

SOUTHWESTERN

LAW SCHOOL
Los Angeles, CA

Catalog

July 2023 – May 2024

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Southwestern Law School is a private institution that is accredited by the Council for the Section of Legal Education and Admissions to the Bar of the American Bar Association, 321 North Clark Street, Chicago, IL 60654, 312-988-6738, an accrediting agency recognized by the United States Department of Education.

Southwestern Law School also is approved to operate by the Bureau for Private Postsecondary Education (BPPE or Bureau). Approval by the Bureau means compliance with state standards as set forth in the California Education Code and 5, California Code of Regulations.

SOUTHWESTERN LAW SCHOOL
3050 Wilshire Blvd.
Los Angeles, CA 90010
(213) 738-6700
www.swlaw.edu

Required Bankruptcy Statement

Southwestern Law School does not have a pending petition in bankruptcy, is not operating as a debtor-in-possession, has not filed a bankruptcy petition within the preceding five years, and has never had a petition in bankruptcy filed against with, including within the preceding five years, that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

WELCOME

Thank you for your interest in Southwestern Law School. And to our new students, welcome! We look forward to working with you during your law-school journey. This catalog is designed to comply with state requirements and is provided to new students before they sign the required Enrollment Agreement. If you have any questions, please contact Vice Dean Julie Waterstone at jwaterstone@swlaw.edu.

Catalog

This catalog is intended to provide information for prospective and current Southwestern Law School students, regardless of degree or program. This catalog is not exhaustive and is subject to revision at any time by Southwestern.

Each student is responsible for reading and understanding the catalog. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

This catalog, along with any revisions, will be posted and announced annually on the Southwestern Law School website (<https://www.swlaw.edu/>) on or about June 1 of each year. Students with disabilities may request this catalog in other formats by contacting the Student Services Office at deanofstudents@swlaw.edu.

Please note that Southwestern also maintains a robust website at www.swlaw.edu. Enrolled students also have access to additional information on the internal portal, which is available with your assigned email address and your password off of the homepage at www.swlaw.edu.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the:

Bureau for Private Postsecondary Education
1747 N. Market Blvd. Ste 225
Sacramento, CA 95834
www.bppe.ca.gov
(888) 370-7589 or by fax (916) 263-1897

Contact Information and Addresses Where Class Sessions Are Held

Southwestern Law School is a private, independent law school located in Los Angeles, California.

The school's contact information is:

Southwestern Law School
3050 Wilshire Blvd.
Los Angeles, CA 90010
Telephone: 213-738-6700
Website: swlaw.edu

Most instruction for the J.D. and LL.M. programs occurs at the Southwestern campus, 3050 Wilshire Avenue and 675 S. Westmoreland Avenue, Los Angeles, CA 90010. In addition, some courses or portions of courses are offered via distance education. Also, while not required, many students opt to enroll in externships for credit. The field portion of those courses often occurs, in whole or in part, at an off-site placement location. Students may opt to complete externships outside of Los Angeles and the State of California. Many students also opt to participate in clinics. To complete their work, clinical students may be required to complete tasks, such as making appearances before a court or agency, conducting fact investigation, and meeting with clients, at various off-site locations.

Mission

For more than a century, Southwestern has educated lawyers ready to serve clients, the profession, and our society with excellence. We empower students to reach their potential. We cultivate inclusion and belonging. We promote equity and justice. We champion trailblazers, develop dealmakers, and inspire intellectual curiosity. We innovate. We shape the law and public policy through teaching, scholarship, and service. We are the difference.

Core Values

We are deeply committed to the following values:

Profession-Readiness. We equip students with the knowledge, values, and skills to enter, succeed, and thrive in the legal profession and related fields. We value diligence, adaptability, creativity, and ethical problem-solving. Through doctrinal and experiential learning, our students develop a deep understanding of the law and a wide range of foundational skills.

Teaching Excellence. Through a student-centered and supportive approach, we deliver rigorous and comprehensive education and training for the profession that integrates theory, policy, doctrine, and practice.

Scholarship. As a community centered on research and understanding, we rigorously study important law-related issues and produce transformative scholarly works to propel necessary reforms and serve the public. Our scholarship strengthens legal structures vital

to democracy and deepens intellectual discussions inside and outside the classroom. As such, our scholarship contributes powerfully to our success.

Community Service. We serve the complex needs of Los Angeles and society more broadly by promoting community engagement and encouraging a strong sense of personal obligation to serve the communities in which we live and practice.

Innovation. We innovate legal education by providing opportunities for diverse individuals to study law. We create an environment that encourages our students and graduates to introduce novel viewpoints and approaches to the law.

Integrity. We expect all community members to act with the highest levels of integrity, ethics, civility, and professionalism and treat others with mutual respect.

Diversity. We are committed to reflecting the rich diversity of Los Angeles through our students, faculty, staff, trustees, and clinic clients. We enrich our community through our diverse lived experiences and viewpoints, creating a compassionate and dynamic learning and working environment.

Equity. We foster equitable access to legal education for those with differing backgrounds and needs. We acknowledge inequities and strive to dismantle them within our community and beyond. We create new opportunities for members of systemically marginalized and historically excluded communities. We promote social justice through our teaching, scholarship, and service.

Accessibility. We strive to create access and justice for people with disabilities at Southwestern and beyond. We aim for excellence in creating accessible programs and services for all Southwestern community members.

Belonging. We cultivate a culture of belonging where all community members are welcomed, included, and valued. We provide venues for critical and respectful dialogue across a range of perspectives.

Wellness. We support the physical, mental, and emotional well-being of our community members. We strive to enhance resilience through a holistic approach to wellness. We provide meaningful access to wellness resources, facilitate positive connections with other community members, and encourage healthy practices for sustainable well-being and self-fulfillment.

Continuous Reflection, Dialogue, and Growth. We embrace the responsibility to continuously reflect, engage in dialogue, and grow as we strive to fulfill our values.

Degrees and Programs Offered

Southwestern Law School offers the following degree programs. All J.D. programs, which are designed to prepare individuals to sit for a bar examination and become a licensed attorney or to work in a related field, are accredited by the Council of the Section of Legal Education and Admission to the Bar of the American Bar Association (ABA). The ABA does not accredit LL.M. programs. LL.M. programs are designed to provide individuals who hold a first degree in law with additional training in a specific area or to introduce foreign-trained lawyers to the U.S. legal system. More information about these programs is available on Southwestern's website, www.swlaw.edu, and in this catalog.

Full-Time Day J.D. Program

Students who choose Southwestern's [Full-Time Day program](#) commit to three academic years of full-time study. Full-Time Day students devote substantially all their time to the study of law. Students complete a core curriculum of 31 units during their first year and 10 to 16 units each semester thereafter. Students must complete 87 units to earn the Juris Doctor (J.D.) degree. Additional graduation requirements for all J.D. students, regardless of program, are described in the [Graduation Requirements Policy](#).

PLEAS and Part-Time Day J.D. Programs

[PLEAS \(Part-Time Legal Education Alternative at Southwestern\) and Part-Time Day J.D. programs](#) are typically completed over four years. PLEAS was designed to accommodate students with caregiving responsibilities; PLEAS students take morning classes that end by 12:30 p.m. Other Part-Time Day students may take classes throughout the day as their schedules permit. Part-Time Day students take the core curriculum during the first two years and a mix of required and elective courses during the third and fourth years. They take 8 to 11 units each semester, including two required summer sessions. Students must complete 87 units to earn the J.D. degree.

Part-Time Evening J.D. Program

Southwestern's [Part-Time Evening Program](#) is a four-year designed for students who are unable study law full-time. Most students work full-time. Part-time evening students take the core curriculum during the first two years and a mix of required and elective courses during the third and fourth years. They take 8 to 11 units each semester, including two required summer sessions. Students must complete 87 units to earn the J.D. degree. This program is hybrid, meaning that students attend classes twice a week on campus and twice a week online (with a mix of synchronous and asynchronous work).

SCALE Accelerated J.D. Program

[SCALE](#) is a two-year accelerated J.D. program. The SCALE curriculum is divided into eight periods. SCALE I (Year 1) is made up of Periods 1 to 4, and SCALE II (Year 2) is made up of Periods 5 to 8. Each period lasts approximately 10 to 12 weeks. SCALE students typically take 10 to 12 units per period with a 6–8 unit summer session between their first and second years. SCALE students must complete 87 units to earn the J.D.

3+3 B.A./J.D. Program with California State University Northridge (CSUN)

Southwestern and CSUN have established a [joint-degree program](#) through which students can earn their Bachelor of Arts (B.A.) and J.D. degrees in six years rather than the usual seven. Students participating in the 3+3 B.A./J.D. Program have their first year of law school count as the fourth year of their undergraduate education. Students must earn 87 units at Southwestern. Students in this program typically opt for the Full-Time Day J.D. program but have completed the SCALE program and also could opt into a part-time program.

J.D./M.B.A. Program with The Drucker Graduate School of Management

Southwestern and The Drucker School of Management offer a [concurrent-degree program](#) to expand students' educational and career options. Students at Southwestern and the Drucker School of Management, part of Claremont Graduate University (CGU), can concurrently earn a J.D. and Masters of Business Administration (M.B.A.).

Students in any Southwestern J.D. program may participate in this degree program. Full-time students typically complete the program in 3.5 to 4 years.

Southwestern students pursuing the J.D./M.B.A. degree can apply 10 units earned at Southwestern to the 48 units required for the M.B.A. They will complete the additional 38 units at Drucker. Law students will also be able to apply 10 of the units earned at Drucker toward the 87 units required for the J.D. degree, leaving 77 units to be completed at Southwestern.

Students entering Southwestern or Drucker are advised to spend the first year at Southwestern, taking 1L coursework. During the second year in the program, students generally attend Drucker full-time (16 or more units), taking the core M.B.A. coursework. The curriculum in the third and subsequent years will include the remaining required courses and electives for both degrees as necessary.

Entertainment & Media Law LL.M. (pursuant to ABA acquiescence)

Students in Southwestern's [Entertainment & Media Law LL.M.](#) program must have earned a first degree in law and then complete at least 24 credit hours in this program. Of these credits, 18 credit hours must be in courses within the entertainment and media law curriculum, and 18 credit hours must be earned at Southwestern. Graduate students are free to elect up to 6 credits from any other courses offered by Southwestern. Students may attend on either a full-time (usually completed in one year) or part-time (usually completed in two years) basis. Students enrolled in the LL.M. program must attain a cumulative grade point average of 2.33 to earn the LL.M. degree. A graduate student who earns 24 credits with a cumulative GPA of 2.0 or greater, but less than 2.33, will be awarded a Certificate of Completion and may be eligible to take certain state bar examinations and, if successful, be admitted to practice.

General LL.M. (pursuant to ABA acquiescence)

Southwestern's flexible [General LL.M. Program](#) in Individualized Studies is designed for students who have already earned a law degree in the United States or abroad and would like to extend their legal studies in line with their personal and professional goals.

Students in this LL.M. program can create their curriculum from a selection of Southwestern's J.D. courses and focus on an area of law that will benefit their careers. The LL.M. degree requires 24 credit hours of post-J.D. coursework and may be completed full-time or part-time and begin in the fall or spring.

We have suspended general admissions into this program as we study its future but continue to enroll students from Argentina, Armenia, and Artsakh through special fellowship programs.

Southwestern also offers the following concentrations, which are optional for J.D. students, and the certificate listed below. These programs are described in more detail later in this catalog.

Certificate in Bioscience Industry Law and Practice with the Keck Graduate Institute

J.D. students may apply for the [Certificate in Bioscience Industry Law and Practice](#) offered jointly by Southwestern Law School and the Keck Graduate Institute (KGI) of Applied Health Sciences. Students are selected on a case-by-case basis from the top 20% of their class or cohort. Each school selects its applicants for the certificate program, and the hosting school will then evaluate those applications to determine admissions. Southwestern students will be eligible to enter the certificate program after completing their first or

second year of law school. KGI students may enter the certificate program after completing their first year of the M.B.S. (Master of Bioscience) program. The Bioscience Industry Law and Practice Certificate program is only open to current Southwestern and KGI students.

Students complete at least 6 units at KGI and 4 units at Southwestern to earn the certificate (KGI courses generally count for 1.5 or 3 units; Southwestern courses are generally 1, 2, or 3 units). Students are graded as credit/no credit (and must receive a C+ or better to receive credit) in the courses they take at the partner school.

Students accepted into the certificate program may choose from a wide variety of courses at both schools eligible for credit, such as Introduction to U.S. Food and Drug Law, Bioscience Strategy Innovation Management, Introduction to Market Assessment and Market Strategy, and Clinical Trials Design, Conduct and Strategy (KGI courses), and Patent Law, Intellectual Property Law, Trademark and Legislation (Southwestern courses). Students at both schools may also take advantage of unique skills training. For example, KGI students exploring management roles might benefit from courses on drafting technology agreements and patent prosecution, while Southwestern students would be able to work on interdisciplinary team projects sponsored by companies.

J.D. Learning Outcomes

Preamble: Southwestern Law School is committed to helping students become reflective and self-fulfilled professionals who are able to integrate legal professionalism, ethics, values, doctrine, theory, and skills to become outstanding professionals in a broad variety of settings. The learning objectives listed embody this broader mission.

Learning Outcome 1: Reflection and Self-Fulfillment. Students will be able to reflect on their values, learning, and performance as these relate to their responsibilities as professionals to continuously learn, evolve, and achieve self-fulfillment.

Performance Criterion 1.1: Students will identify, plan, and initiate efforts to pursue their professional goals in a manner that considers their values, priorities, and interests, as well as the steps required to achieve those professional goals.

Performance Criterion 1.2: Students will meaningfully reflect on, identify, and assess their strengths, weaknesses, and values as professionals.

Performance Criterion 1.3: Students will use self-assessment to plan future efforts for improvement as professionals.

Learning Outcome 2: Leadership and Service. Students will be able to appreciate the role of the legal profession in fostering justice and diversity through leadership, public service, and community involvement.

Performance Criterion 2.1: Students will accurately identify the history, structures, values, shortcomings, and ongoing responsibilities of the legal profession with regard to fostering justice and diversity.

Performance Criterion 2.2: Students will articulate an understanding of the need for lawyers to serve the community and legal profession and to improve access to justice by assisting the underserved through pro bono representation or other efforts.

Performance Criterion 2.3: Students will identify and respect diverse backgrounds and perspectives that may affect client representation or professional work generally.

Learning Outcome 3: Ethics, Values, and Professionalism. Students will demonstrate good judgment consistent with the legal profession's ethics, values, and duties to clients, the legal system, and society.

Performance Criterion 3.1: Students will accurately articulate law governing lawyers and ethical rules and values of the legal profession.

Performance Criterion 3.2: Students will correctly identify issues of professional conduct for attorneys in actual or hypothetical factual settings.

Performance Criterion 3.3: Students will capably apply law governing lawyers, and ethical rules and values of the legal profession to assess appropriate professional conduct in actual or hypothetical factual settings.

Performance Criterion 3.4: Students will be honest, diligent, civil, punctual, and respectful in their actions and interactions with others.

Learning Outcome 4: Legal Knowledge. Students will be able to identify and explain fundamental legal rules, procedures, concepts, theories, and policies.

Performance Criterion 4.1: Students will identify and accurately articulate the terms, rules, and principles of core substantive and procedural areas of law.

Performance Criterion 4.2: Students will accurately identify and articulate the underlying theories, policies, historical development, and social, economic, and political context of legal rules.

Performance Criterion 4.3: Students will logically synthesize legal rules from multiple authorities, critique the law's goals and functions, critically analyze and reconcile conflicts in the law, accurately identify gaps and problems in the law, and formulate innovative solutions.

Learning Outcome 5: Application of Legal Knowledge. Students will be able to apply knowledge and critical reading and thinking skills to be proficient in legal analysis, reasoning, and problem solving.

Performance Criterion 5.1: Students will accurately identify relevant legal issues raised by a set of facts.

Performance Criterion 5.2: Students will accurately identify legal rules applicable to an issue raised by a set of facts, including conflicting rules and rules synthesized from multiple authorities pertinent to the particular issue.

Performance Criterion 5.3: To support a conclusion on an issue, students will logically apply case law or other relevant legal authority to a set of facts by using facts, reasoning, comparisons, and policies.

Performance Criterion 5.4: Students will anticipate significant opposing arguments based on fact, law, or policy, and adequately address them in a manner that supports a conclusion on an issue.

Learning Outcome 6: Legal Skills. Students will be able to effectively conduct legal research, investigate, advocate, collaborate, and communicate with a variety of audiences.

Performance Criteria 6.1: In written legal analysis and other forms of legal writing, students will produce work that is clear, concise, well organized, and professional in tone and that complies with directions or instructions, including any formatting or citation requirements.

Performance Criterion 6.2: Students will develop an effective research strategy.

Performance Criterion 6.3: Students will locate and analyze primary and secondary sources relevant to a legal issue, including binding and persuasive authority.

Performance Criterion 6.4: Students will draft and edit documents that analyze a legal problem and that advocate or advise effectively with regard to law, facts, or policy.

Performance Criterion 6.5: Students will analyze and explain legal issues understandably and professionally in oral communication.

Performance Criterion 6.6: Students will actively listen and collaborate effectively with others.

LL.M. Learning Outcomes

Learning Outcome 1: Individualized Studies

Students will develop a detailed course of study tailored to their own goals and interests,

Performance Criterion 1.1: Students will identify, plan, and initiate an individual plan of study related to their professional goals.

Performance Criterion 1.2: Students will articulate their values, priorities, and interests, and demonstrate an awareness of alternatives, when formulating their individual study plans.

Learning Outcome 2: Legal Knowledge

Students will be able to identify and explain fundamental legal rules, procedures, concepts, theories, and policies relevant to their chosen areas of study.

Performance Criterion 2.1: Students will identify and accurately articulate the terms, rules, and principles of core substantive and procedural areas of law within their areas of study.

Performance Criterion 2.2: Students will accurately identify and articulate the underlying theories, policies, historical development, and social, economic, and political context of legal rules applicable to their course of study.

Learning Outcome 3: Legal Analysis

Students will be able to apply knowledge and critical reading and thinking skills to be proficient in legal analysis, reasoning, and problem-solving.

Performance Criterion 3.1: Students will accurately identify relevant legal issues raised by a set of facts.

Performance Criterion 3.2: Students will accurately identify legal rules applicable to an issue raised by a set of facts, including conflicting rules and rules synthesized from multiple authorities pertinent to the particular issue.

Learning Outcome 4: Legal Skills

Students will be able to effectively communicate with a variety of audiences.

Performance Criterion 4.1: In written legal analysis and other forms of legal writing, students will produce work that is clear, concise, well organized, and professional in tone, and that complies with directions or instructions, including any formatting or citation requirements.

Performance Criterion 4.2: Students will locate and analyze primary and secondary sources relevant to a legal issue, including binding and persuasive authority.

Description of Facilities, Equipment and Materials

Southwestern has 17 classrooms of varying sizes (including four seminar rooms), plus three courtrooms, for use in the educational program. Because of the varied number of classrooms, the Law School is generally able to assign courses to the classroom that best serves its purpose. Classroom sightlines are good with dual data projectors utilized in rooms where columns would potentially be a problem. All rooms are wheelchair accessible and audio enhancement is available in the larger rooms. Furnishings are attractive and functional with convenient outlets at each position and tabletops wide enough to accommodate both laptop computers and casebooks.

All classrooms that seat 60 persons or more are equipped with smart podiums and permanently installed media equipment. The standard configuration includes a computer with Internet access and embedded DVD player, dual data projectors, and visual presenter. To accommodate HyFlex instruction, all classrooms beginning in fall 2021 were equipped with dual monitors, a camera, and microphones suspended from the ceiling. Wireless Internet access is available in all classrooms. A portable simulcast system allows classroom-to-classroom broadcasting. Classrooms are sufficient in number and capacity so that classroom availability does not drive course scheduling.

The Leigh H. Taylor Law Library moved to its location in the Bullocks Wilshire building in 1997. Although nearly 25 years old, the 83,000-square-foot facility has held up amazingly well, perhaps because users are respectful of its history and quality of workmanship. One of the country's largest law libraries, the Taylor Library's sizeable footprint is due in part to the original design of the building and exiting requirements. The library seats 613 and includes 42 computer workstations. Approximately one-half of the reader stations are at carrels, the other half at tables, in study rooms, in classrooms, or in soft seating. The carrels provide a generous ten square feet of workspace. Tables have a similar amount of space per user, with more room to spread out if all seats are not in use. The library was planned to

accommodate a modest increase over the then-current day division enrollment of over 800 students. In actuality, the law school has decreased full-time enrollment to the mid-700 range, so seating is more than adequate.

The Library is generally open 100 hours per week. Hours are extended during final exam periods and may be reduced between sessions or on holidays. A full-time Public Services staff member is available during most open hours. Generally, the Library is open:

Monday - Thursday: 7:30 a.m. to 11:00 a.m.

Friday: 7:30 a.m. to 9:00 p.m.

Saturday: 9:00 a.m. to 9:00 p.m.

Sunday: 9:00 a.m. to 11:00 p.m.

Due to the various programs Southwestern offers, hours vary more than in other schools. For example, the Library offers extended hours to accommodate the final exam schedule of students in the SCALE program. The Library is very mindful that it does not provide services to only daytime traditional students. Every effort is made to ensure all students, regardless of their program, have access to the Library when they need it.

Along with providing formal and informal training sessions and classes, when the library is fully staffed, reference services are provided by a reference librarian approximately 77 hours a week, seven days a week:

Monday - Thursday: 8:00 a.m. to 9:00 p.m.

Friday: 8:00 a.m. to 5:00 p.m.

Saturday – Sunday: 9:00 a.m. to 5:00 p.m.

In addition to in-person service at the Reference Desk, librarians are available to assist via Zoom, by phone, and by email. Librarians have an open-door policy and are available to students, faculty, and members of the Law School community anytime they are in their offices, with or without an appointment.

Administrative Computing Systems: Southwestern has been using Ellucian's (formerly Datatel) Colleague system for administrative computing for a number of years with general satisfaction. Southwestern is running the current version of the software, Release 18. Colleague supports student records, financial aid, and accounting functions such as general ledger, accounts receivable, accounts payable and cash receipts. The Institutional

Advancement office uses Colleague Advancement, also an Ellucian product, to maintain its alumni and donor database, process gifts, and research donor possibilities.

Colleague offers a web-based interface, WebAdvisor, which allows students to interact with the student record database in real time. Students use it to search the course schedule, register for classes, add and drop classes, retrieve grades and unofficial transcripts, view financial accounts, sign up for direct deposit, and pay tuition. Faculty can also use the system to view their class rosters in real time and email all enrolled students. The Law School recently launched Ellucian's Self-Service platform to replace WebAdvisor. Self-Service incorporates the functionality of WebAdvisor, but is a modern web-based interface built for today's technology needs.

Classroom Technology: Southwestern classrooms are equipped with all of the technology expected in a modern Law School classroom. An estimated 75% of faculty use technology, mainly PowerPoint, in their teaching. All of the large classrooms are equipped with dual ceiling mounted projectors, a computer, a document camera, audio system, laptop connection, and Internet access. Faculty can access their files on the shared network drive from the classroom computers. Smaller classrooms and seminar rooms have a computer or laptop with Internet connectivity, a document camera, and a 50 inch or larger flat screen monitor. Most of the classrooms have convenience outlets at each seat, and all classrooms are served by the wireless network. Southwestern has not implemented a hardware or software solution to prevent inappropriate Internet usage during class, but faculty can include their expectations for classroom behavior in the course syllabus.

In Spring and Summer 2021, in anticipation of returning to in-person instruction in Fall 2021, the IT department purchased, installed, and tested HyFlex equipment and technology in every Southwestern classroom. This process included installing ceiling microphones, shotgun microphones, a ceiling-mounted Aver camera or other type of camera, and double monitors in every classroom.

Learning Management System: Southwestern uses Instructure's Canvas to provide online course web pages. Faculty can post course materials, offer quizzes, upload video lectures, set up discussion forums, create assignments, post announcements, and provide in-course communication within Canvas. The Canvas LTI integration with Quickly Attendance allows for efficient attendance taking. Canvas is utilized heavily by almost the entire faculty as well as student organizations. Canvas course instructional design and support is provided by the Teaching, Learning, and Technology team in the Information Technology department.

Admissions and Financial Aid

Admission to Southwestern is based on a number of factors which may be predictive of an applicant's success in the study of law.

Applicants are required to have completed an undergraduate degree from an accredited institution prior to enrollment at Southwestern. Undergraduate grade point averages (UGPA) and Law School Admissions Test (LSAT) scores are considered, and each applicant's file is reviewed for quality of academic work, motivation, recommendations, and diversity.

Admissions - J.D.

Applications for the first-year entering class are accepted for the Fall semester only. Every applicant must register with the Law School Admission Council (LSAC) which will provide Southwestern with the applicant's Law School Admissions Test (LSAT) scores and a summary of all undergraduate academic work. In addition to the information provided by the LSAC, each applicant must complete an Application File as outlined in the [Application Process and Requirements](#) section below.

1. Southwestern Law School Admission Policy

In accordance with its mission, Southwestern Law School seeks to admit students of various backgrounds and experiences who also demonstrate the capacity and the character to contribute to the school's vibrant and diverse academic community as well as become highly skilled and ethical graduates who are capable of integrating theory and practice to meet a wide range of professional challenges.

In reviewing admission applications, Southwestern places significant weight on undergraduate grades and the Law School Admission Test (LSAT) scores. We also recognize that other factors contribute to a person's ability to succeed as a law student and lawyer. Accordingly, substantial consideration is also given to non-numerical factors, including but not limited to the following: graduate or professional training, special academic distinctions or honors, the difficulty of the academic program successfully completed, work experience, significant achievement in nonacademic activities or community/public service, character and fitness, and letters of recommendation.

In some instances, an applicant may have the opportunity to be waitlisted and participate in an interview with a faculty member.

Applicants are advised that Southwestern continually reassesses its admission policy and that this policy is subject to change.

Additional information on admissions criteria is available in The ABA-LSAC Official Guide to American Bar Association (ABA) Approved Law Schools, which may be ordered through the Law School Admission Council (LSAC) at www.lsac.org or (215) 968-1001.

APPLICATION PROCESS AND REQUIREMENTS

To apply to Southwestern, all first-year applicants must:

- Meet the requirements for undergraduate [pre-legal education](#)
- Register with the [Law School Admissions Council](#) and subscribe to the [Credential Assembly Service](#)
- Register for and take the [Law School Admissions Test](#)
- Complete a [Law School Admissions Test Writing Sample](#)
- Provide a complete [application file](#)
- Pay the [application fee](#)
- Meet any and all [additional requirements](#) related to the applicant's desired program
- Complete personal [interviews](#) as requested by the Admissions Office

Contact Information

[Admissions](#)

W102

Tel: 213-738-6834

Email: admissions@swlaw.edu

Pre-Legal Education

Southwestern requires all students to have completed a Bachelor's Degree at an accredited undergraduate institution prior to their start of any of the J.D. programs. Transcripts submitted as part of the application process must evidence that the applicant has been conferred a Bachelor's degree or that a Bachelor's degree will be conferred prior to the start of the applicant's chosen program.

Applicants with a degree obtained outside the United States must have the [equivalent of a Bachelor's degree](#) earned at a U.S. institution.

Southwestern does not require applicants to have taken a particular pre-law major or curriculum and selects prospective law students from every field of undergraduate education. However, since it is especially important that law students have strong oral and written communication skills, enrolling in courses that develop these skills is highly recommended.

In reviewing academic work, the Southwestern Admissions Committee looks at trends in an applicant's undergraduate grade point average (UGPA), school(s) attended, major area of concentration, and formal study undertaken beyond the undergraduate level. In attempting to determine motivation and potential for success, the Admissions Committee

also considers civic and professional activities, evidence of leadership qualities or positions held, current and prior employment, and law-related work or volunteer experience.

Please note that although successful completion of graduate work is considered a positive additional factor in an applicant's file, an applicant's graduate GPA will not be used as a substitute for the UGPA in the overall evaluation, nor can it be combined with the UGPA.

LSAC, LSAT, and CAS

Law School Admission Council

The **Law School Admission Council (LSAC)** is a nonprofit organization that provides products and services to standardize and simplify the application process for prospective law school students. Applicants must register with the LSAC in order to take the Law School Admissions Test (LSAT), subscribe to the Credential Assembly Service (CAS), and submit Southwestern's online application. ***Southwestern's school code for LSAC services is 4703.***

Law School Admissions Test

The Exam

The Law School Admissions Test (LSAT) is a standardized exam that serves as an integral part of the law school admission process. An applicant's LSAT score helps law schools make sound admission decisions by providing a standard measure of acquired reading and verbal reasoning skills that are essential for success in law school.

The LSAT is administered in a variety of locations around the United States and abroad, and applicants may register for the exam [online](#). Applicants should register for their desired LSAT well in advance of the exam to ensure they obtain their desired test date and location (for in-person exams), and to avoid paying a late registration fee.

An applicant's LSAT score(s) will be provided to Southwestern via the CAS report (see below). The LSAC will provide scores, or cancellation and absence notations, for all LSAT administrations an applicant has registered for in the last five years. Southwestern considers the highest score an applicant receives but is also privy to other scores and notations as provided in the CAS report.

The Writing Sample

The LSAC also administers a writing sample exam as an auxiliary piece of the LSAT. Applicants are required by LSAC, and by Southwestern, to complete at least one LSAT writing sample. LSAC will not release an applicant's LSAT score(s) or CAS report if the applicant does not have at least one LSAT writing sample on file. The score, writing sample, and CAS report are required components of Southwestern's application, and we will not be

able to review applications for or admit applicants who are missing any of these components.

Exam Administrations for Fall Entry

Southwestern Law School will accept LSAT and LSAT-Flex scores through April 2023 for all of our J.D. programs (three-year, four-year, and accelerated two-year [SCALE]). LSAT and LSAT-Flex scores will be accepted through the June 2023 exam for three- and four-year program applications. However, because scores from the June exam will be released after the start of our two-year accelerated program (SCALE), we cannot use those scores as consideration for that program.

Recommendation Regarding Multiple LSAT Scores

If you have taken the LSAT or LSAT-Flex on more than one occasion, you may wish to submit an LSAT addendum to address changes in your method of LSAT preparation, conditions during your exam(s), or any other factors that may have affected your performance. While this addendum is optional, for those who have experienced a change in score of +/- 10 points, it is strongly recommended that you submit this addendum. If you have only taken the exam once but would still like to address your score, you may also submit an addendum.

Credential Assembly Service

The CAS is a reporting service administered by the LSAC. Applicants must [subscribe to the CAS](#) and request to have a CAS report sent to Southwestern. Through the CAS report, LSAC will provide Southwestern with the applicant's LSAT score(s), LSAT writing samples,* a summary of all undergraduate academic work and corresponding transcripts (and any graduate work the applicant opts to provide), and letters of recommendation.

The J.D. Application File

Southwestern requires the following materials in order to review an applicant's application for admission. An application file will not be considered complete, and cannot be reviewed, until all required materials are received. The optional materials listed below will also be accepted. For explanations and instructions related to various application components, click on the expandable headings at the bottom of the page.

Required Materials

- Application for Admission
- Personal Statement
- Official CAS Report containing:
 - Complete undergraduate transcript(s) (all transcripts for all credits earned in pursuit of a Bachelor's Degree)

- LSAT score(s)
 - LSAT writing sample(s)
 - Letter(s) of Recommendation (up to three)
- Application Fee

Additional Requirements

- Character and Fitness Disclosure(s)
 - Applicants who respond affirmatively to any of the questions in the Character and Fitness section of the application must provide a detailed statement as described on the application.
 - NOTE: In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.
- Previous Law School Attendance
 - Applicants who have previously attended any law school must provide a letter of standing, official transcript, and [enrollment verification form](#) from each previously-attended law school.
- Applicants from Foreign Institutions
 - Applicants who have earned an undergraduate degree from an academic institution outside the United States or Canada must have their transcripts [evaluated](#) by a credential evaluation service.
 - Southwestern **does not** require the TOEFL exam for J.D. admission consideration.

Optional Materials

- Résumé
- Diversity Statement
- Optional Essay on one of three prompts (see below)
- Graduate Records Exam (GRE) Score
- Addenda to address areas of the application for which the applicant believes additional context would be helpful for the admissions committee

Professional Licensure by Program

The degree program listed in the chart below may lead to a professional license.

Professional licensure requirements vary from state to state, which may affect a student's ability to apply for a professional license after completing the program. U.S. Department of Education regulation 34 CFR 668.43(a)(5)(v) requires an institution to disclose whether each

degree program will fulfill educational requirements for licensure in each state. The table below lists all U.S. states and jurisdictions, including the District of Columbia, the Commonwealth of Puerto Rico, and other U.S. territories.

As an ABA-accredited school, Southwestern Law School prepares students who earn a J.D. to take the bar examination in any U.S. jurisdiction. For states listed as “meets requirements” in the table below, a J.D. from Southwestern Law School entitles graduates to apply to sit for the bar examination, subject to individual state requirements for character and fitness, state-specific requirements, and distance-education limitations. In jurisdictions listed as “does not meet requirements,” the jurisdiction may permit a student or graduate to petition to waive certain requirements.

In addition to a bar examination, each jurisdiction requires applicants to complete a character-and-fitness process and meet other qualifications. Before beginning a J.D. program, we recommend that students and prospective students contact the appropriate bar admission agency in the jurisdiction where they plan to sit for the bar examination or intend to work to seek the most up-to-date information about state licensure and certification requirements. The National Conference of Bar Examiners, in collaboration with the American Bar Association, annually publishes a Comprehensive Guide to Bar Admission Requirements that provide information, including a directory of state bar admissions agencies, about bar admission requirements in all U.S. jurisdictions.

Degree Program	Meets requirements	Does not meet requirements	A determination has not been made
J.D. (Full-time day and PLEAS/Part-time day)	AL, ¹ AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY ² , NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY, DC		Puerto Rico, Guam, U.S. Virgin Islands, Northern Mariana Islands, Marshall Islands, Federated States of Micronesia, Palau
J.D. (Part-time evening)	AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY, DC	AL, ¹ NY ²	Puerto Rico, Guam, U.S. Virgin Islands, Northern Mariana Islands, Marshall Islands, Federated States of Micronesia, Palau
SCALE	AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI ³ , MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY ² , NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY, DC	AL, ⁴ New Hampshire ⁵	Puerto Rico, Guam, U.S. Virgin Islands, Northern Mariana Islands, Marshall Islands, Federated States of Micronesia, Palau
Online J.D. (Full-time and part-time)	AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY, DC	AL ¹ , NY ²	Puerto Rico, Guam, U.S. Virgin Islands, Northern Mariana Islands, Marshall Islands, Federated States of Micronesia, Palau
LL.M.		Not designed to meet licensure requirements	

¹As of June 2023, [Rule IV.B\(2\)\(a\)](#) of the Rules Governing Admission to the Alabama State Bar requires an applicant to have completed a course of legal studies as a “resident student.” The Alabama State Bar Admissions Director has informed Southwestern that “resident student” means a student who has attended law school completely in person, versus all or part of it online.

²Students should be aware that if they take “distance education courses” before completing 28 credit hours in the J.D. program, they may be ineligible to sit for the New York bar examination. Rules of the New York Court of Appeals for the Admission of Attorneys and Counselors at Law, [Section 520.3\(c\)\(6\)](#). In addition, the New York Bar has a cap for distance education credit hours. [Id.](#)

³Although [Michigan’s rules](#) (Rule 2) say that it “requires for graduation 3 school years of study for full-time students,” the Michigan Board of Law Examiners office, in September 2023, informed Southwestern that as long as the school/program is ABA accredited, as Southwestern and SCALE are, then the “3 school years of study for full-time students” requirement is satisfied.

⁴As of June 2023, Alabama requires that an applicant must have “completed . . . a course of law studies that extended for at least 3 academic years of at least 30 weeks each[.]” [Rule IV.B\(2\)\(a\)](#).

⁵As of August 2023, New Hampshire requires that a “full-time law school” have a “three year course[.]” Rules of the Supreme Court of the State of New Hampshire, [Rule 42.V.b](#).

PROGRAM STANDARD OCCUPATION CLASSIFICATION CODES

The JD Program at Southwestern Law School prepares its students for the following:

23-1011 Lawyers

23-1012 Judicial Law Clerks

23-2099 Legal Support Workers, All Other

Bar Admission Requirements - Character and Fitness and Other Qualifications

In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.

Instructions for Application Components

1. [Application for Admission](#)

The official [Application for Admission to Southwestern](#) may be completed in electronic form through LSAC. Any additional documentation not submitted electronically with the application may be sent to the Admissions Office via email, fax, or mail, unless otherwise indicated by the instructions included on the application itself. Although online applications are preferred, applicants who wish to fill out a paper application may request a copy by contacting the Admissions Office.

- **J.D. Program Applicants.** Regardless of which of our [J.D. programs](#) is desired, applicants complete the same application form. The first question on the application form asks applicants to indicate their program preferences.
- **J.D./M.B.A. Applicants.** Applicants to the [concurrent-degree program](#) with The Drucker School of Management complete a specific concurrent-degree application and also have the opportunity to indicate their desired Southwestern J.D. program on the form.

2. **Personal Statement**

Southwestern does not provide a specific prompt or question for applicants to address when preparing their personal statement. An applicant's personal statement may address, but is not limited to addressing, issues such as interests, motivation toward law, personal qualities, academic experience, social background, or other topics not presented on the application form. Applicants to the PLEAS program who have child- or elder-care responsibilities may wish to share why this program would be particularly beneficial for them, but they are not required to do so.

The personal statement should be two to three pages in length, typed, and double-spaced. When applying electronically, applicants may submit the personal statement as an electronic attachment to the application form.

3. **Letters of Recommendation**

At least one letter of recommendation must be submitted on behalf of the applicant, but Southwestern will accept up to three letters should the applicant desire to submit additional recommendations. Southwestern prefers that letters of recommendation be from college professors who can provide a candid assessment of the applicant's potential to successfully complete a competitive professional degree program. For applicants who have been out of school for some time, letters from employers are acceptable, but should focus on addressing the applicant's strengths and abilities as they relate to potential success in a law school environment.

The CAS subscription includes a [Letter of Recommendation Service](#). Copies of letters submitted via the Letter of Recommendation Service will be sent to Southwestern along with the applicant's CAS report.

Applicants who choose to have letters of recommendation submitted directly to Southwestern must ensure that the letters are signed and sent by the recommender. All correspondence concerning an applicant's file should include the applicant's full name and LSAC account number.

4. **Diversity Statement (optional)**

Southwestern values the uniqueness of each applicant and believes that an inclusive campus environment enriches the study of law. Therefore, applicants may submit a statement addressing their diverse background and personal experiences in order to

provide a more robust picture of their personal and academic strengths. The Diversity Statement should not be a reiteration of information or insights already addressed in the Personal Statement, and should be no more than two pages in length, typed, and double-spaced. If you choose to include a Diversity Statement with your application, please indicate so in the Diversity section of the application form.

5. **Essay (optional)**

In addition to the personal statement, applicants may choose to write one optional essay. The essay should be no more than two pages in length, typed, and double-spaced. The optional essay must address one of the following prompts:

- Discuss an ethical dilemma you have encountered, either personally or professionally, and explain how you resolved the situation.
- Discuss a risk that has led to significant change, either positive or negative, in any aspect of your life.
- Discuss the life experiences or relationships that contributed to your development as an individual, and provide specific examples of how this relates to your goal of becoming an attorney.

6. **LSAT Addendum (optional)**

If you have taken the LSAT or LSAT-Flex on more than one occasion, you may wish to submit an LSAT addendum to address changes in your method of LSAT preparation, conditions during your exam(s), or any other factors that may have affected your performance. While this addendum is optional, for those who have experienced a change in score of +/- 10 points, it is strongly recommended that you submit this addendum. If you have only taken the exam once but would still like to address your score, you may also submit an addendum.

7. **Graduate Records Exam (GRE) Score (optional)**

Applicants can submit official Graduate Records Exam (GRE) score(s) in addition to their LSAT score(s). Please note that the GRE score **cannot** be used in lieu of or in place of an LSAT score.

Applicants choosing to submit their GRE score(s) should answer the relevant questions on the application form and then submit via the Educational Testing Service (ETS) an **official report of all valid and reportable GRE results for the last five years, including any new results received** after the application is initially submitted to Southwestern.* Applicants may not choose which results to share. Official score reports must come directly from ETS to Southwestern. Self-reported scores or copies of score reports that are not accompanied by an official score report cannot be considered.

In the review process, special weight is not given to GRE scores. Rather, they are used as additional data points in conducting a holistic review of the application.

Competitive GRE scores are those that are comparable in percentile to Southwestern's median LSAT score or higher. Just as with the LSAT, we will accept an addendum to address discrepancies between multiple GRE scores. **Note that we will not pause review on an otherwise complete application in order to wait for an official GRE score report or GRE addendum.**

Southwestern's GRE Designated Institution (DI) code for ETS reporting purposes is 3933.

**This GRE reporting requirement parallels the requirement that five years of LSAT scores be disclosed on the application. Failure to report all GRE scores may result in the following: withdrawal of your application, the rescission of an admission offer, cancellation of your enrollment and/or Southwestern's referral of you to the Law School Admissions Council for misconduct in the application cycle. Please visit <https://www.lsac.org/applying-law-school/misconduct-irregularities> for more information on misconduct reporting.*

Application Fee

Southwestern's non-refundable application fee is \$60. When applying online through LSAC, applicants will be guided through the payment process during the final stages of application submission. Applicants utilizing a paper application may pay the fee by check or money order payable to Southwestern Law School. The application fee will be waived for those who have received a fee waiver from either Southwestern Law School or LSAC.

Additional Requirements for SCALE and Concurrent-Degrees SCALE J.D. Applicants

Applicants applying to Southwestern's two-year J.D. program, SCALE, must complete an interview as part of the admissions process. The interview helps the Admissions Committee identify candidates who are likely to be successful in the program and allows applicants an opportunity to learn more precisely what is expected of SCALE students over the course of the program.

Note: Interview appointments for SCALE applicants are initiated by the law school.

Additional Requirements for Concurrent-Degree J.D./M.B.A. Program Applicants (Includes SCALE J.D./M.B.A.)

To apply for admission to the concurrent-degree programs offered in conjunction with [The Drucker School of Management](#), applicants who are not currently enrolled at either Southwestern or Drucker should fill out the J.D./M.B.A. application provided on the LSAC website and submit the required materials for the J.D./M.B.A. program, which differ slightly from those for the J.D. program.

Applicants to the J.D./M.B.A. program must submit all required materials for the J.D. application, keeping in mind the following modifications and additions to the requirements:

- The personal statement must address why the applicant seeks the concurrent degree.
- A resume is required, not optional.
- Two letters of recommendation are required AND one of the letters must explicitly address the applicant's business experience and suitability for the J.D./M.B.A. program.

Although the following items are not required as part of the initial application submission, applicants should be prepared to provide the following at Drucker's request:

- An official GMAT score
 - The GMAT score requirement is waived if the applicant has a valid LSAT score of 155 or above.
- An admissions interview with Drucker
 - The Drucker Admissions Office will initiate outreach to qualified applicants to arrange the interview.

Note: Offers of admission from The Drucker School are contingent upon successful completion (3.0 or higher GPA) of the applicant's first year at Southwestern. Concurrent-degree students whose GPAs fall below 3.0 after the first year may be subject to additional application requirements or revocation of their admission offer from The Drucker School.

Priority Deadline for the Concurrent-Degree J.D./M.B.A. Program

The priority deadline for the concurrent-degree J.D./M.B.A. program is February 1st. Students who submit their applications by this date will receive priority consideration for financial aid.

Interviews

In the cases described below, some applicants may have the opportunity to participate in an interview as part of their admission and scholarship evaluation.

NOTE: *All offers to interview are initiated by Southwestern Law School. Southwestern does not grant interviews at the request of the applicant.*

1. Interviews for SCALE Applicants

In order to be admitted to Southwestern's SCALE 2-Year Accelerated J.D. program, the applicant must complete an interview. The SCALE Office will contact applicants to initiate the interview process. If you have applied to SCALE, please be mindful of any email or telephonic outreach from Southwestern.

2. Interviews for Scholarship Consideration

In select cases, some admitted students may be offered the opportunity to interview for scholarship consideration. Please note that there is no separate application or

request process for this consideration. Interview offers are made based on the strength of an applicant's materials, the timing of their admission, and the overall availability of scholarship funds. If contacted for an interview, applicants must respond promptly. Failure to respond within a timely manner could result in the withdrawal of the interview opportunity.

3. Interviews for Waiting List Consideration

In some instances, an applicant may have the opportunity to be waitlisted and participate in an interview with a faculty member. Please note that there is no separate request process for this consideration. Interview offers are made based on a review of the applicant's materials and the timing of their application. If contacted for an interview, applicants must respond promptly. Failure to respond within a timely manner could adversely affect the application review process.

4. Options to Enhance Your File if Not Contacted for an Interview

Please know that most applicants do not receive an interview opportunity. In recognition of this, Southwestern will accept additional materials from applicants who wish to enhance their files with additional information not originally submitted with the application.

If an applicant wishes to submit additional information or documentation, they must do so in writing. Additional information or documentation should be clearly labeled with the applicant's full name and LSAC account number. Submissions should be emailed to admissions@swlaw.edu. Materials submitted in this manner will be added to the applicant's file and will be reviewed at the discretion of the Admissions Committee.

Transfer & Visiting Students

Transfer Students

Southwestern will consider applications to transfer to Southwestern from applicants who meet the below eligibility criteria and submit the required materials. An application file will not be considered complete, and cannot be reviewed until all required materials are received.

Eligibility to Transfer

In order to be eligible to transfer to Southwestern, an applicant **must**:

- Be in good standing at an American Bar Association (ABA)-accredited law school
- Have completed their first year of legal education at their current ABA-accredited law school

Required Materials

- Application for Admission
- Personal Statement discussing reasons for transfer

- Up-to-date official transcript from applicant's current law school
- Letter of Standing from applicant's current law school
- Enrollment Verification Form from applicant's current law school
- Official CAS Report
- Letter(s) of recommendation (can be submitted via CAS report)

Optional Materials

- Class Rank (*strongly recommended*)
- Resumé

Transfer Application Deadlines

Fall Entry - July 25

Priority Deadline

Spring Entry - November 15

Priority Deadline

Summer Entry - May 15

Priority Deadline

Scholarships for Transfer Students

A select number of merit-based scholarships are available for transfer students who have demonstrated exceptional academic promise. Criteria for these scholarships include, but are not limited to, undergraduate grade point average, Law School Admission Test score(s), grade point average and/or rank during legal studies thus far, leadership potential, and other outstanding personal accomplishments.

All admitted transfer applicants are considered for scholarships based upon the information submitted in their transfer admissions application files. Transfer students may be eligible for other institutional scholarships following their first year at Southwestern.

Transfer Student Academic Policies

- Southwestern will accept a maximum of 43 semester units as transfer credit toward the J.D. These 43 units may be counted toward the 87 needed to graduate.
- Transfer credit will be granted only for courses completed with a letter grade of at least "C."
- Credit/no credit (pass/fail) courses will not be accepted for transfer credit.
- Transfer students will receive unit-only credit at Southwestern for units that are eligible for transfer credit. Letter grades received for units accepted as transfer credit will not be factored into the transfer student's Southwestern GPA.
- A course required by Southwestern for graduation will be deemed fulfilled if the equivalent course has been completed with a letter grade of at least "C" at a transfer student's former institution.

- Transfer credit will not be granted for any course taken at a law school not approved by the American Bar Association.
- Class standing and grade point averages for Southwestern are computed solely on the basis of grades achieved while matriculated at Southwestern.

The Dean of Students makes the final determination as to which courses will be accepted as transfer credit for admitted transfer students.

1. **Transfer Student FAQs**

Q: Should I send my transcripts, letter of standing, enrollment verification form and class rank to LSAC for processing?

A: No. You should request that your law school submit these documents on your behalf directly to Southwestern. This will help reduce the processing time of your application.

Q: Where can I find the Enrollment Verification Form?

A: The Enrollment Verification Form is an attachment to the online transfer application available via LSAC.

Q: What if my school is not able to submit my required documents by the application deadline?

A: We understand that each law school operates on a different schedule and may not have all of your required documents ready by our application deadline. Please contact the Southwestern Admissions Office at 213-738-6834 or admissions@swlaw.edu if this information will not be available in time; we will do our best to work with you on this issue.

Q: What is my likelihood of admission? How many students do you admit each year?

A: The size of the applicant pool varies by year, but we do not limit the number of admissions offers based on "available seats." The Admissions Committee will evaluate individual candidates and offer admission based on the strength of their respective applications.

Q: When will I find out which of my law school credits are transferable to Southwestern?

A: Once a transfer applicant is admitted to Southwestern, the Southwestern Dean of Students will conduct a transcript credit analysis to determine which courses and credits are transferable. Your registration packet will include the analysis and suggested list of courses for the school year.

Q: When is the seat deposit due?

A: If admitted, your seat deposit deadline will be noted in your offer email and admission packet. However, because many transfer admission offers are generally made close to the start of the semester, your seat deposit may be due immediately upon receipt of your admissions offer; this will also be noted in your offer email and admission packet.

Q: Will I be able to participate in honors programs?

A: Yes. Information regarding our honors programs is available to admitted transfer students via the [Portal](#). If admitted, you will receive portal access instructions within one to two business days.

Q: When do classes start and is there an Orientation for transfer students?

A: Specific start dates for each term can be found on our [Academic Calendars](#). Details on Orientation for transfer students will be provided to you closer to the start of term.

Visiting Students

Southwestern will consider Visiting Student Applications for the Fall, Summer, and Spring terms from applicants who meet the below eligibility criteria and submit the required materials. An application file will not be considered complete, and cannot be reviewed, until all required materials are received.

Eligibility to Attend as Visiting Student

In order to be eligible to visit Southwestern, an applicant **must**:

- Be in good standing at an American Bar Association (ABA)-accredited law school

Required Materials

- Application for Admission
- Personal Statement discussing reasons for seeking visiting student status
- Up-to-date official transcript from applicant's current law school
- Letter of Standing from applicant's current law school
- Enrollment Verification Form from applicant's current law school
- Letter of Permission from applicant's current law school
- Official CAS Report

Optional Materials

- Class Rank
- Résumé
- Letter(s) of Recommendation

IMPORTANT NOTICE REGARDING CHANGES TO APPLICATION PROCESS

Beginning with Summer 2019, the above instructions apply to the visiting student application process for ALL terms.

The following forms have been DISCONTINUED and WILL NOT BE ACCEPTED:

- Summer Application Form: Visiting Students
- Visiting Student Approval Form

Please also note that there is NO application fee. Please do not send the above forms or any payment to the Admissions Office or any other Southwestern Law School department.

Visiting Student Application Deadlines

Fall Entry - July 25

Priority Deadline

Spring Entry - December 1

Priority Deadline

Summer Entry - May 15

Priority Deadline



SOUTHWESTERN LAW SCHOOL

3050 Wilshire Boulevard • Los Angeles, CA 90010-1106

Enrollment Verification for Transfer & Visiting Applicants or Prior Law Enrollment

The top portion of this form is to be completed by the applicant. The remainder of the form, below the double horizontal lines, is to be completed by an official from the applicant's home law school.

Applicant Name: _____
First M. Last

Applicant Address: _____
Number and Street Apt./Unit

City ST ZIP

Phone Number: () - LSAC Account Number: L

ACCESS WAIVER – Please read carefully.

I have requested that this form be completed for use by Southwestern Law School in its admissions process. I authorize the below-referenced institution to provide a candid evaluation and all relevant information to Southwestern Law School and give permission for the release of academic and disciplinary records. I understand that federal legislation provides me with a right of access to this form, which may be waived, but that no school or person can require me to waive this right.

- ☐ I waive my right of access to this completed form. The form must be sent directly to Southwestern Law School by my home law school.
- ☐ I do not waive my right of access to this completed form.

Applicant Signature: _____ Date: _____

THIS SECTION IS FOR THE RESPONDING SCHOOL OFFICIAL ONLY

Both the applicant and Southwestern Law School appreciate prompt completion of this form. The applicant's file cannot be completed until this form is received by Southwestern Law School. **Please return as soon as possible by fax to 213-986-3911.**

Name of Law School: _____ Applicant's Current Cumulative GPA: _____

Applicant's Dates of Attendance: From: _____ To: _____ Expected Graduation Date: _____

1. a) Is the applicant currently attending your institution? ☐ Yes ☐ No
b) If "yes," is the applicant in good standing? ☐ Yes ☐ No – Please attach an explanation.
c) Is the applicant making academic progress at your institution? ☐ Yes ☐ No – Please attach an explanation.
2. Has the applicant been the subject of disciplinary action for misconduct or been placed on academic censure?
☐ Yes – Please attach an explanation. ☐ No

School Official Name: _____ Signature: _____

School Official Position: _____ Date: _____

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT SOUTHWESTERN

The transferability of credits you earn at Southwestern Law School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits you earn in the J.D., J.D./M.B.A., or an LL.M. program is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Southwestern Law School to determine if your credits will transfer.

International Applicants

Information for Applicants from Foreign Institutions

In addition to the completing the Application for Admission, submitting an application fee, registering with the LSAC's Credential Assembly Service, and taking the LSAT, J.D. applicants who have earned undergraduate degrees from academic institutions outside the United States or Canada must have their transcripts evaluated by a credentials evaluation service.

Note: LL.M. applicants, see the details for international applicants in the Application Process pages for your particular LL.M. program of interest.

The one exception to this requirement is if the foreign education was completed through a study abroad, consortium or exchange program sponsored by a U.S. or Canadian institution, and the work is clearly indicated as such on the home campus transcript.

For information on completing this requirement, contact the service providers directly.

Obtaining Your Visa

If you are a non-immigrant student, your stay in the United States will require compliance with the rules and regulations of the U.S. Government. These rules and regulations are complex and subject to change. Helpful information is available at the U.S. Citizenship and Immigration Services' website, the U.S. Department of State's page regarding U.S. visa policy and procedures; and the U.S. Network for Education Information. Please understand that it is your responsibility to attain current, valid procedural information regarding your specific visa requirements. Southwestern does not provide any visa services.

Planning Ahead

To allow time to overcome any unforeseen problems that might arise, be sure to have a valid passport and apply for your visa several weeks before you plan to travel. It is important to remember that applying early and providing the requested documents does not guarantee that you will receive a visa. Also, because each student's personal and academic situation is different, two students applying for the same type of visa may be asked different questions and be required to submit different documents.

International Banking Transactions

If you need to transfer money from abroad, [Travelex Global Payments](#) is one option to assist in exchanging funds. They convert nearly any foreign currency into U.S. dollars and offer a competitive exchange rate regardless of the amount. Southwestern does not specifically endorse this vendor – it is listed only as an example of a service provider that you may wish to explore. Please consult their website for more information, and contact them directly to determine whether you can benefit from their services.

International students must remember that all law school tuition and fees are required to be paid in U.S. dollars, by check or U.S. money order (payable to Southwestern Law School). Checks must be drawn from U.S. bank accounts or from banks that have branches in the U.S. No money orders in non-U.S. currency will be accepted. [Click here](#) for more information on banking.

International/California Driver's License

If you plan to rent or purchase a car in Los Angeles, you should bring an international driver's license with you, as it takes at least a few weeks to get a California driver's license. Please be aware that most banks or stores will not accept an international driver's license as an identification card. However, your passport will work fine for this purpose.

