will send a notification of all recent classroom changes 1x a week to the students’ UC Hastings email address. This information should also be posted on your Canvas Dashboard:

<http://canvas.uchastings.edu/>. Under certain circumstances, your professor may also email you directly.

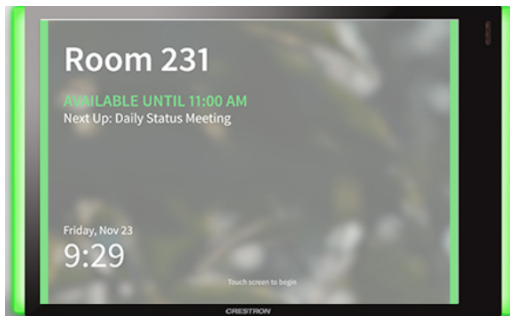
Badging into Classes

The College is piloting a new automated attendance system that will record your in-person class attendance in Canvas for your class. To be deemed in attendance, you must tap your UCH ID Card on one of the card readers located just outside of your classroom prior to the start of class each day. You only need to tap the reader at the beginning of class, no need to tap out.

The card readers are rectangular in shape, have a little light above them, and are placed near the room number signage. If your room does not have one of these readers, or if your class is online, your professor will be tracking your attendance through other means.



These are not to be confused with the panels that display the room schedule.



Your attendance is recorded once you hear a “beep” noise from the card reader when you tap your badge on it – you can ignore the red or green light that may flash when you tap your card. That will not impact attendance. We will be following up periodically if the system reports that you have been absent for multiple class sessions to ensure data integrity. If you forget your ID badge or need assistance with recording your attendance, please email helpdesk@uchastings.edu

The badging system is in place in all classrooms in the 333 Golden Gate building (Cotchett Law Center). **Students taking classes in these rooms must badge in through card readers adjacent to classroom entryways to be recorded and verified as having attended class each day.** Faculty are required to monitor the attendance reports available on Canvas and to report students who miss more than 15% of classes – i.e., approximately two weeks of classes,

total – to the Dean of Students or her designee so that they may support students with attendance compliance issues.

Faculty teaching online classes or in classrooms on the 1st and the 6th floor of the 200 McAllister building and in the Tower will take attendance manually. Badging systems will be installed in the classrooms in 200 McAllister by the end of the fall term. Starting Spring 2023, all students must badge in to record attendance in all in-person classes.

Events and Master Calendar

There are many opportunities to get involved at UC Hastings. To help you find relevant campus events, there are two calendars at UC Hastings: (1) the “[Events Calendar](#),” which includes all featured events taking place on and off-campus and is accessible to the public on the College’s external website; and (2) various “internal” event calendars managed on MyHastings, including [MyHastings Weekly](#), which are visible only to persons with “credentials” who can access our intranet.

For information on how to publicize your event, please review the “Reserving Rooms and Event Promotion” section below and the [Calendar and Publicizing Events Guidelines](#) available on MyHastings. The campus will be switching to new events software in the coming months, so please consult with the [Calendar and Publicizing Events Guidelines](#) available on MyHastings frequently for updates.

III. Campus Safety, Parking & Navigating Campus

Safety & Security Program

UC Hastings Law views the safety of our campus community as a paramount concern and top priority.

If you are experiencing an emergency, always dial 911 for an immediate emergency response.

Urban Alchemy Sidewalk Safety Program

In August of 2020, we implemented a pilot project utilizing safety practitioners from [Urban Alchemy](#), (“UA”) as an alternative to increased police enforcement, to assist in providing safe and clear passage along sidewalks between campus buildings. Urban Alchemy employs safety practitioners, with unique skill sets gained from their life experiences, to protect our campus frontages by establishing relationships with community members and forming agreements to reduce the potential for certain negative activities that are common in dense urban environments such as drug dealing, drug use, and any associated violence. The pilot was incredibly successful as we heard from those in our UC Hastings community who were present during the shelter-in-place, including critical support personnel and Tower residents, as exemplified by an ASUCH resolution. This success was also noted by the broader Tenderloin

neighborhood and other institutions, as well as the City & County of San Francisco, which is now utilizing Urban Alchemy on a comprehensive scale throughout the Tenderloin neighborhood and beyond.

As a result, the College has transitioned the Urban Alchemy pilot into a comprehensive ongoing program. Urban Alchemy provides coverage for the entirety of the two blocks on which our campus buildings are situated as bounded by Larkin, Leavenworth, Hyde, Golden Gate, and McAllister. Additionally, the safety practitioners are present on all campus frontages from 6:30 a.m. to 11:30 p.m. seven days a week. Additionally, and as described in greater detail below, Urban Alchemy will provide walking escorts within the campus vicinity including between campus buildings, parking garages, and mass transit.

San Francisco Police Department – 911 and Emergency Response

The San Francisco Police Department (“SFPD”) provides 911 and emergency response to our campus. Specifically, we are served by the Tenderloin Police Station, which is located at 301 Eddy Street and available at (415) 345-7300.

University of California San Francisco Police Department (UCSFPD) – Security Guards

The College utilizes UCSFPD security guards to protect the safety of our community by staffing a security booth in the lobby of each campus building. These security guards receive ongoing training from UCSFPD and perform the following functions:

- They oversee the badging process in each building, which ensures that everyone entering a campus building is an approved member of our campus community or authorized visitor.
- They enforce College policies and protocols, which means that all community members must adhere to their requests and instructions.
- They serve in an “observe and report” function, which means that they report incidents of concern to either Urban Alchemy or the SFPD, based on the circumstances.
- They coordinate walking escorts, as described below, with Urban Alchemy practitioners.
- They provide campus information to visitors.

Please note that while the security guards perform critical responsibilities to support the safety of our community, they are not permitted to leave their security guard booths and or to intervene in ongoing incidents that occur outside of the building. In such instances, they contact UA or SFPD depending upon the nature of the incident.

To contact the security guards, please call (415) 565-4611 or visit any campus security booth during building hours.

Director of Safety & Emergency Preparedness

To ensure the integration of all of these various safety and security programs, Noah Skinner serves the College as the Director of Safety & Emergency Preparedness. The Director supports and coordinates compliance with all safety and security policies and protocols, with a specific emphasis on emergency preparedness and response, and ensures the safety of our campus in

close concert with SFPD, UCSFPD Security, and UA. He also continually assesses the College's safety and security program for continual opportunities for improvement.

- *Noah Skinner Email:* skinnernoah@uchastings.edu
- *Phone Number:* (415) 581-8873

How to Request a Walking Escort

UA provides walking escorts to the UC Hastings Law campus community during UA hours, which are from 6:30 a.m. to 11:30 p.m. Urban Alchemy practitioners, upon request, will escort all in our campus community in between all campus buildings, to nearby parking garages, as well as to nearby mass transit stops.

Here is how to request a walking escort:

1. Call the security desk at (415) 565-4611 or visit one of the security booths. We advise requesting the escort at least 15 minutes in advance of your estimated departure time.
2. Let the security guard know that you would like a walking escort as well as (1) where you are and (2) where you are going.
3. The security guard will dispatch the request to Urban Alchemy.
4. The Urban Alchemy practitioner will meet you at the designated location and escort you to your destination.
5. Alternatively, you can request a walking escort directly from UA practitioners either on-site or off-site including at UN Plaza.

Campus ID Cards & Requirement to Badge in at Security Booths

To increase the safety of our campus community, enhance the security of our campus buildings, and reduce the potential for perceived or actual implicit bias in requests for showing a campus ID, the College implemented a state-of-the-art access control system for all buildings. Specifically, all in our campus community must "badge in" with their campus ID at the security booth of each building they enter every time that they enter. You will see signage indicating where to scan your ID card at the security booth, which will allow security to see that you are authorized for campus entry. Security guards are not permitted to provide access merely by recognizing you as a member of the community. We respectfully request that you honor their need to ask you to badge in by doing so each time you enter. If you do not have your ID card, you are required to present alternative photo identification to the guard for entry. Again, this will ensure that all who enter are authorized to do so and that there is no actual or perceived bias in requests for identification as everyone in the community must present ID.

Replacement of Campus ID Cards

Please report lost or stolen cards to Security officers via email at id_replacement@uchastings.edu and [make a payment here for a replacement ID](#). Once payment is made replacement ID, e-mail your payment receipt and request for an appointment for your new HID card to: id_replacement@uchastings.edu. You will then receive instructions for receiving a new ID card.

For more information visit: [Campus Identification Cards](#).

HastingsSafe

The College provides a campus safety app called HastingsSafe, which includes emergency contact information, emergency procedures, and safety resources like friend-walk. Please search HastingsSafe wherever you get your apps and download to your smart phone.

EverBridge Mass Notification System

The College sends out emergency notifications campus-wide to all in the campus community via the EverBridge Mass Notification System. The College automatically enrolls your UC Hastings Law email address and known phone numbers. However, to verify your contact information on EverBridge, please go to [this link](#) on My Hastings.

Clery Timely Warning Notifications

The College also sends out notifications on crimes that have occurred within the campus vicinity where there is an ongoing threat to the community. These alerts are sent via UC Hastings Law email.

The information below addresses some of the more common questions students have about safety on campus. For more information, visit the Safety & Security page on the UC Hastings website or on [My Hastings](#).

Reporting a Crime

If you are a victim of or a witness to a crime, immediately report the Crime to SFPD. In the event of an ongoing crime or emergency, always call 911. If it is not an emergency, contact SFPD non-emergency dispatch line at (415) 553-0123.

Emergencies

Follow the instructions below in case of the following emergency situations:

- **Active Shooter** – If you hear gunshots: Run. Hide. Fight. The priority is to escape the area. If you cannot leave the area, hide. And, only in a life or death situation where you have no other alternative, fight back.
 - **How to Respond If An Active Shooter/Attacker Event Occurs**
 - Quickly determine the most reasonable way to protect your own life. Remember that students are likely to follow the lead of faculty/staff during an active shooter situation.
 - **1. RUN**
 - If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - Have an escape route and plan in mind
 - Evacuate regardless of whether others agree to follow
 - Leave your belongings behind
 - Help others escape, if possible

- Prevent individuals from entering an area where the active shooter may be
 - Keep your hands visible
 - Follow the instructions of any police officers
 - Do not attempt to move wounded people
 - Call 911 when you are safe
- **2. HIDE**
 - **If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:**
 - Be out of the active shooter's view
 - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
 - Not trap you or restrict your options for movement To prevent an active shooter from entering your hiding place:
 - Lock the door
 - Blockade the door with heavy furniture
 - **If the active shooter is nearby:**
 - Lock the door
 - Silence your cell phone and/or pager
 - Turn off any source of noise (i.e., radios, televisions)
 - Hide behind large items (i.e., cabinets, desks)
 - Remain quiet
 - **If evacuation and hiding out are not possible:**
 - Remain calm
 - Dial 911, if possible, to alert police to the active shooter's location
 - If you cannot speak, leave the line open and allow the dispatcher to listen
- **3. FIGHT**
 - **As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:**
 - Acting as aggressively as possible against him/her
 - Throwing items and improvising weapons
 - Yelling
 - Committing to your actions
 - Some descriptions and content on Run. Hide. Fight. are taken directly from the Department of Homeland Security for how to properly respond in an active shooter or attacker situation. [Read the full DHS text.](#)
 - More information including a training video, please visit the [My Hastings Safety site.](#)
- **Fire** – If the fire alarm goes off while you are in one of the buildings, exit immediately from the closest emergency exit and proceed to the school's emergency assembly point in UN Plaza.

- **Earthquake** – Stay away from windows, shelves, cabinets, outside doors, or anything hanging from the ceiling that could fall on you. Stand next to an inside wall, within a doorframe, or get under a sturdy piece of furniture. Wait until shaking stops before evacuating. Don't use elevators.
- **Power Outage** – Stay where you are and wait for instructions.
- **Bomb Threat** – If an evacuation is necessitated by a bomb threat, a designated official will notify you. Exit from the closest emergency exit and proceed to the school's assembly point in UN Plaza.

If you or someone else needs **medical treatment**, call 911. When in doubt in the event of an emergency, call 911.

Lost and Found

UCSFPD security maintains a *Lost and Found* service. If you lost something on campus, stop by the Security Desk in the lobby of the 200 McAllister building to check the lost and found log. If you find any personal property unattended on campus, please turn it into a security desk ASAP. Please label your personal property, including your law books, with your name and contact information, so that UCSFPD can easily identify you as the owner. Never leave valuables unattended, even within campus buildings.

Bicycle Parking

Bicycle parking is available in front of the 200 McAllister building inside the gated enclosure, at the pedestrian entrance to the UC Hastings Garage, and in the Tower. Bicycles must be registered to use campus parking areas. Registration is free. Please visit the UCSFPD security booth in the lobby of the 200 McAllister building to register your bicycle. Bicycle theft is more common than we would like, and the registration system has proven to be an effective theft recovery measure. Please understand that you are parking your bike at your own risk and UC Hastings Law is not responsible for stolen or damaged bicycles.

Registered bikes must be parked at the UC Hastings bicycle racks, which are located at the 200 McAllister bicycle rack enclosure, at the UC Hastings Garage pedestrian entrance at 376 Larkin, and in the Tower. Please note that storing your bike overnight in any outdoor area makes a theft more likely. Please consider storing your bike in the Tower bike room if you need to store it overnight.

Car and Motorcycle Parking

If you have a current UC Hastings student ID (see "Campus ID Cards" section above), you can receive a discounted student parking rate of \$13 per day at the UC Hastings Parking Garage located at 376 Larkin Street. You must pay the attendant in person and present your UC Hastings ID to receive the discounted rate. The discounted rate does not apply to overnight

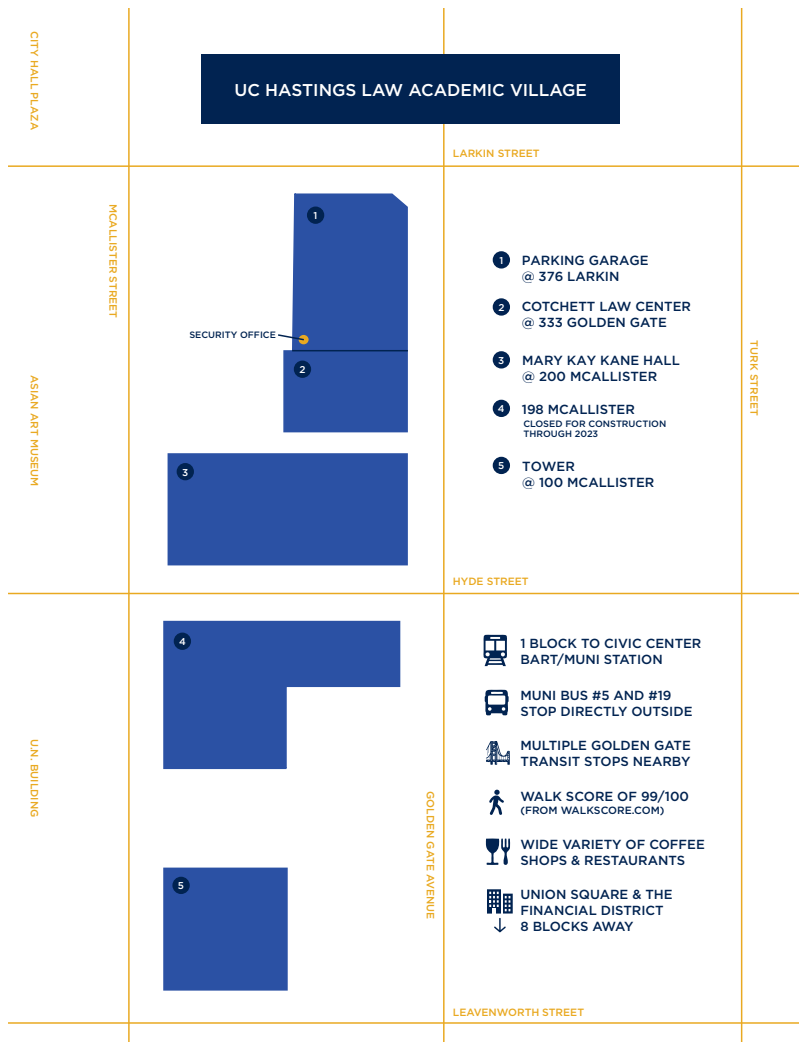
parking rate which costs \$32 per day. Students may also sign up for monthly parking for a discounted rate. The Parking Garage is open **Monday – Sunday: 6:00 am – 11:00 pm**. The Parking Garage is occasionally closed for holidays, etc. For more information, contact the parking garage at parking@uchastings.edu or (415) 581-8880.

Navigating Campus

UC Hastings is an urban campus with four buildings and parking garage located along McAllister Street and Golden Gate Avenue as bounded by Larkin Street and Leavenworth Avenue:

- **100 McAllister Street**, (also known as the “The Tower”)
- **198 McAllister Street**, David E. Snodgrass Hall (Closed for construction. Anticipated completion is summer/fall 2023. Construction questions can be directed to Director of Construction Management, Flora Li at liflora@uchastings.edu.)
- **200 McAllister Street**, Mary Kay Kane Hall (also known as the “200 Building”)
- **333 Golden Gate Avenue**, Cotchett Law Center (also known as “333”)
- **376 Larkin**, Parking Garage

Students should visit the [Building Access & Hours website](#) for information on building hours and access requirements.



Each building is described in more detail on the pages that follow.

100 McAllister Street (The Tower)
--

Accessible 24/7 with your ID card (check with each department for hours of operation)

Basement

Basketball court

1st Floor

Security Desk–Lobby

Facilities

Mailroom

Mezzanine

Clara S. Foltz Student Lounge (open
24/7 for student use)

Gym (open 24/7 to all students)

2nd Floor

Chief Financial Officer (CFO)–Room 210

Chief Operating Officer

Controller

Special Events & Guest Services

Housing

Sustainability

3rd Floor

Moot Court

Legal Research & Writing

Classroom

General Counsel

4th Floor

Center for Negotiation and Dispute
Resolution (CNDP)–Room 408

Fiscal Services–Accounting

Purchasing

Human Resources

Communications

22nd and 23rd Floors

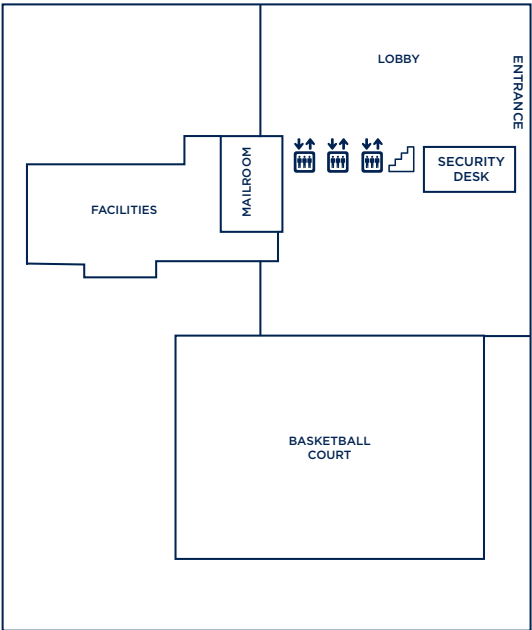
O'Brien Center for Scholarly
Publications (Room 2206)

24th Floor

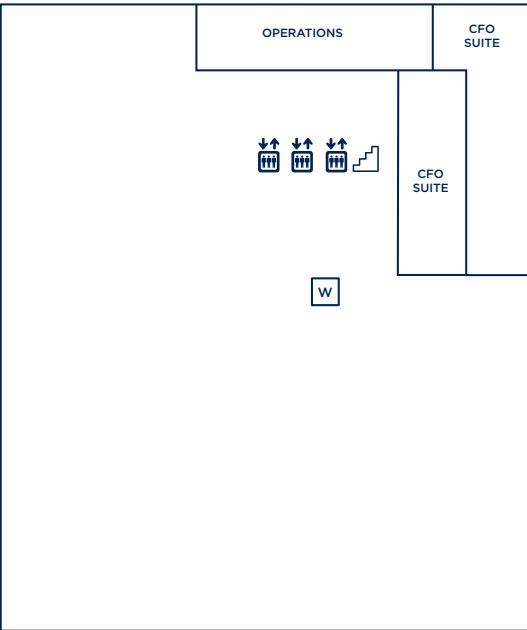
Skyroom

TOWER
@ 100 MCALLISTER STREET

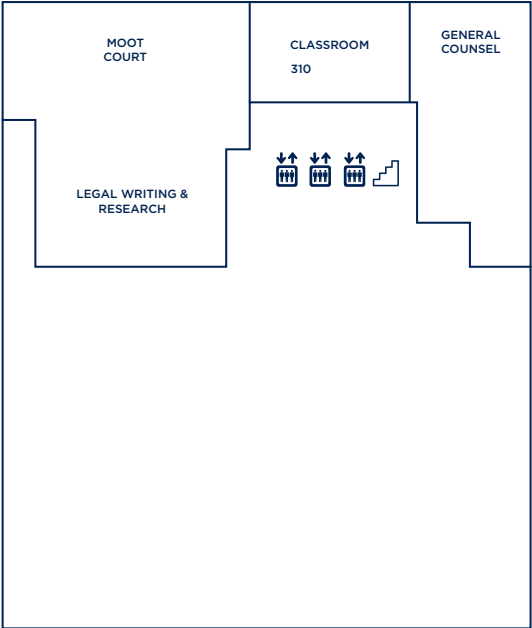
1ST FLOOR



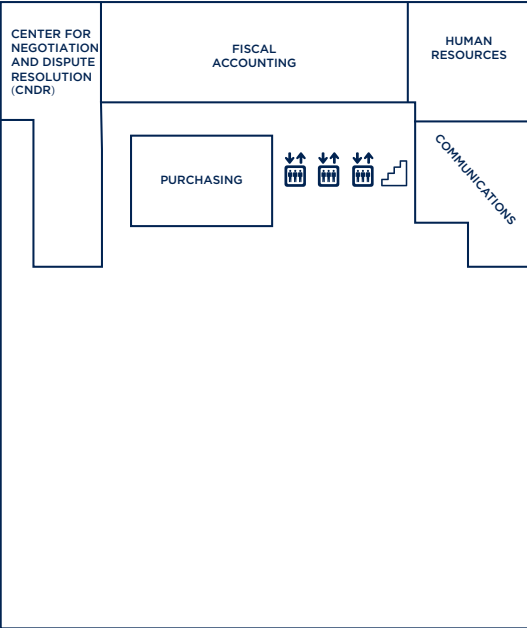
2ND FLOOR



3RD FLOOR



4TH FLOOR



200 McAllister Street (Mary Kay Kane Hall)

1st Floor

Admissions, Enrollment Management
Business Center
Classrooms
Financial Aid–Room 119
Lex Lab
Security Desk

2nd Floor

Alumni Reception Center (ARC)
Career Development Office–Room 230
Disability Resource Program–Room 277
Dobbs Atrium, Law Cafe, Dining Commons
Fiscal Services–Student Finance–Room 254
LEOP–Room 275
Registrar and Records–Room 218
Student Services–Room 223

3rd Floor

Provost & Academic Dean's Office–Room 355
Bar Passage Support–Rooms 323
Chancellor & Dean's Office–Room 300
Faculty Offices, Lounge & Mailboxes
Global Programs–Room 325
Legal Writing Resource Center
MSL Program–Room 388
Office for Academic Skills Instruction & Success (OASIS)–Rooms 371-379

4th Floor

Computer Work Stations & Networked Printers
Information Technology (IT) Help Desk
Law Library - Reference Desk & Circulation Desk
Lexis Printers
Study Rooms & Large Study Areas

