

UC Law SAN FRANCISCO

2026-2027 STUDENT HANDBOOK

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

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I. Introduction

Welcome to the University of California College of the Law, San Francisco ("UC Law SF" 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 Law SF policies and other rules applicable to all students**. This Handbook contains information of value to students in all UC Law SF programs of study.

Notice Regarding UC Law SF Rules, Policies, and Academic Regulations

All students are responsible for reading this Handbook and relevant locations on Sharknet to familiarize themselves with UC Law SF 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 Sharknet is no excuse for violating them. All students are responsible for complying with the Academic Regulations, the Code of Student Conduct and Discipline, attendance policies, plagiarism policies, and other UC Law SF policies. 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 Law SF 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 Academic Regulations, the Course Catalog, health and safety regulations, building access policies, or other College operations or academic program elements at any time, with or without notice, in its sole discretion and for any reason, including as needed during the academic year in order to effectively administer the academic program or respond to emergencies or economic needs. Such changes include but are not limited to: (1) requiring masking or vaccines; (2) changes to computer equipment requirements; (3) cancelling or adding classes or changing the format of instruction (e.g., in-person or online), examination formats, or grading (e.g., from normal grading scales to CR/NC); (4) changing, modifying, or clarifying Academic Regulations; and (5) elaborating new attendance policies. The Catalog, Academic Regulations, and other rules and advising documents are thus subject to change without notice and do not constitute a contract between any student and UC Law SF. Tuition and mandatory fees have been set regardless of the method of instruction and the College's policies and programs and will not be refunded in the event instruction occurs remotely for any part or the entirety of the Academic Year or in the event of other changes in the College's policies or programs.

Academic Regulations

All students are responsible for familiarizing themselves with the Academic Regulations. Academic Regulations are periodically updated. They are posted online on the

Registrar's Office Sharknet 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 Law SF 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 Sharknet page. The Policy on Litigation Filings may be found on the Provost & Academic Dean's Office Sharknet page. The Involuntary Leave Policy may be found on the Student Conduct Policies and Procedures Sharknet page.

Students must review guidance regarding plagiarism: what it is, why does it matter, and how do I avoid it? on Sharknet.

Essential Performance Standards for All Degree Programs
Adopted by Faculty Vote on December 4, 2024

UC Law SF is committed to ensuring that our graduates acquire the skills expected of lawyers or other professionals whose work intersects with the law. To achieve these competencies, students must perform functions reflected in the essential performance standards listed below. These standards derive from our mission statement,[1]requirements of the American Bar Association and state bar associations, and widespread industry practice and expectations such as those reported by the National Association for Law Placement and the Institute for the Advancement of the American Legal System. Additionally, UC Law SF is committed to providing reasonable accommodations for students who experience access barriers and require accommodations to satisfy our program of legal education. In determining what qualifies as a reasonable accommodation, it is important to identify these essential performance standards for our students. Nothing in these standards is intended to deter or exclude students for whom reasonable accommodations for a disability will allow successful participation in and completion of the program.

Essential Performance Standards
All students enrolled at UC Law SF must be able to meet all of the following performance standards, with or without accommodations, each of which the faculty as a body after reflection on our mission and program learning outcomes has determined to be essential:

Attendance and Assessment
1.1 Adhere to the law school's attendance policy and course-specific requirements, and punctually attend classes, fieldwork, and other assigned observational or performance-based activities prepared and ready to participate.
1.2 Satisfy exam, paper, and other assignment policies in all enrolled courses and academic offerings.
1.3 Give and receive feedback to facilitate learning and develop one's professional identity in the legal profession.

Behavioral Skills

2.1 Exercise the good judgment, honesty, integrity, and interpersonal skills required to work under stressful conditions and changing circumstances.
2.2 Manage course loads and academic demands that may be mentally and emotionally taxing.
2.3 Monitor one's own behavior and performance, and identify when one needs to access and utilize available resources.
2.4 Conduct oneself in a civil manner in all academic and professional environments.
2.5 Effectively work alone, and with others, including students, faculty, and staff.
2.6 Adhere to UC Law SF's conduct codes and other policies.

Communication Skills

3.1 Communicate with others in a timely, candid, and respectful manner.
3.2 Listen attentively and recall important content.
3.3 Initiate communication and engage with members of the law school faculty and administration without the assistance and intervention of third parties.

Critical Thinking and Learning Skills

4.1 Follow directions, make reasonable inferences, and organize and synthesize information.
4.2 Research, solve problems, apply concepts, and navigate systems.
4.3 Understand large amounts of complicated material from a variety of sources (e.g. written material, lectures, and audio and video presentations, etc.).
4.4 Extract and organize ideas that can be communicated to others.
4.5 Set goals, formulate and execute plans, and adjust as needed.
4.6 Be exposed to, engage with, and debate fact patterns and ideas that may be controversial or unpopular, as contemplated by the UC Law SF Academic Freedom Policy.

Participation

5.1 Be prepared to ask and answer questions – both planned and extemporaneous — in class in the manner appropriate for the class format determined by the instructor.
5.2 Satisfy other participation policies in all enrolled courses and academic offerings, which may include presenting in front of others.

Time Management Skills

6.1 Meet deadlines, keep scheduled appointments, and complete course assignments, exams, and administrative tasks within the approved timeframe.
6.2 Practice strategic time management, including prioritization, short and long-term task planning, accountability, and exercising judgment in scheduling.
6.3 Respond to emails and other correspondence from faculty, administration, staff, and other professional contacts in a timely and professional manner.
6.4 Manage competing demands and heavy workloads.

Notes on Accommodations

While these performance standards delineate the necessary abilities of all students and the law school's fundamental learning objectives, they are not intended to deter or exclude students for whom reasonable accommodations for a disability will allow successful participation in and completion of the program. UC Law SF is committed to training students with disabilities and provides reasonable accommodations for qualified individuals who apply for admission and are enrolled as law students. Otherwise qualified individuals will not be excluded from admission or participation in UC Law SF's education programs and activities based on their status as a person with a disability. UC Law SF adheres to a formal process for assessing need and assigning accommodations through the Disability Resource Program (DRP). Reasonable accommodations are reviewed on a case-by-case basis through an interactive and confidential process between the student and DRP in accordance with these essential performance standards and consistent with applicable law. Accommodations are deemed unreasonable and may be denied if they fundamentally alter an essential academic or technical requirement that is necessary to the curriculum of the student's particular program, including these performance standards. It is the responsibility of a student with a disability, or a student who develops a disability, to self-disclose to DRP and request accommodations. DRP will engage in or facilitate the interactive process to determine eligibility and potential reasonable accommodations, which may or may not be consistent with accommodations a student was assigned in the past. DRP may be contacted at DisabilityResourceProgram@uclawsf.edu.

[1] UC Law SF's mission is to "provide a rigorous, innovative, and inclusive legal education that prepares diverse students to excel as professionals, advance the rule of law, and further justice."

The most current version may be accessed at:
https://www.uclawsf.edu/essential-performance-standards-for-all-degree-programs/

Campus Information

Immunization Requirements

All UC Law SF 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.

If you have any questions or need help with this process, please contact Student Health Services, healthserviceshelp@uclawsf.edu.

Campus Access Policies, Instructions, & Requirements

The College has no specific restrictions on campus access due to COVID-19 or other health hazard 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. As a reminder, if you test positive for COVID-19, you are required to notify the Dean of Students (students) or Chief HR Officer (employees).

Regular Office Hours

Student-facing departments including the Disability Resource Program, Financial Aid, Fiscal Services, Registrar's Office, Student Housing, and the Office of Student Services are generally open from 9:00 am to 4:00 pm, Monday to Friday, subject to observed College holidays and occasional closures for departmental needs. Please see each department's website on Sharknet for special hours or notices about departmental operations.

Notice of Photography and Recording

The following notice is posted around campus and in effect in all College buildings: *By entering this building, you give your consent to photography, filming, videotaping, audio recording, or other methods of capturing your image, voice, or likeness, and you authorize UC Law SF to use and release such materials for any purpose. You also consent to being quoted in media or printed materials (including social media and website platforms).*

Our Lecture Capture Equipment routinely records the audio and video of classes and other events that take place in this classroom.

Please be aware that private conversations, even those at relatively low volumes, and those that take place shortly before and after scheduled activities, may be recorded and posted/shared.

Art on Campus

As part of the Ripples art program, UC Law SF 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 Law SF community.

II. Communication & Events

Official School Notices

Sharknet

The UC Law SF intranet, "Sharknet," at uclawsf.edu/intranet is the hub for all information for current students. Each department posts information on its respective Sharknet webpage. Sharknet may be accessed by using your UC Law SF email username (email address without the @uclawsf.edu) and email password. **All students are expected to regularly log in to Sharknet 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 "Simpplr" and then authenticating with your UC Law SF credentials.

Sharknet Weekly

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

Email

You are also expected to read emails sent to your @uclawsf.edu address on a daily basis. Learning how to manage the flow of information via email is a professional skill. All academic departments will only email students to their UC Law SF 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 "Year," Students – LLM – ALL, or Students – MLS– ALL.

If information has been sent to your class distribution list or to your UC Law SF 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 Law SF 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 Self-Service and to the Registrar's Sharknet 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 Law SF email address. This information should also be posted on your

Canvas Dashboard: http://canvas.uclawsf.edu/. Under certain circumstances, your professor may also email you directly.

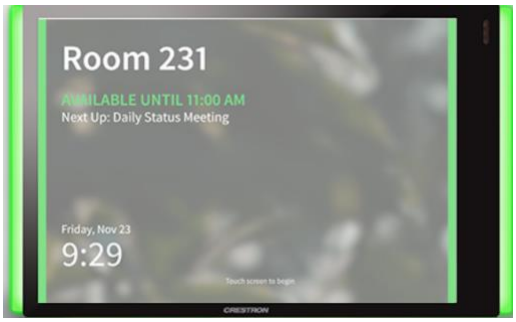
Badging into Classes

The College has an automated attendance system that records your in-person class attendance in Canvas for your class. See attendance policy information on this page. To be deemed in attendance, you must tap your UC Law SF 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. The Dean of Students will reach out to you if the system reports that you have been absent for multiple class sessions to ensure data integrity. You **should not** alert IT if you forget your badge, forget to scan in for a class, or if the badge readers misses one of your scans. If you forget to badge in on a single day, you can just email your professor. However, if you notice that your badge scans are routinely missed, please alert helpdesk@uclawsf.edu.

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. Presumptively, students who miss more than 20% of their classes may be administratively withdrawn from the class by the Dean of Students.

Events and Master Calendar

There are many opportunities to get involved at UC Law SF. To help you find relevant campus events, there are two calendars at UC Law SF: (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 Sharknet, including Sharknet Weekly**,** which are visible only to persons with "credentials" who can access our intranet.

III. Campus Safety, Parking & Navigating Campus

Safety & Security Program

UC Law SF Law views the safety of our campus community as a paramount concern and top priority. For general information about safety and security on campus, please visit this regularly-updated Sharknet page.

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 Law SF community who were present during the shelter-in-place, including critical support personnel and Tower residents, as exemplified by an UCLAS 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 provide coverage on all campus frontages from 7:00 a.m. to 11:30 p.m., seven days a week, and are available for walking escorts and safety support within the campus vicinity during these hours 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

Allied Universal Security guards staff the 198 McAllister lobby. Urban Alchemy Practitioners patrol sidewalks across campus and provide walking escorts from 6:30 a.m. to 11:30 p.m., daily.