Obtaining a California Driver's License

A passport, visa stamp and I-20 Form will allow a foreign student to take the written and driver's test (requirements may vary for students from Canada and Bermuda). To avoid long lines at the DMV, you can make an appointment online or over the phone.

Note: The International Driver's Permit/License (IDP) obtained from the DMV does not authorize a foreign student to drive in the state of California. For information on obtaining a driver's license, visit or contact the Registrar's Office.

International Student Health Insurance Policy

It is mandatory for international students to have health insurance while attending Southwestern.

Obtaining a Social Security Number (SSN)

If you are temporarily in the U.S. as a student, you DO NOT need a Social Security number or card to register for or attend Southwestern.

If you chose to obtain a SSN, you must present the following items at a local Social Security Office:

- I-20 Form as proof of lawful alien status
- documentation from the Principal Designated School Official (PDSO) at Southwestern stating your need for the SSN*
- at least two original or notarized documents (not photocopies) as proof of age and identity, which can include your birth certificate or passport (and one additional piece of documentation with your name and photograph, such as a passport or a school identification card).

**One such example is a job offer and a letter from the PDSO in Southwestern's Registrations and Academic Affairs Office.*

The Social Security Administration will verify your documents before they issue a Social Security card; this process can take one to four weeks. There is no charge to get a Social Security card; it is a free government service. Please contact the [Social Security Administration](#) for more information and to ensure requirements and procedures have not changed.



**THE STATE BAR OF CALIFORNIA
COMMITTEE OF BAR EXAMINERS/OFFICE OF ADMISSIONS**

180 Howard Street • San Francisco, CA 94105-1639 • (415) 538-2300
1149 South Hill Street • Los Angeles, CA 90015-2299 • (213) 765-1500

**CREDENTIAL EVALUATION SERVICES APPROVED BY THE COMMITTEE
OF BAR EXAMINERS**

The following list of credential evaluation services has been compiled by the Committee of Bar Examiners (Committee). In order to be included on the list, the credential evaluation service must: 1) be a member of the National Association of Credential Evaluation Services, 2) require certified credentials, and 3) provide as part of each evaluation, complete information that includes courses, U.S. unit/hour equivalent, U.S. grade equivalent, and a summary of U.S. degree equivalent. The evaluations are considered advisory in nature and are not determinative relative to the credit that may be allowed for purposes of satisfying the pre-legal and/or legal education requirements necessary for qualification to register with the Committee, take the First-Year Law Students' Examination and/or to take the California Bar Examination.

A2Z Evaluations, LLC
P. O. Box 74040
Davis, CA 95617
(530) 400-9266
info@A2Zeval.com
www.A2Zeval.com

Center for Applied Research
Evaluation and Education, Inc.
International Evaluation Service
P.O. Box 18358
Anaheim, CA 92817-8358
(714) 237-9272 or (714) 237-9276
Fax: (714) 237-9279
info@iescaree.com

Educational Credential Evaluators, Inc.
P.O. Box 514070
Milwaukee, WI 53202-3470
(414) 289-3400/Fax: (414) 289-3411
eval@ece.org

Educational Records Evaluation Service, Inc.
601 University Ave., Suite 127
Sacramento, CA 95825-6738
(916) 921-0790 Toll-Free # 1-866-411-3737
edu@eres.com

The Foreign Educational Document Service
P.O. Box 4091
Stockton, CA 95204
(209) 948-6589

Foundation for International Services, Inc.
14926-35th Avenue West, Suite 210
Lynwood, WA 98087
(425) 248-2255/Fax: (425) 248-2262
info@fis-web.com
www.fis-web.com

Global Services Associates, Inc.
409 North Pacific Coast Highway, #393
Redondo Beach, CA 90277
(310) 828-5709/Fax: 310-828-5709
info@globaleval.org

International Consultants of Delaware, Inc.
3600 Market Street, Suite 450
Philadelphia, PA 19104
(215) 387-6950 x603/Fax: (215) 349-0026
icd@icdeval.com
www.icdeval.com

International Education Research Foundation, Inc.
P.O. Box 3665
Culver City, CA 90231
(310) 258-9451/Fax: (310) 342-7086
<http://www.ierf.org/>

Josef Silny & Associates, Inc.
International Education Consultants
7101 SW 102 Avenue
Miami, FL 33173
(305) 273-1616/Fax: (305) 273-1338
www.jsilny.com

World Education Services, Inc.
P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
(212) 966-6311/Fax: (212) 739-6100
info@wes.org
www.wes.org

CredentialEvalServ.0111

Application Deadlines

Applications for the J.D. Programs are reviewed as they are completed. Students are therefore strongly advised to apply as early as possible. Files submitted after the application deadline will be considered on an individual basis. Applicants should be aware, however, that the waiting list is often established as early as March, and eligibility for certain forms of financial aid most preferred by students (e.g., scholarship programs) may be reduced substantially after April 1.

Application Deadline: July 15, 2023

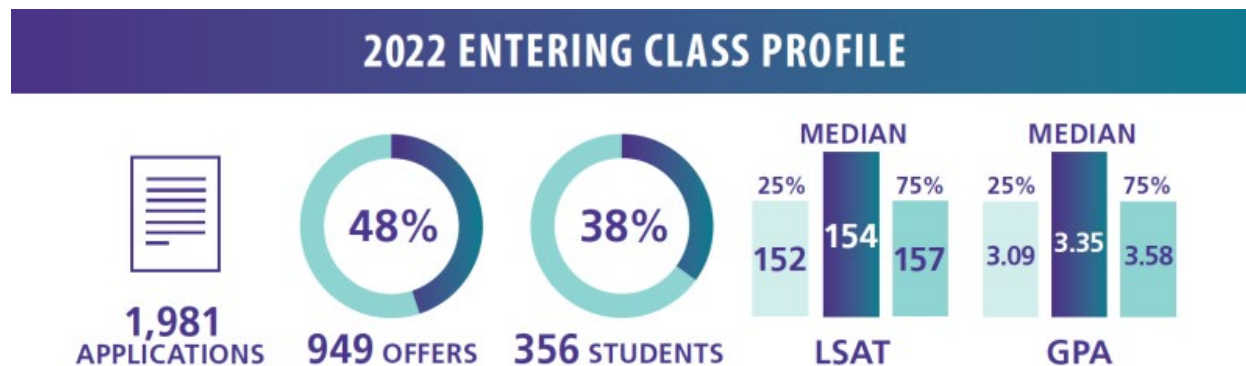
*Note: The priority deadline for the concurrent-degree program is **February 1st**. Students who submit their applications by this date will receive priority consideration for financial aid.*

Prospects for Admission & Entering Class Profile

In reviewing applicant files, the Admissions Committee considers trends in an applicant's Undergraduate Grade Point Average (UGPA), the school(s) attended, the applicant's major area of concentration, post-baccalaureate study, and the Law School Admissions Test (LSAT).

A table lower on this page illustrates an applicant's prospects for admission based upon UGPA and LSAT score.

2022 Entering Class Information



Of the 2022 Entering Class:

- 244 full-time day program

- 63 SCALE 2-year J.D. program
- 41 part-time evening program
- 8 part-time day program (PLEAS)

Demographics:

- 61% female
- 38% male
- 1% undisclosed
- 52% diverse
- 26 average age

	Full-time Programs GPA	Full-time Programs LSAT	Part-time Programs GPA	Part-time Programs LSAT	All Programs GPA	All Programs LSAT
75th	3.59	157	3.48	156	3.57	157
Median	3.34	154	3.24	153	3.31	154
25th	3.06	152	3.24	153	3.03	152

Top Five Feeder Schools:

- Cal State Northridge
- UCLA
- UC Santa Barbara
- UC Irvine
- UC Berkeley

Top Five Majors:

- Political Science
- English
- Sociology
- Psychology
- Philosophy

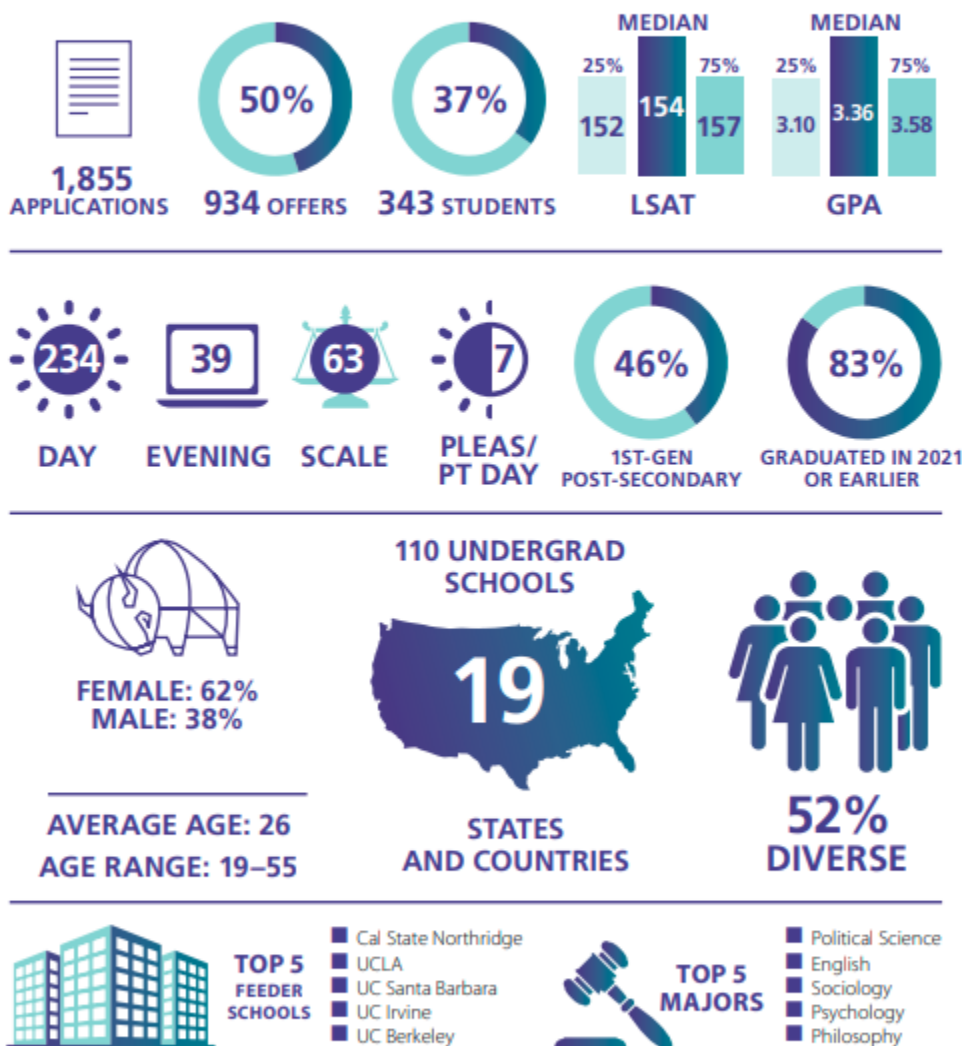
Prospects for admission based upon UGPA and LSAT score

GPA	LSAT 120-144	LSAT 145-149	LSAT 150-154	LSAT 155-159	LSAT 160-164	LSAT 165-169	LSAT 170+
3.75+	Unlikely	Unlikely	Likely	Likely	Likely	Likely	Likely
3.5-3.74	Unlikely	Unlikely	Likely	Likely	Likely	Likely	Likely
3.25-3.49	Unlikely	Unlikely	Possible	Likely	Likely	Likely	Likely
3.0-3.24	Unlikely	Unlikely	Possible	Likely	Likely	Likely	Likely
2.75-2.99	Unlikely	Unlikely	Unlikely/ Possible	Possible/ Likely	Likely	Likely	Likely
2.5-2.74	Unlikely	Unlikely	Unlikely	Possible	Possible	Possible	Possible
2.25-2.49	Unlikely	Unlikely	Unlikely	Unlikely	Possible	Possible	Possible
2.0-2.24	Unlikely	Unlikely	Unlikely	Unlikely	Unlikely	Unlikely	Unlikely

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

2022 ENTERING CLASS PROFILE



Note: Entering class information is current as of October 5, 2022. Details are available at www.swlaw.edu/entering-class-info. Southwestern Law School prohibits discrimination and harassment on the basis of race (including hairstyle and hair texture), ethnicity, color, religion, creed, ancestry, national origin, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, parental status, marital status, age (40 and over), disability (mental and physical), medical condition, citizenship status, military service, veteran status, genetic information, or any other classification protected by law in matters of admissions, employment, housing, or services, or in the educational programs or activities Southwestern operates. Please direct all inquiries regarding Southwestern's nondiscrimination policies to: General Counsel, 3050 Wilshire Boulevard, Los Angeles, CA 90010, (213) 738-6626.

J.D. Programs

Southwestern is the only ABA-approved law school offering five J.D. programs:

■ Accelerated J.D. program (SCALE®) 2 calendar years
■ Full-time Day J.D. program 3 academic years
■ Part-time Day Caregiver J.D. program (PLEAS) 4 academic years
■ Part-time Day J.D. program 4 academic years
■ Part-time Hybrid Evening J.D. program 4 academic years

7 CONCENTRATIONS

Civil Litigation and Advocacy, Criminal Law and Advocacy, Critical Race, Gender, and Sexuality Studies, Entertainment and Media Law, Labor and Employment Law, Public Interest Law, and Technology Law and Entrepreneurship

Experiential Learning

500+

EXTERNSHIP,
CLINICAL, AND
PRACTICUM
PLACEMENTS

3

ADVOCACY TRACKS
IN THE FIRST YEAR
(APPELLATE, NEGOTIATION,
OR TRIAL PRACTICE)

8

ON-CAMPUS
CLINICAL
PROGRAMS

Tuition and Financial Aid

Financial aid is available in the form of loans, work-study, and institutional scholarships. Details are available at www.swlaw.edu/financial-aid.

FULL-TIME	PART-TIME	SCALE
\$56,146	\$37,447	\$78,878

Note: The above figures reflect tuition for the 2022-2023 academic year. Tuition and fees are subject to change. Visit www.swlaw.edu/tuition for complete details and the most recent figures.



Entering Student Scholarship Types



All admitted students are considered for merit-based scholarships. Scholarships include partial- to full-tuition, on-campus housing, and book scholarships. Some scholarships are granted for the first year only and some are able to be renewed for subsequent years.

Prospects for Admission

GPA/LSAT	120-144	145-149	150-154	155-159	160-164	165-169	170+
3.75+							
3.5-3.74							
3.25-3.49							
3.0-3.24							
2.75-2.99							
2.5-2.74							
2.25-2.49							
2.0-2.24							

Unlikely

Possible

Likely

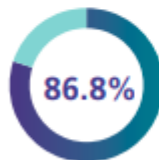
Application Deadlines

- For new J.D. students:
April 1
- For visiting and transfer J.D. students:
Fall: July 15
Spring: December 1

Apply online at www.swlaw.edu/applyonline*

*Mandatory if seeking financial aid.
Details at www.swlaw.edu/application-process.

Employment Statistics (10 months after graduation) for the Class of 2021



EMPLOYED



LAW FIRMS



BUSINESS/
INDUSTRY



PUBLIC
INTEREST



GOVERNMENT

Note: As of March 15, 2022



www.swlaw.edu

Application Status Check

Check the status of your application to Southwestern through the Law School Admission Council (LSAC) [website](#).

Registrar's Office

The Registrar's Office is the custodian of records for all student academic information. We are committed to maintaining the integrity and security of students' academic records in compliance with the Family Educational Rights and Privacy Act (FERPA) regulations. To fulfill this mission, we are dedicated to serving student needs with accuracy and professionalism. Our primary responsibilities include course registration, exam administration, recording grades, CALI and SW Top Grade awards, transcripts, class ranks, bar certifications, and diplomas. As one of the key support service departments at the law school, we look forward to serving our students, faculty, the law school community, and the general public.

Current Students may find detailed registration information, such as instructions, required course lists, etc., on the [Portal](#) (log-in required).

Graduation Requirements

Requirements for receiving the degree of Juris Doctor (J.D.) from Southwestern follow.

- Successful completion of 87 units. Credit will not be awarded for a course in which a grade of F is received. A student may not graduate with a grade of incomplete on his or her transcript.
- A cumulative grade point average (GPA) of at least 2.33, calculated based on all work completed at Southwestern.
- Successful completion of all required courses as outlined in the Graduation Requirements found in the Academic Disqualification, Academic Probation, and Academic Improvement Program Policies on the [Institutional Policies page](#).
- All required courses must be passed with a D or higher grade. A student who fails a required course must repeat that course during the next semester in which it is offered. Failure to pass the required course a second time will automatically result in academic disqualification.
- Any student who anticipates graduation but has been academically disqualified and subsequently readmitted to the law school may be required to meet additional requirements as determined by the Admissions and Scholastic Standards Committee.

Note: With the written approval from the Dean of Students, a Southwestern student may take course work at another law school, and under certain circumstances, have a maximum of six

(6) units counted toward completion of the Juris Doctor degree. [Please see the Institutional Policies page.](#)

Academic Record Verification

Academic record verification may be obtained through the Registrar's Office. There is no fee for this service.

The office cannot verify enrollment beyond the current academic year. Enrollment will be verified for the official dates of each semester once a student has completed the registration process. Academic record verification will not be provided before the first day of class of the current term.

Students are verified as full-time if they are registered for 10 or more units, part-time/half-time if they are registered for 8 or 9 units, and less than part-time if they are registered for 7 or fewer units per semester.

Students may request academic record verifications by completing an Information Request Form. Please allow five working days to process requests, except at peak periods when more time is needed. **Academic record verification will not be released by telephone or fax.**

Transcript Requests

Transcripts may be requested by completing the Transcript Request form ([PDF](#)).

Transcripts may also be requested through [Parchment](#), a secure online service. There is a processing fee of \$3.00 per order, in addition to the regular transcript fees charged by Southwestern. Payment may be made by credit or debit card. Additional policies apply when ordering through Parchment and should be reviewed before creating an account and requesting transcripts.

The following policies apply:

- Official and Unofficial transcripts may be requested from the Registrar's Office. Transcripts are \$7.00 each (processed within 1-5 business days), payable in advance.
- Normally, 1-5 working days are required for processing transcript requests, except at peak periods when more time is needed to fill all requests.
- Consent must be obtained for transcript order due to the confidential nature of a student's records.
- Transcripts include all work completed at Southwestern. Partial transcripts are not issued.

- Official transcripts can be issued directly to students, agents or institutions.
- We do not copy other college/university or law school records.
- Transcripts mailed directly from the Registrar's Office to scholarship foundations for current students are free.
- Unofficial transcripts bear the "Issued to Student" stamp.
- Transcripts sent via postal mail will be sent first class through U.S. postal mail to the address indicated by the Requestor on the Transcript Request Form.
- Electronic transcripts are subject to the above policies and will be delivered through the FERPA compliant Parchment network provider. The Recipient's email address is required. It is the requester's responsibility to determine if the Recipient accepts electronic transcripts. Southwestern is not responsible for transcripts that are requested to be sent to unsecure email sites or the Recipient's use of said document(s). Corrections to incorrect Recipient email addresses provided by the Requestor are considered a new transaction and subject to additional fees.

Diplomas

Diplomas are processed by the Registrar's Office. Original diplomas are distributed to students after commencement once the degree is conferred.

Reissued diplomas can be ordered by completing the Reissued Diploma Request Form and submitting it to registrar@swlaw.edu. Reissued diplomas cost \$75 and are processed in 6 – 8 weeks. Reissued diplomas are printed with the name Southwestern Law School has on record. To update or change the name printed on the diploma, official documents will be required to verify the name.

If you have the original diploma and are ordering a reissued diploma, the Registrar's Office will request that the original is mailed back to our office. If the original diploma is not submitted to our office, a footnote of the reissued diploma will include the following note: "Reissued Diploma, Issued Date XXXX." This will be covered when you place the diploma on your frame.



REISSUED DIPLOMA REQUEST

Name: _____
(Please print as it should appear on diploma)

Mailing Address:
Address Line _____
City _____ State _____ Zip _____

Phone Number: Home _____ Cell _____

Email _____

Please Select One:

☐ I received Late Forces.
☐ I have changed my name. Please explain.
(Please include your original diploma along with official documentation verifying your name.)

☐ I have misplaced my previous diploma. Please explain.

☐ I have damaged my previous diploma. Please explain.
(Please include your original, damaged diploma.)

*Please note, the backside of the reissued diploma will include the following note: "Reissued Diploma, Issued Date XXXX". This will be covered when you place the diploma on your frame.

Payment Information

- Fees: \$75.00 per copy, includes shipping and handling.
- Reissued Diploma will take 6-10 weeks to complete.
- We accept check, money order, Visa, MasterCard and American Express. Please provide complete billing address if paying by credit card.
- Please complete and submit this form to registrar@swlaw.edu.

Payment Options:

☐ Check or money order enclosed (payable to Southwestern Law School)

Charge by: ☐ Visa ☐ MasterCard ☐ American Express Total Amount: _____

Account # _____ Exp. Date _____ CVV Code _____

Billing Address: _____ Number Street _____ Apt. # _____ City _____ State _____ Zip Code _____

Signature: _____ Today's Date: _____

Signature: _____ Date: _____

Consumer Information (ABA Required Disclosures)

Southwestern Law School is approved by the American Bar Association (Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association, 321 North Clark Street, Chicago, IL 60654, 312-988-6738) and is a member of the Association of American Law Schools.

ABA Required Disclosures

The following information is provided in accordance with the American Bar Association Standards 310 and 509.

[Standard 509 Disclosure Report \(PDF\)](#) includes:

- Faculty profile
- Class profile
- Enrollment and ethnicity profile
- GPA/LSAT profile
- Attrition rates and other law school details
- Summary of informational and library resources

Bar Admission Disclosure for Incoming Students

In addition to a bar examination, there are the character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.

Other Required Notices (BPPE)

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The Bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, <http://www.bppe.ca.gov>, (916) 431-6924 (phone), (916) 263-1897 (fax).

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site at www.bppe.ca.gov.

SOUTHWESTERN LAW SCHOOL - 2022 Standard 509 Information Report

3050 Wilshire Blvd.
Los Angeles, CA 90010
Phone: (213) 738-6700
Website: <https://www.swlaw.edu/>
<http://www.abarequireddisclosures.org>
Report Generated on: 12-15-2022



The Basics

Type of school	Private
Application deadline	April 1
Application fee	\$60
Financial aid deadline	April 1

Academic Calendar

Term	Semester
Months students may begin studying law	June and August
Months the Law school confers degrees	January, May, July, and December
# of credit hours required to earn the JD	87

Curricular Offerings 2021-2022

	2021-2022
Typical first-year section size, excluding Legal Research & Writing	83
Number of course titles, beyond the first year curricular, offered last year	154
Number of upper division class room course sections with an enrollment:	
Under 25	120
25 to 49	39
50 to 74	33
75 to 99	7
100 +	0
Number of seats available in law clinics last year	171
Number of field placement positions filled last year	388
Number of seats available in simulation courses	1188
Number of seminars	17
Number of co-curricular offerings	19

2022 First Year Class (Oct 6th 2021-Oct 5th 2022)

	2022
Completed Applications	1855
Offers of Admission	934
Acceptance Rate (Percent)	50.35%
Enrollees from Applicant pool	339
Enrollment rate from Completed Applications	18.27%
Enrollment rate from Offers of Admission	36.30%
Other first-year enrollees	4
Total in First-year class	All Full Time Part Time
LSAT	All Full Time Part Time
75th Percentile	157 157 157
50th Percentile	154 154 153
25th Percentile	152 152 151
# not included in LSAT calculations	0 0 0
UGPA	All Full Time Part Time
75th Percentile	3.58 3.60 3.53
50th Percentile	3.36 3.37 3.28
25th Percentile	3.10 3.14 3.06
# not included in UGPA calculations	4 0 4
GRE	All Full Time Part Time
GRE Admissions Enrollees	0
75th Percentile GRE Verbal Reasoning	
50th Percentile GRE Verbal Reasoning	
25th Percentile GRE Verbal Reasoning	
75th Percentile GRE Quantitative Reasoning	
50th Percentile GRE Quantitative Reasoning	
25th Percentile GRE Quantitative Reasoning	
75th Percentile GRE Analytical Writing	
50th Percentile GRE Analytical Writing	
25th Percentile GRE Analytical Writing	

J.D Enrollment as of October 5th 2022

	JD1					JD2					JD3					JD4					Total
	T	M	W	AGI	PNR	T	M	W	AGI	PNR	T	M	W	AGI	PNR	T	M	W	AGI	PNR	T
Hispanics of any race	112	36	76	0	0	72	22	50	0	0	80	32	47	0	1	14	1	13	0	0	278
American Indian or Alaska Native	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian	29	8	21	0	0	19	6	13	0	0	25	9	16	0	0	8	7	1	0	0	81
Black or African American	20	12	8	0	0	13	4	9	0	0	10	3	7	0	0	4	0	4	0	0	47
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	1
Two or More Races	17	4	13	0	0	16	7	8	0	1	15	3	12	0	0	3	1	2	0	0	51
Total People of Color	178	60	118	0	0	120	39	80	0	1	131	48	82	0	1	29	9	20	0	0	458
White	165	72	93	0	0	116	60	55	0	1	120	58	62	0	0	23	10	13	0	0	424
Nonresident Alien	8	3	5	0	0	8	3	5	0	0	11	5	6	0	0	3	2	1	0	0	30
Race and Ethnicity Unknown	3	3	0	0	0	4	0	4	0	0	2	1	1	0	0	1	1	0	0	0	10
Total	354	138	216	0	0	248	102	144	0	2	264	112	151	0	1	56	22	34	0	0	922

Faculty Resources 2021 - 2022

	Male	Female	Other/Not Reported	People of Color	Total
Full-time faculty members	30	31	0	16	61
Non-full-time faculty	57	49	0	31	106
Total	87	80	0	47	167
	Full Time		Part Time		Total
Librarians	5		0		5

J.D. Degrees Awarded 2021-2022

Hispanics of any race	64
American Indian or Alaska Native	0
Asian	31
Black or African American	20
Native Hawaiian or Other Pacific Islander	2
Two or More Races	13
Total People of Color	130
White	154
Nonresident Alien	6
Race and Ethnicity Unknown	9
Total	299

1L Tuition and Fees 2022 - 2023

Per Annual:	Resident	Annual Fees	Non-Resident	Annual Fees	Other	Annual Fees
Full-Time	\$ 56,146	\$ 0	\$ 56,146	\$ 0	\$ 78,878	\$ 0
Part-Time	\$ 37,447	\$ 0	\$ 37,447	\$ 0		
Per Credit:	Resident	Annual Fees	Non-Resident	Annual Fees	Other	Annual Fees
Full-Time	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Part-Time	\$ 0	\$ 0	\$ 0	\$ 0		
Tuition Guarantee Program			No			

Living Expenses 2022-2023

Estimated Living Expenses for singles	
Living on Campus	\$ 30,862
Living Off Campus	\$ 34,939
Living At Home	\$ 19,774

Grants and Scholarships 2021-2022							Conditional Scholarships 2021-2022		
	Total		Full Time		Part Time		Students Matriculating in	# Entering with	# Reduced or Eliminated
	#	%	#	%	#	%			
Total # of students	950	100	742	78	208	22	2021-2022 Academic Year	222	103
Total # receiving grants	666	70	513	69	153	74	2020-2021 Academic Year	204	107
Less than 1/2 tuition	393	41	301	41	92	44	2019-2020 Academic Year	176	62
Half to full tuition	248	26	194	26	54	26	Please note that due to the COVID-19 pandemic, some schools reduced/eliminated conditional scholarships for the duration of the pandemic.		
Full tuition	10	1	8	1	2	1			
More than full tuition	15	2	10	1	5	2			
75th Percentile grant amount			\$ 34,280		\$ 21,000				
50th Percentile grant amount			\$ 26,667		\$ 13,272				
25th Percentile grant amount			\$ 16,666		\$ 1,000				

Academic Attrition 2021-2022																						
	JD1						JD2					JD3					JD4					UL
	T	M	W	AGI	PNR	%	T	M	W	AGI	PNR	T	M	W	AGI	PNR	T	M	W	AGI	PNR	%
Hispanics of any race	16	11	5	0	0	15.0	3	0	3	0	0	0	0	0	0	0	0	0	0	0	0	2.0
American Indian or Alaska Native	0	0	0	0	0	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Asian	2	2	0	0	0	6.7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Black or African American	6	2	4	0	0	30.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Two or More Races	5	3	2	0	0	22.7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Total People of Color	29	18	11	0	0	16.1	3	0	3	0	0	0	0	0	0	0	0	0	0	0	0	1.1
White	23	9	14	0	0	12.5	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0.4
Nonresident Alien	3	1	2	0	0	23.1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Race and Ethnicity Unknown	2	1	1	0	0	100.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Total	57	29	28	0	0	15.0	4	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0.7

Other Attrition 2021-2022

	JD1						JD2					JD3					JD4					UL
	T	M	W	AGI	PNR	%	T	M	W	AGI	PNR	T	M	W	AGI	PNR	T	M	W	AGI	PNR	%
Hispanics of any race	3	0	2	0	1	2.8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
American Indian or Alaska Native	0	0	0	0	0	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Asian	0	0	0	0	0	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Black or African American	0	0	0	0	0	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Two or More Races	0	0	0	0	0	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Total People of Color	3	0	2	0	1	1.7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
White	2	1	1	0	0	1.1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Nonresident Alien	0	0	0	0	0	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Race and Ethnicity Unknown	0	0	0	0	0	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Total	5	1	3	0	1	1.3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0

Transfers 2021-2022

JD1 Transfers Out	15
Transfers In*	0
75th Percentile JD1 GPA	0.00
50th Percentile JD1 GPA	0.00
25th Percentile JD1 GPA	0.00
*GPA Percentiles provided if School has 12 or more transfers in. If more than 5 but less than 12 transfers in only 50th percentile will be provided.	

DEPARTMENT OF EDUCATION DISCLOSURE

Program Integrity Regulations

U.S. Department of Education

Department of Education regulations (34 CFR 668.43) require educational institutions to make certain information regarding accreditation and licensing available upon request to students and prospective students.

CORPORATE INFORMATION

Southwestern is established by name in the State of California as a Nonprofit Public Benefit Corporation for the purpose of conducting and maintaining an educational institution offering legal instruction.

See page 3 for Articles of Incorporation

ACCREDITATION INFORMATION

Southwestern is an ABA-Approved law school.

See page 6 for ABA Letter

As an ABA-Approved law school, Southwestern is considered accredited by the Committee of Bar Examiners of the State Bar of California.

See page 7 for State Bar Letter

STATE ADMINISTRATIVE OVERSIGHT INFORMATION

Southwestern is exempt from direct state administrative oversight under the jurisdiction of the Bureau for Private Postsecondary Education (BPPE) and is not subject to requirements under the Private Postsecondary Education Act pursuant to section 94874(g) of the Act. That section exempts:

A law school that is accredited by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association or a law school or law study program that is subject to the approval, regulation, and oversight of the Committee of Bar Examiners, pursuant to Sections 6046.7 and 6060.7 of the Business and Professions Code.

CONTACT INFORMATION FOR FILING COMPLAINTS

Regulations also require an institution to provide its students or prospective students with contact information for filing complaints with its accreditor and with its State approval or licensing entity and any other relevant State official or agency that would appropriately handle a student's complaint.

That contact information is as follows:

- 1) An individual may contact the Bureau for Private Postsecondary Education for review of a complaint against the law school. The Bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, <http://www.bppe.ca.gov>, (916) 431-6924 (phone) and (916) 263-1897 (fax).
- 2) For complaints alleging non-compliance with American Bar Association Standards, individuals may contact the Managing Director of Accreditation and Legal Education, American Bar Association, 321 N. Clark Street, 21st Floor, Chicago, IL 60654. Additional information is available at https://www.americanbar.org/groups/legal_education/accreditation/complaint_procedures.html.

A0660302

Certificate
of
Restated Articles of Incorporation

Southwestern University

ENDORSED - FILED
in the office of the Secretary of State
of the State of California

APR 12 2007

We, the undersigned corporate officers, certify as follows:

1. We are the Chief Executive Officer and Secretary, respectively, of Southwestern University.
2. The name of the corporation has been Southwestern University. Through this amendment and restatement of the Articles of Incorporation, the corporation hereby is changing the name of the corporation to Southwestern Law School, in addition to making other amendments.
3. The address of the corporation has been 675 South Westmoreland Avenue, Los Angeles, California 90005. Through this amendment and restatement of the Articles of Incorporation, the corporation hereby is changing the address of the corporation to 3050 Wilshire Boulevard, Los Angeles, California 90010. This change in address reflects a change only in the designation of the corporation's location, and not any change in the corporation's physical location.
4. Pursuant to Section 5819(a) of the *Corporations Code*, the Articles of Incorporation of this corporation are amended and restated to read in full as follows:

ONE: The name of this corporation is
SOUTHWESTERN LAW SCHOOL.

TWO: This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the California Nonprofit Public Benefit Corporation Law for educational, public, and charitable purposes. Among these purposes are the conducting and maintaining of an educational institution offering courses of instruction in the law and related subjects, and other purposes in support of the primary purpose of legal education. This corporation elects to be governed by all of the provisions of the Nonprofit Corporation Law of 1980 not otherwise applicable to it under Part 5.

Notwithstanding any other provision of these articles, the corporation shall not carry on any

activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), or (b) by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

THREE: Subject to any limitations contained in the articles or bylaws of this corporation, and in compliance with other provisions of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, this corporation, in carrying out its activities, shall have all of the powers of a natural person.

FOUR: The income and property of this corporation is irrevocably dedicated to purposes set forth in Article Two above, and no part of the net income or assets of this organization shall ever inure to the benefit of any director, trustee, or officer of this corporation, or to the benefit of any private individual.

FIVE: Upon the winding up and dissolution of this corporation, and after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation that is organized and operated exclusively for public or charitable purposes and that has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986, and no part of the net earnings of which inure to any private individual, and which does not as a substantial part of its activities carry on propaganda or otherwise attempt to influence legislation.

SIX: This corporation shall not have members as such, but the persons constituting its Board of Trustees shall, for the purpose of any statutory provision or rule of law relating to nonprofit

corporations, exercise all rights and powers vested in members by such statutory provision or rule of law.

SEVEN: (a) The net income and other property of the corporation shall be paid or distributed for the purpose specified in Article Two at such times and in such amounts as a majority of the Trustees then serving may determine.

(b) The corporation shall not make accumulations of its income which are unreasonable in amount or duration in order to carry out its purposes as set forth in Article Two.

EIGHT: No substantial part of the activities of this corporation shall consist of the carrying on of propaganda or otherwise attempting to influence legislation, nor shall this corporation participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for political office.

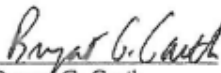
5. The foregoing amendment and restatement of the Articles of Incorporation have been duly approved by the Board of Trustees of the corporation.

6. The corporation has no members.


7. Pursuant to Section 5819(c) of the *Corporations Code*, these Restated Articles of Incorporation supersede for all purposes the corporation's original Articles of Incorporation and all subsequent amendments.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this Certificate are true and correct to the best of our knowledge.

Date: March 30, 2007


Bryan G. Garth
Chief Executive Officer

Date: March 30, 2007


Janis K. Yokoyama
Secretary



ACCREDITATION COMMITTEE

CHAIRPERSON

Scott Bales
Phoenix, AZ

VICE-CHAIRPERSON

David A. Brennen
Lexington, KY

MEMBERS

Steven C. Bahls
Rock Island, IL

Bradley G. Clary
Minneapolis, MN

Donald C. Dahlin
Vermillion, SD
(Public Member)

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Philadelphia, PA

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Charlottesville, VA

Kevin R. Johnson
Davis, CA

Susan L. Kay
Nashville, TN

Judith Leonard
Washington, D.C.

Daniel T. Madzelan
Washington, D.C.

(Public Member)

Nancy A. Marlin
San Diego, CA

(Public Member)

Cynthia L. Martin
Kansas City, MO

Joanne Scanlon Prestia
Valley Forge, PA

Suzanne K. Richards
Columbus, OH

Daniel Thies
Chicago, IL

Charlotte L. Wager
Chicago, IL

Kevin K. Washburn
Albuquerque, NM

Adrien Wing
Iowa City, IA

MANAGING DIRECTOR'S OFFICE

Chicago, IL

Barry A. Currier
Managing Director

William E. Adams, Jr.
Deputy Managing Director

Stephanie A. Giggetts
Accreditation Counsel

Charlotte (Becky) Stretch
Accreditation Counsel

JR Clark
Manager, Program Administration

AMERICAN BAR ASSOCIATION

**Section of Legal Education
and Admissions to the Bar**

Office of the Managing Director

321 N. Clark Street

Chicago, IL 60654-7598

(312) 988-6738

E-mail: legaled@americanbar.org

March 29, 2018

Dean Susan Westerberg Prager
Southwestern Law School
3050 Wilshire Boulevard
Los Angeles, CA 90010

Dear Dean Prager:

This letter serves to confirm that Southwestern Law School was approved by the American Bar Association in 1970 and is presently on the list of law schools approved by the American Bar Association.

Please do not hesitate to contact my office if you have any questions.

Sincerely yours,



Barry A. Currier
Managing Director of Accreditation and Legal Education

BAC/mbf



THE COMMITTEE OF BAR EXAMINERS OF
THE STATE BAR OF CALIFORNIA
OFFICE OF ADMISSIONS

180 HOWARD STREET • SAN FRANCISCO, CALIFORNIA 94105-1639 • (415) 538-2300

Committee of Bar Examiners

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Interim Director III, Admissions

LISA JEONG CUMMINS
*Program Manager III,
Examinations*

GREG S. SHIN
*Program Manager III,
Operations & Management*

MARK TORRES-GIL
*Program Manager III,
Moral Character Determinations*

April 13, 2018

Susan Westerberg Prager, Dean
Southwestern Law School
3050 Wilshire Boulevard
Los Angeles, CA 90010

Dear Dean Prager:

This letter is in response to your office's request for written confirmation that the Committee of Bar Examiners of The State Bar of California (Committee) considers Southwestern Law School accredited.

In accordance with Rule 4.102 of the *Accredited Law School Rules*: "A law school provisionally or fully approved by the American Bar Association is deemed accredited by the Committee and exempt from these rules, unless the American Bar Association withdraws its approval." Since Southwestern Law School is approved by the American Bar Association, it is considered accredited by the Committee. Southwestern Law School's students who have met the pre-legal requirements for admission, who have passed or have established exemption from the First-Year Law Students' Examination, and who have completed the necessary legal education requirements and received their JD degrees are considered qualified to take the California Bar Examination. If they pass that examination and meet all other admission requirements, they would become eligible to be certified to the California Supreme Court as qualified for admission to practice law in California.

If there is anything further that I might be able to assist you with, please do not hesitate to contact me.

Sincerely,

Amy Nuñez
Interim Director III, Admissions

cc: Natalie Leonard, Program Manager

Tuition and Fees

2023-2024 Tuition Rates

Tuition and fees are subject to change.

For the Fall and Spring terms, all J.D. candidates will be charged flat-rate tuition based solely on their program and not on the number of units taken. In subsequent years, the flat-rate tuition amount will likely increase but will remain based on a student's program and not on the number of units taken.

During Summer terms, students are charged on a per-unit basis with the exception of SCALE students who are charged for the first four (4) units. The per-unit charge for Summer 2023 is \$1,946. Traditional Day students can graduate in three years without attending Summer Session. SCALE students must attend Summer Session to graduate in two years. Part-time students will generally need to attend Summer Session to graduate in four years. (Please see Summer Attendance Requirements below.)

LL.M. students are charged on a per-unit basis. The per-unit charge for LL.M. students for 2023-24 Fall/Spring is \$1,946.

Note: Students who are enrolled concurrently in the J.D./M.B.A. program should get specific details on tuition and financial aid at jdmba@swlaw.edu.

To determine the total cost of tuition for each program, students should multiply their program's total tuition (below) by the number of years required to graduate, allowing for annual tuition increases and any summer sessions attended. The flat-rate tuitions factor in the anticipated summer enrollment and tuition, depending on the J.D. program. Please note that Summer Abroad costs are determined by the program attended and are charged separately from the tuition rates listed below.

J.D. Program

Program	Fall 2023	Spring 2024	Total Tuition
Full-Time	\$ 29,196	\$ 29,196	\$ 58,392

Program	Fall 2023	Spring 2024	Total Tuition
Part-Time	\$ 19,472	\$ 19,472	\$ 38,944*

*Not including required Summer Sessions. See Summer Attendance Requirements below.

Estimated charge for the entire full-time program is \$182,275.00

Estimated charge for the entire part-time program is \$185,000.00

ESTIMATED TOTAL FEES/CHARGES ARE SUBJECT TO THE FOLLOWING: (1) FOLLOWING THE CURRENT PERIOD OF ATTENDANCE, TUITION AND REQUIRED FEES ARE SUBJECT TO CHANGE, AND STUDENTS ARE REQUIRED TO PAY THE THEN-CURRENT RATES FOR PROGRAM TUITION AND REQUIRED SCHOOL FEES EACH PERIOD OF ATTENDANCE. (2) TUITION TYPICALLY INCREASES EACH ACADEMIC YEAR BY NOT MORE THAN 5%. THE AMOUNT QUOTED ASSUMES TUITION WILL INCREASE BY 4% EACH ACADEMIC YEAR. (3) ACTUAL TUITION EACH ACADEMIC YEAR MAY BE LESS IF TUITION DOES NOT INCREASE BY THAT PERCENTAGE; THE AMOUNTS QUOTED DO NOT INCLUDE ANY SCHOLARSHIPS OR SIMILAR AWARDS THAT HAVE BEEN OR MAY BE AWARDED TO THE STUDENT PURSUANT TO THE STUDENT'S OFFICIAL OFFER LETTER(S) FROM SOUTHWESTERN LAW SCHOOL; AND (4) THE AMOUNT OF STRF ACTUALLY DUE FROM THE STUDENT MAY BE LESS THAN THE AMOUNT OF STRF INCLUDED IN THE ABOVE QUOTE.

SCALE (Two-Year Accelerated J.D.) Program

Program	Per Period	Periods per Year	Summer	Total Tuition
SCALE I	\$ 20,508	4	n/a	\$ 82,032
SCALE II	\$ 20,508	4	\$ 7,784*	\$ 89,816

* SCALE II students are charged for the first four (4) summer units taken.

Estimated charges for the entire SCALE program is \$176,000.00

ESTIMATED TOTAL FEES/CHARGES ARE SUBJECT TO THE FOLLOWING: (1) FOLLOWING THE CURRENT PERIOD OF ATTENDANCE, TUITION AND REQUIRED FEES ARE SUBJECT TO CHANGE, AND STUDENTS ARE REQUIRED TO PAY THE THEN-CURRENT RATES FOR

PROGRAM TUITION AND REQUIRED SCHOOL FEES EACH PERIOD OF ATTENDANCE. (2) TUITION TYPICALLY INCREASES EACH ACADEMIC YEAR BY NOT MORE THAN 5%. THE AMOUNT QUOTED ASSUMES TUITION WILL INCREASE BY 4% EACH ACADEMIC YEAR. (3) ACTUAL TUITION EACH ACADEMIC YEAR MAY BE LESS IF TUITION DOES NOT INCREASE BY THAT PERCENTAGE; THE AMOUNTS QUOTED DO NOT INCLUDE ANY SCHOLARSHIPS OR SIMILAR AWARDS THAT HAVE BEEN OR MAY BE AWARDED TO THE STUDENT PURSUANT TO THE STUDENT'S OFFICIAL OFFER LETTER(S) FROM SOUTHWESTERN LAW SCHOOL; AND (4) THE AMOUNT OF STRF ACTUALLY DUE FROM THE STUDENT MAY BE LESS THAN THE AMOUNT OF STRF INCLUDED IN THE ABOVE QUOTE.

Other Tuition Rates

	Per Unit
Summer 2023	\$ 1,946
LL.M. Students (Summer 2023)	\$ 1,946
LL.M. Students (Fall/Spring)	\$ 1,946
Visiting Students (Summer 2023)	\$ 1,946
Visiting Students (Fall/Spring)	\$ 1,946
Summer Externship (Full-Time Day)	\$ 1,000 (Flat Rate)
January Intersession	No Charge (J.D. & SCALE)

Estimated charge for the LLM Program is \$46,821.50

ESTIMATED TOTAL FEES/CHARGES ARE SUBJECT TO THE FOLLOWING: (1) FOLLOWING THE CURRENT PERIOD OF ATTENDANCE, TUITION AND REQUIRED FEES ARE SUBJECT TO CHANGE, AND STUDENTS ARE REQUIRED TO PAY THE THEN-CURRENT RATES FOR PROGRAM TUITION AND REQUIRED SCHOOL FEES EACH PERIOD OF ATTENDANCE. (2) TUITION TYPICALLY INCREASES EACH ACADEMIC YEAR BY NOT MORE THAN 5%. THE AMOUNT QUOTED ASSUMES TUITION WILL INCREASE BY 4% EACH ACADEMIC YEAR. (3)

ACTUAL TUITION EACH ACADEMIC YEAR MAY BE LESS IF TUITION DOES NOT INCREASE BY THAT PERCENTAGE; THE AMOUNTS QUOTED DO NOT INCLUDE ANY SCHOLARSHIPS OR SIMILAR AWARDS THAT HAVE BEEN OR MAY BE AWARDED TO THE STUDENT PURSUANT TO THE STUDENT'S OFFICIAL OFFER LETTER(S) FROM SOUTHWESTERN LAW SCHOOL; AND (4) THE AMOUNT OF STRF ACTUALLY DUE FROM THE STUDENT MAY BE LESS THAN THE AMOUNT OF STRF INCLUDED IN THE ABOVE QUOTE.

STRF Fees – 2023-2024 Academic Year

These fees are mandatory and non-refundable

Class	Total Fee
SCALE Incoming	\$205.00
SCALE Continuing	\$225.00
Part Time Incoming	\$97.50
Part Time Continuing*	\$112.50
Full Time	\$145.00

* Assumes 3.33 units summer

Fees were added due to BPPE approval as of July 21, 2023

Other Fees - Anticipated Student Services Fees (starting Fall 2022)

Parking	Cost	Unit
Parking Fee (Day)	\$510	Fall/Spring
Parking Fee (Evening)	\$154	Fall/Spring
Parking Fee (SCALE I)	\$603	Periods 1-4
Parking Fee (SCALE II)	\$414	Periods 5-7
Parking Fee (SCALE II)	\$138	Period 8
Parking Fee (Summer Term)	\$40	per term
Parking Fee (Campus Housing)	\$75	per month

Summer Attendance Requirements

SCALE students are required to complete at least six (6) units during the summer between SCALE I and SCALE II but are only charged for the first four (4) units.

Part-time J.D. students taking ten units/semester must attend summer sessions in order to graduate in four (4) academic years. The number of summer units taken by part-time students varies from as few as two (2) to as many as five (5) summer.

Full-time J.D. students are not required to take summer courses to graduate on time (in three academic years).

Residency Units

In addition to the 87 units necessary to graduate, students must satisfy residency requirements. All students are required to earn six residency units in order to graduate. They are earned as follows:

- Full-time students earn one residency unit for each fall or spring semester completed satisfactorily.
- Part-time students earn 0.75 (three quarters) of a residency unit for each fall or spring semester completed satisfactorily.
- SCALE students earn 0.67 (sixty-seven hundredths) of a residency unit for each term or grading period completed satisfactorily. SCALE students attend nine terms or grading periods during their program.
- Residency units are not earned for any Summer Session (except for SCALE students), Summer Law Programs or Intersession Programs.

If a student has NOT completed the residency requirements, regardless of how many units the student needs to graduate, the student will be charged flat rate tuition for one Semester or SCALE term. Additional details and information regarding Early Graduation Requests may be found in the Graduation Requirements Policy on the [Institutional Policies Page](#).

Tuition Refund Policy

View our [Student's Right to Cancel and Tuition Refund Policy \(Aug 2023\)](#) on our Institutional Policies page

Financial Aid

Southwestern Law School offers a variety of financial assistance programs, including scholarships, loans, and work-study.

At Southwestern, our goal is to provide personal financial assistance and design a financial aid plan that meets your needs—allowing you to focus on your law school education.

Applicants can help ensure their financial aid applications are given maximum consideration by carefully reading the financial aid guide on this site, following instructions on all financial aid forms, and submitting all materials to the Financial Aid Office or the appropriate agency in a timely manner. The Financial Aid Office staff are available to assist current and prospective students.

The Higher Education Opportunity Act conditions the eligibility of educational institutions to participate in Title IV programs on the development of and compliance with a code of conduct prohibiting conflicts of interest for its financial aid personnel [HEOA § 487(a)(25)].

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student

is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Eligibility Criteria

A Southwestern student is eligible to receive federal financial aid if the student:

- is enrolled or accepted for enrollment as a regular student;
- is a U.S. citizen or national; is a permanent resident of the U.S.; provides evidence from the [U.S. Citizenship and Immigration Services](#) that he or she is in the U.S. for other than a temporary purpose with the intention of becoming a permanent resident or citizen (a copy of the green card may be required); or is a permanent resident of the Trust Territory of the Pacific Islands or Northern Mariana Islands;
- has financial need (for need-based aid only);
- is maintaining satisfactory progress according to the standards and practices of Southwestern as outlined in the [Student Policies](#);
- does not owe a refund on a Pell Grant, Perkins Loan or SEOG;
- is not in default on any student loan

The Financial Aid Office will determine aid eligibility once the office has received the student's FAFSA and all required supporting documents (see details below).

How To Apply

To apply for Federal Financial Aid, you will need to know the Southwestern school code of **G01295** and complete the following 3 steps on the Department of Education's website at www.studentaid.gov.

1. FAFSA (Free Application for Federal Student Aid)
2. Graduate Student Loan Entrance Counseling
3. Master Promissory Notes: Unsubsidized and/or GradPLUS

Important Financial Aid Deadlines

The deadline to complete the financial aid application process is:

- March 31 for Continuing Students, and
- April 1 for Entering Students.

NOTE: The March 2 deadline listed on the FAFSA for California is for Undergraduate State Aid and does not apply to students attending Southwestern Law School.

How Often Do Students Need to Apply?

Students must apply for financial aid each academic year they are in school. Certain documents must only be completed once, while others need to be filled out each year. Please see the information below or contact the Financial Aid Office for details.

Veteran Benefits

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs(VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Southwestern Law School is an approved institution for veterans' benefits and for active duty, vets, spouses and dependents who have eligible educational benefits by the U.S. Department of Veterans Affairs.

Southwestern Law School is proud to participate in the Veteran Affairs' Yellow Ribbon program and agrees to contribute \$10,000 per year to eligible veterans pursuing their J.D. degree. Southwestern will offer this scholarship to a maximum of 10 veterans per academic year on a first-come, first-served basis.

Go to the [Department of Veteran Affairs](#) for details about the Yellow Ribbon program and eligibility requirements.

Southwestern will discontinue educational benefits paid to a student when the VA finds the student's attendance, progress, or conduct is unsatisfactory according to the regularly prescribed standards and practices of Southwestern.

Free Application for Federal Student Aid (FAFSA)

The FAFSA should be completed [online](#) each year and is available on October 1st of each year. This form must be completed by students applying for Federal Direct Loans and Federal Work Study (FWS). Southwestern's school code (G01295) must be indicated on the FAFSA application.

Southwestern Financial Aid Application

All J.D. Continuing Students requesting aid must complete the Financial Aid Application [online](#) each year.

Southwestern's Financial Aid Code of Conduct

The Higher Education Opportunity Act conditions the eligibility of educational institutions to participate in Title IV programs on the development of and compliance with a code of conduct prohibiting conflicts of interest for its financial aid personnel [HEOA § 487(a)(25)]. Southwestern's officers, employees and agents are required to comply with this code of

conduct. The following specific provisions bring Southwestern into compliance with the federal law [HEOA § 487(e)].

1. Neither Southwestern as an institution nor any individual officer, employee or agent shall enter into any revenue-sharing arrangements with any lender.
2. No officer or employee of Southwestern who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, or any of their family members, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans. For purposes of this prohibition, the term "gift" means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a de minimus amount.
3. An officer or employee of Southwestern who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.
4. Southwestern shall not:
 1. for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or
 2. refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.
5. Southwestern shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with:
 1. specified number of loans made, insured, or guaranteed under Title IV;
 2. a specified loan volume of such loans; or
 3. a preferred lender arrangement for such loans.
6. Southwestern shall not request or accept from any lender any assistance with call center staffing or financial aid office staffing.
7. Any employee who is employed in the financial aid office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

Direct Unsubsidized Loan Master Promissory Note

This form is required annually for all borrowers applying for a Federal Direct Loan and must be completed on the www.studentloans.gov website.

Direct GradPLUS Loan Master Promissory Note

This form is required annually for all borrowers applying for a Grad PLUS Loan and must be completed on the www.studentaid.gov website.

Packaging Policies

For more information on the complete awarding policy, see Southwestern's Financial Aid Policy.

Funds are considered in the following priority:

1. Scholarships
2. Federal Direct Loans
3. Federal Work Study
4. Federal Direct GradPLUS Loan
5. Private Loans

Notifications of Awards

All students who have completed the financial aid application process by the published deadline will be notified via email of their offer letter.

Entrance and Exit Interviews

Prior to release of any federal funds, students are required to complete an entrance interview.

The federal government requires all federal student loan borrowers to attend an exit interview shortly before they graduate, withdraw from school, or take a leave of absence. Exit interviews may also be completed online.

The federal government requires all colleges and universities to offer Entrance and Exit Counseling for federal student loan recipients. Students only have to complete each of these **once** (for **each** federal loan type) while in attendance at Southwestern.

Types of Entrance and Exit Counseling Available:

- Direct Loan Entrance Counseling for Grad Students
- Direct Loan Exit Counseling

Students must complete entrance and exit counseling for **each** of the various loan types they will receive.

Additional questions regarding Entrance or Exit Counseling may be directed to the Financial Aid Office.

Disbursement of Awards

Institutional scholarships are credited to the student's account as soon as possible, but may take up to two weeks after the term commences.

Federal Direct Unsubsidized Loans and Federal Direct GradPLUS Loans are disbursed at least twice a year by electronic funds transfer directly from the lender. Refunds are disbursed on the Friday before classes commence each semester.

Any tuition or fees due to Southwestern are deducted from these disbursements. The difference, if any, will be available within ten business days or as prescribed by regulation. See above for refund details. You may sign up for Automated Refund Direct Deposit through **SWLAW>SelfService**.

Appeal Provision

Every student has the right to appeal to the Financial Aid Committee if the student believes injustice or unfair treatment has occurred (except in those matters set by federal regulations or Southwestern policy) and cooperative action has not been provided by the Financial Aid Office. The Director of Financial Aid can provide guidance regarding the appeals procedure.

Confidentiality

All materials pertaining to financial aid are confidential. Student permission (in writing) is required to release any information concerning all aspects of the financial aid process, except as provided by state or federal regulations, to a third party, including spouses or parents. This complies with the FERPA amendments.

FAQs

1. Applying for Aid

Q: How do I apply for Financial Aid?

A: To apply for Federal Financial Aid, you will need Southwestern's school code (**G01295**) to complete the following 3 steps on the Department of Education's website at www.studentaid.gov.

1. FAFSA (Free Application for Federal Student Aid)
2. Graduate Student Loan Entrance Counseling

3. Master Promissory Notes: Unsubsidized and/or Graduate PLUS

Q: What is the deadline to apply?

