

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

SCALE® Program Policies

Revision history: Formerly a part of the annually revised Student Handbook. Established as a standalone policy August 2022.

Related policies: [TBD].

Scheduled Review Date: June 2023 (SCALE Office)

(When not specifically delineated in this policy, SCALE students are governed by all other policies on the Institutional Policies Page)

A. Individual Assignments

1. Materials for Evaluation and Grading Criteria

The faculty members teaching each SCALE course will advise students in writing of the nature of the materials upon which they will be evaluated during the course and the grading criteria.

2. Submission of Assignments: Unexcused Late Papers

Timeliness in submitting assignments is an important aspect of professionalism; therefore, students are expected to turn in assignments on or before the due date. When specified by the assigning faculty member, written assignments are to be submitted to the SCALE Office, on the 4th floor of the Bullocks Wilshire Building, before the first scheduled class meeting on the due date. Students should turn in the original of each assignment. The original paper will be stamped with the time and date of receipt and a time dated receipt will be returned to the student. A student who disputes the SCALE Office records as to timeliness of submission has the burden of proving that the paper was received on time.

Points will be deducted from unexcused late papers. Unless otherwise stated by the faculty member who made the assignment when the assignment is to receive a raw score, one point will be deducted for each hour or part thereof during

which the assignment remains outstanding, up to the maximum number of raw points for the assignment.

Postponement of Due Date

Any request for an extension of time in which to submit an individual assignment within an evaluation period will be in writing and directed to the faculty member who made the assignment. Subject to legal requirements pertaining to accommodations, that faculty member will have discretion to approve or deny the request and to set terms for an extension. The faculty member's decision upon such request will be in writing and will be final. The faculty member may require the student to supply supporting documentation. Supporting documentation related to disability accommodations should be submitted to the Accessibility/504 Coordinator in the Dean of Students Office.

Completion of Assignments

A student must perform all assigned work during a SCALE course. An unapproved Incomplete on an assignment due during a SCALE course will result in an Administrative Fail (*F) for the course. A student who does not complete all assigned work during an evaluation period may be precluded from commencing work during the next evaluation period on that ground alone and may be placed on involuntary leave of absence unless the student has received an approved Incomplete pursuant to the *Incomplete Work* section of the SCALE policies.

B. Attendance

1. Class Attendance

Regular and punctual class attendance is necessary to satisfy class hour requirements. (See the *Attendance Policy* section of the *Academic Policies and Procedures*.)

SCALE requires significant student collaborative effort. Students complete assignments and perform roles for the benefit of not just themselves but their classmates. A student's failure to fulfill attendance obligations disrupts the learning process for all. Therefore, at the discretion of each SCALE faculty member, students who are unprepared for class will be marked absent.

If a student in the first year of SCALE (Periods 1, 2, 3 and 4) is administratively withdrawn from all courses in a given period, that student will be considered as having withdrawn from the law school and may return only if admitted following submission of a new application for admission. If a student who has completed the first year of SCALE is administratively withdrawn from all courses in a given period, that student will be considered to be on an involuntary leave of absence and must return for the next period or be withdrawn from the law school.

3. Externship Attendance

Attendance and completion of the required hours for the SCALE II Period 8 externship is mandatory. The Director of the Externship Program has sole authority to excuse absences from externships and, where appropriate, to require the completion of additional written or oral assignments as a condition of excusing such absences. SCALE students who elect to participate in the optional summer session externship must also adhere to the Externship Program Policies and Guidelines.

C. Externships

1. Period 8 Externships

The SCALE II Period 8 externship completes the SCALE experience and begins in March after the completion of Period 7. It is administered by the Externship Program Office. Please see the [Externship Office](#) portal page for more information. Unlike the elective externships in the traditional program, however, the Period 8 externship is a SCALE requirement. All SCALE students are required to extern 40 hours per week during the Period, for a total of 300 hours.

Externships are graded Credit/No Credit. A grade of Credit is not included in the computation of the period grade point average (GPA) or the cumulative GPA. (See *Academic Probation* and *Academic Disqualification* in this section for an explanation of the period and cumulative GPA requirements.) A grade of No Credit is computed as a SCALE course with a grade of F. Each externship must be approved by the Director of the Externship Program prior to the commencement of the externship.

2. Summer Externships

SCALE students may participate in the Externship Program during the SCALE summer session. Please see the [Externship Office](#) portal page for more information.

D. Evaluation Periods and Grading

1. Evaluation Periods

The SCALE two-year program is comprised of four evaluation periods in the first year, a mandatory summer session, and four evaluation periods in the second and final year. The SCALE 2.5-year program, which is optional, has an added evaluation period during the Fall semester of the third year.