The College utilizes University of California San Francisco Policy Department (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, Director of Safety & Emergency Preparedness*
- *Email*: skinnernoah@uclawsf.edu
- For emergencies, contact Campus Security at (415) 565-4800. They will coordinate directly with the Director per campus protocol.

How to Request a Walking Escort

UA provides walking escorts to the UC Law SF 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@uclawsf.edu and make a payment here for a replacement ID. Once payment is made, Security will contact you regarding your replacement ID.

For more information visit: Campus Identification Cards.

UC Law SF Safe

The College provides a campus safety app called UC Law SF Safe, which includes emergency contact information, emergency procedures, and safety resources like friend-walk. Please search UC Law SF Safe 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 Law SF Law email address and known phone numbers. However, to verify your contact information on EverBridge, please go to this link on Sharknet.

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 Law SF 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 Law SF website or on Sharknet.

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.

In any campus emergency, Campus Security follows an established notification chain that includes the Director of Safety & Emergency Preparedness and the COO to ensure a coordinated and timely response.

UC Law SF Emergency Response Protocols
For procedures on power outages, severe weather, stalking, ICE presence, and more, visit the Emergency Protocols page on Sharknet or contact the Director of Safety & Emergency Preparedness.

Emergencies

Follow the instructions on the Sharknet Emergency Procedures page in case an emergency takes place.

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 Law SF Garage, and in the Academe basement. 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 Law SF is not responsible for stolen or damaged bicycles.

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

Car and Motorcycle Parking

If you have a current UC Law SF student ID (see “Campus ID Cards” section above), you can receive a discounted student daily parking rate of $13 per day at the UC Law SF Parking Garage located at 376 Larkin Street. You must pay with the parking staff in person at the cashier booth in the garage and present your UC Law SF ID to receive the discounted rate. The student rate does not apply to the overnight parking rate which costs $32 per day. If you leave your car in the garage overnight the regular $32 daily rate would apply.

Students who live on campus at the Academe at 198 may also sign up for monthly parking for a discounted rate of $225. Those living off campus don't have access to monthly parking but may utilize the discounted daily parking rate. The Parking Garage is open **Monday - Saturday from 6:00 am – 11:00 pm, and from 6:00 am - 10:00 pm on Sundays**. The Parking Garage is occasionally closed for holidays and special events, and we will post signs in the garage and send notices out to the community on these occasions. For more information, please contact Ryan Dreisbach dreisbachryan@uclawsf.edu at or call the cashier booth at (415) 581-8880.

Navigating Campus

UC Law SF 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. Collectively, our campus is referred to as the "Academic Village" at UC Law San Francisco and comprises of world-class teaching, learning, and living facilities. It brings together students and professionals from across the Bay Area to work and live in a collaborative and multidisciplinary higher education community. Accordingly, non-UC Law SF programs share some of our spaces, including the UC Davis Graduate School of Management's Master's in Business Analytics.

- **100 McAllister Street**, (also known as "The Tower" Closed for construction.)
- **198 McAllister Street**, Academe at 198 (also known as "Academe" or "198 Building")
- **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.

***Updated campus maps coming soon**

UC College of the law San Francisco

Campus Maps 2025-2026

UC COLLEGE OF THE LAW SAN FRANCISCO
ACADEMIC VILLAGE

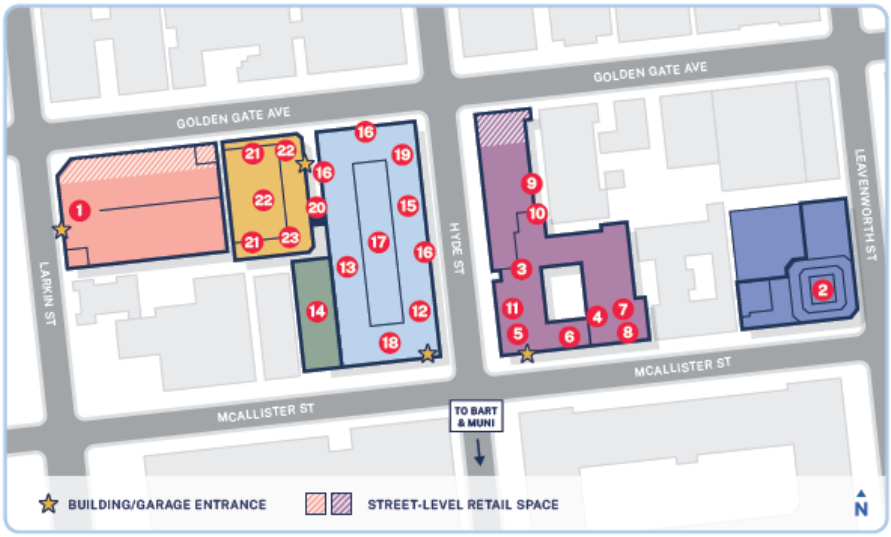
ACADEME @ 198 MCALLISTER

MARY KAY KANE HALL @ 200 MCALLISTER

COTCHETT LAW CENTER @ 333 GOLDEN GATE



Campus Map



Campus Resources

SECURITY NUMBER
Campus-Wide:
(415) 565-4611

GUEST WIFI
Network: UCLawSFGuest
Password: SuperScholar333!

PARKING GARAGE HOURS
Monday - Saturday: 6am - 11pm
Sunday: 6am - 10pm

UC Law SF

200 McAllister Street | San Francisco, CA 94102 | (415) 565-4600 | uclawsf.com

376 LARKIN ST
1 Parking Garage

100 MCALLISTER ST
2 McAllister Tower
Closed for Renovations

198 MCALLISTER ST
Lower Level
3 Auditorium
4 Laundry, Gym & Bike Storage
Floor 1
5 SPRO Café
6 Mail/Package Room
7 Courtrooms
Floor 2
8 Moot Court Office
9 Dog Run
Floors 3 - 14
10 Residences
Floor 7
11 Common Space

200 MCALLISTER ST
Floor 1
12 Admissions Office
Floor 2
13 Law Café
15 Student Services
Floor 3
16 Faculty Offices
Floors 4 - 5
17 Law Library
Floor 6
18 Classrooms
19 Research and Programmatic Centers
20 Sky Bridge
200 McAllister to 333 Golden Gate

CAMPUS QUAD
14 *Floor 2*

333 GOLDEN GATE AVE
Lower Level - Floor 4
21 Classrooms
22 Meeting Rooms
Floor 4
20 Sky Bridge
Floor 5
23 DEB Colloquium & Sky Deck

IV. Academics: Planning and Opportunities

Academic Calendar

The Academic Calendar (dates for the term) is available online here. These dates include term start and end dates, orientation dates, registration dates, holidays and breaks, administrative day switches (e.g. Monday treated as a Wednesday, etc.), 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@uclawsf.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 Sharknet page. Additional information about graduation and enrollment requirements can be found in the Academic Regulations.

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, and are considered on a case-by-case basis. All requests must be submitted by the stated deadline listed online here.

For priority registration disability-related requests, contact the Disability Resource Program at DisabilityResourceProgram@uclawsf.edu. For all other extraordinary circumstance requests, please contact the Dean of Students, at deanofstudents@uclawsf.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 Law SF 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 MLS 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 Sharknet page: uclawsf.edu/academic-planning
- The Course Catalog: https://www.uclawsf.edu/academics/course-catalog/
- Individual Academic Advising Appointments: uclawsf.edu/ss-appointment
    - (LLM, MLS, and CLS students should contact their respective program administration)

Self-Service (https://www.uclawsf.edu/selfservice) 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 Sharknet here.

For LLM and MLS 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 MLS Program for MLS and CLS 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 MLS/CLS, use email.

Academic Skills Development and Bar Passage Support

UC Law SF offers a wide range of support services. If you're unsure where to go for help with a specific issue, visit What Type of Support Do You Need on Sharknet for guidance.

OASIS (The Office of Academic Skills Instruction & Support) provides curricular and co-curricular programs designed to assist students from orientation through the bar exam. For questions or feedback about OASIS programming, contact Associate Dean Jennifer Freeland at freelandjennifer@uclawsf.edu.

- 1L Sack Program: Every first-year student will have one five-unit course in the fall and one five-unit course in the spring in which the professor explicitly teaches not only the law, but also academic success skills, including rule synthesis, legal

analysis, course and exam outlining, and exam writing. Students will also submit at least two writing assignments and receive feedback from Sack Fellows who are successful upper division students.

- Individualized Support: All students can schedule an appointment with an OASIS faculty member by visiting uclawsfoasis.as.me. These sessions can address a range of topics, including time management, course synthesis/outlining, and exam writing strategies.

- Academic Support (OASIS Hour): Upper-division students with proven academic success are hired to serve as "Discussion Group Leaders" (DGLs) for one course in each 1L section each semester and select upper division courses. Each DGL uses the substantive law taught by the particular professor to address and reinforce the analytical and non-analytical skills necessary to succeed in law school and also hold office hours. Additionally, Director of Academic Support Laurie Zimet conducts workshops to further develop essential academic skills. Additionally, Director of Academic Support Laurie Zimet conducts workshops to further develop essential academic skills. Additionally, Director of Academic Support Laurie Zimet conducts workshops to further develop essential academic skills.

- LEOP Academic Support: LEOP 1L Students also have Teaching Assistants (TA's) in one course in each section every semester. These successful upper division students use the law in the course to build students legal analysis skills. TAs also provide feedback on practice exams throughout the semester. LEOP Professor of Practice Heather Varnini also holds workshops to further reinforce those skills. The LEOP Academic Support program also covers select upper division bar courses.

- Advanced Sack and Law & Process Courses: In the upper division, students may also select Advanced Sack or Law & Process version of select bar tested courses to further hone their legal analysis skills. You can learn more about these courses on Sharknet here.

The LWRC (Legal Writing Resource Center) supports UC Law SF students as they strive to become strong legal writers. The LWRC's primary focus is on writing skills, such as grammar, syntax, and citation. Through interactive, individual conferences, the LWRC works with students on topics such as paragraph structure, topic sentences, improving clarity, finding writing resources, structuring seminar papers, and readying writing samples, among others.

The Bar Passage Support Program provides bar-related programming throughout the academic year and during bar review. Margaret Greer, Director of Bar Passage Support, scheduling link: https://uclawsfoasis.as.me/mgreer, and Dan Martin, Associate Director of Bar Passage Support, scheduling link: https://uclawsfoasis.as.me/Martin, are available for 1:1 counseling regarding the bar exam, the moral character application, the

MPRE, State Bar admission requirements, UC Law SF's bar subject and skills courses, and bar exam preparation.