A: The deadline to complete the financial aid application process is **March 15** for **Continuing** Students and **April 1** for **Entering** Students.

Q: Does the March 2 deadline listed on the FAFSA apply to me?

A: No. This deadline is for **Undergraduate** State Aid and does not apply to students attending Southwestern.

Q: What happens after I submit my FAFSA?

A: For students who have been accepted to Southwestern, the Financial Aid Office will begin processing financial aid offers in mid-February. Within 10 days of submitting your FAFSA, you will receive an email notification letting you know that your Offer Letter has been processed and given instructions on how to view and "accept" your aid.

Q: How do I sign my Master Promissory Note (MPN)?

A: You will complete and sign your Master Promissory note(s) on the www.studentaid.gov website. There are separate Master Promissory Notes for the Federal Unsubsidized loan as well as the Federal GradPlus loan.

Q: What if I already signed a Master Promissory Note in the past?

A: The Master Promissory note is required annually if you are a Direct Loan borrower at Southwestern. You will need to complete a new MPN.

Q: What if I already completed loan entrance counseling in the past?

A: First-time Direct Loan borrowers at Southwestern will need to complete a new loan entrance counseling. If you already completed entrance counseling while enrolled at Southwestern, then you do not have to complete entrance counseling again.

Q: How are my private loans handled?

A: If you are applying for a Private Non-Federal Loan, you will need to sign for this loan EACH year that you are requesting. Prior to taking out a Private Loan, however, you should speak with the Financial Aid Office to see if you may be eligible for a Federal GradPLUS loan instead.

Q: What is Verification?

A: Verification is a process in which students may be requested to certify the accuracy of information reported on the FAFSA. Students who are selected for verification will be notified about the required documentation and deadlines.

2. Disbursement of Aid

Q: What will my offer letter include?

A: The offer letter will identify all aid which a student requested to be considered for when they completed the FAFSA **and** for which he/she is deemed to be eligible. The offer letter will indicate eligibility for student loans (including both Unsubsidized and GradPLUS Loans), Federal Work Study, and scholarships.

NOTE: If your Offer Letter lists the GradPLUS loan, it means that you meet the eligibility requirements to apply for the loan, but it does NOT mean that you've already been approved for the loan. Credit Approval is required for the GradPLUS Loan.

Students who wish to take advantage of the aid which has been offered **must** complete an acceptance process online (via the student portal) before their aid will be processed.

Q: What if I need to adjust my offer?

A: During the financial aid confirmation process, entering students should indicate any changes and/or reject any types of aid they do not wish to receive.

Continuing students who wish to make an adjustment to their aid package (either to cancel a particular type of aid or to reduce the amount of aid) should email the Financial Aid Office.

Q: When will I receive my offer letter?

Students will receive an email notification letting them know they can view their financial aid package approximately 7 days after they have submitted all documents to the Financial Aid Office. Students will be contacted when/if additional documentation is required.

Q: When are my funds disbursed?

A: Funds are disbursed the Friday prior to classes beginning. We must internally post the funds to your account once we determine you are eligible (registered, completed entrance counseling, and enrolled in the minimum number of units). Once your tuition has been paid in full, the remaining balance will be disbursed to you in the form of a check, or direct deposit if you have elected that option.

Q: When will I get my refund?

A: Refunds are disbursed the first Friday before classes commence each semester.

Q: What if I need more money?

A: If a student feels that they will need more aid than what was initially offered to them, they should visit the Financial Aid Office to discuss a budget increase. In certain cases and with specific documentation, a student MAY be eligible to increase their Cost of Attendance.

Q: How do I sign up for direct deposit?

A: You may sign up for Automated Refund Direct Deposit through [Self-Service](#) (go to Financial Information > Bank Information).

Q: Can I get my books prior to the start of classes?

A: We suggest that you utilize a credit card to purchase your books. "Book Vouchers" may be provided to students who are receiving sufficient financial aid to cover the cost of books. This allows students to charge your books to your Student Account while you are awaiting financial aid for the term. Book Vouchers are available approximately 1 week prior to classes beginning. You must be registered and have completed all your financial aid documents to be considered for this option.

Q: What about my living expenses?

A: In creating the cost of attendance (budget) for all students, the Financial Aid Office considered what a typical student would spend on living expenses, including rent, food and utility expenses over the course of an academic year. These estimates are applied across-the-board to all students who apply for financial aid.

Q: Does the Cost of Attendance account for purchasing a laptop?

A: With proper documentation, students are allowed a one-time increase in their Cost of Attendance for the purchase of a laptop (Maximum of \$2000). Students can pick up a Budget Increase Application in the Financial Aid Office.

Q: Do you have payment plans, and if so, how many different payments can it be split up into?

A: For more information on payment plans, please contact the Accounting Office. Tel 213-738-6818 or email accounting@swlaw.edu.

Q: What types of scholarships are available?

A: The school offers a number of [institutional scholarships](#), including the Wildman/Schumacher Scholarship Program for Entering Students, and the Dean's Merit Award for Continuing Students. Information is also available online

regarding other scholarship programs and essay contents that a student may apply for to defray costs. This information is updated regularly to reflect opportunities as details become available. Questions should be directed to the Admissions Office regarding the Wildman/Schumacher Scholarship, and to the Financial Aid Office for all other scholarship opportunities.

Q: What if I receive Veteran Benefits?

A: Students receiving Veteran Benefits can utilize those funds to help cover expenses at Southwestern. Students will need to speak to the VA Certifying Official in the Financial Aid Office and complete additional forms in order to begin receiving their benefits.

Q: Is a Public Service Loan Forgiveness Program available?

A: Yes, the Federal Public Service Loan Forgiveness program was established in 2007. Under this program, Federal student loan borrowers may qualify for forgiveness of the remaining balance of their Federal Direct Loans after making 120 qualifying payments on those loans while employed full-time by certain public service employers. For more information about Public Service Loan Forgiveness contact Mohela.com.

Q: What if I have bad credit?

A: Credit checks are not involved when a student applies for Direct Unsubsidized Loans. However, credit checks are required when a student applies for a GradPLUS Loan. Approval for GradPLUS Loans is not based on the student's credit score. Rather, it's a much simpler review to determine whether or not a student has an *Adverse Credit History* (examples include recent bankruptcy, foreclosure, repossessions, etc.). The absence of these particular items means a student would be approved for the loan. In the event that a student is denied as a result of their credit check, they would be given an opportunity to secure an endorser (a.k.a. co-signer) in order to obtain loan approval. In some instances, institutional loan funds are available.

Q: Will I need a co-signer?

A: Students *only* need to obtain an endorser if they are denied a GradPLUS Loan. If so, the lender will contact the student and inform them of the right to secure an endorser in order to obtain loan approval. Once an endorser is approved, the student will need to complete another promissory note that links to the endorser's note and will also need to complete a mandatory PLUS CREDIT counseling session. Students will *not* need an endorser in order to obtain an Unsubsidized Loan.

Q: Will you need my parental information?

A: All students enrolled in a graduate program are considered to be independent for purposes of completing the FAFSA application, so no parental information will be required.

Loans

Federal Direct Undergraduate Loan

The federal government offers eligible students Federal Direct Unsubsidized Loans through the U.S. Department of Education. Graduate students may apply for up to \$20,500 per academic year. Interest on unsubsidized loans begins at disbursement. Students may borrow up to a combined aggregate maximum of \$138,500 for both undergraduate and graduate loans through this program.

The interest rate for Direct Unsubsidized Loans first disbursed on or after July 1, 2023, and before July 1, 2024, is 7.05%.

For all loans disbursed **on or after Oct. 1, 2020, and before Oct. 1, 2023**, the loan origination fees are as follows: 1.057% for Direct Unsubsidized Loans.

Federal GradPLUS Loans

The federal government offers eligible students [Federal Direct GradPLUS Loans](#) through the U.S. Department of Education. Graduate students may apply for a loan amount up to the cost of education less any other financial aid per academic year. The interest accrues while the student is in school and during grace periods and eligible deferment periods. There is no aggregate maximum on this loan.

The interest rates for GradPLUS Loans first disbursed on or after July 1, 2023, and before July 1, 2024, is 8.05%.

For all loans disbursed **on or after Oct. 1, 2020, and before Oct. 1, 2023**, the loan origination fees are as follows: 4.228% for GradPLUS Loans.

Your credit report will be pulled and reviewed by the Department of Education when you apply for the GradPLUS loan. To qualify for GradPLUS Loan, your credit report cannot reflect an adverse credit history.

You are considered to have an adverse credit history if:

- One or more debts with a total combined outstanding balance greater than \$2,085 that are 90 or more days delinquent or that have been placed in collections or charged off (written off) within the past two years.

- Debt discharged in bankruptcy during the past 5 years.
- Evidence of a default, foreclosure, tax lien, repossession, wage garnishment, or write-off of a Title IV debt during the past 5 years.

There are two ways that you may still be able to qualify for a GradPLUS Loan.

- By obtaining an endorser (similar to a cosigner) who does not have an adverse credit history.
- You have the option of trying to qualify by documenting to the Department of Education that there are extenuating circumstances related to your adverse credit history.

Visit www.studentaid.gov for more information about the ways you can qualify for a GradPLUS Loan.

Return of Title IV Federal Funds

If a student withdraws from all classes prior to completing more than 60% of an enrollment period, their eligibility for aid will be recalculated based on the percent of the period completed (this calculation considers the number of calendar days the student was scheduled to complete, minus any days on approved LOA or breaks of more than five consecutive days). Funds will be returned (in accordance with federal regulations regarding return of federal funds) in the following order:

1. Federal Unsubsidized Loan (to lender)
2. Federal GradPLUS Loan (to lender)
The refund to each fund listed above shall not be in excess of the amount disbursed during the award period from that fund.
3. Institutional Scholarships

Southwestern will offer any post-withdrawal disbursement of loan funds within 30 days of the date the school determined the student withdrew and will return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew.

Private Student Loans

Lenders have several loan programs for students who are unable to finance the entire cost of their education with traditional forms of financial aid. These loans are not guaranteed nor subsidized by the federal or state government. Private loans are not based on need, but other financial aid is taken into consideration when determining maximum amounts for which a student is eligible. Student loans, including those from private lenders, may never exceed total cost of education for an academic year through any combination of financial

assistance. To obtain the most complete, current information on terms and conditions, the lenders should be contacted directly.

Credit Scoring

Most private loan lenders use credit scoring (the most widely used method is FICO, formerly known as Fair Isaac Company) as a means to determine the amount of risk they are assuming on a borrower level. Using this risk model, creditors receive a "credit score" for each borrower. That score is then used to determine if the borrower is too risky, and therefore requires either a higher guarantee fee, a co-signer or a denial of credit.

Even though lenders will not release the student's score to them, there are some preemptive steps students can take. Students should review a copy of their credit report for erroneous information and reduce outstanding debt as much as possible. In addition, students should not apply for additional credit, as inquiries hurt the credit score. Visit the [FICO website](#) for more assistance.

Short-Term Loan Advance

Southwestern offers short-term, interest-free loans to students who demonstrate emergency need. These loans are targeted for emergencies, not regular expected bills (such as rent), which may come up from time to time. These loans may not be used for tuition payments and the loan must be repaid during the current semester. Students are not able to receive loan advances prior to the beginning of the semester.

Short-Term Load Advance Programs

Bing Crosby Emergency Loan Fund

This fund was established by the trustees of the Bing Crosby Youth Fund to provide emergency loans to enrolled students.

Marilyn Garland Emergency Loan Fund

Established by members of the Southwestern community in memory of Mrs. Marilyn Garland (deceased wife of Professor Norman Garland) who died in 1982, this fund provides emergency loans of up to \$1,000.

Counseling and Repayment

Financial Aid Loan Entrance Counseling

The following information will be included in the Loan Entrance Counseling that is available online at <https://studentaid.gov/entrance-counseling/>. First-time student borrowers will be

directed to complete entrance counseling prior to the first disbursement of loan funds. In addition, we require all students to attend a Federal Student Aid Orientation prior to starting law school. This is a live Power-Point Presentation, with important information shared. All students are then given a link to schedule additional appointments throughout their tenure here whenever questions arise. Yearly sessions are encouraged, but not required.

- Explanation and use of the Master Promissory Note (MPN)
- Effect of accepting the loan on eligibility for other aid
- Seriousness and importance of the repayment obligation
- Definition of half-time enrollment
- Consequences of not maintaining at least half-time enrollment
- Importance of contacting the appropriate office at the school if the student plans to withdraw before completing the academic program to allow the school to provide exit counseling to the borrower
- The importance of repayment and the consequences of default, including adverse credit reports, federal offset, and other federal delinquent debt collection procedures and litigation
- Sample monthly repayment amounts based on a range of levels of indebtedness or the average cumulative indebtedness of other loan borrowers within the same academic program as the borrower
- Information regarding the National Student Loan Data System (NSLDS) and how a borrower can access and monitor his or her loan records
- Name and contact information of the person the student can contact with questions regarding rights and responsibilities or loans terms and conditions

Financial Aid Loan Exit Counseling

Students are required to complete financial aid loan exit counseling prior to graduating or shortly before ceasing enrollment of at least half-time study. Students who seek withdrawal from the school should contact the Financial Aid Office to obtain exit counseling. Several topics presented at the entrance counseling session are again presented at the exit counseling. Exit counseling is required for all graduated, withdrawn, or dismissed students prior to exiting the institution as well as when a student ceases to attend at least half-time. If a student leaves school or chooses to postpone their education, the student should contact the Financial Aid office to understand the financial impact of this decision and to attend loan exit counseling. The following information will be included in the loan exit counseling that is available online at <https://studentaid.gov/exit-counseling/>. In addition to completing the Exit Counseling online, each student has an individual Exit Counseling session and is encouraged to schedule a repayment setup appointment with the Financial Aid office after the BAR.

- Explanation of all repayment plans available
- Comparison of each type of repayment plan, including average projected monthly payments and the difference in interest and total payments
- Explanation of the terms and conditions to obtain full or partial loan forgiveness or discharge
- Explanation of the terms and conditions under which a borrower may obtain a deferment or forbearance
- Debt management strategies to assist the student in successful loan repayment
- Information regarding the average anticipated monthly repayment amount based on the student loan borrower's actual indebtedness or the average indebtedness of student borrowers in the same academic program receiving the same types of loans
- A review of the Master Promissory Note (MPN) and the student's obligation to repay the loan
- Explanation of the student's responsibility to repay the loan even if the student did not complete the program, did not complete the program within the regular completion time for that program, is unable to obtain employment, or is dissatisfied with the education received
- Explanation regarding the consequences of default, including adverse credit reports, federal offset, other federal delinquent debt collection procedures, and litigation under federal law
- Effects of loan consolidation, including the effect on total interest and fees to be paid, length of the repayment term, effect on borrower benefits on underlying loans (grace periods, deferment, loan forgiveness, and loan discharge), option to prepay or change repayment plans, and how borrower benefits may differ between lenders
- Explanation of the tax benefits available to the student
- Information concerning the National Student Loan Data System (NSLDS) and how the student can use NSLDS to access his or her record
- Information regarding the services offered by the federal student loan Ombudsman's Office
- Information containing (1) descriptions of federal student assistance programs, (2) the rights and responsibilities of student and institutional participants, and (3) ways in which students and prospective students can assess the debt burden and monthly and total repayment obligations for their loans

Loan Repayment Obligation & Repayment Options

Students who receive federal student loans sign a Master Promissory Note (MPN) that states the student is obligated to repay the student loan funds regardless of the student's graduation, withdrawal from school, or inability to obtain employment. The Federal Direct Loan program offers students many different repayment options. Students are encouraged to meet with our financial aid counselor after graduation/bar to set up their repayment plan to suit their needs. The school's Financial Aid office encourages one-on-one meetings

to review the different repayment options. If at any time a student becomes delinquent on a loan it is the student's responsibility to contact the school or lender to determine what options are available to the student.

Scholarships, Grants and Fellowships

Southwestern offers a number of scholarships from income provided by gifts from donors, foundations, and its own general funds. Qualifications for and amounts of scholarships vary, but the determination of award is generally based on financial need and scholastic achievement, as well as the amount of funds available.

For more information about these scholarships please click below or contact the Admissions Office.

NOTE: A student may not receive scholarship funds from Southwestern in excess of current tuition. Exceptions may be made in rare circumstances.

Special Scholarships for Entering J.D. Students

Southwestern Law School maintains several scholarship programs for entering J.D. students (both first-year and transfer). **Applicants who are admitted to the J.D. program are automatically considered for these scholarships and do not need to apply separately or request special consideration for them. All the following scholarships are merit-based and are awarded based on the strength of an applicant's application file overall, not on financial need.**

For inquiries regarding these merit-based scholarships, please contact the Southwestern Law School Admissions Office. For inquiries regarding aid available based on financial need, please contact the Southwestern Law School Financial Aid Office.

NOTE: A student may not receive scholarship funds from Southwestern in excess of current tuition. Exceptions may be made in rare circumstances.

1. Wildman/Schumacher Scholarship for Entering First-Year J.D. Students / Conditional Scholarship Information

The Wildman/Schumacher Scholarship is Southwestern's most generous scholarship program, providing funds toward tuition that can be renewed for each year of a student's program. Awards can be as high as full tuition for the duration of the normal length of a student's program.

Initial Eligibility

The Wildman/Schumacher Scholarship is a merit-based scholarship awarded only to entering first-year J.D. students. Awards and scholarship amounts are based on undergraduate grades, LSAT score(s), letters of recommendation,

and other factors the scholarship committee may wish to consider. For detailed information about eligibility please review the Wildman/Schumacher Eligibility PDF (in sidebar).

Annual Renewal

Wildman/Schumacher Scholarships are renewable scholarships, meaning that the scholarship recipient is able to receive a set annual award upon meeting the renewal criteria each year. Currently, the primary renewal criterion for entering students is to maintain a minimum 3.0 law school GPA following their first academic year. Full renewal criteria, examples, and details can be found in the Wildman/Schumacher Eligibility PDF (in sidebar).

This chart details the renewal rates for the three most recent classes as they moved on to their second year.

	2019-2020*	2020-2021	2021-2022
Awarded	176	204	222
Kept	114	97	119
Lost	62	107	103
% Kept	64.77	47.55	53.60
% Lost	35.23	52.45	46.40

*Due to the pandemic, Southwestern decided to allow all students (with the exception of 1Ls not in good academic standing after the spring 2020 semester) to keep their conditional scholarships at the end of spring 2020 and assess continued eligibility following fall 2020 (or, for SCALE students, following Period 5). Following fall 2020, 114 (64.77%) of the entering 2019 Wildman/Schumacher scholarship recipients kept their scholarships, and 62 (35.23%) lost their scholarships.

2. Southwestern Admissions Scholarship

The Southwestern Admissions Scholarship provides funds toward tuition for a student's first academic year at Southwestern. The award is not renewable for subsequent years. The Southwestern Admissions Scholarship can range in amount from a few thousand dollars to full tuition for the first year of a student's program.

Eligibility

The Southwestern Admissions Scholarship is a merit-based scholarship awarded only to entering first-year J.D. students. Awards and scholarship amounts are based on undergraduate grades, LSAT score(s), letters of recommendation, and other factors the scholarship committee may wish to consider.

3. Southwestern Admissions Scholarship for First-Generation Law Students

The Southwestern Admissions Scholarship for First-Generation Law Students is available to entering students who are the first in their family to attend post-secondary education and is meant to recognize the significant achievement of these students and the particular obstacles they have overcome to reach the goal of entering law school. This scholarship provides funds toward tuition for a student's first academic year at Southwestern. The award is not renewable for subsequent years.

Eligibility

The Southwestern Admissions Scholarship for First-Generation Law Students is a merit-based scholarship awarded only to entering first-year J.D. students who are the first in their family to attend postsecondary education. Awards and scholarship amounts are based on undergraduate grades, LSAT score(s), letters of recommendation, and other factors the scholarship committee may wish to consider.

4. Dean Arthur J. Abbott Housing Scholarship

The Dean Arthur J. Abbott Housing Scholarship is available to entering students choosing to live in Southwestern's on-campus student apartments, [The Residences at 7th](#). The scholarship provides partial funds toward rental rates at The Residences and is awarded for a student's first academic year only, meaning it is not renewable for subsequent years.

NOTE ON INCOME TAXATION OF HOUSING SCHOLARSHIPS: Recipients are advised that housing scholarships constitute taxable income for federal and state income tax purposes.

Eligibility

The Dean Arthur J. Abbott Housing Scholarship is a merit-based scholarship awarded only to entering first-year J.D. students. Awarding is based on undergraduate grades, LSAT score(s), letters of recommendation, and other factors the scholarship committee may wish to consider. The recipient must also choose to lease an apartment at Southwestern's on-campus student apartments, The Residences at 7th, and meet all criteria for on-campus housing, including completing the application, paying the application fee, posting the security deposit for damage to the apartment, and meeting credit criteria for rent not covered by the scholarship.

5. First-Year Book Scholarship

The First-Year Book Scholarship provides funds to cover the cost of required books and other required printed materials during the first year of a student's academic program at Southwestern.

The award is not renewable for subsequent years. The exact value of the First-Year Book Scholarship depends upon the cost of required printed materials, which varies by year and depends on prices set by publishers, printers, booksellers, and the titles selected by a student's particular professors.

Eligibility

The First-Year Book Scholarship is a merit-based scholarship awarded only to entering first-year J.D. students. Awarding is based on undergraduate grades, LSAT score(s), letters of recommendation, and other factors the scholarship committee may wish to consider.

Redemption Terms

The First-Year Book Scholarship may only be redeemed through the Southwestern Law School Bookstore. As each academic year approaches, Southwestern's Financial Aid Office will provide a list of First-Year Book Scholarship recipients to the bookstore. Once the bookstore has the required books and printed materials in stock, and has received the list of recipients from the Financial Aid Office, recipients may then arrange to redeem their scholarship for their books and materials. Recipients cannot be reimbursed for books or materials purchased outside the Southwestern Law School

Bookstore. In the event a recipient chooses not to attend Southwestern after receiving their books or materials, the books or materials must be returned.

6. Academic Achievement Scholarship for Entering Transfer J.D. Students

Southwestern awards a select number of scholarships for students who transfer into the J.D. program. Criteria include strong performance at their prior law school, strong undergraduate grade point average and Law School Admission Test scores, leadership potential and other outstanding personal accomplishments, and other factors. Awards are renewable for students who meet the continuing academic performance requirements.

Based upon a review of the information submitted in their admissions application files, all admitted transfer J.D. applicants are considered for Academic Achievement Scholarships. Admitted applicants do not need to submit a separate application for Academic Achievement Scholarship consideration. For detailed information about eligibility and renewal terms, please review the Academic Achievement Scholarship Eligibility PDF (in sidebar).

7. Southwestern Change-Maker Scholarship for Entering First-Year J.D. Students

The Southwestern Change-Maker Scholarship provides funds toward tuition that can be renewed for each year of a student's program. Awards can be as high as full tuition for the duration of the normal length of a student's program.

Initial Eligibility

The Southwestern Change-Maker Scholarship is a merit-based award granted only to entering first-year J.D. students. Awarding decisions are based on undergraduate grades, LSAT score(s), letters of recommendation, and other factors the scholarship committee may wish to consider. For detailed information about eligibility please review the Southwestern Change-Maker Eligibility PDF (in the sidebar).

Annual Renewal

The Southwestern Change-Maker Scholarship is a renewable scholarship, meaning that the scholarship recipient is able to receive a set annual award upon meeting the renewal criteria each year. Currently, the primary renewal criterion for entering students is to maintain a minimum 2.330 law school

GPA following their first academic year. Full renewal criteria, examples, and details can be found in the Southwestern Change-Maker Eligibility PDF (in the sidebar).



Southwestern Change-Maker Scholarship Terms & Conditions

The following terms and conditions apply to the receipt of and continued eligibility for the Southwestern Change-Maker Scholarship for **Entering First-Year J.D. Students** ("Scholarship"). The Scholarship is a merit-based award granted only to entering first-year J.D. students. Awarding decisions are based on undergraduate grades, LSAT score(s), letters of recommendation, and other factors the scholarship committee may wish to consider.

Once Scholarship awards have been determined, the Financial Aid Office will ensure that recipients receive their funds and will monitor continued eligibility throughout recipients' enrollment at Southwestern Law School. Recipients who have questions regarding Scholarship renewal should contact the Director of Financial Aid. Please note that recipients do not need to request that the Financial Aid Office renew the scholarship; it will automatically renew as long as eligibility is maintained.

The Scholarship will only be paid for the number of fall and spring semesters, or SCALE periods, normally required to attain a J.D. degree from Southwestern. The normal length of the Day program is three (3) years; the normal length of the Part-time Evening and PLEAS/Part-time Day programs is four (4) years; the normal length of the SCALE program is two (2) years.

Partial Scholarships

1. Partial scholarships are those that are not intended to pay full tuition. These scholarships are paid equally over the fall and spring semesters only. For SCALE students, funds are paid equally over their periods.
 - a. No part of the scholarship may be used to pay for any summer courses or summer abroad, whether they are offered by Southwestern or another law school. In addition, this scholarship cannot be used to pay any fees.
2. Partial scholarships will only be paid for the number of fall/spring terms or SCALE periods normally required to attain a JD degree. Also, the scholarship will never exceed the amount listed on the notification letter sent by Admissions. For example, an eligible Day program student who received \$75,000 will be paid \$12,500 for each of six (6) terms, excluding summer courses or summer abroad courses. If this same award were going to an Evening student, the student who received \$75,000 will be paid \$9,375 for each of eight (8) terms, excluding summer courses or summer abroad course.

- a. This scholarship is only paid for fall/spring terms (or SCALE periods) when the student is in attendance at Southwestern. If a student finishes the program early, any future scholarship funds are forfeited.

Full Tuition Scholarships

3. Full tuition scholarships are those that are intended to pay full tuition. These scholarships are paid equally over the fall and spring terms only. For SCALE students, funds are paid equally over their program terms, known as periods. The Scholarship cannot be used to pay fees.
 - a. Day program students: No part of the Scholarship may be used to pay for any summer courses or summer abroad, whether offered by Southwestern or another law school.
 - b. Part-time program students: The Scholarship may be used to pay for up to 8 units of on-campus coursework, including externship units. It may not be used to pay for any summer abroad courses, whether they are offered by Southwestern or another law school.
 - c. SCALE program students: The Scholarship will pay for all periods, including the summer period and any externship units, but not for any summer abroad courses, whether they are offered by Southwestern or another law school.

4. A full tuition Scholarship will only be paid for the number of terms normally required to attain a J.D. degree from Southwestern.
- a. Day program student would be paid the full flat rate tuition for six (6) semesters, half in fall and half in the spring.
 - b. Part-time program students would be paid the full flat rate tuition for eight (8) semesters, half in the fall and half in the spring, in addition to the eight (8) units for the summer session(s) as noted in item 3b.
 - c. SCALE program students would be paid the full flat rate tuition for eight (8) periods, including the summer session as noted in item 3c. EXCEPTION: SCALE students entering the 2.5 program are allowed to have their scholarship extend to the extra fall semester, for a total of nine (9) periods.
 - d. This scholarship is only paid for fall/spring terms (or SCALE periods) when the student is in attendance at Southwestern. If a student finishes the program early, any future scholarship funds are forfeited.
 - e. The scholarship may not be used to pay for any summer courses or summer abroad, except as noted in items #3b and 3c.

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General Provisions

5. Scholarship Amount: It is the general policy of Southwestern that no student receive scholarship or gift aid in excess of tuition charged. In the event that a student receives other scholarship or gift aid that would cause those funds to exceed the student's full tuition charged, Southwestern reserves the right to reduce the scholarship so that the full annual tuition amount is not exceeded.
- a. Exception: If a student should receive a scholarship that is not from Southwestern or any of its benefactors, said scholarship is considered an "outside scholarship." Any scholarship funds from an outside source will not be counted in the calculation.
6. Change of Program: If a student changes programs, there is an automatic change in the amount of the scholarship, and will be modified by the Dean of Admissions (if prior to the start of 1L classes beginning), or the Director of Financial Aid (once classes commence). Program changes prior to 1L classes beginning must be approved and modified by the Admissions Office. Students considering changing programs should consult with the Director of Financial Aid in advance to determine their new award amount.
7. Leave of Absence: If a student goes on an approved Leave of Absence, the scholarship will be reinstated providing the student returns to Southwestern at the approved date or earlier, and is still eligible for the scholarship. If the student fails to return at the approved time, the scholarship is canceled in perpetuity.
8. Leaving School: When a student voluntarily or involuntarily withdraws, is disqualified or takes an approved Leave of Absence, the value of the scholarship is reduced in prorated proportion to the expiration of the term. For example, if a student leaves the law school with only 25% of the term having expired, only 25% of the scholarship will be applied toward that student's tuition and the remaining 75% will be returned to the scholarship fund. Once 60% of the term has expired, the full scholarship will be applied toward tuition without any proration.
9. Disqualification: Any student who is academically disqualified loses eligibility for the scholarship in perpetuity, regardless of reinstatement, readmission, future class standing or grade point average.
10. Revocation: The scholarship may be revoked at any time because of any breach of the Student Honor Code, pursuant to a determination made in accordance with the procedures for Honor Code violations.
11. Admission Deferral: If a recipient requests and is granted a deferral of admission, the scholarship is not deferred.

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12. Renewal Requirements: The student is required to maintain at least a cumulative 2.330 grade point average to renew the scholarship. This grade point average will be calculated at the following times:

a. For Day, Evening or PLEAS students, the scholarship is renewed at the time the Official cumulative Law School Grade Point Average (LGPA) and class ranks are calculated. This occurs after all Spring grades have been determined.

i. If at that time the student does not maintain the required 2.330 cumulative grade point average, the scholarship will be withdrawn for the upcoming Fall and Spring term but please see Early Reinstatement below.

b. For SCALE students, the scholarship is renewed at the time the Official cumulative LGPA is determined by the Registrar's Office, generally at the end of the first year of the program.

i. If a SCALE student does not maintain the required 2.330 cumulative LGPA and loses the scholarship, the only possible reinstatement is addressed below.

13. Early Reinstatement: It is the policy of Southwestern to review scholarships using the LGPA. The LGPA is calculated when all grades are determined, as previously discussed. However, there is a possibility for an early reinstatement.

a. In order to receive possible reinstatement of their scholarship, recipients who lose some or all of the scholarship due to the LGPA review, will be reviewed again at end of the following Fall term, or for SCALE students, the end of the next grading period after summer.

b. If the student has then attained the required cumulative minimum GPA of 2.330, the scholarship will be reinstated.

c. Reinstatement is not retroactive to the previous term or grading period; it is only applicable to the current term and forward.

14. Appeal: Should any of these rules be found to be ambiguous, contradictory, or in error, the other rules shall remain in force. The Director of Financial Aid will interpret these rules.

a. If the student wishes to appeal the Director's decision further, the student may appeal to the Vice Dean.

15. Other: Southwestern reserves the right to replace any or all of the scholarship funds with any other scholarship funds it chooses so long as the total eligible amount is not decreased.

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a. The terms and conditions of any replacement scholarship will not be more restrictive than the original scholarship.

16. Dean's Scholarships: If a recipient of the scholarship becomes eligible for Dean's Merit Award or Dean's Academic Leadership Award Scholarship, the recipient will not be entitled to the combination of both scholarships. Rather, the student will be entitled to the higher of the two scholarships. For example, if the scholarship award is \$20,000 per year, and then the student becomes eligible for a \$25,000 Dean's Merit Award, the student will receive a total of \$25,000 between the scholarship and the Dean's Merit Award. In another example, if the recipient's Change-Maker award is \$20,000 per year, and then the student becomes eligible for a \$10,000 Dean's Merit Award, the student will receive a total of \$20,000 from the scholarship and no Dean's Merit Award but would still be able to add themselves as a Dean's Scholar on their resume.

17. Changes: Southwestern reserves the right to amend, clarify or update these rules from time to time.

Wildman/Schumacher Scholarship Terms

The Wildman/Schumacher Scholarship for Entering First-Year J.D. Students is named in honor of John J. Schumacher, the founder of Southwestern Law School, and Paul W. Wildman, the long-time President of Southwestern Law School.

The following terms apply to the receipt of and continued eligibility for the **Wildman/Schumacher Scholarship for Entering First-Year J.D. Students** ("Scholarship"). The Scholarship is a merit-based award granted only to entering first-year J.D. students. Awarding decisions are based on undergraduate grades, LSAT score(s), letters of recommendation, and other factors the scholarship committee may wish to consider.

Once Scholarship awards have been determined, the Financial Aid Office will ensure that recipients receive their funds and will monitor continued eligibility throughout recipients' enrollment at Southwestern Law School. Recipients who have questions regarding Scholarship renewal should contact the Director of Financial Aid. Please note that recipients do not need to request that the Financial Aid Office renew the scholarship; it will automatically renew as long as eligibility is maintained.

The Scholarship will only be paid for the number of fall and spring semesters, or SCALE periods, normally required to attain a J.D. degree from Southwestern. The normal length of the Day program is three (3) years; the normal length of the Part-time Evening and PLEAS/Part-time Day programs is four (4) years; the normal length of the SCALE program is two (2) years.

Partial Scholarships

1. Partial scholarships are those that are not intended to pay full tuition. These scholarships are paid equally over the fall and spring semesters only. For SCALE students, funds are paid equally over their periods.
 - a. No part of the scholarship may be used to pay for any summer courses or summer abroad, whether they are offered by Southwestern or another law school. In addition, this scholarship cannot be used to pay any fees.
2. Partial scholarships will only be paid for the number of fall/spring terms or SCALE periods normally required to attain a JD degree. Also, the scholarship will never exceed the amount listed on the notification letter sent by Admissions. For example, an eligible Day program student who received \$75,000 will be paid \$12,500 for each of six (6)

terms, excluding summer courses or summer abroad courses. If this same award were going to an Evening student, the student who received \$75,000 will be paid \$9,375 for each of eight (8) terms, excluding summer courses or summer abroad course.

- a. This scholarship is only paid for fall/spring terms (or SCALE periods) when the student is in attendance at Southwestern. If a student finishes the program early, any future scholarship funds are forfeited.

Full Tuition Scholarships

3. Full tuition scholarships are those that are intended to pay full tuition. These scholarships are paid equally over the fall and spring terms only. For SCALE students, funds are paid equally over their program terms, known as periods. The Scholarship cannot be used to pay fees.
 - a. Day program students: No part of the Scholarship may be used to pay for any summer courses or summer abroad, whether offered by Southwestern or another law school.
 - b. Part-time program students: The Scholarship may be used to pay for up to 8 units of on-campus coursework, including externship units. It may not be used to pay for any summer abroad courses, whether they are offered by Southwestern or another law school.
 - c. SCALE program students: The Scholarship will pay for all periods, including the summer period and any externship units, but not for any summer abroad.

- or another law school.
 - c. SCALE program students: The Scholarship will pay for all periods, including the summer period and any externship units, but not for any summer abroad courses, whether they are offered by Southwestern or another law school.
4. A full tuition Scholarship will only be paid for the number of terms normally required to attain a J.D. degree from Southwestern.
- a. Day program student would be paid the full flat rate tuition for six (6) semesters, half in fall and half in the spring.
 - b. Part-time program students would be paid the full flat rate tuition for eight (8) semesters, half in the fall and half in the spring, in addition to the eight (8) units for the summer session(s) as noted in item 3b.
 - c. SCALE program students would be paid the full flat rate tuition for eight (8) periods, including the summer session as noted in item 3c. EXCEPTION: SCALE students entering the 2.5 program are allowed to have their scholarship extend to the extra fall semester, for a total of nine (9) periods.
 - d. This scholarship is only paid for fall/spring terms (or SCALE periods) when the student is in attendance at Southwestern. If a student finishes the program early, any future scholarship funds are forfeited.
 - e. The scholarship may not be used to pay for any summer courses or summer abroad, except as noted in items #3b and 3c.

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General Provisions

5. Scholarship Amount: It is the general policy of Southwestern that no student receive scholarship or gift aid in excess of tuition charged. In the event that a student receives other scholarship or gift aid that would cause those funds to exceed the student's full tuition charged, Southwestern reserves the right to reduce the scholarship so that the full annual tuition amount is not exceeded.
- a. Exception: If a student should receive a scholarship that is not from Southwestern or any of its benefactors, said scholarship is considered an "outside scholarship." Any scholarship funds from an outside source will not be counted in the calculation.
6. Change of Program: If a student changes programs, there is an automatic change in the amount of the scholarship, and will be modified by the Dean of Admissions (if prior to the start of 1L classes beginning), or the Director of Financial Aid (once classes commence). Program changes prior to 1L classes beginning must be approved and modified by the Admissions Office. Students considering changing programs should consult with the Director of Financial Aid in advance to determine their new award amount.
7. Leave of Absence: If a student goes on an approved Leave of Absence, the scholarship will be reinstated providing the student returns to Southwestern at the approved date or earlier, and is still eligible for the scholarship. If the student fails to return at the approved time, the scholarship is canceled in perpetuity.
8. Leaving School: When a student voluntarily or involuntarily withdraws, is disqualified or takes an approved Leave of Absence, the value of the scholarship is reduced in prorated proportion to the expiration of the term. For example, if a student leaves the law school with only 25% of the term having expired, only 25% of the scholarship will be applied toward that student's tuition and the remaining 75% will be returned to the scholarship fund. Once 60% of the term has expired, the full scholarship will be applied toward tuition without any proration.
9. Disqualification: Any student who is academically disqualified loses eligibility for the scholarship in perpetuity, regardless of reinstatement, readmission, future class standing or grade point average.
10. Revocation: The scholarship may be revoked at any time because of any breach of the Student Honor Code, pursuant to a determination made in accordance with the procedures for Honor Code violations.

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11. Admission Deferral: If a recipient requests and is granted a deferral of admission, the scholarship is not deferred.
12. Renewal Requirements: The student is required to maintain at least a cumulative 3.000 grade point average to renew the scholarship. This grade point average will be calculated at the following times:
- a. For Day, Evening or PLEAS students, the scholarship is renewed at the time the Official cumulative Law School Grade Point Average (LGPA) and class ranks are calculated. This occurs after all Spring grades have been determined.
 - i. If at that time the student does not maintain the required 3.000 cumulative grade point average, the scholarship will be withdrawn for the upcoming Fall and Spring term but please see Early Reinstatement below.
 - b. For SCALE students, the scholarship is renewed at the time the Official cumulative LGPA is determined by the Registrar's Office, generally at the end of the first year of the program.
 - i. If a SCALE student does not maintain the required 3.000 cumulative LGPA and loses the scholarship, the only possible reinstatement is addressed below.
13. Early Reinstatement: It is the policy of Southwestern to review scholarships using the LGPA. The LGPA is calculated when all grades are determined, as previously discussed. However, there is a possibility for an early reinstatement.
- a. In order to receive possible reinstatement of their scholarship, recipients who lose some or all of the scholarship due to the LGPA review, will be reviewed again at end of the following Fall term, or for SCALE students, the end of the next grading period after summer.
 - b. If the student has then attained the required cumulative minimum GPA of 3.000, the scholarship will be reinstated.
 - c. Reinstatement is not retroactive to the previous term or grading period; it is only applicable to the current term and forward.
14. Appeal: Should any of these rules be found to be ambiguous, contradictory, or in error, the other rules shall remain in force. The Director of Financial Aid will interpret these rules.
- a. If the student wishes to appeal the Director's decision further, the student may appeal to the Vice Dean.

15. Other: Southwestern reserves the right to replace any or all of the scholarship funds with any other scholarship funds it chooses so long as the total eligible amount is not decreased.
- a. The terms and conditions of any replacement scholarship will not be more restrictive than the original scholarship.
16. Dean's Scholarships: If a recipient of the scholarship becomes eligible for Dean's Merit Award or Dean's Academic Leadership Award Scholarship, the recipient will not be entitled to the combination of both scholarships. Rather, the student will be entitled to the higher of the two scholarships. For example, if the scholarship award is \$20,000 per year, and then the student becomes eligible for a \$25,000 Dean's Merit Award, the student will receive a total of \$25,000 between the scholarship and the Dean's Merit Award. In another example, if the recipient's Wildman/Schumacher award is \$20,000 per year, and then the student becomes eligible for a \$10,000 Dean's Merit Award, the student will receive a total of \$20,000 from the scholarship and no Dean's Merit Award but would still be able to add themselves as a Dean's Scholar on their resume.
17. Changes: Southwestern reserves the right to amend, clarify or update these rules from time to time.

The following rules apply to the continued eligibility for the **Academic Achievement Scholarship** (hereinafter called "the scholarship"). Once scholarship awards have been determined, the Financial Aid Office will ensure that the student receives their funds and monitor continued eligibility. Students or applicants that have any questions regarding renewing the scholarship should contact the Director of Financial Aid. Please note that recipients do not need to request that the Financial Aid Office renew the scholarship; it will be done automatically as long as eligibility is maintained.

Partial Scholarships

1. Partial scholarships are described as those that are not intended to pay full tuition. These scholarships are paid equally over the fall and spring terms only.
 - a. No part of the scholarship may be used to pay for any summer courses, Winter Intersession or summer abroad, whether they are offered by Southwestern or another law school. In addition, this scholarship cannot be used to pay any fees.
2. Partial scholarships will only be paid for the number of fall/spring terms normally required to attain a JD degree. Also, the scholarship will never exceed the amount listed on the notification letter sent by Admissions. For example, an eligible Day program student who received \$30,000 will be paid \$10,000 for each of six (6) terms, excluding summer courses, Winter Intersession or summer abroad courses. If this same award were going to an Evening student, the student who received \$30,000 will be paid \$7,500 for each of eight (8) terms, excluding summer courses, Winter Intersession or summer abroad course.
 - a. This scholarship is only paid for fall/spring terms when the student is in attendance at Southwestern. If a student finishes the program early, any future scholarship funds are forfeited.

General Provisions

3. Scholarship Amount: It is the general policy of Southwestern that no student receive scholarship or gift aid in excess of tuition charged. In the event that a student receives other scholarship or gift aid that would cause those funds to exceed the student's full tuition charged, Southwestern reserves the right to reduce the scholarship so that the full annual tuition amount is not exceeded.
 - a. Exception: If a student should receive a scholarship that is not from Southwestern or any of its benefactors, said scholarship is considered an

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"outside scholarship." Any scholarship funds from an outside source will not be counted in the calculation.

6. Change of Program: If a student changes programs, there is an automatic change in the amount of the scholarship, as decided by the Director of Financial Aid. Students considering changing programs should consult with the Director of Financial Aid in advance to determine their new award amount.
7. Leave of Absence: If a student goes on an approved Leave of Absence, the scholarship will be reinstated providing the student returns to Southwestern at the approved date or earlier, and is still eligible for the scholarship. If the student fails to return at the approved time, the scholarship is canceled in perpetuity.

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8. Leaving School: When a student voluntarily or involuntarily withdraws, is disqualified or takes an approved Leave of Absence, the value of the scholarship is reduced in prorated proportion to the expiration of the term. For example, if a student leaves the law school with only 25% of the term having expired, only 25% of the scholarship will be applied toward that student's tuition and the remaining 75% will be returned to the scholarship fund. Once 60% of the term has expired, the full scholarship will be applied toward tuition without any proration.
9. Disqualification: Any student who is academically disqualified loses eligibility for the scholarship in perpetuity, regardless of reinstatement, readmission, future class standing or grade point average, except as described below.
- a. A student who is academically disqualified but subsequently restarts law school (is readmitted with no advanced standing) within one year may be eligible for reinstatement of their scholarship under certain time and performance conditions and as determined by a committee selected by the Chief Administrative Officer (CAO). All decisions of the committee are final. The committee will automatically consider every affected student each semester (excluding summer) so there is no required application or petition.
 - i. Time: You will not be considered until you have repeated the number of semesters (excluding summer) that were completed just prior to the disqualification, plus one additional term. For example, if a Day student was academically disqualified after their first year, then readmitted to re-start law school the following fall, the student's record would not be reviewed for reinstatement until one year and one semester later.
 - ii. Performance: The committee will weigh the full range of achievement, including academic performance, which has been attained since readmission.
10. Revocation: The scholarship may be revoked at any time because of any breach of the Student Honor Code, pursuant to a determination made in accordance with the procedures for Honor Code violations.
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11. Admission Deferral: If a recipient requests and is granted a deferral of admission, the scholarship is not deferred.
12. Renewal Requirements: The student is required to maintain at least a cumulative 3.000 grade point average to renew the scholarship. This grade point average will be calculated at the following times:
- a. For Day, Evening or PLEAS students, the scholarship is renewed at the time the Official cumulative Law School Grade Point Average (LGPA) and class ranks are calculated. This occurs after all Spring grades have been determined.
 - i. If at that time the student does not maintain the required 3.000 cumulative grade point average, the scholarship will be withdrawn for the upcoming Fall and Spring term but please see Early Reinstatement below.

13. Early Reinstatement: It is the policy of Southwestern to review scholarships using the LGPA. The LGPA is calculated when all grades are determined, as previously discussed. However, there is a possibility for an early reinstatement.
- a. In order to receive possible reinstatement of their scholarship, recipients who lose some or all of the scholarship due to the LGPA review, will be reviewed again at end of the following Fall term, students, the end of the next grading period after summer.
 - b. If the student has then attained the required cumulative minimum GPA of 3.000, the scholarship will be reinstated.
 - c. Reinstatement is not retroactive to the previous term or grading period; it is only applicable to the current term and forward.
 - d. There will be no review for reinstatement of the scholarship for students who have lost their scholarship due to withdrawal, Honor Code violation, academic disqualification (except under #9), or deferral.
14. Appeal: Should any of these rules be found to be ambiguous, contradictory, or in error, the other rules shall remain in force. The Director of Financial Aid will interpret these rules.
- a. If the student wishes to appeal the Director's decision further, the student may appeal to the Chief Administrative Officer (CAO).
15. Other: Southwestern reserves the right to replace any or all of the scholarship funds with any other scholarship funds it chooses so long as the total eligible amount is not decreased.

- a. The terms and conditions of any replacement scholarship will not be more restrictive than the original scholarship.
16. Dean's Scholarships: If a recipient of the scholarship becomes eligible for Dean's Merit Award or Dean's Academic Leadership Award Scholarship, the recipient will not be entitled to the combination of both scholarships. Rather, the student will be entitled to the higher of the two scholarships. For example, if the scholarship award is \$20,000 per year, and then the student becomes eligible for a \$25,000 Dean's Merit Award, the student will receive a total of \$25,000 between the scholarship and the Dean's Merit Award. In another example, if the recipient's Academic Achievement award is \$20,000 per year, and then the student becomes eligible for a \$10,000 Dean's Merit Award, the student will receive a total of \$20,000 from the scholarship and no Dean's Merit Award but would still be able to add themselves as a Dean's Scholar on their resume.
17. Changes: Southwestern reserves the right to amend, clarify or update these rules from time to time.

Scholarships for Continuing Students

Dean's Academic Leadership Award

The Dean's Academic Leadership Award was established by the Board of Trustees to provide full tuition scholarships to the highest-ranking upper division students (typically the top 1% of the class).

Dean's Merit Award

The Dean's Merit Award was established by the Board of Trustees to provide partial tuition scholarships to upper division students who have demonstrated academic excellence and are in the top 30% of their class. Award amounts are commensurate with class rank.

Public Interest Career Development

Southwestern has a deep commitment to public service. Its administrators, deans, professors, students and alumni have devised many ways to help prepare and support the next generation of diverse, compassionate Southwestern attorneys in their public service career pursuits.

The following scholarships are dedicated to supporting Southwestern students pursuing public service career goals.

1. Public Interest Law Committee Summer Grant Program

Students interested in working in public service, which includes public interest law organizations and government agencies, may apply for grant and summer fellowship opportunities. These programs provide sources of financial support to students seeking summer work experience with agencies dedicated to serving communities and individuals in need while also enhancing the educational experiences of Southwestern students.

2. Public Interest Law Committee Graduating Student Awards

Recipients are selected annually through an application and faculty committee review process. The Faculty Public Interest Law Committee takes into account the following factors in assessing a graduating student application for each award:

- Participation in public interest law activities while a student at Southwestern.
- Participation in public interest law activities with a nonprofit organization, government agency or other entity while a student at Southwestern.
- Plans for a career in public interest law.
- Plans to incorporate *pro bono* service in private practice.

George and Katrina Woolverton Public Service Award

Given annually to one graduating student in recognition of demonstrated extraordinary dedication to public interest law activities while at Southwestern. The Woolverton Award is in the amount of \$10,000.

Woolverton Family Public Interest Award

Given annually to one graduating student in recognition of demonstrated exceptional dedication to public interest law activities at Southwestern. The Woolverton Family Public Interest Award is in the amount of \$5,000.

Southwestern Public Interest Law Service Award

Given annually to a graduating student (or students) other than the Woolverton Public Service Award and Woolverton Family Public Interest Award recipients in recognition of demonstrated significant dedication to public interest law activities while at Southwestern.

Application for Public Interest Law Committee Graduating Student Awards

In order to be considered for the George and Katrina Woolverton Public Service Award or The Woolverton Family Public Interest Award or the Southwestern Public Interest Law Service Award, the following items are required:

- Current resume
- Personal statement
- Letter(s) of recommendation

The deadline to apply for the PILC Committee Graduating Student Awards is typically scheduled mid-March each year and posted on the Portal along with full details on application instructions –e.g. application material requirements, format requirements, word-count requirements, letter of recommendation requirements, etc. – before submitting at the online application portal.

After close of the application deadline, the Faculty Public Interest Law Committee reviews all student applications received and will notify students of application status by early April with awards disbursed during the Spring semester.

Fulbright-Jose Siderman Human Rights Fellowship for Argentine Lawyers

In an effort to promote the training of young Argentine lawyers in civil liberties and human rights, the family of Jose Siderman and the Fulbright Commission in Argentina have established the Jose Siderman-Fulbright Human Rights Fellowship at Southwestern. The Fellowship brings an Argentine law graduate to Los Angeles to complete an LL.M. degree in Civil Liberties and Human Rights or Advocacy at the law school, including an externship with a civil rights organization. The program complements the association Southwestern has maintained for many years with Argentina through summer programs, judicial externships and exchange programs in Buenos Aires.

The Fellowship is named for Jose Siderman, a successful businessman who was a victim of Argentina's "dirty war" and suffered kidnapping, torture and exile during the 1970's and 80's at the hands of that country's military dictatorship. In a landmark human rights case heard in federal court in Los Angeles in 1996, the government of Argentina agreed to settle damage claims by Mr. Siderman and his family after a 14-year legal battle led by the American Civil Liberties Union. Mr. Siderman's family felt a fellowship in human rights law would be a fitting tribute to him and would contribute to the future protection of human rights in Argentina.

The Fulbright Commission in Argentina will select one Siderman Fellowship recipient per year as part of its regular grant competition. The program involves nine months of study at Southwestern and a three-month externship. Applicants must be law graduates from an accredited Argentine law school and will be selected on the basis of their academic ability, English language fluency and potential for furthering human rights and social justice in Argentina. The fellowship provides funds for living expenses, books, health insurance, and round-trip airfare from Argentina.

Siderman Fellowship Program Overview

- The Fellowship recipient will be selected by the Fulbright Commission in Argentina. There will be one fellowship per year.
- Fellowship applicants must be law graduates from an accredited Argentine law school and will be selected on the basis of their academic ability, English language fluency, and likely future contribution to human rights and social justice in Argentina. Once selected by Fulbright, Fellowship recipients will also be required to complete all requirements for admission to the Southwestern LLM program. Absent exceptional circumstances, all Fellowship recipients will be expected to have received a score of 600 or better on the paper-based TOEFL examination or an equivalent score on any of the TOEFL's other formats.
- Funding will be provided for a twelve-month stay in the United States that will involve nine months of study at Southwestern and a three-month externship at a U.S. civil liberties or public interest law organization.

- Studies at Southwestern will be toward an LLM in Civil Liberties and Human Rights, unless the Fellowship recipient has a strong criminal law orientation that makes an LLM in Advocacy more appropriate. Southwestern awards an LLM degree on the basis of 26 units of credit, and students will be permitted to take up to 15 units of classes each semester at Southwestern.
- The three-month externship at a civil liberties or public interest law organization will focus on legal skills as well as on organization building skills, including NGO management, fundraising, relationships between staff and membership, use of volunteers and community outreach. In some cases, students may begin their work at the organization during the regular semester as part of their legal skills development and continue their work during the summer with a focus primarily on organization-building skills.
- Fellowship recipients will receive free tuition at Southwestern and a monthly living-expense stipend of \$ 2,200 per month for twelve months, for a total amount of \$26,400, and an additional book stipend of \$1,250 to be paid in the amount of \$625 at the start of each semester.
- The Fulbright Commission will pay for the Fellowship recipient's air travel between Argentina and Los Angeles and it will provide the same Health Insurance it gives to all the Fulbright grantees. Fulbright will handle all visa requirements, with Fellowship recipients traveling to the United States on a J-1 visa that will obligate them to return to Argentina for at least two years upon completion of their training.
- The administration of the program will be carried out in adherence with the Policies of the J. William Fulbright Foreign Scholarship Board, and the Fulbright Board will make final selection of all grantees.

Outside Scholarship Opportunities

Any scholarship or grant award offered from a source other than Southwestern Law School is referred to as an outside scholarship.

Students may be eligible for a specific scholarship or grant from an outside agency. Some sources to explore are employers, unions, professional organizations, special interest groups, and the web.

Students must notify the financial aid office if receiving funds from any outside sources. The check should be sent to the Financial Aid office. In most cases, the funds will be credited automatically to your student account; otherwise, we will contact you to endorse the check. Please note: If a student receives a scholarship from an outside organization, the financial aid office first applies the amount against any outstanding balance on their student account.

J.D. & LL.M. Programs

J.D. Programs

Southwestern is the only American Bar Association-approved law school offering four programs of study leading to a J.D. degree that differ in scheduling and instructional approach. In addition to a full-time day and part-time evening programs, Southwestern has developed two innovative options: PLEAS, one of the only part-time day programs in the country designed to meet the needs of students with child- or elder-care responsibilities, and SCALE®, a unique two-year J.D. course of instruction with an alternative approach. SCALE is the first ABA-approved program of its kind in the U.S., featuring small classes, practical skills training, and real-world experience since 1975.

Southwestern also offers concurrent J.D./M.B.A. degree programs with The Drucker Graduate School of Management.

We also offer a 3+3 B.A./J.D concurrent degree program with California State University, Northridge.

Full-Time Day J.D.

Students who choose Southwestern's traditional full-time day program are committing to three academic years of full-time study. During this time, they pursue a broad-based legal education with opportunities to focus on a particular area of the law, such as entertainment, criminal, international, commercial, family law, or tax, among others.

All first-year students participate in the designated curriculum. Second- and third-year students combine required courses with a wide range of electives and externships to tailor a program suited to their interests and goals. Students in the traditional full-time day program at Southwestern find that the program is rigorous, the sense of shared purpose is intense - and the rewards are extraordinary.

Students who enroll in the day division should be prepared to devote substantially all of their time to the study of law. Students take the designated curriculum of 31 units during their first year and a load of 10 to 16 units each semester thereafter (see chart below). A minimum of 87 units is required for graduation.

Required Courses for Full-Time Day Program

1. Elective choices include such courses as Constitutional Criminal Procedure, Copyright Law, and Legal Profession
2. Legal Analysis, Writing, and Skills
3. Spring Semester
4. If not taken as an elective in the first year (required for graduation)

5. Students must take a minimum of six credit hours of coursework that has been specifically approved and designated as meeting the Experiential Requirement
6. At the end of the second year, students with a GPA of at least 3.33 in subjects tested on the bar exam may opt-out.
7. For full-time students, the bar-tested courses used to calculate the opt-out eligibility GPA include: Contracts I/II, Criminal Law, Civil Procedure I/II, Torts, Property, Constitutional Law I/II, Evidence, and Business Associations.