2. Schedule

At the start of each academic year, the schedule of classes and final examinations for all SCALE courses along with the SCALE curriculum chart are distributed to all SCALE students and are posted on SCALE – Current Students CANVAS page. The SCALE Curriculum Charts specify the applicable units allocated to the various SCALE courses in the curriculum for the year.

The SCALE schedule is subject to change. The unique curricular construct of SCALE requires that the schedule be flexible and adaptable, and students should expect that the SCALE schedule may change as circumstances dictate.

3. Grading

SCALE course grades are assigned on an alphabetical system, except for Trial Advocacy, Independent Study on the Profession, January intersession course(s), and externships, which are graded Credit/No Credit. (See *Grading Policies, Honors, and Specialized Courses.*) A student who receives a grade of F or No Credit in a course will be required to demonstrate basic competence in the area by performing alternative or additional assignments as determined by the faculty member teaching the course. The grade in that course will not change by the performance of such assignments.

The GPA for each SCALE period is calculated based on the points earned for each grade and the number of units allocated to each course. (See *Grading Policies, Honors, and Specialized Courses.*) This GPA is comprised of both SCALE and Traditional courses.

Official class rankings by percentage in 10 percent increments are based on cumulative GPA and are computed for each class at the end of each academic year. SCALE I students also receive an unofficial mid-year class rank based on Period 1 and Period 2 grades.

4. Writing Requirement

SCALE students are required to fulfill Southwestern's upper division writing requirement. This requirement can be satisfied by the satisfactory completion of the independent study paper on the profession during the SCALE summer session. As a result, SCALE students need not enroll in a seminar or equivalent writing course in the Traditional program.

5. Experiential Requirement

SCALE students are required to complete a minimum of 6 credit hours of course work that has been specifically approved and designated as meeting the experiential requirement. Select courses in the SCALE curriculum may be eligible to meet the experiential requirement, however, in some cases students will need to complete courses in the traditional program to fulfill the required 6 units. The SCALE Period 8 Externship provides 5 units toward the experiential requirement if completed satisfactorily. (See the *Experiential Requirement* section of the *Graduation Requirements Policy*.)

E. Summer Session

The summer session for SCALE students will take place following Period 4 and before the commencement of Period 5. SCALE students are required to complete a minimum of 6 units during this summer session comprised of a 2-unit independent study paper based on the legal profession and an additional 4 units comprised of at least one of the following options:

1. participate in the traditional summer externship program;
2. take at least one, but no more than two, Southwestern summer session courses;
or
3. participate in a Southwestern summer abroad program or non-Southwestern ABA-approved summer abroad program.

A maximum of eight (8) units may be taken in the summer session by a SCALE student, absent special permission granted by the Associate Dean for SCALE. Grades earned during the SCALE summer session will contribute to the student's overall grade point average and will be included in any academic standing calculations completed at the end of Period 5.

F. Academic Status

1. Academic Good Standing

A student is in good academic standing, unless the student:

- a. is on academic probation, as defined in *Academic Probation* of this section;
or
- b. has been academically disqualified pursuant to *Academic Disqualification* of this section; or
- c. has failed to complete any assignment by the due date, unless a postponement has been approved pursuant to *Postponement of Due Date* of this section.

2. Graduation Requirements

To be certified for graduation and eligible for the Juris Doctor degree, a student must:

- a. have satisfactorily completed all required courses in the SCALE curriculum;
- b. have satisfied the total 6-unit experiential course requirement;
- c. be in good academic standing;
- d. have a cumulative GPA of at least 2.330 or higher at the end of the 2 or 2.5 years of SCALE;
- e. have completed 87 units; and
- f. have removed any approved Incomplete pursuant to *Incomplete Work* of this section; and
- g. meet any other requirements outlined in the *Graduation Requirements Policy* not specifically delineated in the *SCALE Program Policies*.

G. SCALE Program Honors

Eligibility for invitation to Law Review, Law Journal, the Moot Court Honors Program, the Negotiation Honors Program or the Trial Advocacy Honors Program is based on class standing or GPA at the end of the first year of SCALE (Evaluation Periods 1, 2, 3, and 4), and participation in the summer write-on competition, intramural competition, or try-outs, as applicable.

SCALE students are eligible for scholastic honors as outlined under *Scholastic Honors* section of *Grading Policies, Honors, and Specialized Courses*.