5th Floor

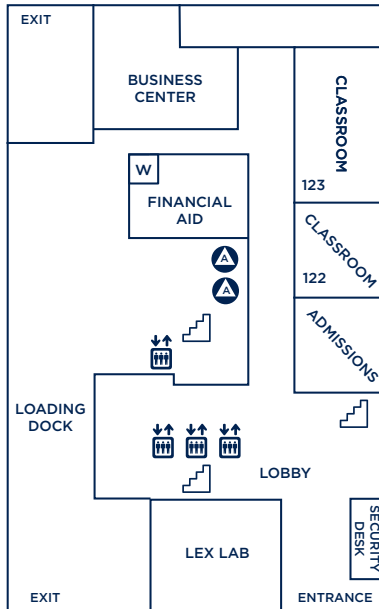
Law Library
Networked Printers
Study Rooms & Large Study Areas

6th Floor

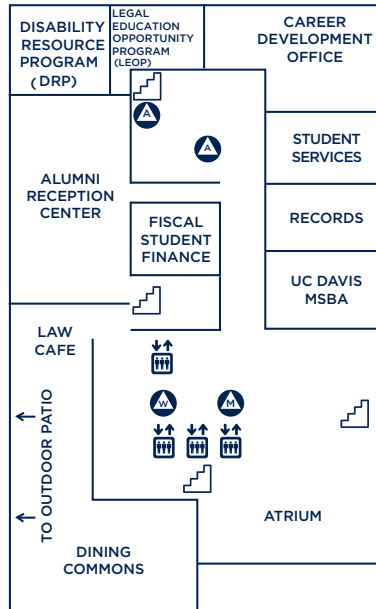
Bridge to 333 Golden Gate
Classrooms
Center for Gender & Refugee Studies
Center for Innovation
Center for Racial & Economic Justice
Center for WorkLife Law
Faculty Offices
Seminar Rooms 620A, 620B
Study Rooms & Study Area
UCSF/UC Hastings Consortium on Law, Science & Health Policy

**MARY KAY KANE HALL
@ 200 MCALLISTER STREET**

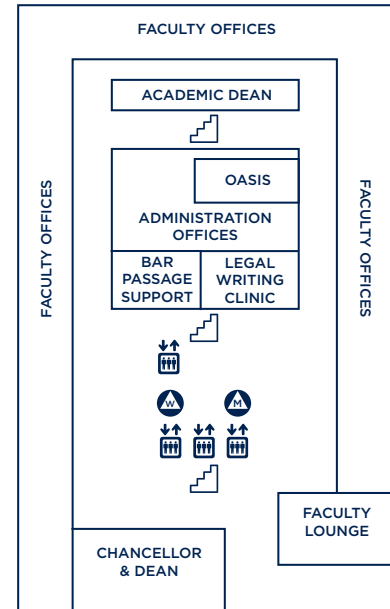
1ST FLOOR



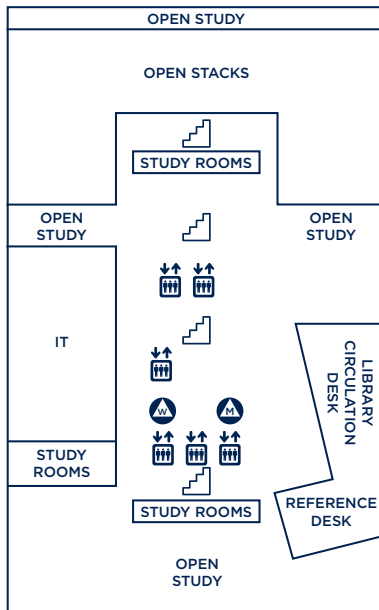
2ND FLOOR



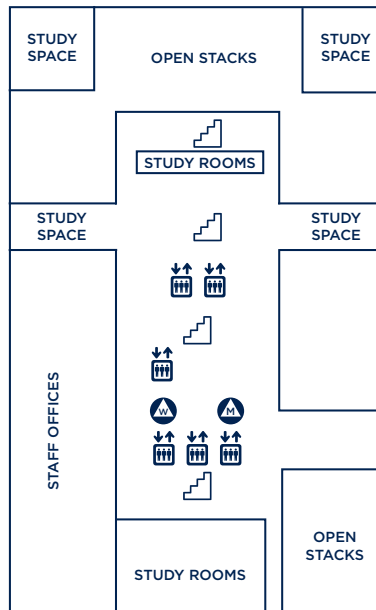
3RD FLOOR



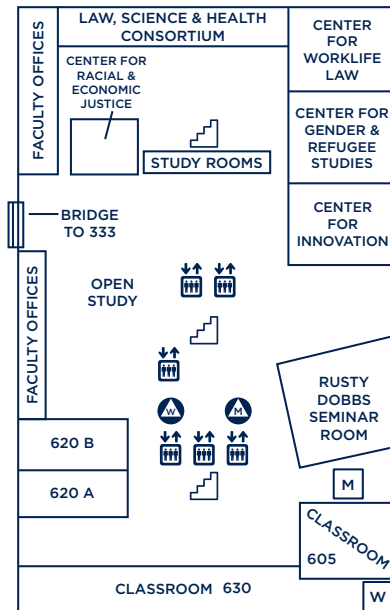
4TH FLOOR



5TH FLOOR



6TH FLOOR



333 Golden Gate Avenue (Cotchett Law Center)

Lower Level

Classrooms
Open Study Areas

1st Floor

ASUCH Office
Classroom
Hong Student Lounge and Cross-
Cultural Center
Meeting Rooms
Open Study Areas
Student Organizations

2nd Floor

Classrooms
Meeting Rooms
Open Study Areas
Outdoor Patio
Phone Booths (For phone interviews,
etc.)

3rd Floor

Associate Dean for Global Programs–
Room 316
Meeting Rooms
Classrooms
Outdoor Patio

4th Floor

Community Justice Clinics, Externships
and Pro Bono Programs
Classrooms
Copy Area
Resource Library

5th Floor

Colloquium Room
Open Study Areas

**COTCHETT LAW CENTER
@ 333 GOLDEN GATE AVENUE**



IV. Academics: Planning and Opportunities

Academic Calendar

The Academic Calendar (dates for the term) is available online at <https://www.uchastings.edu/academics/academic-calendar/>. These dates include term start and end dates, orientation dates, registration dates, holidays and breaks, examination periods and the Commencement date. The dates are subject to change, so please check the site from time to time before making plans. Travel plans that conflict with the final exam schedule will not be honored.

Discrepancies

If there is a discrepancy between a calendar published by your professor and the published Academic Calendar, please contact the Registrar's Office at registrar@uchastings.edu. In general, the published Academic Calendar is considered the authority.

Registration

General Information

Information about Registration including the Registration Calendar, course schedules, waitlist information and more is available online at the Registrar MyHastings page: [uchastings.edu/office/records](https://www.uchastings.edu/office/records). Additional information about graduation and enrollment requirements can be found in the Academic Regulations: [uchastings.edu/student-handbook](https://www.uchastings.edu/student-handbook).

Priority Registration for Extraordinary Circumstances

Students may apply for priority or early registration to register for classes if they have certain extraordinary circumstances that cannot be readily adjusted to fit their law school schedule. Such circumstances include being a caretaker for a family member, childcare responsibilities, or having a one-way commute from home to campus that is two hours or more. We recognize that commuting from various parts of the Bay Area may be time consuming, but a typical commute from a city located on a BART or Caltrans line, such as San Jose or Concord, will not entitle a student to priority registration. Requests for priority registration for any of the above-listed reasons are managed by Director of Student Services, Emily Haan, and are considered on a case-by-case basis. All requests must be submitted by the stated deadline listed online [here](#).

If the extraordinary circumstance that you would like taken into consideration is due to a documented disability, please contact Lisa Noshay Petro, Director of the Disability Resource Program at noshaype@uchastings.edu. For all other extraordinary circumstance requests, please contact Grace Hum, Dean of Students, at humgrace@uchastings.edu. Please state the specific reason for your request in your email. Approved requests will receive priority registration for the next registration period.

Academic Planning

UC Hastings offers students a rich array of course offerings, and each student has the opportunity to create the academic program that best advances the student's academic and professional goals. JD students have flexibility in their 2L and 3L years, while LLM and MSL students have some flexibility in their first semester. Resources to assist students as they select among the many academic opportunities available include:

- Academic Planning & Advising MyHastings page: [uchastings.edu/academic-planning](https://www.uchastings.edu/academic-planning)
- The Course Catalog: <https://www.uchastings.edu/academics/course-catalog/>
- Individual Academic Advising Appointments: [uchastings.edu/ss-appointment](https://www.uchastings.edu/ss-appointment)
 - (LLM, MSL, and CSL students should contact their respective program administration)

Self-Service (<https://www.uchastings.edu/selfservice>) has replaced WebAdvisor. Self-Service allows you to create course schedules, register for classes, manage financial aid, view grades, track degree progress, review concentration requirements, and receive important notifications.

For JD students, Self-Service can help you plan and track your progress toward graduation by reviewing the “View My Progress” tab on Self-Service. [Instructions are available on MyHastings](#).

For LLM and MSL students, see your advisors about available specializations and tracking your progress.

As you select your opportunities for an upcoming semester, it is a good idea to develop a tentative plan for your remaining semesters to make sure you meet graduation requirements, set yourself up for your bar exam if you are taking one, and meet your professional goals in a balanced way. Advisors in Student Services, in Global Programs for LLM students, and in the MSL Program for MSL and CSL students are happy to help you create your path. For JD students, to make an appointment online, click the appointments link provided above. For LLM and MSL/CSL, use email.

Academic Skills Development and Bar Passage Support



Learning what the expectations are in law school and then figuring out how to meet them can be a daunting task. Fortunately, students don't need to do it alone. In addition to the support offered by professors, there are other resources available when needed: [uchastings.edu/office/oasis](https://www.uchastings.edu/office/oasis).

Utilizing the resources available to you will be beneficial throughout law school and beyond.

Academic Opportunities

This section is intended to provide a brief overview of the many opportunities available at UC Hastings but is not exhaustive. Students should always refer to MyHastings and email communications for the most current information.

Centers

Research and public service are critical components of the UC Hastings mission. The following programs work in cutting-edge or innovative areas of the law and provide opportunities for students and practitioners to work together and collaborate:

- **The Center for Business Law**
 - [The Center for Business Law](#) (CBL) at UC Hastings in San Francisco brings together a vast array of opportunities for students, faculty and alumni to engage in the study, teaching and practice of business law in the one of the world's great centers of commerce, finance and technology.
- **Indigenous Law Center**
 - The [UC Hastings Indigenous Law Center](#) (UCH-ILC) advances the position that UC Hastings, as a public law school, has a responsibility and an opportunity to educate students about how U.S. law impacts Native American Nations and peoples. The charge of the UCH-ILC is thus to enhance our curriculum by offering courses, seminars, public lecture series, panels, and an affiliated scholar program.
- **Institute for Criminal Justice**
 - [The Institute for Criminal Justice](#) is dedicated to promoting the fair, effective, and ethical administration of criminal justice. An umbrella entity for criminal justice engagement by the UC Hastings community, the Institute pursues these goals through rigorous and engaged scholarship, high-quality pedagogy and educational programs, legal representation, and community outreach. Consistent with the public service ideals of the University, the Institute will place particular emphasis on serving the needs of the local community, with an eye towards reform of the criminal justice system on a statewide and national basis.
- **International Development Law Center**
 - The mission of the [International Development Law Center](#) is to share international development expertise while providing research and learning opportunities for UC Hastings students, graduates, and faculty. The Center implements international projects in a variety of subject areas, including food and agriculture, sustainable development, and legal education. Established with the explicit objective of collaborating across disciplines and cultures, the Center pursues links with other academic and research organizations, increasing the law school's global footprint while generating international contacts and opportunities for the UC Hastings community.

- **Center for East Asian Legal Studies**
 - [The Center for East Asian Legal Studies Program](#) (EALS) is preparing the next generation of global legal professionals to meet demands created by the economic and growth and legal transformation in East Asia. Building on our law school's existing strengths in international and comparative law, EALS offers a broad range of courses, exchange programs, internships and public events on key East Asian legal systems. The EALS program is advancing understanding of legal change in East Asia and providing students with tools to work effectively with clients and counterparts in this dynamic region.
- **The Center for Gender and Refugee Studies**
 - [The Center for Gender and Refugee Studies](#) (CGRS) founded in 1999, is the nation's leading advocacy organization on the issue of women asylum-seekers fleeing gender-related violence. CGRS provides legal expertise and resources to attorneys and coordinates legal and national public policy advocacy efforts. The center integrates students and international scholars into all aspects of its work.
- **Center for Innovation**
 - [The Center for Innovation \(C4i\)](#) promotes data-driven law-making and seeks to empower regulators to make informed, evidence-based decisions, particularly at the intersection of law and technology. More than a think tank, C4i is an action tank invested in identifying implementable solutions to today's problems. Research initiatives and classroom components are integral to the Center as it identifies and advances the knowledge, tools, and skills necessary to foster innovation in the practice and development of law and policy. Three primary programs comprise the Center's work: [Startup Legal Garage](#), the *Law & Medicine Initiative*, and *The AI & Capital Markets Initiative*.
- **LexLab**
 - [LexLab](#) is a legal tech hub connecting UC Hastings students and alumni to investors, founders, lawyers, engineers and companies building the future of legal services.
- **The Center for Negotiation and Dispute Resolution**
 - Consistently recognized by US News & World Report as one of the [Top Ten ADR Programs](#) in the country, [The Center for Negotiation and Dispute Resolution](#) (CNDR) offers superior education and cutting-edge scholarship in dispute resolution to law students, attorneys, judges, practitioners, and international visitors. As parties, courts, and lawyers increasingly turn to negotiation, mediation, and arbitration to settle matters that previously were adjudicated, the need has increased for attorneys to master dispute resolution skills. CNDR organizes classes, research, and professional programs for the study of alternative ways to settle disputes. Lawyers from all over the world come to UC Hastings to study ADR with the Center, citing the wide selection of dispute resolution courses and its international reputation among practitioners.

- **Center for Litigation and Courts**
 - The nonpartisan Center for Litigation and Courts was established in 2020 to expand the knowledge of civil litigation, alternative dispute resolution, and the courts; to disseminate that knowledge to the bench, bar, legal academy, and lay public; and to supply resources and guidance to members of the UC Hastings Law community interested in civil litigation. In addition to offering its own products and programs, the Center for Litigation and Courts serves as the umbrella organization for other UC Hastings Law institutes and projects focused on litigation or courts.
- **Center for Racial and Economic Justice**
 - The [Center for Racial and Economic Justice \(CREJ\)](#) works to advance equity through legal education, scholarship and collaboration. CREJ enriches UC Hastings Law by providing our intellectual community with access to nationally renowned thinkers on issues of racial and economic inequality and the space to critically examine how the law reinforces subordination.
- **Center on Race, Immigration, Citizenship, and Equality**
 - [The Center on Race, Immigration, Citizenship, and Equality \(RICE\)](#) supports scholarship, education, and public service on the ways that intersectional and marginalized identities produce and reflect structural inequality.
- **UC Hastings Center on Tax Law**
 - [The UC Hastings Center on Tax Law](#) connects students, faculty, alumni, and friends who study, discuss, practice, and seek to improve tax law. In addition to sponsoring on-campus presentations by both academics and practitioners, members of our tax faculty are frequent contributors to both academic journals and real-time, current events in taxation. The Center also develops relationships between current and former students, potential employers, and the community. If you are interested in participating in the Center's activities, [please let us know](#).
- **UCSF/UC Hastings Consortium on Law, Science & Health Policy**
 - [UCSF/UC Hastings Consortium on Law, Science & Health Policy](#) is dedicated to promoting research, education, and service opportunities that bridge the gap between law and science. To a large extent, scientists and health care professionals operate largely insulated from one another, both in their formal training and their daily practice. Increasingly, the demands of modern law and science require a sophisticated understanding of the other's form and function. Lawyers and scientists can no longer continue to work in isolation. Instead, they must be well-versed in one another's vocabulary and their practices need to be integrated. The UCSF/UC Hastings Consortium was founded to promote this collaboration.
- **The Center for Worklife Law**
 - [The Center for WorkLife Law](#) (WLL) seeks to jump-start the stalled gender revolution by focusing, at any given time, on a few projects that hold the promise of producing concrete social or institutional change within a three-to-five year time frame. We concentrate our efforts on advancing women's leadership, developing legal protections for employees with family responsibilities, and

promoting better work-life policies within institutions. Our current initiatives include programs and [best practices](#) for [advancing women leaders](#), case studies on major law firm rainmakers and new models of legal practice, [research on how gender bias differs by race](#), and an innovative [working group on pregnancy accommodation](#).

Clinics, Externships, and Other Experiential Programs

UC Hastings is widely recognized for the breadth and quality of its clinical legal education programs. These courses enable students to integrate theory with practice by taking lead responsibility to represent clients or assist disputants in a variety of contexts. (LLM and MSL students may participate in some clinics. Reach out to your program advisor for more information.) We offer the following clinics and experiential programs:

- [Business Tax Practicum for Social Enterprises](#)
- [Child Welfare Practicum](#)
- [Community Justice Clinics \(CJC\) Individual Representation Clinic](#)
- [Community Group Advocacy and Social Change Lawyering Clinic](#)
- [Criminal Practice Clinic](#)
- [Environmental Law Clinic](#)
- [Government Law Clinic](#)
- [Immigrants' Rights Clinic](#)
- [Lawyers for America](#)
- [Lawyering for Children and Other Vulnerable Populations, a Practicum at Legal Services for Children](#)
- [Legislation Clinic](#)
- [Low-Income Taxpayer Clinic](#)
- [Mediation Clinic](#)
- [Medical-Legal Partnership for Seniors Clinic](#)
- [Refugee and Human Rights Clinic](#)
- [Social Enterprise & Economic Empowerment Clinic](#)
- [Startup Legal Garage – Corporate and Patent Modules](#)
- [Workers' Rights Clinic](#)

As an addition and complement to the clinics and experiential programs listed above, JD students in their **4th, 5th or 6th** semesters may participate in externships, which provide students opportunities to develop legal skills under close supervision at approved governmental, public interest, or for-profit or non-profit corporate counsel's offices. Externship programs include:

- [Alternative Dispute Resolution Externship](#)
- [Corporate Counsel Externship Program](#)
- [Judicial Externship Program](#)
- [Legal Externship Program](#)
- [UCDC Law Program](#)

In addition to working in the placements, students co-enroll in a faculty-taught course designed to enhance the placement experience.

Registration for Clinics – Common Clinic Application Process

Many of our clinics participate in an online Common Clinic Application that runs before registration for the semester. For spring semester clinics, the process typically runs in October; for fall semester clinics, it runs in April. JD students may begin participating in most clinics as early as their 3rd semester. (Masters students are not eligible to participate in all clinics: please contact Global Programs or the MSL Program for more information. Certificate Students are not eligible to participate in clinics.) Visit the [Clinical Programs MyHastings page](#) for the most current information.

Consult the [Clinical Programs MyHastings page](#) for more information.

Pro Bono at UC Hastings

All student populations at UC Hastings are encouraged to give back to the community. The California Bar and the American Bar Association encourage lawyers to devote at least 50 hours annually to the provision of *pro bono* legal services to indigent individuals or to non-profits whose primary purpose is the provision of legal services to or on behalf of the poor or disadvantaged or to non-profits whose mission is to improve the law and legal system or to increase access to justice for all.

At UC Hastings, we believe this commitment to the delivery of legal services is an integral and intensely satisfying part of your legal education and enhances the development of your professional identity.

Consult the [Pro Bono MyHastings page](#) for more information. One way to connect is to attend the Pro Bono Fair at the beginning of the year to find out about current and future opportunities to do pro bono.

UC Hastings offers special recognition to eligible students providing pro bono services in the following ways:

- *Pro Bono Honor Society.* JD students who complete at least 45 hours of pro bono services during their three years at Hastings (or the requisite number of pro-rated hours), subject to the approval of the Director of Pro Bono Program, will be recognized as members of the Pro Bono Honor Society at graduation and on their transcripts. LLM and MSL students who complete at least 15 hours of pro bono services during their tenure at Hastings will be recognized as members of the Pro Bono Honor Society at graduation and on their transcripts.
- *Outstanding Achievement in Pro Bono.* Students who complete 150 hours of pro bono services during their three years at Hastings (or the requisite number of pro-rated hours), subject to the approval of the Director of Pro Bono Program, will be recognized for Outstanding Achievement in Pro Bono at graduation and on their transcripts. LLM and MSL students who complete at least 50 hours of pro bono services during their tenure at

Hastings will be recognized for Outstanding Achievement in Pro Bono at graduation and on their transcripts.

- See Academic Regulation section 2008 (JD), 4026 (LLM), or 5027 (MSL) for additional information.

Student Publications

UC Hastings O'Brien Center for Scholarly Publications publishes ten student journals. All journal offices are in The Tower. Consult the [general Journals MyHastings site](#) or the applicable journal's website for more information.

- *Hastings Business Law Journal (HBLJ)*
- *Hastings Communications & Entertainment Law Journal (COMM/ENT)*
- *Hastings Constitutional Law Quarterly (CLQ)*
- *Hastings Environmental Law Journal (HELJ)*
- *Hastings International and Comparative Law Review (HICLR)*
- *Hastings Law Journal (HLJ)*
- *Hastings Race and Poverty Law Journal (HRPLJ)*
- *Hastings Science & Technology Law Journal (HSTLJ)*
- *Hastings Journal on Gender and the Law (HJGL) formerly known as Women's Law Journal (HWLJ)*

Class Assignments

Class assignments will generally be posted on the Canvas MyHastings page: <http://canvas.uchastings.edu/>. You will need to enter a login and password that will be provided to you (your UC Hastings login credentials). If you are having trouble accessing Canvas, please contact the IT Office at helpdesk@uchastings.edu.

Buying Books & Readers

Self-Service (uchastings.edu/selfservice) is the official source for required course materials for each class. Once in Self-Service, click on the link to Search for Sections to find your course.

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



Financial Aid

Here you can access financial aid data, forms, etc.



Search for Sections

Here you can view and search the course catalog.

Then, click on the hyperlinked title for your course to find a link to all textbook information.

Section Details

	8/22/2022 - 12/16/2022 200 McAllister 123 (Lecture)
Dates	8/22/2022 - 12/16/2022
Seats Available ⓘ	1 / 4 / 0
Credits	5
Grading	Letter Graded
Requisites	None
Course Description	Civil Procedure I explores civil litigation from the inception of a suit through trial and appeal. This course typically considers service of process, pleadings, discovery, pretrial, trial itself (with or without a jury), appellate review and preclusion. This course will also introduce personal and subject matter jurisdiction, and the "Erie Problem".
Inn/Statutory	Moscone
Books	Textbook Information

Close

UC Hastings does not have a bookstore. Textbooks, new and used, are available for purchase through various commercial vendors. Discount codes and suggested vendors, when applicable, are listed with each textbook in WebAdvisor/Self-Service.

Course Reserves - The Library provides a copy of assigned casebooks for courses offered in the curriculum in course reserve. They may be checked out for three hours at a time and are not intended to serve as a replacement for students purchasing their own copy of the required text. To determine what's available, go to the library website and [search the catalog](#) or ask for assistance at the Circulation Desk in the library.

V. Student Life

Student Lounge and Other Social Spaces

The Hong Student Lounge and Cross-Cultural Center is located on the first floor of 333 Golden Gate. This shared space has a small kitchen area and refrigerator for student use. More information about this space is available on the [Cross-Cultural Center MyHastings page](#). Students socialize in the Clara Foltz Lounge in The Tower, which has pool table and a TV (open for student use 24/7). Many students also enjoy hanging out in the Dining Commons on the second floor of the 200 Building, as well as on the Quad between the 200 Building and 333 Golden Gate.