Courses	Fall Units		Spring Units
FIRST YEAR			
Civil Procedure I & II	2		3
Contracts I & II	3		2
Criminal Law	3		-
Elective ¹	-		3
Foundations of Law and Practice	-		1
LAWS I and II ²	3		3
Torts or Property	4		4
TOTAL	15		16
SECOND YEAR			
Business Associations	4	or	4
Constitutional Law I & II	3		3
Evidence	4	or	4

FIRST³, SECOND, OR THIRD YEAR			
Constitutional Criminal Procedure ⁴	3	or	3
Experiential Requirement ⁵	TOTAL	OF	6
Legal Profession ⁴	3	or	3
Upper-Division Writing Requirement	2 or 3	or	2 or 3
BAR READINESS CURRICULUM⁶: SECOND OR THIRD YEAR DAY⁷			
Remedies	2	or	2
Community Property	2	or	2
Wills and Trusts	4	or	4
MBE: Skills and Strategies	3	or	3
Cal Bar Writing: Skills and Strategies	3	or	3

Part-Time Evening J.D.

As of Fall 2019, first-year part-time evening program students can slash commuting time. Southwestern's re-imagined part-time program utilizes distance education technology so students attend about half of their classroom hours remotely.

Southwestern is committed to utilizing learning science and distance education technology in exciting ways specifically designed to enhance the part-time student experience. We want our students to spend a little more time doing what is important to them (and not driving back and forth to school).

Southwestern's evening program is a four-year part-time J.D. program designed for students who are unable to devote full-time to the study of law. For many working professionals, this program provides a financially feasible way to attend law school while maintaining a full-time work schedule. Students in the evening program bring the unique perspectives of their working lives into the classroom, enriching the law school experience for everyone.

Students enrolled in the evening program receive the same comprehensive legal education as that presented in the day program.

Southwestern's part-time program is unique among J.D. evening divisions in several ways: All core courses for evening students are taught by full-time faculty; the evening program is overseen by two full-time faculty members who serve as Co-Directors and who advocate for the evening students and advise and counsel them; the law school's services and resources are available during evening and/or weekend hours and appointments; evening students also have a dedicated Career Service Professional who has been assigned to counsel and advise them throughout law school, and special experiential learning opportunities are designed to accommodate evening students' schedules. Southwestern also offers individualized social support and events to help part-time students adjust to law school.

Part-time evening students take the designated curriculum during the first two years, and a mix of required courses and electives during the third and fourth years when they are also able to take advantage of externships, clinics, practica and honors programs. They take 8 to 11 units each semester, and two summer sessions are required to complete the 87 units to earn the J.D. degree in four years.

Contact Information

- **Part-Time Liaison**

Julie Spencer

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Email:parttime@swlaw.edu

- **Catherine L. Carpenter '76**

The Honorable Arleigh M. Woods and William T. Woods Chair | Professor of Law | Co-Director of the Moot Court Honors Program | Co-Director, Southwestern's Evening Program | Director of Criminal Law and Advocacy Concentration | Executive Director, Southwestern's Access to Social Justice Fund

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- **Bridgette M. de Gyarfas '94**

Professor of Legal Analysis, Writing, and Skills | Co-Director, Southwestern's Evening Program

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Required Courses for Part-Time Evening Program

Required Courses

Courses	Fall Units	Spring Units
FIRST YEAR EVENING		
Contracts I & II	3	2
Criminal Law	3	-
LAWS I & II ¹	3	3
Torts	-	4
Total	9	9
SECOND YEAR PART-TIME EVENING		
Civil Procedure I & II	2	3
Constitutional Law I & II	3	3
Electives ²	2	2 to 5
Property	4	-
Total	9 to 11	8 to 11
THIRD YEAR PART-TIME EVENING		
Business Associations ³	-	4
Evidence ³	4	-

BAR READINESS CURRICULUM⁶ SECOND, THIRD, OR FOURTH YEAR PART-TIME EVENING⁷			
Cal Bar Writing: Skills and Strategies	3	or	3
Community Property	2	or	2
MBE: Skills and Strategies	3	or	3
Remedies	2	or	2
Wills and Trusts	4	or	4
SUMMER OPTIONS			
Electives	2	to	6

**NOTE: Part-Time Day/PLEAS Program required courses are similar to the Evening, but may differ slightly by semester in the second, third, and fourth years*

1. Legal Analysis, Writing, and Skills
2. Elective choices include such courses as Constitutional Criminal Procedure, Copyright Law, and Legal Profession
3. Part-Time Day/PLEAS Program students have Fall or Spring options for these courses.
4. If not taken as an elective in second year (required for graduation).
5. Students must take a minimum of six credit hours of coursework that has been specifically approved and designated as meeting the Experiential Requirement.
6. At the end of the second year, students with a GPA of at least 3.33 in subjects tested on the bar exam may opt out
7. For part-time students, the bar-tested courses used to calculate the opt-out eligibility GPA include: Contracts I/II, Criminal Law, Civil Procedure I/II, Torts, Property, Constitutional Law I/II

Part-Time Day J.D. (PLEAS)

PLEAS (Part-time Legal Education Alternative at Southwestern) is one of only a very few part-time J.D. programs designed to accommodate students with child or elder care responsibilities. Established in 1981, the four-year PLEAS schedule is typically arranged to enable parents and guardians to attend law school while their children are in school.* PLEAS students attend classes with traditional full-time students, however, the course load in the four-year PLEAS program is lighter than in the traditional three-year J.D. path. For

the first two years, classes are scheduled in the morning. There are many opportunities for elective courses and externships during the final two years.

PLEAS students benefit from a special mentoring program under the leadership of the PLEAS faculty advisor, Professor Jenny R. Fee. Students meet as a group with the PLEAS faculty advisor throughout the four years of the program and are encouraged to arrange individual meetings with the Professor to plan out their course of study as well as obtain guidance with respect to various areas of law school life.

Part-time day students take the designated curriculum during the first two years, and a mix of required courses and electives during the third and fourth years when they are also able to take advantage of externships, clinics, practicums and honors programs. They take 8 to 11 units each semester, and two summer sessions are required to complete the 87 units to earn the J.D. degree in four years.

NOTE: Other students interested in non-PLEAS part-time day status will be considered on an individual basis. Class schedules may differ from PLEAS schedules.

Required Courses for Part-Time Day

Courses	Fall Units	Spring Units
FIRST YEAR PART-TIME DAY/ PLEAS		
Contracts I & II	3	2
Criminal Law	3	-
Foundations of Law and Practice	-	1
LAWS I & II ¹	3	3
Torts	-	4
Total	9	10
SECOND YEAR PART-TIME DAY/ PLEAS		
Civil Procedure I & II	2	3
Constitutional Law I & II	3	3
Electives ²	2	2 to 5
Property	4	-
Total	9 to 11	8 to 11

THIRD YEAR PART-TIME DAY/ PLEAS			
Business Associations ³	-		4
Evidence ³	4		-
SECOND, THIRD, OR FOURTH YEAR PART-TIME DAY/ PLEAS			
Constitutional Criminal Procedure ⁴	3	or	3
Experiential Requirement ⁵	TOTAL	OF	6
Legal Profession ⁴	3	or	3
Upper-Division Writing Requirement	2 or 3	or	2 or 3
BAR READINESS CURRICULUM⁶ SECOND, THIRD, OR FOURTH YEAR PART-TIME DAY/ PLEAS⁷			
Cal Bar Writing: Skills and Strategies	3	or	3
Community Property	2	or	2
MBE: Skills and Strategies	3	or	3
Remedies	2	or	2
Wills and Trusts	4	or	4
SUMMER OPTIONS			
Electives	2	to	6

**NOTE: Part-Time Day/PLEAS Program required courses are similar to the Evening, but may differ slightly by semester in the second, third, and fourth years*

1. Legal Analysis, Writing, and Skills

2. Elective choices include such courses as Constitutional Criminal Procedure, Copyright Law, and Legal Profession

3. Part-Time Day/PLEAS Program students have Fall or Spring options for these courses.

4. If not taken as an elective in second year (required for graduation).

5. Students must take a minimum of six credit hours of coursework that has been specifically

approved and designated as meeting the Experiential Requirement.

6. At the end of the second year, students with a GPA of at least 3.33 in subjects tested on the bar exam may opt out

7. For part-time students, the bar-tested courses used to calculate the opt-out eligibility GPA include: Contracts I/II, Criminal Law, Civil Procedure I/II, Torts, Property, Constitutional Law I/II

Academic Calendar



Academic Calendar Full-Time Day/Part-Time Day/PLEAS/Evening Programs

Fall 2023

Monday, August 7	Fall 2023 Semester Begins
Monday, August 7 to Tuesday, August 8	First-Year Orientation
Wednesday, August 9	First-Year Day/Evening <i>Week One</i> Curriculum Begins
Tuesday, August 15	Graduating Students Day
Wednesday, August 16	Upper-Division Classes Begins; First-Year Full Curriculum Begins
Wednesday, August 23	Last Day to Add/Drop Classes
Monday, September 4	No Classes — Observed Federal Holiday for Labor Day
Tuesday, November 7	No Classes — Observed Southwestern Holiday for Election Day
Friday, November 10	No Classes — Observed Federal Holiday for Veterans Day
Saturday, November 11	No Classes — Federal Holiday for Veterans Day
Wednesday, November 15	Last Day for Wednesday Day and Evening Classes
Thursday, November 16	Last Day for Thursday Day and Evening Classes
Saturday, November 18	Last Day for Saturday Classes
Sunday, November 19	Last Day for Sunday Classes
Wednesday, November 22 to Sunday, November 26	No Classes — Thanksgiving Break

Monday, November 27	Last Day for Monday Day and Evening Classes
Tuesday, November 28	Last Day for Tuesday Day and Evening Classes
Wednesday, November 29	Last Day for Friday Day Classes
Thursday, November 30 to Monday, December 4	Study Days
Tuesday, December 5	First Day of Final Exams
Friday, December 15	Last Day of Final Exams; Fall 2023 Semester Ends
Saturday, December 16 to Monday, January 2	No Classes — Winter Break

For the most current academic calendars, please visit <https://www.swlaw.edu/curriculum/academic-calendar>

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L O S A N G E L E S

Academic Calendar Full-Time Day/Part-Time Day/PLEAS/Evening Programs

January Intersession 2024

Wednesday, January 3	January Intersession 2024 Semester Begins First Day of Classes; Last Day to Add/Drop Classes
Tuesday, January 9	Last Day of Intersession Classes; January Intersession 2024 Ends

Spring 2024

Wednesday, January 10	Spring 2024 Semester Begins First Day of Classes
Monday, January 15	No Classes — Observed Federal Holiday for M.L. King Jr.
Wednesday, January 17	Last Day to Add/Drop Classes
Monday, March 4 to Sunday, March 10	No Classes — Spring Break
Wednesday, April 17	Last Day for Wednesday Day and Evening Classes
Thursday, April 18	Last Day for Thursday Day and Evening Classes
Friday, April 19	Last Day for Friday Classes
Saturday April 20	Last Day for Saturday Classes

Sunday, April 21	Last Day for Sunday Classes
Tuesday, April 23	Last Day for Tuesday Day and Evening Classes
Wednesday, April 24	Last Day for Monday Day and Evening Classes
Thursday, April 25 to Monday, April 29	Study Days
Tuesday, April 30	First Day of Final Exams
Friday, May 10	Last Day of Final Exams; Spring 2024 Semester Ends
TBD	Commencement

For the most current academic calendars, please visit <https://www.swlaw.edu/curriculum/academic-calendar>

Two-Year Accelerated J.D. - SCALE

Southwestern offers the longest-running two-year accelerated J.D. program in the country. Known as SCALE, the program features an accelerated law school curriculum that challenges students to master analytical reasoning and legal writing skills while remaining sensitive to ethical obligations and client needs.

Trailblazing since 1975, the SCALE Program focuses on integrating substantive knowledge and professional skills instruction - a model that is just now being incorporated into curricular reforms at many other law schools in response to the call for more practical skills training in legal education. By introducing additional innovations in recent years, SCALE has also kept pace with the growing demand of law students for both structure and flexibility in a two-year immersion program. Because of the unique curriculum and accelerated pace of the program, the SCALE admissions process includes a personal interview with each applicant.

SCALE is a registered trademark owned by Southwestern Law School

Small Class Sizes

SCALE cohorts and class sizes are smaller and more interactive than traditional sections. Your cohort becomes your family. Many SCALE graduates feel they have an advantage over job-seekers from three- and four-year programs.

Flexible Curriculum

SCALE offers a flexible second-year curriculum created through a choice of summer session electives, second-year elective choices, particular externship placements, and honors programs participation.

Guaranteed Externships

Experiential learning lives at the heart of the SCALE curriculum, and every SCALE student receives a guaranteed full-time externship. Recent placements include Warner Music, MGM, CBS, Ninth Circuit Court of Appeals, the United States District Court, the Los Angeles County District Attorney's Office, SAG-AFTRA, and the Constitutional Rights Foundation.

What is SCALE?

In its 47th year, SCALE is currently the longest running two-year J.D. program in the country. Associate Dean for SCALE, Harriet M. Rolnick, has been directing the program since 2006 and has been teaching in SCALE since 2000.

When does the first year of SCALE start for the 2023-2024 academic year?

The first year of SCALE (SCALE I) begins on Tuesday, June 20, 2023.

When do applications open?

Applications to Southwestern for the upcoming academic year opened in September 2022. There is no separate application for the SCALE Program. Through the LSAC application, applicants are able to rank the programs at Southwestern in order of preference. We will still consider an applicant for SCALE even if the program is not their first choice. For more information, please contact Admissions (admissions@swlaw.edu or 213-738-6834) or visit our [Admissions – J.D.](#) website.

Are scholarships available for SCALE?

Yes. It is strongly recommended that students submit their application as soon as possible if they wish to be considered for a scholarship.

If SCALE is my second/third choice and I receive a scholarship award for my first-choice program, does the scholarship transfer over if I ultimately decide to make SCALE my first choice?

Yes, the scholarship *does* transfer to the SCALE program in the event that you switch to SCALE as your first choice.

Does the school provide on-campus housing?

Yes, Southwestern provides on-campus housing at the Residences at 7th. You may contact Student Housing (housing@swlaw.edu or 213-738-5500) or visit [The Residences at 7th](#) website for more information.

What is the cost of the SCALE Program?

The [total cost](#) for completion of your degree, regardless of program, is comparable.

Is there an interview process for SCALE?

Yes, applicants must be interviewed before any decisions are made on their applications. An applicant invited for an interview will meet with Dean Rolnick or a SCALE faculty member. Interviews will be conducted over Zoom or, alternatively, over the phone.

Interviews are typically held from October to April.

What can I expect during the interview?

During the interview, your interviewer will typically discuss the SCALE program with you (curriculum, schedule, differences between other programs at Southwestern, etc.) and will give you an opportunity to ask any questions you may have. This will also be an opportunity to get to know you better on a personal level and determine if SCALE is a good fit. Interviews typically last between 45 minutes to one hour.

How can I prepare for my SCALE interview?

We recommend you review the [SCALE website](#) and supplementary materials provided by the SCALE Office, consider any questions you may have about the program or Southwestern, and review your application, if possible. It is important to be yourself throughout the interview.

Do I need to provide anything before or during my interview?

No, unless you have supplementary or new information you wish to share with your interviewer.

What is the typical SCALE class size?

A typical SCALE class currently consists of 50-60 students.

How many hours of class are there in a day?

Students can typically expect to take 2 to 3 classes daily, roughly 15 to 18 hours of class per week. In your first year of SCALE, classes do not typically begin before 9 a.m., and most end between 3 to 4 p.m.

May a SCALE student take traditional electives?

Yes, there is flexibility during the SCALE Summer Session and during the second year of SCALE for a student to take traditional electives. Southwestern offers the following seven [concentrations](#): Civil Litigation & Advocacy, Criminal Law & Advocacy, Critical Race, Gender and Sexuality Studies, Entertainment & Media Law, Labor & Employment Law, Public Interest Law, and Technology Law & Entrepreneurship. SCALE students who choose to pursue a concentration are typically able to satisfy the requirements with SCALE core and elective courses as well as traditional electives.

Does SCALE require the same number of units as the traditional program?

Yes, SCALE requires 87 units for graduation, the same number of units as the traditional program. SCALE students typically take 10 to 12 units per Period with a 6-8 unit Summer Session between their first and second years.

Does SCALE go by a semester system?

Similar to the quarter system, the SCALE curriculum is broken down into eight Periods. SCALE I (Year 1) is made up of Periods 1 to 4, and SCALE II (Year 2) is made up of Periods 5 to 8.

Each Period lasts approximately 10 to 12 weeks.

Does SCALE allow for externships?

All SCALE students will complete a mandatory eight-to-ten-week externship during their last Period of the program. Many SCALE students also pursue an externship during the summer between the first and second years.

Can SCALE students participate in an honors program while a student at Southwestern?

Yes, SCALE students in good standing may participate in all of the honors programs, including the Negotiations Honors Program, Moot Court, Trial Advocacy, Law Review, and Law Journal.

Contact Information

SCALE Two-Year J.D. Program

BW409

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Harriet M. Rolnick

Associate Dean of SCALE | Associate Professor of Law

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Email:HRolnick@swlaw.edu

Academic Calendar SCALE I



Academic Calendar

SCALE I

2023–2024

Monday, June 19	No Classes — Federal Holiday for Juneteenth
Tuesday, June 20	SCALE I Orientation
Wednesday, June 21	SCALE I Period 1 Begins
Monday, July 3	No Classes — Observed Southwestern Holiday for Fourth of July
Tuesday, July 4	No Classes — Observed Federal Holiday for Fourth of July
Thursday, August 24 to Friday, September 1	SCALE I Period 1 Study Days and Final Exams
Friday, September 1	SCALE I Period 1 Ends
Monday, September 4	No Classes — Observed Federal Holiday for Labor Day
Tuesday, September 5	SCALE I Continued Orientation
Wednesday, September 6	SCALE I Period 2 Begins
Monday, November 6 to Tuesday, November 21	SCALE I Period 2 Study Days and Final Exams
Tuesday, November 7	No Classes — Observed Southwestern Holiday for Election Day
Friday, November 10	No Classes — Observed Federal Holiday for Veterans Day
Saturday, November 11	No Classes — Federal Holiday for Veterans Day
Wednesday, November 22 to Sunday, November 26	No Classes — Thanksgiving Break
Friday, November 24	SCALE I Period 2 Ends

Monday, November 27	SCALE I Period 3 Begins
Saturday, December 16 to Friday, January 5	No Classes — Winter Break
Monday, January 15	No Classes — Observed Federal Holiday for M.L. King Jr.
Tuesday, February 20 to Friday, March 1	SCALE I Period 3 Study Days and Final Exams
Friday, March 1	SCALE I Period 3 Ends
Monday, March 4	SCALE I Period 4 Begins
Monday, April 29 to Friday, May 10	SCALE I Period 4 Study Days and Final Exams
Friday, May 10	SCALE I Period 4 Ends

SCALE Office | T: 213-738-6690 | E: scale@swlaw.edu

Academic Calendar SCALE II



Academic Calendar

SCALE II

2023–2024

Monday, July 31	SCALE II Period 5 Begins
Monday, September 4	No Classes — Observed Federal Holiday for Labor Day
Monday, September 25 to Friday, October 6	SCALE II Period 5 Study Days and Final Exams
Friday, October 6	SCALE II Period 5 Ends
Monday, October 9	SCALE II Period 6 Begins
Tuesday, November 7	No Classes — Observed Southwestern Holiday for Election Day
Friday, November 10	No Classes — Observed Federal Holiday for Veterans Day
Saturday, November 11	No Classes — Federal Holiday for Veterans Day
Wednesday, November 22 to Sunday, November 26	No Classes — Thanksgiving Break
Monday, December 4 to Friday, December 15	SCALE II Period 6 Study Days and Final Exams
Friday, December 15	SCALE II Period 6 Ends
Monday, December 18 to Monday, January 1	No Classes — Winter Break
Wednesday, January 3 to Tuesday, January 9	January Intersession
Wednesday, January 3	SCALE II Period 7 Begins
Monday, January 15	No Classes — Observed Federal Holiday for M.L. King Jr.
Wednesday, February 28 to Thursday, March 8	SCALE II Period 7 Study Days and Final Exams
Friday, March 8	SCALE II Period 7 Ends

Monday, March 11	SCALE II Period 8 Begins
Monday March 18 to Friday, May 10	SCALE II Externship Course
Monday, May 13	SCALE II Period 8 Ends
TBD	Commencement

SCALE Office | T: 213-738-6690 | E: scale@swlaw.edu

LL.M. Programs

While Southwestern Law School is approved by the American Bar Association, the LL.M. degree programs offered by Southwestern are unaccredited. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California. Students enrolled in an LL.M. degree program at Southwestern are not eligible to participate in federal financial aid programs. Students who earn an LL.M. degree at Southwestern may be eligible to sit for certain state bar examinations. Please contact the state or jurisdiction in which you wish to take the bar examination to determine its eligibility requirements.

Southwestern Law School has suspended the application process for its General LL.M. degree program and will not be accepting General LL.M. applications for the 2023-2024 academic year. Please note that the suspension applies only to the General LL.M. degree program and does not affect the Entertainment & Media Law LL.M. program or the Jose Sideman-Fulbright Human Rights Fellowship.

For law graduates who wish to pursue a post-J.D. degree, Southwestern offers two Master of Laws programs—a General LL.M. and the Entertainment and Media Law LL.M. **(Southwestern's General Master of Laws (LL.M.) Program will not be accepting applications for the 2023/24 Academic Year.)**

General LL.M. (Individualized Studies) - Application Process Suspended for 2023–24 Academic Year

A special LL.M. in Civil Liberties and Human Rights or Advocacy is available to outstanding Argentine lawyers who are selected for Southwestern's [Fulbright-Jose Sideman Human Rights Fellowship](#).

Southwestern Law School has suspended the application process for its General LL.M. degree program and will not be accepting General LL.M. applications for the 2022–2023 or 2023–2024 academic years. This suspension applies only to the General LL.M. degree program and does not affect the Entertainment & Media Law LL.M. program, the LL.M. opportunity pursuant to the Memorandum of Understanding with the Human Rights Defender's Offices of the Republics of Artsakh and Armenia, or the Jose Sideman-Fulbright Human Rights Fellowship.

Applicants interested in the LL.M. opportunity pursuant to the MOU with the Armenia/Artsakh Human Rights Defender's Offices should email Vice Dean Anahid Gharakhanian at agharakhanian@swlaw.edu.

Effective post-J.D. legal study provides the opportunity to explore areas of the law in more depth through a customized curriculum taught by leading experts in a stimulating

academic environment. At Southwestern Law School, we offer an outstanding Master of Laws (LL.M.) program that fulfills that promise.

Southwestern's flexible General LL.M. Program in Individualized Studies is designed for students who have already earned a law degree in the United States or abroad and would like to extend their legal studies in line with their own personal and professional goals.

As a student in Southwestern's LL.M. program, you can create your own curriculum from a selection of over 150 courses focused in the area of law that will be of the most benefit to you. Over a quarter of our faculty have international experience. The LL.M. degree requires 24 credit hours of post-J.D. coursework and may be completed on either a full-time or part-time basis and may begin in fall or spring.

You will be able to take advantage of Southwestern's dynamic metropolitan location in the center of Los Angeles and be part of a community that has produced trailblazers and leaders for more than 110 years. The law school's alumni throughout the United States and other countries include prominent public officials—from members of Congress to mayors, and over 100 judges—as well as founders of major law firms from coast to coast and general counsels of multinational corporations.

General LL.M. (Individualized Studies)

Southwestern's General Master of Laws (LL.M.) degree is designed for American and foreign-trained law graduates wishing to engage in advanced legal studies tailored to advancing their individual professional goals and interests.

LL.M. in ENTERTAINMENT and MEDIA LAW

Drawing on the resources and activities of the law school's Donald E. Biederman Entertainment and Media Law Institute, Southwestern established the first [Master of Laws \(LL.M.\) degree in Entertainment and Media Law](#) in the country. This exciting program is designed to prepare the next generation of effective and talented entertainment, media and intellectual property lawyers.

General LL.M. Curriculum

LL.M. Degree Requirements

To qualify for the LL.M. degree, students must complete 24 credit hours of post-J.D. coursework, 12 of which must be earned at Southwestern. A maximum of 30 units may be applied to the LL.M. degree. Courses previously taken for credit for a J.D. or equivalent degree will not be counted toward the LL.M. degree.

Full-time students:

Take 8 to 16 units per semester; typically complete degree within one academic year.

Part-time students:

Take 2 to 7 units per semester; typically complete degree within two academic years.

NOTE: International students on F1 Visas are required to maintain full-time enrollment.

All students are required to complete all coursework for the LL.M. within four years. LL.M. students attend classes with Southwestern's J.D. students and have the flexibility of choosing courses offered in the day or evening. Southwestern offers several foundational courses specifically for internationally educated LL.M. students.

LL.M. Foundational Courses

Each LL.M. student works closely with a Southwestern faculty advisor to develop a detailed course of study tailored to their own interests from a comprehensive selection of over 150 electives and core courses. Students may choose to concentrate in such areas as:

- Advocacy and Dispute Resolution
- American Law and Legal Systems
- Business Enterprise Organization and Practice
- Constitutional Law
- Contracts and Commercial Law
- Corporate Securities Law
- Criminal Law and Practice
- Employment and Labor Law
- Entertainment, Media and Intellectual Property Law*
- Family and Juvenile Law
- International and Comparative Law
- International Business Law and Negotiation
- International Human Rights
- Jurisprudence and Legal History
- Public Interest/Civil Rights/Civil Liberties
- Real Property/Environmental Law/Land Use
- Technology Law and Entrepreneurship
- Torts and Compensation Systems

** Applicants interested in this area may wish to consider Southwestern's Entertainment and Media Law LL.M. program.*

NOTE: This is just a sampling of the numerous possible course concentrations

LL.M. students can participate in Southwestern's stimulating clinics, externships, and practica to augment their studies.

General LL.M. Financial Aid and Scholarships - We are not accepting applications to the General LL.M. program for the 2023-24 academic year.

Tuition

LL.M. students are charged by the unit.

Financial Support Documentation

International students who are accepted to Southwestern are required to have sufficient funds to cover travel to and from the United States and tuition, fees, and living expenses while attending Southwestern. Documentation of financial support will be required during the student visa process. More information on the student visa process may be found [here](#).

Financial Aid

Admitted students who are U.S. citizens or permanent residents are eligible to apply for private educational loans. Some private educational lenders offer loans to international students who have a creditworthy cosigner who is a U.S. citizen. International students are encouraged to explore financial aid options from sources in their home countries.

Fellowship

A special Fellowship opportunity for Argentine law graduates to complete an LL.M. in Civil Liberties and Human Rights or Advocacy has been established at Southwestern under the auspices of the Fulbright Commission. [Click here](#) for information on the Fulbright-Jose Siderman Human Rights Fellowship.

Scholarships

Scholarship awards for all entering international and domestic LL.M. students are determined based on the admissions application, including an applicant's interests and goals as stated in their personal statement, their professional experience and law school grades, letters of recommendation, and other factors. All admitted students will automatically be considered for the scholarship.

Southwestern awards up to five General LL.M. Program Scholarships each semester, providing partial tuition to entering General LL.M. students. General LL.M. students selected to receive the scholarship award are notified prior to their start of the the program. Scholarships are not payable directly to the recipients, but are set off against tuition costs.

Partial scholarships are described as those that are not intended to pay full tuition. Partial scholarships will be awarded as 10%, 20% or 30% of the tuition for the first 24 units attempted. Units taken on campus during the summer and January Intersessions will be covered. Units taken in an abroad program will not be covered by this scholarship.

1. Scholarship Provisions

Leave of Absence: If a student goes on an approved leave of absence, the scholarship will be reinstated providing the student returns to the General LL.M. Program at the approved date or earlier, and is still eligible for the scholarship. If the student fails to return at the approved time, the scholarship is canceled in perpetuity.

Leaving School: When a student voluntarily or involuntarily withdraws, any unused amount of the student's scholarship is reduced in prorated proportion to the expiration of the term. For example, if a student leaves the law school with only 25% of the term having expired, only 25% of the scholarship will be applied toward that student's tuition and the remaining 75% will be returned to the scholarship fund. Once 60% of the term has expired, the full scholarship will be applied toward the tuition without any proration.

Revocation: The scholarship may be revoked at any time because of any breach of the Student Honor Code, pursuant to determination made in accordance with the procedures for Honor Code violations.

Withdrawn Scholarships: If the scholarship is withdrawn, the student may still continue with the currently enrolled course(s), but must pay the full tuition due. If, however, the student does not wish to continue with the currently enrolled course(s) after the scholarship is withdrawn, the student must drop the course(s) and pay any amounts due as explained under "Leaving School" above.

Incomplete: If a student takes an Incomplete in any one course, the scholarship will be withdrawn until the student finishes the course and the Incomplete is replaced with a grade. The scholarship, however, will not be paid retroactively for a prior semester.

Admission Deferral: If a scholarship recipient requests and is granted a deferral of admission, the scholarship is not deferred unless approved by the Director of the General LL.M. Program, in writing, at the time of deferral of admission.

Appeal: Should any of these rules be found to be ambiguous, contradictory, or in error, the other rules shall remain in full force and effect. The Assistant Dean of Financial Aid along with the Director of the General LL.M. Program will interpret these rules. If the scholarship recipient wishes to appeal the decision of the Assistant Dean of Financial Aid or Director of the General LL.M. Program, the student may appeal to Southwestern's Vice Dean.

Other: Southwestern reserves the right to replace any or all of the scholarship funds with any other scholarship funds it chooses so long as the total eligible amount is not decreased. The terms and conditions of any replacement scholarship will not be more restrictive than the original scholarship.

Changes: Southwestern reserves the right to amend, clarify or update these rules from time to time.

LL.M. in Entertainment & Media Law

Southwestern offers the most comprehensive post-J.D. program of study leading to the Master of Laws (LL.M.) degree in Entertainment and Media Law in the country. Under the auspices of the law school's [Donald E. Biederman Entertainment and Media Law Institute](#), Southwestern prepares current attorneys and new law graduates for practice in creative industries such as film, television, music, theater, advertising, sports and the news media. This LL.M. Program features:

- six full-time professors with extensive industry experience and a roster of adjunct faculty that reads like a "Who's Who" of the entertainment and media law bar
- a rich and varied curriculum including over 45 courses, ranging from foundational subjects to a vast array of more specialized topics
- a comprehensive externship program featuring placements in over 50 settings such as studios, guilds, agencies, law firms, etc.
- the Entertainment and the Arts Legal Clinic, where students provide business and legal services to independent filmmakers and other creative artists
- an Entertainment Law Firm Practicum
- a prestigious executive board and network of alumni
- an international entertainment law summer program in London, England
- the Journal of International Media and Entertainment Law

Application Process for the Entertainment and Media Law LL.M. Program

Degree Requirements

To qualify for the LL.M. degree in Entertainment and Media Law, students must have earned a Juris Doctor (J.D.) or equivalent degree and complete a minimum of 24 additional credit hours; 18 credit hours must be in courses within the entertainment and media law curriculum*, including classes in our London and Los Angeles summer programs, and 18 credit hours must be earned at Southwestern.

Graduate students are free to elect up to 6 credits from any other courses offered by Southwestern. Courses taken for credit toward a J.D. degree will not be counted toward the LL.M. degree. Students may attend on either a full-time (usually completed in one year) or

part-time (usually completed in two years) basis. Students enrolled in the LL.M. program must attain a cumulative grade point average of 2.33 to earn the LL.M. degree.**

A graduate student who earns 24 credits with a cumulative GPA of 2.0 or greater, but less than 2.33, will be awarded a Certificate of Completion and may be eligible to take certain state bar examinations, and, if successful, be admitted to practice.

**Copyright Law must have been completed within three years prior to entering the program or during the first semester of the program.*

***An LL.M. student who has a J.D. degree from a U.S. law school and does not attain a 2.33 GPA in a semester will be placed on academic probation and will be academically disqualified after two consecutive semesters of full-time work below 2.33.*

Admissions Criteria

This LL.M. program is a rigorous course of study designed to immerse graduate students in entertainment, media and intellectual property law. Admission is based on the applicant's potential for distinguished performance in (and contribution to) the program, academic record, the institutions awarding the baccalaureate and law degrees, professional experience and accomplishments, recommendations, areas of interest, diversity and geographic factors.

Application Process

1. Application for Admission

The same application form is used for entry into the program for either the Fall, Spring, or Summer semester. You may apply online through the LSAC [here](#). Although online applications are preferred, a printed application form along with additional documentation not submitted electronically may be sent to:

Biederman Entertainment and Media Law Institute LLM Program

Southwestern Law School

3050 Wilshire Boulevard, Suite BW333

Los Angeles, CA 90010

Phone: 213-738-6602

Fax: 213-738-6814

llmadmissions@swlaw.edu

All materials (including letters of recommendation) must be clearly identified with the applicant's full name and LSAC account number.

Foreign applicants or applicants who completed their undergraduate and/or legal degrees at institutions outside the United States or Canada must fulfill additional

requirements. Foreign applicants must take the TOEFL examination and receive a score of 100 or higher.

2. Application Fee

A nonrefundable \$60 check or money order (in U.S. funds) made payable to Southwestern Law School must be submitted with the admissions application form or with the Certification Letter if applying online. The canceled check will serve as the receipt. Applicants may pay the fee using a credit card if applying online through LSAC and selecting the Electronic Payment Option or by contacting the LL.M. Program Office directly.

3. Personal Statement

The applicant's personal statement should describe the motivation for pursuing the entertainment LL.M. degree, as well as relevant life experiences, relevant course credits, accomplishments, special interests, personal qualities, and career objectives that would be helpful to the Admissions Committee in making its decision. The personal statement should be 2-3 pages in length and typed.

4. Resume/Curriculum Vitae

A current resume that lists all academic and professional credentials and work experience is required.

5. Letters of Recommendation

At least two letters of recommendation should be submitted on behalf of the applicant by persons (other than relatives) who are familiar with the applicant's academic and professional abilities and potential. Letters may be submitted directly to the Biederman Entertainment and Media Law Institute Office.

6. Official Transcripts

Official, sealed transcripts are required from all law schools attended (or currently attending) and all colleges and universities at which a degree was completed. Transcripts should show the degrees earned, dates awarded, and class rank. For U.S. law school graduates, class rank must be indicated on the transcript, or separately from the law school registrar.

7. Foreign Applicants: English Proficiency and Credential Evaluation

Because the entertainment law program requires a professional level of English language proficiency, applicants whose primary language is not English or whose education has been in a language other than English must demonstrate English proficiency on either the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) exam. Students taking the TOEFL must achieve a minimum score of 90 on the ibt or 577 on the paper-based test. Students taking the IELTS must achieve a minimum score of 6.5. More

information on TOEFL is available online at www.TOEFL.org and more information on the IELTS is available online at www.ielts.org.

The applicant must submit foreign academic transcripts for analysis by a credentials evaluation service (see a partial list of providers below). A degree equivalency statement with an assessment of grade point average should be requested.

For more information contact:

Global Services Associates, Inc.

409 N. Pacific Coast Highway #393

Redondo Beach, CA 90277

Tel & Fax: (310) 828-5709

www.globaleval.org | info@globaleval.org

International Education Research Foundation

P.O. Box 3665

Culver City, CA 90231-3665

Tel: (310) 258-9451 | Fax: (310) 342-7086

www.ierf.org | info@ierf.org

LSAC LL.M. Credential Assembly Service

662 Penn Street Box 8511

Newtown, PA 18940-8511

Tel: (215) 968-1315 | Fax: (215) 504-1456

www.lsac.org/llm | LLMinfo@LSAC.org

World Education Services

Bowling Green Station

P.O. Box 5087

New York, NY 10274-5087

Tel: (212) 966-6311 | Fax: (212) 739-6100

www.wes.org | info@wes.org

8. Grading System

Students enrolled in Southwestern Law School's program for the LL.M. degree in Entertainment and Media Law must complete the program at Southwestern Law School under the following standard letter-based grading system: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F. Students enrolled in the program will receive a letter grade as warranted by their examination or other performance criteria as prescribed by the supervising professor(s) of each corresponding class.

For the avoidance of doubt, no student enrolled in the program will be graded according to a non-letter scale under any circumstances (e.g., High Honors, Honors, High Pass, Pass, Fail, etc.). Students are advised to contact any jurisdiction in which

they wish to take a bar examination to ascertain their eligibility to sit for the examination.

For more information on California Bar Certification see Bar Exam Policy in Section 1 of this handbook. Students enrolled in the LL.M. program must maintain a cumulative grade point average of 2.330 to earn the LL.M. degree. Any student who fails to maintain a 2.330 GPA in a semester will be placed on academic probation and will be academically disqualified after two consecutive semesters reflecting a GPA lower than 2.330.

9. Law Degree Requirement

Applicants educated in the United States must have a degree from an ABA-accredited law school. A foreign-educated applicant's degree(s) must be from a university accredited in the country in which it is located or the applicant must be admitted to practice before the highest court in that country.

10. Application Deadlines

It is in the applicant's best interest to apply as early as possible; however, the application file for Fall admission should be completed no later than **June 30**, for Spring admission no later than **November 15**, and for Summer admission no later than **April 15**. Applications submit after those dates will be considered on an individual basis. Waiting lists will be established early.

Admission to the Bar in the United States

Each state sets its own criteria for qualification for the bar. Students who earn the LL.M. degree or Certificate of Completion may be eligible to take certain state bar examinations. Please be sure to contact the jurisdiction or state in which you wish to take the bar examination to determine their eligibility requirements to sit for the examination. Information about the California State Bar Examination can be found at www.calbar.ca.gov.

Entertainment LL.M. Program Curriculum

LL.M. Degree Requirements

To qualify for the LL.M. degree, students must complete 24 credit hours of post-J.D. coursework, 18 of which must be earned at Southwestern. A maximum of 30 units may be applied to the LL.M. degree. Courses previously taken for credit for a J.D. or equivalent degree will not be counted toward the LL.M. degree.

FULL-TIME STUDENTS:

Take 8 to 16 units per semester; typically complete degree within one academic year.

PART-TIME STUDENTS:

Take 2 to 7 units per semester; typically complete degree within two academic years.

NOTE: International students on F1 Visas are required to maintain full-time enrollment.

All students are required to complete all coursework for the Entertainment LL.M. within four years. LL.M. students attend classes with Southwestern's J.D. students and have the flexibility of choosing courses offered in the day or evening.

LL.M. Core Courses

Southwestern offers 3 required core courses for the entertainment and media law LL.M.

- Copyright Law*
- Mass Media
- Entertainment Law

**Copyright Law must have been completed within three years prior to entering the program or during the first semester of the program.*

For a complete listing of current courses, [click here](#).

LL.M. students can participate in Southwestern's stimulating clinics, externships and practicums to augment their studies.

Tuition/Financial Aid/Scholarship

LL.M. students are charged by the unit. For current tuition rates, click [here](#).

Students enrolled in the LL.M. program may be eligible for private student loans.

1. Financial Aid

Admitted students who are U.S. citizens or permanent residents are eligible to apply for private educational loans. Some private educational lenders offer loans to international students who have a creditworthy cosigner who is a U.S. citizen.

International students are encouraged to explore financial aid options from sources in their home countries. More detailed information is available online at www.swlaw.edu/studentservices/finaid.

2. Financial Support Documentation (foreign educated applicants)

International students who are accepted to Southwestern are required to have sufficient funds to cover travel to and from the United States and tuition, fees, and living expenses while attending Southwestern. Documentation of financial support will be required during the student visa process. More information on the student visa process may be found [here](#).

3. Scholarships

Scholarship awards for all entering international and domestic LL.M. students are determined based on the admissions application, including an applicant's interests and goals as stated in their personal statement, their professional experience and law school grades, letters of recommendation, and other factors. All admitted students will automatically be considered for the scholarship.

Southwestern awards up to five Entertainment LL.M. Program Scholarships each semester, providing partial tuition to entering Entertainment LL.M. students. Entertainment LL.M. students selected to receive the scholarship award are notified prior to their start of the program. Scholarships are not payable directly to the recipients but are set off against tuition costs.

Partial scholarships are described as those that are not intended to pay full tuition. Partial scholarships will be awarded as 10%, 20%, or 30% of the tuition for the first 24 units attempted. Units taken on campus during the summer and January Intersessions will be covered. Units taken in an abroad program will not be covered by this scholarship.

4. Scholarship Provisions

Leave of Absence: If a student goes on an approved leave of absence, the scholarship will be reinstated providing the student returns to the Entertainment and Media Law LL.M. Program at the approved date or earlier, and is still eligible for the scholarship. If the student fails to return at the approved time, the scholarship is canceled in perpetuity.

Leaving School: When a student voluntarily or involuntarily withdraws, any unused amount of the student's scholarship is reduced in prorated proportion to the expiration of the term. For example, if a student leaves the law school with only 25% of the term having expired, only 25% of the scholarship will be applied toward that student's tuition and the remaining 75% will be returned to the scholarship fund. Once 60% of the term has expired, the full scholarship will be applied toward the tuition without any proration.

Revocation: The scholarship may be revoked at any time because of any breach of the Student Honor Code, pursuant to a determination made in accordance with the procedures for Honor Code violations.

Withdrawn Scholarships: If the scholarship is withdrawn, the student may still continue with the currently enrolled course(s), but must pay the full tuition due. If, however, the student does not wish to continue with the currently enrolled course(s) after the scholarship is withdrawn, the student must drop the course(s) and pay any amounts due as explained under "Leaving School" above.

Incomplete: If a student takes an Incomplete in any one course, the scholarship will be withdrawn until the student finishes the course and the Incomplete is replaced with a grade. The scholarship, however, will not be paid retroactively for a prior semester.

Admission Deferral: If a scholarship recipient requests and is granted a deferral of admission, the scholarship is not deferred unless approved by the Director of the Entertainment LL.M. Program, in writing, at the time of deferral of admission.

Appeal: Should any of these rules be found to be ambiguous, contradictory, or in error, the other rules shall remain in full force and effect. The Director of Financial Aid along with the Director of the Entertainment LL.M. Program will interpret these rules. If the scholarship recipient wishes to appeal the decision of the Director of Financial Aid or Director of the Entertainment LL.M. Program, the student may appeal to Southwestern's Vice-Dean.

Other: Southwestern reserves the right to replace any or all of the scholarship funds with any other scholarship funds it chooses so long as the total eligible amount is not decreased. The terms and conditions of any replacement scholarship will not be more restrictive than the original scholarship.

Changes: Southwestern reserves the right to amend, clarify or update these rules from time to time.

ARTICULATION AGREEMENTS

Southwestern has entered into an agreement with the Peter F. Drucker and Masatoshi Ito Graduate School of Management to offer a J.D./MBA. Southwestern has also entered an agreement with the Keck Graduate Institute to offer a reciprocal program for a Certificate of Bioscience Industry Law and Practice. And, Southwestern has entered into an agreement with California State University, Northridge to offer a BA/JD program referred to as 3+3 program.

J.D./MBA

The Peter F. Drucker and Masatoshi Ito Graduate School of Management in Claremont, CA

J.D./M.B.A. Programs with The Drucker Graduate School of Management

Southwestern and [The Drucker School of Management](#) jointly offer a concurrent-degree program to expand students' educational and career options. Students at Southwestern and the Drucker School of Management, part of Claremont Graduate University (CGU), are able to concurrently earn a J.D. and Masters of Business Administration (M.B.A.).

The concurrent degree program enables students to acquire the combination of legal training and management skills that is increasingly in demand in a complex global environment. Students at Southwestern can pursue concentrations in Civil Litigation and Advocacy, Criminal Law and Advocacy, Entertainment and Media Law, Labor and Employment Law, Public Interest Law, and Technology and Entrepreneurship. Students at the Drucker School can pursue concentrations in Entrepreneurship, Finance, Human Resources Management, Information Technology Management, Leadership, Marketing, Strategy, and Supply Chain Management.

About the Drucker School of Management

The Peter F. Drucker and Masatoshi Ito Graduate School of Management prepares leaders with powerful, ethical, and universal management skills. The Drucker School offers customizable programs grounded in the guiding principles of Peter Drucker, the father of modern management. The school embraces Peter Drucker's philosophy that the practice of management requires a holistic perspective, blending analytical skills with a firm grasp of the human dimension of business. The Drucker School routinely hosts industry events and brings experts into the classroom to ensure that the theory taught is directly linked to the latest industry trends. The Drucker School's global network is composed of bold individuals who are leading organizations, impacting society, and making positive changes worldwide. The Drucker School's locations in Claremont and Los Angeles provide an ideal setting for learning about management in creative, cutting-edge organizations.

What is the course of study for the concurrent-degree program?

Students entering Southwestern or Drucker are advised to spend the first year at Southwestern, taking 1L coursework. During the second year in the program, students generally attend Drucker full-time (16 or more units), taking the core M.B.A. coursework. The curriculum in the third and subsequent years will include the remaining required courses and electives for both degrees as necessary.

As part of the M.B.A. coursework, students may use their elective options in connection with the Drucker School's areas of concentration in Entrepreneurship, Finance, Human Resources Management, Information Technology Management, Leadership, Marketing, Strategy, and Supply Chain Management.

Drucker students pursuing a J.D. at Southwestern may also choose a curricular concentration such as Civil Litigation and Advocacy, Criminal Law and Advocacy, Entertainment and Media Law, Labor and Employment Law, Public Interest Law, or Technology and Entrepreneurship.

Can third and fourth-year students take courses at both schools concurrently?

Yes, depending on their course schedule.

Will any courses be offered online?

While a fully online program is not currently available, select courses may be offered in a hybrid or online format.

Can concurrent-degree students participate in Southwestern's honors programs?

Yes, although students may have to defer participation in these co-curricular activities (Law Review, Law Journal, and the Moot Court, Negotiation or Trial Advocacy honors programs) until the third and fourth years in the program, after taking Drucker's required courses.

Is there an honors program at Drucker?

Yes. Graduating students who are in the top 20% of their class are invited to join Beta Gamma Sigma, a business honor society that recognizes the most outstanding students of business at institutions accredited by AACSB International (The Association to Advance Collegiate Schools of Business).

Will I be able to participate in externships/internships as part of these programs?

Yes, students may participate in Southwestern's Externship Program, most likely during their third and fourth years in the concurrent-degree program. Students will also be able to take advantage of the Drucker Career Strategy Office, each of which has programs to help students find internships that will expose them to the real-world skills they will need when they leave school.

Will I have access to both schools' career planning offices throughout my course of study?

Yes.

May I complete the program at one school and then commence the other program sequentially?

Yes.

What happens if I change my mind and just want to pursue one program or the other?

No problem. You can withdraw from the concurrent-degree program and complete the degree you want.

Are students in all Southwestern and Drucker programs eligible for the concurrent-degree program?

Yes. Prospective as well as current students in Southwestern's Day, Evening, PLEAS/Part-time Day and SCALE programs may apply along with current and prospective Drucker students and recent alumni (five years out or less).

Can students who have already started law school or business school still apply to the concurrent-degree program?

Yes. Students may apply for admission to the concurrent-degree program at any point during law school or business school, but the length of time necessary to complete the two degrees may vary depending upon when the student applies. Students applying for admission to both Southwestern and Drucker will be allowed to enroll at Drucker only upon satisfactory completion of their first year at Southwestern.

Can graduates of Southwestern Law School and The Drucker School apply to the concurrent-degree program?

Southwestern alumni within five years of graduation may apply to the M.B.A. program and, if accepted, can apply law school credits toward their business degree and their business school credits toward their J.D. Alumni must meet the same admissions requirements as other applicants.

Drucker alumni within five years of graduation may also apply to the J.D. program and, if accepted, can apply Drucker credits toward their law degrees.

What if I graduated more than five years ago?

Southwestern alumni who graduated more than five years ago may also apply to Drucker but, if accepted, they will not be able to apply Southwestern credits toward their Drucker degree. Moreover, Drucker will not give special consideration to alumni applicants more than five years post-J.D. Drucker alumni who graduated more than five years ago may also apply to Southwestern but, if accepted, they will not be able to apply Drucker credits toward their law degree. Moreover, Southwestern will not give special consideration to alumni applicants more than five years post-degree.

Are there a limited number of spots available in the concurrent-degree program?

There is no formal limit, but both schools are looking for students who have demonstrated exceptional ability and a compelling interest in combining business and law.

If I complete the program successfully will I receive one diploma or two?

You will receive two diplomas - the J.D. from Southwestern and the M.B.A. from Drucker.

What are the admission requirements for the concurrent-degree program?**Prospective Students:**

Applicants must complete the Concurrent Degree Program application on the Southwestern Law School website found [here](#). As part of the application, applicants are required to include transcripts, a resume, a statement of purpose and two letters of recommendation. At least one letter should explicitly address the candidate's fitness for the concurrent-degree program (see question below regarding letters of recommendation). Interviews may also be part of the application process.

Current Southwestern Students:

Southwestern students must submit a statement of intent to apply to the concurrent degree program to Zachary Bruning, Associate Director of Student Services at Southwestern Law School. The statement of intent can be found on the Interdisciplinary Programs page on the Southwestern Student Portal. Upon submission of the statement of intent, a copy of the student's Southwestern application and transcript will be sent to Drucker. Additionally, an interview with an Admissions representative at Drucker will be required.

Prior to submitting their statement of intent to the concurrent degree program, all applicants (prospective and current law students as well as recent graduates) should contact Zachary Bruning, Associate Director of Student Services at zbruning@swlaw.edu or (213) 738-6721 to discuss the application process.

Who should I ask to write the letter of recommendation and what should it say?

Business school and law school are each intense academic experiences requiring a high level of skill and commitment. To assess whether applicants have the ability to complete two demanding degrees, we want to hear from someone who knows you as a student, intern or employee. We urge current business and law students to ask one of their professors at Southwestern or Drucker to write on their behalf. New applicants to either school should submit a letter from a college professor or their current employer. Recommendation letters should address the applicant's academic abilities, interest in pursuing the concurrent degrees and other qualities or experiences that bear upon his or her qualifications for this program.

What are the application deadlines for the concurrent-degree program?

Southwestern reviews applications on a rolling basis. The application deadline is April 1st, but later submissions will still be considered. The Drucker School's priority deadline is February 1st, but applications submitted after the priority deadline will be considered on a space-available basis. Applicants who submit their applications by February 1st will receive priority consideration for financial aid.

When can I take the LSAT?

The LSAT is offered multiple times a year. The test is administered by the Law School Admission Council and more information can be found at www.lsac.org. Southwestern is an LSAT test site.

If I am a current Southwestern student or recent graduate, do I have to take the Graduate Management Admission Test (GMAT)?

No. For applications to the MBA program, the Drucker School will accept the LSAT in lieu of the GMAT for current Southwestern students and Southwestern alumni within five years of graduation.

How much will the concurrent-degree program cost?

Students are responsible for paying the tuition and fees based on the units they take at each school. These costs are charged by the schools respectively. [Click here](#) for more information on Southwestern's tuition and fees.

How will financial aid be handled?

A student's "home" school will disburse funds to the other institution during terms of concurrent enrollment. Southwestern will be the "home" school for anyone who starts the program there; Drucker will be the "home" school for current business students who are admitted to the concurrent-degree program. [Click here](#) for additional information on financial aid.

If I still have questions, who should I contact?

At Southwestern, contact Zachary Bruning, Associate Director of Student Services at zbruning@swlaw.edu or (213) 738-6721.

At the Drucker School, contact admissions@cgu.edu or (909) 607-7811.

What concurrent degrees are available to Southwestern students through this collaboration?

Students at Southwestern will be able to earn a J.D. and Master of Business Administration (M.B.A.).

Why have Drucker and Southwestern created this partnership?

The combination of legal training and management skills is increasingly in demand, and we believe graduates of these concurrent degree programs will find enhanced career opportunities and be able to make a positive difference.

What is the advantage of earning these degrees through this concurrent-degree program?

Southwestern students pursuing the J.D./M.B.A. degree can apply 10 units earned at Southwestern to the 48 units required for the M.B.A. They will complete the additional 38 units at Drucker. Law students will also be able to apply 10 of the units earned at Drucker toward the 87 units required for the J.D. degree, leaving 77 units to be completed at Southwestern.

Program	Unit Trans*	Required Units (Southwestern)	Required Units (Drucker)	Status
J.D./M.B.A.	10	77	38	Full-time

**Number of transferable units that can be applied to each degree*

How long will it take students to earn the two degrees?

Most full-time students should be able to complete both degrees in three-and-a half to four years.

The length of the program will vary depending on the student's schedule. Part-time students, including those in Southwestern's Evening and PLEAS programs, generally take longer to complete requirements for both degrees than full-time day students. Drucker students enrolled in the full-time M.B.A. program are required to take core courses during the daytime and take up to 16 or more units of coursework per semester.

A special program has been tailored for SCALE® students who are interested in earning a J.D./M.B.A. in three years. SCALE students interested in a J.D./M.B.A. may be able to complete the program in three years depending on their curriculum track.

How far apart are the campuses?

Depending on where a student lives, he or she could choose to commute from either campus. The Drucker School's Claremont campus is about an hour from Southwestern by

freeway or by train. The Drucker campus is within walking distance from the [Claremont Metrolink](#) station and the Southwestern campus is within walking distance from the [Vermont/Wilshire Metro Red Line](#) stop.

Some Drucker courses are offered at the Los Angeles location of Claremont Graduate University at the Reef building, 1933 S. Broadway.

Full-Time J.D./M.B.A.

Degree Requirements

Southwestern students who pursue the J.D./M.B.A. degree can apply 10 units earned at Southwestern to the 48 units required for the M.B.A. They will complete the additional 38 units at Drucker and should be able to complete both degrees within 3 1/2 to 4 years. Law students will also be able to apply 10 of the units earned at Drucker toward the 87 units required for the J.D. degree, leaving 77 units to be completed at Southwestern.

Academic Details

Students entering Southwestern or Drucker will spend the first year at Southwestern, taking the 1L coursework. During the second year in the program, students will generally attend Drucker full-time (16 or more units), taking the core M.B.A. coursework. The curriculum in the third and subsequent years will include the remaining required courses and electives for both degrees as necessary. As part of the M.B.A. coursework, students may use their elective options in areas of concentration including Entrepreneurship, Finance, Human Resources Management, Information Technology Management, Leadership, Marketing, Strategy, and Supply Chain Management.

Students at Southwestern may also choose a J.D. concentration such as Civil Litigation and Advocacy, Criminal Law and Advocacy, Entertainment and Media Law, Labor and Employment Law, Public Interest Law, or Technology and Entrepreneurship at the law school.

Full-Time SCALE J.D./M.B.A.

Southwestern and the Drucker School of Management offer an exciting three-year J.D./M.B.A. option. The program is one of only a few at law schools nationwide and the first on the West Coast to offer students the opportunity to earn both degrees in just three years. Students in the SCALE J.D./M.B.A. program acquire both substantive training in law and management as well as hands-on experience in real-world settings.

This three-year option takes advantage of Southwestern's accelerated SCALE® Program, the nation's first two-year J.D. program, and the law school's continuing partnership with the Drucker School of Management, Claremont Graduate University. Claremont Graduate

University is a member of the renowned Claremont Colleges, comprised of seven leading colleges and universities in Claremont, California.