Academic Opportunities

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

Centers

Research and public service are critical components of the UC Law SF 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:

- **AI Law & Innovation Institute**
  - AI Law & Innovation Institute at UC Law SF in San Francisco addresses the challenges of aligning legal processes with the rapid advancements and transformative impacts of artificial intelligence (AI) and other emerging technologies. By uniting scholars, policymakers, and industry leaders, the Institute develops innovative frameworks to effectively navigate and manage these technological changes.
- **The Center for Business Law**
  - The Center for Business Law (CBL) at UC Law SF in San Francisco was founded with the mission of bringing together leading scholars, business leaders, practitioners, regulators and students to engage in the study, teaching and practice of business law at UC Law SF. The Center aims to be the leading business law venue in San Francisco, one of the world's great centers of commerce, finance and technology.
- **Center for Constitutional Democracy**
  - The Center for Constitutional Democracy serves as an academic hub and action center to advance and defend constitutional rights and democratic principles, including privacy, due process, free speech, and separation of powers. It brings together attorneys, community leaders, advocates, and scholars from key disciplines to produce influential research, develop innovative educational and practice experiences for students, and lead high-impact legal projects in courts, legislatures, and communities.
- **Criminal Justice Center and Habeas Institute**
  - The mission of the Criminal Justice Center is to create a center of gravity for criminal law teaching and scholarship on campus, linking the Criminal Law Concentration, student organizations, faculty, and alumni via communications and programming. The Habeas Institute is a key stream of work to advance the Center's goals.

- **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.
- **Equality Action Center**
  - Equality Action Center at UC Law SF seeks to advance racial, gender, and class equality in the workplace and in politics. Our initiatives address inequality at a structural level with concrete, evidence-based interventions. We lead programs that cultivate leadership and level the playing field for everyone. Our focus is pragmatic: our rigorous research is linked with practical steps to produce social or organizational change within a two- to five-year time frame.
- **Indigenous Law Center**
  - The UC Law SF Indigenous Law Center (ILC) advances the position that UC Law SF, 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 ILC is thus to enhance our curriculum by offering courses, seminars, public lecture series, panels, and an affiliated scholar program.
- **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.
- **International Development Law Center**
  - The International Development Law Center is established with the explicit objective of collaborating across disciplines and cultures, the International Development Law 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 Law SF community.
- **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.

- **LexLab**
  - LexLab is a legal tech hub connecting UC Law SF students and alumni to investors, founders, lawyers, engineers and companies building the future of legal services.
- **Center for Litigation and Courts**
  - The nonpartisan Center for Litigation and Courts was established in 2021 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 Law SF 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 Law SF Law institutes and projects focused on litigation or courts.
- **The Center for Negotiation and Dispute Resolution**
  - Consistently recognized by US News & World Report as one of the Top 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 Law SF to study ADR with the Center, citing the wide selection of dispute resolution courses and its international reputation among practitioners.

- **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.
- **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 Law SF 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 for Social Justice**
  - The Center for Social Justice provides strategic leadership of social justice activities at the law school and promotes a strong public interest campus culture. The Center's goal is to help all students find meaningful ways to incorporate justice work into their professional identity and future practice.
- **UC Law SF Center on Tax Law**

  - The UC Law SF 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 Law Consortium on Law, Science & Health Policy**
  - UCSF/UC Law Consortium on Law, Science & Health Policy is dedicated to promoting research, education, and service opportunities that bridge the gap between law and science by building multidisciplinary and multi-stakeholder collaborations among faculty and students of UCSF and UC Law SF and the patients, clients, communities, and organizations they serve alongside.
- **The Center for Worklife Law**
  - The Center for WorkLife Law (WLL) is a national advocacy and research organization that advances gender and racial equity by strengthening legal rights for pregnant people and family caregivers. Our work seeks to ensure all people have the freedom to build and maintain economic security through employment and educational opportunities, without having to sacrifice their health or their loved ones' care.

Clinics, Externships, and Other Experiential Programs

UC Law SF 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 MLS students may participate in some clinics. Reach out to your program advisor for more information.) Visit the Clinical Programs Sharknet page for the most current information.

You may also review the Course Catalog for detailed course information. We offer the following clinics and experiential programs:

- Appellate Project
- Business Tax Practicum for Social Enterprises
- Child Welfare Practicum
- 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 eligible to participate in some clinics: please contact Global Programs or the MLS Program for more information. Certificate Students are not eligible to participate in clinics.) Visit the Clinical Programs Sharknet page for the most current information.

Consult the Clinical Programs Sharknet page for more information.

Pro Bono at UC Law SF
All student populations at UC Law SF 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 Law SF, 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 Sharknet 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 Law SF 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 Law SF (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 MLS students who complete at least 15 hours of pro bono services during their tenure at UC Law SF 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 UC Law SF (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, HLP, and MLS students who complete at least 50 hours of pro bono services during their tenure at UC Law SF 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 (MLS) for additional information.

Student Publications

UC Law SF O'Brien Center for Scholarly Publications publishes ten student journals. All journal offices are in the 198 Building. Consult the general Journals Sharknet site or the applicable journal's website for more information.

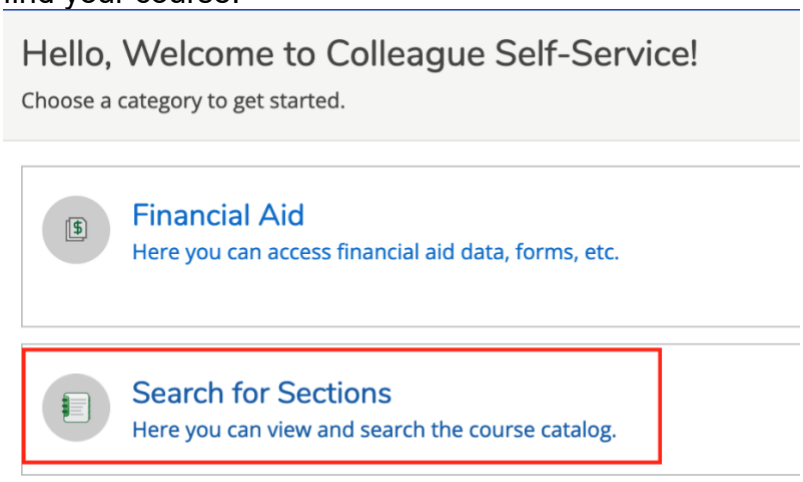
- *UC Law Business Journal*
- *UC Law SF Communications & Entertainment Law Journal (COMM/ENT)*
- *UC Law Constitutional Quarterly*
- *UC Law Environmental Journal*
- *UC Law SF International Law Review*
- *UC Law Journal*
- *UC Law Journal of Race and Economic Justice*
- *UC Law Science and Technology Law Journal*
- *UC Law SF Journal on Gender and Justice*

Class Assignments

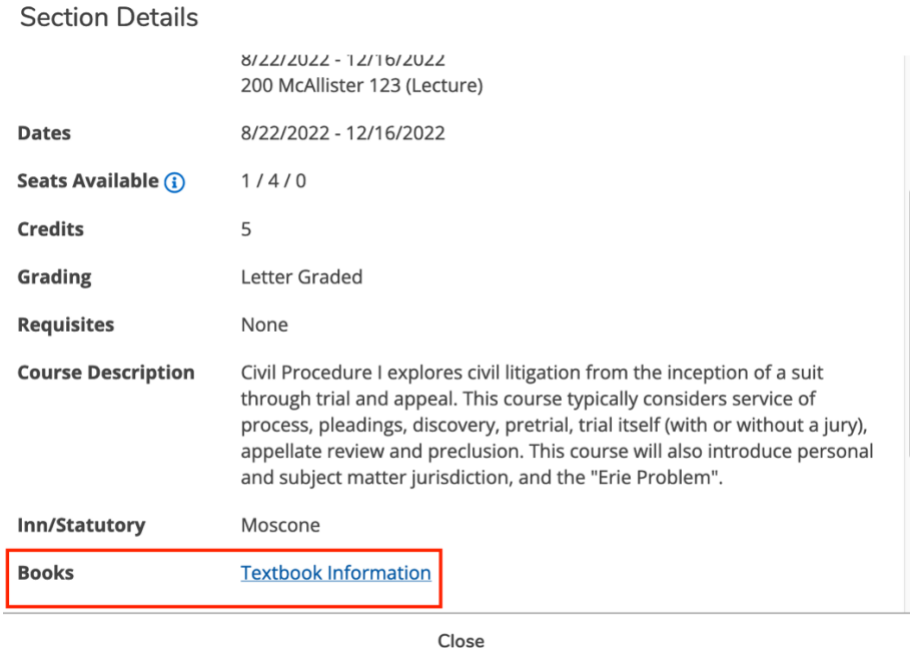
Class assignments will generally be posted on the Canvas Sharknet page. You will need to enter a login and password that will be provided to you (your UC Law SF login credentials). If you are having trouble accessing Canvas, please contact the IT Office at helpdesk@uclawsf.edu.

Buying Books & Readers

Self-Service (uclawsf.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.



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



UC Law SF 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.

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, as well as the 7th floor indoor/outdoor lounge in the new Academe. The Skydeck on the top floor of 333 Golden Gate is an additional outdoor area that is open to students when not reserved for events.

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 Sharknet. If you have any questions about locker assignments, please contact Student Services at (415) 565-4773 or studentservices@uclawsf.edu.

Food On and Off Campus

The Law Café located next to the Dining Commons on the 2nd floor of the 200 Building. The café serves a variety of breakfast and lunch items, snacks, and drinks, including coffee.

The Spro Café located on the 1st floor of the Academe. Spro serves specialty coffee and offers an assortment of pastries, sandwiches, and salads.

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 and the Academe at 198 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. Some staff favorites include Golden Era, Falafelland,

Saigon Sandwich, Souvla, Brenda's French Soul Food, Arsicault, Paris Cafe, and Saluhall at Ikea on Market. 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 Law SF. 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 Fall 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 various trainings and UC Law SF 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 Sharknet 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 Director for Student Life, Leadership & Belonging or in their absence Assistant Dean of Student Services (*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 or journal. 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. **No exception to this policy will be granted.**

Please note students who are subject to required GPA-based interventions, but satisfy the minimum GPA requirement 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 Assistant Dean of Student Services, or the Director of Student Life, Academic Advising, and Wellness, or the Director for Student Life, Leadership & Belonging. 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.

Coursedog is the platform that student organizations and law journals can use to reserve classrooms and event spaces on campus.

Login Information

Coursedog can be accessed here. Unless a student organization or law journal has changed the username and password, the username for Coursedog will be the student org email of the org you are requesting a room for, and the temporary password will be the username prior to @uclawsf.edu at the end. For example, UCLAS's username would be uclas@uclawsf.edu and the password would temporarily be *uclas*. When you login for the first time, you can also request a password reset that will be sent to your student org email. If this does not work for you or you do not have access to your student org email, please reach out to the Helpdesk (helpdesk@uclawsf.edu).

Making an Event Request

Once logged in, you will be able to click on "Request an Event." You will then select "Student Org Events" as the event type. After selecting "Student Org Events," you will be redirected to the "Student Org Events Event Form" where you will enter the event information. In the notes section, please write instructions for any set up needs so that our Facilities team knows where to place the items you request. For a panel, you would write something along the lines of "Please place the table and four chairs in the front of the classroom."

Event Request - Review Process

Once you submit your event request, the Director of Student Life, Leadership & Belonging will review the event and assign a room based on the information provided in the form. The Director of Student Life, Leadership & Belonging will follow up if there are no rooms available or if they need additional information to reserve a room. Once the Director of Student Life, Leadership & Belonging assigns a room and the event is approved by the Director of Events & Marketing, you will receive an email confirmation. You can click the email confirmation to view the room assigned.