Lockers

All 1Ls are assigned a locker for use during their first year. Lockers for upper-division students are available by request only. All upper-division students must request and be assigned a locker through Student Services. Lockers used without permission from Student Services will be emptied and any items will be turned over to Security. Information on how to request a locker will be emailed at the beginning of each academic year. Additional information for requesting lockers is available on the [Instructions to Acquire a Locker page](#) on MyHastings. If you have any questions about locker assignments, please contact Student Services at (415) 565-4773 or studentservices@uchastings.edu.

Food On and Off Campus

The Law Café located next to the Dining Commons on the 2nd floor of the 200 Building is open from 7:30 am to 4 pm, Monday through Thursday, and 7:30 am to 3 pm on Friday. The café serves a variety of breakfast and lunch items, snacks, and drinks, including coffee. Check the Law Café's Twitter (@thelawcafe) for daily soup selections.

After-Hours Options: Vending machines are in the Dining Commons on the 2nd floor of the 200 Building and are accessible anytime the building is open. These vending machines provide more substantial food options for when the Law Café is closed and you don't want to leave campus.

There are also vending machines located in the 200 McAllister building that offer food and drinks as an alternative or for your off-hour snacking needs.

Off-Campus Options: San Francisco is known for its great food and there are a variety of restaurants to try near campus. The [La Cocina Municipal Marketplace](#) is located behind campus at 332 Golden Gate Ave. The Marketplace stands as an innovative model of conscious, community-led development, offering economic opportunity for women entrepreneurs, jobs for Tenderloin residents, and delicious and affordable food for community members and those looking to eat with purpose.

In addition, some staff favorites include Golden Era, Saigon Sandwich, Souvla, Brenda's French Soul Food, Turtle Tower, and The Market at the Twitter Building. There are also a variety of cafes and restaurants located in the Hayes Valley neighborhood located just a short walk from campus west of Van Ness Avenue.

Student Organizations

Student Organizations are an important part of student life at UC Hastings College of the Law. Numerous student-run, student-initiated organizations operate on campus each year, including journals, skills teams, and our student government. Together, they provide a wide array of leadership, professional development, community-building, social, cultural, and educational opportunities for all students and help augment and enrich the law school experience.

The Office of Student Services holds a Student Organization Fair at the beginning of each semester, which is the best time to meet all of our student organizations and get a sense of what they do and represent. You can also read more about student organizations [here](#). Student organization leadership must participate in mandatory leadership development training and UC Hastings College policies and procedures training.

If you are interested in starting a student organization or learning about leadership development opportunities on campus, please review the resources on the [Student Organizations MyHastings site](#). Interested and new student leaders please pay close attention to Student Organization Registration, Handbook, and Resources, CARE Student Organization Information, and Student Leader Training & Fairs information. Please make an appointment with the Associate Director for Student Life, or in their absence Director of Student Services Emily Haan ([Schedule an appointment online](#)) or stop by Student Services for drop-in assistance.

Eligibility to Serve as an Officer in a Student Organization or Journal

The Academic Regulations do not permit a student **at risk of academic disqualification** to serve as an officer in a student organization. A student must have completed their first year of law school and be in "good academic standing," which means your grade point average must be at or above the minimum grade point average defined by Academic Regulation section 905. **No exception to this policy will be granted.**

Please note students who are under “Academic Supervision,” but satisfy the minimum GPA requirement in Academic Regulation 905 are not prohibited from serving as an officer in a student organization, but such students are required to participate in an academic advising appointment with the Director of Student Services, or the Associate Director for Academic Advising & Programming, or the Associate Director for Student Life & Inclusion. Students close to the minimum GPA will be advised to reconsider serving as an officer if their GPA is close to the minimum GPA.

Journals, Moot Court, and Trial Team may have additional and more restrictive GPA requirements. Students must adhere to those policies and procedures and guidance from their Faculty Advisors.

Reserving Rooms and Event Promotion

Reserving Rooms for Student Organizations and Journals

The following section is provided for informational purposes only. Student organizations and journals wanting to hold events should refer to the Student Organization Handbook for complete information and instructions.

Student organizations and journals **must coordinate by e-mail** with [Miguel Zavala](#), Associate Director for Student Life and Inclusion, [Maria Ohaeri](#), Student Services Program Coordinator, and Jennifer Ta, Director of the O’Brien Center for Scholarly Publications. Student organization event planners **cannot** make room reservations themselves. The Student Organization’s designated scheduler should make a request directly [here](#). Requests are not guaranteed approval and will be reviewed by Student Services in conjunction with all other college Departments. Student Services will provide the event form password to student leaders when event reservations open in the fall. Student Services staff will place the Astra reservation in the system only once approved. Students are unable to submit a request through the Astra reservation system and must now email the applicable staff above.

Requests for virtual events can be made via this online at <https://www.uchastings.edu/events/community/add>, which will automatically be sent to Student Services staff for review. A request to register through use of the above online form is **not** a reservation, nor a confirmation of reservation. This is applicable to the journals as well as the other student organizations. Journal event planners must email the above referenced Student Services staff and Jennifer Ta with requests to make reservations for virtual events after submitting the request through the online form.

If you are interested in requesting RSVPs or tickets for your event, please contact the IT Helpdesk at helpdesk@uchastings.edu.

Event Promotion for Student Organizations and Journals

Please consider the following:

- Review all guidance for hosting events in the Student Organization Handbook, available at https://uch--simpplr.na96.visual.force.com/apex/simpplr_app?u=/site/a0i41000006mB09AAE/dashboard, in advance of making requests for reservation of in-person or virtual event space
- Consult the [Events Calendar](#) prior to scheduling the event to avoid scheduling conflicts and to better facilitate collaboration with other students;
- Organizations and Journals with a MyHastings site can post the events directly to their site. The advantage of posting an event to a MyHastings site is the ability to invite other students to your event, keeping track of prospective attendance through RSVPs, and the ability to send automatic reminders for events to the community. Organizations and Journals can arrange for a MyHastings site or administrative access to their MyHastings by contacting helpdesk@uchastings.edu;
- Advertise your event in The Weekly email and on MyHastings Weekly by [clicking here](#) and following the instructions to complete the Qualtrics form, bearing in mind that submissions are due Thursday by noon to get into the following Monday's Weekly;
- Inform and coordinate with the Office of Advancement & the Communications Office.

For questions about event promotions and scheduling events contact Miguel Zavala, at zavalamiguel@uchastings.edu.

Student Events Not Associated with a Student Organization or Journal

Students wanting to hold events that are not associated with a student organization or journal should contact Miguel Zavala, at zavalamiguel@uchastings.edu, to discuss scheduling and promoting events.

Travel Funding for Conferences

The Office of Student Services maintains a limited fund designed to assist with student travel expenses to national and regional conferences related to a student's professional or personal development. Eligible expenses are limited to registration fees, transportation, and lodging.

Please note that Travel Funding requests are discretionary and are approved on a rolling basis throughout the year until the funds available are depleted. For more information on eligibility, process, and to access all of the requisite forms, please visit the Student Services Travel Funding page on MyHastings: uchastings.edu/travel-funding.

Business Cards

Students may obtain business cards by ordering through our [Business](#) Center. To place an order or to learn more about other available services please e-mail dm.stationery@ucsf.edu.

Child Care Rebate Program

UC Hastings students who are eligible for need-based financial aid and have child care expenses may apply for a child care expense rebate up to a maximum of \$1000 each semester. The specific amount given is dependent upon the available funds, the number of eligible applicants, and other factors. The Child Care Rebate Program is funded by UC Hastings students and the UC Hastings Board of Directors. Application forms and additional information may be accessed on the [Child Care Resources section of the Student Services page on MyHastings](#).

Dogs on Campus

Students are **not** permitted to bring animals to campus. The policy can be found in hard copy in Human Resources (room 106) and UCSF PD (UC Hastings Garage). Service dogs used by individuals with disabilities are not regulated by this policy. Emotional support animals for students residing in The Tower are not regulated by this policy. Students should refer to The Tower Lease Agreement for information regarding assistance or emotional support animals in The Tower. Faculty and staff members are allowed to bring their dogs to campus from time to time, subject to restrictions that are explained in the policy.

VI. Library, Technology & Study Spaces

Library

The UC Hastings Law Library, located on the fourth and fifth floors of Mary Kay Kane Hall (200 McAllister St.) is a comfortable, friendly, and well-equipped law library that supports the research and educational endeavors of the students and faculty of the College. Regular Library hours and the schedule for holiday, exam, and intersession hours are posted on the [Library's MyHastings page](#).

An experienced Library Staff member can help you with your research, answer questions about Westlaw, Lexis and Bloomberg Law research, help you to find online and print library materials, and assist you with requesting a book through interlibrary loan. The Librarians are available at the 4th floor Reference Desk, via email at libref@uchastings.edu, and through online chat. Consult the Library's [Resources for Students](#) page for more information.

Popular Library resources include:

- **The [Library Catalog](#):** The UC Hastings Library Catalog is our search engine for finding books and journals in the UC Hastings Law Library, including online articles and journals.
- **[WorldCat](#):** Connects library users to books at UC Hastings and libraries around the world. User WorldCat to make interlibrary loan requests for items not available through the UC Hastings Library Catalog.
- **[Research Guides](#):** Subject- and course-specific research guides prepared by UC Hastings research librarians.
- **[A-Z Databases](#):** List of research databases to which the library subscribes, as well as free research resources available online.
- **The [Certificate in Legal Research Program](#):** Designed to provide law students of all ability levels with the research tools necessary for success in internships, externships, summer associate positions, etc. Attend live “lunch and learns” and complete online quizzes to earn a notation of completion on your transcript.
- **Book stands, laptops, study aids, commercial outlines, power adapters, phone chargers, headphones, umbrellas, bike lights, and other equipment** available for checkout from the 4th floor Circulation Desk.

Technology

Wireless Network

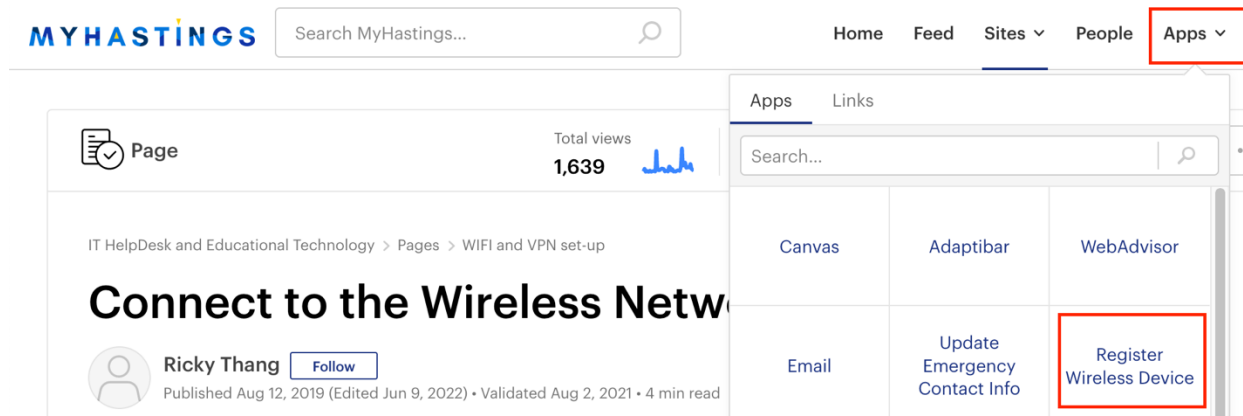
The Wi-Fi system is called **SecureHastings333GG**, your Wi-Fi username will be your UC Hastings email address without @uchastings.edu and your email password. More device-specific [instructions for connecting to the wireless network are available on MyHastings](#).

Troubleshooting Common Issues:

1. Check your computer for driver updates, which are automatically downloaded and installed during a Windows or Apple updates. You probably already have the most recent drivers – but you may need to check if you have trouble connecting to the wireless.
2. Network Support: helpdesk@uchastings.edu

Connecting Personal Wireless Devices (Xbox 360, XboxOne, PS4, Apple TV etc.)

The HastingsPlay wireless network is for personal wireless devices that cannot connect to the SecureHastings wireless network. Only students, staff, faculty and tenants of UC Hastings College of the Law are granted access to HastingsPlay. To access and register for the HastingsPlay wireless network, log into MyHastings and then click on the link entitled "Wireless Devices Register" from the Dashboard to attach a device. Contact the helpdesk@uchastings.edu should you have problems connecting.



Eduroam allows you to Use your UC Hastings Wi-Fi authentication at any Eduroam hotspot in the world. Go to Settings, Wireless > Locate the Eduroam network then click Connect. When prompted, specify your UC Hastings username and password: The Username is your UC Hastings email address (**not including the '@uchastings.edu'**) *Special note: for most UC Hastings login situations, you do not add "@uchastings.edu" after your username.* Password: Enter **your email password**.

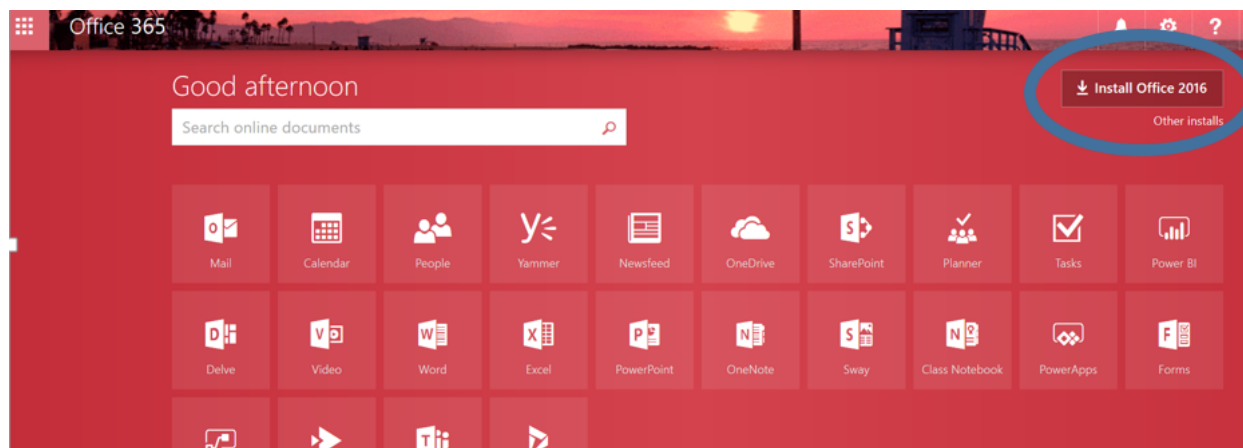
Microsoft Office Software Free Access

Students can install Microsoft Office for both Windows and Mac on up to 5 computers for free via Office365. *Microsoft Office licenses expire approximately one year after you leave UC Hastings, but you will be able to keep your email address in perpetuity.*

1. Go to the [Microsoft Office portal](#).
2. In top right column, you will see the link to download Office.

Guest Wireless

Instructions for providing guests with wireless access is [available on MyHastings](#).



Office

Install the latest version of Office for Mac

This will install the latest version of the following programs on your computer: Word, Excel, PowerPoint, Outlook



Word



Excel



PowerPoint



Outlook

Language:

English (United States)

Note: Installing additional languages on a computer that already has this version of Office for Mac doesn't c

[Review system requirements](#)

install

Other Software

In addition to Microsoft Office (Word, Excel, PPT, Outlook, Teams), the College provides access to:

- Box - <https://uchastings.account.box.com/>
- [DocuSign](#)
- Zoom Pro– uchastings.zoom.us
- Qualtrics (survey tool) – <https://uchastings.co1.qualtrics.com/>
- Poll Everywhere

Tech Help

Help with student laptops and UC Hastings computers is available to students at the IT Help Desk (Room 441, 200 Building). To reach IT, please write to helpdesk@uchastings.edu.

Business Center - Printing and Copying

You may utilize the Xerox multi-function printers (MFPs) throughout campus to print by simply touching your UC Hastings ID card to the corresponding MFP reader. For detailed instructions on printing/copying on campus and printing remotely, please consult the [Business Center's website](#). To reach Business Center, please write to businesscenter@uchastings.edu or call (415) 565-4882. Please note that faxing services are not available on campus.

Study Spaces

There are many comfortable places to study at UC Hastings including the **Law Library** in the 200 Building (see “Library” section above for location and hours), and 333 Golden Gate also has various spaces located throughout the building for open study. Additional information regarding [Study Space for Students](#) is available on MyHastings.

The Skyroom is at times available for open student study during the semester but please note the Skyroom is a College facility and event space, which will affect availability. Students looking for a more social and less quiet atmosphere also enjoy studying in the Dobbs Atrium, the Dining Commons on the second floor of the 200 Building, or one of the student lounges (see above).

VII. Student Employment Guide

UC Hastings has two employment programs for 2nd and 3rd year JD students and MSL students: the Federal Work-Study Program and the Hastings Employment Program (Non Work-Study). The Financial Aid Office, Human Resources and the Office of Fiscal Services (Payroll) share responsibility in administering the student employment programs. The programs are subject to different eligibility and application procedures, but similar Human Resources and Payroll procedures. Student and supervisor responsibilities are the same for both programs except where noted.

Both programs are subject to funding availability. Following are the general provisions for the student employment programs.

1. Official Date of Hire – Students may begin working on or after the “official date of hire.” This date is established by Human Resources.
2. 20 Hour Work Week Rule – The American Bar Association (ABA) and academic regulations prohibit students from working more than 20 hours per week during periods of enrollment.
3. Time Reporting – All student employees must record their hours worked in TRS (timesheet.uchastings.edu) by the posted deadline. Late timesheets will result in delayed payment.
4. Holiday Pay – Students will be paid holiday pay on those holidays officially recognized by the College (refer to these Holidays in the Glossary). Holiday pay will be calculated on a pro-rated basis, based upon the number of hours an employee works in the previous two pay period periods. Students working for off-campus employers are not eligible for holiday pay.
5. First-Year Students – First-year JD students’ employment must be approved by the Dean of Students.

6. Change in Student Status – If at any time during employment a student's enrollment status changes, the student must *immediately* notify their supervisor, the Financial Aid Office and Human Resources. Such changes include taking a leave of absence; withdrawing from the College; and reducing number of enrolled units to part-time.
7. International and Non-Resident Aliens – Please go to the International and Graduate Programs office and/or Human Resources for employment assistance.

HASTINGS EMPLOYMENT PROGRAM (NON WORK-STUDY)

Purpose

This College-funded program is designed to provide students with an opportunity to earn money to defray educational expenses and to gain work experience.

Eligibility Criteria

Participants must be currently and actively enrolled at Hastings.

Employment Process

1. Finding Employment – Employment notices may be posted in the Hastings Weekly, in the hiring department, KSCOPE, and on Hastings Careers Online.
2. New Hire Paperwork – Students must obtain a completed and signed *Work Authorization Form* from their supervisor. These forms are available on the Human Resources *MyHastings* page as well as from Human Resources. A *Work Authorization* form must be completed for *each* job. Students must submit the completed and signed *Work Authorization Form* and required new hire paperwork to Human Resources (humanresources@uchastings.edu) **before** they can begin working.

**Students may *not* begin working until authorized to do so
by a Human Resources representative.**

FEDERAL WORK-STUDY EMPLOYMENT PROGRAM

Purpose

This Federally-sponsored program is designed to provide students an opportunity to earn money to defray educational expenses and gain work experience. Student wages are paid from a combination of federal and employer funds.

Eligibility Criteria

Students must meet the following criteria to be eligible for work-study funds:

- Continued active enrollment at Hastings (only available to 2Ls and 3Ls);
- Apply for and demonstrate financial need as determined by the *Free Application for*

Federal Student Aid (FAFSA);

- Be a U.S. citizen or eligible non-citizen;
- Maintain a minimum 2.5 GPA;

Application Process/Student Responsibilities

1. Required Documents – Students must complete the *Hastings Student Financial Aid Supplement* and the *FAFSA*; they are available on-line at the Financial Aid website: <https://www.uchastings.edu/admissions/financial-aid/federal-direct-loans/>. The *Supplement* must be submitted online to the FAO and the *FAFSA* must be submitted to the Federal central processor.
2. Finding a Job – Students must locate their own employment and may work on or off campus. Eligible employers include government agencies, non-profit agencies, and UC Hastings. For reference, the FAO has a list of off-campus agencies that have previously employed Hastings students. Job announcements and position descriptions are also often posted on Hastings Careers Online.
3. Activating the Work-Study Award:
 - a. Students must contact FAO to determine eligibility and fund allocation.
 - b. Once eligibility is determined and funds are allocated for federal work study, financial aid will email the supervisor the work-study employment documents. The packet contains a *Job Description* form and *Employment Authorization/Work Permit* form. The off-campus packet also contains three *Federal Work-Study Program Agreements*.
 - c. The documents must be completed and returned to the FAO with the exception of the HR new hire paperwork, which should be obtained from HR and returned to HR (humanresources@uchastings.edu). Once the FAO has received all the documents and the confirmation from HR that the new hire paperwork has been completed, the FAO will certify *Part C (Work Permit)*, and *Part D* of the *Employment Authorization* form. *Part C (Work Permit)* confirms the date on which the student may begin earning work-study funding for the position. HR will notify the student and supervisor once the student is cleared to work.
 - d. Work-study awards are activated on a first-come, first-served basis until funds are expended. Inactivated awards are canceled when all work-study funds are committed or on September 30th, whichever occurs first.
 - e. Work-study awards consist of an award limit for June and/or a separate award limit for July through May.

4. Regulations and Guidelines

- a. Students may not be placed in jobs which:
 - Result in the displacement of employed workers or impairment of existing contracts for services;
 - Involve any partisan or non-partisan political activities associated with a candidate, or contending faction or group in an election for public or party office;
 - Involve the construction, operation, or maintenance of any facility, which is to be used for sectarian instruction or place of religious worship.

Unearned awards from June cannot automatically be carried over or added to the July-May award limit. Students should visit the FAO to discuss options for using unearned awards.

The FAO and the supervisor must authorize all award limit adjustments.

- b. Students may not earn more than their approved Federal Work-Study award limit. A Work Study Threshold Warning Report, which provides the award limit balance, is available upon request from the Payroll office. The Department/Agency is responsible for paying 100% of earnings in excess of established award limits.
- c. If a student becomes ineligible for Federal Work-Study or their award eligibility changes, the FAO will notify the student and his/her supervisor. It is the responsibility of the student and supervisor to adjust the work hours accordingly.

EMPLOYMENT RECORDS

New Hire Paperwork

Human Resources is responsible for establishing and maintaining student employment records. In addition to the employment authorization paperwork, student employees will need to complete the following **prior** to their first day of work:

- Personal Data Form;
- Oath of Allegiance (U.S. Citizens Only);
- Employment Eligibility Verification (Form I-9);
- Privacy Notification, Disclosure of Social Security Number, and Statement of Confidentiality;
- Statement Concerning Your Employment in a University Position Not Covered by Social Security

The required employment documentation must be completed in accordance with the established payroll deadlines to ensure the employment records are established timely. All paperwork can be submitted to humanresources@uchastings.edu, or to the Human Resources Office on the 4th

floor of 100 McAllister.

Changes to student employment data, specifically, tax withholding information, direct deposit information, and address can be updated on the UCPATH website

(<http://ucpath.universityofcalifornia.edu>). Note that information updated with the Registrar's Office will **not** transfer to payroll records.