Curriculum

Students in the SCALE J.D./M.B.A. program are advised to spend their first year at Southwestern in Los Angeles, their second year at the Drucker School of Management in Claremont, and their third year taking courses from both schools. The course requirements of the two degrees are satisfied by units that are cross-applied.

During the summers of both the first and second years of the program, students have significant flexibility in tailoring their curriculum to their individual interests. They may choose to acquire practical experience by working for compensation and taking evening or weekend elective courses; pursue a full- or part-time externship; or study abroad in an ABA-approved Summer Law Program, including one of Southwestern's programs in Buenos Aires, London or in Drucker's summer business program at Oxford.

Degree Requirements

Under the J.D./M.B.A. program, up to 10 units from Southwestern J.D. may be applied to the 48-unit Drucker M.B.A., resulting in 38 remaining units. In addition, up to 10 units from the Drucker M.B.A. may be applied to the 87-unit Southwestern J.D., resulting in 77 remaining units. Students must also otherwise complete the separate requirements for each degree.

Contact Information

- **Harriet M. Rolnick**
Associate Dean of SCALE | Associate Professor of Law
Tel:(213) 738-6805
Email:HRolnick@swlaw.edu
- **Zachary Bruning**
Director of Student Services / Designated Military/Veteran Student Advisor
Tel:213-738-6721
Email:zbruning@swlaw.edu

Peter F. Drucker and Masatoshi Ito Graduate School of Management

150 E. 10th Street, Claremont, CA 91711
Tel: 909-621-8000

Part-Time Day (PLEAS) or Evening J.D./M.B.A.

Degree Requirements

Southwestern part-time day (PLEAS) or evening students who pursue the J.D./M.B.A. degree can apply 10 units earned at Southwestern to the 48 units required for the M.B.A.

degree. Part-time (PLEAS) or evening students will complete the additional 38 units for the M.B.A. at the Drucker School of Management and should be able to complete both degrees within 4 1/2 to 5 years. Law students will also be able to apply 10 of the units earned at the Drucker School of Management toward the 87 units required for the J.D. degree, leaving 77 units to be completed at Southwestern.

Academic Details

Part-time day (PLEAS) and evening students entering Southwestern are advised to spend their first two years at Southwestern. During the third year in the program, students are advised to attend Drucker, taking core M.B.A. coursework. The curriculum in the third and subsequent years will include the remaining required courses and electives for both degrees as necessary. As part of the M.B.A. coursework, students may use their elective courses in areas of concentration that include Entrepreneurship, Finance, Human Resources Management, Information Technology Management, Leadership, Marketing, Strategy, and Supply Chain Management. While pursuing the J.D. at Southwestern, students may also choose a curricular concentration such as Civil Litigation and Advocacy, Criminal Law and Advocacy, Entertainment and Media Law, Labor and Employment Law, Public Interest Law, or Technology Law and Entrepreneurship.

3+3 B.A./J.D.

Southwestern and California State University, Northridge (CSUN) have established a joint, accelerated multiple-degree program through which students can earn both their Bachelor of Arts and Juris Doctor degrees in six years, rather than the usual seven. Students participating in the 3+3 B.A./J.D. Program will have their first year of law school count as the fourth year of their undergraduate education.

About CSUN

California State University, Northridge is a vibrant, diverse university community of 38,310 students and more than 4,000 faculty and staff, sited on a 356-acre campus in the heart of Los Angeles' San Fernando Valley. Cal State Northridge is committed to the educational and professional goals of students, and also to extensive service to the community.

Benefits of the Program

- Priority registration for 3 years of undergraduate school
- Mentorship from a CSUN faculty advisor and a Southwestern dean
- Substantial Wildman/Schumacher law school merit scholarship

Selection Process/Application Requirements

CSUN accepts applications for the 3+3 program at two different times for two different groups of students:

- High School Applicants
- CSUN Applicants

1. High School Applicants

Students who are in their senior year of high school and who will be first-time freshmen at CSUN. Students in this category must meet the following criteria:

- You must have already been admitted to CSUN;
- You must have a 3.0 cumulative high school GPA as of February of your senior year (in other words, your cumulative GPA calculation must include the first semester of your senior year);
- You must have a minimum ACT score of 25 or a minimum combined SAT (Math section + Verbal section) score of 1050; and
- You must be planning to major in one of the majors that is compatible with the program (for more information, see the section below titled “B.A. Requirements”).

If you meet these criteria, you can apply beginning March 1 of your senior year in high school. Applications are due no later than May 1. The application can be downloaded and printed at <http://www.csun.edu/social-behavioral-sciences/33-bajd-success-six>.

Mail your completed application to: The College of Social and Behavioral Sciences, Attn: Dr. Leigh Bradberry, California State University Northridge, 18111 Nordhoff Street, Sierra Hall Room 401, Northridge, CA 91330-8256.

2. CSUN Applicants

Students who are already enrolled as first-time freshmen at CSUN must meet the following criteria:

- You must have completed one full semester at CSUN;
- Your cumulative GPA after that semester at CSUN must be a 3.0;
- You must have completed a minimum of 15 units at the end of your first semester as a first-time freshmen (either by taking 15 units in your first semester at CSUN or by having a total of 15 units from fall semester at CSUN + any AP credits that count for GE or major requirements); and
- You must be majoring in one of the majors that is compatible with the program (for more information, see the section below titled “B.A. Requirements”).

If you meet these criteria, you can apply beginning January 20 of your second semester at CSUN. Applications are due no later than March 1. The application for students in this category can be printed [here] and dropped off in the Dean’s Office

of the College of Social and Behavioral Sciences in Sierra Hall, Room 401, Attn: Dr. Leigh Bradberry.

NOTE: Case-by-case admissions decisions will be made for a third category of students: those who are rising or first semester sophomores at CSUN. To be eligible for consideration, students in this category must have completed at least 30 units that count towards their GE requirements or their major requirements by the beginning of their first semester, sophomore year, and they must have a cumulative GPA of 3.0. STUDENTS WHO TRANSFER TO CSUN AFTER THE FIRST SEMESTER OF THEIR SOPHOMORE YEAR ARE NOT ELIGIBLE FOR THIS PROGRAM. PLEASE DO NOT EMAIL DR. BRADBERRY ASKING FOR EXCEPTIONS TO THIS POLICY.

3. B.A. Requirements

For most majors at CSUN, the typical number of total units needed to graduate is 120. This is broken down into three components: (1) the number of GE units; (2) the number of units required in the major; and (3) "additional units." In order to complete successfully the 3+3 program, students must complete all requirements in categories (1) and (2) (GE units + units in the major) in the first three years at CSUN. As a practical matter, this means that the student must complete a minimum of 90 units (GE units + units in the major) during the first three years. (30 units from the first year of law school at Southwestern will apply to both degrees, so that the student will have earned a total of the 120 units required for graduation from CSUN).

However, majors at CSUN vary as to how many units are in category (2), units required in the major. Because of this, some majors are not compatible with the 3+3 program because it is not possible to complete both the GE units and the units required in that major in three years (the equivalent of 90 total units in these two categories combined). Other majors are within 3-6 units of being able to be completed, and for those majors, accommodations will have to be made by the department. In those cases, the Faculty Lead will work with you, and with the advisor and department chair for majors that fall into this category to ensure that you can complete the units required in three years. In order to help all 3+3 students achieve the required units in compatible majors, students who have been admitted into the 3+3 program will get priority registration as long as they are still actively in the program.

4. Compatible Majors

Please reference a list for detailed information on which majors ARE compatible, or the majors that are compatible with a few accommodations by the department. For

ease of reference, please note: the majors that are not compatible with the 3+3 include any majors within the College of Business and Economics and majors in the STEM fields (math, science and engineering). If you have a dilemma between choosing a major that is not compatible and choosing to participate in the 3+3 program, we advise that you first and foremost should choose the major that you are most interested in and passionate about. You should only sacrifice your preferred major for the 3+3 Program if you are certain that pursuing the 3+3 Program is the path that you want to prioritize.

J.D. Process/Criteria

Although it is strongly recommended that 3+3 students take the LSAT in fall or winter of their junior year at CSUN, they must sit for the LSAT exam no later than February of their junior year. However, they should be aware that delaying the LSAT until February may decrease their chances of receiving scholarship money (see the section below for information about scholarships).

The LSAT is now offered up to seven times a year (January, March, early and late June, July, September, and November*), and is administered by the Law School Admission Council. More information can be found at www.lsac.org.

*Subject to change please check dates and registration deadlines at www.LSAC.org

Scholarships

Two tiers of students will be admitted to Southwestern from the CSUN 3 + 3 program. Tier 1 will comprise students who are admitted to Southwestern with scholarship money. Students in Tier 1 will be eligible for any of our entering student scholarships, renewable tuition scholarship that range from smaller monetary awards to full-tuition scholarships, non-renewable 1st year only scholarships, and/or book scholarships. If the student receives a renewable scholarship and maintains the minimum scholarship renewal GPA at Southwestern, the scholarship will be renewed for future years. Tier 2 will comprise students who are admitted to Southwestern, but are not eligible for scholarship money. These students would typically be on the lower end of the minimum entering credential scores of a 150 LSAT and 3.0 GPA.

CSUN students may also be eligible after their first year, as with other Southwestern students, for a Dean's Merit Award. Dean's Merit Awards provide partial tuition scholarships to upper-division students who have demonstrated academic excellence by being in the top 30% of their class. These Dean's Merit Awards may not be stacked on existing scholarships, but can provide students who perform exceptionally additional funding in their upper-division years.

Questions/Contact Information

After you review the information above carefully, feel free to contact the CSUN Faculty Lead, Bruce Zucker, at bajd@csun.edu or Southwestern Law School Associate Dean for Student Affairs, Robert Mena at rmena@swlaw.edu or (213) 738-6716, if you have further questions.

OTHER OFFERINGS

Summer & Study Abroad Options

IMPORTANT NOTICE: If a COVID-19 surge occurs in the U.K. or U.S. near the program start date, we reserve the right to convert the program to an online format. As always, our first priority is protecting the health and safety of the Southwestern community.

Studying abroad allows our students the opportunity to examine legal systems in other countries through the lens of local experts. As global as our world has become, an understanding of international legal issues can only help a student's job prospects as it rounds out their legal education.

Southwestern offers [Semester Abroad](#) options that include:

- Studying in Canada or Mexico via the North American Consortium on Legal Education
- Attending The Hague Law School at The Hague University of Applied Sciences

A [Summer Abroad](#) can be spent in London learning international media and entertainment law and international humanitarian law.

[Summer on Campus](#) offerings include classes, externships, and the Summer Entertainment Law Program.

Summer on Campus

Southwestern offers an extensive summer session to provide students with greater scheduling flexibility and additional educational opportunities. A number of distinguished practicing attorneys and judges join the faculty during the summer months to teach courses in specialized areas of the law. The schedule of course offerings includes a variety of courses and externships.

The **2023 summer session dates** are:

- Tuesday, May 30, 2023 - Summer session begins; First day of classes
- Wednesday, July 26, 2023 - Summer session ends
- The Sexual Orientation & Gender Identity Law Program offers five mini-term courses. Please see session dates below.

2023 Offerings

Additional courses may be offered. Please check this page regularly.

Summer Course Offerings

Community Property (2 units)

Monday/Wednesday, 8:10-10:10 p.m.

[Professor John Heilman](#)

Final Exam: TBA

Constitutional Criminal Procedure (3 units)(this course meets remotely)

Tuesday/Thursday, 6:00-9:00 p.m.

[Professor Norm Garland](#)

Final Exam: TBA

Legal Profession (3 units)(this course meets remotely)

Tuesday/Thursday, 6:00-9:00 p.m.

[Professor Jenny Rodriguez-Fee](#)

Final Exam: TBA

Medical Malpractice Litigation (2 units)

Tuesday/Thursday, 6:00-8:00 p.m.

[Professor Edward Stark](#)

Final Exam: TBA

Sales (2 units)(this course meets remotely)

Monday/Wednesday, 6:00-8:00 p.m.

[Professor Judy Sloan](#)

Final Exam: TBA

Summer Course Offerings

Trial Advocacy (3 units)

Tuesday/Thursday, 6:00-9:00 p.m.

Professor Robin Chew

Final Trial: TBA

Southwestern's Summer Entertainment Law Program in Los Angeles, under the auspices of the Biederman Entertainment & Media Law Institute, features a broad scope of courses taught by top entertainment, fashion, intellectual property, and media attorneys; specialized externships; and meetings with prominent Southwestern alumni working in the field.

Summer Entertainment Program

Copyright (3 units)

Monday/Wednesday, 6:00-9:00 p.m.

Professor Daniel Lifschitz

Final Exam: TBA

Fashion Law (2 units)

Tuesday/Thursday, 8:10-10:10 p.m.

Professors John Begakis and Victoria Burke

Final Exam: TBA

Video Game Agreements (2 units)

Tuesday/Thursday, 8:10-10:10 p.m.

Professor James Riordan

Final Paper: TBA

Co-Sponsored by the Williams Institute at UCLA, Southwestern Law School will be offering four 1-unit courses on Sexual Orientation and Gender Identity Law. In addition to courses, a variety of special tours are planned.

Sexual Orientation & Gender Identity Law

Transgender Law (1 unit)

Session: May 31-June 21, Mondays/Wednesdays, 6:00-8:00 p.m.

Professor Amanda Goad

Final Paper: TBA

LGBTQI Youth in Systems of Care (1 unit)(this course meets remotely)

Session: May 31-June 21, 4 Saturdays (TBD), 9:00 a.m.-12:30 p.m.

Professor David Bell

Final Paper: TBA

Beyond Marriage Equality (1 unit)

Session: June 26-July 19, Mondays/Wednesdays 6:00-8:00 p.m.

Professor Amira Hasenbusch

Final Exam: TBA

Immigration and the LGBTQI Community (1 unit)(this course meets remotely)

Session: June 26-July 19, 4 Saturdays (TBD), 9:00 a.m.-12:30 p.m.

Professor Ally Bolour

Final Paper: TBA

Summer Externships

Southwestern's active and successful [Externship Program](#) offers a diverse selection of part-time and full-time placements. The Program offers students the opportunity to gain legal education through real-life practical experiences, by "externing" at approved off-campus placements, with government agencies, public interest entities, state and federal judges, the legal departments of select organizations, including the entertainment

industry, and select law firms. Please be advised that summer externships are generally competitive.

Students can earn two to five units of credit based on the nature of the placement and the number of fieldwork hours per week. The course also includes an in-class academic component (scheduled on Saturday or Sunday). Externships are graded on a credit/no credit basis.

Please contact the [Externship Office](#) for more information.

Credits

The Summer Entertainment Law Program is offered as part of the ABA-approved curriculum at Southwestern Law School. The program complies with ABA and AALS requirements. All entertainment and media law courses for the summer are graded. Externships are offered on a credit/no credit basis.

London Summer Program

IMPORTANT NOTICE: If a COVID-19 surge occurs in the U.K. or U.S. near the program start date, we reserve the right to convert the program to an online format. As always, our first priority is protecting the health and safety of the Southwestern community.

For law students looking for a deeper global perspective, Southwestern offers a study abroad program in London.

ENTERTAINMENT LAW | REFUGEE AND HUMANITARIAN LAW

2023 ANNUAL LONDON SUMMER-ABROAD PROGRAM

To apply for either track in Southwestern's 2023 Annual London Summer-Abroad Program, please submit this completed form along with:

1. Application fee of \$250 that can be made online or through check made payable to Southwestern Law School. The fee is non-refundable but will be applied toward the tuition owed by students accepted into the program.
2. Copy of law school transcript (non-Southwestern students)
3. Letter of good standing from your law school (non-Southwestern students)

Send completed materials to: 2023 Summer Program in London

Blederman Entertainment Law Institute, Southwestern Law School, 3050 Wilshire Boulevard, Los Angeles, CA 90010
or via email to institute@swlaw.edu

A reservation fee of \$750 (non-refundable but applied toward tuition) will be due immediately after acceptance. Until the reservation fee is received, the student's spot in the program will not be reserved and may be offered to another applicant. An enrollment agreement and an account statement of tuition and fees due will be mailed in mid-April. The final payment or confirmation of financial aid will be due May 1.

PLEASE TYPE OR PRINT CLEARLY

Name Pronouns _____ Last _____ First _____ M.I. _____

Law School _____ Date of Birth (mm-dd-yy) _____ Email _____

Current Mailing Address _____

Telephone _____ Current Address Valid Until _____

Permanent Address _____

Telephone _____ Dates at Permanent Address _____

Emergency Contact 1 _____ Relationship _____

Telephone _____ Email _____

Emergency Contact 2 _____ Relationship _____

Telephone _____ Email _____

COURSE SELECTION

Students must take at least four units but may take up to six units. Track 2 students may select two single unit courses under Track 1.

Track 1

Weeks 1–2

Mon–Thurs: 9:00 a.m. to 12:30 p.m.

☐ International Entertainment Law (2 units)

Mon–Thurs: 1:30 p.m. to 3:30 p.m.

☐ International Music Law (1 unit)

Weeks 3–4

Mon–Thurs: 9:00 a.m. to 12:30 p.m.

☐ Negotiating and Drafting International Entertainment Contracts (2 units)

Mon–Thurs: 1:30 p.m. to 3:30 p.m.

☐ International Art Law (1 unit)

Track 2

Weeks 1–2

Mon–Thurs: 9:00 a.m. to 12:30 p.m.

☐ The Law Of, In, and About War (2 units)

Weeks 3–4

Mon–Thurs: 9:00 a.m. to 12:30 p.m.

☐ International Refugee and Asylum Law & Policy (2 units)

FINANCIAL AID

Please indicate if you plan to apply for financial aid: ☐ Yes ☐ No If yes, please note the following:

- Financial aid students: payment in full must reach Southwestern before the beginning of the program.
- Please apply for financial aid through the 2023-2024 FAFSA (available January 1, 2023) as soon as possible to ensure timely funding for your study-abroad program.
- Non-Southwestern students must apply for financial aid through their home institutions, not through Southwestern. A consortium agreement to take to your financial aid administrator is available at <https://www.swlaw.edu/GoToLondonLaw>
- Contact Southwestern's Financial Aid Office at 213.738.6719 or financial@swlaw.edu if you have any questions regarding financial aid.

ACKNOWLEDGMENT: I understand and agree that, although I may apply for financial aid, my application for financial aid does not relieve me of my responsibility for payment of tuition and fees as described herein.

Signature _____ Date _____



SOUTHWESTERN LAW SCHOOL
Los Angeles, California • www.swlaw.edu

CONSORTIUM AGREEMENT

LONDON ENTERTAINMENT LAW SUMMER PROGRAM

Host School
Southwestern Law School
Financial Aid Office
3050 Wilshire Boulevard
Los Angeles, CA 90010
T: (213) 738-6861
F: (213) 738-6899
E: finaid@swlaw.edu

Home School (School Name, Address, Fax Number)

The institutions named above agree to enter into an agreement as allowed by part 668.19, Student Assistance General Provisions, for the purpose of providing financial assistance to the student listed below:

Section A – To be completed by STUDENT

_____ Student's Name	____-____-____ Social Security Number	_____ Phone Number
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Section B – To be completed by FINANCIAL AID OFFICE AT HOST SCHOOL

Name and Location of Program: Southwestern Law School – Summer Law Program in London, England, U.K.
Loan Period: June 18, 2023, to July 19, 2023
Enrollment will be: Full Time

COST OF ATTENDANCE

EXPENSE [All amounts are in USD]	6 units
Tuition	\$9,850
Course Materials	Included in tuition
Housing (breakfast included)	Included in tuition
Other Meals	\$2,500
Airfare (approx. LAX-LHR-LAX)	\$2,000
Personal/Misc. Expenses	\$3,000
Health Insurance	\$150
TOTAL	\$17,500

CERTIFICATION

The above-named HOST SCHOOL and HOME SCHOOL, do hereby certify the following:

1. The Home School is the parent institution for all financial aid matters and will confer a degree upon the above-named student.
2. The Home School considers the above-named student to be enrolled on at least a half-time basis, accepted as a degree candidate and meeting satisfactory academic progress standards.
3. The Host School agrees NOT to provide financial aid to the above-named student for the term specified without first notifying the Home School.
4. The Host School agrees to notify the Home School of any change in the enrollment of the above-named student for the term specified.
5. The Host School certifies that the above-named student is registered for _____ units during the Summer 2023 term.

	Suzanne Kunz – SR. Assoc. Director		(213) 738-6861
SOUTHWESTERN Signature	Name and Title	Date	Phone

HOME School Signature	Name and Title	Date	Phone

Southwestern Law School, under the auspices of the [Biederman Entertainment and Media Law Institute](#), will host a four-week Summer Program in International Entertainment and Media Law and International Humanitarian and Refugee Law at The University of London SOAS, Brunei Gallery from June 18 to July 19, 2023.

This unique and exciting program offers a variety of academic, cultural, and social experiences through:

- Courses on international entertainment, art, music, and negotiating and drafting international entertainment contracts
- Courses on international refugee and asylum law and the law of, in, and about war
- Instruction provided by U.S. and British faculty with extensive international experience
- Guest lecturers on course-related topics
- Field excursions to the Royal Courts of Justice and other legal, entertainment, media, and cultural institutions in London

Program Details:

Sunday, June 18 through Wednesday, July 19, 2023.

Calendar

Saturday, June 17

- Students check into dorm rooms at College Hall

Sunday, June 18

- Mandatory Orientation followed by Thames River Cruise

Monday, June 19

- Juneteenth Holiday - No Classes

Tuesday, June 20

- Classes Begin (Weeks 1–2)

Thursday, June 29

- Last Day of Classes for Int'l Music Law

Monday, July 3

- Last Day of Classes for Int'l Entertainment Law and Law Of, In, and About War

Wednesday, July 5

- Classes Begin (Weeks 3–4)

Monday, July 17

- Last Day of Classes for Int'l Art Law

Tuesday, July 18

- Last Day of Classes for Neg. and Drafting Int'l Entertainment Contracts | Int'l Refugee and Asylum Law & Policy

Wednesday, July 19

- Final Exams for Weeks 3–4 for two-unit courses
- Farewell Dinner Party

Friday, July 21

- Last day to vacate College Hall

Track 1: International Entertainment Law

Weeks 1–2

Monday –Thursday 9:00 a.m. – 12:30 p.m.	International Entertainment Law (2 units)
Monday –Thursday 1:30 p.m. – 3:30 p.m.	International Music Law (1 unit)

Weeks 3–4

Monday –Thursday 9:00 a.m. – 12:30 p.m.	Neg. and Drafting Int'l Entertainment Contracts (2 units)
Monday –Thursday 1:30 p.m. – 3:30 p.m.	International Art Law (1 unit)

All students must take at least four units and may take up to six units.

Course Descriptions

International Art Law (1 credit)

This course will address international legal issues related to art as a creative endeavor, art as an article of commerce, and art as a significant cultural artifact. Issues to be examined include international jurisdictions and choice of law conflicts; legal aspects of international sales and resales; legal duties of international dealers and auctioneers; international sales and import taxes required on cross-border shipment of artworks; international recovery of artworks plundered during wartime; and international copyright (and other) protections for artists and their work.

International Entertainment Law (2 credits)

This course explores select international legal issues that arise when representing clients in the entertainment industry – especially those in music, publishing, and film.

International Music Law (1 credit)

This class will introduce students to some of the key differences in the business and legal issues between the recorded music industry of the United States and the recorded music industries of other countries.

Negotiating and Drafting International Entertainment Contracts (2 credits)

Students receive a foundational understanding of the entertainment industry in a global marketplace, key players, and various negotiation styles. The course will include a brief examination of the intersection of various bodies of law such as copyright (including, for example, a few relevant differences between US and EU and UK copyright law), labor & employment, tort, contract law, collective bargaining agreements, and their impact on entertainment contracts and industry practices.

Track 2: International Refugee and Humanitarian Law

Weeks 1–2

Monday –Thursday 9:00 a.m. – 12:30 p.m.	The Law Of, In, and About War (2 units)
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Weeks 3–4

Monday –Thursday 9:00 a.m. – 12:30 p.m.	International Refugee and Asylum Law & Policy (2 units)
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Track 2 students may select one or two one-unit courses from Track 1.

All students must take at least four units and may take up to six units.

Course Descriptions

International Refugee and Asylum Law and Policy (2 credits)

This course will explore the fundamentals of refugee and asylum law, refugee protections, the policies underlying the laws, and the practice of refugee and asylum law in the United States.

The Law Of, In, and About War (2 credits)

This course will foster recognition that contrary to Cicero's belief, law is not silent during war. It will introduce students to the fundamental principles of the laws governing battlefield conduct of hostilities (the Hague tradition) and the treatment of those caught in war's crosshairs (the Geneva tradition).

Faculty

1. [Professor Gary Fine](#) will teach the International Music Law course.
2. [Professor Kevin J. Greene](#) will teach the International Entertainment Law course.
3. [Professor Henry Lydiate](#) will teach the International Art Law course.
[Professor Andrea Ramos](#) will teach the International Refugee and Asylum Law & Policy course.
4. [Professor Orly Ravid](#) will teach the Negotiating and Drafting International Entertainment Contracts course.
5. [Professor Rachel VanLandingham](#) will teach the Law Of, In, and About War course.

Additional Details

1. Admissions, Fees, and Deadlines

Admission and Course Credit

Southwestern is approved by the American Bar Association and is a member of the Association of American Law Schools. The ABA has approved the International Summer Law Program in London. Most applicants must be students in good standing at an American or Canadian law school. Applicants with sufficient English proficiency from law schools in European Union and other countries will also be considered for admission. Before starting the summer program, each student must have completed the first year of law study and submit a transcript and a letter of good standing from his/her home institution. If applications are received from more students than the program can accommodate, applicants' academic performance (as shown by their transcripts) may be considered in deciding which applications will be accepted.

Students may register for four courses for a maximum total of six-semester units of credit. Any requests for class change must be made in writing to the Biederman Institute. Each professor will administer a written final exam and assign grades. Grades will conform to Southwestern's grading policies. Southwestern utilizes an alpha grading system in which the actual grade earned is represented by an

alphabetical letter. Grades range from A+ (4.33) to F (0.00). No unit credit will be granted if the grade received is an F. For courses offering one credit, a credit/no credit grade will be given, and student performance will be determined by class participation and an in-class or take-home writing assignment that relates to the material covered in class. Additional information can be found in Southwestern's [Institutional Policies](#). Students are advised to consult their home institution's policies concerning the transfer of credit for coursework. There are no prerequisite courses for any of the courses offered in this program.

Southwestern will send a transcript to the student's home institution following completion of the program and final payment of all tuition and fees. Acceptance of transfer credit is subject to determination by the student's home institution. Students should be aware that participation in a summer program is unlikely to accelerate their graduation date; students interested in acceleration should consult their home institution.

NOTE: Acceptances to the program will be offered to applicants on a rolling basis, beginning in February

1. Applications will be accepted until maximum enrollment is reached. Enrollment in each course is limited due to classroom size, so early application is strongly encouraged.

A reservation fee of \$750 will be due immediately after acceptance. Until the reservation fee is received, the student's spot in the program will not be reserved and may be offered to another applicant.

2. Fees

Application Fee (non-refundable, applied toward tuition)	\$250
Reservation Fee (non-refundable, applied toward tuition)	\$750*
Tuition (for four to six units)	\$6,000
Housing and Materials	\$3,850

Total	\$9,850
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Tuition and fees paid to Southwestern Law School (\$9,850) will cover:

- Tuition and fees for four to six units
- Private “en suite” dorm room (e.g., private shower, toilet, and complimentary wifi)
- Breakfast in the dorm dining room
- Assigned books and reading materials
- Global travel insurance
- Opening-day London lunch and excursion,
- Farewell Dinner Party and several other program excursions

3. Deadlines

Confirmation notice and enrollment agreement	Mid-April
Payment in full or financial aid confirmation	May 1

4. Travel and Living Accommodations

Students will be responsible for their own travel arrangements to and from London.

State Department Travel Information

[Visit the United States Department of State website](#) for information about traveling to and within the United Kingdom. If prior to the commencement of the program, a U.S. State Department Travel Warning or Alert is issued for the country(ies) in which the program will be conducted, all registrants will be notified promptly of the warning and be given an opportunity to withdraw from the program. If during the program, a U.S. State Department Travel Warning or Alert is issued for the country(ies) in which the program is being conducted, students will be notified promptly of the warning and given an opportunity to withdraw from the program. If students withdraw from the program as permitted in these criteria during the course of the program, or if the program is terminated, students will be refunded fees paid except for housing and materials payments utilized prior to the date of withdrawal or termination.

Living Accommodations and Classroom Facilities

Housing has been arranged at the University of London's College Hall and will be provided for program participants from Saturday afternoon, June 18, through Friday morning, July 21. All rooms are single occupancy and have private toilets and showers. Housing includes breakfast. There are no cooking facilities available to students in College Hall, but College Hall is in the University of London/Russell Square/Bloomsbury District of London, where a wide variety of eating establishments are located. Brunei Gallery SOAS, the classroom facility, is located in Russell Square and can accommodate up to 40 students in their classrooms. College Hall and Brunei Gallery are committed to making the necessary adjustments (including physical layouts) to support persons with disabilities wherever possible.

5. Liability and Insurance

Southwestern will not be responsible for personal injuries to students, medical conditions, or for loss or damage to personal property within or in transit to London. Southwestern requires students to obtain health insurance that covers or reimburses for health care abroad. Students participating in Southwestern's summer program are covered under ON Call International global travel insurance, which includes medical evacuation, repatriation, and quarantine coverage and is included with tuition.

6. Cancellation and Refund Policy

Cancellation Policy

Southwestern reserves the right to change or cancel the London Summer Program at any time prior to May 1. Southwestern also reserves the right to cancel any course due to insufficient enrollment. Cancellation of the program or any course after May 1 will occur only if necessary for reasons beyond Southwestern's control. For cancellation that occurs after a deposit has been paid, the program director will use their best efforts to make arrangements for each student enrolled to attend a similar program, if the student so desires, and all money advanced by the student shall be refunded within twenty days after the date of cancellation. Students who have paid a deposit or registered for the program also have the opportunity to withdraw from the program if there are changes in the course offerings or other significant aspects of the program and receive a refund of fees paid except for housing and materials payments utilized prior to the date of withdrawal. In the event of cancellation, students will immediately be notified by email, phone, and U.S. mail. This program was canceled in London in 2020 and 2021 due to the global pandemic, however, courses were offered online.

Tuition Refund Policy

Students who withdraw from the program or request a class change must notify Southwestern in writing as early as possible. Students who withdraw before the first day of the summer program may receive a 100% credit of charged tuition, with the exception of the application fee, the reservation fee, and the housing and materials fee. Thereafter, a refund for tuition is pro-rated on a daily basis. After 60% of the program is completed, students will not be entitled to any refund.

Students who withdraw from the program before the program commences due to a course cancellation, significant change, or the cancellation of the program, including cancellation because of a U.S. State Department travel warning or alert, will be refunded all monies advanced within twenty days after the cancellation or withdrawal.

Students who withdraw after the first day of classes due to a course cancellation, significant change, or termination of the program, including termination because of a U.S. State Department travel warning or alert, will be refunded fees paid except for the housing and materials payments utilized before the date of termination or withdrawal.

Semester Abroad

The North American Consortium on Legal Education (NACLE)

1. Program Basics

Southwestern believes in providing a quality legal education by participating in and promoting exchange programs with schools outside of the United States. The law school also understands the importance of the Canada-U.S.-Mexico relationship in this world of globalization and encourages its students to do the same.

As a member of the North American Consortium on Legal Education (NACLE), Southwestern students have the opportunity to study abroad for a semester in Mexico or Canada at a member school for the same cost as tuition they would pay for classes on campus.

2. Member Schools

Canada

- McGill University (Montreal, Quebec)
 - ABA Disclosures ([PDF](#))
- The University of Dalhousie (Halifax, Nova Scotia)
 - ABA Disclosures ([PDF](#))

- The University of British Columbia (Vancouver, British Columbia)
 - ABA Disclosures ([PDF](#))
- The University of Ottawa (Ottawa, Ontario)
 - ABA Disclosures ([PDF](#))

Mexico

- ITESM, Monterrey Tech (Monterrey, Nuevo Leon)
 - ABA Disclosures ([PDF](#))
- Universidad Panamericana (Mexico City)
 - ABA Disclosures ([PDF](#))
- The Instituto de Investigaciones Jurídicas, UNAM (Mexico City)
 - ABA Disclosures ([PDF](#))
- Centro de Investigación y Docencia Económicas (CIDE) (Mexico City)
 - ABA Disclosures ([PDF](#))

3. State Department Travel Information

For information about traveling to and within Canada, visit [the United States Department of State website](#).

For information about traveling to and within Mexico visit [the United States Department of State website](#).

If, prior to the commencement of the program, a U.S. State Department Travel Warning or Alert is issued for Canada or Mexico, all registrants will be notified promptly of the warning and be given an opportunity to withdraw from the program. If, during the course of the program, a U.S. State Department Travel Warning or Alert is issued for Canada or Mexico, students will be notified promptly of the warning and given an opportunity to withdraw from the program. In the event that students withdraw from the program as permitted in these criteria during the course of the program, or if the program is terminated, students will be refunded fees paid except for room and board payments utilized prior to the date of withdrawal or termination.

For more information, visit the NACLE.org or contact Southwestern's [Student Exchange Program](#).

Study Abroad/Student Exchange Programs

Vice Dean Julie Waterstone

Tel:213-738-5727

Email:studyabroad@swlaw.edu

This office oversees the [Summer Law Programs](#) sponsored by Southwestern and Student Exchange Programs through the North American Consortium on Legal Education (NACLE) and with The Hague Law School, and Universidad Torcuato Di Tella.

The Hague University of Applied Sciences

1. Program Basics

Southwestern has formally established an exchange program with The Hague University of Applied Sciences. This program allows two Southwestern students to attend The Hague Law School for up to one year of study, with credits earned there counting toward completion of their J.D. degree from Southwestern.

The Hague Law School is part of The Hague University, located in perhaps the most important center for international law in the world. The Hague is home to 150 international organizations, including the International Criminal Court, the International Criminal Tribunal for the former Yugoslavia, the Iran-United States Claims Tribunal, the Hague Conference on Private International Law, the Permanent Court of Arbitration (the oldest institution for international dispute resolution), and the International Court of Justice, among many others. The Hague Law School features many courses that capitalize on their unique location, including courses such as: Crimes of an International Character, Crimes Against Humanity and Genocide, International Humanitarian Law, The International Criminal Tribunals for the former Yugoslavia and for Rwanda, Introduction to European Union Law, European Private Law, European Union Immigration Law, and many others. In 2014-2015, Southwestern hosted 3 exchange students from The Hague. No Southwestern students participated in the exchange this year.

- ABA Required Disclosures ([PDF](#))
- Fact Sheet ([PDF](#))
- Accessibility for Disabled ([PDF](#))

2. Dates and Deadlines

The Hague Law School is on a calendar that is different from that typical of US law schools. The Fall Semester begins in late July and ends in mid-January. The Spring Semester begins in early February and ends in mid-July. Due to the nature of the academic calendar at The Hague, most Southwestern students find that studying during the Spring Semester best fits their academic schedule. All courses are taught in English.

Deadline for	Apply by
Fall Semester	May 1
Spring Semester	November 1

3. Tuition and Financial Aid

Tuition for the program is paid to Southwestern. Students who anticipate a need for financial aid while in the Netherlands should contact Southwestern's Financial Aid Office.

4. State Department Travel Information

For information about traveling to and within the Netherlands, visit [the United States Department of State website](#) . If, prior to the commencement of the program, a U.S. State Department Travel Warning or Alert is issued for the Netherlands, all registrants will be notified promptly of the warning and be given an opportunity to withdraw from the program. If, during the course of the program, a U.S. State Department Travel Warning or Alert is issued for the Netherlands, students will be notified promptly of the warning and given an opportunity to withdraw from the program. In the event that students withdraw from the program as permitted in these criteria during the course of the program, or if the program is terminated, students will be refunded fees paid except for room and board payments utilized prior to the date of withdrawal or termination.

Southwestern offers a variety of semester abroad programs (student exchange programs) around the world. Students who have completed one year of full-time or part-time study and are in good standing at Southwestern are eligible to participate in our student exchange programs

Southwestern's Entertainment and Media Law Program

Biederman Entertainment & Media Law Institute

Southwestern's Donald E. Biederman Entertainment and Media Law Institute was established in 2000 to take advantage of the law school's long history of involvement with the entertainment and media industries. The Institute offers a rich spectrum of entertainment, sports, and media law courses and experiential learning opportunities under the direction of faculty who have tremendous practical experience in the field.

Southwestern has been recognized as one of the top ten law schools in the country for entertainment law by The Hollywood Reporter eight years in a row, and as #1 in the Top Law Schools for Entertainment Law by lawstreetmedia.com, among other honors.

1. Biederman Scholars

In an effort to recognize excellence in academic achievement, and encourage and facilitate career success, the Biederman Institute established the Biederman Scholars program to help expand opportunities for promising future entertainment lawyers.

Each year, three or four outstanding students are selected for this honor. Biederman Scholars participate in a variety of Institute initiatives, including an industry mentor program, behind-the-scenes participation in Biederman Institute programs, and priority placement in entertainment and media company externships and law firm practicums.

The Biederman Scholars can also participate in the Biederman Awards event honoring outstanding members of the entertainment and media law community, and other Institute activities.

2. Southwestern Entertainment and Intellectual Property Alumni Association (SWEIP)

Southwestern's Donald E. Biederman Entertainment and Media Law Institute has brought together prominent attorneys and executives from leading entertainment companies, law firms and institutions to serve on its Executive Board. The Institute also works closely with the [Southwestern Entertainment and Intellectual Property Alumni Association \(SWEIP\)](#) which has over 500 members.

The Board and SWEIP play a critical role by helping to connect outstanding students with opportunities for industry experience and future job placement, shaping and focusing the curriculum, developing new programming concepts, and expanding the Institute's access to speakers and resources.

3. Journal of International Media and Entertainment Law

Southwestern's Donald E. Biederman Entertainment and Media Law Institute established the [Journal of International Media and Entertainment Law](#) through a joint venture with the American Bar Association's Forums on Communications Law and the Entertainment and Sports Industries.

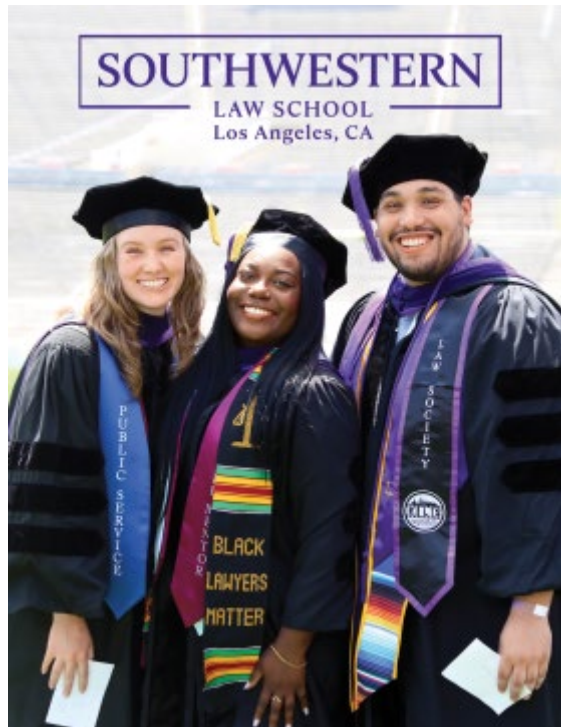
The first of its kind, the Journal addresses all aspects of international and comparative media and entertainment law, including topics related to content,

regulation, intellectual property, distribution, publishing, internet and technology, and transactions.

Students are selected to work with the Board of Editors, composed of Biederman Institute faculty and members of the Forum committees, and headed by Supervising Editor, Professor Michael Epstein.

Catalogs and Brochures

To request materials by mail, [click here](#).



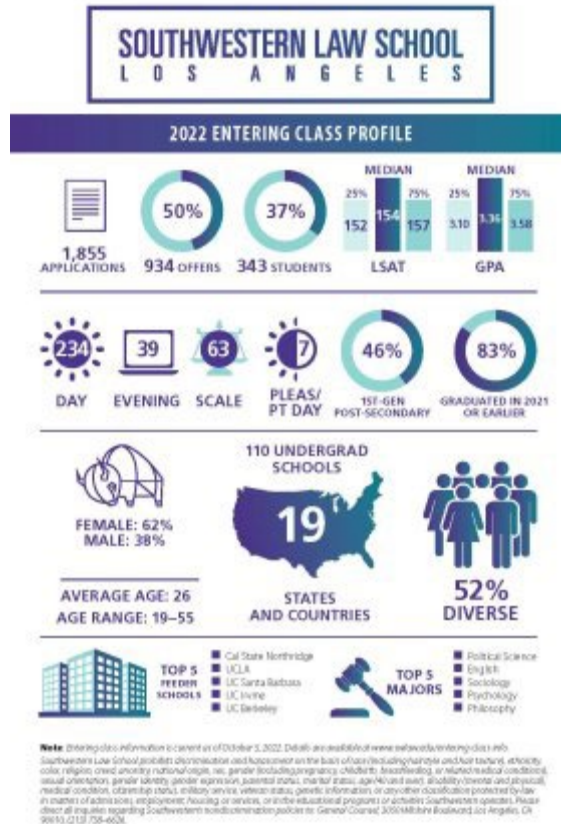
J.D. Viewbook 2023-2024

PDF [Flip-book of J.D. Viewbook 2023-2024](#)



Southwestern J.D. Programs and Concentrations Tiered Brochure

[PDF Southwestern J.D. Programs and Concentrations Tiered Brochure](#)



J.D. Admissions Fact Sheet

[PDF Flip-book of J.D. Admissions Fact Sheet](#)



Housing Brochure 2022

[PDF Flip-book of Housing Brochure 2022](#)

Southwestern does not have dormitory facilities but offers a limited number of apartments for Southwestern law students to rent, known as “The Residences @7th.” There are several additional apartment buildings near Southwestern that some students choose to live in.

These buildings are not owned by Southwestern. In addition, Southwestern has no responsibility to find or assist a student in finding housing.

J.D. Curriculum Overview

A Comprehensive Curriculum

Southwestern's academic offerings enable our students to follow either a broad-based or a personalized curriculum focusing on a particular area of law while earning the 87 units required for the J.D. degree. Beyond the 18 required courses,* you can select from 200+ elective courses, and numerous experiential opportunities to design your individual program of study.

First-Year Curriculum

All first-year students at Southwestern are required to take a six-unit, year-long course entitled Legal Analysis, Writing, and Skills (LAWS). The course introduces students to key lawyering skills and helps prepare them for the real-world demands they will face as attorneys. In the Spring semester, LAWS II enables students to apply their new skills in a hands-on advocacy experience.

*The SCALE 2-Year J.D. has its own set of required courses.

Making it Yours

Southwestern students can enroll in one of our official Concentrations or put together their own focus areas drawing from a selection of courses, clinics, externships, and even student groups.

Students can further enrich their law school experience by participating in Honors Programs, Law Reviews and Journals, etc.

Academic Success

Southwestern offers a wide variety of resources and support programs at every stage of a student's law school career to help achieve academic success.

The Academic Success & Bar Preparation Office begins prepping students to pass the bar the minute they enter law school. Students can take advantage of academic readiness programs, courses, workshops, as well as individual counseling sessions to maximize academic potential.

Through the Writing Center, students have resources available to help polish their legal writing skills and become more confident in their legal writing product. These optional resources are available to students regardless of their academic standing.

Dean's Fellows serve as teaching assistants through the Academic Success & Bar Preparation Office. They are an integral resource by assisting students in developing the five general skills areas: time management, note-taking, reading and briefing, synthesizing (weekly review and outlining), and exam writing.

Academic Success & Bar Preparation

The Academic Success & Bar Preparation Office offers academic readiness programs and courses designed to help students achieve their academic potential in law school. Through courses, workshops, and individual counseling, students are offered instruction on the competencies and tools necessary to be successful in law school, on the bar exam, and in practice, such as critical reading skills, effective note-taking in a legal setting, organization, and synthesis of the law, time management, and other proven study habits.

Bison Boot Camp

Bison Boot Camp is a week-long synchronous online non-credit course that provides entering students with a critical introduction to the study of law. It's free of charge for our entering students.

Bison Boot Camp begins with an overview of what law in action looks like and then works backward to contextualize the law school experience. You will benefit from this early start by learning and practicing the core academic skills necessary to succeed in law school. These include time management, reading, and briefing cases, and organizing and outlining material. We'll also touch on career planning, networking, and getting involved on campus.

All entering students are encouraged to participate in this program to assist with a successful start to their law school career. Admitted students are welcome to register for Bison Boot Camp via the Welcome to Southwestern CANVAS course page.

Writing Center

Through the Writing Center, Southwestern offers individualized assistance, workshops, and courses geared toward making students better legal writers. With content-based and

process-based instruction, students learn to evaluate and rewrite their work, become more confident in their written product and are more prepared for today's legal workplace.

Courses for Entering Students

Introduction to Legal Writing gives pre-law students a head start in their legal education. Serving as a bridge between undergraduate education and law school, the course provides students with the opportunity to practice writing in an intellectually demanding, but pressure-free law school environment. The course also provides an extensive introduction to legal writing and other skills necessary to succeed in law school.

Programs for First-Year Students

Southwestern offers individualized assistance to students identified by their LAWS faculty as needing help with grammar, punctuation and basic writing skills. The Center's Writing Specialists and Fellows work to develop students' basic writing skills so these students can better focus on the material their LAWS professors are teaching. The feedback will conform to any restrictions given by individual professors.

In addition, the Writing Center holds numerous workshops throughout the year that focus on developing students' legal writing and revision skills. Workshops vary year-to-year based on student need. Past workshops have included Game Plans for Revision: Learn to Self-Edit One Issue at a Time; Writing Better Sentences: Concision and Precision; Mastering Mechanics; Self-Editing; Citation Review; and Grammar and Punctuation review.

Programs for Upper Division Students

Once students have completed their first year, they have open access to the services at the Writing Center.

Individual Legal Writing Assistance: Students can meet with the Director of the Writing Center to review seminar papers, externship assignments, law review and law journal articles, cover letters, and writing samples. Students are welcome to visit at any stage of their writing - from brainstorming to polishing. The feedback will conform to any restrictions given by individual professors or externship supervisors.

Individualized General Writing Assistance: Students can meet with a Writing Specialist for help with basic non-legal writing skills like grammar and punctuation.

Workshops: The Writing Center offers writing workshops throughout the year to help students understand the structure of seminar papers, the process of research and writing a

seminar paper and advanced citation format. The Writing Center also co-sponsors workshops with the Career Services Office to help students present well-written materials as part of their application for a job or an externship.

Courses: Refining Your Legal Writing is a one-unit course designed to give students one-on-one instruction with a legal writing instructor. Students learn to hone their legal writing skills by rewriting a paper from the first-year Legal Analysis, Writing, and Skills course. Admission to the course is by invitation only.

Note: Because of the SCALE® program's unique schedule, Refining Your Legal Writing is offered in a different format during Period VII to those in the SCALE 2.5 year program.

Materials: The Writing Center maintains learning materials, presentations, exercises and a list of URLs that are available to students to assist with improving writing at their own pace.

Details on the Writing Center's hours and appointment policy can be found on the Writing Center TWEN page.

Current students can also find additional details and resources on the Portal.

Introduction to Legal Writing

A Seminar for Pre-Law Students

The Introduction to Legal Writing Seminar at Southwestern provides pre-law students with a head start in their legal education. Serving as a bridge between undergraduate education and law school, the program provides students with the opportunity to practice writing in an intellectually demanding, but pressure-free law school environment. The seminar provides an extensive introduction to legal writing and other skills necessary to succeed in law school.

In the Introduction to Legal Writing Seminar, students receive personal attention and regular feedback on individual assignments. In the course, students begin learning the fundamentals of legal reasoning and analysis. Classes will teach students how to write case briefs, legal memoranda, and law school exams, thereby reducing the anxiety many feel upon entering law school.

Dean's Fellows

Dean's Fellows are an elite group of upper-division students with exemplary academic skills who serve as teaching assistants for the Academic Success and Bar Preparation Office. They are carefully selected from among the best in their class based on their academic success

and ability to teach other students best-practice study methods that will help them become acclimated to the study of law. The Dean's Fellow Program is highly competitive.

Dean's Fellows are an important resource for students and an integral part of Southwestern's Academic Success courses and programs. First, Dean's Fellows serve as mentors and role models. By modeling excellent study habits, time management skills, and overall professionalism, Dean's Fellows provide an example to first-year students that law school is a place where they can succeed with the right mindset. Second, Dean's Fellows play an integral role in the Foundations of Law and Practice course during the first year of law school.

As Academic Success teaching assistants, Dean's Fellows provide in-depth feedback to students on outlines, essays, and other work products. Dean's Fellows also hold weekly office hours and individual meetings by appointment to assist students in developing the general skill areas first-year students need to be successful in all doctrinal courses: time management, note-taking, reading and briefing, outlining (e.g. synthesizing a large body of legal doctrine), exam writing, and multiple-choice test-taking.

All incoming first-year students are assigned a Dean's Fellow but are always welcome to reach out and connect with any Dean's Fellow.

Concentrations & Customizations

J.D. students may opt to participate in one of [seven concentration programs](#): (1) Civil Litigation and Advocacy, (2) Criminal Law & Advocacy, (3) Critical Race, Gender, and Sexuality Studies, (4) Entertainment & Media Law, (5) Labor & Employment Law, (6) Public Interest Law, and (7) Technology Law & Entrepreneurship. Each concentration program—which students begin after completing the core curriculum—requires students to complete 15 core and elective units within the specific program and earn a concentration GPA of at least 3.33. Concentration and certificate programs are designed to give interested law students more in-depth training in an area of law in which they might be interested in practicing or simply learning more about.

The second way is less formal. You can focus on a practice area that interests you by combining courses, externships and clinical experiences with co-curricular and extracurricular activities. You can explore different areas of law and career options, network with alumni and students, and develop a specialized skill set. The focus areas below illustrate some of the many ways you can customize your curriculum at Southwestern.

Concentrations

Civil Litigation & Advocacy

The Civil Litigation and Advocacy Concentration advances the Civil Justice Program goals and provides J.D. students with opportunities to explore more deeply this discipline and distinguish themselves. Students must take at least 15 Core and Elective Courses, including an externship or clinic. For a complete listing of the requirements, visit our website at <https://www.swlaw.edu/curriculum/concentrations-and-customizations>.

Criminal Law & Advocacy

Southwestern offers a comprehensive program of courses, clinics, and externship opportunities to advance and guide the training of J.D. students in Criminal Law and Advocacy. Students must take at least 15 Core and Elective Courses, including an externship or clinic. For a complete listing of the requirements, visit our website at <https://www.swlaw.edu/curriculum/concentrations-and-customizations>.

Critical Race, Gender and Sexuality Studies

Southwestern created a J.D. Concentration in Critical Race, Gender, and Sexuality Studies to advance and guide the learning of students interested in critical race, gender, and sexuality. In addition, Southwestern offers a summer program on sexual orientation law and gender identity. Students must take at least 15 Core and Elective Courses, including an externship or clinic. For a complete listing of the requirements, visit our website at <https://www.swlaw.edu/curriculum/concentrations-and-customizations>.

Entertainment & Media Law

Southwestern offers a comprehensive program of courses, clinics, and externship opportunities to advance and guide the training of J.D. students in Entertainment and Media Law. Students must take at least 15 Core and Elective Courses, including an externship or clinic. For a complete listing of the requirements, visit our website at <https://www.swlaw.edu/curriculum/concentrations-and-customizations>.

Labor and Employment Law

The Concentration in Labor and Employment Law includes over a dozen distinctive practice areas: collective bargaining and labor relations; employment discrimination in all its forms (age, color, disability, national origin, race, religion, sex, sexual orientation, etc.); disability accommodation; family and medical leave; fair labor standards (including wage, hour, rest break, and overtime claims); international labor standards; pensions and benefits;

occupational health and safety; public vs. private sector employment; workers' compensation; whistleblower protection; and wrongful termination, among others. And these practice areas tend to overlap with others sometimes thought to be separate, such as alternative dispute resolution, entertainment and sports, immigration, and trade secrets. Students must take at least 15 Core and Elective Courses, including an externship or clinic. For a complete listing of the requirements, visit our website at <https://www.swlaw.edu/curriculum/concentrations-and-customizations>.

Public Interest Law

Since its founding, Southwestern has held public interest as a central component of its curriculum and philosophy. Southwestern encourages public service through a rich selection of programs, courses, activities, and individual pursuits. Located in the "public interest corridor" in Los Angeles, Southwestern provides students with numerous opportunities to serve the community. Students participating in public interest work during law school is not only a rewarding way to make a difference in the community but also an opportunity to learn and cultivate lawyering skills of value in any practice area. Students must take at least 15 Core and Elective Courses, including an externship or clinic. For a complete listing of the requirements, visit our website at <https://www.swlaw.edu/curriculum/concentrations-and-customizations>.

Technology Law & Entrepreneurship

This specialized program allows students to focus on a rich curriculum emphasizing technology law. The program recognizes that the fast-changing environment of high-technology industries requires lawyers capable of developing and implementing innovative legal strategies. The program prepares students for the 21st Century workforce by allowing them to participate in a structured series of advanced courses including intellectual property, technology law, commercial transactions, corporate structuring, entrepreneurship, and regulatory, administrative and international law, and more...all leading to a Concentration reflecting their acquired expertise. Students must take at least 15 Core and Elective Courses, including an externship or clinic. For a complete listing of the requirements, visit our website at <https://www.swlaw.edu/curriculum/concentrations-and-customizations>.

Customization Examples

Business Organization & Practice

Southwestern offers 25+ courses, seminars and practicums, as well as a large selection of externships, co-curricular programs and extracurricular activities in Business Organization and Practice.

Criminal Law & Practice

Southwestern offers a comprehensive program of courses, clinics and externship opportunities for students interested in the area of criminal law. The law school's mid-city location provides easy access to nearby government agencies and the courts. Among the many prominent Southwestern alumni who have served as judges, prosecutors and defense attorneys.

Entertainment & Media Law

The rapidly expanding and converging realms of film, television, music, theater, advertising, sports, the news media, and the internet open endless possibilities for future lawyers on a global scale. Taking full advantage of our location at the heart of the global entertainment industry, Southwestern established the Donald E. Biederman Entertainment and Media Law Institute in 2000 to help make such opportunities more accessible for our students who aspire to practice law in these fields. Offering the most comprehensive entertainment, media, and intellectual property curriculum in the United States, we are proud that Southwestern has been recognized for many years by the legal and entertainment communities for excellence in entertainment law.

A prestigious executive board and network of alumni occupying important corporate and law firm positions throughout the industry are also very active in serving as mentors to our students.

For students interested in studying abroad, the Biederman Institute offers an international summer program in London, England. We also offer a specialized summer program in Los Angeles.

The Institute sponsors prominent speakers' series and conferences and publishes the Journal of International Media and Entertainment Law in conjunction with the ABA Forums on Communications Law and the Entertainment and Sports Industries, as well as the Biederman Blog, a cutting-edge entertainment law blog. We also established the nation's first LL.M. degree in entertainment and media law.

International & Comparative Law Courses

The rise of globalization has enhanced the importance and intrigue of international law. Southwestern has developed a reputation for placing an intensive focus on this critical discipline. The school offers more than 60 courses and seminars on International and Comparative Law taught by faculty who are nationally recognized authorities in their fields. International issues are also routinely considered within the context of other subjects.