Event Promotion for Student Organizations and Journals

Please consider the following:

- Review all guidance for hosting events in the Student Organization Handbook, available here 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 Sharknet site can post the events directly to their site. The advantage of posting an event to a Sharknet 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 Sharknet site or administrative access to their Sharknet by contacting helpdesk@uclawsf.edu;
- Advertise your event in The Weekly email and on Sharknet Weekly by clicking here and following the instructions to complete the 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 Director of Student Life, Leadership & Belonging in the Office of Student Services.

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 Sharknet: uclawsf.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 Law SF 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 Law SF students and the UC Law SF Board of Directors. Application forms and additional information may be accessed on the Child Care Resources section of the Student Services page on Sharknet.

Dogs on Campus

Students are **not** permitted to bring animals to campus. Service dogs used by individuals with disabilities are not regulated by this policy. Students residing in the Academe at 198 are also not regulated by this policy, residents should refer to the Academe at 198 License Agreement and Pet Agreement for additional information. 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.

Resources for Students Facing Immigration Issues

For undocumented students or other students facing immigration status issues, please visit Sharknet for resources for general student support, career support, financial aid, a legal referral panel, and information about the College's policy for addressing immigration law enforcement efforts on campus.

Office of the Ombuds

The Office of the Ombuds serves as a resource for current UC Law SF students, faculty, and staff. It offers a safe, confidential, voluntary and neutral place for individuals with college-related concerns to discuss in an informal and unofficial setting. The Ombuds is available to confidentially discuss any challenging situation or concern. The Ombuds will provide a listening ear and help you consider a plan forward, including any formal or informal paths available. For more information, including how to book an appointment with the Ombuds, please visit Sharknet.

VI. Library, Technology & Study Spaces

Library

The UC Law SF 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 Sharknet 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@uclawsf.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 Law SF Library Catalog is our search engine for finding books and journals in the UC Law SF Law Library, including online articles and journals.
- **WorldCat**: Connects library users to books at UC Law SF and libraries around the world. User WorldCat to make interlibrary loan requests for items not available through the UC Law SF Library Catalog.
- **Research Guides:** Subject- and course-specific research guides prepared by UC Law SF 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 **SecureUCLawSF333GG,** your Wi-Fi username will be your UC Law SF email address without @uclawsf.edu and your email password. More device-specific instructions for connecting to the wireless network are available on Sharknet.

Troubleshooting Common Issues:

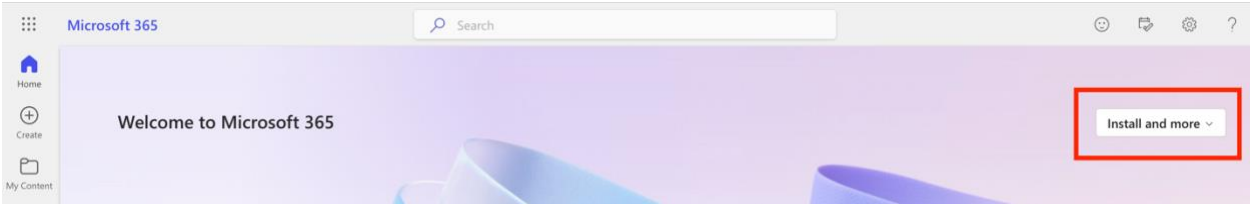
1. Check your computer for driver updates, which are automatically downloaded and installed during a Windows or Apple updates. You probably already have the most recent drivers – but you may need to check if you have trouble connecting to the wireless.
2. Network Support: helpdesk@uclawsf.edu

Connecting Personal Wireless Devices (Xbox 360, XboxOne, PS4, Apple TV etc.)
The UCLawSFPlay wireless network is for personal wireless devices that cannot connect to the SecureUCLawSF wireless network. Only students, staff, faculty and tenants of UC Law SF are granted access to UCLawSFPlay. To access and register for the UCLawSFPlay wireless network, email the helpdesk@uclawsf.edu with the make, model and MAC Address of your device and room number. Also, under Microsoft Office Software Free Access change the language to be as follows and remove the screenshot: 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 Law SF. 1. Go to: https://m365.cloud.microsoft/apps/ 2. In top right, you will see a button called "Installed Apps" - click on that and follow the prompts to install Office.

Eduroam allows you to Use your UC Law SF 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 Law SF username and password: The Username is your UC Law SF email address **(not including the '*@uclawsf.edu"*)** *Special note: for most UC Law SF login situations, you do not add "@uclawsf.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 Law SF, 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 from an “Install and more” button.



Guest Wireless
Instructions for providing guests with wireless access is available on Sharknet.

Tech Help
Help with student laptops and UC Law SF computers is available to students at the IT Help Desk (Room 377, 200 Building). To reach IT, please write to helpdesk@uclawsf.edu.

Business Center - Printing and Copying

You may utilize the Xerox multi-function printers (MFPs) throughout campus to print by simply touching your UC Law SF 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@uclawsf.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 Law SF including the **Law Library** in the 200 Building (see "Library" section above for location and hours), and 333 Golden Gate and The Academe also have various spaces located throughout the buildings for open study. Additional information regarding Study Space for Students is available on Sharknet.

The Skydeck is a semi-outdoor area that is periodically available for open student study during the semester, but please note the Skydeck 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, the Quad, or one of the student lounges (see above).

VII. Student Employment Guide

UC Law SF has two employment programs for 2nd and 3rd year JD students, LLM students, and MLS students: the Federal Work-Study Program and the UC Law SF 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. Limitations on Student Work Hours:

    a. The Academic Regulations limit the number of hours students may work while enrolled as students. See Academic Regulations 601-602:

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

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

3. Time Reporting – All student employees must record their hours worked in TRS (timesheet.uclawsf.edu) by the posted deadline. Late timesheets will result in delayed payment.

4. Holiday Pay – Students may receive 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. Active student status is a requirement to maintain employment with the College.

7. International and Non-Resident Aliens – Please go to the International and Graduate Programs office and/or Human Resources for employment assistance.

*UC Law SF and UAW (United Legal Educators) reached an agreement covering student workers, effective Jan. 1, 2026 – Dec. 31, 2028.

All departments and individual faculty who hire student workers must review the terms of the agreement posted in Sharknet . If any questions arise about the agreement terms, please contact Human Resources at humanresources@uclawsf.edu.

UC LAW SF 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 UC Law SF.

Employment Process

1. Finding Employment – Employment notices may be posted in the UC Law SF Weekly, in the hiring department, KSCOPE, and on 12Twenty.

2. New Hire Paperwork – Students must obtain a completed and signed W*ork Authorization Form* from their supervisor. These forms are available on the Human Resources Sharknet 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@uclawsf.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 UC Law SF (only available to 2Ls, 3Ls, and MLSs);
- 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 *UC Law SF Student Financial Aid Supplement* and the *FAFSA*; they are available on-line at the Financial Aid website: https://www.uclawsf.eduadmissions/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 Law SF. For reference, the FAO has a list of off-campus agencies that have previously employed UC Law SF students. Job announcements and position descriptions are also often posted on 12Twenty.

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@uclawsf.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 work authorization document, student employees will need to complete additional paperwork ***prior*** to their first day of work.

The required employment documentation must be completed in accordance with the established payroll deadlines to ensure the employment records are established timely.

Human Resources will send necessary paperwork to students for completion upon receipt of a work authorization from.

Changes to student employment data, specifically, tax withholding information, direct deposit information, and home address can be updated on the UCPath website (https://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 https://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 an out-of-state facility. You can enroll and make changes to direct deposit information in your UCPath online portal at https://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 out of state. It could take up to 5 days to receive a mailed check.

- If you haven't received your check 4-5 days after 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 https://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 Law SF 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 "About Us" tab on the website for more information regarding UC Law SF 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, MLS, 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 Sharknet 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 UC Law SF Associated Students ("UCLAS"), the elected student government of UC Law SF, is invited to participate as well. The Faculty Executive Committee and UCLAS representative also meet regularly with the Chancellor & Dean. The Academic Dean appoints members to various faculty committees, and UCLAS selects student representatives to most of the committees. Students interested in serving on UC Law SF committees should contact the UCLAS President at pres@uclawsf.edu.

UC Law SF's Unique Status and the Three Boards

UC Law SF 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 Law SF does not come under the jurisdiction of the UC Board of Regents, which oversees the remainder of the system.

UC Law SF benefits from the involvement of three separate bodies of elected or appointed board members. Almost all members of these boards are UC Law SF 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 Law SF. 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. Our Board of Directors is the equivalent of the UC Board of Regents and function independently of the Regents.
- **(2) The UC Law SF Board of Trustees** oversees the UC Law SF 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 Law SF. It offers a means for soliciting, making, and receiving donations, financial and otherwise (such as time and expertise) to the school.
- **(3)** The UC Law SF Alumni Association Advisory Board of Governors (Advisory Board) with 30 proud members, serves as strategic partners and ambassadors for UC Law SF. Through dedicated service, mentorship, and active participation, they strive to strengthen the bond between the college and its alumni, ensuring continued success and connection for generations to come.

For more information about the three Boards of UC Law SF, please visit please visit the "Our Story" tab on the external UC Law SF website.

IX. Student Reference List: Campus Offices and Departments

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 Sharknet.

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@uclawsf.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:	For JD students, Academic Advising & Planning page on Sharknet **Academic Advisors in Student Services**: Make an appointment online for a 1-on-1 meeting at: uclawsf.edu/ss-appointment JD Concentration Advisors For LLM students, Associate Dean Binyamin Blum, Associate Director of Global Programs Jennifer Ta For MSL students, Associate Dean Jessica Vapnek or Associate Director for the MSL Program Morgan Wells
If you would like academic support to improve your reading, briefing, outlining, and exam-taking skills:	Office for Academic Skills Instruction & Success oasis@uclawsf.edu
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 here 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 Law SF bar subject and skills courses, and bar exam preparation:	Bar-Related Advising: Contact Director of Bar Passage Support Margaret Greer, mgreer@uclawsf.edu or Associate Director of Bar Passage Support Dan Martin, martindaniel@uclawsf.edu

If you would like to provide feedback about faculty, programs, academic departments, academic policies, the curriculum, or other facets of the academic program:	Contact Provost & Academic Dean Morris Ratner (through December 31, 2026). A new Provost will be appointed starting Jan. 1 or submit comments anonymously through this comment box
If you would like help refining your application materials (resume, cover letter, etc.), practicing your interview skills, accepting/declining/negotiating offers, navigating your job search, finding your career path, achieving your professional goals, and/or questions about the Professional Development Requirement:	Career Development Office **(CDO)**: Sharknet CDO Site careers@uclawsf.edu
If you are a LEOP student:	LEOP Director Elizabeth McGriff (general LEOP questions); LEOP Academic and Bar Passage Support Director Heather Varanini (LEOP Academic Support and Bar questions)
If you are a first-generation student:	**UC Law First Generation Program** hgfp@uclawsf.edu
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, work-study, or other student aid programs:	Financial Aid financialaid@uclawsf.edu
If you have questions about tuition, fees, financial aid refunds, or rent for the Academe at 198:	Office of Fiscal Services fiscal@uclawsf.edu (415) 565-4704
If you have questions about student employment:	**Human Resources Office** humanresources@uclawsf.edu

If you need assistance with visa issues:	PDSO, RO, and International Student & Scholar Advisor, Mei Cooley cooleym@uclawsf.edu
If you have questions about UCSHIP, Carbon Health, health insurance, physical and mental health services:	Student Health Services HealthServicesHelp@uclawsf.edu (415) 565-4612
If you are impacted by sexual assault, sexual harassment, dating/domestic violence and stalking:	**CARE** (Confidential support, advocacy & options counseling) care@uclawsf.edu (415) 565-4699 or Title IX Coordinator Andrea Bing TitleIXCoordinator@uclawsf.edu (415) 565-4733
If you would like information about diversity, equity and inclusion at UC Law SF and have questions:	Diversity, Equity & Inclusion Working Group DiversityWorkingGroup@uclawsf.edu.
If you want to confidentially discuss any challenging situation or concern:	Office of the Ombuds Teddy Albiniak, Obudsperson albiniakteddy@uclawsf.edu (email for one-hour appointments)
If you encounter challeges with other students, faculty, or staff in the academic program:	Student Concerns and Grievances This page provides a variety of resources available to students experiencing conflict.