H. SCALE Academic Policies

SCALE students are required to abide by the rules governing academic disqualification and academic probation as indicated below:

1. Academic Disqualification

A student is academically disqualified when a student fails to achieve:

- a. **A Minimum Cumulative GPA:** SCALE students are disqualified if they do not maintain a cumulative GPA of at least a 2.330 at the end of Period 3 and

thereafter. The minimum cumulative GPA requirement is initially calculated at the end of Period 3.

- b. **A Minimum GPA in Two Consecutive Evaluation Periods:** SCALE students are disqualified if they do not achieve a GPA of at least 2.330 in each of two consecutive evaluation periods commencing in Period 3 and excluding the mandatory summer session and the January intersession.

2. Academic Probation

A SCALE student is placed on academic probation when the student's grade point average is less than a 2.330 in any evaluation period commencing in Period 2 and thereafter, excluding *Part H. 1a* above; the mandatory summer session; or when the student has been academically disqualified and readmitted. Students can be placed on academic probation after their second evaluation period either because their term grade point average or their cumulative grade point average is less than 2.330. Students who are on academic probation may not participate in externships, student honors programs, or in leadership positions. This restriction does not apply to the mandatory SCALE Externship that occurs in Period 8.

3. 2.5-Year Modified Curriculum

Following the completion of the first year, SCALE students may petition the Associate Dean for SCALE to participate in the 2.5-year modified curriculum. Under the modified curriculum, a student will take fewer units during their second year of SCALE. Students will complete the remainder of the units required to graduate during an additional semester of fall courses and will be eligible to graduate in December. Additional tuition will not be charged to accommodate the modified curriculum.

I. Issuing of Final Grades

All final grades are made available to students on Self-Service.

J. Incomplete Work

1. Petition for Approved Incomplete Evaluation

In exigent circumstances or as an approved disability or pregnancy accommodation, a student may be granted an approved Incomplete for work not completed during an evaluation period. An approved Incomplete may be granted only upon a prompt written petition setting forth the circumstances which prevented or will prevent timely performance of the assignments. The petition will be accompanied by appropriate evidence of the exigent circumstances and will be submitted to the faculty member who assigned the

work not completed. A petition for an approved Incomplete may be granted only upon written approval of the assigning faculty member and concurrence by the Associate Dean for SCALE and Dean of Students. The decision upon such a petition will be final. A petition for an approved Incomplete may be denied, on that ground alone, if not timely filed. The determination of timeliness will be based on the facts upon which the petition for Incomplete is based, and the student's promptness in filing the petition after becoming aware of the facts. Notice of a student's inability to take an exam as scheduled **must** be received in the Dean of Students Office **before** the scheduled exam time. Failure to do so will result in a grade of Administrative Fail (*F).

2. Removing Incomplete Evaluation

A student whose petition for an approved Incomplete has been granted must submit the postponed work in accordance with the schedule approved by the assigning faculty member, the Associate Dean for SCALE and the Dean of Students. All postponed work must be completed to the satisfaction of the faculty member who assigned it. Upon such completion, the student's overall evaluation will be computed in accordance with the SCALE policies.

3. Failure to Remove Incomplete

If any work is not completed pursuant to the approved make-up schedule, the approved Incomplete will be automatically changed to an Administrative Fail (*F). Such a change will not relieve the student of the obligation to demonstrate competency in the assignment by completing the work to the satisfaction of the faculty member who assigned it. A student who has not removed an approved Incomplete may be placed on involuntary leave of absence pursuant to Part K below.

K. Leave of Absence

1. Petition for a Leave of Absence

A student must have completed Evaluation Periods 1, 2, 3 and 4 and be in good academic standing to seek a leave of absence. The student must also submit a leave of absence petition for approval by the Dean of Students and Associate Dean for SCALE. A leave of absence will be granted for no more than one academic year. A student who fails to return at the agreed-upon time, or otherwise fails to meet the terms of the leave of absence, may be withdrawn from the law school. Exceptions to this policy are allowed solely in the discretion of the Dean of Students and Associate Dean for SCALE, and only under compelling circumstances or as an approved disability or pregnancy accommodation.

SCALE students are subject to all leave of absence policies stated in the *Leave of Absence* section of the *Academic Policies and Procedures*, when not specifically outlined in the *SCALE Program Policies*.

2. Involuntary Leave of Absence

A student who is precluded from commencing an evaluation period, pursuant to *Completion of Assignments* and *Failure to Remove Incomplete* of this section, may be placed on an involuntary leave of absence for up to one year. A student placed on such involuntary leave will be notified of the duration of the leave and the reasons for its imposition. A student who fails to return to SCALE at the time specified in such notice may be withdrawn from the law school.