Public Interest Law

In addition to courses, clinics, externships, and practicums that involve public interest law, our students participate in public service through a rich selection of co-curricular activities and individual pursuits. Being in the heart of Los Angeles' "Public Interest Corridor," Southwestern provides students with opportunities to serve the community that few law schools can match.

Southwestern's Public Service Policy is designed to encourage students to perform at least 25 hours of pro bono legal services each year. Those who serve at least 75 hours by graduation are formally recognized on their records, and Public Interest Law Service Awards are presented to graduating students in recognition of extraordinary dedication to public interest law. In support of this policy, Southwestern created a Public Service Program to develop volunteer opportunities in the community. Students and faculty serving on the Public Interest Law Committee coordinate public interest law awareness and fundraising programs throughout the year.

The Public Interest Summer Grant Program and Silbert Public Interest Law Fellowships provide funding for selected students who participate in public interest work during the summer. Southwestern students also volunteer with law-related education and diversity pipeline programs, such as the law school's Hoover Elementary School Mock Trial, Teen Court and Small Claims Court programs. In addition, students engage in public service under the auspices of student organizations and nonprofit agencies through programs such as the Homelessness Prevention Law Project, the Volunteer Income Tax Assistance (VITA) Program and the Justice Bus™ serving rural communities.

Course Listings

[Admin Law Legal Research](#) – Course # 913 (credits: 1)

This course will offer students the opportunity to get first-hand experience researching and working with regulatory rules and regulations the context of legal practice. The course will cover both federal and California agency research. It will also explore statutory law in relation to administrative bodies.

[Advanced Criminal Procedure](#) – Course # 534 (credits: 3)

Advanced Criminal Procedure surveys the major issues in the processing of a criminal case from the decision to initiate the prosecution through the process of appeal. Attention will be given to both Constitutional and non-Constitutional rules with an emphasis on the practical aspects of criminal trial practice. The focus will be on California law.

[Advanced Entertainment Law Seminar](#) – Course # 772 (credits: 2)

This seminar covers new developments in the entertainment industry and analysis of cutting edge issues that arise from those developments.

[Advanced Family Law Clinic](#) – Course # 687FL (credits: 1)

Students who have successfully completed the Family Law Clinic can continue to hone their lawyering skills through direct representation of children and families in family law matters.

[Advanced Legal Research](#) – Course # 912 (credits: 2)

This course offers students the opportunity to expand their skills in using primary and secondary legal sources and research the types of issues encountered in the practice of law. The course covers a range of topics, including in-depth statutory and case law research, legislative history, and administrative law research. Additionally, California practice materials and specialized topical resources will be examined.

[Advanced Legal Writing](#) – Course # 545 (credits: 2)

This course explores the art of legal writing in a small class setting, enabling students to hone skills developed in their first-year legal research and writing class, including legal analysis, organization, rhetorical strategies, and writing style.

[Agency & Partnership](#) – Course # 305 (credits: 2)

This course covers formation of the principal/agent relationship, authority of the agent to bind the principal in contract (express, implied, and apparent authority, ratification), the tort liability of principals and employers for the action of agents and employees (direct versus vicarious liability), fiduciary obligations of agents and employees, and termination of the agency relationship with resulting liability.

[Agency & Partnership \(SCALE\)](#) – Course # 305A (credits: 2)

This course covers formation of the principal/agent relationship, authority of the agent to bind the principal in contract (express, implied, and apparent authority, ratification), the tort liability of principals and employers for the action of agents and employees (direct versus vicarious liability), fiduciary obligations of agents and employees, and termination of the agency relationship with resulting liability.

[Alternative Dispute Resolution](#) – Course # 633 (credits: 2)

This course* examines the various devices and procedures that have been developed for the resolution of legal disputes beyond and apart from the traditional judicial process. Basic topics include the methods of negotiation, mediation, arbitration, plea bargaining, and pre-trial settlement, as well as legal doctrines concerning the status and interplay of those methods with the traditional adjudicative devices.

[Alternative Dispute Resolution](#) – Course # 633ER (credits: 3)

This course examines processes for resolving civil disputes other than by court adjudication. Alternative Dispute Resolution (ADR) introduces students to: (1) negotiation,

mediation, arbitration and hybrid ADR processes; (2) legal, ethical and practical application issues presented by these processes; (3) ADR and dispute settlement confidentiality issues; and (4) the intersection of ADR processes and the judicial system. The course features a substantial skills development component. Students are introduced to basic skills required for effective representation of clients in ADR processes through active participation in ADR simulation exercises featuring both oral and written performance elements.

[Amateur Sports Law](#) – Course # 544A (credits: 2)

This course focuses on the legal and institutional regulation of high school, collegiate, and Olympic sports, as well as the business transactions that are rightfully an integral part of those sports. The course also covers health, safety, and risk management issues in these amateur sports.

[American Legal History](#) – Course # 642A (credits: 2)

This course concerns the interaction between the legal system and social change in the United States. Reading consists of a collection of legal documents from the past, including appellate decisions from state and federal courts but also such things as statutes, contracts, divorce proceedings, inaugural addresses, private letters, and the like.

[Amicus Project Practicum](#) – Course # 680AM (credits: 2)

This practicum course provides students the opportunity to work one-on-one with a faculty supervisor on a pro bono amicus brief. Students enrolled in this course will be assigned a case and a faculty supervisor. Case selection will be based on a variety of considerations, including legal significance, social significance, inquiry by an interested party (including students), jurisdiction, service to the profession, as well as faculty interest and expertise. Upon invitation to participate in the practicum, the faculty supervisor will present the student with a written project description, the goal of which will be to produce a pro bono amicus brief of professional quality by the end of the semester.

[Animal Law](#) – Course # 417 (credits: 2)

This course addresses the extent to which our legal system and cultural values affect the ways in which legislators, judges, politicians, administrators, advocates, scholars, and lay people treat and speak about animals other than humans. The evolution, interpretation, and enforcement of animal-related laws will be treated, as well as whether and how such laws should be changed, and if so, what the effects might be.

[Antitrust Law](#) – Course # 504 (credits: 3)

This general overview of federal antitrust law concentrates on basic substantive areas of the Sherman and Clayton Acts such as:

- horizontal restraints of trade including price-fixing, boycotts, bid-rigging, allocations of customers and territories, and trade associations;

- vertical restraints including resale price maintenance, allocation of territories, exclusive distributorships, tying and termination dealers;
- monopolization and attempts to monopolize under Section 2 of the Sherman Act; and,
- mergers (horizontal, vertical and conglomerate) under the Clayton Act, Section 7.

[Appellate Litigation Clinic](#) – Course # 680LP (credits: 3)

The Appellate Litigation Clinic, which received the Ninth Circuit's 2018 Distinguished Pro Bono Service Award, offers students an opportunity to work with the professor in litigating pro bono appeals in the Ninth Circuit - up to and including oral argument before the court.

[Appellate Process and Brief Drafting](#) – Course # 850 (credits: 1)

Appellate Process and Brief Drafting provides students with additional instruction in appellate writing, strategy, and practice. Topics will include standing to appeal, the timing of an appeal, the extent of appellate review, and tips for effective appellate advocacy. Students will answer hypothetical fact patterns to test their understanding of these concepts. Students will also analyze various appellate briefs and opinions to further their understanding of what constitutes effective written appellate advocacy. The students will review an appellate record and be responsible for drafting an appellate statement of facts and argument.

[Art of Persuasion](#) – Course # 800 (credits: 1)

This highly interactive course provides students the opportunity to refine their oral advocacy skills. Through the use of simulated exercises, the course provides instruction on verbal and nonverbal communication techniques to present powerful, compelling oral arguments, and to strategically design effective presentations to motivate and influence audiences of all kinds.

[Asian-American Civil Rights](#) – Course # 879 (credits: 1)

This course aims to put the Asian-American civil rights battles in a historical context to see patterns of exclusion, racism, resistance to oppression, and community activism. By looking at the past, including tactics and policies that worked, law students will understand how to take leadership roles to create a more just and inclusive America. Students will be encouraged to think of public service and community engagement as part and parcel of their for-profit legal careers.

[Bankruptcy](#) – Course # 506 (credits: 3)

This course is primarily concerned with Title 11, United States Code, including the comprehensive amendments under the Bankruptcy Abuse Prevention and Consumer

Protection Act of 2005 (BAPCPA). Some reference is made to previous bankruptcy laws for historical background purposes.

[Beyond Marriage Equality: Protecting LGBTQI Family Relationships](#) – Course # 400 (credits: 1)

This course will explore the challenges LGBTQI people have with respect to their family relationships. The course will briefly review the struggle for marriage equality. However, the main focus of the course will be on the legal challenges LGBTQI people still face with respect to their family relationships. The course will primarily be a lecture-style course.

[Big & Medium Law Firm Practice](#) – Course # 627 (credits: 2)

This course helps bridge the gap between studying law and practicing law for students interested in joining a big or medium law firm.

[Business Associations](#) – Course # 105 (credits: 4) and [Business Associations \(SCALE\)](#) – Course #105 (credits: 4)

This course examines the law and practice of multiple owner business organizations. The course begins by examining basic agency law, followed by a study of the fundamental structure and most important legal doctrines regulating general partnerships, limited partnerships, limited liability companies, small closely-held corporations, and large publicly-traded corporations.

The course concludes with a brief survey of the most important aspects of federal securities regulation and a review of basic concepts of corporate finance.

[California Bar Writing: Skills and Strategies](#) – Course #167 (credits: 3) and [California Bar Writing: Skills and Strategies \(SCALE\)](#)

This is an intensive workshop-style course that provides students with instructions and numerous hands-on practice opportunities focusing on the skills, strategies and select substantive law tested on the written portion of the California Bar Exam.

[California Civil Discovery](#) – Course #873 (credits: 1)

The course offers students an overview of California's major discovery statutes using common law decisions and articles for commentary of the statutes.

[California Evidence & Sentencing Law](#) – Course #559 (credits: 2)

This course is designed for students interested in availing themselves of California Evidence Law (especially those portions tested on the California Bar Exam), and learning the basic concepts of California Sentencing Law, with a special emphasis on the public policy issues that underlie the latter.

[Cannabis Law \(Evolution of\)](#) - Course #822 (Credits: 1)

The course addresses the growing thicket of complicated and sometimes conflicting local, state, and federal laws governing the use, possession, cultivation, transportation, and distribution of cannabis, whether for medical or recreational purposes.

[Capstone: Complex Criminal Litigation](#) – Course #537CP (Credits: 2)

This Capstone course integrates substantive law covered in the basic criminal law and criminal procedure courses, with a focus on practical litigation aspects of those subjects. The course offers a comprehensive overview of criminal litigation through a variety of skills exercises.

[Capstone: Employment Law](#) – Course #629CP (Credits: 3)

The course introduces the student - in the context of theory, simulated practice, and models of professionalism - to selected topics in the law of the contemporary workplace.

[Capstone: Mass Tort Litigation](#) – Course #581CP (Credits: 3)

This course examines the issues arising in mass tort litigation such as tobacco, asbestos, and silicone breast implants. Initially, the course explores the tension between aggregate procedure and litigant autonomy, as well as ethical dilemmas arising in mass tort practice. The course then assesses attempts to adjudicate mass torts through the class action rule, consolidation, multidistrict litigation procedure, and preclusion doctrine.

[Capstone: Representing Entrepreneurs](#) – Course #510CP (Credits: 3) and [Capstone: Representing Entrepreneurs \(SCALE\)](#)

This capstone course builds skills and knowledge needed to advise early-stage businesses. The course discusses diverse legal and business topics faced by start-up lawyers such as business formation, intellectual property, legal ethics, employment law, financing the enterprise, operational contracts, reading financial statements, online commerce law, risk management, and exit strategies.

[Chain of Title](#) – Course #544SN (Credits: 1)

In this course, students learn both the broad concerns and the intricacies associated with chain of title analysis, including detailed instruction in the customary policies and procedures from the contexts of the development, finance, production and distribution phases of film production, along with special issues such as works transferred via intestacy laws, works that were the subject in a bankruptcy proceeding or litigation, and transfers of rights under the laws of foreign jurisdictions. This course will provide students with the training needed to make them viable candidates for legal positions at studios, law firms, unions, and lending institutions that conduct this analysis.

[Children and the Law](#) – Course #547 (credits: 2)

This course provides a comprehensive overview of the legal issues related to abuse and neglect of children and termination of parental rights.

[Children's Rights Clinic](#) – Course #680CR (credits: 5)

The Children's Rights Clinic offers students an opportunity to participate in educational rights work, including direct representation of children and families in school discipline and special education matters, community outreach, and education.

[Children's Rights Clinic, Advanced](#) – Course #687CR (credits: 1)

Students who have successfully completed the Children's Rights Clinic can continue to hone their lawyering skills through direct representation of children and families in school discipline and special education matters.

[Civil Litigation \(SCALE\)](#) – Course #381 (credits: 3)

This course introduces students to the theory and practice of civil litigation, including pleadings, discovery, pre-trial motions and judicial management, post-trial motions, appeal, and the finality of judgments.

[Civil Pretrial Practice](#) – Course #572R (credits: 3)

This course focuses on the various discovery techniques and motions that are commonly used in federal and/or California state practice.

General topics may include pleadings, motions to dismiss and demurrers, discovery vehicles and privileges, experts, pre-trial conferences, summary judgment motions, motions for failure to prosecute, and pre-trial practice in complex litigation.

In lieu of a final examination, students are graded on the basis of multiple simulated skills exercises.

[Civil Procedure I](#) – Course #110A (credits: 2)

This course of study spans the entire process of bringing a civil action to trial, the trial itself, and the appellate review of that trial. It deals with such fundamental concepts as the formulation of the claim (pleadings), trial preparation (discovery), important pre-trial motions, and the basic procedural devices employed during the trial.

[Civil Procedure II](#) – Course #110B (credits: 3)

This course of study spans the entire process of bringing a civil action to trial, the trial itself and the appellate review of the trial. It deals with such fundamental concepts as the formulation of the claim (pleadings), trial preparation (discovery), important pre-trial motions, and basic procedural devices employed during the trial.

[Community Lawyering Clinic](#) – Course #680CL (credits: 5)

The Community Lawyering Clinic provides Southwestern Law Students ("students") with the opportunity to learn lawyering skills and provide high-quality legal assistance to a vulnerable and underserved population in a community-based learning environment.

Under the close supervision of Professor Vázquez, students will offer legal advice & counsel to the California State University, Northridge ("CSUN") community in the area of immigration law.

[Community Lawyering Clinic, Advanced](#) – Course #687CL (credits: 1)

Students who have successfully completed the Community Lawyering Clinic can continue to further develop and refine their lawyering skills through direct representation of CSUN community members in immigration matters, community outreach, and policy projects.

[Community Property](#) and [Community Property \(SCALE\)](#) – Course #320 (credits: 2)

This course is devoted primarily to the study of the differences between community and separate property, which determines how property is classified as one or the other, and the impact of such classification. The course also deals with the disposition of community property on termination of the marriage relationship by divorce or death. The liability of spouses for debts is also explored.

[Comparative Media Law](#) – Course #650 (credits: 3)

This course explores the intersection of media and the law, focusing on the impact that the law has upon the media as it gathers information and publishes the news.

[Conflict of Laws](#) – Course #574 (credits: 3)

This course studies three topics arising from multi-state, federal-state or multi-national adjudications or applications of law: jurisdiction, recognition of foreign judgments, and choice of law. Emphasis is upon choice of law.

[Constitutional Criminal Procedure](#) – Course #135 (credits: 3)

This course examines constitutional doctrines regarding the powers of police and prosecutors in the investigation and prosecution of crimes.

[Constitutional Criminal Procedure and Advocacy](#) – Course #135BL (credits: 4)

Constitutional Criminal Procedure and Advocacy is an introductory course in Criminal Procedure that focuses entirely upon issues raised by pretrial law enforcement investigatory practices, the validity of which is measured principally by certain provisions of the Constitution of the United States, including the amendments thereto.

[Constitutional Law I](#) – Course #115A (credits: 3)

This course provides a study of the institution of judicial review, the limitations on federal judicial power, and the constitutional roles of the legislative and executive branches. Due process and individual rights under the Constitution and the Bill of Rights are also reviewed.

[Constitutional Law I \(SCALE\)](#) – Course #115A (credits: 3)

This course introduces students to the structural law of the Constitution through a study of the principles of separation of powers among the legislative, executive, and judicial branches of the national government and between the national government and the states (federalism). Among the topics covered are the limits on the justifiability of constitutional claims, the doctrine of judicial review, constitutional protections of the core independence of each branch, and constitutional provisions that force collaboration among the branches.

[Constitutional Law II](#) – Course #115B (credits: 3)

This course provides a study of the institution of judicial review, the limitations on federal judicial power and the constitutional roles of the legislative and executive branches. Due process and individual rights under the Constitution and the Bill of Rights are also reviewed.

[Constitutional Law II \(SCALE\)](#) – Course #115B (credits: 3)

Covering the individual rights aspects of the Constitution, students perform a thorough study of cases that define due process, equal protection, free speech, free press, free exercise of religion, and establishment of religion. As part of this course, students are exposed to different views about the core value represented by these protections. The historical roots and the continuing evolution of these principles are also stressed.

[Construction Law, Drafting, and Negotiation](#) – Course #591 (credits: 2)

This course introduces students - in the context of theory, simulated practice, and integrated professionalism - to construction law and transactional drafting. It addresses client interviewing, negotiation, legal writing, and transactional drafting in the context of issues that arise during the practice of construction law.

[Contracts I](#) – Course #120A (credits: 3)

This course involves the study of the formative process of contracts; mutual assent, consideration, effect of the statute of frauds, and parole evidence rule; the remedial process applied to contracts, including measure of damages and other remedies; and the examination of problems of breach of contract, anticipatory breach, and exploration of defenses to contract actions, including conditions, impossibility of performance, frustration of purpose, and discharge. Emphasis is also placed on the Uniform Commercial Code.

[Contracts I \(SCALE\)](#) – Course #120A (credits: 3)

This course involves the study of the formative process of contracts; mutual assent, consideration, and the effect of the statute of frauds; and the remedial process applied to contracts, including measure of damages and other remedies. Uniform Commercial Code (UCC) is emphasized.

[Contracts II](#) – Course #120B (credits: 2)

This course involves the study of the formative process of contracts; mutual assent, consideration, effect of the statute of frauds, and parole evidence rule; the remedial process applied to contracts, including measure of damages and other remedies; and the examination of problems of breach of contract, anticipatory breach, and exploration of defenses to contract actions, including conditions, impossibility of performance, frustration of purpose, and discharge. Emphasis is also placed on the Uniform Commercial Code.

[Contracts II \(SCALE\)](#) – Course #120B (credits: 2)

This course involves the study of the parole evidence rule; the remedial process applied to contracts, including measure of damages and other remedies; and the examination of problems of breach of contract, anticipatory break, and exploration of defenses to contract actions, including conditions, impossibility of performance, frustration of purpose, and discharge. Uniform Commercial Code (UCC) is emphasized.

[Copyright Law](#) – Course #538 (credits: 3)

This course provides an in-depth study of copyright law and its protection of the intangible property rights of authors.

[Copyright Law \(SCALE\)](#) – Course #538A (credits: 3)

This course is an in-depth study of copyright law and its protection of the intellectual property rights of authors. Among the topics covered by the course are protectable subject matter, ownership, duration, licensing, infringement and defenses.

[Corp Mergers & Acquisitions](#) – Course #646 (credits: 3)

This course presents a study of corporate mergers and acquisitions from a transactional perspective. The mechanics of alternative acquisitions techniques are described and compared from the point of view of the target corporation and the acquiring corporation. Defensive tactics of target corporations are examined with reference to the legal standards governing their use. The corporate law concerns of the acquiring corporation are considered in both the friendly and the hostile acquisition.

[Courtroom Procedure 101](#) – Course #876 (credits: 1)

The goal of this course is to provide an opportunity for students to learn the basic courtroom skills necessary to have immediate success as a civil litigator.

[Criminal Law](#) – Course #130 (credits: 3)

This course emphasizes both the common law of crimes and the major statutory and case law changes which reflect present legislative and appellate court attitudes.

[Criminal Law \(SCALE\)](#) – Course #131 (credits: 3)

The course explores the philosophical justifications for punishing individuals as well as the limitations on legislative power to define and punish criminal behavior. The primary focus of the course, however, is on the substantive aspects of criminal law.

[Criminal Law in Action](#) – Course #830 (credits: 1)

This skills course is designed for students interested in learning about a career in the criminal law field from a practical perspective.

[Criminal Law Practice \(SCALE\)](#) – Course #531 (credits: 3)

Building upon first year concepts, including those covered in Evidence, Criminal Procedure, and Criminal Law, students study criminal case law and statutes, with a focus on federal law in general and white collar crime in particular.

[Criminal Law Seminar: Contemporary Issues](#) – Course #724C (credits: 2)

This seminar builds on the first-year Criminal Law course to examine a group of contemporary issues:

- domestic violence against both women and men;
- prosecutorial discretion and the abuse to which that sometimes leads;
- juvenile offenders, juvenile court, and constitutional limits on juvenile sentencing; and,
- the history of, and proposals to abolish the death penalty.

[Criminal Law Seminar: Sex Crimes](#) – Course #724E (credits: 2)

This criminal law seminar offers an exploration of sex crimes and issues connected to gender and intimate violence. Together, we will examine cutting edge questions related to rape, statutory rape, sex offender registration laws, pornography, stalking, and the constitutional reach of *Lawrence v. Texas*.

[Criminal Litigation in Practice](#) – Course #537 (credits: 2)

Criminal Litigation in Practice covers virtually all the stages of a criminal case - from the probable cause hearing through the sentencing hearing. The focus of this course will be on state practice.

[Criminal Procedure \(SCALE\)](#) – Course #135 (credits: 3)

This course primarily focuses on constitutional constraints on the pre-trial gathering of evidence in criminal cases.

Coverage emphasizes the Fourth Amendment's limitations on unreasonable searches and seizures. The Fifth Amendment's Due Process Clause and Self-Incrimination Clause, as well as the Sixth Amendment Right-to-Counsel clause, are also studied.

[Crimmigration Law Seminar](#) – Course #500 (credits: 2)

This class addresses the historical and contemporary relationships between criminal and immigration law. Specifically, it explores how migrants are framed as criminals, how people with criminal convictions are treated in the immigration law system, and how unique policies apply to immigrants in the criminal justice system.

[Critical Race Theory Seminar](#) – Course #769 (credits: 2)

This seminar introduces students to Critical Race Theory - an academic project with potential political and legal implications.

[Cyberlaw](#) – Course #563 (credits: 2)

This course covers the basic principles of law applicable to computer, Internet and e-commerce companies, including the protection of software, websites and databases, electronic contracting, consumer protection and privacy. The course also discusses the protection of domain names through trademark and anti-cybersquatting laws.

[Cybersecurity Law](#) – Course #498 (credits: 2)

This course is intended to provide students with an understanding about cybersecurity as defined in the law and in the real world when an intrusion or hack occurs, successful or not. What is the legal fall-out? What is the organizational fall-out? What does such an event mean to the ongoing success of the business entity or law firm?

[Defamation, Privacy, Publicity](#) – Course #660A (credits: 2)

This course examines tort causes of action for defamation and invasion of privacy. It covers both the common law of defamation, including the actions of libel and slander, and the constitutional limits placed on such actions.

[Disability Law](#) – Course #543 (credits: 2)

This course introduces federal and state laws that address the civil rights, needs, and treatment of persons with disabilities.

[Drafting Business Contracts](#) – Course #609 (credits: 2)

This practical skills course teaches the principles of contemporary commercial contract drafting and introduces the student to selected documents used in common business transactions. Examples include, but are not limited to asset purchase, escrow, and web site development.

[Drafting Entertainment Industry Contracts](#) – Course #607 (credits: 2)

This course provides both narrative and experiential/inter-active instruction on contract drafting and analysis/review skills for those students interested in a transactional practice.

[Drafting Real Estate Transactions](#) – Course #588D (credits: 2)

Drafting, Negotiating, and Understanding Real Estate Transactions will be structured around a fictional deal that the course follows from the term sheet phase to the execution of a purchase agreement and due diligence, then the negotiation of a joint venture, the obtaining of financing, and ultimately, acquisition and operation including leasing and construction management.

[Drafting Technology Agreements](#) – Course #673 (credits: 3)

This is a hands-on course designed to train students in how to analyze technology contracts and how to draft some of today's most widely used forms of technology agreements.

[DUI: Prosecution & Defense](#) – Course #823 (credits: 1)

This course provides in-depth, practical training in Driving Under the Influence (DUI) prosecution and defense for future criminal lawyers.

[Election Law](#) – Course #595 (credits: 2)

This course examines the means by which the political process, particularly the conducting of elections, is regulated in the United States. Course topics include: (1) the "right" to vote; (2) election administration; (3) ballot structure; (4) election and electoral process challenges and remedies; (5) political parties; (6) candidate access to the ballot; (7) redistricting; (8) the Voting Rights Act; (9) direct democracy, e.g., initiatives, referenda, and recalls; (10) campaign financing and disclosure requirements; (11) lobbying requirements; (12) electoral crimes, e.g., bribery; and (13) voting systems.

[Employment Discrimination Law](#) – Course #728E (credits: 2)

Employment Discrimination Law studies the history, doctrine, and practice of law outlawing discrimination in the workplace based on race, color, national origin, sex, religion, age, disability, sexual orientation, and membership in other protected classifications.

[Employment Law Survey](#) – Course #629 (credits: 3)

This course surveys the development of the modern law of workplace governance. The focus is on private sector employment. Topics covered include the at-will doctrine, the rise and decline of collective bargaining, minimum wages and benefits regulation, status discrimination, wrongful termination, workplace privacy, and worker-management participation programs.

[Employment-Based Immigration Law](#) – Course #881 (credits: 1)

This course focuses on the basic concepts, nonimmigrant and immigrant visa categories that make up the day-to-day practice of many immigration attorneys. The visa categories covered would be considered the core of any employment based immigration practice.

[Entertainment & Media Litigation](#) – Course #845 (credits: 1)

This course takes students through the elements of entertainment litigation cases: how it works in real life, how to practice pragmatically, where and how to get the necessary knowledge to advise, counsel and represent clients, and how to build a practice in this area.

[Entertainment & the Arts Legal Clinic](#) – Course #680PR (credits: 3)

The Entertainment and the Arts Legal Aid Clinic is a clinical course in which students will provide legal services to real clients. Specifically, the Entertainment and the Arts Legal Aid Clinic provides production legal services to "micro-budget" (generally under \$500,000) movies that have already secured financing and are being produced during the school term.

[Entertainment & the Arts Legal Clinic II](#) – Course #687PR (credits: 3)

Students who have successfully completed the Entertainment and the Arts Legal Aid Clinic (680PR) can continue to hone their lawyering and professionalism skills through the continued provision of business and legal affairs services on motion pictures.

[Entertainment Business Affairs Negotiation \(EBAN\)](#) – Course #691 (credits: 2)

This course is a negotiation skills course in which students will engage in a series of seven mock negotiations - modeled after actual industry deals - covering television, motion picture and legitimate theater deals.

[Entertainment Industry Guilds](#) – Course #712E (credits: 2)

This course focuses on the three major above-the-line unions in the entertainment industry: Directors Guild of America, Screen Actors Guild-American Federation of Television and Radio Artists, and Writers Guild of America.

[Entertainment Law](#) – Course #540 (credits: 3)

This course is an overview of those aspects of entertainment law, other than copyright, encompassed in the relationships between artist and personal manager, artist and agent, artist and record producer, and artist and motion picture producer.

[Environmental Law](#) – Course #552 (credits: 3)

This course examines the major federal environment laws as implemented by the states in partnership with the federal government, including the regulation of hazardous waste and toxic substances, air pollution, waste pollution, and endangered species.

[Estate Planning and Drafting](#) – Course #608 (credits: 2)

This course presents an overview of estate planning for individuals and focuses particularly on lifetime and death tax consequences to members of a family.

[Eviction Defense Clinic](#) – Course #680ED (credits: 5)

This is a five-unit clinical course in which law students represent low-income tenants being evicted or at risk of being evicted from their homes. In general, students will attend a classroom component and engage in legal work under the supervision of ICLC Professors and Inner City Law Center (ICLC) attorneys experienced in eviction defense litigation and trial. Clients reside in Los Angeles County and most trials take place at the Pasadena, Norwalk and Stanley Mosk Courthouses. Skills emphasized in the course include client interviewing, client counseling, development of case theory, file management, negotiation, written and oral advocacy, and litigation including responsive pleadings, law and motion, discovery, and trial.

[Evidence](#) – Course #140 (credits: 4)

This course will survey the common law, state statutory, and federal rules of evidence. The rules, principles behind the rules, and cases interpreting them shall be examined.

[Evidence Law and Practice I \(SCALE\)](#) – Course #140A (credits: 3)

This course provides a comprehensive survey of the rules governing admission of evidence in judicial trials. Students study the Federal Rules of Evidence (FRE). In the course of studying the FRE, however, students give considerable attention to the principles and policies that underlie the admissions of evidence in common law trials. In addition to traditional doctrinal analysis of the Rules, students also participate in a series of simulations designed to introduce the use of evidence rules in courtroom settings.

[Evidence Law and Practice II \(SCALE\)](#) – Course #140B (credits: 3)

This course provides a comprehensive survey of the rules governing admission of evidence in judicial trials. Students study the Federal Rules of Evidence (FRE). In the course of studying the FRE, however, students give considerable attention to the principles and policies that underlie the admissions of evidence in common law trials. In addition to traditional doctrinal analysis of the Rules, students also participate in a series of simulations designed to introduce the use of evidence rules in courtroom settings.

[Externship \(SCALE - Eight Weeks\)](#) – Course #630

Students participate in a hands-on learning experience at a field placement.

[Externship: BEMLI](#) – Course #680EB (credits: 2)

The BEMLI Externship enables select students to return to an entertainment firm or company for a repeat externship or a second entertainment practicum, upon approval of the Director of the Biederman Institute.

[Externship: Civil Practice](#) – Course #680CP (credits: 2)

Corporate In-House externships place students in the legal departments of companies. Externs work closely with experienced attorneys on various projects, generally involving

research and analysis, drafting documents, and observation/participation in meetings and negotiations. Depending on the placement, the work may be transactional or litigation-oriented.

[Externship: Criminal Justice](#) – Course #680CJ (credits: 1)

This externship focuses on the criminal justice system, through placements with prosecutors' offices as well as defense offices. The field placement is complemented by an academic component, including several class meetings on campus and/or via videoconferencing. For specific details, please see the Externship Office staff and course syllabus.

[Externship: Entertainment Law Firm](#) – Course #680EF (credits: 3)

The Entertainment Law Firm Externship exposes students to various aspects of entertainment law through select field placements at law firms. Students who have demonstrated exceptional competency and interest in media and entertainment law are selected by the Biederman Entertainment and Media Law Institute for the Entertainment Law Firm Externship. The field placement is complimented by an academic component, including several class meetings on campus and/or via videoconferencing. For specific details, please see the Director of the Biederman Institute or Externship Office staff as well as the entertainment externships course syllabus.

[Externship: Entertainment/Media](#) – Course #680EN (credits: 1)

Entertainment externships place students with legal departments of studios and entertainment companies. Some examples include Warner Bros. Pictures, Rhino Records, and Fox Group Legal. Externs work closely with experienced attorneys on a range of projects generally involving intellectual property issues and/or contractual issues. The field placement is complemented by an academic component, including several class meetings on campus and/or via videoconferencing. For specific details, please see the Externship Office staff and course syllabus.

[Externship: Government](#) – Course #680GV (credits: 2)

Governmental externships place students with various divisions of local, state and federal governmental offices. Some examples include the Los Angeles City Attorney, Los Angeles County Public Defender, the California Attorney General, and the U.S. Attorney. Externs work closely with experienced attorneys in a wide variety of civil and criminal matters. Externs participate in a variety of projects, such as factual investigation, research and analysis, drafting documents and observation/participation in meetings, negotiations as well as judicial proceedings. The field placement is complemented by an academic component, including several class meetings on campus and/or via videoconferencing.

[Externship: Judicial](#) – Course #680JU (credits: 2)

Judicial externships are available on part-time and full-time basis and place students with state and federal judges. Externs work closely with the judge, and research attorneys and/or clerks, researching and advising the court on issues pending before the court. Some judicial placements also offer the opportunity of participation in settlement conferences and ADR. The field placement is complemented by an academic component, including several class meetings on campus and/or via videoconferencing.

[Externship: Project for the Innocent](#) – Course #680PJ (credits: 2)

The Project for the Innocent externship is a year-long externship (fall and spring semesters) with the Loyola Law School's Project for the Innocent, which is dedicated to the exoneration of the wrongfully convicted. Externs play a central role in the investigations that LPI undertakes. Responsibilities include: investigating claims of innocence; interviewing witnesses; meeting with prosecutors; visiting prison inmates. The field placement is complemented by an academic component, including orientation at LPI, and several class meetings on campus and/or via videoconferencing. For specific details, please see the Externship Office staff and course syllabus.

[Externship: Public Interest/Public Sector](#) – Course #680PI (credits: 1)

Public Interest externships place students with various non-profit organizations which serve the public interest and meet the legal needs of those who cannot afford legal services. Some examples include Public Counsel, Alliance for Children's Rights, and Harriett Buhai Center for Family Law. Public interest placements expose students to various areas of the law, such as housing, employment, family law, and human rights. Externs work closely with experienced attorneys on a range of projects, including client intake, research and analysis, document drafting, negotiating, and counseling. The field placement is complemented by an academic component, including several class meetings on campus and/or via videoconferencing. For specific details, please see the Externship Office staff and course syllabus.

[Externship: Ventura County Public Defender's Office](#) – Course #680VN (credits: 3)

The Ventura County Public Defender's Office and Southwestern's Year-Long Externship is an opportunity for Southwestern students to work in the delinquency division of the Public Defender's Office and receive specialized training in and assisting with the representation of juveniles. Work involves one or more of the following: initial client interviews, case evaluation and assessment, research and writing, appearances before the juvenile court, subpoena preparation, and writing and arguing (if certified) motions to expunge clients' prior convictions. Externs may also help facilitate delivery of wrap-around or holistic services for juvenile clients. Students will be required to complete a monthly reporting form, which will become part of their volunteer history with the Public Defender's Office,

and will also be offered and expected to attend free, periodic Minimum Continuing Legal Education (MCLE) training sessions.

[Family Law](#) – Course #546 (Credits: 2)

This course is designed as study of the law pertaining to the formation and dissolution of domestic relations, including the law of marriage, annulment, separation and dissolution, alimony, and custody and support of children.

[Family Law Clinic](#) – Course #680L (Credits: 5)

The Family Law Clinic provides pro bono advice, counsel and representation to clients of the Harriett Buhai Center for Family Law (the "Center") in a variety of family law matters, including but not limited to domestic violence, division of property, visitation, custody, parentage, and child support matters. Students in this Clinic will learn lawyering skills and provide high quality legal assistance to a vulnerable and underserved population in a community-based learning environment.

[Family Law Procedure & Practice](#) – Course #551 (Credits: 3)

This is a hands-on course designed to train students in family law litigation in a mock world setting. The course covers the most common family law issues, beginning with the initial client interview and concluding with a mock family law trial.

[Fashion Law](#) – Course #810F (Credits: 2)

The objective of Fashion Law is to provide foundational legal knowledge and skills in areas that new attorneys are likely to encounter should they pursue fashion law in either solo or firm practice.

[Federal Corporate Taxation](#) – Course #610 (Credits: 3)

This is a basic course in corporate tax problems and includes a detailed consideration of reorganization problems in addition to problems of organizing corporations, corporate taxable income, the relationship between corporate earnings and individual taxes, stock redemptions, stock dividends and recapitalizations, tax-free division, reincorporation and redemptions by related corporations, purchase and sales of a corporate business, collapsible corporations, and net losses.

[Federal Indian Law](#) – Course #567 (Credits: 2)

This course examines the tension between tribal sovereignty and the traditional legal and political notions underlying the American federal system.

[Financial Literacy](#) – Course #557 (Credits: 1)

This course is designed to give students a proper understanding on how to plan and set up their finances as they continue their careers in law. Students will learn various financial concepts that are relevant in today's world. Most importantly, students will learn the

framework and process of how to become financially independent. The course will be taught in an interactive approach where students will participate in in-class exercises.

[First Amendment Seminar](#) – Course #704A (Credits: 2)

This seminar examines the origins of the First Amendment and engages modern First Amendment theory. Topics include incitement of violence, hate speech, commercial speech, campaign finance regulation, government-supported speech, freedom of religion, fake news and rights of protest.

[First Year Elective](#) – Course #900 (Credits: 3)

[Foundations of Law & Practice](#) – Course #101FA, Course #101Q1 (Credits: 0)

Foundations of Law and Practice provides instruction in core law school skills, such as reading cases and statutes, note-taking and classroom engagement strategies, time management, rule synthesis, outlining, multiple-choice techniques, and effective exam writing. Effective exam writing includes analogizing and distinguishing cases, focusing on key facts, and building factual depth and common sense inferences within analysis. The substantive material used for course exercises will include content from section specific classes and also new material not tested by doctrinal professors but regularly tested on the bar exam.

[Foundations of Law & Practice](#) – Course #101Q2, Course #101SP (Credits: 1)

Foundations of Law and Practice provides instruction in core law school skills, such as reading cases and statutes, note-taking and classroom engagement strategies, time management, rule synthesis, outlining, multiple-choice techniques, and effective exam writing.

Effective exam writing includes analogizing and distinguishing cases, focusing on key facts, and building factual depth and common sense inferences within analysis.

[Foundations of Law & Practice \(SCALE\)](#) – Course #101Q3 (Credits: 1)

Foundations of Law and Practice provides instruction in core law school skills, such as reading cases and statutes, note-taking and classroom engagement strategies, time management, rule synthesis, outlining, multiple-choice techniques, and effective exam writing.

Effective exam writing includes analogizing and distinguishing cases, focusing on key facts, and building factual depth and common sense inferences within analysis.

[Foundations of Tort Law Seminar](#) – Course #762B (Credits: 2)

This seminar explores the moral, political, and economic foundations of tort law. Emphasis is given to theories of corrective justice and economic efficiency. Applying these theories, students examine such traditional tort concepts as causation, fault, strict liability, and assumption of risk.

[Gambling Law](#) – Course #555 (Credits: 2)

This course provides an overview of public policy issues involving legalized gambling. The course examines the state and federal role in gambling regulation; the history, nature, and economics of gambling; the regulatory and licensing process relative to involvement in gambling; ethical requirements for the gambling lawyer; accounting and internal controls; gambling contracts; advertising; problem gambling; and practical approaches to legal representation.

[Habeas Corpus Litigation](#) – Course #715 (Credits: 2)

Habeas Corpus Litigation primarily involves collateral challenges to an inmate's conviction and incarceration that involves claims that are unavailable or unknown to a defendant during the trial and appellate process. This class will examine evolution of the Great Writ as a vehicle for challenging the legality of a prisoner's detention.

[Holistic Advocacy](#) – Course #868 (Credits: 1)

This course is designed to introduce aspiring lawyers to the concept of holistic representation. Through a combination of lectures, written materials, videos, and interactive group exercises, students will not only examine the critical role of prosecutors and defense attorneys but will also analyze the role of supportive and wrap-around services in the criminal legal system. Students will learn about the role data can play when attempting to create systemic change.

[Immigration and the LGBTQI Community](#) – Course #401 (Credits: 1)

This course will examine the intersection between immigration and the LGBTQI community. The course will examine the issues representing LGBTQI asylum seekers who face a fear of persecution in their native countries because of their sexual orientation or identity. This course will also examine the struggle of LGBTQI undocumented youth and the challenges they face as a result of the "double closet" in this country. The course will be taught primarily as a lecture-style course but will integrate some practical exercises.

[Immigration Law](#) – Course #522 (Credits: 2)

Extensive analyses of the administrative decisions, judicial decisions, statutes, regulations, and informal practices of the Immigration and Naturalization Service, U.S. Consulate, and Manpower Administration are presented in this course.

[Immigration Law and Crimes](#) – Course #880 (Credits: 1)

This course highlights and focuses on the essential, but often overlooked, role of crimes as they relate to immigration law. Specifically, the course covers the immigration consequences of criminal convictions for the undocumented hoping to acquire legal status, prospective immigrants, visitors, and lawful permanent residents.

[Immigration Law Clinic](#) – Course #680IM (Credits: 5)

The Immigration Law Clinic provides free legal representation to clients in Special Immigrant Juvenile Status (SIJS)(clients under the age of 21), Violence Against Women Act (VAWA) and U visa cases. This will involve cases where clients have been abused, neglected or abandoned or have been victims of a crime. Students will represent clients before the United States Citizenship & Immigration Services (USCIS) and possibly before the Immigration Court and Juvenile Court.

[Immigration Law Clinic, Advanced](#) – Course #687IM (Credits: 1)

Students who have successfully completed the Immigration Rights Clinic can continue to hone their lawyering skills through direct representation of children and adults in Special Immigrant Juvenile Status and U Visa cases. Students do not participate in the Immigration Law Clinic classroom component.

[Independent Study](#) – Course #686 (Credits: 2)

Student may earn unit credit by completing an independent study project. Independent study allows a student with a demonstrated interest in a particular subject to pursue this interest in-depth under the guidance of a full-time faculty member with expertise in the area.

[Independent Study: The Profession \(SCALE\)](#) – Course #686 (Credits: 2)

For this mandatory component of SCALE I, guest lecturers are invited to conduct presentations on current events, legislation, interesting legal areas, ethical issues or other matters.

During the inaugural year, Mr. Gordon Greenberg, a partner at McDermott Will & Emery LLP presented "The Flat World of Money Laundering Enforcement"; Mr. Paul Irving, an attorney and retired Assistant Director of the U.S. Secret Service, 1983-2008, presented "Homeland Security. One insider's account - The creation of a new department, related issues, and a look at an established, yet emerging, area of law. Are we any safer today?" Southwestern Law School alumnus Professor Irene Banias, who flew in from Turkey, delivered "Highlights from the European System for the Protection of Human Rights."

Students are required to complete an Independent Study paper based on a topic inspired by one lecture of the series.

[Information Privacy Law](#) – Course #661 (Credits: 2)

This course focuses on the impact of new information technologies and services on personal privacy. It examines a range of information privacy issues, particularly those involved in the use of the Internet and online services.

[Insurance Law](#) – Course #512 (Credits: 3)

This is a survey course examining the legal rules and principles associated with the formation, interpretation and enforcement of insurance contracts. The course covers basic law applicable to all insurance contracts as well as more specific legal doctrine applicable to special lines of insurance, such as property; liability; and life, health and disability.

[Intellectual Property Licensing: Law & Practice](#) – Course #675 (Credits: 3)

This course provides an in-depth examination of the law of intellectual property licensing.

[International & Comparative Copyright Law](#) – Course #543SN (Credits: 1)

This course compares copyright protections in the European Union to those in the United States.

[International Art Law](#) – Course #658 (Credits: 3)

Artworks reflect the culture of their creators, but artworks themselves know no boundaries. Perhaps for that reason, the most interesting and newsworthy issues in art law today are international law issues.

[International Business Transactions](#) – Course #514 (Credits: 2)

This course deals with practical and substantive aspects of doing business abroad, and with the domestic international law of import-export, especially U.S. trade remedies and GATT.

[International Comparative Intellectual Property Law](#) – Course #452 (Credits: 2)

This course examines the harmonizing tendencies of international and national intellectual property law and contrasts them with the important distinctions that still exist due to local influences. The course introduces the basic concepts and analytical tools of trademark, copyright, trade secret, patent law, and related areas in a comparative context as well as in light of international treaties and norms.

[International Criminal Law](#) – Course #430 (Credits: 2)

This course will explore legal and institutional responses to transnational and international crime. We will examine the history of nations' attempts, individually and jointly, to prosecute crimes including torture, genocide, terrorism, war crimes, and drug trafficking. We will examine the post-World War II war crimes tribunals as models for their modern successors, including the International Criminal Court.

[International Entertainment Law](#) – Course #541SN (Credits: 1)

This course focuses on several major issues that arise in European entertainment law practice and how those issues affect the practice of entertainment law in the United States.

[International Entertainment Law](#) – Course #541 (Credits: 3)

This course explores some of the major legal issues that arise in representing entertainment personalities as well as the development, production, distribution, and exploitation of entertainment products in both the domestic and the international marketplace.

[International Labor & Employment Law Seminar](#) – Course #713 (Credits: 2)

This course offers an opportunity to study the law of humane working conditions in the modern global economy.

[International Legal Research](#) – Course #914 (Credits: 1)

This course will offer students the opportunity to expand their skills in using sources in the specialized area of international law. The course covers a range of topics, including sources of international law, how international legal research differs from domestic U.S. legal research, treaty and international case law research, and researching of law of international and supranational organizations.

[International Litigation & Arbitration \(Transnational Litigation & Arbitration\)](#) – Course #776 (Credits: 2)

The course focuses on the practical and procedural aspects of litigating and arbitrating transnational business and trade disputes.

[International Protection of Human Rights Seminar](#) – Course #526S (Credits: 2)

International Human Rights has mushroomed as a legal field since World War II, first as a vehicle through which the United States and its allies spread their values, but now, increasingly, as a movement that also challenges the U.S.

[International Sports Law](#) – Course #656 (Credits: 3)

This course surveys current legal issues relating to the global sports industries, with one week of focus on North America and the remainder focusing primarily on sports in the European Union.

[Interviewing, Counseling & Negotiating](#) – Course #680C (Credits: 3)

This course covers the skills of legal interviewing, counseling, negotiating, and preliminary fact investigation and analysis through a series of simulated exercises based on realistic problems.

[Introduction to American Law](#) – Course #106 (Credits: 1)

Only students who are members of Southwestern's LL.M. programs are eligible for this course. The course is intended for students who received their J.D. degree from a law school outside of the United States, and registration is by invitation only.

[Introduction to Lawyering](#) – Course #100 (Credits: 0)

Introduction to Lawyering will focus primarily on a general overview of the civil litigation process and the structure of federal and state court systems. It is designed to provide context for the terminology and procedural posture of civil cases you will read in your substantive law classes (such as Contracts, Torts and Property) during your first year of law school.

[Jurisdiction \(SCALE\)](#) – Course #225A (Credits: 3)

This course introduces students to jurisdictional issues relating to the power of courts to bind a defendant to a judgment and to adjudicate particular categories of cases.

[Jury Selection in Civil Cases](#) – Course #874 (Credits: 1)

This course is designed to teach aspiring trial lawyers about the jury selection process in civil trials and how to effectively select a fair and impartial jury at trial for their clients. Through a combination of lectures, written materials, videos, and interactive group exercises, students will not only learn about the critical role the jury selection process plays in civil jury trials but also develop practical methods and skills they can utilize during voir dire when they start trying cases on their own after graduation.

[Labor Law](#) – Course #594 (Credits: 3)

This course focuses on the National Labor Relations Act, which since the New Deal has governed the relationship among private sector employers, unions, and workers. It examines the practical aspects of the subject matter, including protected-concerted activity, union activity, strikes and lockouts, collective bargaining, secondary activity, and preemption.

[Land Use Planning](#) – Course #554 (Credits: 3)

This course focuses upon an analysis of the legal and administrative aspects of the regulation of land use and development.

[Law & Religious Institutions](#) – Course #704F (Credits: 2)

Law and Religious Institutions seminar concerns the unique legal problems of religious institutions.

[Law & Literature Seminar](#) – Course #644S (Credits: 2)

This seminar examines popular representations of law and lawyers as culturally meaningful texts.

[Law & Literature Seminar](#) – Course #644T (Credits: 2)

This seminar critically explores some of the broader themes of legal education via the prism of literature. Through the works of such writers as Kurt Vonnegut, Paul Auster, Jorge Luis Borges, Kate Chopin, Donald Barthelme, Susan Glaspell, Charlotte Perkins Gilman, Tim O'Brien, Philip K. Dick, Mark Twain, Truman Capote, Flannery O'Connor, and Thomas Pynchon, the course uses the short story format as a vehicle to analyze the discursive subtexts of our jurisprudence. Specific units of the class focus on our notions of equality, the law's ability to respond to technological change, law and morality, the construction of guilt and innocence, fact-finding and investigation, insanity and reason, evidence, and memory, and the law of the family.

[Law and Social Change](#) – Course #405 (Credits: 2)

Law and Social Change - Obstacles and Opportunities. This course explores the process of social change. To understand change of any kind, one has to understand power, because power is never easily conceded. The course therefore starts with an examination of the sources of power in society and then moves to the ways in which power is embodied and deployed. From there the course will confront and grapple with the limits of social transformation before finally considering possible points of intervention.

[Law Journal: Staff](#) – Course #683LJ (Credits: 1)

The course has the primary objective of assisting Journal staff in writing a publishable student note, with staff members receiving extensive feedback on their work from both the professors and each other. In the process, it is hoped that Journal staff will also become familiar with some of the important international and transnational issues in the areas in which the Journal most often publishes and will improve their writing and editing skills.

Course units vary. For details, please visit Southwestern's Law Journal [web page](#).

[Law Review: Staff](#) – Course #684LR (Credits: 1)

This course introduces Southwestern Law Review staff members to the basic elements of legal scholarship, with the goal of completing research papers of publishable quality. Subjects will include selecting a topic, learning the principles of scholarly writing ethics,

organizing scholarly research papers, learning effective research methods, and practicing effective writing and editing techniques.

Course units vary. For details regarding Law Review, please visit the Law Review [web page](#).

[LAWS I – Legal Analysis, Writing, and Skills](#) – Course #145A (Credits: 3)

This three-unit course is designed to prepare students for the real-world demands placed upon attorneys by: (1) sensitizing students early on to ethical and professionalism issues; (2) promoting broad-based skills training, including analytical, research and writing skills; and (3) providing concentrated instruction in the basics of legal methods, legal reasoning, and legal process. The course teaches students how to conduct legal research, analyze statutes and court cases, and draft objective formal memoranda assessing the merits of a hypothetical case based on the research they have conducted. Class sessions focus on, for example, identification and articulation of legal issues, rule synthesis, use of precedent to make predictions about case outcomes, organization of a written analysis, paragraph unity and coherence, precise and concise writing style, consistency of tone, and awareness of audience. Students also receive focused instruction on professionalism and the legal profession, drawing on several empirical studies of lawyers' careers.

[LAWS I – Legal Analysis, Writing, and Skills \(SCALE\)](#) – Course #145A (Credits: 3)

The Legal Writing and Legal Research courses are designed to help students develop and practice research and writing skills that are necessary not only to law students but also to practicing attorneys.

The Legal Writing course introduces the purposes, structures, and styles of legal writing. The course also emphasizes principles of clear writing. Written assignments and class sessions focus on such topics as identification and articulation of legal issues, appropriate written analysis of legal issues, organization, paragraph unity and coherence, precision and concision, consistency of tone, and awareness of audience.

[LAWS II – Legal Analysis, Writing, and Skills \(SCALE\)](#) – Course #145B (Credits: 2)

The Legal Writing and Legal Research courses are designed to help students develop and practice research and writing skills that are necessary not only to law students but also to practicing attorneys.

The Legal Writing course introduces the purposes, structures, and styles of legal writing. The course also emphasizes principles of clear writing. Written assignments and class sessions focus on such topics as identification and articulation of legal issues, appropriate written analysis of legal issues, organization, paragraph unity and coherence, precision and concision, consistency of tone, and awareness of audience.

[LAWS II: Appellate Advocacy](#) – Course #145AA (Credits: 3)

This spring semester course is designed to help students develop lawyering skills that students will need in their legal careers.

The course continues to refine students' skills in the legal research, analysis and writing style techniques introduced in the fall semester LAWS I course. In addition, it adds instruction on persuasive legal writing.

The course also includes assignments and lessons on professionalism, oral advocacy and client counseling.

The Appellate Advocacy track of LAWS II instructs students on advocacy in the courts of appeal. Students will handle an appeal in a hypothetical legal case. They will meet with their clients, conduct legal research, draft an appellate court brief, and present oral argument before a panel of justices.

[LAWS II: Negotiation](#) – Course #145NG (Credits: 3)

This spring semester course is designed to help students develop lawyering skills that students will need in their legal careers.

The course continues to refine students' skills in the legal research, analysis and writing style techniques introduced in the fall semester LAWS I course.

In addition, it adds instruction on persuasive legal writing. The course also includes assignments and lessons on professionalism, oral advocacy and client counseling.

The Negotiation track of LAWS II teaches the core skills of legal research, writing, advocacy and client counseling in the context of negotiation exercises. Students will meet with their clients, conduct legal research and draft a trial court motion. Students in the negotiation track will participate in contractual negotiations.

[LAWS II: Trial Practice](#) – Course #145TP (Credits: 3)

This spring semester course is designed to help students develop lawyering skills that students will need in their legal careers.

The course continues to refine students' skills in the legal research, analysis and writing style techniques introduced in the fall semester LAWS I course. Additionally, it adds instruction on persuasive legal writing.

The course also includes assignments and lessons on professionalism, oral advocacy, and client counseling.

The Trial Practice track of LAWS II is tailored to the work of a trial attorney. Students will handle a variety of tasks in the pre-trial and trial stages of litigation in a hypothetical legal case. They will meet with their clients, conduct legal research, draft a trial court motion, examine witnesses and argue before a jury.

[Legal Analysis, Writing, and Skills II](#) – Course #145B (Credits: 3)

This three-unit spring course is designed to help students develop lawyering skills that students will need in their legal careers. The course continues to refine students' skills in the legal research, analysis and writing style techniques introduced in the fall semester LAWS I course. In addition, it adds instruction on persuasive legal writing. The course also includes assignments and lessons on professionalism, oral advocacy and client counseling. NOTE: First-year students will receive their specific LAWS section and professor information at or just before Orientation. Once assignments are made, students will not be permitted to switch LAWS sections. Students are placed with professors during their first semester and will continue working with that professor through the school year.

[Legal Arguments about Moral & Political Issues Seminar](#) – Course #766A (Credits: 2)

This seminar examines the central importance of law in resolving the most vexing moral and political arguments of the past 40 years.

[Legal Profession](#) – Course #155 (Credits: 3)

This course examines the lawyer's individual and professional obligations to clients, to other lawyers, to the courts, and to the larger society.

[Legal Profession \(SCALE\)](#) – Course #155 (Credits: 3)

This course examines the lawyer's individual and professional obligations to clients, to other lawyers, to the courts, and to the larger society.

[Legal Technology Literacy](#) – Course #916 (Credits: 1)

The competent use of technology is a vital part of modern law practice. Comment 8 to Rule 1.1 of the Model Rules of Professional Conduct specifies that professional competence requires a lawyer "keep abreast of changes in the law . . . including the benefits of and risks associated with relevant technology." Thirty-nine (39) states have integrated this duty of technological competence into their own ethics rules in some form. Routine use of computers, phones, and iPads does not lead to the kind of technological competence required in today's legal profession. Students can expect to explore a variety of technology concepts and software with a special focus on professional responsibility, case and client

management, document management and electronic discovery, information literacy, presentation technology, and office skills. This course ties squarely into Learning Outcome 6: Legal Skills. Individual class sessions will run differently depending on the week's topic. Some will lend themselves more to lecture and discussion, while others will be split into lecture and hands-on experience using various software students will likely encounter in practice. Sessions will include a mix of guest speakers, Q&A sessions, and group work on ungraded and graded assignments.