The following list provides a quick overview of the UC Law SF 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 Sharknet for the most current version of the Handbook.

ACADEMIC & CO-CURRICULAR RESOURCES

Provost & Academic Dean's Office	355/200	(415) 565-4682
https://www.uclawsf.edu/offices-and-services/provost-academic-dean/#:~:text=Morris%20Ratner%2C%20Provost%20and%20Academic%20Dean		
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	377/200	(415) 581-8806
uclawsf.edu/office/bar-passage-support		
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	409-421/333	(415) 557-7887
Sharknet: Clinical Programs		
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	402/333	(415) 581-8908
Sharknet: Externships		
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 Program	105/200	(415) 581-8832
Sharknet: Pro Bono		
Provides students information regarding pro bono opportunities, including completing the Pro Bono pledge.		

Co-Curricular Opportunities	N/A	N/A
https://www.uclawsf.edu/academics/experiential-learning-opportunities/		
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
https://www.uclawsf.edu/academics/global-programs/		
Supports LLM and foreign exchange students; facilitates study abroad opportunities; coordinates international exchanges, visitors and events.		

Legal Research and Writing	2nd Floor, Suite 2/198	(415) 565-4728

uclawsf.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
https://www.uclawsf.edu/library-student-resources/		
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@uclawsf.edu, and online chat. They also create research guides, offer trainings, and provide individual research assistance.		

MLS Program	325, 333, 388/200	(415) 565-4670
https://uclawsf--simpplr.vf.force.com/apex/simpplr__app?u=/site/a0i2M00000a22UGQAY/dashboard		
Supports MLS and CLS students; provides academic advising for these students; implements academic and social activities for MLS and CLS students.		

HPL Program	6th Floor, Suite 637	(415) 565-4833
https://uclawsf--simpplr.vf.force.com/apex/simpplr__app?u=/site/a0i4100000CZXH8AAP/dashboard		
Supports HPL students; provides academic advising for these students; implements academic and social activities for HPL students.		

Office for Academic Skills Instruction and Support (OASIS)		(415) 565-4642
https://uclawsf.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	Basement/198	(415) 581-8952
https://www.uclawsf.edu/academics/journals/		
Publishes 9 law journals edited by UC Law SF 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
https://uclawsf--simpplr.vf.force.com/apex/simpplr__app?u=/site/a0i410000029PPOAA2/dashboard		
Oversees the Master Events Calendar via CourseDog, coordinates room reservations, manages Academic Village Partners, and oversees the rental of campus space to third-party clients.		

STUDENT RESOURCES & STUDENT LIFE

ADA-Section 504 Coordinator, Andrea Bing (wellesan@uclawsf.edu)	552/200	(415) 565-4733
https://www.uclawsf.edu/anti-discrimination-harassment/		
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
uclawsf.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@uclawsf.edu)	223/200	(415) 565-4699
https://www.uclawsf.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 Law SF 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@uclawsf.edu)	230/200	(415) 565-4619
https://uclawsf--simpplr.vf.force.com/apex/simpplr__app?u=/site/a0i41000003vvCBAAY/dashboard		
Provides career counseling, programs (including workshops, panels, events, career fairs and interview programs), a full menu of resources and handouts on Sharknet, and the 12Twenty job posting site.		

Disability Resources Program (DRP)	277/200	(415) 565-4876
uclawsf.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 (FinancialAid@uclawsf.edu)	1st Floor/200	(415) 565-4624
https://www.uclawsf.edu/admissions/financial-aid/		
Administers financial aid programs including grants, loans, work study, and scholarships.		

Legal Education Opportunity Program (LEOP)	275/200	(415) 565-4723
https://www.uclawsf.edu/academics/academic-success/legal-education-opportunity-program/		
Provides academic assistance, workshops, counseling and study aids to students admitted through LEOP.		

Registrar Office (Registrar@uclawsf.edu)	211/200	(415) 565-4613
uclawsf.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
https://www.uclawsf.edu/campus-life/student-government/		
UC Law SF Associated Students (UCLAS) 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@uclawsf.edu)	N/A	(415) 565-4612
https://www.uclawsf.edu/campus-life/student-health-services/		
All students, whether you have UC SHIP or other insurance, can access all services available at Carbon Health for UC Law SF 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 Law SF Website: https://carbonhealth.com/student-health/uc-law-sf		

Office of Student Services (studentservices@uclawsf.edu)	223/200	(415) 565-4773
uclawsf.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 and other campus and social events; overseeing the childcare rebate program; and offering wellness activities.		

Title IX Coordinator (TitleIXcoordinator@uclawsf.edu)	552/200	(415) 565-4733
https://www.uclawsf.edu/anti-discrimination-harassment/		
Resource for issues related to the *Title IX and the Sexual Misconduct Policy*. Includes information on reporting misconduct directly or confidentially and resources for victims of sexual assault.		

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

TECHNOLOGY AND CAMPUS OPERATIONS

Alumni Association/Advancement (Fundraising)	5th Floor/333	(415) 565-4615
https://www.uclawsf.edu/alumni/		
Partner with the Alumni Association to promote your events to our alumni network of 23,000 alums and explore ways to connect with and learn from UC Law SF alumni.		

Business Center (businesscenter@uclawsf.edu)	100/200	(415) 565-4882
https://www.uclawsf.eduoffices-and-services/business-center/		
Offers full-service and self-service copying and printing services for students, faculty and staff.		

Enrollment Management	1st Floor/200	(415) 565-4623
uclawsf.edu/admissions		
Oversees the Admissions Office and the Financial Aid Office and is also responsible for outreach and admissions for the MLS and LLM programs.		

Facilities Operations (facilities@uclawsf.edu)	1st Floor/100	(415) 565-4894
uclawsf.edu/about/admin-offices/facilities		
Provides event set-up, building maintenance, repair, and janitorial services. Submit all Work Orders using assetessentials.dudesolutions.com/Uclawsf		

Faculty Support Services	385/200	(415) 565-4782
https://uclawsf--simpplr.vf.force.com/apex/simpplr__app?u=/site/a0i2M00000NsJ9sQAF/dashboard		
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 Law SF website under “Faculty”		

Fiscal Services	254/200	(415) 565-4704
uclawsf.edu/office/fiscal		
Manages financial and accounting matters including billing, tuition payments, rent for the Academe at 198, loan collection, budgeting, payroll, financial activities of student organizations, and the disbursement of travel reimbursements and financial aid proceeds.		

General Counsel	5th Floor/200	(415) 565-4787
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.		

Housing Services	1st Floor/198	(415) 581-8904
Provides support for residents in the Academe.		

Human Resources	4th Floor/200	(415) 565-4703
https://www.uclawsf.edu/offices-and-services/human-resources/		
Oversees student employment, verifies employment eligibility, and publishes *Student Employment Guidelines*.		

IT HelpDesk and Educational Technology Support (helpdesk@uclawsf.edu)	377/200	Classroom emergencies: (415) 565-4625
uclawsf.edu/office/it		
Provides assistance with student laptops and UC Law SF computers. Classroom support services are available for students for class presentations. More information regarding software and support on Sharknet.		

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

Safety & Emergency Preparedness (Noah Skinner)	110/100	(415) 581-8873
https://uclawsf--simpplr.vf.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@uclawsf.edu)	376 Larkin Garage	(415) 476-1414
www.police.ucsf.edu		

APPENDIX A: UC LAW SF CODE OF STUDENT CONDUCT AND DISCIPLINE

CODE OF STUDENT CONDUCT AND DISCIPLINE

Updated June 15, 2025

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UC LAW SF CODE OF STUDENT CONDUCT AND DISCIPLINE

100. Preamble

(A) This Code of Student Conduct and Discipline (the "Code") is designed to promote Student learning in an atmosphere of confidence, trust, and respect at the UC College of the Law, San Francisco (the "College" or "UC Law SF"). 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) "Advisor" means an individual accompanying a Respondent at any stage in the process. The Advisor may be any person, including an advocate, attorney retained at the Respondent's expense or serving pro bono, faculty member, friend, or parent, who is not otherwise a party or witness involved in the process. The Advisor may provide support, guidance, and advice to the Respondent. With the permission of the person facilitiating the meeting or the Panel Chair, the Advisor may speak on behalf of the Respondent. The Advisor may not participate in any manner that disrupts any meeting or proceeding.

(B) "College Official" means any person employed or contracted by the College to perform administrative, instructional, or professional duties.

(C) "College Premises" means all land, buildings, facilities, and other property owned, used, or controlled by the College.

(D) "College-Related Event" or "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.

(E) "Complainant" means someone who has submitted a complaint to the College about a Student.

(F) "Day" means a business day when the College is open, excluding weekends and holidays that the College observes.

(G) "Dean" means the Chancellor and Dean of the College or that person's designee.

(H) "Dean of Students" means the Dean of Students of the College or that person's designee.

(I) "Hearing" means a formal hearing as described by and initiated under § 107.

(J) "Member of the College Community" means a Student or employee of the College.

(K) "Provost & Academic Dean" means the Provost & Academic Dean of the College or that person's designee. However, if the Provost & Academic Dean recuses themself due to a conflict in a particular matter, "Provost & Academic

Dean" means the Chancellor & Dean of the College or that person's designee.

(L) "Respondent" means a Student who is the subject of a complaint under this Code.

(M) "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, including, but not limited to, those who are on an approved leave, or those who have been admitted to the College but have not yet registered for classes.

103. Jurisdiction

This Code extends to the following:

(A) Conduct by a Student occurring on College Premises, online, or off campus in connection with a College-Related Event or the normal operation of the College.

(B) Conduct by a Student, which in the judgment of a College Official, negatively bears on the Student's honesty, fairness, candor, trustworthiness, observance of fiduciary responsibility, respect for and obedience to the law, and respect for the rights of others.

(C) Conduct by a Student directed at a Member of the College Community.

(D) 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 and subject to the jurisdictional provisions of § 103(A), (B), or (C).

104. Grounds for Discipline

The College considers the following behaviors as inappropriate for the College community and in opposition to its goal of promoting Student learning in an atmosphere of confidence, trust, and respect. These expectations apply to all Students. Any Student found to have committed or attempted to have committed any of the following misconduct is subject to the sanctions outlined in this Code.