Taxes and Other Mandatory Withholdings

Wages earned are subject to federal and state income taxes. If eligible, students may claim exempt status on the *Federal-State Withholding Allowance Certificate (UC W-4/DE4)*. The Federal and State income tax exemption status expires each year and must be renewed on or before February 15th. **Retroactive tax adjustments will not be made.** Changes to UC W-4/DE4 form can be processed on-line at <http://ucpath.universityofcalifornia.edu>.

Wages earned during inter-semester periods and over the summer are subject to Federal MEDICARE tax and the mandatory UC Retirement System's (UCRS) Defined Contribution Plan (DC Plan) contribution. Fidelity Investments Tax-Exempt Services Company (FITSCo) provides the record keeping and account services for this plan. FITSCo can be reached at 1-866-682-7787 or on-line at <https://netbenefits.fidelity.com>.

Wages may be subject to garnishments and other attachments.

Disbursement of Wages

You can receive pay in two ways:

1. Direct deposit – We encourage you to enroll in Direct Deposit to avoid any pay delays as paper paychecks are mailed on payday from a facility in Arizona. You can also make direct deposit changes in your UCPATH online portal at <http://ucpath.universityofcalifornia.edu>.

NOTE: This direct deposit for pay is different than your direct deposit for financial aid,

2. Paper paycheck – Checks will be sent via U.S. Mail from a payroll processing center in Arizona, and it could take up to 5 days to receive it.

- If you haven't received it in 4-5 days from payday, confirm in TRS that your time sheet was approved on time by your supervisor. If not, it will be processed in the next pay cycle.
- If it was submitted on time, check to see if your home address in UCPATH is current, and if necessary, update it. If needed, you can request a "stop payment" on your check and have it reissued to a different address. Log in to your UCPATH portal and submit your request through the "Ask UCPATH" button in the top right corner.
- All employees are encouraged to enroll in direct deposit to ensure payment on payday. That can also be done in the UCPATH online portal.

Discrepancies in wages paid must be reported immediately to the Payroll Accountant.

Wage and Tax Statement (W-2s)

Electronic W-2 delivery – Employees can sign up for an electronic statement online at <http://ucpath.universityofcalifornia.edu>. The employee will receive an email notification in January when the statement becomes available to view/print.

Paper W-2 Delivery – The Paper W-2 statement will be mailed to your home address on file in January.

VIII. Law School Leadership

The Chancellor & Dean

The Chancellor & Dean is the chief executive and academic officer of the College, with authority over and responsibility for all departments and activities. A number of UC Hastings offices and departments report to the Chancellor & Dean. Other administrative officers are the primary contacts for students, but the Chancellor & Dean welcomes opportunities to meet with students about issues and concerns that affect all students. Visit the “Our Story” tab on the website for more information regarding UC Hastings leadership.

The Provost & Academic Dean

The Provost & Academic Dean (hereinafter “Academic Dean”) is the chief academic officer of the College under the Chancellor & Dean with responsibility for managing and supporting the faculty and all academic programs, including clinics, centers, academic support/OASIS, career development, and the legal writing program. In addition, he manages and oversees the Dean of Students, associate and assistant deans responsible for degree programs or departments (e.g., Records, Global Programs, the LLM, MSL, and HPL degrees, and the Library), and manages the classroom budget. Students will interface most directly with the Dean of Students and Director of Student Services who are in a reporting line to the Academic Dean. For more information, please visit the Academic Dean’s MyHastings page.

The Dean of Students

The Dean of Students reports to the Academic Dean and is primarily responsible for student affairs at the College. The Dean of Students administers the College’s Academic Regulations and the Code of Student Conduct and Discipline. Besides counseling individual students about academic matters, the Dean of Students also chairs the Student Support Team, which provides support to students experiencing health or personal difficulties. The Dean of Students oversees the Office of Student Services, Student Health Services, and the Disability Resource Program.

Institutional Governance: Faculty and Student Input

Faculty and student input in decision-making are welcomed! The Chair of the Faculty Executive Committee, elected by the faculty on an annual basis, is invited to all meetings of the three Boards (see below). The President of the Associated Students of UC Hastings (“ASUCH”), the elected student government of UC Hastings, is invited to participate as well. The Faculty Executive Committee and ASUCH representative also meet regularly with the Chancellor & Dean. The Academic Dean appoints members to various faculty committees, and ASUCH selects student representatives to most of the committees. Students interested in serving on UC Hastings committees should contact the ASUCH President at pres@uchastings.edu.

UC Hastings’ Unique Status and the Three Boards

UC Hastings has a unique status. Established by statute in 1878, it is the original law department of the University of California. It continues to be affiliated with the UC system. UC Hastings does not come under the jurisdiction of the UC Board of Regents, which oversees the remainder of the system.

UC Hastings benefits from the involvement of three separate bodies of elected or appointed board members. Almost all members of these boards are UC Hastings alumni! The three boards include the **Board of Directors**, the **Board of Trustees**, and the **Board of Governors**; each is described in more detail below:

- **(1) The Board of Directors** is the governing authority of the institution with fiduciary responsibility for UC Hastings. It also selects and evaluates the Chancellor & Dean, delegating to him or her the tasks of day-to-day management. The Governor of California appoints new members to the Board of Directors, the state Senate confirms them, and they serve as volunteers for a twelve-year term; one seat is also reserved for a descendent of Serranus Hastings. Our Board of Directors is the equivalent of the UC Board of Regents, functioning independently of the Regents.
- **(2) The UC Hastings Board of Trustees**, the UC Hastings Foundation (formerly the 1066 Foundation), is a separate 501(c)(3) entity created to lead fundraising for the College. Pursuant to its By-Laws, the Foundation provides an organization for individuals who are dedicated to advancing UC Hastings. It offers a means for soliciting, making, and receiving donations, financial and otherwise (such as time and expertise) to the school.
- **(3) The UC Hastings Alumni Association** has a **Board of Governors** with 50 members. The Board meets three times per year and coordinates outreach efforts for the College to alumni and students.

For more information about the three Boards of UC Hastings, please visit please visit the “Our Story” tab on the external UC Hastings website.

IX. Student Reference List: Campus Offices and Departments

The following list provides a quick overview of the UC Hastings offices and departments students may find useful. Comprehensive information about services and staff, contact information, and relevant policies may be found on the websites listed below. Most offices are open from 9:00 am to 4 pm, Monday – Friday, unless otherwise indicated on their website. Locations, where available, are listed as room/building (e.g., Student Services is 223/200 indicating room 223 in the 200 McAllister Street building).

Due to ongoing construction, updates will be made on an ongoing basis. Please continue to check MyHastings for the most current version of the Handbook.

ACADEMIC & CO-CURRICULAR RESOURCES

Provost & Academic Dean's Office uchastings.edu/about/admin-offices/academic-dean	355/200	(415) 565-4682
For questions about the Academic Regulations, Student Conduct Code, course schedule, curriculum, academic programs, and faculty research. Includes the Provost & Academic Dean, the Dean of Students, and the Associate Dean for Research.		
Bar Passage Support uchastings.edu/office/bar-passage-support	377/200	(415) 581-8806
For questions about our bar passage support curriculum and bar-related programming and workshops, and for Provides one-on-one counseling advising and support regarding the bar exam, State Bar admission requirements, and bar exam preparation.		
Community Justice Clinics/Clinical Programs MyHastings: Overview of the Community Justice Clinics	409-421/333	(415) 557-7887
On-campus law office housing several different clinics where students gain academic credit and hands-on practical experience by taking lead responsibility to represent real clients and resolve disputes under faculty supervision.		
Externships My Hastings: Externships	402/333	(415) 565-4713
Provides students opportunities to gain hands-on practical experience through off-campus legal placements for academic credit and on- and off-campus volunteer opportunities.		
Pro Bono Programs MyHastings: Pro Bono	419/333	(415) 581-8932
Provides students information regarding pro bono opportunities, including completing the Pro Bono pledge.		
Co-Curricular Opportunities https://www.uchastings.edu/academics/experiential-learning-opportunities/	N/A	N/A
Provides information about opportunities including moot court, trial and negotiation teams, legal clinics and pro-bono, law journals, and simulation courses.		

Global Programs	327, 334, 275/200	(415) 703-8258
uchastings.edu/academics/study-abroad-exchange		
Supports LLM and foreign exchange students; facilitates study abroad opportunities; coordinates international exchanges, visitors and events.		

Legal Research and Writing	3rd Floor/100	(415) 565-4728
uchastings.edu/office/lwrc		
Oversees LRW I and II classes for first-year students and the Legal Writing Resource Center, offers to upper-division students appellate advocacy classes, teaching assistant opportunities, and intercollegiate moot court competition teams.		

Library Services	4th Floor/200	(415) 565-4751
library.uchastings.edu		
The Law Library, located on the fourth and fifth floors of the 200 Building, supports the research and educational endeavors of the students and faculty. Librarians answer questions at the Reference Desk, via libref@uchastings.edu , and online chat. They also create research guides, offer trainings, and provide individual research assistance.		

MSL Program	325, 388/200	(415) 565-4670
https://uch--simpplr.na169.visual.force.com/apex/simpplr_app?u=/site/a0i2M00000a22UGQAY/dashboard		
Supports MSL and CSL students; provides academic advising for these students; implements academic and social activities for MSL and CSL students.		

Office for Academic Skills Instruction and Support (OASIS)	371, 372, 373 & 375, 379/200	N/A
https://uchastings.edu/office/oasis		
For questions about courses that reinforce core academic skills, and for one-on-one academic support advising and workshops to help students with skills like reading and case briefing, time management, outlining, exam preparation and more.		

Scholarly Publications – Journals	100/2206	(415) 581-8952
https://www.uchastings.edu/academics/journals/		
Publishes 10 law journals edited by Hastings students. Rising 2L students join via a writing competition each May. 3L students manage and govern the journal organization; select and prepare articles and student notes for publication.		

COMMUNICATION & EVENTS

Special Events & Guest Services		(415) 565-4602
http://bit.ly/UCHspecialevents		
Manages the Master Events calendar, maintains student folders, and coordinates room reservations.		

STUDENT RESOURCES & STUDENT LIFE

ADA-Section 504 Coordinator, Andrea Bing (wellesan@uchastings.edu)	552/200	(415) 565-4733
https://www.uchastings.edu/title-ix-and-sexual-misconduct-reporting/		
Resource for issues related to the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and the rights of persons with disabilities. See also Disability Resources Program, below.		
Admissions	1st Floor/200	(415) 565-4623
uchastings.edu/admissions		
Under the Office of Enrollment Management, manages the recruitment and selection process for new students. Current students can serve as student assistants, campus tour guides, and Admitted Student Day volunteers.		
CARE Advocate (care@uchastings.edu)	223/200	(415) 565-4699
http://www.uchastings.edu/campus-life/center-for-advocacy-resources-and-education-care/		
The Center for Advocacy, Resources and Education (CARE) provides advocacy and support services to members of the UC Hastings Community who have been impacted by sexual assault, sexual harassment, dating/domestic violence and stalking. Students, staff and faculty can contact the CARE Advocate to receive affirming and empowering support and access resources related to medical needs, emotional support, housing and academic accommodations, and reporting options. CARE services are free and confidential.		
Career Development Office (CDO) (careers@uchastings.edu)	230/200	(415) 565-4619
https://www.uchastings.edu/careers/students/		
Provides career counseling, programs (including workshops, panels, events, career fairs and interview programs), a full menu of resources and handouts on MyHastings, and the Hastings Careers Online job posting site.		
Disability Resources Program (DRP)	275/200	(415) 565-4876
uchastings.edu/office/drp		
Pursuant to the ADA, provides reasonable accommodations for students with documented disabilities to ensure all students have an equal opportunity for success.		
Financial Aid Office	1st Floor/200	(415) 565-4624
https://www.uchastings.edu/admissions/financial-aid/		
Administers financial aid programs including grants, loans, work study, and scholarships.		
Legal Education Opportunity Program (LEOP)		(415) 565-4723
https://www.uchastings.edu/academics/academic-success/legal-education-opportunity-program/		
Provides academic assistance, workshops, counseling and study aids to students admitted through LEOP.		

Registrar Office (Registrar@uchastings.edu)	211/200	(415) 565-4613
uchastings.edu/office/records		
Maintains student permanent academic files, publishes the course schedule and oversees registration, administers midterm and final exams, records grades, provides class ranks, issues academic transcripts and diplomas, processes academic petitions (leaves of absences, withdrawals, etc, adding a concentration or specialization), provides enrollment verifications and letters of good standing, certifies students for bar exams, processes Dean Declaration forms for bar exams and moral character applications, and completes students' Practical Training of Law School Applicant forms (on behalf of the Dean).		

Student Government and Student Organizations	N/A	N/A
uchastings.edu/asuch		
The Associated Students of UC Hastings (ASUCH) represents the interests of the student body. Over 30 student organizations offer a great way to pursue your interests and get involved on campus.		

Student Health Services (healthserviceshelp@uchastings.edu)	N/A	(415) 565-4612
uchastings.edu/office/health		
All students, whether you have UC SHIP or other insurance, can access all services available at Carbon Health for UC Hastings students. The Student Health Fee that you pay each semester covers these services, so there are no additional costs or copays. If you have questions about UC SHIP or waiving out of UC SHIP, contact us. Visit Carbon Health's UC Hastings Website: https://carbonhealth.com/student-health/uc-hastings .		

Office of Student Services (studentservices@uchastings.edu)	223/200	(415) 565-4773
uchastings.edu/office/student-services		
Supports students primarily in activities outside of the classroom including academic advising; registering and supporting student organizations and student government; coordinating orientation, commencement, and other campus and social events; overseeing the childcare rebate program; and offering wellness activities.		

Title IX Coordinator (TitleIXcoordinator@uchastings.edu)	552/200	(415) 565-4733
uchastings.edu/title-ix-and-sexual-misconduct-reporting		
Resource for issues related to the <i>Policy on Discrimination, Protected Status Harassment, Sexual Harassment, and Sexual Assault and Violence Related to Students</i> . Includes information on reporting misconduct directly or confidentially and resources for victims of sexual assault.		

Veterans Support Resources	N/A	N/A
https://www.uchastings.edu/admissions/financial-aid/scholarships-for-entering-students/veterans/		
Resources regarding Veteran Benefits including financial aid, residency, and eligibility.		

TECHNOLOGY AND CAMPUS OPERATIONS

Alumni Center/Institutional Advancement	5th Floor/333	(415) 565-4615
https://www.uchastings.edu/alumni/		
Get help with promoting events to the alumni community, identify possible funding/outside sponsorship sources, and get involved with the alumni community.		

Business Center (businesscenter@uchastings.edu) https://www.uchastings.edu/offices-and-services/business-center/ Offers full-service and self-service copying and printing services for students, faculty and staff.	100/200	(415) 565-4882
Enrollment Management uchastings.edu/admissions Oversees the Admissions Office and the Financial Aid Office and is also responsible for outreach and admissions for the MSL and LLM programs.	1st Floor/200	(415) 565-4623
Facilities Operations (facilities@uchastings.edu) uchastings.edu/about/admin-offices/facilities Provides event set-up, building maintenance, repair, and janitorial services.	1st Floor/100	(415) 565-4894
Faculty Support Services Provide support for faculty regarding class materials, rosters, exam preparation, course reports, class recordings, postings to Canvas, and more. Faculty profiles, office locations and contact information are available on the UC Hastings website under "Faculty"	385/200	(415) 565-4782
Fiscal Services uchastings.edu/office/fiscal Manages financial and accounting matters including billing, tuition payment, Tower rent, loan collection, budgeting, payroll, financial activities of student organizations, and disbursement of travel reimbursements and financial aid loan proceeds.	254/200	(415) 565-4704
General Counsel Serves as the College's attorney, coordinating with staff, faculty, and students, on college procedures and policies. Determines the residency status of students for tuition purposes.	2nd Floor/100	(415) 565-4787
Human Resources https://www.uchastings.edu/offices-and-services/human-resources/ Oversees student employment, verifies employment eligibility, and publishes <i>Student Employment Guidelines</i> .	4th Floor/100	(415) 565-4703
IT HelpDesk and Educational Technology Support (helpdesk@uchastings.edu) uchastings.edu/office/it Provides assistance with student laptops and UC Hastings computers. Classroom support services are available for students for class presentations. More information regarding software and support on MyHastings.	440/200	Classroom emergencies: (415) 565-4625
Instructional Media Services helpdesk@uchastings.edu Provides classroom and media support for faculty and staff. Services are available to students for class presentations only.	441/200	(415) 565-4609

Operations	2nd Floor/100	(415) 581-8858
operations@uchastings.edu		
Oversees security, facilities, special events, sustainability, campus construction, and space allocation		

Safety & Emergency Preparedness (Noah Skinner)	110/100	(415) 581-8873
https://uch--simpplr.na169.visual.force.com/apex/simpplr_app?u=/site/a0i2M00000PrIqCQAV/dashboard		
Responsible for all campus safety and security functions. Serves as the first point of contact for a 24/7 campus operation including assisting local fire and law enforcement during on-campus emergencies, daily liaising with law enforcement and public safety agencies, and coordinating with community groups and stakeholders engaged in community safety matters.		

UCSF Police Department (UCSF PD) (ucsfpd@uchastings.edu)	376 Larkin Garage	(415) 476-1414
www.police.ucsf.edu		

APPENDIX A: UC HASTINGS CODE OF STUDENT CONDUCT AND DISCIPLINE



UC Hastings Law

SAN FRANCISCO

CODE OF STUDENT
CONDUCT AND DISCIPLINE

Academic Year 2022-2023

Updated as of June 1, 2022

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UC HASTINGS CODE OF STUDENT CONDUCT AND DISCIPLINE

100. Preamble

- (A) This Code of Student Conduct and Discipline (the “Code”) is designed to promote an atmosphere of confidence, trust, and respect at UC Hastings College of the Law (the “College”). Students are expected to conduct themselves in accordance with this Code and with the high ethical standards expected in the legal profession.
- (B) In addition to this Code, Students of the College are bound by all other applicable regulations and policies.

101. Scope

This Code applies to the conduct of Students of the College and sets forth procedures for initiating and resolving complaints about Student conduct.

102. Definitions

- (A) “**Academic Dean**” means the Academic Dean of the College or that person’s designee.
- (B) “**College Premises**” means all land, buildings, facilities, and other property owned, used, or controlled by the College.
- (C) “**College-Related Function**” means an event that is held on or off College Premises that is sponsored by the College, a Member of the College Community, or an approved College organization.
- (D) “**Dean**” means the Chancellor and Dean of the College or that person’s designee.
- (E) “**Member of the College Community**” means a Student, alumnus, faculty, or staff member of the College.
- (F) “**Student**” means an individual who:
 - (1) Is enrolled in or registered in a class or an academic program of the College.
 - (2) Is eligible for enrollment or re-enrollment in the College but is not currently enrolled.

103. Jurisdiction

This Code extends to the following:

- (A) Conduct by a non-Student who has graduated, is academically disqualified, or is otherwise not eligible for re-enrollment but is alleged to have violated the Code while a Student.
- (B) Conduct by a Student occurring on or near College Premises or in connection with a College-Related Function.
- (C) Conduct by a Student on or off College premises constituting a violation of law, whether or not the conduct is, will be, or has been subject to a judicial or administrative proceeding.
- (D) Conduct by a Student, which in the judgment of a College official, negatively bears on the Student’s moral or ethical fitness.
- (E) Conduct by a Student directed at a Member of the College Community.

104. Academic Dishonesty

A Student may not engage in academically dishonest conduct including, but not limited to, the following:

(A) Cheating including, but not limited to, the following acts:

- (1) Unauthorized copying, in part or in whole, from another Student's examination or assignment.
- (2) Submitting work previously presented in another course or created in the course of employment unless specifically authorized by the instructor of the subsequent course.
- (3) Using or consulting, during an examination or other assignment, unauthorized sources, materials, or devices.
- (4) Collaborating with another person during an examination or other assignment, unless authorized.
- (5) Intentionally stealing, sequestering, altering, or destroying materials needed by another Student for an academic endeavor.
- (6) Disobeying assignment or examination instructions or procedures, whether included in the College's examination rules or provided orally or in writing by an instructor or exam proctor.
- (7) Altering or interfering with grading or grading instructions.
- (8) Obtaining or giving unauthorized aid on an examination or assignment.
- (9) Providing false attendance verification for oneself or another Student.
- (10) Obtaining unauthorized prior knowledge of an examination or assignment, or if such knowledge was obtained inadvertently, failing to immediately disclose such knowledge to the Academic Dean.
- (11) Discussing an examination with, or in the proximity of, another Student whom the Student knows or has reason to know has not yet taken the examination.
- (12) Engaging in an act that gives the Student or another Student an unfair academic or professional advantage.

(B) Plagiarizing in any submitted work, whether or not the work is in final form.

Plagiarism is a strict liability offense not requiring intent, and it includes, but is not limited to, the following actions unless they are accompanied by proper citation and attribution:

- (1) Incorporating into the Student's own work a substantially similar portion of another's work.
- (2) Copying all or part of another person's written work.
- (3) Paraphrasing ideas, theories, cases, conclusions, or research.
- (4) Representing as the Student's original work the work of another person.

105. Misrepresentation and Duty to Disclose

(A) A Student may not engage in misrepresentation including, but not limited to, the following:

- (1) Forging, altering, or misusing a document, record, transcript, key, logo, or identification of the College or another official entity or person.

- (2) Furnishing information that a Student knows or has reason to know is false, incomplete, or misleading when:
 - (a) Applying for financial aid.
 - (b) Requesting to reschedule or requesting an accommodation for an exam.
 - (c) Representing a grade, award, academic status, or rank to an employer, potential employer, or other third party.
 - (d) Applying for a College course, program, or benefit.
 - (e) Providing testimony or other evidence either as an accused or as a witness in a meeting or hearing under this Code.
- (B) A Student has a duty to immediately disclose to the Academic Dean, in writing, if the Student is arrested for, charged with, or convicted of a misdemeanor or felony.
- (C) An applicant has a duty to immediately disclose to the Senior Assistant Dean of Enrollment any omission, inaccuracy, or material change in the applicant's College application prior to matriculation including, but not limited to, being charged with, arrested for, or convicted of a misdemeanor or felony.

106. Interference with Property and Misuse of Services

A Student may not interfere with property or misuse services including, but not limited to, the following actions:

- (A) Stealing, converting, destroying, or damaging property or data located on College premises or belonging to the College, a Member of the College Community, or the organizer of a College-Related Function.
- (B) Violating the College's Policy on Recording Classes.
- (C) Entering College Premises without authorization.
- (D) Using or misusing College equipment or resources without authorization or in violation of the College's Computer Resources Acceptable Use Policy.
- (E) Violating any other College policies or regulations governing a College-owned residence or property belonging to the College, a Member of the College Community, or the organizer of a College-Related Function.

107. Harmful Acts and Disturbances

A Student may not engage in harmful acts including, but not limited to, the following:

- (A) Threatening violence or physical abuse, or otherwise threatening the safety or physical or emotional health of a Member of the College Community, a person on or near College Premises, or any other person in connection with a College-Related Function.
- (B) Engaging in conduct in violation of the College's Gender-Based Harassment, Discrimination, and Sexual Misconduct Policy.
- (C) Engaging in conduct not comporting with the standards of ethics, professionalism, and courtesy expected in the legal profession.
- (D) Obstructing or disrupting teaching, research, administration, disciplinary procedures, or other College activities.
- (E) Engaging in disorderly, lewd, discourteous, or unprofessional conduct on College Premises or at a College-Related Function.

- (F) Participating in a disturbance of the peace or unlawful assembly on College Premises or at a College-Related Function.
- (G) Failing to comply with the directions of a College official or public official who is acting in the performance of the official's duties, or resisting or obstructing an official in the performance or attempted performance of the official's duties while on College Premises or in connection with a College-Related Function.