[Legal Writing for LL.M.](#) – Course #108 (Credits: 3)

Legal Writing for LL.M. students is designed for entering LL.M. students. Only students who are members of Southwestern's LL.M. programs are eligible for this course.

[Legislation](#) – Course #598 (Credits: 2)

This course examines judicial interpretation of statutes. To better understand the various approaches to statutory interpretation, the course examines how legislative bodies function and the rules which govern them.

[Legislation \(SCALE\)](#) – Course #598 (Credits: 2)

This course examines judicial interpretation of statutes. To better understand the various approaches to statutory interpretation, the course examines how legislative bodies function and the rules which govern them.

[LGBTQI Youth in Systems of Care](#) – Course #403 (Credits: 1)

Despite the portrayal of LGBTQ youth in the media with an abundance of acceptance and freedom, not all youth are able to express themselves fully or experience the calm acceptance of family, caretakers, and peers. This course will provide an overview of the various systems of care that youth may encounter during the course of their childhoods. This course will also explore the discrimination and backlash that youth often experience at the hands of these systems of care and caretakers. This class will be a seminar-style course in which the instructor will provide a limited overview of the class topic at the beginning of the instruction period, but pivot to a discussion of the materials that students will have read before class. This class will also include an optional tour of the Edmund Edelman Children's Courthouse.

[Local Government Law](#) – Course #602 (Credits: 3)

Cities, Counties, and School Districts oversee and regulate many of the most basic aspects of public and economic life. Local entities have enormous powers that are sometimes overlooked in the study of law.

[Mass Media Law](#) – Course #600 (Credits: 2)

This course surveys the law of mass communications with references to print, radio, television, internet, and other forms of distribution.

[MBE: Skills & Strategies](#) – Course #374 (Credits: 3)

Multistate Bar Exam: Skills & Strategies. This course is designed to provide early preparation for the Multistate Bar Exam (MBE) and uses best practices and cognitive learning science to promote learning and greater recall of the information. The course takes a "skills first" approach and covers all the 7 MBE subjects (Civil Procedure, Contracts, Constitutional Law, Criminal Law and Procedure, Evidence, Real Property, and Torts). I

[MBE: Skills & Strategies \(SCALE\)](#) - Course #374 (Credits: 1)

This course is designed to provide early preparation for the Multistate Bar Exam (MBE) and uses best practices and cognitive learning science to promote learning and greater recall of the information.

[Medical Malpractice Litigation](#) – Course #688 (Credits: 2)

This course combines the presentation of legal and scientific theory with practical examples and demonstrations.

[Moot Court Honors Program](#) – Course #682M (Credits: 1)

First year participants receive three units for participation in the Moot Court Honors Program, which consists of successful completion of the Moot Court: Appellate Advocacy course component, participation in the Moot Court Interscholastic Competition, and Moot Court Honors Program responsibilities including office hours, judging practice rounds for other teams and Intramural Competition assignments. Units are awarded: one unit in the fall and two units in the spring.

Students participating in fall competitions receive two units in the fall and one unit in the spring. Moot Court: Appellate Advocacy - The Appellate Advocacy course component of the Moot Court Honors Program focuses on the appellate process, appellate writing, and oral advocacy. Through the use of discrete exercises surrounding a hypothetical appeal, students learn to expand their legal research abilities and will develop their legal writing to exhibit clarity, concision, and rhetorical force. In other words, students learn to turn clean writing into artful writing.

[Motion Picture Production Law](#) – Course #666 (Credits: 2)

This course is intended to train the student to be a production attorney for a motion picture studio or production company. The entire process of motion picture production, from acquisition of rights to talent agreements, production concerns and distribution issues, will be covered.

[Music for Film & Television](#) – Course #664SN (Credits: 1)

This one-credit course trains students in the analysis of these factors, the clearance process of securing the synchronization rights to use specific musical compositions and the master recording rights to use specific sound recordings. Ancillary rights to use a musical composition or sound recording on a soundtrack album will also be analyzed.

[Music Industry Contracts](#) – Course #672 (Credits: 2)

This course explores the relationships and interests of the parties to various contracts in the music industry. Contracts to be covered include those governing recording artists, record producers, and personal managers. The course will feature actual contracts, guest speakers, and other sources of information that provide a real-world picture of the U.S. music industry. By the end of the course, students can expect to learn the following:

[Music Publishing Industry, The](#) – Course #667 (Credits: 2)

This course provides an overview of the legal and business aspects of the music publishing industry, which itself is a major part of the entire entertainment ecosystem. It is a complex field, composed of a framework of legal regulations and evolving business practices. It governs virtually every aspect of the music business, including recorded music, film, television, video games, commercials, and live performance.

[National Security Law](#) - Course #425 (Credits: 3)

This course surveys the framework of domestic and international laws that variously authorize and restrain the pursuit of the U.S. government's national security policies.

[Negotiating & Drafting International Entertainment Contracts](#) – Course #607CP (Credits: 3)

This course is an overview of commonly used agreements in entertainment transactions and how those deals are negotiated and drafted. Students study characteristics of optimal contract language and the construction of written agreements that best reflect the intent of their signatories and impact beneficiaries and how entertainment-related contracts can be informed by various categories of law such as copyright, labor, tort, contract, international law, and collective bargaining agreements.

[Negotiation & Dispute Resolution](#) – Course #650T (Credits: 2)

This course introduces students to the theory and practice of negotiation and dispute resolution. Through weekly reading, lectures, and class discussions, students will gain a solid foundation in negotiation principles and techniques developed by leading negotiation experts, as well as the ethical and practical issues that arise when lawyers negotiate on behalf of their clients.

[Negotiation & Dispute Resolution](#) – Course #678 (Credits: 2)

This course introduces students to the theory and practice of negotiation and dispute resolution. Through weekly reading, lectures, and class discussions, students will gain a

solid foundation in negotiation principles and techniques developed by leading negotiation experts, as well as the ethical and practical issues that arise when lawyers negotiate on behalf of their clients.

[Negotiation & Dispute Resolution \(SCALE\)](#) - Course #650 (Credits: 2)

This course introduces students to the theory and practice of negotiation and dispute resolution. Through weekly reading, lectures, and class discussions, students will gain a solid foundation in negotiation principles and techniques developed by leading negotiation experts, as well as the ethical and practical issues that arise when lawyers negotiate on behalf of their clients.

[Negotiation Honors Program](#) – Course #681NG (Credits: 0)

Participation in the Negotiation Honors Program is by invitation only. Students who have been selected to participate in the Negotiation Honors Program must register for the program via Student Action Report (SAR) in the Registration Office (W102).

Units vary, please visit Southwestern's Negotiation Honors Program web page for more information.

[Net Neutrality: Past, Present, and Future](#) – Course #842 (Credits: 1)

This course will use current litigation over the Federal Communications Commission's (FCC) adoption and repeal of so-called "network neutrality" rules as a jumping-off point for examining how government adapts to technologies, which evolve more quickly than Congress can legislate. The course explores contemporary legal and policy debates on media and telecommunications policy and judicial review of agency action, focusing on the role of independent regulatory commissions, bodies that exercise quasi-judicial, quasi-legislative, and quasi-executive functions.

[NFTS & the Metaverse](#) – Course #573 (Credits: 1)

This course is an overview of the present fundamentals of NFT and the Metaverse (Web 3.0) related entertainment transactions and litigation. The course is taught by currently practicing attorneys handling NFT and Metaverse-related transactions and with a deep understanding of current relevant litigation claims. Students will obtain an understanding of current entertainment industry deals and contracts regarding NFTs and the Metaverse and various litigation claims involving NFTs. During the course, students will be introduced to the relevant intersection of copyright, trademark, tort (e.g. right of publicity) and contract law, the varying type of agreements, and the range of litigation considerations resulting from the emergence of NFTs and the Metaverse.

[Patent Law](#) – Course #586 (Credits: 3)

This course provides an in-depth study of the substantive patent law of the U.S. Although the Patent Office procedure to obtain a patent is not covered in this course, the conditions for a valid patent are reviewed, such as inventorship, the date of the invention, the novelty

requirement, statutory bars other than novelty, and the requirements of utility and non-obviousness are explored. The types of patentable subject matter, what constitutes infringement of a patent, and the litigation procedures, remedies, defenses, and judgments as they relate to patent infringement matters are reviewed. Various property and contract interests in patents and inventions such as assignments, licensing, recording, and shop rights are studied, as are antitrust, misuse, and fraud insofar as they may limit patent owners' rights.

[Patent Preparation & Prosecution](#) – Course #772D (Credits: 2)

This course provides an introduction to patent application drafting techniques for students interested in pursuing patent law as a career.

[Practical Legal Research](#) – Course #875 (Credits: 1)

This course will build upon and expand essential legal research techniques and strategies introduced in the first-year LAWS course. New topics include legislative history, administrative law resources, plus the full range of secondary sources, including practice guides.

[Prison Law & Mass Incarceration](#) – Course #495 (Credits: 2)

This course is recommended for all law students and especially those who intend to practice or to be engaged in some aspect of criminal law from a political or policy perspective. While standard criminal law courses in substantive, procedural, and sentencing law are important, what occurs after sentencing has been ignored in law school curricula despite the fact that the consequences for the convicted, their families, and society are enormous.

[Products Liability](#) – Course #582 (Credits: 3)

This is an advanced course in torts and contract principles pertaining to the liability of all those who are part of the integral marketing enterprise for goods and services. There is also coverage of legislative and administrative controls with respect to goods and services which are placed into the stream of commerce.

[Property](#) – Course #160 (Credits: 4)

This course provides an introduction to the basic concepts of property law with an emphasis on real property law.

[Property \(SCALE\)](#) - Course #160 (Credits: 4)

This course is an introduction to basic principles of the law of real and personal property. Using the concepts of "boundary," "claim," and "control," students discover the principles that underlie all areas of the law.

[Public Interest Law Practice](#) - Course #603 (Credits: 2)

Through the utilization of clinical and analytical teaching models, this course is designed to help emerging lawyers interested in working in the public interest arena learn practical tools to succeed in a nonprofit law firm, with specific focus on legal civil rights nonprofits.

[Public International Law](#) – Course #524 (Credits: 3)

This introductory course acquaints students with the methodologies, sources, doctrines, and institutions of international law.

[Race, Gender, and Sexual Orientation Discrimination](#) – Course #402 (Credits: 1)

In this course, we will uncover the relationships between social identity and legal status, understand the pertinent legal histories that make up anti-discrimination law, apply intersectionality to complicate our understanding, and imagine alternative anti-discrimination schemes that bring liberation to sexual, racial, and gender minorities instead of nominal protection. By the end of this course, students will have a deep and nuanced comprehension of anti-discrimination law and the importance of social identities in the continuing fight for civil rights.

[Real Estate Sales Transactions](#) – Course #588 (Credits: 3)

This course is designed to examine the legal and economic aspects of land sale transactions. A study is made of typical documentation used in such transactions; the role of the real estate broker and the lawyer; the rights, liabilities, and remedies of the buyer and seller arising out of their contract; sources and alternative forms of financing; basic tax considerations; forms of ownership; title protection devices and development alternatives.

[Real Estate Transactions: Housing Development From Start to Finish](#) – Course #588HD (Credits: 3)

This course presents students with an overview of real estate transactions associated with new development of housing.

[Remedies](#) – Course #164 (Credits: 2)

The course covers the nature and dynamics of judicial remedies by focusing on injunctions, damages, and restitution. The course also provides instructions and opportunity to further refine legal analysis and exam writing through the application of legal principles covered in this course.

[Restorative Justice](#) – Course #878 (Credits: 1)

Restorative justice is a distinct form of conflict resolution that aims to redirect society's retributive response to harm. For example, crime, in the context of restorative justice, is not considered just an offense against the state but rather is viewed as a wrong against another person and indicative of a broken relationship between the offender, victim, and community.

[Sales](#) – Course #350 (Credits: 3)

This is a basic course dealing with contracts for the sale of goods under Article 2 of the Uniform Commercial Code.

[SCALE I Elective](#) – Course #900 (Credits: 2)

[Securities Regulation](#) – Course #516 (Credits: 3)

The U.S. capital markets, the legal complexities involved in raising capital, and the concurrent responsibilities assumed when a company "goes public" are focused upon in this course. The role and responsibilities of corporate counsel, underwriters counsel, SEC counsel, "directors," "controlling persons," and "insiders" are explored.

[Select Problems in Evidence Lab](#) – Course #835 (Credits: 1)

This hands-on course provides students a unique opportunity to learn evidence through practical in-court simulations. The course will expose students to complex evidence issues raised by the Federal Rules of Evidence and, where appropriate, the California Evidence Code.

[Small Law Practice Management](#) – Course #605 (Credits: 2)

This course is designed to help soon-to-be solo practitioners and attorneys in smaller firms bridge the gap between studying law and practicing law. The class is designed to cultivate proficiency in two practical areas of attorney development, which are typically learned over time rather than formally taught: (A) how to actually practice law, and (B) how to build and manage a law practice.

[Special Education Law Seminar](#) – Course #726 (Credits: 2)

This seminar focuses on the law that relates to the education of children with disabilities. It covers the concept of appropriate education, the right to an education in the least restrictive environment, the entitlement to related services, due process rights, and additional central ideas in special education law.

[Sports Law](#) – Course #544 (Credits: 2)

This course provides an analysis of the sports industries and the laws which attempt to regulate their function and behavior.

[Street Law Clinic](#) – Course #680SL (Credits: 3)

Students enrolled in the Street Law Clinic teach legal life skills to high school students in our Los Angeles community. In the clinic classroom component, teaching skills are practiced and our lessons are reviewed to help the law students prepare their own lesson plans. During the classroom meetings there are court field trips to provide an opportunity for law students to observe hearings and speak with judges and attorneys to gain an

understanding of the court systems that many of our students are involved or are at risk of entering.

[Street Law Clinic, Advanced](#) – Course #687SL (Credits: 1)

Students who have successfully completed the Street Law Clinic can continue to hone their lawyering and professionalism skills through teaching for a second semester at a location that has challenging programming and student needs. In addition, students will assist with observing and supervising current Street Law Clinic students at their school sites, help with program development, support relationship building at schools and juvenile centers, and help with writing new lessons.

[Survey of Federal Income Tax](#) – Course #340 (Credits: 3)

Students in this course will study the taxation of personal income from employment, investments and the operation of sole proprietorships (but not the taxation of partnerships, corporations or limited liability companies, which will be covered in the separate Taxation of Business Entities course).

[Taxation of Business Entities](#) – Course #619 (Credits: 3)

This course will cover the taxation of general partnerships, limited partnerships, limited liability companies, Subchapter S corporations and Subchapter C (i.e., ordinary) corporations. The course is intended for students who intend to practice business law.

[Technologies of Telecommunications Law & Policy](#) – Course #601 (Credits: 3)

This course introduces the traditional regulatory regimes used in these industries when they were perceived as separate (and largely static entities). In broadcasting the focus is on allocation, the public trust concept and licensing on the basis of comparative evaluations of applicants.

[Television Production Law](#) – Course #664 (Credits: 2)

This course examines key legal and business aspects of television production. The course is organized according to the chronology of events that lead to the airing of a network television series.

[Topics in California Legal History Seminar](#) – Course #735 (Credits: 2)

This seminar is designed to enable each enrolled student to (in consultation with the Professor), identify and pursue a topic in California Legal History that is of strong interest to the student. Some of the topics chosen will have lessons for public policy choices that we face today. Topics are likely to include ones that focus on local circumstances and those that affect the entire state.

[Torts](#) – Course #170 (Credits: 4)

This four-unit, single-semester course examines civil wrongs not arising from a breach of contract. It explores several theories for holding such wrongdoers liable - including intentional torts, negligence and strict liability - and the defenses that may be asserted in response.

[Torts \(SCALE\)](#) – Course #170 (Credits: 4)

This course examines civil wrongs not arising from a breach of contract. It explores several theories for holding such wrongdoers liable - including intentional torts, negligence and strict liability - and the defenses that may be asserted in response.

[Trademark Law](#) – Course #640 (Credits: 2)

This course surveys the law of trademarks and unfair competition, including the right of publicity and other related statutory and common law schemes.

[Transgender Law](#) – Course #404 (Credits: 1)

The course will explore the unique legal issues affecting transgender individuals including the rights of transgender people to necessary medical care; the rights of transgender youth in schools; the treatment of transgender people in correctional facilities; legal mechanisms to change identification; discrimination against transgender people in employment; and, legal solutions to the problem of violence against transgender people.

[Trial Advocacy](#) – Course #584M (Credits: 2)

Trial Advocacy introduces the fundamental trial techniques employed in the preparation of witnesses, jury selection, direct examination, cross-examination, expert witnesses, introduction of exhibits, use of demonstrative aids, and delivery of opening statements and closing arguments.

[Trial Advocacy](#) – Course #584 (Credits: 3)

Trial Advocacy introduces the fundamental trial techniques employed in the preparation of witnesses, jury selection, direct examination, cross-examination, expert witnesses, introduction of exhibits, use of demonstrative aids, and delivery of opening statements and closing arguments.

[Trial Advocacy \(SCALE\)](#) – Course #584 (Credits: 2)

Trial Advocacy introduces the fundamental trial techniques employed in the preparation of witnesses, jury selection, direct examination, cross-examination, expert witnesses, introduction of exhibits, use of demonstrative aids, and delivery of opening statements and closing arguments.

[Trial Advocacy Honors Program \(TAHP\)](#) – Course #584IT (Credits: 1)

Trial Advocacy introduces the fundamental trial techniques employed in the preparation of witnesses, jury selection, direct examination, cross-examination, expert witnesses, introduction of exhibits, use of demonstrative aids, and delivery of opening statements and closing arguments.

[Trial of Jesus Seminar](#) – Course #766D (Credits: 2)

This seminar examines the trial of Jesus by deconstructing and critically analyzing the Gospel of Matthew in light of Jewish religious and criminal law and procedure, Roman law, as well as known historical events apart from the Gospel.

[Unscripted Television Production Law](#) – Course #657 (Credits: 2)

Unscripted Television Production Law Unscripted television, known colloquially as reality television, has nearly twice as many productions as traditional scripted television series. The production process for unscripted television involves issues not present in the production of scripted programs that ordinarily deal with professional actors performing on sound stages.

[Video Game Agreements](#) – Course #674 (Credits: 2)

This course focuses primarily on the agreements that counsel in this business will routinely review, draft and negotiate.

[Wage Theft: Underground Economics](#) – Course #885 (Credits: 1)

This course addresses wage theft litigation, which entails an intersection of employment law, corporate law and debtor-creditor law. The course critically examines corporate veil piercing litigation, litigation in the bankruptcy forum, judgment enforcement, and administrative law proceedings before the California Labor Commissioner.

[White Collar Crime](#) – Course #535 (Credits: 3)

This course explores the substantive and procedural problems connected with the federal prosecution and defense of white collar crime. It also examines selected federal statutes including the Racketeer-Influenced and Corrupt Organizations Act (RICO).

[Wills & Trusts](#) – Course #360 (Credits: 4)

This course combines the study of the transmission of property at death, including:

- the rules of intestate succession with inter vivos gifts;
- the creation of inter vivos and testamentary trusts; and,
- the rights and duties of trustees who hold and manage property for another or for charitable purposes.

[Wills & Trusts \(SCALE\)](#) – Course #551 (Credits: 4)

This course combines the study of the transmission of property at death, including:

- the rules of intestate succession with inter vivos gifts;
- the creation of inter vivos and testamentary trusts; and,
- the rights and duties of trustees who hold and manage property for another or for charitable purposes.

[Women & the Law Seminar](#) – Course #766B (Credits: 2)

This seminar explores concrete legal problems of particular and current concern to women.

[Workers' Compensation Law & Practice](#) – Course #604 (Credits: 2)

This course is an introduction to the constitutional and historical background of workers' compensation law, relevant statutory and case law, and substantive and procedural issues in workers' compensation, including compensability, benefit structure, and tort law relationships.

[Writers Guild: Agreements & Negotiation](#) – Course #604 (Credits: 1)

This course focuses on issues that arise under the industry-wide collective bargaining agreements with the WGA and, to some extent, various other Hollywood guilds. It considers issues related to compensation, working conditions, residuals and more, and should be both entertaining and informative.

[Wrongful Convictions](#) – Course #778CR (Credits: 2)

America is engaged in a national conversation about its justice system and how to fix it. Wrongful convictions, once thought to be rare, are now understood to be a serious and pervasive nationwide problem. This course will explore the issue of wrongful convictions, from causes to cures.

[Youth at Risk: Exploring the Juvenile Justice System](#) – Course #785E (Credits: 2)

This course explores the intricacies of the juvenile court system. This system involves juvenile delinquency law and juvenile dependency law. Juvenile delinquency law is a dynamic area of practice that addresses how the criminal legal system applies to children accused of committing crimes or status offenses. Juvenile dependency law is a complex area of practice that addresses how the child welfare system applies to children who are adjudicated as being “abused or neglected” by their caretaker(s).

Experiential Learning

Some of the most rewarding hours in law school are those spent applying what you have learned in your classes to a real-world environment.

These valuable and practical hands-on experiences are provided through an abundant variety of clinics, externships, practicums, and public interest opportunities.

Externship Program Overview

Southwestern's Externship Program allows students to enhance their classroom learning and better understand their career options through real-life practice experience at select off-campus placements in Southern California. Placement opportunities include governmental agencies, public interest entities, state and federal judicial chambers, and the legal departments of companies (primarily entertainment). A limited number of select law firm externships are also available. During the summer session, placements are possible nationally as well as internationally. [Click here](#) to sample some of the placements available to students through the Externship Program.

Extensive information about placement opportunities, the application process, and course requirements is available on the Externship portal page. An excellent place to start is the Externship Policies and Guidelines (PDF in the sidebar). After reviewing the information on the portal, you are encouraged to visit the Externship Office; we will be happy to counsel you on the Externship Program further and answer your questions. Please remember that timely application is critical and that some placements (primarily federal judicial and federal governmental offices) require at least six months' advance application. Please note that students wishing to participate in entertainment externships must have completed Copyright Law.

Office Hours

The Externship Office is located in W231 and is open Monday through Thursday, 9:00 a.m. to 6:00 p.m., and Friday, 9:00 a.m. to 2:00 p.m.

Staff

The Externship Program is comprised of four individuals:

Vice Dean Anahid Gharakhanian, Co-Director of the Externship Program, is available to advise students regarding all aspects of the Externship Program and counsel students regarding doing an externship in light of overall curricular planning. Professor Gharakhanian, whose office is BW423, also teaches Legal Analysis, Writing & Skills.

Prof. Janet Nalbandyan, Co-Director of the Externship Program

Mitzie Vitela, Senior Associate Director of the Externship Program, provides guidance on the nature and requirements of the Externship Program as well as specific externship placements.

Lucia Rodriguez, Assistant Director of the Externship Program, provides guidance on the details and procedures of the Externship Program.

Clinical Programs

By participating in a clinic, students work directly with and in the community. Clinic students work on real cases for academic credit under the close supervision and guidance of faculty who are practicing attorneys. The students take on responsibility for the strategy and execution of an array of legal matters and often are involved in cases from beginning to end. Students develop as professionals and learn first-hand the importance of access to justice.

Appellate Litigation Clinic

The Appellate Litigation Clinic offers students an opportunity to work with the professor in litigating pro bono appeals in the Ninth Circuit - up to and including oral argument before the court. Students will receive hands-on training in legal research and writing as well as substantive law as it applies to the cases. Students will participate in every step of the process, including review of the file; meeting with the client; assessing possible claims; researching case law; proposing arguments; drafting, revising, and proofing the opening brief; reviewing the response brief; drafting, revising, and proofing the reply brief; and negotiating possible settlement. The course will meet once a week to discuss the research and writing tasks for the upcoming week as well as talk about litigation strategy in general. Research and writing assignments may be time-consuming. One or two students will be chosen to argue each case in the Ninth Circuit. Oral argument is guaranteed unless we win on the briefs or settle. Enrollment is by invitation.

Children's Rights Clinic

The Children's Rights Clinic offers students an opportunity to participate in educational rights work, including direct representation of children and families in school discipline and special education matters and community outreach. Clinic students will have an opportunity to represent children in school discipline proceedings, represent children with disabilities in special education matters, or work with community groups to advocate for better and more equitable educational opportunities for children.

Community Lawyering Clinic

In this unique collaboration between Southwestern Law School and California State University, Northridge (CSUN), Southwestern law students represent CSUN students in a variety of immigration cases as well as staff the on-campus CSUN Student Legal Clinic. In addition to client representation, law students also conduct legal community outreach and policy advocacy for the CSUN student community.

Entertainment and the Arts Legal Clinic

The Clinic provides pro bono legal services to independent filmmakers, series creators, writers, actors, legit stage producers, artists, and musicians. Students work on documentation of underlying rights (clearance reports and fair use analysis) and chain-of-title review, drafting shopping and commenting on and option purchase agreements, music agreements, personal services agreements for producers, directors, actors, other principal crew, location agreements, releases and other development and production related contracts. The Clinic also reviews sales, licensing, and distribution agreements. The students, trained by taking copyright and other entertainment law courses, do the legal work (including client correspondence) which is supervised and reviewed by a panel of 4 or 5 experienced practicing attorney professors.

Family Law Clinic

The Family Law Clinic provides Southwestern Law students with the opportunity to learn lawyering skills and provide high-quality legal assistance to a vulnerable and underserved population in a community-based learning environment. Under the close supervision of the adjunct faculty member (a staff attorney from the Harriett Buhai Center for Family Law Center), students will offer legal advice and counsel to clients in the area of family law with domestic violence interwoven in the majority of these cases. In this Clinic, students will apply their knowledge from civil procedure and community property, together with the research and writing skills learned in LAWS. The Clinic students will participate in a weekly course component alongside their casework to deepen their learning of family law. Students will complete their office hours, casework and case supervision at the Center.

Eviction Defense Clinic

This is a five-unit clinical course in which law students represent low-income tenants being evicted or at risk of being evicted from their homes. In general, students will attend a classroom component and engage in legal work under the supervision of ICLC Professors and Inner City Law Center (ICLC) attorneys experienced in eviction defense litigation and

trial. Clients reside in Los Angeles County and most trials take place at the Pasadena, Norwalk and Stanley Mosk Courthouses. Skills emphasized in the course include client interviewing, client counseling, development of case theory, file management, negotiation, written and oral advocacy, and litigation including responsive pleadings, law and motion, discovery, and trial. More information about ICLC can be found at ICLC's website: innercitylawcenter.org.

Immigration Law Clinic

Southwestern's Immigration Law Clinic provides free legal representation to low-income children and adults in Special Immigrant Juvenile Status (SIJS) (clients under the age of 21), U nonimmigrant status (U Visa), and U-based Adjustment of Status cases. The Clinic is staffed by law students who represent clients under the supervision of Professor Andrea Ramos. Students learn many facets of professional responsibility such as client confidentiality, responsiveness to client demands, and accountability for their work. For many students, this is the first opportunity to take the lead on a case and directly serve the community.

Street Law Clinic

Students enrolled in the Street Law Clinic teach law-related critical life skills to youth in Los Angeles, most of whom are involved in the dependency or juvenile court system. Many of these young students also have learning disabilities, which qualifies them for special education services. Law students step into the roles of teacher, mentor, and advocate to empower at-risk youth to make better choices, overcome adversity, and build stronger futures. The participatory lessons taught by the clinic law students inform the teenagers about their rights and the laws that apply to them and provide legal information and resources they need to successfully transition to independent living and adulthood.

Practicums

Amicus Project Practicum

The Amicus Project at Southwestern is a first-of-its-kind professional outreach program, enabling law students to gain practical experience by preparing amicus—or "friend of the court"—briefs* on a pro bono basis for cases in which one is needed. A central component of the Amicus Project is the Amicus Project Practicum, a course that provides students with the opportunity to work individually on an amicus brief under the supervision of a law professor or practicing attorney. Professor Michael Epstein, director of the Amicus Project, and other members of the faculty will select the cases, which may arise out of any jurisdiction (the need for amicus briefs typically arises at the appellate level).

PUBLIC SERVICE PROGRAMS

Since its founding, Southwestern has inspired a commitment to public service through a rich selection of programs, courses, activities and individual pursuits. Being in the heart of Los Angeles' "Public Interest Corridor," Southwestern provides students opportunities to serve the community that few law schools can match.

Through service and pro bono initiatives sponsored by the Public Service Program, students will learn more about how they can provide meaningful service to the public and how to apply practical lawyering skills in a wide variety of settings almost immediately after joining Southwestern.

Public Service Policy and Pledge

The provision of pro bono legal services is an integral component of a legal education and to the practice of law. Per the California Bar resolution and American Bar Association Model Rules, which calls for fifty hours of pro bono service annually, Southwestern encourages pro bono participation by all members of the Southwestern community in the collective effort to defend equal access to our judicial system for persons of limited-means and in advancing the public interest.

Following economic, political, and social events, unmet legal needs in our communities continue to increase in complexity as well as scope with legal service organizations more challenged than ever to meet enormous demand for no-cost services and representation in protecting the legal rights and needs of indigent clients.

The Public Service Program (PSP) recognizes the efforts of students addressing systemic and poverty-related needs through their pro bono service. For PSP purposes, "public interest" is broadly defined to encompass interests underrepresented by the private sector, including the interests of the poor, ethnic minorities, and broad-ranging advocacy interests of public concern, such as the environment, animal welfare and the welfare of future generations.

Public service is law-related work in the broader category of the public sector, which does not otherwise meet the definition of pro bono.

Graduating students who have completed a minimum of 75-hours of law-related service by the April deadline in their final year of study will be recognized at commencement

ceremonies and a notation of Public Service Program distinction placed on their academic transcripts.

Public Service Program Recognition

To qualify for PSP recognition, a student's pro bono or public service work:

Must be performed under the supervision of a licensed attorney

Must be performed without receiving any form of compensation

Must be public interest / public service-related

Honors Programs

Southwestern's eclectic and comprehensive pool of honors programs keeps campus buzzing and connected to the community. Scholarly publications and interscholastic competitions enable students to enhance their legal skills and knowledge. Through these programs, Southwestern students address contemporary issues, serve the needs of others, and prepare for their future roles as lawyers and leaders.

Advocacy Honors Programs

- Moot Court Honors Program
- Negotiation Honors Program
- Trial Advocacy Honors Program (TAHP)

Law Review and Journals

- Southwestern Law Review
- Southwestern Journal of International Law
- Journal of International Media and Entertainment Law

Law Review & Journals

Students can earn positions on the Southwestern Law Review, Southwestern Journal of International Law, and the Journal of International Media and Entertainment Law, which publish scholarly articles and commentary by prominent jurists, law professors, practitioners and students on the Law Review or Journal staffs. Student members develop their legal writing and research skills along with their substantive knowledge of featured

topics. Members who are recognized for outstanding contributions to the Law Review or Journals are selected to serve on the Editorial Boards during the subsequent year.

Upper-Division Curriculum Highlights

Among the unique features of Southwestern's upper-division curriculum are:

- More than 50 professional skills courses
- An innovative January intersession
- Five advanced Capstone courses
- Floating mini-term courses for additional curricular enrichment

Experiential Requirement

Southwestern has an Experiential Requirement pursuant to ABA Standard 303. Students must take and receive a minimum of six credit hours of course work that has been specifically approved and designated as meeting the experiential requirement.

The most current list of courses that meet the experiential requirement for the 2017-2018 academic year may be viewed online through WebAdvisor at the Portal. When searching for sections, students should choose the term along with "EXP Reqmt" in the drop-down menu under Course Levels.

Experiential Requirement courses offered in the last three years can be seen by clicking [here](#), or by checking the appropriate box and hitting the Filter button on the courses page of this website.

Upper-Division Writing Requirement

Southwestern has an Upper Division Writing Requirement for graduation from the law school. This requirement may be fulfilled by a student taking either a seminar or a course which has been specifically approved and designated as meeting the writing requirement. Successful completion of a Note or Comment of publishable quality in Law Review or successful completion of the Law Journal Seminar will also satisfy the writing requirement. Since instruction of this kind requires a low student-faculty ratio and out-of-classroom supervision of the students' research and writing, the seminar/course enrollment will normally be limited to 20 students.

The approved courses in these categories for the current academic year can be found under Required Courses on the Registration page of the Portal (log-in required). Seminars/Writing Requirement courses offered in the last three years can be seen by clicking [here](#), or by checking the appropriate box and hitting the Filter button on the courses page of this website.

NOTE: Course selection is subject to change. Some elective courses are not offered every year, and seminar topics vary from year to year.

January Intersession, Mini Term Courses, Capstone Courses

The January Intersession consists of a one-week term held before the regular Spring Semester begins and features a selection of about a dozen innovative courses that are more suited to short-term, intensive treatment than to a traditional semester. Students have the opportunity to enroll in one-unit courses focusing on a discrete topic with a skills or practice focus. The classes meet three to four hours a day for five days and most are graded on the performance of skills or a final paper. Enrollment in the January Intersession is limited to upper-division Day and Evening students and second-year SCALE students. While it is mandatory for SCALE II students, it is discretionary (rather than mandatory) for all other upper-division students. Invitations to teach these special short courses are directed to interested full-time and adjunct faculty as well as other experts in the field who otherwise might not be available for a full semester.

Capstone Courses

Capstone Courses provide the opportunity for advanced study, with special emphasis on teaching the Carnegie Foundation Report principles of theory to practice and professionalism. A given Capstone could be interdisciplinary, cover multiple subjects, and be team-taught. Students might opt to enroll in such a course during their final semester or year of study, after having completed the applicable prerequisites. Enrollment is limited to ensure individual attention, as well as sufficient time and resources for simulations—including but not limited to advocacy, alternative dispute resolution, and transactional skills. Evaluation is based on skills versus an exam. Students in all programs—Day, PLEAS, Evening, and SCALE—are eligible to take Capstones. These courses are taught primarily by full-time faculty, in some cases team-teaching with practitioners serving in the capacity of adjunct or visiting professors, or perhaps as guest speakers.

Capstone courses offered in the last three years can be seen by clicking [here](#), or by checking the appropriate box and hitting the Filter button on the courses page of this website.

Floating Mini-Term

The Floating Mini-Term concept is somewhere in between the January Intersession and Capstone Courses. A course offered on a Floating Mini-Term basis will treat a traditional subject, but during a period of four to seven weeks, rather than a traditional 14-week semester.

The precise length will vary, depending on curricular interest, the availability of the anticipated professor, and the nature of the subject. The Mini-Term program enables Southwestern to enlist distinguished guest faculty from around the country or even internationally to teach specialized courses.

FACULTY

Full-Time Faculty

Their faces appear regularly on national and international television broadcasts; their names are on textbooks, treatises and articles cited in countless court opinions; their voices address juries, Presidential commissions, Senate hearings, foundation boards, and world forums.

They are nationally-recognized experts in their respective fields—from criminal law to civil procedure, from antitrust to urban planning. They are the faculty at Southwestern. And they are so accessible to their students that they have earned Southwestern a reputation for faculty/student interaction that is second to none.

Faculty

Ronald G. Aronovsky, B.A., J.D., Professor of Law

Paul A. Bateman, B.A., M.A., Ph.D., Professor of Legal Analysis, Writing, and Skills

Michael J. Berger '79, B.A., M.A., J.D., Associate Professor of Law

Luke Boso, B.A., J.D., LL.M., Professor of Law

Maleaha Brown, B.A., J.D., Associate Professor of Legal Writing Analysis, Writing, and Skills

Beth Caldwell, B.A., M.S.W., J.D., Associate Professor of Law

Christopher David Ruiz Cameron, B.A., J.D., Justice Marshall F. McComb Professor of Law and Director, Labor and Employment Law Concentration

Mark Cammack, B.A., J.D., Professor of Law

Kathryn Campbell, B.A., J.D., Professor of Legal Analysis, Writing, and Skills

Catherine L. Carpenter '76, B.A., J.D., The Honorable Arleigh M. and William T. Woods Chair, Co-Director of the Moot Court Honors Program, Co-Director, Southwestern's Evening Program, Director of Criminal Law and Advocacy Concentration, and Executive Director, Southwestern's Access to Social Justice Fund

James Curtis, B.A., J.D., Visiting Professor of Law

Bridgette M. de Gyarfas '94, B.S., J.D., Associate Professor of Legal Analysis, Writing, and Skills and Co-Director, Southwestern's Evening Program

Meera E. Deo, B.A., J.D., Ph.D., The Honorable Vaino Spencer Chair and 2022-23 Kenneth & Harle Montgomery Foundation Scholar

Darby Dickerson, B.A., M.A., J.D., Professor of Law, President, and Dean

Alexandra D'Italia, B.A., M.P.W., J.D., Associate Professor of Law, Director, Writing Center, and Co-Director, Moot Court Honors Program

Michael B. Dorff, A.B., J.D., Michael and Jessica Downer Endowed Chair of Corporate Law and Director, Technology Law and Entrepreneurship Program

Michael M. Epstein, B.A., J.D., M.A., Ph.D., Professor of Law, Director of Entertainment and Media Law Concentration, and Supervising Editor, Journal of International Media and Entertainment Law

Joseph P. Esposito '89, B.S., J.D., Professor of Law and Co-Director, Trial Advocacy Honors Program

James M. Fischer, J.D., Professor of Law

Andrea Freeman, B.A., J.D., Professor of Law

Norman M. Garland, B.S.B.A., J.D., LL.M., Second Century Chair in Law

Anahid Gharakhanian, B.A., J.D., Professor of Legal Analysis, Writing, and Skills, Vice Dean, and Co-Director, Externship Program

Kevin J. Greene, B.A., J.D., John J. Schumacher Chair

Warren S. Grimes, B.A., J.D., Irving D. and Florence Rosenberg Professor of Law and 2022-23 Kenneth & Harle Montgomery Foundation Scholar

Isabelle R. Gunning, B.A., J.D., Mayor Tom Bradley Professor of Law and Director, Critical Race, Gender, and Sexuality Studies Concentration

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Kaimipono Wenger, B.A., J.D., Adjunct Associate Professor of Law

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Ayano A. Wolff '15, B.A., J.D., Adjunct Associate Professor of Law

Iryna Zaverukha, B.S., J.D., LL.M., Adjunct Associate Professor of Law

Student Resources

Student Life

At Southwestern, you will find that it is difficult to get lost in the crowd. This is a manifestation of the personal, intimate experience Southwestern offers our students.

It is a nurturing, supportive environment where diversity is celebrated and students find future colleagues, caring mentors and inspiring role models.

Student Satisfaction Survey

Each spring, Southwestern students receive an email invitation from the Dean to participate in the Law School Survey of Student Engagement (LSSSE). Co-sponsored by the Association of American Law Schools (AALS) and the Carnegie Foundation for the Advancement of Teaching, the LSSSE survey is designed to collect information about student behaviors and law school environments throughout the country to help law faculty and administrators focus attention and resources in ways that will enhance student learning and law school effectiveness. It provides law schools with information they can use almost immediately to improve various aspects of their performance and help students get the most out of their

law school experience.

The survey poses questions regarding how students organize their time, what they feel they've gained from their classes, their assessment of interactions with faculty, staff and peers, and their involvement in campus activities. Students complete the survey online through a secure website.

Student input provides valuable information to assist Southwestern in improving and enhancing your law school experience and best ensure the success of all Southwestern students. More information is available on the [LSSSE website](#) and from the Student Affairs Office.

Advocacy Programs

Students who excel during the annual Intramural Competitions, following the spring LAWS class, are invited to interview for Southwestern's [Moot Court](#), [Negotiation](#) or [Trial Advocacy](#) Honors Programs. These highly competitive programs and award-winning teams provide opportunities to develop students' oral and written advocacy skills and represent the law school in competitions around the country. Each program is taught and supervised by Southwestern faculty and awards course credit. Members of the Board of Governors for each program, who are selected based on outstanding scholarship and performance, coordinate both the intramural finals and interscholastic team preparation.

Orientation

As you commence on what will undoubtedly be one of the most exciting, challenging and rewarding educational experiences you will ever have—the beginning of your legal career—Southwestern has created a program to guide you through the beginning of that journey.

The First-year Orientation Program for Traditional J.D. Students is just one of numerous resources available to help you become acclimated and achieve success throughout your law school career.

Traditional Admitted J.D. Students may find detailed information regarding Orientation on the [Portal](#) (log-in required). Please contact the Admissions Office with any questions regarding accessing the portal.

Law Review and Journals

Students can earn positions on the [Southwestern Law Review](#), [Southwestern Journal of International Law](#), and the [Journal of International Media and Entertainment Law](#), which publish scholarly articles and commentary by prominent jurists, law professors, practitioners and students on the Law Review or Journal staffs. Student members develop

their legal writing and research skills along with their substantive knowledge of featured topics. Members who are recognized for outstanding contributions to the Law Review or Journals are selected to serve on the Editorial Boards during the subsequent year.

Student Organizations

The extraordinary backgrounds, interests, and affiliations of our students are reflected in our slew of extracurricular activities, where they can hone their skills and stay connected to the community.

The wide spectrum of student organizations includes the Student Bar Association, law fraternities; ethnic, cultural, religious and political groups; and associations for different areas of the law. These groups offer support and mentoring programs; sponsor workshops, volunteer and networking opportunities, community outreach projects, cultural and social events, interscholastic competitions, and hundreds of speaker presentations each academic year.

Student Bar Association

The Student Bar Association (SBA), to which all students automatically belong, is the official representative of the Southwestern student body. In this capacity, the SBA is the umbrella organization for all student organizations and works to address the needs of students through coordination with those organizations.

Southwestern's SBA has been recognized several times as "the most outstanding student bar association" in the region and nation by the American Bar Association/Law Student Division. The Association has also been named "SBA of the Year for the Western Region" by the National Student Bar Association.

The SBA sponsors and coordinates various opportunities for professional and social networking, alumni engagement and community service. Through the Board of Directors—which is composed of the elected Executive Board, Class Representatives and Directors for different Committees—they work to promote student interests and provide extracurricular activities for the student body through its own activities and the activities of the various Student Organizations. The SBA encourages all Southwestern students to participate in these programs in order to better the Southwestern community and greater Los Angeles.

Student Support Network – Social Support

- **Peer Mentors** — All first-year students are assigned a Peer Mentor. Peer Mentors assist in building community on campus and foster student development through mentorship and guidance to campus resources.
- 30+ **Student Organizations** — opportunities to socialize, develop networking skills, and connect with fellow students.

- [**Mindfulness In Law Society - SBA Club at Southwestern**](#)— The national Mindfulness in Law Society (MILS) seeks to improve the mental health and well-being of law students across the nation through mindful practice.
- [**Parents Attending Law School**](#)— A student organization for law student parents, parents-to-be, guardians, those contemplating a family in law school, and supporters of this community.

The Student Support & Emergency Team (SSET)

The faculty, staff, and administration recognize that our students can face a variety of stressors, including academic concerns, personal and relationship challenges, and medical and emotional difficulties (i.e., death in the family). We have established a Student Support & Emergency Team (SSET) to help any students facing these challenges.

SSET is a standing group of administrators and faculty members who assist law students experiencing a variety of personal and institutional problems. Students, faculty, and staff can refer issues and emergencies to sset@swlaw.edu.

Because we treat all reports as having been made in confidence, we may not be able to share with you the outcome of any concern you express about others. We will, however, attempt to confirm that we have made contact with the student. Because an email communication often includes identifying information, we cannot guarantee anonymity to those who make email submissions.

Student Support Network – Mental Health and Wellness

- [**Student Health Insurance**](#)— Southwestern offers affordable coverage that is accessible to all students regardless of a previous condition and continues through the bar exam for graduating students.
- [**BisonCares**](#)— The BisonCares program offers Southwestern Law students a variety of free support options and tools designed to help them mentally and emotionally.
- [**HelpNet**](#)— a national Student Assistance hotline that can help students with counseling and community resources
- [**Lawyers Assistance Program**](#)— The State Bar's Lawyer Assistance Program (LAP) helps attorneys (active, inactive, or disbarred), State Bar applicants, and law students who are struggling with stress, anxiety, depression, substance use issues, or personal and career concerns.
- [**The Other Bar**](#)— The Other Bar is a network of recovering lawyers, law students, and judges throughout the state dedicated to assisting others within the legal profession who are suffering from alcohol and substance abuse problems.

- **Alcoholics Anonymous**—Alcoholics Anonymous offers a 24/7 confidential helpline, as well as an extensive list of local AA meetings in every state.
- **988 Mental Health Crisis Hotline**—If you or someone you know is struggling or in crisis, help is available. Call or text **988** or chat at **988lifeline.org**
- **Didi Hirsch Mental Health Services**—Didi Hirsch’s Suicide Prevention Center offers a comprehensive array of crisis services, therapy, outreach, and training. For therapy and support groups in Los Angeles County, contact 424-362-2911.
- **Substance Abuse and Mental Health Services Administration (SAMHSA)**—SAMHSA provides a list of resources for suicide prevention, including crisis lines, prevention resources, professional resources, and youth and family resources.
- **National Institute of Mental Health (NIMH)**—NIMH provides information on suicide, including a list of warning signs, risk factors, treatments and therapies, and ongoing research.
- **The Renfrew Center**—The Renfrew Center of Los Angeles is an outpatient facility specializing in the treatment of anorexia, bulimia, and binge eating, as well as the full range of eating disorders. Programming consists of a comprehensive range of in-person and virtual options, including Day Treatment, Intensive Outpatient, and Outpatient Services.
- **The National Eating Disorders Association (NEDA)**—NEDA is the largest nonprofit organization dedicated to supporting individuals and families affected by eating disorders. NEDA provides screening tools, a helpline, a database for treatment centers, and free to low-cost support options.

Bison Wellness Project

Southwestern is committed to providing an environment that fosters academic excellence and personal success. An important aspect of that mission is our concern for the physical and mental well being of our students. Many resources are available; including a comprehensive set of mindfulness and wellness offerings.

- **Bison Cares** - We know you have a lot on your mind so we made accessing support easy so that you can choose an option that works best for you. The BisonCares program offers Southwestern Law students a variety of free support options and tools designed to help you mentally and emotionally.
- **Food Pantry** - In Fall 2021, the Dean’s Office, Student Bar Association, and Student Affairs Office opened the Southwestern Food Pantry for any member of the Southwestern Community with food insecurity. Located on the BW 4th Floor, Room 408, the Food Pantry stocks non-perishable food and toiletry items. The food pantry is open from Monday-Sunday, 7:30 a.m. – 11:00 p.m. It is not open on days when campus is closed, but if you are experiencing an emergency, please contact Security at 213.738.5793 to arrange a time to visit the pantry. The

food pantry does not accept food donations. For information on how to donate or support the food pantry, please contact the Student Affairs Office.

- Professional Clothes Closet - Southwestern Law School's Professional Clothes Closet is located in the California Room of the Law Library, on the first floor in the Bullocks Wilshire Building. The Clothes Closet contains clothes and accessories donated by Law School alumni, faculty, and staff and are available at no cost to current Law School students. Most available clothing pieces range from business casual to business professional attire and is intended to be used for career fairs, interviews, networking events, externships, the workplace, and other professional settings. The Clothes Closet is open when the Southwestern Law Library is open. Library hours are available on the [Law Library website](#). On rare occasion, the Clothes Closet may be closed for upkeep or maintenance. Faculty, staff, or alumni who are interested in donating to the Clothes Closet should contact Charlyne Yue (cyue@swlaw.edu) or the Student Affairs Office at studentaffairs@swlaw.edu to coordinate bringing donations to campus.

Career Services

OVERVIEW

Southwestern's Career Services Office includes a staff dedicated to the professional success of our students and alumni and who are committed to helping employer-partners meet their goals.

Office location:

Westmoreland Building, 3rd Floor

Office Hours: Monday - Thursday 9:00 a.m. - 6:00 p.m.; Friday 9:00 a.m. - 4:00 p.m. Tel: 213-738-6794 Email: careerservices@swlaw.edu

MEET THE CSO STAFF

The Career Services Office ("CSO") partners with students and alumni on all aspects of their career development through individual career counseling, specialized programming, and extensive resources. The CSO sponsors a variety of recruitment programs, networking events, and other initiatives to connect students with private, public, and judicial sector employers. We educate students and alumni on personal and skills-based self-assessment, developing effective job search campaigns and strategies, workplace professionalism, and the diverse range of career opportunities available to those with legal education and training.

Our career advisors come from a variety of legal backgrounds, with professional experience ranging from private practice to public interest and government, to academia and

nonprofit organizations. We encourage students to maintain regular contact and take advantage of access to their individual career advisor for job search strategy sessions, resume and cover letter review, interview preparation, or simply for encouragement and advice.

Oscar Teran, Esq., Associate Dean

Most recently, Oscar served as Western State's Director of Career Development. Oscar's higher education experience also includes serving as the Founding Director of the DREAM Center at UC-Irvine, Assistant Director of Career Services at Chapman Law, and Director of the Alumni Mentor Program at his alma mater, UC-Hastings.

Before entering higher education, Oscar served as a staff attorney at Bay Area Legal Aid in San Jose, California Rural Legal Assistance in Delano, Positive Resource Center in San Francisco, and Texas Rio Grande Legal Aid in El Paso.

He is admitted to practice law in California and Texas, has been active in National Association for Law Placement, and has taught leadership courses through Chapman University's Attallah College of Educational Studies.

Elizabeth Bernstein, Director

A member of the Career Services Office since 2004, Ms. Bernstein counsels students and alumni on legal career path options, resume and cover letter drafting, interviewing skills, and formulating career goals. She coordinates and presents workshops on career planning and law student professionalism. Additionally, she oversees the Alumni Resource Network directory, a platform to help students and fellow alumni as they navigate career path questions.

Ms. Bernstein is an active member of the Los Angeles Area Legal Recruitment Association (LAALRA), where she was a recent board member and now serves on the Membership Care Committee. She is a graduate of the Ohio State University and is a Certified Practitioner of the Myers-Briggs Type Indicator. ®

Jody Stein, Esq., Senior Assistant Director

Ms. Stein advises students and alumni on all aspects of their job search preparation, including providing support as they clarify their career goals and strategize their employment searches. She comes to Southwestern Law School with a background in employment law, having started her career litigating discrimination claims on behalf of employees at a small Los Angeles firm. Ms. Stein continued her work in the field of employment law with a human resources consulting firm for which she has written regular employment law updates, conducted trainings on building respectful workplaces, and

investigated discrimination claims in the workplace. She received her J.D. from Benjamin N. Cardozo School of Law and her B.A. from the University of California, Santa Barbara. Ms. Stein is a member of the California State Bar.

Megan Evanich, Assistant Director

Ms. Evanich is available to counsel students and alumni on career planning and job search strategies, networking, and resume and cover letter drafting. Ms. Evanich serves on the Faculty Placement Committee and is an active member of NALP (The National Association of Legal Professionals) and LAALRA (Los Angeles Area Legal Recruitment Association). She also writes articles for the Job Talk section of the Southwestern Law Blog. Ms. Evanich is an alum of Southwestern. While in law school, she externed with the Children's Law Center, Los Angeles Dependency Lawyers, and the Honorable Amy Pellman, and participated in the Children's Rights Clinic. She received her BA in Theatre & Psychology from Western Illinois University. Before law school, Ms. Evanich worked in the entertainment industry.

Yvette Gonzalez, Esq., Assistant Director

Ms. Gonzalez counsels students and alumni on career planning and job search strategies, networking, and resume and cover letter drafting. She started her legal career at a large, international law firm where she focused on employment law and insurance litigation. She then transitioned to the private sector where she was a Director of Recruiting for a national legal staffing agency for over 10 years. Ms. Gonzalez received her J.D. from Loyola Law School and her B.A. in Psychology and Sociology from Stanford University. Ms. Gonzalez is a member of the California State Bar.

Giselle Martinez, Recruiting Coordinator

Ms. Martinez administers and manages the recruitment programs at Southwestern Law School, including the On-Campus Interview (OCI) programs, the Mock Interview Program, and the Symplicity job board. Prior to joining the department, she was working with Southwestern's Externship Office, Administrative Services Office, and Registrar. Ms. Martinez has a background in Placement Services and Financial Aid Advising. She received her B.A. in Sociology and Spanish from the University of California, Santa Barbara.

FOR STUDENTS

Individual Career Counseling: Make an appointment via Symplicity at <https://law-southwestern-csm.symplicity.com/students>; by emailing careerservices@swlaw.edu; or by calling (213) 738-6794.

Engage in Self-Assessment With These CSO Resources:

- CliftonStrengths Assessment at <https://store.gallup.com/p/en-us/10108/top-5-cliftonstrengths>
- Ten Questions You Should Ask Yourself Before Choosing a Practice Area at https://www.swlaw.edu/sites/default/files/2017-10/Today%27s%20Evolving%20Questions_TenQuestions.pdf
- ABA Legal Career Quiz at https://www.americanbar.org/groups/law_students/resources/
- VIA Character Strengths at <https://www.viacharacter.org/>

Research Employers With These CSO Resources:

- Chambers Associate Guide
 - Reviews, interview tips and insight on law firms in the U.S., <http://www.chambers-associate.com/home>
- Martindale-Hubbell Directory
 - Find lawyers, law firms & organizations, <https://www.martindale.com/>
- NALP Directory
 - Research legal employers in the U.S., <https://www.nalpdirectory.com/>
- Vault
 - Firm rankings & profiles, industry guidebooks, and practice areas; Access via Symplicity, with link under Shortcuts on the right-hand side.
- CSO Canvas Page
 - Sector specific information, program recordings, & Government Honors Handbook

Schedule An Appointment With Your CSO Advisor or Review Job Postings at

- Symplicity: <https://law-southwestern-csm.symplicity.com/students>

FOR EMPLOYERS

Thank you for your interest in Southwestern Law School and in recruiting our students and graduates! Please read below to learn more about how to recruit our students and alumni.

To Post a Job on Symplicity (self-post):

Job announcements may be posted on the Career Services Office job board through Symplicity (<https://law-southwestern-csm.symplicity.com/>), which is accessible to current JD and LLM students, as well as alumni. Symplicity allows you to receive and manage resumes and other application materials, free of charge. Unless otherwise noted, the default expiration for such postings is one month. All jobs entered by employers must be approved by our Recruiting Coordinator. You will receive a

confirmation when your listing has been approved. Please note: we do not accept postings from third parties, including search firms, or blind listings. Contact the Career Services Office for more information (213) 738-6794, careerservices@swlaw.edu.

To Participate in Fall On-Campus Interview Program (OCI):

Employers are invited to participate in our 2023 Fall OCI. There is no fee to participate. Our 100% pre-screening model allows you to review resumes and select only those applicants whose backgrounds and credentials specifically meet your needs. Our office will coordinate your interviews with your selected candidates on your preferred day. If you are unable to participate in the interviews, you can opt to register via Resume Collect, where resume packets will be sent to you directly. You may then coordinate interviews at your convenience. Please contact the Career Services Office with any questions or to register: careerservices@swlaw.edu.

To Participate in Spring On-Campus Interview Program (OCI):

Please contact the Career Services Office with any questions or to register: careerservices@swlaw.edu.

Our Non-Discrimination Policy:

Southwestern Law School prohibits discrimination and harassment on the basis of race (including hairstyle and hair texture), ethnicity, color, religion, creed, ancestry, national origin, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, parental status, marital status, age (40 and over), disability (mental and physical), medical condition, citizenship status, military status or service, veteran status, genetic information, or any other classification protected by law in matters of admissions, employment, housing, or services, or in the educational programs (including retention of students) or activities Southwestern operates, as required by: Title VI and Title VII of the Civil Rights Act of 1964; the Age Discrimination Act of 1967; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990; the California Fair Employment and Housing Act; and other federal, state, and local laws that prohibit discrimination, harassment, and retaliation. Southwestern also requires employers using its placement services and facilities to abide by these standards and to ensure that no such discrimination occurs in hiring, promotion, or compensation for work assignments. If a student alleges a violation of the Law School's non-discrimination and non-harassment policy by an employer the Law School will investigate the allegation according to its internal policies and procedures. If an employer

is found to have violated with the Law School's non-discrimination and non-harassment policy that employer will be prohibited from accessing the resources and programs of the Law School's Career Services Office.