(A) Academic Dishonesty includes but is not limited to the following:

(1) Cheating

a. Unauthorized copying, in part or in whole, from another Student's examination or assignment.

b. Submitting work previously presented in another course or created in the course of employment unless specifically authorized by the instructor of the subsequent course.

c. Using or consulting, during an examination or other assignment, unauthorized sources, materials, or devices.

d. Collaborating with another person during an examination or other assignment, unless authorized.

e. Intentionally stealing, sequestering, altering, or destroying materials needed by another Student for an academic endeavor.

f. 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.
g. Altering or interfering with grading or grading instructions.
h. Obtaining or giving unauthorized aid on an examination or assignment.
i. Providing false attendance verification for oneself or another Student.
j. Obtaining unauthorized prior knowledge of an examination or assignment, or if such knowledge was obtained inadvertently, failing to immediately disclose such knowledge to the Dean of Students.
k. Discussing an examination with, or in the proximity of, another Student for whom the Student knows or has reason to know has not yet taken the examination.
l. Engaging in an act that gives the Student or another Student an unfair academic or professional advantage.

(2) Plagiarizing in any submitted work, whether the work is in draft or final form. Plagiarism is a strict liability offense not requiring intent and includes but is not limited to the following actions unless they are accompanied by proper citation and attribution:
a. Incorporating into the Student's own work a substantially similar portion of another person's work.
b. Copying all or part of another person's written work.
c. Paraphrasing ideas, theories, cases, conclusions, or research.
d. Representing as the Student's original work the work of another person.

(B) Misrepresentation

(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 including but not limited to the following:
i. Applying for financial aid.
ii. Requesting to reschedule or requesting an accommodation for an exam or assignment.
iii. Representing a grade, award, academic status, or rank to an employer, potential employer, or other third party.
iv. Applying for a College course, program, or benefit.
v. Providing testimony or other evidence either as an accused, a Complainant, or a witness in a meeting or Hearing under this Code or any other College proceeding.

a. Interference with Property and Misuse of Services

(A) Stealing, converting, destroying, or damaging property or data located on College Premises or belonging to or controlled by the College, a Member of the College Community, or the organizer of a College-Related Function.

(B) Violating the College's classroom recording policy and privacy notice.

(C) Entering College Premises or areas controlled by the College without authorization.

(D) Using or misusing College equipment or resources without authorization or in violation of the College's acceptable use policy of its computer resources.

(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.

(D) Harmful Acts

(A) Engaging in conduct that violates the College's sexual misconduct policy.

(B) Engaging in physical assault, threats of violence, or other physical conduct that threatens the health or safety of a Member of the College Community.

(C) Engaging in harassment, defined as unwelcome conduct that is sufficiently severe or pervasive that based on the totality of the circumstances and evaluated subjectively and objectively, denies or limits a person's ability to participate in or benefit from the College's educational, employment, or other programs and activities.

(E) Disturbances, Obstruction, and Violation of Laws

(1) Engaging in disorderly or lewd conduct on College Premises or at a College-Related Function.

(2) Participating in a disturbance of the peace or unlawful assembly on College Premises or at a College-Related Function.

(3) 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.

(4) Obstructing or disrupting teaching, research, administration, disciplinary procedures, or other College activities.

(5) Obstructing compliance with or implementation of this Code, which includes but is 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.

(6) Engaging in the unlawful manufacture, distribution, dispensing, possession, use, or sale of narcotics or other illegal or controlled substances identified in federal or state law or regulations.

(7) Engaging in the unlawful manufacture, distribution, dispensing, possession, use, or sale of alcohol on College Premises or at a College-Related Function, or otherwise engaging in conduct in violation of the College's alcohol policy.[1]

[1] Students may be reluctant to seek substance-use counseling or medical assistance for themselves or others in instances of alcohol intoxication or drug use for fear of facing disciplinary action from the College. The College seeks to remove barriers that might prevent students from seeking the support or medical attention they need. Information about drug or alcohol use by a student provided to the College in an effort to obtain counseling or other support will not be used as a basis for or be considered in any investigation or discipline of the student for such activity.

(8) Possessing, storing, manufacturing, or using explosives, firearms, weapons, or other dangerous devices in violation of federal or state law or regulations.

(9) Violating local, state, or federal law, or engaging in other illegal conduct not otherwise covered by this Code.

(F) Duty to Disclose

A Student has a duty to immediately disclose to the Dean of Students, in writing, the following information:

a. Any omission, inaccuracy, or material change in the Student's UC Law SF admissions application, either known at the time of application or after matriculation, including but not limited to being found responsible for any disciplinary violation by a higher educational institution or having been convicted of a misdemeanor or felony.

b. Any arrest for or charge or conviction of a misdemeanor or felony while enrolled at the College.

105. Initiating a Complaint

(A) Complaints under the College's Sexual Misconduct Policy shall be made pursuant to that policy.

(B) Except as provided in § 105(A) above, a Member of the College Community may initiate a complaint against a Student for misconduct under this Code. Such a complaint must be made in writing, expressly state that it is a complaint made pursuant to this Code, identify the Code provisions at issue, and describe the underlying facts giving rise to the allegation.

(C) The College may independently initiate a complaint under the Code.

(D) Once a complaint is initiated, the Dean of Students shall engage in the Informal Resolution Process as contemplated by § 106 or refer the matter for a Formal Hearing Process as contemplated by § 107.The Dean of Students shall maintain the privacy of all individuals involved as reasonable and appropriate under the circumstances.

106. Informal Resolution Process

(A) Upon receipt of a complaint initiated under § 105, if the Dean of Students determines that there is insufficient information or evidence to support an allegation of a violation of the Code, or that the facts alleged would not, if true, constitute a violation of the Code, the Dean of Students will dismiss the complaint. If the Dean of Students determines that there is sufficient information or evidence to support an allegation of a violation of the Code, the Dean of Students will initiate the Informal Resolution Process.

(B) The Dean of Students will initiate the Informal Resolution Process by providing written notice to the Respondent via their UC Law SF email account as soon as practicable in the form of a Charge Letter, which includes the following information:

However, such a student is not otherwise exempted from processes outlined in the Code for engaging in misconduct while under the influence of drug or alcohol use or from processes based on information the College has obtained from other sources.

(1) A brief description of the allegations.
(2) The policies alleged to have been violated.
(3) Details regarding the investigation that will occur, which may include the delegation of the investigation of the matter to a third-party investigator.
(4) A description of the Respondent's rights under this Code.
(5) A description of the range of possible sanctions for the alleged violation.
(6) A list of campus resources available to the Respondent, such as disability services, mental health support, and any other related support services.
(7) A request for an initial meeting with the Respondent.
(8) A deadline by which the Respondent must acknowledge receipt of the Charge Letter and respond to the request for a meeting.

A Charge Letter may be amended at any time if the Dean of Students determines that new charges should be added based on information learned during the investigation or other relevant factors. Any amendments to the Charge Letter must be made in writing and sent to the Respondent as soon as feasible.

(C) If the Respondent does not respond by the deadline provided in the Charge Letter, the Dean of Students may render a decision in writing based on the information at hand or following an investigation. If the Dean of Students determines that the Respondent is responsible for violating the Code by a preponderance of evidence, the Dean of Students will render a decision in writing that states the findings of fact, the decision, and (if relevant) commensurate sanctions. This decision is final and not subject to appeal, without a showing of exceptional circumstances

(D) If the Respondent responds by the deadline provided in the Charge Letter, the matter will be investigated. The investigation will include a meeting with the Respondent, if the Respondent is willing to meet within a reasonable period of time (presumptively, within five Days of the Dean of Student's attempt to schedule a meeting) specified by the Dean of Students. At the meeting, the Dean of Students shall notify the Respondent of their right to remain silent. The Respondent may bring an Advisor to the meeting. The Respondent has the right to confer privately with the Advisor, and reasonable requests for breaks to confer will be granted. After the investigation has concluded, the Dean of Students will determine whether the Respondent is responsible for violating the Code by a preponderance of evidence. If there is a finding of responsibility, the Dean of Students will render a decision in writing, also known as an Offer of Informal Resolution, that states the findings of fact, the decision, and (if relevant) proposed sanctions. Upon receipt of the Dean of Students' decision, the Respondent may take one of the following actions:

(1) Accept the Offer of Informal Resolution in writing within 15 Days. In this situation, the sanctions are applied, and the outcome cannot be appealed.
(2) Reject the Offer of Informal Resolution in writing within 15 Days. In this situation, the case moves forward to a Hearing. A Respondent will not be penalized for rejecting the Offer of Informal Resolution and requesting a Hearing.

(3) If the Respondent does not respond within 15 Days, the Dean of Students' Offer of Informal Resolution is final and cannot be appealed.

(E) The Respondent may request extensions of the time periods within the Informal Resolution Process in writing to Dean of Students. However, the Dean of Students is not required to grant such requests.

107. Formal Hearing Process

A Hearing referred under § 105(D) or initiated under § 106(D)(2) shall conform to the following procedures and rules:

(A) Referral to the Student Conduct Committee

The Dean of Students shall refer a case to the Student Conduct Committee (see § 114) via a written Hearing Referral promptly upon receiving the Respondent's decision to reject the Offer of Informal Resolution pursuant to § 106(D)(2), or when the Dean of Students believes the case would be more appropriately processed by a Hearing Panel pursuant to § 105(D). The Respondent will be copied on the communication for the Hearing Referral. The Hearing Referral will include the following:

(1) A copy of the Charge Letter.

(2) A copy of or link to the Code.

(3) A date and time giving the Respondent the opportunity to meet with the Chair of the Hearing Panel to discuss the Hearing. If the Respondent chooses to attend this meeting, it shall occur within five Days of receipt of the Hearing Referral.

(B) Calling to Order of the Hearing Panel

When a Hearing process is triggered, the Chair of the Student Conduct Committee shall constitute a Hearing Panel to consist of three Committee members.

(1) The Chair of the Student Conduct Committee shall appoint a faculty member of the Committee with legal training to serve as the Hearing Panel Chair (the "Panel Chair"). A faculty member must serve as the Panel Chair.

(2) For each Hearing Panel, the Chair of the Student Conduct Committee will choose a second member from among the remaining faculty and staff members of the Student Conduct Committee.

(3) For each Hearing Panel, the Chair of the Student Conduct Committee will choose a third member from among the student members of the Student Conduct Committee.

(4) The Panel Chair shall notify the Respondent at least 10 Days prior to the Hearing of the date, time, and place of the Hearing.

(C) Peremptory and For-Cause Challenges

(1) The Panel Chair shall notify the Respondent at least fifteen Days prior to the Hearing of the names of the panel members.

(2) Respondent shall have three Days following this notice to exercise any challenge to a member of the Hearing Panel under subsections (3) or (4).

(3) The Respondent may exercise one peremptory challenge to a member of the Hearing Panel.

(4) The Respondent may additionally challenge a member of the Hearing Panel on the grounds of prejudice, bias, conflict of interest, or another factor the Respondent asserts would preclude the panel member from rendering an impartial and fair decision.

(5) In the event Respondent challenges a member of the Hearing Panel under subsection (4), the Panel Chair shall determine whether to exclude the member in question. The Panel Chair shall appoint an alternate member from the Student Conduct Committee if a panel member is excluded. The Panel Chair's decision is final.