108. Obstruction

A Student may not obstruct compliance with or implementation of this Code including, but not limited to, the following:

- (A) Assisting another Student to commit prohibited conduct under this Code.
- (B) Failing to cooperate with the investigation of a complaint initiated under this Code.
- (C) Violating an interim or final sanction imposed under this Code.

109. Violation of Law

It is a breach of this Code for a Student to violate local, state, or federal law, including by committing any of the following actions:

- (A) Possessing, selling, manufacturing, or attempting to use, possess, sell, or manufacture illegal narcotics other illegal or controlled substances, including marijuana, on College Premises or at a College-Related Function.
- (B) Possessing, storing, manufacturing, or using explosives, firearms, weapons, or other devices that can be used to harm persons or property.
- (C) Engaging in other illegal conduct not otherwise covered by this Code.

110. Initiating a Complaint; Investigation; Interim Sanctions

- (A) Complaints under the College's Gender-Based Harassment, Discrimination, and Sexual Misconduct Policy shall be made pursuant to that policy.
- (B) Except as provided in paragraph (A) above, a Member of the College Community may initiate a complaint against a Student for misconduct under this Code. The decision of whether to pursue a complaint will be at the discretion of the College. Further information provided to the complaining person will be pursuant to 115(F)
- (C) A complaint referred to in paragraph (B) may be submitted orally or in writing to the Academic Dean.
- (D) Upon receipt of a complaint under this section, the Academic Dean shall:
 - (1) Act with due regard for the privacy of all individuals involved.
 - (2) Investigate whether the complaint has merit.
 - (3) If the Academic Dean decides to pursue the complaint, the Academic Dean shall provide notice of the complaint, orally or in writing and as soon as practicable, to the Student(s) who is/are the subject of the complaint, giving the Student(s) the opportunity to respond to the allegations, and to the parties involved in the dispute.
 - (4) Proceed expeditiously at all stages of the investigatory and disciplinary process.
- (E) After an investigation, the Academic Dean shall take one or more of the following actions:

- (1) Dismiss the complaint if it is found meritless.
- (2) Address the complaint informally under § 111.
- (3) Initiate a formal hearing process as outlined in § 114.
- (4) Impose an appropriate interim sanction if the Academic Dean determines that action is needed to protect the health, safety, or welfare of Members of the College Community.
- (5) Take administrative action if the complaint involves disruptive Student conduct that the Academic Dean determines that the Student's conduct may be caused by physical or mental illness exceeding either reasonable stress reactions or the resources of the College to provide appropriate support. This administrative action may include mandatory physical, psychological, psychiatric, or other evaluation, withdrawal from one or more classes, removal from College Premises, or other requirements or conditions deemed necessary by the Academic Dean.
- (F) Refer the complaint to a professional outside hearing officer.
- (G) If the Academic Dean imposes an interim sanction under paragraph (E)(4) or takes administrative action under paragraph (E)(5), that sanction or action shall remain in effect until the complaint is resolved by the Academic Dean.
- (H) A Student subject to an interim sanction under paragraph (E)(4) or administrative action under paragraph (E)(5) may appeal the sanction or action to the Dean under § 116 of this Code.

111. Informal Resolution Process

- (A) The Academic Dean may resolve a complaint through an informal resolution process, which may include imposing a sanction authorized under this Code or making another appropriate disposition.
- (B) A sanction greater than a warning must be communicated to the Student in writing and must specify whether the sanction will be noted on the Student's transcript.
- (C) The accused Student may request a formal hearing if the Student disagrees with the disposition of the informal resolution process.
- (D) A formal hearing request must be in writing and received by the Academic Dean within 15 business days of the Student's receipt of notice of the proposed informal resolution.
- (E) If the Student does not request a formal hearing, the informal resolution is final.

112. Student Conduct Committee

- (A) Each academic year, the Academic Dean, after consultation with the Faculty Executive Committee shall appoint seven faculty or staff members to the Student Conduct Committee (the "Committee"), designating one of these members as chair. At least two of the members each year shall be faculty.
- (B) The Academic Dean shall also select three Student members and three Student alternates by lot from the second- and third-year classes.
 - (1) A selected Student may decline after being informed of the nature and extent of the responsibility.

- (2) The nomination process shall proceed until three Students and three Student alternates have agreed to serve on the Committee. An alternate Student member may serve if a Student seat becomes vacant.
- (C) When a formal hearing process is triggered under § 114, the chair of the Committee shall constitute a Hearing Panel to consist of three Committee members, one of whom shall be a student and one other of whom shall serve as chair.

113. Waiver of Hearing

- (A) At any time before a complaint is resolved informally or formally, a Student may waive a formal hearing and plead to a violation.
- (B) Where a Student waives a hearing and pleads to a violation under paragraph (A), the Academic Dean may impose any sanction the Academic Dean deems appropriate.
- (C) A Student has the right to appeal a sanction imposed under paragraph (B) in accordance with the procedures set out under § 116, but may not appeal the underlying violation to which the Student pled.

114. Formal Hearing Process

A formal hearing initiated under § 110(E)(3) shall conform to the following procedures and rules:

(A) Notice

The Academic Dean shall give prompt written notice to the accused Student, including all of the following:

- (1) The Code provision, rule, regulation, or policy alleged to have been violated.
- (2) The date or period of time and location the violation allegedly occurred.
- (3) A description of the basis for believing the alleged violation occurred.
- (4) A copy of or link to the Code.
- (5) An explanation of the formal hearing process.
- (6) A statement requiring the Student to acknowledge receipt of the notice in writing.
- (7) A date and time for a meeting with the Student within five business days of receipt of the notice. At that meeting, the Academic Dean shall outline the hearing process, answer any procedural questions, and, unless prohibited by law, provide the Student with an opportunity to review relevant documents and orally respond to the accusation(s).

(B) Hearing

- (1) The hearing shall be closed to the public and shall take place on College premises during normal business hours.
- (2) The Academic Dean will present the case for the College.
- (3) A witness is not allowed to attend the hearing except when testifying or being questioned.

(C) Due Process

- (1) The hearing shall be conducted applying basic standards of due process, as appropriate for higher education student conduct proceedings, including providing the Student a full opportunity to respond to the charges and evidence.

- (2) The Hearing Panel chair shall conduct the hearing in an orderly manner and rule on any questions of procedure, admission of evidence, or relevance of testimony or other evidence.
- (3) The Hearing Panel chair shall:
 - (a) Notify the Student at least 10 business days prior to the hearing of the date, time, and place of the hearing and the names of the panel members.
 - (b) Provide the Student at least five business days prior to the hearing a written proposed schedule setting out the order of the proceedings, listing the expected witnesses, and outlining a process to provide the Student access to the evidence expected to be presented.

(D) Accused Student Rights During the Hearing

- (1) The accused Student is presumed not to have committed the violation in question.
- (2) The Student may invoke the privilege against self-incrimination.
- (3) The Student may strike Student members of the Hearing Panel and proceed to a hearing before a panel of three faculty and staff members only.
- (4) The Student may challenge a member of the Hearing Panel on the grounds of prejudice, bias, conflict of interest, or another factor the Student asserts would preclude the panel member from rendering an impartial and fair decision. The challenge shall be decided by secret ballot of the remaining panel members. A unanimous vote is required to exclude a Hearing Panel member. The chair of the Committee shall appoint an alternate member if a panel member is excluded.
- (5) The Student may present evidence in the Student's defense, including witnesses and documents.
- (6) The Student may testify.
- (7) The Student may question a witness unless the Hearing Panel determines there are compelling reasons to disallow this questioning. In such circumstances, the panel may permit the Student to submit written questions to the witness through the Hearing Panel. The Hearing Panel may disallow or decline to ask questions it deems irrelevant.
- (8) The Student may bring an advisor to the hearing, including an attorney retained at the Student's expense or serving pro bono, a faculty member, a fellow Student, or another person. The advisor may act as a consultant to the Student but may not speak on the Student's behalf. The Student must notify the chair of the Hearing Panel at least five business days prior to the hearing if the Student intends to attend the hearing with an advisor.

(E) Evidence

- (1) Before the hearing, the Hearing Panel shall investigate the complaint as it deems appropriate, including by consulting with individuals within or outside of the College.
- (2) The Hearing Panel may consider all evidence that it deems appropriate and is not bound by formal rules of evidence. Hearsay evidence may be used to supplement or explain other evidence, but shall not be sufficient in itself to support a finding unless it would be admissible in a state civil action.

- (3) An inference may not be drawn from the silence of the accused Student.
- (4) The Hearing Panel may require witnesses to make an oath or affirmation before presenting oral testimony.
- (5) To sustain a charged violation, the College bears the burden of proof by a preponderance of the evidence, except that a violation giving rise to a sanction of dismissal from the College must be supported by clear and convincing evidence.

(F) Recording

The College shall make an adequate audio or video recording of the hearing.

(G) Decision and Notice

- (1) All decisions of the Hearing Panel shall be by majority vote.
- (2) The Hearing Panel shall issue a written report to the Student and Academic Dean within 15 business days of the conclusion of the hearing. The report shall state the Hearing Panel's decision, the reasons supporting the decision, and any sanction the Hearing Panel is imposing. The report shall also indicate whether the sanction should be included on the Student's transcript.

(H) Waiver

The accused Student may voluntarily, in writing, waive any of the time periods or other conditions set out in this section, with the consent of the Chair of the Committee.

115. Sanctions

- (A)** A sanction imposed on a Student must be proportionate to the context and seriousness of the violation.
- (B)** One or more of the following sanctions may be imposed on a Student found, through the informal resolution process or after a formal hearing, to have violated this Code:
 - (1) **CENSURE.** Written reprimand.
 - (2) **RESTITUTION.** Reimbursement to the injured person, organization, or the College.
 - (3) **GRADE REDUCTION.** When the misconduct consists of academic dishonesty, reduction of a Student's grade in the affected course or issuance of an administrative "F" or "NC."
 - (4) **EXCLUSION FROM ACTIVITIES.** Exclusion of the Student from designated activities, which may include classes, for a specified period.
 - (5) **SUSPENSION.** Suspension of student status for a specified period. A suspended student will not participate in classes and typically will be barred from College activities and the College Premises.
 - (6) **DISMISSAL.** Permanent termination of student status and dismissal from the College.
 - (7) **REVOCATION.** Revocation of a degree where admission to the College, award of credit, or award of a College degree was through fraud or academic dishonesty.
 - (8) **INTERIM EXCLUSION FROM ACTIVITIES OR SUSPENSION.** The College may impose an interim exclusion from activities, which may include classes, or an interim suspension of student status for a specified period when there is

reasonable cause to believe this is in the best interest of the College before final disposition on an alleged violation. An interim-suspended Student will not participate in classes and typically will be barred from College activities and the College Premises.

- (C) The Academic Dean may order that a sanction be noted on a Student's transcript. When a sanction is so noted, the College will report that sanction to any state bar to which the Student has applied for admission and to any state bar to which the Student has previously been certified for admission. A disciplinary sanction, whether or not noted on the Student's transcript, will be recorded in the Student's official College record, and will be reported to any licensing authority making an inquiry.
- (D) In lieu of a sanction, a Student may receive a written warning that a future violation of the Code will be cause for disciplinary action. A warning is not a disciplinary sanction, will not be recorded in a Student's official College record, and will not be reported to a licensing authority, unless the Student is subsequently sanctioned for a violation of this Code.
- (E) The imposition of a sanction or issuance of a warning may be conditioned on the Student completing an apology, reflection, restorative act, work assignment, service to the College, or other action. Any such condition shall be set forth in writing. If the Student does not complete the condition(s), the Academic Dean may impose an additional sanction.
- (F) **Notification**
When a disposition is final, the Academic Dean shall notify the complainant that the matter has been resolved. Because of the privacy rights of the accused Student, the Academic Dean is not required to disclose any information about the nature of the disposition.

116. Appeal to the Dean

- (A) A Student may appeal an interim sanction or a decision of the Hearing Panel to the Dean within 15 business days of imposition of the sanction or receipt of the decision. The appeal must be made in writing and state the grounds for appeal.
- (B) The Dean may grant an appeal after the deadline listed in paragraph (A) upon a showing of new information or other good cause for delay and that the appeal was made as soon as possible under the circumstances.
- (C) The Dean will hear an appeal of a Hearing Panel decision only where the Student pleads one or more of the following grounds:
 - (1) The Hearing Panel committed a procedural error or omission that materially impacted the outcome of the hearing.
 - (2) The evidence was not sufficient to support the decision.
 - (3) The imposed sanction was excessive or not appropriate.
 - (4) One or more of the Hearing Panel members were incapable of making an impartial decision in the Student's case.
 - (5) There is new information that was not reasonably available at the time of the hearing that could substantially impact the original finding or sanction.

- (D) On appeal, the Dean shall review the interim sanction or the decision of the Hearing Panel and do one of the following:
 - (1) Affirm the Hearing Panel's decision.
 - (2) Overrule the Hearing Panel's decision.
 - (3) Reduce the sanction(s) imposed.
 - (4) Request additional information, including a written submission from the Student and a response from the Hearing Panel.
 - (5) Refer the case back to the Hearing Panel.
- (E) The Dean's decision on the appeal shall be in writing and shall be sent to the Student, the Academic Dean, and the members of the Hearing Panel.
- (F) If the Dean takes an action other than affirming the Hearing Panel's decision, the Dean's written decision shall include the reasons for the Dean's action. In such cases, a copy of the Dean's decision shall be sent to the Faculty Executive Committee.
- (G) The Dean's decision on the appeal is final.

117. Records and Recording Policy; Interpretation

- (A) The Academic Dean shall maintain the recording of all formal hearings under §114(B) and a digital and paper copy of the complaint in question for at least 10 years. This record shall include the identity of the Student and complainant, the date and nature of the complaint, whether the matter was dismissed or handled informally or formally, and its disposition.
- (B) All questions of interpretation of this Code shall be determined by the Academic Dean.

APPENDIX B: STUDENT COMPLAINTS AND GRIEVANCES



UC Hastings Law

SAN FRANCISCO

STUDENT COMPLAINTS AND GRIEVANCES

Academic Year 2022-2023

Updated July 12, 2022

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STUDENT COMPLAINTS AND GRIEVANCES

1.0 Law School Compliance with ABA Standards: Student Complaints

- (A) A Student who wishes to assert that the College is not in compliance with one or more ABA Standards should file a written complaint with the Academic Dean, specifying the College's alleged failure to comply and citing to the specific ABA Standard or Standards at issue.
 - (1) The complaint may be submitted by email, US Mail, or personal delivery.
 - (2) The complaint should include the Student's contact information to facilitate further communication.
 - (3) The absence of contact information may prevent a thorough investigation and/or resolution of the matter. When contact information is available, the Academic Dean shall acknowledge receipt of the complaint within 5 business days.
- (B) The Academic Dean shall investigate the alleged failure to comply with the ABA Standard and provide the Student with a written response within 30 calendar days of receipt of the assertion. The written response shall provide a substantive response to the complaint, describing the steps taken to investigate.
- (C) If the complaint is found to be valid, the written response shall include steps to be taken or already taken to address a failure to comply.
- (D) If the Student is dissatisfied with the Academic Dean's response to or resolution of the complaint, the Student may file a written appeal with the Dean. The appeal must be filed within 30 calendar days of the Academic Dean's response.
- (E) The Dean shall either affirm or reverse, in whole or in part, the Academic Dean's determination. The Dean's response will be communicated to the Student within 30 calendar days of receipt of the appeal. The Dean's decision shall be final.
- (F) The College shall maintain a record of each complaint and its resolution in the Academic Dean's office for a period of 8 years from the date of final resolution of the complaint.

2.0 Student-Initiated Grievance Procedures

Any student who claims a violation of the rights listed under this section below may file a written grievance with the Director of Student Services. Where appropriate, such allegations will be referred for hearing in accordance with the proceedings set out for hearings on student conduct; provided however, that the student shall bear the burden of proof.

- (A) Violation of the privacy rights accorded the student by the Federal Family Educational Rights and Privacy Act of 1974, the State of California Education Code, and the Hastings Policies Applying to the Disclosure of the Information from Student Records;

- (B) Discriminatory practices based upon sex, under Title IX of the Education Amendments of 1972 or under University of California Policy Applying to the Student-Related Sections of Title IX of the Education Amendments of 1972;
- (C) Discriminatory practices based upon handicap, under §504 of the Rehabilitation Act of 1973 or under the University of California Guidelines Applying to Nondiscrimination on the Basis of Handicap;
- (D) Discriminatory practices based upon race, color or national origin, under Title VI of the Civil Rights Acts of 1964; and
- (E) Other types of grievances specified in campus regulations.

3.0 Student-Initiated Grievance Procedures: College Services and Departments

(A) Informal Resolution

A student who believes that he or she has encountered a violation of the rights listed under § 2.0 of this section or any other College policy is encouraged to notify the Director of Student Services as soon as possible after the incident. In the event that the party against whom the grievance is filed is the Director of Student Services, then the grievance shall be filed with the Academic Dean. The Director of Student Services in consultation with the Academic Dean may dispose of the matter informally or refer it for hearing to a hearing committee of the Panel on Student Grievances. The Panel on Student Grievances may be coextensive with the Student Conduct Committee or may be selected using the procedures set forth in § 112 of the Code of Student Conduct and Discipline.

If the matter is handled informally and the aggrieved student agrees with its disposition, the disposition shall be final.

If the matter is handled informally and the aggrieved student disagrees with its disposition, a hearing before a hearing committee of the Panel on Student Grievance shall be held.

Before final action on a grievance, the Academic Dean may impose any appropriate measure on an interim basis when there is reasonable cause to believe that such action is needed for the health, safety, or welfare of the student or other members of the College community or to avoid disruption to the academic process. Notice shall be given expeditiously of action hereunder. Where interim measures are imposed, the grievance process shall proceed in an expedited manner.

Except as provided above, the parties to the grievance shall maintain the status quo

and no services shall be removed or additional obligations imposed.

(B) Hearing

The grievant and the respondent shall be given written notice, within a reasonable time prior to the hearing, including a brief statement of the factual basis of the grievance, the College policies or regulations in regard to the matter and the time and place of the hearing.

The student and the respondent shall have the opportunity to present documents and witnesses and to confront and cross-examine witnesses.

The College shall make an adequate record of the hearing by written memorandum, tape recording or otherwise.

The hearing shall be open unless the student, the College or a majority of the hearing committee requests that it be closed.

The hearing committee shall render an expeditious written decision which shall include findings of fact, conclusions, and, if appropriate, remedies.

The hearing committee shall have the discretion to prescribe its procedures for matters not addressed herein. For example, the hearing committee may require that:

- (1) Oral evidence shall be taken only on oath or affirmation, and/or
- (2) Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of the evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.
- (3) The committee may seek independent testimony from experts whether or not the parties presented testimony from experts at the hearing.

(C) Appeal to the Dean

An aggrieved student may appeal the decision of the hearing committee to the Dean of the College in writing within 30 days of the date of the decision.

On appeal, the Dean shall review the written decision of the hearing committee. The Dean may affirm or reverse or modify the hearing committee's decision.

The Dean shall issue a written decision affirming, overruling or modifying the decision of the hearing committee. A copy shall be sent to the student and the members of the hearing committee.

If the Dean overrules or modifies in any respect the decision of the hearing committee, his or her written decision shall include the reasons for the modification of the decision of the hearing committee.

Upon appeal, the decision of the Dean of the College is final.

(D) Expedited Grievance Procedures

Expedited grievance procedures shall be utilized where there is a time-sensitive grievance, for example, a dispute over disabled student exam accommodations or matters related to an impending Bar examination.

In addition, any grievance may be designated for expedited grievance process by the Academic Dean or the Director of Student Services.

The informal resolutions process of expedited grievances shall be concluded within 3 days of the filing of the grievance. If the matter is not resolved informally within that time, the matter shall be referred to a hearing. The hearing committee shall be convened within 7 days of the referral for hearing.

The hearing committee shall issue a decision within 7 days after conclusion of the hearing. Any appeal to the Dean shall be made within 3 days of the date of the decision of the hearing committee. The Dean shall issue a written decision within 5 days of the appeal.

4.0 Student-Initiated Grievance Procedures: Career Services

(A) Nondiscrimination Policy. “The University of California, Hastings College of the Law, does not make its Career Services facilities available to employers who unlawfully discriminate in the selection of employees on the basis of national origin, race, religion, sex, sexual orientation, age, handicap, or any other basis prohibited by applicable law.”

Employers are required to sign a statement of compliance before participating in any on-campus interviewing program and when listing a position with Career Services. The College takes most seriously compliance with the nondiscrimination policy and will fully investigate complaints in order to enforce the policy.

(B) Complaint Procedures. A student who believes that he or she has encountered a violation of the College's Nondiscrimination Policy during interviewing on campus or at another site is encouraged to notify the Assistant Dean of the Career Development Office as soon as possible after the incident.

(C) Oral Complaint. A student may make an oral complaint to the Assistant Dean of the Career Development Office. The Assistant Dean may, if appropriate, contact the employer to discuss the complaint and to clarify the employer's or the College's policies and/or practices. The student's identity shall be kept confidential if he or she desires.

(D) Written Complaint. A student who wishes to have his or her complaint recorded and pursued may submit the complaint in writing to the Assistant Dean of the Career Development Office. The complaint shall specify the date of the occurrence, the name and address of the employer, the name of the representative of the employer with whom the complaint dealt, the employer's statements and/or practices upon which the complaint is based; and the specific manner in which statements or practices are alleged to violate the Nondiscrimination Policy. The written complaint also may set forth any other facts that the complainant deems relevant.

Upon receipt of a written complaint, the Assistant Dean of the Career Development Office shall have the authority to use the contents of the statement, according to his or her discretion as needed, to fully investigate the complaint. If the student's complaint provides a clear showing of a violation of the Nondiscrimination Policy, the Assistant Dean of the Career Development Office shall promptly inform the employer of the complaint and seek the employer's response to the complaint. The Assistant Dean of the Career Development Office shall make a determination based upon the complaint and investigation, or, has the option to refer the complaint to the Academic Dean, if the Assistant Dean deems that the complaint so warrants.

If the student disagrees with the manner in which the matter has been determined by the Assistant Dean of the Career Development Office or wishes to advocate sanctions against the employer, the student may request that the Academic Dean review the matter. This request shall be made in writing and submitted to the Academic Dean.

(E) Consideration by the Academic Dean; Imposition of Sanctions. If either the Assistant Dean of the Career Development Office or the student/complainant wish the Academic Dean to review the complaint or its resolution, the Assistant Dean of the Career Development Office shall forward a copy of the written complaint and findings of the Assistant Dean of the Career Development Office to the Academic Dean.

The Assistant Dean of the Career Development Office shall give written notification to the employer that the complaint has been referred to the Academic Dean, and the employer with a copy of the complaint and a copy of the College's Nondiscrimination Policy, if these have not already been provided.

The Academic Dean shall review the complaint, the results of the Assistant Dean's investigation and any other available relevant information, and determine whether sanctions against the employer are appropriate under the circumstances.

Sanctions may include, but are not limited to, an admonitory letter to the employer, publicizing the discriminatory conduct in connection with the employer's use of Career Services facilities, or barring the employer from further use of Career Services facilities for a specified period of time.