3. Explanatory Note

SCALE's continuous scheduling makes it impossible for a student to drop a SCALE course and complete it later without jeopardizing timely graduation from SCALE. Therefore, a student who has been administratively withdrawn from a SCALE course for failure to comply with Southwestern's Attendance Policy or who has not satisfactorily completed the work required to progress to the next SCALE course may have to wait until the following year to begin that SCALE course.

L. Readmission Following Academic Disqualification

A student who has been academically disqualified from SCALE will be deemed to have been academically disqualified from Southwestern Law School.

Any SCALE student who is academically disqualified for failing to maintain a cumulative GPA of at least a 2.330, or for failing to achieve a GPA of at least 2.330 in each of two consecutive evaluation periods pursuant to Part H.1b or c commencing in Period 3 (excluding the mandatory summer session) may petition for readmission according to the rules and procedures of the Academic Standards Committee as stated in *Academic Disqualification, Academic Probation, and Academic Improvement Programs Policies*. Any SCALE student who is disqualified under *Section H.1b or c* and is permitted to petition may continue in courses in which they are currently enrolled pending notification by the committee of its decision. If the petition is denied, the student will be withdrawn from all courses and no credit will be granted, even if courses have been completed prior to the denial of the petition. A student whose petition is denied and is currently enrolled in on-campus courses at Southwestern will automatically receive a full tuition refund for the period in which the student is enrolled.

M. Admission to Traditional Program

1. Transfer into Traditional Program

A student currently enrolled in the SCALE program may petition to transfer into the traditional program only when the student is in good academic standing and has completed at least Period 4. The transfer decision will be made by the Associate Dean for SCALE and the Dean of Students. If the petition is granted, the transfer will become effective starting with the following traditional academic year. Transfer before successful completion of Period 4 will be allowed only under special circumstances and following approval by the Associate Dean for SCALE and the Dean of Students.

Withdrawals from SCALE before completion of Period 4 are governed by the *Leave of Absence* and *Withdrawal from SCALE* portions of this section. The Dean of Students and Associate Dean for SCALE will make a non-binding recommendation to the Office of the Dean regarding the number of unit credits to be granted and waivers from required courses consistent with the student's academic performance while enrolled in SCALE. A student transferring from SCALE to the traditional program must enroll in the law school within one year of their withdrawal in order to receive unit credit for work successfully completed in SCALE.

2. Withdrawal from SCALE

If a student wishes to withdraw from SCALE and enroll in the traditional program but is unable to transfer pursuant to the *Transfer into Traditional Program* rules above or qualify for a leave of absence pursuant to the *Leave of Absence* policy of this section, the student must re-apply through regular admission channels for admission to the law school for enrollment the following academic year. If readmitted, such students are not eligible to receive any unit credit for work completed in the SCALE program.

N. Enrollment in Traditional Courses

Second-year SCALE students in good academic standing may register for no more than two courses in the traditional fall and spring semesters or one course in the January intersession in lieu of certain designated SCALE courses and subject to course availability. Students who desire to take more than two traditional courses in a semester will require permission from the Associate Dean for SCALE. The traditional course grades will be averaged in with the SCALE grades and becomes part of the student's cumulative grade point average. Students will not be charged for the added traditional electives.

SCALE students are required to fulfill course attendance requirements as set forth in the *Attendance Policy* section of the *Academic Policies and Procedures*.

SCALE students registered in traditional courses are required to abide by the add/drop dates published in the traditional academic calendar. If a student wishes to make a schedule change prior to the add/drop deadline, the student can change their schedule via Self-Service. Any schedule changes after the add/drop deadline must be made by filling out a Student Action Report (SAR), obtaining approval from the Dean of Students and Associate Dean for SCALE, and submitting the completed and signed SAR to the Registrar's Office. Students wishing to add a traditional course after the traditional "add" deadline date of the semester has passed, may do so only after obtaining written approval from the Dean of Students and Associate Dean for SCALE.

Traditional courses may be dropped through the "drop" deadline date published in the traditional academic calendar. Students wishing to drop a traditional course after the traditional "drop" deadline date of the semester may do so only after obtaining written approval from the Dean of Students and Associate Dean for SCALE. If the course is dropped after the traditional program's semester "drop" deadline date of the semester, a notation of "W" will be listed on the student's transcript for that course. After the traditional "drop" deadline date, any course not dropped and not completed by the student will be recorded as an Administrative Fail (*F), unless otherwise approved in writing by the Dean of Students and Associate Dean for SCALE.