(6) In the event the Respondent challenges the Panel Chair of the Hearing Panel under subsection (4), the other faculty or staff member on the Hearing Panel shall determine whether to exclude the Panel Chair. If the Panel Chair is excluded, the member who made the decision becomes the new Hearing Panel Chair if that member is a faculty member with legal training. The new Panel Chair will then appoint a faculty or staff member from the Student Conduct Committee to fill the open panel position. If the member who made the decision is not a faculty member with legal training, the Panel Chair of the Student Conduct Committee shall select a faculty member with legal training from the Student Conduct Committee to serve as the Panel Chair. This decision is final.

(7) In the event both the Panel Chair and the faculty or staff member of the Hearing Panel are challenged, the Provost & Academic Dean shall identify another faculty or staff member of the Student Conduct Committee who will determine whether to exclude either or both members and to appoint new members and designate a new Panel Chair of the Hearing Panel as needed. These decisions are final.

(8) In the event the Respondent challenges the student member of the Hearing Panel under subsection (3) or (4), the Respondent may at their discretion proceed to the hearing before a panel of faculty and staff members only.

(D) Pre-Hearing and Exchange of Evidence

(1) Per the Hearing Referral, the Panel Chair of the Hearing Panel may meet with the Respondent prior to the Hearing. During this meeting, the Dean of Students shall outline the Hearing process and answer any procedural questions.

(2) At least Seven Days prior to the Hearing, both the Dean of Students and Respondent must provide the Panel Chair with a list of proposed witnesses, a proffer of the witnesses' relevance, and the documentary evidence they will present at the Hearing. The Panel Chair will review the information provided by both parties and render a decision regarding whether the witnesses and proffered evidence are relevant to the case.

1. The Panel Chair will exchange all relevant evidence provided by the Dean of Students and Respondent to the other party and to members of the Hearing Panel no later than five Days prior to the Hearing. All Hearing participants (excluding witnesses) shall receive the same evidence.

2. If the Panel Chair deems any evidence or witnesses are irrelevant or duplicative, the Panel Chair will exclude that information from being presented at the Hearing. The decision will be communicated in writing to the appropriate party no later than three Days prior to the Hearing.

c. Any rebuttal evidence shall be presented to the Panel Chair at least three Days prior to the Hearing. The Panel Chair shall review the information regarding relevance and provide access to any relevant evidence to both parties (or written notice of exclusion) by no later than two Days prior to the Hearing.

d. The Panel Chair will also provide access to any independent evidence that the Hearing Panel has obtained and intends to consider three Days prior to the Hearing, or as soon as practicable.

(E) Hearing Procedure

(1) The Hearing shall be conducted applying basic standards of due process, as appropriate for higher education student conduct proceedings, including providing the Respondent a full opportunity to respond to the charges and evidence as outlined in § 107(D), (E), (F), and (G).

(2) The Hearing shall be conducted on a de novo basis and without deference to the findings or the sanction expressed in the Offer of Informal Resolution.

(3) The Hearing shall be closed to the public and shall take place on College premises, or in the discretion of the Panel Chair via videoconference, during normal business hours or an agreed-upon mutually convenient time.

(4) College personnel shall keep all matters related to the Hearing, including the charge, the evidence, the Respondent's identity, and the decision confidential to the extent feasible.

(5) The 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.

(6) The Panel Chair shall ensure that an adequate audio or video recording of the Hearing is made.

(7) The Panel Chair may allow for the submission of new evidence by either party during the hearing in the interest of justice.

(8) If a panel member requests, or on request of any party with good cause, the Panel Chair may keep the record open after the Hearing to allow one or both parties to submit additional evidence.

(9) The Panel Chair shall notify the Respondent of their right to remain silent during the Hearing.

(10) The Dean of Students will present the case for the College.

(11) The Respondent will present their case on behalf of themself.

1. The Respondent may bring an Advisor to the Hearing.
2. In the event the Respondent does not attend the Hearing, the Hearing will proceed as scheduled without the Respondent's participation.

(12) No person or entity has the power to compel a witness to testify at the Hearing.

(13) A witness is not allowed to attend the Hearing except when testifying or being questioned.

(F) Respondent Rights During the Hearing

(1) The Respondent is presumed not to have committed the violation in question.

(2) The Respondent may present evidence in their own defense, including witnesses and documents.

(3) The Respondent may, but is not required to, testify.

(4) The Respondent 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 Respondent to submit written questions to the witness through the Hearing Panel. The Hearing Panel may disallow or decline to ask questions it deems irrelevant.

(5) The Respondent may have an Advisor present at the Hearing per § 107(E)(10)(a). A Respondent may submit a written request that the Advisor be allowed to make arguments and/or question witnesses on the Respondent's behalf during the hearing. The Panel Chair will decide whether to allow the Advisor to participate based on the following: whether granting the request will promote the fair, efficient and timely completion of the Hearing; the ability of the Respondent to effectively present the case; the complexity and seriousness of the case; a decision by the Panel Chair prohibiting Respondent from questioning a witness; the Advisor's willingness to abide by applicable procedures; cultural or language barriers that prevent the Respondent from expressing themself during the hearing; and such other factors as may be relevant in the particular case. Even when the request is granted, the Panel Chair may limit the speaking role of the Advisor during the hearing if necessary to prevent disruption.

(6) The Respondent may choose not to participate in or appear at the Hearing.

(G) Evidence

(1) Except as otherwise provided herein, the Hearing Panel may consider all evidence it deems appropriate, including evidence presented by the parties and evidence it seeks and obtains independently, and is not bound by the 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.

(2) An inference may not be drawn from the silence of the Respondent.

(3) The Hearing Panel will require anyone presenting factual information to make an oath or affirmation before presenting oral testimony.

(4) To sustain a charged violation, the College bears the burden of proof by a preponderance of the evidence.

i. Decision and Hearing Report

(1) All decisions of the Hearing Panel shall be by majority vote.

(2) The Hearing Panel shall issue a written Hearing Report to the Respondent and Dean of Students within 15 Days of the conclusion of the Hearing.

The Hearing Report shall state the Hearing Panel's decision, the reasons supporting the decision, and any sanction the Hearing Panel is imposing.

ii. Notification to Complainant

When a disposition is final, the Dean of Students shall notify the Complainant that the matter has been resolved. Because of the privacy rights of the Respondent, the Dean of Students may not be able to disclose any information about the nature of the disposition.

108. Waiver of Hearing

(A) At any time before a complaint is resolved through the Hearing process, the Respondent may indicate a desire to waive a Hearing by accepting responsibility for violating some or all the policies charged within the Charge Letter.

(B) When the Respondent indicates a desire to waive a Hearing under paragraph (A), the Dean of Students must specify in writing the sanction that will be imposed. That sanction will be the same as that presented in the Offer of Informal Resolution, unless newly discovered facts indicate that a higher or lower sanction is warranted. If a different sanction is presented than the original Offer of Informal Resolution, the Dean of Students will explain in writing the reasons for the deviation. Once the Respondent is notified in writing of the applicable sanction, the student may formally waive the Hearing and accept responsibility for violating some or all of the policies identified in the Charge Letter.

(C) The Respondent has the right to appeal a sanction imposed under paragraph (B) in accordance with the procedures set out under § 110 but may not appeal the underlying violation to which the Respondent pled.

109. Time Periods

a. The Respondent may voluntarily, in writing, waive any of the time periods or other conditions set out in the Hearing process, with the consent of the Panel Chair

b. The Respondent may request extensions of any time periods within the Hearing Process, in writing, to the Panel Chair. The Panel Chair has full discretion to approve or deny any request for a time period extension.

110. Appeal to the Provost & Academic Dean

(A) The Respondent may appeal the decision of the Hearing Panel to the Provost & Academic Dean within 15 Days of receipt of the Hearing Report. The appeal must be made in writing and state the grounds for appeal.

(B) The Provost & Academic Dean may entertain an appeal after the deadline listed in paragraph (A) upon a showing of new information the Respondent could not have reasonably obtained earlier or other good cause for delay. Such appeal must be made as soon as possible under the circumstances.

(C) The Provost & Academic Dean will hear an appeal of a Hearing Panel decision only where the Respondent 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 Respondent'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 Provost & Academic Dean shall review the decision of the Hearing Panel and do any of the following:
(1) Affirm, modify, or reject the Hearing Panel's decision.
(2) Affirm, modify, or reject the sanction(s) imposed.
(3) Request additional information, including a written submission from the Respondent and a response from the Hearing Panel.
(4) Refer the case back to the Hearing Panel to reopen the Hearing, or to =reconsider the decision and/or the sanction(s) imposed.

(E) The Provost & Academic Dean's decision on the appeal shall be in writing and shall be sent to the Respondent, the Dean of Students, and the members of the Hearing Panel within 15 Days of receipt of the appeal.

(F) If the Provost & Academic Dean takes an action other than affirming the Hearing Panel's decision, the Provost & Academic Dean's written decision shall include the reasons for such action.

(G) The Provost & Academic Dean's decision on the appeal is final.

111. No Contact Orders

The Dean of Students may issue a no contact order against a Student when it is necessary to protect the safety or well-being of a member of the College community or to respond to interference with an investigation.

(A) A no contact order may be issued in the following instances:
(1) During an investigation of a Student or during an ongoing dispute between two Students under the Code;
(2) When two Students mutually agree that a no contact order would support their attempts to resolve a dispute; or
(3) As a sanction against a Student found to have violated College policy.

(B) The Dean of Students will consider the following factors to determine whether a no contact order is necessary, including but not limited to:
(1) The seriousness of the conduct alleged against the Student;
(2) The connection of the other community member to that conduct; and
(3) The history and current state of interactions between the Student and the other community member.

(C) A violation of a no contact order may be punished under Section 104(E)(3) for failing to comply with the directions of a College Official who is acting in the performance of the official's duties.

112. Sanctions

(A) A sanction imposed on a Respondent must be proportionate to the context

and seriousness of the violation. The sanction will be recorded in the Respondent's official college record and reported to any state licensing authority making an inquiry. In addition, the Dean of Students will determine whether the sanction will be included on the Respondent's transcript. The details of the sanction, including whether it will be included on the transcript, will be provided to the Respondent in writing.Where the sanction will be reported to the state bar for purposes of determining the Respondent's moral character, the Dean of Students may, when appropriate, include a note deeming the violation to be "minor" or "serious."

(B) One or more sanctions may be imposed on a Respondent found, through the informal resolution process or after a Hearing, to have violated this Code. Sanctions include but are not limited to:

(1) **WARNING.** Formal written warning.

(2) **CENSURE**. Written reprimand.

(3) **NO CONTACT ORDER**. A directive by a College official that the Student avoid all contact with a member of the community, as specified in the order.

(4) **RESTITUTION**. Reimbursement to the injured person, organization, or the College.

(5) **GRADE REDUCTION**. When the misconduct consists of academic dishonesty, reduction of a Student's grade on the affected assignment or assessment; reduction of a Student's grade or issuance of a "W" in the affected course; or issuance of an administrative action, such as administrative withdrawal, administrative "F," or administrative "NC" in the affected course.

(6) **EXCLUSION FROM ACTIVITIES**. Exclusion of the Student from designated activities, including one or more classes, for a specified period.