If the Academic Dean determines that sanctions should be imposed, he or she shall notify the employer of this determination and shall notify the employer that it has a right to request review of the determination in the form of a hearing before a Student Conduct Panel of three persons. If the employer requests a hearing, the employer may submit data concerning its interviewing and hiring practices and any other relevant information. The employer shall have a reasonable time to submit such information and, if it desires, an opportunity to be heard through oral testimony of witnesses. The Academic Dean shall forward to the Student Panel a copy of the student complaint, the Assistant Dean's findings and the Academic Dean's findings. The Student Conduct Panel shall review all the information submitted to it.

The Student Conduct Panel shall set forth its Findings of Fact and its recommendation for disposition of the matter and shall forward these findings and recommendations to the Academic Dean. If the Panel's findings and recommendation differ from the Academic Dean's initial determination to impose sanctions, the Academic Dean shall reconsider the imposition of sanctions in light of the Student Conduct Panel's findings and recommendations.

(F) Recorded Reports. Career Services shall maintain confidential records of all written complaints for not less than three years. Records of Panel dispositions shall be available for general inspection for three years from the date of disposition.

A brief annual report will be completed by July 1 and sent to the faculty describing the disposition of matters arising under this policy. The names of the parties concerned will not be included.

5.0 Student-Initiated Grievance Procedures: Disabilities and Accommodations

It is Hastings policy to ensure that no qualified student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination, in any Hastings program or activity. Hastings is obligated to comply with Title II of the

Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504) and other federal and state laws and regulations pertaining to persons with disabilities.

Once a student notifies Hastings, through its Disability Resource Program, of the nature of his or her disability and that he or she is requesting accommodations, Hastings will engage the student in an interactive process to determine what modification, adjustment, aid or service may be appropriate to afford the student the opportunity to participate fully in Hastings' program or activities.

The College's Disabled Student-Initiated Grievance Procedures may be used to address disputes concerning the accommodation process and other forms of discrimination based on disability, alleged to have occurred in any College program or activity. The procedure may also be used to address complaints of retaliation based on having filed or participated in a prior complaint of discrimination at the College.

(A) Definitions

- (1) "Grievance" as used in this procedure means a written complaint by any student alleging discrimination on the basis of disability with respect to any College program or activity, including an alleged improper application of one or more the College's rules, regulations, or policies, or by specified improper actions of any individual affiliated with the College in the capacity of academic personnel, administrative or professional staff, or clerical or service staff.
- (2) "Student" as used in this procedure includes persons (1) who are registered for classes at the College at the time a grievance pursuant to this policy is initiated; (2) who were registered for classes at College at the time of the adverse occurrence that gave rise to the grievance; and (3) who have an offer of admission to the College.

(B) Informal Resolution of Complaints

An individual with a potential grievance regarding the accommodation process or other disability discrimination issue is encouraged to work with the staff of the Disability Resource Program ("DRP") informally in an effort to expeditiously resolve the matter in order to minimize the problem's impact on the student's studies.

Students who have complaints involving DRP staff and/or DRP procedures and who wish to resolve them informally may direct such complaints to the Assistant Dean of Students.

For discrimination issues not involving the accommodation process, students may wish to work directly with the Assistant Dean of Students to attempt to informally resolve the matter.

(C) Formal Grievance Procedures

If a complainant does not wish to use the informal process or in the event that the informal process is unsuccessful, a formal grievance may be initiated. The following procedure has been developed for use by students for purposes of grievances pursuant to the ADA and Section 504:

(1) Step One

- (a)** If informal discussion with appropriate Hastings personnel does not resolve the complaint, the student may submit a written grievance to the Director of Student Services within 45 days from the conclusion of the informal resolution or, if the informal process is not utilized, 45 days from the of the event(s) that triggered the grievance, or in the case of inaction, within 45 days from when the student with reasonable diligence should have known of the inaction. Hastings strongly recommends filing without delay; delay can affect the student's future studies at Hastings. The written grievance must include:

 - i. a clear and unequivocal statement of the Hastings rule(s), regulation(s), policy(ies), circumstances and/or action(s) of which the student complains;
 - ii. the date of any action of which the student complains; [the date on which the discriminatory action occurred; or on which the complainant learned of the discriminatory action];
 - iii. the names of all witnesses, including the Hastings employees involved; and
 - iv. a summary of the action(s), if any, the student has taken to resolve the matter informally.
- (b)** The Hastings ADA/504 Coordinator, Andrea Bing, shall meet with the student within ten (10) working days of the receipt of the grievance. If this meeting does not resolve the grievance, the ADA/504 Coordinator will conduct an investigation of the subject of grievance with the objective of resolving the grievance. The investigation will include gathering relevant evidence to make an unbiased determination with respect to whether discrimination occurred. In conducting the investigations the ADA/504 Coordinator will consult expert resources within Hastings, as appropriate.

In those cases where the grievance involves a dispute regarding the conduct or requirements of a course or of an academic program, the ADA/504 Coordinator shall consult with the Academic Dean.
- (c)** The ADA/504 Coordinator shall furnish the student with a written response to the grievance within 45 working days of meeting with the student. The written response will state the Coordinator's conclusion as to whether discrimination occurred, the basis for the conclusion and any steps the Coordinator has

taken or will take to address the problem. The response shall be mailed to the student by certified mail, return receipt requested. If the grievance involves a dispute regarding the conduct or the requirements of a course, or of an academic program, a copy of the written response issued by the ADA/504 Coordinator shall be provided to the Academic Dean.

(2) Step Two

- (a)** If the student is not satisfied with the written response of the ADA/504 Coordinator, the student may present his/her grievance in written form to the Hastings Academic Dean. The grievance presented to the Academic Dean will be limited to those matters raised in the student's grievance to the ADA/504 Coordinator pursuant to Step One of this procedure.
- (b)** Within thirty (30) working days after the receipt of the grievance, the Academic Dean shall review the appeal, any documentation gathered in the course of the investigation, witness statements, and investigative reports and findings by the ADA/504 Coordinator, and determine whether all relevant information was gathered, whether the appropriate legal standard was applied and whether the outcome is appropriate based on these factors. Both parties to the complaint shall be immediately notified in writing of the Academic Dean's decision. The decision by the Academic Dean shall be final.
- (c)** When the subject of grievance is the responsibility of the Academic Dean, the Chancellor and Dean shall make a decision on the recommendation within 30 days of receipt of the appeal. The complainant shall be immediately notified in writing of the Chancellor and Dean's decision. The decision by the Chancellor and Dean shall be final.
- (d)** If the grievance involves a dispute regarding the conduct or the requirements of a course, or of an academic program, a copy of the written decision issued by the Academic Dean or Chancellor and Dean if applicable, may be provided to the professor responsible for the course.

APPENDIX C: UC HASTINGS POLICIES & OTHER RULES APPLICABLE TO STUDENTS



UC Hastings Law

SAN FRANCISCO

POLICIES AND OTHER RULES
APPLICABLE TO STUDENTS

Academic Year 2022-2023

Updated July 12, 2022

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I. FACULTY STATEMENT ON PLURALISM AND NONDISCRIMINATION POLICY

The students, faculty, and staff of Hastings College of the Law are committed to the creation of an environment where all people, individually and collectively, without regard to race, gender, national origin, religion, age, disability, class, or sexual orientation, are provided an unobstructed opportunity to develop while contributing to the sharing in the Hastings community and experience.

The Hastings community strives towards creating, perfecting, and maintaining an environment of cooperation based upon tolerance, honesty, justice, and respect for the development of the mind, body, and spirit in order to realize our human potential.

Approved by Faculty on May 1, 1989

UC Hastings prohibits discrimination against any person on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender expression, gender identity, gender transition status, sex- or gender-stereotyping, pregnancy, physical or mental disability, medical condition (e.g., cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, citizenship, or service in the uniformed services, including protected veterans. This policy is intended to be consistent with applicable state and federal laws and UC Hastings policies.

II. AMERICANS WITH DISABILITIES ACT (ADA)

Hastings complies with Title II of the Americans With Disabilities Act (ADA), §504 of the Rehabilitation Act of 1973 (§504), and other federal and state laws and regulations pertaining to persons with disabilities. The College Disabled Student Initiated Grievance Procedure may be used to address disputes concerning the accommodations process and other forms of discrimination based on disability, alleged to have occurred in any College program or activity. To obtain a copy of the grievance procedure or for more information regarding the procedure, please contact the College's ADA/504 Coordinator, Andrea Bing, wellesan@uchastings.edu, (415) 565-4733.

III. STUDENT RIGHTS RELATING TO PRIVACY AND ACCESS TO STUDENT RECORDS: NOTICE TO STUDENTS OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their student education records. These are:

- 1. The right to inspect and review your education records within 45 days of the day the College receives a request for access.**

You should submit to the Registrar, or other appropriate official responsible for the record, a written request that identifies the record(s) you wish to inspect. The College

official will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official will advise you of the correct official to whom the request should be addressed.

2. The right to request the amendment of your education records that you believe are inaccurate or misleading and the right to grieve alleged violation of privacy rights pursuant to the Student Conduct Code §91.00 et seq.

You may ask the College to amend a record that you believe is inaccurate or misleading. To do so, you should write the College official responsible for the record, clearly identify the part of the record you want changed and specify why it is inaccurate or misleading. If the official decides not to amend the record as requested by you, the College will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing. You also have the right to grieve alleged violations of your right to privacy regarding your education records.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.

FERPA permits the disclosure of records retained by Hastings as "directory information" without student consent. These items include: student name, UC Hastings email address, major field of study, dates of attendance, degrees and honors received, the most recent previous educational institution attended and photograph. Students' photographs are only directory information for the purpose of use in Hastings publications and for internal use by the UC Hastings community (students, faculty and staff). Students' UC Hastings email addresses are only directory information for the purpose of internal use by the UC Hastings community.

Students may refuse to permit disclosure of personally identifiable information designated as public or "directory information" Notice of a student's refusal to permit disclosure of directory information shall be submitted on WebAdvisor by logging in, selecting "change my address", then selecting the "Privacy" tab and marking the preferred Disclosure (or restriction) of Directory information field.

The U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state education authorities ("Federal and State Authorities") may allow access to your records and personally identifiable information without your consent to any third party designated by a Federal or State Authority to evaluate a federal-or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," as well as any program that is

administered by an education agency or institution. Additionally, Federal and State Authorities may allow access to your education records and personally identifiable information without your consent to researchers performing certain types of studies, in certain cases even when the College objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your personally identifiable information, but the Authorities need not maintain direct control over such entities. Also, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent personally identifiable information from your education records, and they may track your participation in education and other programs by linking such personally identifiable information to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student record systems.

Another exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the College has contracted (e.g., an attorney, auditor or collection agent); a person serving on the Board of Directors; or a student serving on an official committee (e.g., a disciplinary or grievance committee) or that is assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Students may provide a written, dated consent for Hastings to provide personally identifiable information from that student's educational records to third parties.

Pursuant to FERPA, certain student records are not subject to inspection and review by students. These are set forth in Hastings' Policies and Procedures Applying to Privacy and Access to Educational Records and referenced below:

- a. Financial records and statements of the student's parents or guardians or any information contained therein. Information from the Parents' Confidential Statement, or equivalent information, may be disclosed to the student on condition that the proper authorization has been signed by the parent(s) or guardian(s).
- b. Confidential letters and statements of recommendation which were placed in a student's records prior to January 1, 1975, provided that the letters and statements are used only for the purposes for which they were specifically intended.
- c. Confidential letters and statements of recommendation which were placed in a

student's records after January 1, 1975, with regard to admission, application for employment, or the receipt of an honor, if the student has waived the right to inspect and review those recommendations.

- d. Records containing personally identifiable information about other students. If student records contain information on more than one student, students may inspect and review or be informed of only the specific information which pertains to themselves.

3. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by University of California, Hastings College of the Law to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605
(202) 260-3887/(202) 260-9001 - FAX

IV. COMPUTER RESOURCES ACCEPTABLE USE POLICY

The following acceptable use policy covers use of E-mail and other Hastings computer resources. Use of such resources constitutes acceptance of this policy.

Hastings College of the Law provides computing resources, including E-mail, in support of the College's mission of teaching, research, and community service. Use of Hastings computing resources constitutes acceptance of this policy and agreement to comply with this policy. In addition, you should be aware that there is no guarantee of privacy or confidentiality with regard to E-mail/Internet communications.

Users of Hastings computing resources must respect the rights of other users, including the rights of copyright holders, abide by the security needs of the systems, and conform their behavior to all relevant laws, regulations, and contractual obligations of the College. In addition, all College regulations and policies apply, including the Student Code of Conduct, Academic Regulations, and the Staff Personnel Manual. Misuse of Hastings computing, networking, or information resources may result in disciplinary action. Additionally, misuse can be prosecuted under applicable state and federal statutes defining computer crime. Appendix A (available at the Circulation Desk in the Law Library), Network Working Group RFC 1855, which provides netiquette guidelines, is incorporated by reference as part of this policy.

V. POLICY ON RECORDING CLASSES

Audio or video recording of classes, using any technological device, shall be permitted only with the prior approval of the instructor. Students with disabilities may be provided with either recordings or notes under the conditions set through UC Hastings' Disability Resource Program, if such an accommodation is deemed necessary to provide equal access. All accommodations are determined on an individualized basis using an interactive process. Students shall not, under any circumstances, make copies of, or distribute to others, any recordings.

VI. SEXUAL MISCONDUCT POLICY

The following is an overview of the University of California Hastings College of the Law Sexual Violence and Sexual Harassment Policy. For the full policy, please visit the website at: <https://www.uchastings.edu/wp-content/uploads/2020/08/UCH-Sexual-Misconduct-Policy-August-2020.pdf>

A. PURPOSE AND SCOPE

Members of the University of California Hastings College of the Law community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The Gender-Based Harassment, Discrimination, and Sexual Misconduct Policy (the Policy) has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This Policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

The Policy addresses the College's responsibilities and procedures related to Prohibited Conduct in order to ensure an equitable and inclusive education and employment environment free of sexual violence and sexual harassment. The Policy defines conduct prohibited by the University of California Hastings College of the Law and explains the administrative procedures the College uses to resolve reports of Prohibited Conduct. This Policy applies to all members of the UC Hastings community, including faculty and other academic appointees, staff, student employees, students, and non-student or non-employee participants in College programs (e.g., vendors, contractors, and visitors).

The University of California Hastings College of the Law is committed to creating and maintaining a community free of sexual violence and sexual harassment. Sexual violence and sexual harassment violate both law and College policy. Any member of the College community may report conduct that may constitute sexual violence, sexual harassment, retaliation, and other prohibited behavior ("Prohibited Conduct"). The College will respond promptly and equitably to such reports, and will take appropriate action to stop, prevent, and remedy the Prohibited Conduct, and when necessary, to discipline the Respondent.

In addition to sexual harassment, discrimination based on sex, gender, gender identity, gender expression, sex- or gender-stereotyping, and sexual orientation violates law and other College policies. Such discrimination may also contribute to the creation of a hostile work or academic environment based on sex and thus constitute or contribute to sexual harassment. Harassment that may not be sexual, but still contributes to a hostile work or academic environment, may also violate the College's other non-discrimination policies.

B. REPORTING

For assistance with incidents of sexual violence, sexual harassment, dating violence, domestic violence, and stalking, please contact the UC Hastings Title IX Officer:

Andrea Bing

Title IX Coordinator
200 McAllister Street, Room 552
San Francisco, CA 94102
E-mail: TitleIXCoordinator@uchastings.edu
Telephone: 415-565-4733

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities:

U.S. Department of Education Office for Civil Rights (OCR)

National office:

Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

San Francisco Office

Office for Civil Rights
U.S. Department of Education
50 United Nations Plaza
San Francisco, CA 94102
Telephone: (415) 486-5555
Facsimile: (415) 486-5570
Email: OCR.SanFrancisco@ed.gov

Sexual misconduct, including, but not limited to sexual harassment, sexual assault, dating violence, domestic violence, and stalking, by any faculty member, staff member, student, or a third party who is a participant in a UC Hastings-sponsored program, event, or activity, is a violation of both state and federal law, as well as UC Hastings policy and will not be tolerated at UC Hastings. Further, UC Hastings is committed to providing ongoing sexual misconduct primary prevention, awareness, and risk reduction programs and training for the entire UC Hastings community. Sexual misconduct of employees is prohibited under Section 703 of Title VII of the Civil Rights Act of 1964; sexual harassment and discrimination of or by any member of the UC Hastings community is prohibited under Title IX of the Education Amendments of 1972.

C. MANDATORY REPORTING UNDER TITLE IX

All University of California Hastings College of the Law employees have a duty to report, unless they fall under the “Confidential Reporting” section below. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator. Employees must share all details of the reports they receive, including the identity of the reporting party. All UC Hastings employees (faculty, staff, administrators, student employees) are expected to immediately report actual or suspected discrimination or harassment to the Title IX Coordinator, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality – meaning they are not required to report actual or suspected discrimination or harassment to appropriate college officials - thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other resources exist for a victim to report crimes and policy violations and these resources will take action when an incident is reported to them.

D. CONFIDENTIAL REPORTING

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- On-campus victim CARE Advocates
- Off-campus:
 - Licensed professional counselors
 - Local rape crisis counselors
 - Domestic violence resources,
 - Local or state assistance agencies,
 - Clergy/Chaplains

All of the above employees will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. CARE Advocates and counselors are available to help free of charge and can be seen on an emergency basis during normal business hours. These

employees will submit annual anonymous, aggregate statistical information for Clery Act purposes unless they believe it would be harmful to a specific client or patient.

E. DEFINITIONS (for a list of complete definitions, see the Gender-Based Harassment, Discrimination, and Sexual Misconduct Policy.)

1. Sexual Harassment: unwelcome, sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct.
 - a. A hostile environment is created when sexual harassment is: sufficiently severe, or persistent or pervasive, and objectively offensive, such that it: unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational, employment, or other programs and services of the College, and social and/or residential programs, and creates an environment that a reasonable person would find to be intimidating or offensive.
 - b. Quid Pro Quo Harassment is: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational [or employment] progress, development, or performance. This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational [or employment] program.
2. Non-Consensual Sexual Contact is: any intentional sexual touching, however slight, by a person upon another person, that is without consent and/or by force.
 - a. Sexual Contact includes: Intentional contact with the breasts, buttock, groin, mouth or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or Any other intentional bodily contact in a sexual manner. May be clothed or unclothed.
3. Non-Consensual Sexual Intercourse is: any sexual intercourse however slight, by a person upon another person, that is without consent and/or by force.
 - a. Intercourse includes: vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.
4. Sexual exploitation includes, but is not limited to:
 - a. Invasion of sexual privacy;
 - b. Prostituting another person;
 - c. Non-consensual digital, video or audio recording of nudity or sexual activity;
 - d. Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;
 - e. Engaging in voyeurism;

- f. Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex);
 - g. Knowingly exposing someone to or transmitting an STI, STD or HIV to another person without their knowledge and consent;
 - h. Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
 - i. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.
- 5. Consent: Consent is affirmative, conscious, voluntary, and revocable.
- 6. Incapacitation: A state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).
- 7. Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent ("Have sex with me or I'll hit you. Okay, don't hit me, I'll do what you want.").
- 8. OTHER MISCONDUCT OFFENSES (Will fall under Title IX when sex or gender-based):
 - a. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
 - b. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender;
 - c. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
 - d. Bullying, defined as
 - i. Repeated and/or severe
 - ii. Aggressive behavior
 - iii. Likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
 - iv. That is not speech or conduct otherwise protected by the 1st Amendment.
 - e. Relationship Violence is:
 - i. physical violence toward the Complainant or another person with whom the Complainant has a close relationship (e.g., a current or former spouse or intimate partner, a child or other relative), or
 - ii. intentional or reckless physical or non-physical conduct that would put a reasonable person in the Complainant's position in fear of physical violence toward themselves or another person with whom the Complainant has a close relationship (e.g., a current or former spouse or intimate partner, a child or other relative),

- iii. that is by a person who is or has been in a spousal, romantic or intimate relationship with the Complainant, or a person with whom the Complainant shares a child in common, and that is part of a pattern of abusive behavior by the person toward the Complainant.
 - iv. Physical violence is physical conduct that intentionally or recklessly threatens the health and safety of the recipient of the behavior, including assault.
 - v. Patterns of abusive behavior may consist of or include non-physical tactics (e.g., threats, isolation, property destruction, abuse of pets, economic control, displaying weapons, degradation, or exploitation of a power imbalance).
 - vi. The nature of the relationship between the Complainant and Respondent is determined by the length and type of relationship, and the frequency of interaction between them. Relationship violence includes both “dating violence” and “domestic violence.”
 - vii. Conduct by a party in defense of self or another does not constitute Relationship Violence under this Policy. If either party asserts that they acted in defense of self or another, the Title IX Officer will use all available, relevant evidence to evaluate the assertion, including reasonableness of the defensive actions and which party is the predominant aggressor.
- f. Stalking:
- i. A course of conduct
 - ii. Directed at a specific person
 - iii. On the basis of actual or perceived membership in a protected class
 - iv. That is unwelcome, AND
 - v. Would cause a reasonable person to feel fear for their safety or the safety of others, or to suffer substantial emotional distress.

9. Any other College policies may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party’s sex or gender.

F. GRIEVANCE PROCEDURES FOR SEXUAL MISCONDUCT CLAIMS

Employees or students of UC Hastings who believe they have been subjected to sexual misconduct are encouraged to use the College Sexual Misconduct Grievance Procedures, which may be found on the college’s website, to resolve their complaint.

Once a formal investigation is commenced, the Title IX Coordinator will provide written notification of the investigation to the parties at an appropriate time during the investigation. The College aims to complete all investigations within a sixty (60) calendar day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator with notice to the parties as appropriate.

UC Hastings will make every effort to adhere to the prescribed time frames of the informal and formal resolution processes. However, in the event that individuals involved are unavailable or of other unanticipated occurrences, the Title IX Coordinator, may adjust the time frames. Any changes will be communicated to the complainant and respondent by the Title IX Coordinator, and where possible, their needs will be accommodated. Time frames may also be extended upon the mutual agreement of the parties. Time frames will be extended if necessary to accommodate holidays and vacation periods that form part of the academic calendar or days on which the College is closed for weather or other emergency purposes. Working days are those on which the offices of UC Hastings are open for business. Extensions will not exceed the bounds allowed by applicable law and regulations.

Upon notice to the Title IX Coordinator, this resolution process involves a prompt preliminary inquiry to determine if there is reasonable cause to believe the Sexual Misconduct Policy has been violated. If so, the University of California Hastings College of the Law will initiate a confidential investigation that is thorough, reliable, impartial, prompt and fair. The investigation and the subsequent resolution process determine whether the Sexual Misconduct Policy has been violated. If the investigation and resolution process concludes that a policy violation occurred, the College will promptly implement effective remedies designed to end the discrimination, prevent its recurrence and address its effects.

In cases where the reporting party wishes to proceed or the College determines it must proceed, and the preliminary inquiry shows that reasonable cause exists, the Title IX Coordinator will direct a formal investigation to commence and the allegation will be resolved through one of three processes discussed briefly here and in greater detail below:

- Conflict Resolution – typically used for less serious offenses and only when all parties agree to conflict resolution,
- Informal/alternative Resolution – typically for less serious offenses, use of alternative resolutions that do not include permanent record sanctions, or
- Formal Resolution – a resolution of contested allegations.

G. INFORMAL INVESTIGATION AND ALTERNATIVE RESOLUTION:

The process followed considers the preference of the parties, but is ultimately determined at the discretion of the Title IX Coordinator. Conflict Resolution may only occur if selected by all parties. The parties can elect for Informal Resolution, but Informal Resolution may also apply if the responding party accepts responsibility for all alleged violations of policy.

If conflict resolution or alternative resolution is desired by the reporting party, and appears appropriate given the nature of the alleged behavior, then the report does not proceed to investigation, unless a pattern of misconduct is suspected or there is an actual or perceived threat of further harm to the community or any of its members.

Conflict Resolution is often used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the formal process to resolve conflicts. The Title IX Coordinator will determine if conflict resolution is appropriate, based on the willingness of the parties, the

nature of the conduct at issue and the susceptibility of the conduct to conflict resolution. In a conflict resolution meeting, a trained administrator or mediator will facilitate a dialogue with the parties to an effective resolution, if possible. Sanctions are not possible as the result of a conflict resolution process, though the parties may agree to appropriate remedies. The Title IX Coordinator will keep records of any resolution that is reached, and failure to abide by the accord can result in appropriate responsive actions.

Conflict Resolution will not be the primary resolution mechanism used to address reports of violent behavior of any kind or in other cases of serious violations of policy, though it may be made available after the formal process is completed should the parties and the Title IX Coordinator believe that it could be beneficial. Mediation will not be used in cases of sexual violence. It is not necessary to pursue conflict resolution first in order to pursue Informal or Formal Resolution, and either party participating in Conflict Resolution can stop that process at any time and request a shift to either Informal or Formal Resolution.

Informal Resolution [or Alternative Resolution] can be pursued for any behavior that falls within the policy on Gender-Based Harassment, Discrimination and Sexual Misconduct at any time during the process. This option may be used when:

- A responding party admits responsibility for all or part of the alleged policy violations at any point in the process;
- When the investigation reaches a finding that the parties accept;
- When all parties elect to resolve the allegation using the Informal Resolution process and the Title IX Coordinator assents;
- When the Title IX Coordinator implements the results of an investigation for an at-will employee.

H. FORMAL INVESTIGATION AND RESOLUTION

If either party or both parties select Formal Resolution, or the Title IX Coordinator determines that Formal Resolution is appropriate, the allegation will be addressed using the Formal Resolution option.

For all contested allegations that are not resolved through either Conflict Resolution or Informal Resolution, the Title IX Coordinator will initiate a formal hearing at the conclusion of the investigation.

The Title IX Coordinator will hold a formal hearing, which will include one or more relevant Senior Administrators (depending on whether the responding party is a faculty member, employee, or a student.) In cases with student respondents, the Assistant Dean of Students or designee (or Academic Dean or designee, if appropriate) will be the hearing officer for formal hearings. For faculty respondents, the Academic Dean or designee would adjudicate. For non-union employees, a Senior Administrator would adjudicate. For union employees, hearing officer designated would be based on the applicable MOU. In cases where the Title IX Coordinator deems it appropriate, an outside hearing officer may be brought in to fill any of these roles.

The hearing officer will make determination(s) on a preponderance of the evidence (i.e., whether it is more likely than not that the responding party committed each alleged violation) or clear and convincing standard (i.e., highly probable.) To sustain a charged violation, the College bears the burden of proof by a preponderance of the evidence, except a violation giving rise to a sanction of Dismissal/Termination must be supported by clear and convincing evidence.

If a responding party or organization is found responsible by the hearing officer, the hearing officer will recommend appropriate sanctions.

I. DISCIPLINE

The hearing officer assigned to the resolution will decide sanctions or responsive actions appropriate to the policy violation. Factors considered when determining a sanction/responsive action may include:

- The nature, severity of, and circumstances surrounding the violation
- An individual's disciplinary history
- Previous allegations or allegations involving similar conduct
- Any other information deemed relevant by the hearing officer
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation
- The need to remedy the effects of the discrimination, harassment and/or retaliation on the reporting party and the community

A sanction may be noted on a student's official College transcript, if so ordered by the official or body imposing the sanction. When a sanction is noted on a student's transcript, the College will report that sanction to a state bar to which the student has applied for admission and to any state bar the student has previously been certified for admission. A disciplinary sanction, whether or not noted on the student's transcript, will be reported to any licensing authority making an inquiry.

Any party may appeal the findings and/or sanctions, but appeals are limited to the specific grounds. All requests for appeal consideration must be submitted in writing to the Title IX Coordinator within five (5) days of the delivery of the written finding of the hearing. An appeal request submitted to the Title IX Coordinator will be given to the Chancellor & Dean who will review the appeal request(s). All parties should be informed of whether the grounds for an appeal are accepted and the results of the appeal decision or remand. Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).

J. CONFIDENTIALITY

If a victim does not wish for their name to be shared, does not wish for an investigation to take

place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In all cases, the College will give consideration to the reporting party with respect to how the reported misconduct is pursued, but reserves the right, when necessary to protect the community, to investigate and pursue a resolution even when a reporting party chooses not to initiate or participate in the resolution process. In cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor a request for confidentiality. In any case where violence, threat, pattern, predation, and/or weapon is not evidenced, the Title IX Coordinator may respect a reporting party's request for no action, and will investigate only so far as necessary to determine appropriate remedies. The College reserves the right to initiate resolution proceedings without a formal report or participation by the reporting party. A reporting party has the right, and can expect, to have reports taken seriously by the University of California Hastings College of the Law officials when formally reported, and to have those incidents investigated and properly resolved through these procedures.

K. PROTECTIVE MEASURES

Interim Measures: Services, accommodations, or other measures put in temporarily after the Title IX Officer receives a report of Prohibited Conduct. The Title IX Coordinator may provide interim measures intended to address the short-term effects of harassment, discrimination and/or retaliation, in order to assist or protect the Complainant, the Respondent, or the College community. Interim measures may remain in place until the final outcome of an Alternative Resolution, Formal Investigation, or subsequent disciplinary or appeal process; change or terminate depending on the parties; evolving needs, as assessed by the Title IX Coordinator; or become permanent as part of the resolution of a report.

Remedial Measures: Services, accommodations, or other measures put in place as a result of a Resolution Process (i.e., Alternative Resolution, Formal Investigation, or Other Inquiry).

Supportive Measures: Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge, to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Interim, remedial, and/or supportive measures may include, but are not limited to:

- Referral to counseling and health services
- Education to the community
- Altering the housing situation of a party, subject to availability
- Providing campus escorts
- Providing transportation accommodations
- Implementing contact limitations between the parties through No Contact Orders
- Offering adjustments to academic deadlines, course schedules, etc.

L. PROTECTION OF COMPLAINANTS, RESPONDENTS, AND WITNESSES

The University of California Hastings College of the Law community encourages the reporting of misconduct and crimes by reporting parties and witnesses. Sometimes, reporting parties or witnesses are hesitant to report to College officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as drug use at the time of the incident. It is in the best interests of this community that reporting parties choose to report to College officials, and that witnesses come forward to share what they know. To encourage reporting, University of California Hastings College of the Law pursues a policy of offering reporting parties and witnesses amnesty from minor policy violations related to the incident.

Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, a student who has been using drugs might hesitate to help take a sexual misconduct victim to the Campus Police). The College pursues a policy of amnesty for students who offer help to others in need.

M. FILING OF FALSE REPORTS

The College will not tolerate intentional false reporting of incidents. It is a violation of the *Student Code of Conduct* to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

N. DUTY TO COOPERATE

Witnesses (as distinguished from the parties) are expected to cooperate with and participate in the College's investigation. Any witness who declines to participate in or cooperate with an investigation will not be permitted to offer evidence or testimony later. Failure of a witness to cooperate with and/or participate in the investigation constitutes a violation of policy and may be subject to discipline. Witnesses may provide written statements in lieu of interviews during the investigation and may be interviewed remotely by phone, Skype (or similar technology), if they cannot be interviewed in person or if the investigators determine that timeliness or efficiency dictate a need for remote interviewing. Parties who elect not to participate in the investigation or to withhold information from the investigation will not have the opportunity to offer evidence during appeal stages of the process if it could have been offered during the investigation. Failure to offer evidence prior to an appeal does not constitute grounds for appeal on the basis of new evidence.

O. PROHIBITION ON RETALIATION

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Protected activity includes report or disclosure of Prohibited Conduct under this Policy and/or participation in the investigation, reporting, remedial, or disciplinary process provided for in this Policy. Retaliation against an individual for an allegation, for supporting a reporting party or for assisting in providing

information relevant to an allegation is a serious violation of College policy. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. University of California Hastings College of the Law is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation. Retaliation includes threats, intimidation, reprisals, and/or adverse employment or educational actions

P. PRIVACY

All employees receiving reports of a potential violation of the Sexual Misconduct Policy are expected to promptly contact the Title IX Coordinator, within 24 hours of becoming aware of a report or incident. All initial contacts will be treated with privacy: specific information on any allegations received by any party will be reported to the Title IX Coordinator, but, subject to the College's obligation to redress violations, every effort will be made to maintain the privacy of those initiating an allegation. In all cases, University of California Hastings College of the Law will give consideration to the reporting party with respect to how the reported misconduct is pursued, but reserves the right, when necessary to protect the community, to investigate and pursue a resolution even when a reporting party chooses not to initiate or participate in the resolution process.

For more details on the Sexual Violence and Sexual Harassment Policy, please review the full policy available at: <https://www.uchastings.edu/wp-content/uploads/2020/08/UCH-Sexual-Misconduct-Policy-August-2020.pdf>

VII. USE AND CONSUMPTION OF ALCOHOLIC BEVERAGES

I. Purpose and Scope

This policy governs the consumption of Alcoholic Beverages (defined as beer, wine, and distilled spirits) on property owned or operated by UC Hastings (the “Campus”) and at large-scale Student Organization sponsored off-campus events, e.g., Barrister’s Ball and HPILF Gala (“Covered Events”). This policy is designed to promote the responsible use of Alcoholic Beverages. Everyone consuming Alcoholic Beverages on Campus and at Covered Off-Campus Events is expected to assume responsibility for their own behavior. Behavior and conduct by an individual whose judgment is impaired due to alcohol abuse that interferes with the decorum and atmosphere of UC Hastings or the well-being of our community will not be tolerated.

II. Statement of Policy

This policy applies to any person who possesses or consumes Alcoholic Beverages on the Campus or at Covered Off-Campus Events. The policies outlined below attempt to reduce many risky situations that accompany alcohol use, keeping safety foremost in choices related to alcohol use, and to encourage healthy choices regarding alcohol consumption, while promoting compliance with state and local regulations.

III. Policies and Guidelines

- A. No person under 21 years of age may possess or consume Alcoholic Beverages on Campus.
- B. No person may use funnels or play drinking games with Alcoholic Beverages. Drinking games are activities that encourage increased consumption of Alcoholic Beverages beyond safe and legal limits.
- C. No person shall provide or distribute Alcoholic Beverages to persons who are intoxicated.
- D. When serving Alcoholic Beverages on Campus, Non-Alcoholic Beverages must be available at the same place and time as Alcoholic Beverages and featured as prominently as the Alcoholic Beverages.
- E. Alcoholic Beverages must remain in the location in which they are served.
- F. UC Hastings department heads responsible for the administration of a designated facility or area on Campus must give express permission, orally or in writing, for Alcoholic Beverages to be served in their area.
- G. Alcoholic Beverages are not permitted in the Law Library, reading or study rooms, or any College classroom.

- H. Alcoholic Beverages may be consumed in the Clara Foltz Lounge in the 100 McAllister Tower; however, common source containers are prohibited.
- I. Persons 21 years of age or older may possess or consume Alcoholic Beverages on UC Hastings property where they hold a leasehold interest.
- J. Public intoxication and any associated problematic behavior are not permitted. If a person becomes noticeably intoxicated while on Campus or at a Covered Off-Campus Event, College security may require them to leave the relocate or leave the campus or event. Such incidents may be reported to Human Resources or College administration, as applicable, for disciplinary action.

IV. Student Organization Events

- A. Student Organizations wishing to sponsor an event on Campus or a Covered Off-Campus Event where Alcoholic Beverages are to be served must comply with all College Policies and Guidelines. Individual students or groups of students who are unaffiliated with the Student Organization sponsoring the event are prohibited from serving Alcoholic Beverages at such an event.
- B. All Student Organizations must submit an event request [here](#) at least ten business days prior to the day of the event when requesting the service of Alcoholic Beverages and receive express approval from Student Services that Alcoholic Beverages may be served at the event.
- C. To help facilitate responsible alcohol consumption, Student Organizations sponsoring an approved event where Alcoholic Beverages will be served must institute a drink-ticket protocol. This protocol requires a student to distribute drink tickets to attendees at the event. Each drink ticket may be exchanged for a maximum of one Alcoholic Beverage. Each attendee may receive and use a maximum of two drink tickets for the entirety of the event.
- D. No person may possess or serve Alcoholic Beverages from a common source container on Campus. Common source containers include kegs, coolers, and similar containers of Alcoholic Beverages.
- E. Attendees at Student Organization sponsored events may not bring their own alcohol to the event.
- F. All Student Organizations must obtain an Alcoholic Beverage Control (“ABC”) special event permit when holding an event on Campus where Alcoholic Beverages will be served when one or more of the following circumstances apply:
 - 1. The event is open to the general public, i.e., no private guest list or someone can walk in uninvited.

2. There is an admission cost for the event, e.g., ticket price, donation, or door charge.
 3. There will be a College-entity hosted fundraising activities held at the event, e.g., silent auction, etc.
 4. Alcoholic Beverages are being sold at the bar, i.e., no-host or “cash” bar.
 5. All events held in the Skyroom in the 100 McAllister Tower.
- G. A Student Organization does not need to obtain an ABC special event permit when holding an event on Campus where Alcoholic Beverages will be served by an ABC licensed caterer.
- H. The hours and duration of events are applicable to events sponsored by Student Organizations:
1. Alcoholic Beverages cannot be served on Campus before 3:30 pm during weekdays or before 12 noon on Saturdays, Sundays, or holidays.
 2. The service of Alcoholic Beverages at any event on Campus cannot last more than four hours.
- I. All Student Organizations and individuals should be cognizant of the potential for legal liability for individuals and organizations if a person, regardless of age, attending an event and consuming Alcoholic Beverages is involved in an accident resulting in personal injury and/or death.
- J. UC Hastings has the sole and absolute discretion to require any student organization that is a separate 501(c)(3) or other corporation to provide private event liability insurance when serving Alcoholic Beverages at an event on Campus. Further, the liability insurance policy must name the College, its officers, and its employees as additional insured.

VI. Use of College Facilities By Non-College Entities

- A. Use of College facilities by Non-College entities are within the sole and absolute discretion of UC Hastings. UC Hastings reserves the right to deny such entities' requests to serve Alcoholic Beverages at their events. (See the College's Facilities Usage Policies and agreement for further information.)
- B. All Non-College entities must submit the UC Hastings College Events Request Form at least ten business days prior to the day of event when requesting the service of Alcoholic Beverages. The form must be submitted to the SEGS with the room reservation request.
- C. All private, commercial entities must obtain an Alcoholic Beverage Control (ABC) special event permit when holding an event on Campus where Alcoholic Beverages will be served.

- D. Public institutions and not-for-profit organizations must obtain an ABC special event permit when holding an event on Campus where Alcoholic Beverages will be served when one or more of the following circumstances apply:
1. The event is open to the general public, i.e., no private guest list or someone can walk in uninvited.
 2. There is an admission cost for the event, e.g., ticket price, donation, or door charge.
 3. Alcoholic Beverages are being sold at the bar, e.g., no-host or “cash” bar.
- E. Notwithstanding the foregoing, however, public institutions and not-for-profit organizations do not need to obtain an ABC special event permit when holding an event on Campus where Alcoholic Beverages will be served by an ABC licensed caterer.

VII. Sanctions

- A. Individuals, students, or Student Organizations who violate UC Hastings policies are subject to UC Hastings disciplinary proceedings under the Code of Student Conduct and Discipline or College’s personnel rules and regulations.¹ Sanctions for the violation of this policy are based on the severity and frequency of violation. Sanctions may include, but are not limited to, referral to on- or off-campus alcohol assessment and counseling, alcohol education, community service, disciplinary probation, suspension of individual students, suspension from use of UC Hastings facilities for a designated period of time, and suspension of Student Organization status.
- B. At UC Hastings, we believe that student health and safety is a responsibility shared by all members of the UC Hastings community, and that our obligation as a community is to act with care and respect for each other. Toward that end, students who seek appropriate medical aid due to an incident of intoxication either for themselves or for other students, generally will not be subject to disciplinary action for that incident with respect to violation of this UC Hastings’ alcohol policy.

VIII. SMOKING IN AND AROUND ALL UC HASTINGS BUILDINGS

All students, staff, faculty, visitors, and anyone on or within UC Hastings managed property, are prohibited from smoking and using, tobacco products, including electronic cigarettes, in UC Hastings buildings and on UC Hastings property whether the property is enclosed or not enclosed, except in areas designated by UC Hastings.

¹ State laws and local ordinances are the foundation of the College’s Alcoholic Beverages Policy. Violators may be subject to civil and/or criminal penalties in addition to College disciplinary proceedings, as applicable.

Smoking means:

Carrying or holding a lighted pipe, cigar, cigarette of any kind, or any other lighted smoking equipment, or the lighting, emitting, or exhaling the smoke of a pipe, cigar, or cigarette of any kind, including e-cigarettes.

Tobacco product means:

Any product containing, made, or derived from tobacco that are intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; cigars; little cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco. Tobacco products exclude any tobacco product that has been approved by the U.S. Food and Drug Administration for use as a tobacco cessation product, a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Electronic cigarette means:

Any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.

Each individual is responsible for complying with the policy. The policy will be enforced by the Human Resources Department and College security as applicable.

College facilities management shall be responsible for the posting of signs at the entrances to UC Hastings buildings to communicate smoking is prohibited on and within UC Hastings property, except in areas designated by UC Hastings.

* Government Code Section 7597 provides the following:

(a) No public employee or member of the public shall smoke any tobacco product inside a public building, or in an outdoor area within 20 feet of a main exit, entrance, or operable window of a public building, or in a passenger vehicle, as defined by Section 465 of the Vehicle Code, owned by the state. (b) This section shall not preempt the authority of any county, city, city and county, California Community College campus, campus of the California State University, or campus of the University of California to adopt and enforce additional smoking and tobacco control ordinances, regulations, or policies that are more restrictive than the applicable standards required by this chapter.

IX. FLYERS, BULLETIN BOARDS, & POSTING POLICY

UC Hastings Law Flyers, Bulletin Boards, & Posting Policy Revised and Effective as of 08/02/21

Introduction

The purpose of allowing flyers and posters within campus facilities is to further the educational mission of the College by allowing students and others in our community to publicize events and otherwise share important information, thus providing opportunities for learning and development of community. Posting of physical flyers and placement of poster boards at the UC Hastings Law campus is limited to the locations, approval processes, and terms stated below. Materials posted in non-designated locations, or otherwise not in compliance with the terms of this policy, will be removed immediately without notice to the organization or individuals who posted the materials.

Definition of Types of Postings:

- **Internal Flyer:** An internal flyer is a flyer for an event, activity, announcement, or information that is requested for posting by a member of the UC Hastings internal community (i.e., faculty, staff, or student).
- **Community Flyer:** A community flyer is a flyer for an event, activity, announcement, or information that is requested for posting by a member outside of the UC Hastings internal community (e.g., outside business, Tenderloin resident, member of the public).
- **Poster Board:** A poster board is a stiff cardboard display that provides information on an upcoming UC Hastings Law campus event that is requested for placement in a UC Hastings Law lobby.
- **Classroom White Board:** Classroom white boards are erasable boards located in classrooms.

Definition of Types of Bulletin Boards

- **Official Bulletin Boards:** Bulletin boards curated by the College. These include the following subcategories:
 - **Internal Bulletin Boards**, which are for internal flyers only.
 - **Community Bulletin Boards**, which are for internal and community flyers.
- **Student Bulletin Board:** A bulletin board provided for free use by students. UC Hastings Law does not oversee the content of the student bulletin board, with limited exceptions described below.

Additional information is below.

Official Bulletin Boards

Official bulletin boards are available for flyers on the following subjects:

- Educational, social, civic, charitable, cultural, or recreational events and activities
- Services available to students, faculty and staff.
- Employment and volunteer opportunities
- Nonpartisan election information
- Lost and found
- Items and services offered, for sale or for free to, or sought by, students, faculty and staff
- Housing opportunities available to or sought by students, faculty and staff

Internal and community flyers on the UC Hastings Law official bulletin boards are subject to review and approval prior to posting by designated departments as listed below.

- **Approval of Flyers:** All flyers must be reviewed and approved in advance by the department designated below in Approval Process. Upon receipt of approval, each flyer will be stamped with the day it was approved.
- **Duration of Postings:** Internal and community flyers are limited to **14 calendar days** for posting from the date of approval. Flyers will be removed 15 days after the approval date without notice to the organization or individual that posted the flyer.
- **Number of Flyers:** Only one flyer for each event, announcement, etc., per bulletin board is permitted. Flyers must be placed within the perimeter of the board.
- **Outside Groups:** Outside groups can only post community flyers on designated community boards following review and approval by Special Events & Guest Services.
- **Permitted Size of Flyers:** Flyers are recommended at 8.5 x 11 inches but may in no case be larger than 8.5 x 14 inches.
- **Removal or Relocation of Flyers:** UC Hastings Law reserves the right to remove flyers that do not have approval or have otherwise not followed this policy as well as the right to relocate a flyer that is not posted in the appropriate location.
- **Internal Bulletin Board Locations:**
 - 200 McAllister, 1st Floor, next to the Business Center
 - 100 McAllister, 1st floor, Tower Lobby next to the Security desk
 - 333 Golden Gate, 1st floor, outside the Hong Student Cultural Center
- **Community Bulletin Board Locations:**
 - 200 McAllister, 1st Floor, next to the Business Center
 - 100 McAllister, 1st floor, Tower Lobby next to the Security desk

Poster Boards:

Poster Boards are permitted to be placed by internal community members (faculty, staff, and students) in designated campus locations to notify the community of near-term events or programming at UC Hastings. Placement of poster boards on the UC Hastings campus is subject to review and approval by designated departments as listed below. Poster boards are limited in number, duration, and location as stated below. Placement of poster boards is first come first served unless there are extenuating circumstances, which should be reviewed with

the designated approver by user group below. Whiteboard easels are not permitted in campus lobbies or common areas and are only allowed in the department's own common space.

- **Approval of Poster Boards:** All poster boards must be reviewed and approved in advance by the department designated below in Approval Process. Upon receipt of approval, each poster board will be stamped with the day it was approved.
- **Timing:** In order to maximize impact and visibility, UC Hastings Law recommends placement of poster boards the day of the event only. Maximum duration of posting is one week in advance of the event. Poster boards will be removed 8 days after the approval date, or immediately after the event, whichever is earlier, without notice to the individual or organization placing the poster board.
- **Permitted Size of Poster Boards:** Poster boards shall be no larger than 22 x 28 inches
- **Placement of Poster Boards:** Poster boards must be placed in approved poster board locations, below, and placed on an easel. They are not permitted to be placed on the ground, leaned up against a wall, etc. Each department/group that uses poster boards is responsible for providing their own easel.
- **Approved Poster Board Locations & Maximum Number of Poster Boards:**
 - 200 McAllister, 1st floor lobby, near the staircase, next to the TV monitor (4 poster boards total at any one time)
 - 100 McAllister, 1st floor lobby, near the elevator and ramp to laundry area (2 poster boards total at any one time)
 - 333 Golden Gate, 1st floor elevator lobby (2 poster boards total at any one time)
- **Removal or Relocation of Poster Boards:** UC Hastings Law reserves the right to remove poster boards that do not have approval or have otherwise not followed this policy as well as the right to relocate a poster board that is not placed in the appropriate location or is obstructing traffic or otherwise interfering with College activities.