(7) **SUSPENSION**. Termination of student status for a specified period of time with reinstatement thereafter certain, provided that the Respondent has complied with all terms of the suspension. A suspended student will not participate in classes and will be barred from College activities and the College Premises. A suspension is noted on the academic transcript for the period of time a student is suspended.

(8) **DISMISSAL**. Permanent termination of student status and dismissal from the College. A dismissal is noted on the academic transcript permanently. A violation of the Code giving rise to a sanction of dismissal from the College must be supported by clear and convincing evidence.

(9) **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. A revocation is noted on the academic transcript permanently.

(C) The Respondent may also be required to complete an apology, a reflection, restorative act, work assignment, service to the College, or other action. Any such condition and penalties for failure to comply shall be set forth in writing. If the Respondent does not complete the condition(s), the sanctions identified in the letter may be imposed at the discretion of the Dean of Students.

113. Interim Sanctions: Exclusion from Activities and Suspension

(A) At any time, the Dean of Students may impose on a Student an interim sanction in the form of exclusion from activities, which may include exclusion from College events, classes, and the College Premises, or a suspension of student status for a specified period when there is reasonable cause to believe such action is in the best interest of the College before final disposition on an alleged violation. A Student will be restricted in their actions or conduct only to the minimum extent necessary to ensure the health and safety of the campus community, or to prevent other disruptive activity incompatible with the orderly operation of the campus.

(B) A Student placed on an Interim Suspension will be given prompt written notice for the reason, duration, and extent of the Interim Suspension.

(C) A Student placed on Interim Suspension will be given the opportunity for a prompt hearing on the merits on the Interim Suspension before a faculty or staff member of the Student Conduct Committee selected by the Chair of the Student Conduct Committee. The faculty or staff member will serve as the Chair and sole member of the Interim Suspension Hearing. This individual will not later serve on a Hearing Panel for the same Student and the same alleged conduct.

(1) During the Interim Suspension Hearing, the Chair of the Interim Suspension Hearing may uphold, modify, or reject the terms of the Interim Suspension. The Chair of the Interim Suspension Hearing will render their decision in writing within two Days of the Interim Suspension Hearing. This decision is final and may not be appealed. The Interim Suspension and/or other Interim Sanctions shall remain in effect until the resolution of the alleged violation .

(2) If the Chair of the Interim Suspension Hearing determines that the Interim Suspension was issued improperly, the Dean of Students will assist the Respondent in mitigating issues regarding the Respondent's academic status resulting from the suspension.

(D) Upon conclusion of the Interim Suspension Hearing, the Dean of Students will promptly send the Respondent a Letter that describes the outcome of the interim suspension hearing.

(E) Notices of the Interim Suspension and the outcome of the Interim Suspension Hearing will not be used as evidence of a policy violation in the Informal Resolution Process or Hearing process, except with regard to alleged policy violations of the Interim Suspension by the Respondent.

(F) Failure to comply with requirements of an Interim Suspension is a violation of this Code.

114. Student Conduct Committee

(A) Each academic year, the Provost & Academic Dean, in consultation with the Faculty Executive Committee, shall appoint seven faculty and staff members to the Student Conduct Committee (the "Committee"), designating one of

these members as Chair of the Student Conduct Committee. At least three of the members each year shall be faculty.

(B) The Provost & 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.

115. Records and Recording Policy

The Dean of Students shall maintain the recording of all Hearings under § 107(E)(6) and a copy of the complaint in question for at least seven years from the final disposition. This record shall include all case materials used to make the final decision, along with its disposition. In cases of Dismissal or Revocation, records are kept indefinitely.

APPENDIX B: STUDENT COMPLAINTS AND GRIEVANCES

STUDENT COMPLAINTS AND GRIEVANCES

Updated August 6, 2024

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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 10 years from the date of final resolution of the complaint.

2.0 Student-Initiated Grievance Procedures: College Services and Departments

Any student who claims a violation of the rights listed under this section below may file a written grievance with the Assistant Dean of Student Services.

(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 UC Law SF Policies Applying to the Disclosure of the Information from Student Records;

(B) Discriminatory practices based upon handicap, under §504 of the

Rehabilitation Act of 1973 or under Title II of the Americans with Disabilities Act;

(C) Discriminatory practices based upon race, color or national origin, under Title VI of the Civil Rights Acts of 1964; and

(D) Other types of grievances specified in campus regulations.

Complaints of discriminatory practices based upon sex under Title IX of the Education Amendments of 1972 may be brought under the College's Sex Discrimination and Sex-Based Misconduct Policy.

3.0 Student-Initiated Grievance Procedures, Other Than Disability-Based

(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. University of California College of the Law, San Francisco prohibits discrimination against any person on the basis of the following protected categories: age, ancestry, childbirth or related medical condition, citizenship, color, creed, disability[1], ethnicity, gender, gender expression, gender identity, gender transition status, genetic information (including family medical history), marital status, military or veteran status, medical condition (e.g., cancer-related or genetic characteristics), national origin, pregnancy, race, religion, sex, sexual orientation, sex- or gender-stereotyping, or any combination of these or related factors. This policy is intended to be consistent with applicable state and federal laws and the law school's policies.

Employers are required to affirmatively indicate compliance with this statement 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 they desire.

(D) Written Complaint. A student who wishes to have their 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 UC Law SF 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 UC Law SF program or activity. UC Law SF 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 UC Law SF, through its Disability Resource Program, of the nature of his or her disability and that he or she is requesting accommodations, UC Law SF 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 UC Law SF 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 UC Law SF 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. UC Law SF strongly recommends filing without delay; delay can affect the student's future studies at UC Law SF. The written grievance must include:

- **i.** a clear and unequivocal statement of the UC Law SF 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 UC Law SF employees involved; and
- **iv.** a summary of the action(s), if any, the student has taken to resolve the matter informally.

(b) The UC Law SF 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 UC Law SF, 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 UC Law SF 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 LAW SF SELECTION OF POLICIES & OTHER RULES APPLICABLE TO STUDENTS

SELECTION OF POLICIES AND OTHER RULES APPLICABLE TO STUDENTS

Updated October 26, 2026

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I. FACULTY STATEMENT ON PLURALISM

The students, faculty, and staff of University of California College of the Law, San Francisco 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 UC Law SF community and experience.

The UC Law SF 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

II. NON-DISCRIMINATION POLICY

The College's Statement on Non-Discrimination can be found here.

III. ACADEMIC FREEDOM POLICY

The College's Academic Freedom policy was adopted by the Faculty Executive Committee in 2011 and can be found here.

IV. AMERICANS WITH DISABILITIES ACT

UC Law SF 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@uclawsf.edu, (415) 565-4733.

V. STUDENTS 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. The College's policy regarding Student Rights Relating to Privacy and Access to Student Records can be found here.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by University of California College of the Law, San Francisco 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

VI. COMPUTER RESOURCES ACCEPTABLE USE POLICY

The College's Computer Resources Acceptable Use policy can be found here.

VII. POLICY ON RECORDING CLASSES

The College's Classroom Recording Policy and Privacy Notice can be found here.

VIII. SEXUAL MISCONDUCT POLICY

For allegations of prohibited conduct occurring on or after August 1, 2024, please refer to this updated Sex Discrimination and Sex-Based Harassment Policy ("SDSBHP" or "Policy"). For allegations of prohibited conduct occurring prior to August 1, 2024, please refer to the previous Sexual Misconduct Policy ("SMP" or "2020 Policy").

IX. USE AND CONSUMPTION OF ALCOHOLIC BEVERAGES

The policy on Use and Consumption of Alcoholic Beverages can be found here.

X. SMOKING IN AND AROUND ALL UC LAW SF BUILDINGS

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

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 Law SF buildings to communicate smoking is prohibited on and within UC Law SF property, except in areas designated by UC Law SF.

* Government Code Section 7597 provides the following:

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 465of 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

XI. POLITICAL ELECTIONS

The College's policy on political elections, which pertains to issues that have arisen within UC Law SF relating to the use of state resources for political elections, either municipal, or state, or national, can be found on Sharknet.

XII. INVOLUNTARY LEAVE POLICY

The College is committed to the safety, health and wellbeing of all members of its campus community. The College recognizes that students may experience situations that significantly limit their ability to function successfully or safely. In such circumstances, students should consider requesting a leave of absence. A leave of absence permits students to take a break from the College and their studies, so that they may address the issues that led to the need for the leave and later return to the College to pursue their educational goals.
In certain circumstances, the College may require a student to take an involuntary leave of absence. The UC Law SF Student Involuntary Leave Policy serves as the College's policy statement with respect to involuntary leaves of absence for students and can be found here.

XIII. INTERIM POLICY ON FREE SPEECH

The College's policy on free speech, which is designed to encourage and support the free expression of ideas at the College subject to time, place and manner restrictions, can be found here.

XIV. CONTROVERSIAL EVENTS POLICY

The College's policy regarding support for students planning or anticipating controversial events, can be found here.

XV. FLYERS, BULLETIN BOARDS, & POSTING POLICY

The College's Flyers, Bulletin Boards, & Posting Policy can be found here.

XVI. STUDENT USE AND SHARING OF FACULTY COURSE MATERIALS

Consistent with the College's Copyright Policy, students may use faculty Course Materials made available to them in connection with a course only for purposes related to their own participation in that course.[1] Students may not share, distribute, publish, or otherwise provide Course Materials to individuals who are not members of the class or to any Third Party[2] without authorization from the faculty member or other copyright owner.

This prohibition includes providing or uploading Course Materials, in whole or in part, to generative artificial intelligence systems or other third-party digital platforms. For example, a student may not upload a professor's lecture slides, notes, handouts, examinations, model answers, or other Course Materials to an AI system for summarization, analysis, creation of study materials, or any other purpose unless authorized to do so. The following exceptions apply: (1) students may upload course materials to the College's approved and enterprise AI systems, which are specified on this page; (2) students may share Course Materials with a faculty member's express and written permission, including syllabus provisions unambiguously and clearly authorizing it.[3] Exceptions to this Policy may also be made to accommodate student disabilities in accordance with the College's policies and procedures.

Nothing in this Policy shall be construed to restrict any student's right to engage in speech, expression, or communication protected by the First Amendment to the United States Constitution, including the discussion, commentary, criticism, or analysis of the ideas, concepts, theories, or subject matter contained in Course Materials, whether in academic work, publications, public discourse, or any other form of constitutionally protected expression. This Policy governs the reproduction, distribution, and uploading of Course Materials in their original or substantially similar form and does not prohibit students from expressing their own views on, or referencing, the content of such materials in the exercise of their rights of free speech, free press, or political expression.

Unauthorized sharing or uploading of Course Materials constitutes a violation of the College's Copyright Policy and may result in disciplinary action under the Code of Student Conduct and Discipline.

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[1] Course Materials are materials prepared for use in teaching, fixed or unfixed, in any form, including, but not limited to, digital, print, audio, visual, or any combination thereof. Course Materials include, but are not limited to, lectures, lecture notes, and materials, study guides, bibliographies, visual aids, images, diagrams, multimedia presentations, web-ready content, and educational software.
[2] A Third Party is any person or entity unaffiliated with UC Law SF. The definition of Third Party excludes other UC Law SF employees or current students.
[3] For example, a course syllabus may authorize or ask students to self-check their work against AI detection platforms, in which case doing so is authorized.