Approval Process for Official Bulletin Board Flyers & Poster Boards: Each individual or organization seeking to post a flyer or place a poster board must acquire approval from the relevant approver per user group below. The approver for each user group will review the flyer or poster board, stamp the materials, and release the organization or individual to post or place the materials. However, approvers do reserve the right to place the materials directly if desired. Additionally,

- **Postings from Student Organizations or Students:** Review and approval is provided by Student Services. Please visit Student Services on the 2nd floor of 200 McAllister for required in-person review during regular business hours.
 - Please ensure the name of the student organization or the student with class year (for an individual positing) and relevant contact information are legibly written on the flyer.
 - Student Services will stamp the flyer or poster board with the date of approval and it will be subject to removal based upon the timelines provided above.

- **Postings from Faculty Members:** Review and approval is provided by the Provost & Academic Dean's Office. Please contact Irma Hernandez in-person on the 3rd floor of 200 or at hernandezirma@uchastings.edu.
 - The Provost & Academic Dean's Office will stamp the flyer or poster board with the date of approval and it will be subject to removal based upon the timelines provided above.
- **Postings from Departments, Clinics, Centers, and External Groups:** Review and approval is provided by Special Events & Guest Services. Please contact Special Events & Guest Services in-person during regular business hours on the 2nd floor of 100 or at segs@uchastings.edu.
 - Note that for external groups, flyers can be left with a security officer who will provide the flyer to Special Events & Guest Services for posting. Poster boards are not permitted.
 - Special Events & Guest Services will stamp the flyer or poster board with the date of approval and it will be subject to removal based upon the timelines provided above.

Content Standards for Official Bulletin Board Flyers & Poster Boards: Official bulletin boards and poster board posting are made available to individuals and groups for the benefit of the entire community; they are prominently placed and represent the College both to our internal community and to visitors. Therefore, the College requires postings (flyers on official bulletin boards and poster boards) meet certain standards, as follows.

- Postings may not use obscene, vulgar or profane language or display sexually explicit imagery.
- Postings may not advocate for activity that is illegal or in violation of UC Hastings Law policy.
- Postings may not advertise events or activities that exclude participation based on any classification protected by UC Hastings Law nondiscrimination policy.
- Postings that advertise events or activities at which alcohol will be served must comply with the College alcohol policy's requirements for such communications. Among other things, such postings may not convey that excessive drinking is invited or encouraged. For example, terms such as "all you can drink" and "bottomless drinks" will not be permitted.

Classroom White Boards: Classroom white boards are primarily for classroom and College-approved co-curricular instruction. Announcements may be written with white board-appropriate pens on the white boards to notify the community of near-term events and programming, but the College, faculty, or other classroom users may erase the announcements as desired to create a clean classroom environment and space for the boards' primary function, instruction, or to ensure that the classroom white boards are clean for events.

Student Bulletin Board

The student bulletin board is provided both so students can share information and so they can communicate with one another on interests and concerns. Students may place flyers directly on the student bulletin board without pre-approval. Any posting must have the name of the student organization or the student who takes responsibility for the posting. Any posting must also display the date it is posted, and the responsible student must ensure that it is removed no later than 14 days after it is posted. Flyers may be no larger than 8 ½" x 11". Substantially identical flyers may not be posted at the same time, and no more than one flyer per event or activity may be posted at the same time.

Students are encouraged to communicate in ways that show respect and consideration to their fellow students and the rest of the College community.

Students may not remove or cover other students' flyers. Should there be a recurring shortage of space on the student bulletin board, the College will work with student representatives to develop additional policies or resources to address the problem.

- **Location:** The Student Bulletin Board is located outside of the Hong Student Cultural Center.

Calendaring & Publicizing Events: For additional information on publicizing your event, please refer to the [calendaring and publicizing events guidelines](#) posted on My Hastings.

**APPENDIX D: UC HASTINGS LAW COVID-19 PREVENTION PROGRAM & CAMPUS
ACCESS POLICY**

The UC Hastings Law COVID-19 Prevention Program & Campus Access Policy is accessible here: https://www.uchastings.edu/wp-content/uploads/2022/05/UCH-COVID-19-Prevention-Campus-Access-Policy_Revised_05-18-22.pdf

A copy is provided on the pages that follow, but students should always access the most current version online.

**UC Hastings Law COVID-19 Prevention Program
& Campus Access Policy**

Effective July 29, 2021

Revised July 30, 2021 (Sections II and VI)

Revised August 24, 2021 (Sections II, III, V, and VIII)

Revised September 9, 2021 (Section VI)

Revised October 15, 2021 (Sections I, II, III, IV, V, VI, XI)

Revised January 3, 2022 (Sections I, II, VI, VII)

Revised January 19, 2022 (Sections VII, VIII)

Revised March 21, 2022 (Sections II, III, V, VI, XV)

Revised May 18, 2022 (All Sections)

I. Purpose & Background

The purpose of this policy is to align campus access with evolving COVID-19 protocols. This policy and associated protocols are based largely on the [San Francisco Department of Public Health, the Center for Disease Control's \("CDC"\) Interim Public Health Recommendations for Fully Vaccinated People](#), the [CAL/OSHA COVID-19 Prevention Emergency Temporary Standards](#), and limited recommendations from the [State of California Department of Public Health](#). Following completion of spring 2022 finals, on May 16, 2022, the College largely eliminated COVID-19 requirements while retaining the ability to reimplement needed COVID-19 pandemic protections if triggered by a surge or campus outbreak, as discussed more fully below in Sections X and XI.

II. Vaccination

On May 31, 2022, the [UC Hastings Law COVID-19 Vaccination Policy](#) will expire on its own terms. Per the Centers for Disease Control ("CDC"), people who are fully vaccinated are at low risk of symptomatic or severe infection. UC Hastings Law strongly encourages COVID-19 vaccination, including boosters as recommended, for everyone accessing campus buildings. As of May 18, 2022, UC Hastings Law does not require proof of vaccinations to enter campus buildings, however, the College may revise this requirement at any time without notice based upon increasing case levels, Public Health guidance, or other circumstances.

Students: As of June 1, 2022, UC Hastings Law is no longer limiting student access to campus buildings based upon COVID-19 vaccination status. However, UC Hastings Law is adding the COVID-19 vaccine and booster to the vaccines required by the [UC Immunization Policy for Students](#). Students may request a medical exemption or an accommodation based on a sincerely held religious belief, practice or observance.¹ [Student Medical Exemption Request](#)

¹ This includes traditionally recognized religions as well as beliefs, observances, or practices, which an individual sincerely holds and which occupy in their life a place of importance parallel to that of a traditionally recognized

[Forms](#) and [Religious Accommodation Request Forms](#) shall be submitted directly to the student's Carbon Health account portal. Failure to timely comply with the COVID-19 vaccine requirement will result in an academic hold and the student will not be able to register for the following semester's classes. Questions about the COVID-19 vaccine requirements or exception process can be directed to healthserviceshelp@uchastings.edu. Accommodation requests based on disability shall follow the typical process described on the [Disability Resource Program website](#), and questions can be directed to disabilityresourceprogram@uchastings.edu.

Employees: As of June 1, 2022, UC Hastings Law is not mandating COVID-19 vaccinations or boosters for employees. However, reinstitution of this requirement could occur at any time. As such, employees are strongly encouraged to receive the COVID-19 vaccine and all recommended boosters pursuant to the timelines of their healthcare providers.

III. Campus Access

Faculty, staff, students, contract personnel, vendors, and others in our campus community have no constraints on access to campus buildings. There are limited restrictions for visitors remaining as detailed below. Details on specific uses, activities, and locations follow.

- **Library:** Unscheduled visitors are not permitted in the library. Please consult the library's website for more information on hours and services.
- **Fitness Center:** The fitness center is operating at normal capacity; however, it is not available to public visitors or guests.

IV. Physical Distancing at UC Hastings Law Campus

At UC Hastings Law, facilities and spaces have returned to normal occupancy, and classes, events, programs, and other campus activities utilize standard capacities based upon existing room capacities. The College retains the right to re-implement physical distancing requirements either when required by public health agencies or when deemed necessary given specific circumstances.

V. Face Coverings at UC Hastings Law

As of May 16, 2022, face coverings are generally optional. Any member of the community may continue to wear a mask if desired, and UC Hastings Law strongly encourages unvaccinated individuals to wear face coverings. Individual offices and classrooms may continue to require face coverings, and all members of the community are expected to follow signage and faculty directions with respect to face coverings. The College retains the

religion. Social, political, or economic philosophies, as well as mere personal preferences, are not religious beliefs for the purposes of this policy.

right to re-implement face covering requirements either when required by public health agencies or when deemed necessary given specific circumstances.

VI. COVID-19 Symptoms & Confirmed Cases

Students, faculty, staff, and all members of the campus community must assess themselves for symptoms of infectious illnesses, including COVID-19, prior to coming to campus each day. **If you are experiencing symptoms of illness, you must stay home and should seek medical care if indicated by your symptoms.** If you are on campus and begin to experience symptoms of illness, you must go home if you are able, or seek medical care, dependent upon your symptoms and circumstances.

- Symptoms of COVID-19: Individuals with the following symptoms, may have COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Life Threatening Symptoms of COVID-19: If you have any of the following symptoms, you may need urgent medical care. Please call 911 or go to the nearest emergency department. If you see someone else suffering from these symptoms, please assist the person in obtaining appropriate medical care.
 - Pale, gray, or blue-colored skin, lips, or nail beds depending on skin tone
 - Severe and constant pain or pressure in the chest
 - Difficulty breathing (such as gasping for air, being unable to walk or talk without catching your breath, severe wheezing, nostrils flaring, grunting, or ribs or stomach moving in and out deeply and rapidly)
 - New disorientation (acting confused)
 - Unconscious or very difficult to wake up
 - Slurred speech or difficulty speaking (new or worsening)
 - New or worsening seizures
 - Signs of low blood pressure (too weak to stand, dizziness, lightheaded, feeling cold, pale, clammy skin)
- Determining when to Seek Medical Care or take a COVID-19 Test: The CDC provides a very helpful [COVID-19 self-checker](#) for use in determining when to seek COVID-19

testing or medical care based upon your individual circumstances and symptoms if any.

- If you are confirmed with COVID-19, you are required to alert UC Hastings Law as soon as you are physically able to do so. You should follow instructions of your medical care provider.
- Timeline for Returning to Campus following COVID-19 Illness: Per the CA Department of Public Health, please use the following guide to determine duration of quarantine following a positive COVID-19 diagnosis:
 - **Stay home** for at least 5 days.
 - Isolation can end after day 5 if symptoms are not present or are resolving **and** a diagnostic specimen collected on day 5 or later tests negative.
 - If unable to test, isolation can end after day 10 as long as symptoms are not present or are resolving.
 - If fever is present, isolation should be continued until fever resolves.
- If you are an employee who is confirmed with COVID-19, your return to work timeline follows the timelines set forth above. However, please refer to VIII(10) below for more information on special circumstances for returning to the workplace.

VII. Close Contacts

A close contact is defined by the CDC as someone who was within 6 feet of someone confirmed as infected by a laboratory test for a cumulative total of 15 minutes or more over a 24-hour period (e.g., three individual five-minute exposures within a day would equate to a qualifying exposure).²

- **If you are unvaccinated and you have been in close contact with someone who has COVID-19, you are not permitted to come to campus** and should take the following steps:
 - **Stay home** (PDF) for at least 5 days, after your last contact with a person who has COVID-19.
 - Test on day 5.
 - Quarantine can end after day 5 if symptoms are not present **and** a diagnostic specimen collected on day 5 or later tests negative.
 - If unable to test or choosing not to test, and symptoms are not present, quarantine can end after day 10.
 - Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings.
 - If testing positive, follow isolation recommendations above.
 - If symptoms develop, test and stay home.

² A close contact also includes providing care to someone who has COVID-19; having direct physical contact with someone with COVID-19 (i.e., hugging or kissing them); sharing drinking or eating utensils with someone with COVID-19; or having someone with COVID-19 sneezing, coughing, or otherwise getting respiratory droplets on you.

- **If you are fully vaccinated, including with a booster, and have been in close contact with someone who has COVID-19, but you are not experiencing symptoms, you are not required to stay home**, however, you should continue to monitor for symptoms for 14 days after your last contact with the person who had COVID-19. The CDC also recommends getting tested for COVID-19 3-5 days after a known exposure.

VIII. COVID-19 Prevention Plan

In compliance with the CAL-OSHA COVID-19 Prevention Emergency Temporary Standards, UC Hastings Law continues to implement a COVID-19 Prevention Program as outlined below.

1. System for Communicating: UC Hastings Law has methods in place to exchange information with the community regarding COVID-19. This includes via regular email communications, emergency mass notifications if applicable, the UC Hastings website, COVID-19 My Hastings page, campus signage, and via direct communication with COVID-19 pandemic response team members including the Chief Operating Officer, Chief Human Resources Officer, and Dean of Students.
 - a. All community members are required to report confirmed cases of COVID-19 and may do so without fear of reprisal.
 - b. UC Hastings Law communicates COVID-19 policies and procedures and other relevant information to the community, and in some circumstances, to other persons (e.g., contract personnel, vendors, etc.) within the campus.
2. Identification and Evaluation of COVID-19 Hazards: UC Hastings Law is assessing the campus for COVID-19 hazards regularly. UC Hastings Law employees or their representatives are allowed to participate in hazard identification and evaluation.
 - a. *For improving indoor air quality*, CAL-OSHA requires employers to evaluate how to maximize ventilation with outdoor air to the highest level of filtration efficiency compatible with the existing ventilation system and to assess whether or not the use of portable or mounted HEPA filtration units or other air cleaning systems would reduce the risk of COVID-19 transmission.
 - i. Pursuant to San Francisco Department of Public Health ventilation guidance for improving ventilation in indoor spaces, *the College has taken the following actions in 200 McAllister and 333 Golden Gate*, as these buildings have HVAC systems.
 1. Disabled demand controls on HVAC ventilation systems so fans operate continuously, regardless of heating/cooling needs.
 2. Opened outdoor air dampers and closed recirculation dampers to reduce or eliminate air recirculation.
 3. Generated clean-to-less-clean air movement by adjusting the settings of supply and exhaust air diffusers and/or dampers in

- higher risk areas, so that potentially contaminated air is moved away from occupants.
4. Improved central air filtration by upgrading to MERV 10 rated filters.
 5. Created a plan for inspecting, and when necessary, cleaning or replacing filters, which includes changing filters at least quarterly, inspecting filter housings and racks to ensure appropriate filter fit, checked for ways to minimize filter bypass, and running fans continuously.
 6. Programmed HVAC cycles to bring in maximum outside air flow for 1-2 hours before the buildings open each day.
- ii. Pursuant to San Francisco Department of Public Health ventilation guidance for improving ventilation in indoor spaces, *the College has taken the following actions in 100 McAllister*, as this building does not have an HVAC system and instead relies upon passive ventilation.
1. Encouraged all occupants, as weather conditions allow, to increase fresh outdoor air by opening windows and doors.
 2. Encouraged all occupants to use fans to increase the effectiveness of open windows, by positioning fans securely and carefully in or near windows and to minimize air blowing from person to person.
 3. Provided Portable Air Filters to office occupants and in spaces potentially utilized by groups of people including the fitness center, Clara Foltz Lounge, and Skyroom.
3. Investigate and Respond to COVID-19 Cases: UC Hastings Law will conduct an investigation every time there is a COVID-19 case on the campus, which includes verifying case status and determining close contacts, receiving symptom and test result information, and identifying and recording cases. Steps of the investigations are documented, and changes are made to improve the health and safety of the campus.
- a. *Within one business day that UC Hastings Law knows of a COVID-19 case* present at the campus, UC Hastings Law will give written notice to all employees known to have been present at the worksite, as defined by CAL-OSHA, during the high-risk exposure period.³ If an employee is represented, written notice will also be provided to the employee's authorized representative. And, written notice will be provided to any independent contractors, employers, or contract employees known to have been present. In such a situation, all personal identifying information of COVID-19 cases or

³ High-risk exposure period for symptomatic individuals is from two days before symptoms first developed until ten days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved. High-risk exposure period for asymptomatic individuals is from two days before until ten days after the collection of their first positive test.

persons with symptoms, will be kept confidential except when reported to public agencies or as otherwise required by law.

- b. *In a non-outbreak situation*, UC Hastings Law will offer free testing during paid time to employees who had a close contact in the workplace and to any employees that develop COVID-19 symptoms after the close contact occurs⁴ except for the following categories of employees:
 - i. Individuals who were fully vaccinated before the close contact and do not develop symptoms;
 - ii. Symptomatic COVID-19 cases who returned to work and have remained free of symptoms for 90 days after the initial onset of symptoms; and
 - iii. Asymptomatic COVID-19 cases who returned to work and who remained free of symptoms for 90 days after the first positive test.
4. Correction of COVID-19 Hazards: UC Hastings Law will implement policies and procedures to correct unsafe and unhealthy conditions, work practices, and procedures related to COVID-19 in a timely manner based upon the severity of the hazard.
5. Training and Instructions: UC Hastings Law will provide training and instruction to the community on various topics, including, for example, COVID-19 transmission, symptoms, prevention, access to testing and vaccination, employment related benefits, and use/availability of face coverings.
6. Use of Face Coverings: See Section V above.
7. Other Administrative Controls, Administrative Controls, and PPE: UC Hastings Law has implemented control measures to minimize exposure to COVID-19 hazards. These measures include:
 - a. Improving indoor air quality (see IX(2)(a) above).
 - b. Encouraging handwashing and providing hand sanitizer
 - c. Evaluating employee's needs for personal protective equipment such as gloves, goggles, and face shields, and providing that PPE as needed
8. Reporting, Record-Keeping, & Access: UC Hastings Law reports information about COVID-19 cases and outbreaks at the workplace to local health departments when required by law. UC Hastings Law also maintains records of steps taken to implement the COVID-19 Prevention Plan and keeps a record of all COVID-19 cases at the campus, including specified information about employees and their presence at the worksite.

⁴ If an employee gets tested outside of their working hours, then they will be paid for their reasonable time to get tested, as well as reasonable travel costs to and from the testing site. Testing sites do not need to be on campus so long as employees do not incur costs for testing.

9. Exclusion of COVID-19 Cases & Individuals with a Close Contact: See Section VIII above. Additionally, and specifically for employees who are excluded from work due to COVID-19 or due to a close contact with an individual with COVID-19, UC Hastings Law will maintain the employee's earnings, wages, seniority, and all other employee rights and benefits as if the employee has not been removed from their job. Employees will be required to exhaust accrued leave during absences.
10. Return to Work Criteria: For employees confirmed with COVID-19, the same criteria for determining a return to campus as those outlined in Section VI above. Though the following scenarios are unlikely, they are included here for potential use in the event of exigent circumstances.
 - a. *In the event of critical staffing shortages* based on actual COVID-19 cases or exposures, health care, emergency response, and certain social service workers who do not develop symptoms may return after Day 7 from the date of the last exposure if they received a negative PCR test result from a specimen collected after Day 5. A critical staffing shortage cannot be based upon anticipation of a future outbreak.
 - b. *UC Hastings Law may also request a waiver of the requirement to exclude* from the workplace exposed or COVID-19 positive employees or personnel, when the exclusion would create an undue risk to public health and safety. Such waiver request must be submitted to rs@dir.ca.gov. If granted, the campus must implement measures to prevent workplace transmission.

IX. Surveillance Testing

Surveillance testing is the practice of regularly or intermittently screening individuals for COVID-19 in order to detect an outbreak early. Per San Francisco Department of Public Health guidance, surveillance testing is not currently recommended because of the low rates of transmission in San Francisco and the greater Bay Area. Due to potential for false positives, conducting surveillance testing during rates of low transmission is likely to mandate quarantines, isolation, and other measures that are not warranted given current community spread. UC Hastings Law looks to San Francisco Department of Public Health for guidance on if and when surveillance testing is required or recommended as an appropriate measure given community spread.

X. Requirements for a Minor COVID-19 Outbreak

A minor COVID outbreak is defined by CAL-OSHA as three or more employee COVID-19 cases within an exposed group⁵ within a 14-day period as measured by the testing date of

⁵ Exposed group means all employees at a work location, working area, or a common area at work where a COVID-19 case was present, at any time during the high-risk period, including in bathrooms, walkways, hallways, and

each case. These requirements apply until there are no new COVID-19 cases in the exposed group for 14 days. UC Hastings Law will work with San Francisco Department of Public Health to ensure appropriate requirements are followed.

1. COVID-19 Testing: Provided to unvaccinated individuals, free of charge, until there have been no cases in the affected group for 14 days. Additional testing may be recommended or required by Public Health.
2. Respirators: Employees have a right to request a respirator if they are unvaccinated.
3. Physical Distancing or Partitions: UC Hastings Law will determine whether to implement physical distancing of at least six feet, or if not feasible, the use of physical partitions.
4. Outbreak Investigation and Hazard Corrections: UC Hastings Law will immediately investigate and determine potential factors that contributed to the outbreak, make any necessary changes to reduce potential for transmission, and document all of these efforts.
5. Ventilation: UC Hastings Law will use the highest compatible filtering efficiency for mechanically ventilated buildings and determine whether portable or mounted HEPA filtration units or other air cleaning systems would further reduce transmission and implement to the degree feasible.

XI. Requirements for Major COVID-19 Outbreaks

A major COVID-19 outbreak is defined by CAL-OSHA as 20 or more employee COVID-19 cases in an exposed group within a 30-day period. The 30-day period is measured based on the testing date of each case. These requirements continue to apply until there are no new COVID-19 cases in the exposed group for 14 days. UC Hastings Law will work with San Francisco Department of Public Health to ensure appropriate requirements are followed including consideration of returning to a campus virtualization based upon the circumstances. The requirements of Minor COVID-19 Outbreaks in Section X above, apply with the following additions:

1. COVID-19 Testing: Provided to everyone in the exposed group weekly, free of charge, regardless of vaccine status, or more frequently if recommended by Public Health.
2. Respirators: Provided to everyone for voluntary use for everyone in the exposed group. If an individual in the exposed group opts not to wear the voluntary respirator, they are required to wear a face covering during the time period these requirements are applicable.

waiting areas. An exposed group does not include (1) places where individuals momentarily pass through while everyone is wearing face coverings and not congregating, (2) the COVID-19 case was not present at the site at the same time as other individuals, or (3) the COVID-19 case was wearing a face covering during the entire visit, which was less than 15 minutes during the high risk exposure period.

3. Physical Distancing or Solid Partitions: Any exposed group individual not wearing a respirator must be separated by at least six feet unless that separation is not feasible, except for momentary instances while individuals are in movement. If physical distancing cannot be maintained, UC locations must install cleanable solid partitions to reduce transmission.

XII. Ventilation and Indoor Air Quality

Refer to Section IX above for measures undertaken by the College to improve indoor air quality. If you have concerns about ventilation in your area that are not addressed by the College's compliance with recommended measures from the San Francisco Department of Public Health and CAL-OSHA, we recommend that, as a mitigating factor, you continue to wear a face covering while on campus.

XIII. Catering & Food Service

Individuals preparing or serving food must abide by the following requirements:

- Ensure proper hand hygiene including regularly washing hands and using hand sanitizer when hand washing is not immediately available
- Use face coverings and gloves, irrespective of vaccination status, while preparing or serving food

XIV. Travel Restrictions

The College does not have any health-related constraints on travel at this time, though this is subject to federal, state, and local requirements including any future travel notices from the CDC or Public Health.

XV. Questions and Comments

For questions and comments, please contact the following individuals about this policy and protocols.

1. Chief Operating Officer, Rhiannon Bailard
2. Chief Human Resources Officer, Andrew Scott
3. Dean of Students, Grace Hum