Inquiries regarding Southwestern's non-discrimination policies may be directed to Southwestern's General Counsel at generalcounsel@swlaw.edu or (213) 738-6626.

FOR ALUMNI

The Career Services Office offers individualized and comprehensive support to all Southwestern graduates at all stages of their careers. We also welcome alumni volunteers as mentors, speakers, and panelists.

Searching for Jobs:

Positions for new and experienced attorneys are posted on Symplicity (<https://law-southwestern-csm.symplicity.com/>) on a daily basis. If you are new to Symplicity, register for a new account via the Symplicity login page for student and alumni.

Getting Involved at Southwestern:

Join our 400+ strong network of alumni mentors, and make a difference! Be a future panelist, speaker, mock interviewer, and/or a mentor to Southwestern students. You can sign up at: https://docs.google.com/forms/d/e/1FAIpQLSfo5wseVia-zfu1OUTbyhemq-42AFzM6b5a_aVLtdedtQbShw/viewform

UPCOMING EVENTS AND PROGRAMS

Upcoming events and programs are advertised in the CSO's weekly newsletter, which is emailed to all swlaw.edu email addresses at the start of each week. In addition you can see listings of upcoming events on the CSO's Canvas page and in Symplicity.

EMPLOYMENT STATISTICS

In order to view Employment Statistics for Southwestern graduates, as reported to the American Bar Association (ABA), please go to <https://www.swlaw.edu/career-services/employment-statistics>. You will find employment outcome reports going back six years.

Library Collections

Collections

The Law Library collection supports all types of legal research from scholarly to practical to recreational. The print collection exceeds 300,000 volumes, but current collection development favors electronic formats.

The Collection includes:

- Cases—U.S. Supreme Court and California courts in print and electronic formats; historical print and current electronic for all U.S. jurisdictions
- Statutes—Annotated federal and California codes and session laws in print; online annotated codes and session laws for all U.S. jurisdictions
- Regulations & Administrative Decisions—Federal and California codes of regulations and administrative decisions in print and electronic formats; online regulations and administrative decisions for all U.S. jurisdictions
- California Treatises & Practice Guides—A rich collection on California law with multiple works in most practice areas in both print and electronic format
- Other Treatises & Legal Periodicals—Selected national treatises and legal periodical back files in print; broad selection of treatises and legal periodicals online
- Treaties & International Law—Historical treaties in print; all treaties online; decisions of international organizations in print and online
- Foreign Law – Selected primary and secondary materials especially from the United Kingdom, Mexico and Canada; historical print and current online
- Scholarly Legal Monographs—Extensive historical collection with current growth continuing in both print and electronic formats
- Study Guides—Popular student study guide series such as Examples & Explanations, Q & A, Understanding and Glannon Guides in curricular subjects
- Non-legal Books & Periodicals—Mainly electronic format titles on economics, education, history, political science, sociology, psychology, public policy and other areas for interdisciplinary research

Library Technology

Wireless internet access is available throughout the campus, including the Library, classrooms, Tea Room, lounges, and key outdoor areas. Print jobs can be sent from laptops through the wireless network to printers in the Library or the study area in the

Westmoreland Building (on the second floor). There are two copy machines on the first floor of the Library. The Computer Lab on the Library's first floor houses 32 computers, and a printer and scanner for student use.

Students have access to a broad array of online information resources through the library, including Lexis+, Westlaw, Bloomberg Law, and CEB Onlaw. The Library Staff distribute Lexis+ and Westlaw passwords to new students when classes begin during LAWS Week. Off-campus access to most databases is available with authentication through a proxy server.

Library Policies

Access Policy

Southwestern's Law Library is a privately-funded research facility with the primary mission of supporting the study and research needs of Southwestern students and faculty. The library is open to the following groups:

- Southwestern students, faculty, and staff
- Southwestern alumni
- Students and faculty from other ABA-approved law schools, with current law school ID, as long as Southwestern students and faculty receive reciprocal access at the visitor's law school. Reservations are required, and the library does not allow visitors without reservations. To create a reservation or for more information, please email circulation@swlaw.edu.
- Members of the legal community who purchased a Southwestern Law Library Membership. To apply for a membership or for more information, please email circulation@swlaw.edu. Please note that applications are only accepted via email and not accepted on-site; be certain to email prior to your visit.
- Graduates of other ABA-approved law schools who are studying for the bar exam and have purchased a bar study card. To apply for a bar study card or for more information, please email circulation@swlaw.edu. Please note that applications are only accepted via email and not accepted on-site; be certain to email prior to your visit.

Southwestern students, faculty, staff, and Library Members must have a Southwestern identification card to enter the library. Southwestern alumni may use their old student ID or complete the Alumni Card Application Form (PDF) to purchase a new card. Authorized visitors who bring children under 14 into the library must supervise the child during their entire visit.

Patrons with Disabilities

Patrons with disabilities should park on the upper deck of the parking lot behind the building. The law library is fully wheelchair accessible. Please ask any member of the library staff for assistance in reaching materials on the upper shelves and to provide such other services as may be needed. House phones are located on the first floor in the Computer Lab, on the second floor near the online catalog and in the photocopy room and on the lower level near the online catalog in front of the photocopy room. Please call Reference at 6725 or Circulation at 5771 for assistance. Students with disabilities are encouraged to communicate their access needs and concerns to library staff.

Additional Policies

Food and Drink

Beverages in secure lidded containers and small snack items that are not messy, noisy, or strong-smelling are permitted in the library. Please dispose of all trash in trash receptacles located throughout the library and leave all spaces clean for the next person.

Smoking

Smoking, e-cigarettes, and vaping are not permitted in any area of the library, including restrooms, stairwells, and group study rooms.

Noise and Cell Phones

Noise from conversations is the most frequent source of complaints from library users. Conversations and other unnecessary noise should be kept to a minimum.

Cell phone usage is not permitted in the library. As a courtesy to others, please mute your phone when entering the library; return calls outside of the library.

Emergencies and General Security

Evacuation plans are posted at the main library stairwell, the elevator, and at all emergency exits. Please take a few minutes to walk around the library to become familiar with emergency exit locations. Intercoms for communicating with the security station at the building entrance are located in each restroom and throughout the library. If you notice anything suspicious, please report it to Security or library staff. It is better to err on the side of reporting the problem. Please do not leave your valuables, study materials, and

especially, laptop computers unattended. Remember that your valuables can be taken in a matter of minutes.

Group Study Rooms

The library's 21 group study rooms are reserved for the exclusive use of currently-enrolled Southwestern students. The Study Room policies are listed on the booking landing page and on the Portal (log-in required).

Non-Compliance with Library Policies

Users who refuse to comply with library policies will be required to leave the library.

Library Staff

- **Margaret Hall**

Associate Dean and Law Library Director | Associate Professor of Law

Tel:(213) 738-6729

Email:MHall@swlaw.edu

Reference

- **James Britt**

Head of Public Services/Adjunct Professor of Law

Tel:213-738-6791

Email:jbritt@swlaw.edu

- **Marisa Masters**

Reference Librarian

Tel:213-738-5786

Email:mmasters@swlaw.edu

- **David McFadden**

Senior Reference Librarian / Adjunct Professor of Law

Tel:213-738-6726

Email:dmcfadden@swlaw.edu

- **Louis Rosen**

Remote Reference Librarian/Adjunct Professor of Law

Tel:213-738-6691

Email:lrosen@swlaw.edu

Circulation

- **Aaron Brown**

Head of Circulation Services

Tel:(213) 738-5771

Email:AKBrown@swlaw.edu

- **John Delaney**

Circulation Associate

Tel:213-738-5771

Email:jdelaney@swlaw.edu

- **Derek Taylor**

Circulation Assistant

Tel:213-737-5771

Email:dtaylor@swlaw.edu

Collection Services

- **Aida Gruber**

Catalog Associate

Tel:(213) 738-6724

Email:AGruber@swlaw.edu

- **Thomas Hall**

Library Acquisitions & Financial Manager

Tel:213-738-5777

Email:thall@swlaw.edu

- **Sara Halpert**

Archivist

Tel:213-738-6628

Email:shalpert@swlaw.edu

- **Dinah Minkoff**

Head of Collection Services/ Adjunct Professor of Law

Tel:213-738-6695

Email:dminkoff@swlaw.edu

- **Mauricio Ortiz**

Collection Management Associate

Tel:213-738-6724

Email:mortiz@swlaw.edu

- **Lorena Sanchez**

Collection Management Associate

Tel:213-738-5780

Email:lsanchez@swlaw.edu

- **Tracy Tsui**

Systems Librarian

Tel:213-738-5778

Email:ttsui@swlaw.edu

Contact Information

- **Law Library**

3050 Wilshire Blvd, Bullocks Wilshire Building

Tel:213-738-5771

- **Library Circulation Desk**

Tel:213-738-5771

Email:circulation@swlaw.edu

- **Reference**

Tel:213-738-6725

Email:reference@swlaw.edu

Main Library Webpage and Catalog

SOUTHWESTERN LAW SCHOOL • LOS ANGELES

CONTACT
LIBRARY
PORTAL
SWLAW BLOG
SEARCH

ADMISSIONS & FINANCIAL AID
J.D. & LL.M. PROGRAMS
CURRICULUM
EXPERIENTIAL LEARNING
FACULTY, ADMINISTRATORS, AND TRUSTEES
STUDENT LIFE
CAREER SERVICES
ALUMNI & GIVING
BULLOCKS WILSHIRE CAMPUS

Bullocks Wilshire Campus
Overview
Bookstore
Bullocks Wilshire Building
Campus Safety & Security
Campus Visits
Directions to Campus
Fitness Center
Law Library
Library Collections and Technology
Library Policies
Library Staff
Research & Subject Guides
Legal Clinic Office
Los Angeles Area
Student Residences
Contact
Library
Portal
SWLAW Blog

Leigh H. Taylor Law Library

SHARE: [f](#) [t](#) [p](#) [e](#) [+](#) More

Find Books, Journals, Articles and More

Keyword
Find it @ Southwestern Law School
SEARCH

Search Southwestern's [Find It Catalog](#) catalog:

- Use this catalog to find both physical and online materials in the Library Collection.
- Limit by date range, source type (i.e. format), database, and more.
- Some databases such as Lexis, Westlaw, and Bloomberg Law must be searched separately.
- Login with your full name and barcode number for off-campus access to resources.

View a full list of the Library's databases by visiting the [Law Library Digital Resource](#) page.

[+ Search Other Catalogs](#)

Popular Databases

[Bloomberg Law](#)
[HeinOnline](#)

[CEB Pro](#)
[LexisNexis Study Aids & Digital Library](#)

Today's Hours

Law Library	9:00am – 6:00pm
Reference Desk	By appointment: reference@swlaw.edu
Zoom Reference Librarian Office Hours	Closed. Email reference@swlaw.edu

[Sched. Appt. with a Librarian](#)

[View All Library Hours](#)

Contact Information

Law Library
3050 Wilshire Blvd, Bullocks Wilshire Building
Tel: 213-738-5771

Library Circulation Desk
Tel: 213-738-5771
Email: circulation@swlaw.edu

This website uses cookies to ensure you get the best experience on our website. [Learn more](#)

Got It!

Fall 2023 Library Hours

September 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Law Library 7:30am – 7pm Reference Desk 12pm – 2pm Zoom Reference Librarian Office Hours Closed	2 Law Library 9am – 7pm Reference Desk Closed Zoom Reference Librarian Office Hours Closed
3 Law Library 9pm – 7pm Early Closure Labor Day Reference Desk Closed Happy Labor Day! Zoom Reference Librarian Office Hours Closed	4 Law Library Closed Labor Day Holiday Reference Desk Closed Happy Labor Day! Zoom Reference Librarian Office Hours Closed Happy Labor Day!	5 Law Library 7:30am – 11pm Reference Desk 12pm – 2pm Zoom Reference Librarian Office Hours 5pm – 7pm	6 Law Library 7:30am – 11pm Reference Desk 12pm – 2pm Zoom Reference Librarian Office Hours 5pm – 7pm	7 Law Library 7:30am – 11pm Reference Desk 12pm – 2pm Zoom Reference Librarian Office Hours 5pm – 7pm	8 Law Library 7:30am – 7pm Reference Desk 12pm – 2pm Zoom Reference Librarian Office Hours Closed	9 Law Library 9am – 7pm Reference Desk Closed Zoom Reference Librarian Office Hours Closed
10 Law Library 9am – 11pm Reference Desk 1pm – 7pm Zoom Reference Librarian Office Hours Closed	11 Law Library 7:30am – 11pm Reference Desk 12pm – 2pm Zoom Reference Librarian Office Hours 5pm – 7pm	12 Law Library 7:30am – 11pm Reference Desk 12pm – 2pm Zoom Reference Librarian Office Hours 5pm – 7pm	13 Law Library 7:30am – 11pm Reference Desk 12pm – 2pm Zoom Reference Librarian Office Hours 5pm – 7pm	14 Law Library 7:30am – 11pm Reference Desk 12pm – 2pm Zoom Reference Librarian Office Hours 5pm – 7pm	15 Law Library 7:30am – 7pm Reference Desk 12pm – 2pm Zoom Reference Librarian Office Hours Closed	16 Law Library 9am – 7pm Reference Desk Closed Zoom Reference Librarian Office Hours Closed
17 Law Library 9am – 11pm Reference Desk 1pm – 7pm Zoom Reference Librarian Office Hours Closed	18 Law Library 7:30am – 11pm Reference Desk 12pm – 2pm Zoom Reference Librarian Office Hours 5pm – 7pm	19 Law Library 7:30am – 11pm Reference Desk 12pm – 2pm Zoom Reference Librarian Office Hours 5pm – 7pm	20 Law Library 7:30am – 11pm Reference Desk 12pm – 2pm Zoom Reference Librarian Office Hours 5pm – 7pm	21 Law Library 7:30am – 11pm Reference Desk 12pm – 2pm Zoom Reference Librarian Office Hours 5pm – 7pm	22 Law Library 7:30am – 9pm Open Late for SCALE Finals Reference Desk 12pm – 2pm Zoom Reference Librarian Office Hours Closed	23 Law Library 9am – 9pm Open Late for SCALE Finals

Library FAQ

Remote Research and Reference Assistance

Library Staff is here to assist you 7-days a week.

The best way to reach us is by email: reference@swlaw.edu or circulation@swlaw.edu. Email will allow us to channel your request to the staff member who can assist most promptly and thoroughly. Visit the [Library Hours](#) page to see the hours the e-mail is monitored. Of course, if you have been working with a librarian already, please feel free to email them directly. Staff emails are listed on the [Library Staff](#) page. They can schedule a telephone or Zoom conference if that would be helpful.

Stop by via Zoom during Reference's Drop-In Hours: Link on the [Library's Portal Page](#). View the Drop-In Hours schedule [here](#)

Reference Librarians can assist you remotely on many different topics including:

- In-depth research assistance
- Law 101 Questions
 - IL/SCALE 1 student? Take a look at our [Law School Success](#) guide
- Study Aid recommendations
- Database Troubleshooting
- Bluebook citation assistance. Before you reach out to us, don't forget to check out our [Bluebooking Guide](#).
- Seminar paper assistance. In addition to asking us, take a look at our [Researching for Notes and the Upper Division Writing Requirement](#) guide.
- The Reference Librarians have also compiled resources regarding anti-racism; take a look at [Anti-Racism Resources for Southwestern Allies](#)

Digital Study Aids

LexisNexis Study Guides and Digital Library. This service includes the popular *Questions & Answers* and *Understanding* series. Log in to this collection using your Southwestern email address and email password. If prompted for a school code to download the app, please visit our page on the [Portal](#), or contact reference@swlaw.edu. [On the Portal page, click on Lexis Digital Study Aids inside the Registration/Access Instructions box]

Aspen Learning Library (formerly Wolters Kluwer) The library includes the *Examples & Explanations*, *Glannon Guides* and *Emanuel* series as well as video and audio content on fundamental legal concepts. Additionally, the library offers you the ability to access this content online, download PDF versions for offline reading, take notes, highlight, and bookmark content with an optional personalized account. Go to ebooks.aspenalw for information on how to save ebooks to your device. Log in with your first and last name and barcode on the back of your Southwestern ID.

CALI (Center for Computer-Assisted Legal Instruction) has computer-based lessons for use in conjunction with law school courses. It includes over 850 computer-based lessons in 28 different legal subject areas. Students must have the [authorization code](#) to register.[On the Portal page, click on CALI Lessons inside the Other Online Apps box]

Electronic Resources

Current students, faculty, and staff can access most of the Library's electronic resources remotely.

Use the [Digital Resources](#) page as a gateway to a wide range of databases. (For most databases, log in with your first and last name and the bar code number on the back of your Southwestern ID card. If your card was printed without a number, email reference@swlaw.edu using your Southwestern email address and including your full name). Please note that some databases require individual logins (e.g. Lexis and Westlaw). If you did not create an account during Orientation, please email reference@swlaw.edu.

Exam Preparation

In addition to our Digital Study Aids discussed above on this page, students can access prior exams on the [SW Portal](#)

Current Awareness

New York Times

Use your SW email address to create or renew a New York Times account <https://nytimesineducation.com/access-nyt/>. You will need to be on campus to create the account and periodically renew access.

The account you create using this link will work in the NYT mobile app or online at NYTimes.com.

LAW.COM

Access law.com publications including The Recorder and National Law Journal by creating an account with your SW email address. You can also set daily email alerts. Some archived articles (older than 30-days) will require that you log in to Lexis or Bloomberg Law to read the complete article.

LA Times

Create your own LA Times account (using your swlaw email) and access all digital LA Times content. The school-specific (secret) access code can be found on the [portal](#).

Library Catalog

When using our [Online Catalog](#), use filters to restrict your search results to electronic materials. After you run your search, use the left-hand Refine Results column to deselect Available in Library Collection and then select Full Text (online). Your results will be full-text electronic books and articles that are available to you. If you are prompted for a login, use your first and last name and the bar code number on the back of your Southwestern ID card.

Of interest to students working on **seminar papers**, two of our major providers of interdisciplinary scholarly books and journals have generously expanded the content we can access for the next few months. Because we have only temporary access, the extra content is not reflected in our online catalog. Use the links below and log in with your first and last name, and the bar code on the back of your Southwestern ID card.

[JSTOR](#)

[Project Muse](#)

Research Guides

The Reference Team has compiled [Research Guides](#) that highlight materials in the Collection on various topics.

Institutional Policies

Campus Wide Policies



Indoor Masking Policy

Administrative policy approved May 12, 2022. Effective as of May 14, 2022.

Revision history: Revised July 20, 2022 (conform to new Los Angeles County guidance); revised close contact rules on July 26, 2022 to align with L.A. County guidance and added a section regarding unmasking while actively eating or drinking; revised September 14, 2022 (adding reservation of rights); revised March 9, 2023

Related policies: Current semester COVID-Related FAQs.

Review Date: January 1, 2024 (Health & Safety Manager).

1. Overview

Southwestern has adopted a phase-based system to determine when and where individuals will be required to wear masks indoors on the Southwestern campus.

Phase	Mask Rule for In-Person Classes, Exams, and Events Where In-Person Attendance Is Mandatory	Mask Rule for Indoor Common Areas (including Library, Elevators, Hallways, Tea Room, Fitness Center, non-mandatory indoor events)
Low	Not required	Not required
Medium	Required	Not required
High	Required	Required

A more detailed version of this chart appears in [Appendix A](#).

The system is based on several factors, including factors addressed in the Los Angeles County Post-Surge Response Plan and factors specific to Southwestern. The factors that will be considered are listed in [Appendix B](#).

Southwestern acknowledges the sometimes competing concerns and interests regarding indoor masking and has attempted to strike a logical balance to help ensure that we can continue to offer in-person classes and minimize the transmission of COVID-19 and chances for a cluster outbreak on campus.

2. **Application**

- a. **Not dependent on vaccine or booster status:** The masking rules are not dependent on an individual's vaccine or booster status.
- b. **Voluntary masking welcome:** Southwestern continues to recommend and encourage individuals to wear masks voluntarily when indoors with others, especially if an individual has not been fully vaccinated or is at higher risk of serious negative outcome if they contract COVID-19. No one should be marginalized or made to feel unwelcome because they choose to wear a mask.
- c. **Type of mask:** When a mask is required, individuals must wear an N95, KN95, or KF94 mask. When a mask is not required, a person choosing to wear a mask may wear any type of mask or face covering they choose, including cloth and surgical masks.
- d. **Outdoors:** While individuals are always welcome to wear a mask outdoors, masks are not required outdoors, and this policy is limited to mask-wearing indoors.
- e. **Residences at 7th:** Individual apartments in the Residences on 7th are not covered under this policy, but common areas within the Residences on 7th are covered by the policy.
- f. **Mandatory group events that individuals must attend in person:** Indoor group events that students or employees must attend in person can be deemed mandatory only by the following individuals: President and Dean; a Vice Dean; Associate Dean for SCALE; Associate Dean, Dean of Students and Diversity Affairs; or Associate Dean for Student Affairs.
 - i. Faculty may designate class-related events, such as a review session, as "mandatory" without administrative approval if a remote option is offered.
 - ii. Student organizations may designate an event as "mandatory" for its members if a remote option is offered.
 - iii. Employee-supervisors may designate in-person department or unit meetings as "mandatory" for their staff members but should be sensitive to the needs of those they supervise.
 - iv. Individuals with an approved Southwestern accommodation to attend classes or work remotely will not be required to attend any events in

person.

- g. London Study-Abroad Program:** This policy does not apply to the London Study-Abroad Program.

3. Notification of Phase Changes

The Office of the President and Dean or the Health & Safety Manager will alert the campus community (students, staff, full-time faculty, and adjunct faculty teaching that semester, period, or session) via swlaw.edu email before we enter a different phase.

Southwestern will strive to give at least 24 hours' notice before shifting to a different phase. Notices of the current phase will be posted on the swlaw.edu webpage and outside the entrance to the Bullocks Wilshire building, the Westmoreland building, and the Residences at 7th (pertaining to the common areas of the Residences).

4. Requirement to Carry a Mask While on Campus and Exceptions When Masks May Be Required Regardless of Phase

- a. Always carry a high-quality mask:** Each member of the Southwestern community should always carry an N95, KN95, or KF94 mask while on campus. In some situations, and in some areas of campus, indoor masking rules may differ from the general rule for a phase. Southwestern will strive to give advance notice of these areas or circumstances.
- b. Employee offices and workspaces:** Employees may require individuals to wear a high-quality mask when entering the employee's office or workspace, even when the campus is in a green or yellow phase. "Workspace" does not include a classroom or other area specifically addressed in this policy (e.g., Fitness Center, non-employee office in the Library).
- c. Individuals returning to campus after having been designated as a close contact:**
- i. When asymptomatic:**
- An individual designated as a "close contact" with someone who has tested positive for COVID-19 may continue to access campus if they are not experiencing any symptoms of COVID-19.
 - An individual designated as a close contact must test with Nobility or by using a self-administered rapid test between Days 3 and 5 after the date of last exposure. Day 0 is the day of the last contact or exposure with the infected person, and Day 1 is the first full day after the last exposure. However, if the individual has tested positive for COVID-19 within the last 90 days, they do not need to test unless they develop

symptoms.

- From Day 1 through Day 10, the close contact must wear an N95, KN95, or KF94 mask while indoors on campus in common areas or when around others indoors.
- If a close contact tests positive for COVID, they must follow the protocols in Subsection 4(d).

ii. **When symptomatic:** A close contact who develops symptoms must not access campus. They must also contact the Health & Safety Manager (covidmanager@swlaw.edu) as soon as possible to discuss their situation and follow the Health & Safety Manager's instructions. If the individual returns to campus before Day 11, they must wear an N95, KN95, or KF94 mask while indoors on campus in common areas or when around others indoors.

d. **Individuals returning to campus after testing positive for COVID-19:** An individual who has tested positive for COVID-19 must follow the guidance issued by the [Los Angeles County Department of Public Health](#). The day an individual tests positive is considered Day 0. If the individual tests negative on Day 5 (via a self-administered rapid test or a test administered by Nobility or another health provider), they may return to campus on Day 6 if they also have been fever-free for 24 hours without taking fever-reducing medicines and have no symptoms of COVID or existing symptoms are improving. If an individual tests positive on Day 5, they must remain in isolation through Day 10 or until the day after they test negative, whichever comes sooner—if they also have been fever-free for 24 hours without taking fever-reducing medicines and have no symptoms or existing symptoms are improving. For example, a person who tests negative on Day 7 may return to campus on Day 8 (assuming the other conditions are met). If the individual returns to campus before Day 11, the individual must wear an N95, KN95, or KF94 mask indoors while with others through Day 10.

5. **Individuals Experiencing Symptoms of COVID, Flu, or Other Contagious Illnesses**

Individuals who are experiencing symptoms of COVID, the flu, or other contagious illnesses should not access campus, even if wearing a high-quality mask. Individuals who have tested positive for COVID should report their status to covidmanager@swlaw.edu as quickly as possible, consult the most current Southwestern COVID-19 FAQs (posted at <https://www.swlaw.edu/SWPolicies>), and follow current Los Angeles County Public Health Department rules.

6. **Where to Obtain a High-Quality Mask on Campus**

Southwestern's Administrative Services Office (first floor of Westmoreland) will provide students, staff, and faculty with individual KN95 masks upon request.

The Administrative Services Office also has a small supply of KN94 masks that employees may request in lieu of KN95 masks.

The Security desk in the Bullocks Wilshire and the Administrative Services Office in Westmoreland each have a small supply of extra masks for individuals who might need one when accessing campus.

7. Unmasking Indoors While Actively Eating or Drinking

During any phase, individuals may unmask indoors while actively eating or drinking. During yellow and red phases, individuals should be considerate of others and should remain unmasked only for the period needed to eat or drink. Having food or drink nearby is not considered "actively eating or drinking." Southwestern discourages individuals from eating during a class session, especially during a yellow or red phase.

During any phase, a student organization may host an indoor food event in a classroom or other approved indoor space, and guests may unmask while actively eating or drinking. The student organization should coordinate with the Student Affairs Office as early as possible in the planning process.

Departments may also host indoor events with food or beverages during any phase level, but should consider alternatives, especially should we enter a red phase.

8. Policy Revisions

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without prior notice.

Appendix A: Phases and Detailed Masking Rules

Phase	Mask Rule for In-Person Classes, Exams, and Events Where In-Person Attendance Is Mandatory	Mask Rule for Indoor Common Areas (including Library, Elevators, Hallways, Tea Room, Fitness Center, non-mandatory indoor events)	Mask Rule for Close Contacts Returning to Campus	Mask Rule for Individuals Returning to Campus After Testing Positive for COVID-19
Low	<p>Masks not required but recommended and welcomed.</p> <p>See Section 2(f) of this policy for a description of mandatory events.</p> <p>No requirement for a certain type of mask, so individuals may wear cloth or surgical masks, although Southwestern continues to highly recommend N95, KN95, and KF94 masks.</p>	<p>Masks not required but recommended and welcomed.</p> <p>No requirement for a certain type of mask, so individuals may wear cloth or surgical masks, although Southwestern continues to highly recommend N95, KN95, and KF94 masks.</p>	<p>For 10 days after the last day of exposure, a close contact of someone who has tested positive for COVID must wear an N95, KN95, or KF94 mask while on campus and in any non-private indoor space.</p> <p>See Section 4(c) of this policy and the current Southwestern COVID FAQs for more details about close contacts, https://www.swlaw.edu/SWPolicies.</p>	<p>Following a negative COVID test on or after Day 5 after first experiencing symptoms, may return to campus if asymptomatic or with improving symptoms but must wear an N95, KN95, or KF94 mask while on campus and in any non-private indoor space through Day 10.</p> <p>See Section 4(d) of this policy for details about a return to campus.</p>
Medium	All individuals required to wear an N95, KN95, or KF94 mask.	Masks recommended and welcomed, but not required. No requirement for type of mask, so individuals may wear cloth or surgical masks, although Southwestern continues to highly recommend N95, KN95, and KF94 masks.	Same as above.	Same as above.
High	All individuals required to wear an N95, KN95, or KF94 mask.	All individuals required to wear an N95, KN95, or KF94 mask. May unmask indoors for a short period while actively eating or drinking.	Same as above.	Same as above.

Appendix B: Factors Balanced to Determine the Phase

Phase	Factors
Low	L.A. County CDC Community Level "Low" (http://publichealth.lacounty.gov/media/Coronavirus/data/post-surge-dashboard.htm)
Medium	<p>L.A. County CDC Community Level "Medium" (http://publichealth.lacounty.gov/media/Coronavirus/data/post-surge-dashboard.htm)</p> <p>L.A. County Department of Public Health strongly recommends that post-secondary institutions require masks in classrooms</p> <p>At least five unrelated cases of COVID-19 reported over a seven-day rolling period regarding individuals who have accessed the Southwestern campus within 48 hours of experiencing symptoms</p> <p>Two related cases of on-campus spread traced to a classroom setting or mandatory indoor event</p> <p>We also reserve the right to implement this level when members of the Southwestern community are likely to be returning from travel from a wide array of domestic and international locations, including locations experiencing surges or medium-to-high community levels (e.g., start of a semester, and following Thanksgiving, Winter Break, and Spring Break)</p>
High	<p>L.A. County CDC Community Level "High" (http://publichealth.lacounty.gov/media/Coronavirus/data/post-surge-dashboard.htm)</p> <p>Infection rate in L.A. county reaches 1.7 (https://covidactnow.org/us/california-ca/county/los_angeles_county/?s=33542170)</p> <p>At least ten unrelated positive COVID cases reported over a seven-day rolling period regarding individuals who have accessed the Southwestern campus within 48 hours of experiencing symptoms</p> <p>Three or more related cases of on-campus spread</p> <p>Southwestern has announced an upcoming pivot to all remote instruction</p>

SOUTHWESTERN LAW SCHOOL

LOS ANGELES

Policy Statement Regarding Students and Applicants with Disabilities

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; technical revisions made in May 2023.

Related policies: Policy to Prevent Discrimination, Harassment, and Retaliation; Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Academic Policies and Procedures; SCALE Program Policies; Examination Policy

Scheduled Review Date: June 2023 (Admissions Office; Career Services Office; Dean of Students and Diversity Affairs Office)

It is the policy and practice of Southwestern Law School to comply with the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities. Under these laws, no qualified individual with a disability will be denied access to or participation in services, programs and activities of Southwestern Law School.

A. General Statement

Southwestern Law School does not discriminate based on disability in any program or activity, including in the admissions process and employment, and is prohibited from such discrimination by Section 504 of the Rehabilitation Act. Denial of an accommodation and disability-discrimination complaints may be filed under this policy.

Complaints of disability discrimination can be directed to the Law School's Accessibility/504 Coordinator or to the U.S. Assistant Secretary of Education, or both. To make a report or complaint of discrimination please refer to the Southwestern Policy to Prevent Discrimination, Harassment and Retaliation found here: www.swlaw.edu/Policy.

Sylvia Villalpando
Accessibility/504 Coordinator
Dean of Students and Diversity Affairs Office
(213) 738-6888
accessibility@swlaw.edu

Questions or complaints about Section 504 may be directed to the assistant secretary for civil rights:

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

Southwestern's policy regarding students and applicants with disabilities recognizes that disabilities include mobility, sensory, health, psychological, and learning disabilities. Southwestern will make every effort to provide reasonable accommodations to these disabilities; however, Southwestern is unable to make accommodations that are unduly burdensome or that fundamentally alter the nature or fundamental curricular components of the program.

While Southwestern's legal obligation relates to disabilities of a substantial and long term nature,¹ it is also our practice to provide accommodations when possible for temporary disabilities.

All Southwestern students are expected to conduct themselves in a professional and courteous manner towards all members of the Southwestern community.

B. Admissions

1. The LSAT

In the admissions process, because extensive accommodations are provided through the Law School Admission Council (LSAC) for taking the LSAT, the LSAT requirement will not be waived.

2. The Application Form

Applicants to Southwestern may request a copy of Southwestern's Disability Policy but are not required to do so.² Applicants are not required to indicate on the application whether they have a disability. Indicating a disability on the application form does not serve to provide notice to Southwestern of an

¹ Federal Law applies to individuals with a physical or mental impairment which substantially limits one or more major life activities, those with records of such impairments, and those who are regarded as having such impairments. These individuals must be able to carry out the essential requirements of the law school's program with reasonable accommodation.

² Applicants may contact the Admissions Office or Dean of Students and Diversity Affairs Office to make such a request.

applicant's need for accommodations during law school. Requests for accommodations in law school must be submitted to the Dean of Students and Diversity Affairs Office.

3. Students Wishing to Self-Identify in the Application Process

Applicants who wish to have their disability considered as a factor in the admissions process must identify at the time of application the nature of the disability and provide an explanation of why it is a factor. Please see the *Appendix* within this policy for information relating to documentation requirements and payment for documentation.

4. Reconsideration

It is not Southwestern's practice to reconsider applications that have already been rejected unless there was information that was not available at the time of the application through no fault of the applicant. For that reason, applicants are advised to make any disability known at the time of application if they wish to have the disability taken into account during the application process.

5. Accepted Applicants with Need for Accommodations

Students who are accepted for admission should contact the Dean of Students and Diversity Affairs Office as soon as possible regarding disabilities that might require accommodations during law school. Accepted applicants are required to identify disabilities requiring accommodations as early as possible in order to allow adequate time for evaluating documentation, working out the specific accommodations, working out arrangements including funding for auxiliary services, and arranging accommodations for Orientation. Last-minute requests for accommodations may not be able to be reasonably provided because of the time required to make such arrangements.

C. Enrolled Students

1. Identifying the Need for Accommodation

Students with disabilities who require accommodations are required to make those needs known to the Dean of Students and Diversity Affairs Office as soon as possible. It is the responsibility of the student to make these needs known in a timely fashion and to provide appropriate documentation and evaluations in appropriate cases. Please see the *Appendix* within this policy for information regarding documentation requirements and payment for such documentation. Students should not assume that this information is known to the Dean of Students and Diversity Affairs Office because their application to law school indicates the presence of a disability.

Students who do not require accommodations need not make their disabilities known. The information on the student's disability and accommodations is treated as confidential information under applicable federal, state and Southwestern policies and is only provided to individuals who are privileged to receive such information on a need-to-know basis. Faculty and staff members who are apprised of a disability are advised that this information is confidential.

In some cases where only minor accommodations are required (such as requesting to sit in the front row because of a visual or hearing impairment), the student should feel free to simply make such a request directly to the faculty member. If requests for minor accommodations are not responded to adequately, the student should make the request to the Dean of Students and Diversity Affairs Office.

Students with disabilities should be aware that while reasonable accommodations are available, all students will be held to the same academic performance standards. Law school is stressful, and students whose disabilities justify accommodations such as a reduced course load have the obligation to request accommodation before academic failure. Problems such as exam anxiety and chronic lateness will not ordinarily be considered to be disabilities justifying accommodation.

i. Accommodations

Southwestern will make reasonable accommodations for documented disabilities. These accommodations may include, but are not limited to, course load modifications, exam accommodations, readers, interpreters, and notetakers. Such accommodation will not be provided if it fundamentally alters the nature of the program or would be unduly burdensome either financially or administratively. Students requesting accommodations are required to identify their need as early as possible to the Dean of Students and Diversity Affairs Office who will meet with the student to develop an appropriate accommodation plan. Requests for accommodations must be made as early as possible in order to allow adequate time for evaluating documentation, and working out specific accommodations and arrangements, including funding for auxiliary services. Late or last-minute requests for accommodations may not be able to be reasonably provided because of the time required to make such arrangements.

a. Academic Modifications

Academic modifications include reduced course loads, extending the amount of time for graduation, allowing part-time programming, and similar modifications. Only modifications that do not fundamentally alter the nature of the program and that are not unduly burdensome

financially or administratively are required by law. While Southwestern must provide justification for refusing to allow a requested accommodation, higher education institutions are given substantial deference in establishing their academic requirements.

Requests for academic modification should be made to the Dean of Students and Diversity Affairs Office. In appropriate cases, such as a reduced course load, the adjustment will be made in consultation with the appropriate faculty member or an administrator.

b. Auxiliary Services

Auxiliary services may include interpreters, notetakers, readers, assistance with photocopying and library retrieval, and other support services in connection with the academic program. Services for personal use are not provided. Purchase of special equipment (such as Dragon Naturally Speaking, a Kurzweil Reading Machine, an image enlarger, etc.) to be used at Southwestern may also constitute an auxiliary service.

Southwestern does not provide individual tutorial assistance tailored to the special needs of students with disabilities. Southwestern does have an academic support program that does not discriminate on the basis of a disability. The director of that program or the Dean of Students and Diversity Affairs Office may refer students with disabilities to faculty or administrators in order to obtain additional help in appropriate cases.

Students requiring auxiliary services should direct most requests initially to the Dean of Students and Diversity Affairs Office. For certain auxiliary services such as interpreters and readers, the Dean of Students and Diversity Affairs Office may request that the student seek eligibility for such services from the California Department of Rehabilitation, Vocational Rehabilitation Services, private agencies, or other low cost or no cost service providers. The Dean of Students and Diversity Affairs Office will work with the student in facilitating the obtaining of such services. The student is expected to fully cooperate in obtaining such services. Because obtaining these services can be time consuming and costly, students are urged to seek assistance as early as possible after being accepted.

Occasional assistance in the library may be obtained by making a request to the library staff. Students who require more extensive assistance and/or assistance on a regular basis should make this need known to the Dean of Students and Diversity Affairs Office as soon as

possible. The Dean of Students and Diversity Affairs Office will work with the library staff to facilitate an appropriate schedule of assistance.

ii. Exam Modifications

Exam modifications may include additional time to take the exam, time allowed for rest breaks, use of a reader or amanuensis, being allowed to eat, a reduced distraction testing environment, or taking the exam at a time other than the regularly scheduled time. Students requesting certain exam modifications may be asked to ascertain the format of the exam in order to determine the appropriate modification. For example, if the student has difficulty writing, but does not have difficulty reading, the need for additional time would be affected by whether the exam was to be in a multiple-choice format or an essay format.

All exam modification requests related to disabilities are to be directed to the Dean of Students and Diversity Affairs Office. Because of the time needed to arrange these requests, students must make such requests no later than eight weeks before exams are to be taken if the request is a first-time request, or, if the need for accommodation becomes known to the student later than such time, as early as possible, but no later than three weeks before exams are to be taken. If students who have previously been granted accommodations request accommodations different than those previously granted or submit new or supplemental documentation to support an accommodation request, the student must submit the request no later than eight weeks before exams are to be taken.

To ensure that the student's request for accommodations can be evaluated and processed, students are strongly urged not to wait until the applicable deadline but to make their request for accommodation, new or otherwise, as early as possible. Requests for readers, scribes or other assistance should be made early to ensure that there is adequate staffing. Exam accommodation requests must be renewed each semester and must be submitted at least two weeks before the scheduled exam. Depending on the nature of the disability, new or updated documentation may be required. While the Law School will make its best effort to process a student's petition for accommodation if submitted beyond that deadline, petitions received less than two weeks prior to the start of the exam period may be denied if there is insufficient time to gather and review the appropriate documentation, evaluate possible accommodations, or to implement an accommodation.

Note: The Law School Admissions Council, National Conference of Bar Examiners, and the State Bar each make their own independent determination regarding the approval of exam accommodations for the Law School Admissions Test (LSAT), Multistate Professional Responsibility

Exam (MPRE) and Bar Examination. Approval of exam accommodations at Southwestern does not guarantee that the same accommodations will be approved by these other organizations and vice versa.

iii. Architectural Barriers

While most aspects of Southwestern's facilities are readily accessible, there may be accessibility issues that need pre-arrangement.

Parking There are several accessible parking spaces near the law school for individuals who have state-issued handicap parking designations.

Ramped Entrances Entrance into the law school is available by ramped access.

Accessible Restrooms Accessible restrooms can be found on every floor of the Westmoreland Building and throughout the Wilshire Building.

Classrooms All classrooms are accessible, but some may be easier to reach than others. For this reason, students with mobility impairments are requested to advise the Dean of Students and Diversity Affairs Office as early as possible in the registration process so that feasible adjustments can be made.

iv. Modification of Policies and Practices

Class attendance is deemed to be a fundamental aspect of legal education. For that reason, attendance policies for students with disabilities will generally not be waived. Students believing that their particular disabilities may lead to situations beyond Southwestern's general attendance policy should direct requests to the Dean of Students and Diversity Affairs Office. Because reduced course loads, extensions of time for graduation, and other accommodations are available, it would be extremely unusual that the attendance policy would be a necessary reasonable accommodation.

Students who believe that other policies and practices should be modified should direct these requests to the Dean of Students and Diversity Affairs Office.

v. Service Animals

Southwestern provides equal access and reasonable accommodation for individuals with disabilities to participate in any program, service, or opportunity provided by the law school, and complies with applicable laws related to service animals.

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Service animals are working animals, not pets. Service animals are permitted to accompany people with disabilities in all areas of campus where community members and visitors are allowed to go. All other animals, including support or comfort animals, are not permitted in law school buildings. Students must register their service animals with the Dean of Students and Diversity Affairs Office. For more information regarding service animals, contact the Dean of Students and Diversity Affairs Office.

D. Academic Dismissal and Readmission

Students who are academically disqualified sometimes raise a disability as the basis for the academic difficulty. While this may sometimes impact the determination for readmission, the burden is on the student to clarify why the disability was not previously brought to the attention of the Dean of Students and Diversity Affairs Office, or if it had, to adequately explain why accommodations were not requested if they had not been previously, or to explain why accommodations that had been provided were not adequate.

E. Bar Examination and Multistate Professional Responsibility Examination (MPRE)

Law students with disabilities who believe they will require accommodations to take the MPRE or state bar examinations should inquire early in their legal education about what will be necessary to obtain accommodations. Students are highly encouraged to meet with the Dean of Students and Diversity Affairs Office at least one year before taking the bar to discuss the accommodation request process for the bar. Information on how to contact bar examiners in all states is available in the law library, the Registrar's Office, the Dean of Students and Diversity Affairs Office, or online at <http://www.ncbex.org>. Many state boards of bar examiners will request that the law school provide information on accommodations received during law school. Such information will be provided by the Dean of Students and Diversity Affairs Office upon receipt of a written release from the student and will normally be provided within 10 working days after receipt of the written release.

F. Career Services Office

Southwestern Law School is a member of the National Association of Law Placement (NALP) and the Association of American Law Schools (AALS) and adheres to a policy of non-discrimination and harassment on the basis of race (including hairstyle and hair texture), ethnicity, color, religion, creed, ancestry, national origin, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, parental status, marital status, age (40 and over), disability (mental and physical), medical condition, citizenship status, military status or service, veteran status, genetic information, or any other classification protected by law in matters of admissions, employment, housing, or services, or in the educational programs (including retention of students) or activities Southwestern operates, as

required by: Title VI and Title VII of the Civil Rights Act of 1964; the Age Discrimination Act of 1967; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990; the California Fair Employment and Housing Act; and other federal, state, and local laws that prohibit discrimination, harassment, and retaliation. Southwestern also requires employers using its placement services and facilities to abide by these standards and to ensure that no such discrimination occurs in hiring, promotion, or compensation for work assignments.

If as a result of a job listing or on-campus recruitment, you believe you have been denied employment on the basis of discrimination, notify the Career Services Office, immediately.

NOTE: An exception to the Southwestern Law School Career Services Office non-discrimination policy and AALS bylaws is granted to representatives of the U.S. Department of Defense who discriminate on a basis not permitted by Southwestern Law School's non-discrimination policy or AALS bylaws. The exception is currently made to avoid the loss of funds that would otherwise be imposed under the Solomon Amendment (enacted by Congress in 1996).

G. Grievances

Students who request accommodations and who believe that such accommodations have been impermissibly denied, or who believe that they have been discriminated against on the basis of their disability, should bring this matter to the attention of the Dean of Students and Diversity Affairs Office. The Dean of Students and Diversity Affairs Office will make every effort to resolve the situation. Students who still believe that they have been discriminated against and are unsatisfied with the accommodation should bring the matter to the attention of the Vice Dean(s). If the matter cannot be resolved informally, or if the student is unsatisfied with the resolution, the student may file a written grievance with the Dean. Upon receipt of the grievance, the Dean will appoint three full-time faculty members to constitute a grievance committee. The committee will develop its own procedures, provide an opportunity for the student to present the grievance, determine whether the grievance has merit in relation to this policy, and provide a written report to the Dean.

H. Appendix: Disability Documentation Policy

[The documentation requirements below have been adapted from State Bar of California and Law School Admission Council policies and procedures, as well as from policies at the University of California, Cornell University, Harvard University, the University of Houston, the University of Louisville, Michigan State University and Washington University in St. Louis, among others.]

Southwestern Law School is committed to ensuring that all enrolled students who have a disability enjoy a full and satisfying law school experience. Under the Americans with

Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, individuals with disabilities are guaranteed certain protections and rights of equal access to programs and services. In an educational setting, students with appropriately, medically documented disabilities may be eligible for accommodations; however, the diagnosis of a disorder/condition alone does not automatically qualify an individual for accommodations under the ADA. Documentation in support of accommodations must indicate that the stated disability substantially limits some major life activity, and must reasonably and logically demonstrate the need for accommodations that directly address the disabling condition.

Accommodations will be provided at Southwestern where a clear and convincing rationale is made for the necessity of the accommodation, where it is not unduly burdensome to do so, and where the accommodations do not compromise or fundamentally alter the essential components, substance or requirements of a particular course or program of study. All students are held to the same academic performance and behavior standards. Accommodations are adjustments provided to "level the playing field" with respect to the current functional limitations of an enrolled student; they are not remedial in nature nor do they change or compromise academic standards. [For example, instruction in basic skills not acquired earlier in the student's education would be "remedial" (e.g., basic writing skills), while "accommodation" refers to the provision of services that ensure equal access to a student with a disability (e.g., providing extended examination time for a student who processes information more slowly than other students because of a learning disability).]

The provision of reasonable accommodations and services is based upon assessment of the impact of the student's disabilities on their academic performance at a given time in the student's life. It is important to recognize that accommodation needs can change over time; documentation must, therefore, verify the need for accommodations based on the student's current level of functioning within the law school setting. A prior history of accommodation does not in and of itself warrant the automatic provision of a similar accommodation.

Students who believe they have a current and essential need for disability accommodations are responsible for requesting accommodations and providing comprehensive, qualifying medical documentation to the Dean of Students and Diversity Affairs Office. Documentation must be provided well in advance of the date for which accommodations are being sought. If submitted documentation is incomplete, inadequate in scope or content, does not address the student's current level of functioning and need for accommodations, or does not follow these documentation requirements, Southwestern will request clarification and, if necessary, more information. This will delay the determination of accommodations. It is the student's responsibility to obtain such additional information or clarification. Documentation fees are borne by the student.

Accommodations are provided on an individual case-by-case basis. Given that many students may perceive that they might benefit from an accommodation (e.g., extended time for examinations), evaluators must provide a specific rationale and justification for

the necessity of each accommodation. If no prior accommodation has been provided to the student, the evaluator must include an explanation about why no accommodations were used in the past and why accommodations are needed now. A school plan such as an individualized education program (IEP) or 504 plan is insufficient documentation, but it can be included as part of a more comprehensive assessment battery. A letter from a physician or other professional may not be sufficient documentation. Southwestern reserves the right to request additional or updated documentation, even after a student has been granted academic accommodation.

The final determination for providing appropriate and reasonable accommodations rests with Southwestern. Reports should be typed, dated and signed, and appear on professional letterhead. The examiner's name and professional credentials, including license/certification information and jurisdictional information, should be clearly stated. Parents or other relatives are never appropriate evaluators, even if they are otherwise qualified. Southwestern reserves the right to submit disability documentation to an appropriate health care or other professional qualified to assist Southwestern in its review of both the initial documentation and any supplemental assessment(s) of the disability. If an additional assessment for purposes of obtaining a second professional opinion is required, Southwestern will bear costs not covered by any third party payor.

Please note below the specific documentation requirements for specific types of disabilities. Students may wish to provide these requirements to the professional performing their evaluation to ensure documentation is appropriate and adequate.

1. Learning and Attentional Disabilities

Students must provide documentation that supports a history of a learning disability, Attention Deficit Disorder or Attention Deficit/Hyperactivity Disorder (AD/HD); evidence of current impairment; relevant testing that identifies how the disability currently impacts the student's academic abilities; identification of DSM-IV-TR or most current criteria; and a specific diagnosis in an interpretative summary based on a comprehensive adult-normed assessment process. Evaluations must evidence the student's current condition and should be no more than two (2) years old. Where supporting documentation substantiates the need for the requested accommodation, the Accessibility/504 Coordinator can evaluate whether some or all testing will be waived.

Documentation requirements include:

- i. Diagnostic Information

A specific diagnosis for each learning or attentional disability, including a description of how each diagnosis was determined following DSM-IV-TR codes or most current criteria must be indicated. Diagnostic information should include, when relevant: information about family history, developmental history, medical history, relevant psychosocial history,

primary language of the home, current fluency in English, history of substance abuse, any history of psychological disorders, a thorough medication history, and a discussion of dual diagnosis where indicated. A thorough description of current presenting problems is always indicated. The evaluator should use direct language in a clear statement of the diagnosis, avoiding the use of such non-specific terms as "suggests," "probable," or "has problems with."

Individual "learning styles," "learning differences," "academic problems" and "test difficulty or anxiety," in and of themselves, do not constitute a learning disability. It is important to rule out alternative explanations for problems in learning such as cultural/language differences, poor study skills; or emotional, attentional or motivational problems that may be interfering with learning but do not constitute a learning disability. If the data indicate that a learning disability is not present, the evaluator should state that conclusion in the report.

Because AD/HD is typically first exhibited in childhood and manifests itself in more than one setting, relevant historical information is essential. Information should consist of more than a self-report, and it may be gathered from resumes, transcripts, report cards, teacher comments, tutoring evaluations, and/or past psychoeducational testing. A history of prior therapy and medication history also should be provided. Information obtained through clinical and diagnostic interviews should be included.

ii. Clinical Assessment

The most common accommodations for learning disabilities and/or attentional disabilities are a reduced distraction testing environment for exams, seating in classes near the front of the classroom, and use of a notetaker during lectures. For these kinds of accommodations, the history and diagnostic information described in point A above is usually adequate. If, however, the student needs additional accommodation, comprehensive neuropsychological or psychoeducational testing must be included, providing information on how the disorder may impact the student's current academic abilities.

In cases of AD/HD, because of the challenge of distinguishing normal behaviors and developmental patterns of adolescents and adults (e.g., procrastination, disorganization, distractibility, restlessness, boredom, academic underachievement or failure, low self-esteem, and chronic tardiness or non-attendance) from clinically significant impairment, a multifaceted evaluation must address the intensity and frequency of the symptoms and whether these behaviors constitute an impairment in a major life activity. The evaluator must have considered possible alternative diagnoses, including medical and psychological disorders as well as educational or cultural factors, which could account for behaviors that

appear like AD/HD symptoms. The evaluator must also assess for dual diagnoses and co-existing mood, behavioral, neurological, or personality disorders that confound the diagnosis of AD/HD. Selected subtest scores from measures of intellectual ability, memory functions tests, attention or tracking tests, or continuous performance tests do not in and of themselves establish the presence or absence of AD/HD. Checklists and/or surveys can serve to supplement the diagnostic profile, but in and of themselves are not adequate for the diagnosis of AD/HD.

Selected examples of adequate testing include the following (List is not complete; more testing may be required):

a. Aptitude Testing

A complete IQ battery is required, including all subtests and standard scores. Acceptable measures include the Wechsler Adult Intelligence Scale; the Woodcock-Johnson Psychoeducational Battery: Tests of Cognitive Ability; the Kaufman Adult Intelligence Test; and the Stanford-Binet Intelligence Scale. The Slosson Intelligence Test-Revised, Raven's Progressive Matrices, Test of Nonverbal Intelligence, and the Kaufman Brief Intelligence Test do not constitute adequate aptitude test measures.

b. Achievement Testing

A complete achievement test battery is required, including all subtests and standard scores, assessed under timed and untimed conditions as appropriate to corroborate underachievement in specific academic areas. Acceptable measures include the Woodcock-Johnson Psychoeducational Battery-Revised: Tests of Achievement; Wechsler Individual Achievement Test; Stanford Test of Academic Skills; and the Scholastic Abilities Test for Adults. The Wide Range Achievement Test, the Peabody Individual Achievement Test, and the Nelson Denny Reading Test are not comprehensive measures of academic achievement and should not be used as sole measures in this area. The Nelson-Denny Reading Test (Comprehension subtest) or a comparable measure is required if requesting additional time on exams.

c. Information Processing

Specific areas of information processing must be assessed either as a part of the aptitude testing described above or using other tests. Examples include: working memory, processing speed, short and long-term memory, reasoning, auditory and visual perception/processing, executive functioning, and motor ability. Acceptable measures include the Wechsler Adult Intelligence Scale,

and the Woodcock-Johnson Psychoeducational Battery: Tests of Cognitive Functioning. Additional testing such as the Wechsler Memory Scale or the Learning Efficiency Test, or individual neuropsychological measures (Stroop Color-Interference Tests; Wisconsin Card Sorting Test; Trail-Making Test; Continuous Performance Test; etc.) designed to assist in corroborating the existence of processing disorders may also be appropriate. Other formal assessment measures may be integrated to help determine a learning disability and differentiate it from co-existing neurological and/or psychiatric disorders (i.e., to establish a differential diagnosis).

iii. Current Treatment (if applicable)

Current psychotherapy (type/length/frequency), and/or psychotropic medication (type/dosage/side effects) must be included.

iv. Functional Limitations

Documentation must indicate any functional limitations caused by the disorder, and whether the limitations are temporary or long-standing. Included in this report must be clear evidence of significant current impairment in social, academic, or occupational functioning, and symptoms which do not occur exclusively during the course of another physical disorder or psychiatric disability and are not better accounted for by another mental disorder (e.g. Mood Disorder, Anxiety Disorder, Dissociative Disorder, or a Personality Disorder).

v. Test Scores

Actual test scores must be provided. Standardized scores, percentiles and age equivalencies should also be provided. The data should logically reflect a substantial limitation to learning for which the student is requesting the accommodation. The tests used must be reliable, valid and standardized for use with an adult population. The test findings must document both the nature and severity of the learning disability. Informal inventories, surveys and direct observation by a qualified professional may be used in tandem with formal tests in order to further develop a clinical hypothesis.

vi. Accommodations Recommendation

Specific recommendations for academic accommodations based on significant functional limitations as evaluated must be included as well as the degree to which they impact the student in the law school context. The report must also explain in detail as to why each accommodation is appropriate. Accommodations will not be limited to nor bound by these recommendations.

vii. Evaluator Qualifications

For learning disabilities, qualified examiners include clinical and counseling psychologists, educational and school psychologists, neuropsychologists, learning disabilities specialists, or other relevantly trained and licensed professionals.

For attentional disabilities, the evaluation must have been completed by a qualified, licensed professional who has experience with adult AD/HD populations, including neuropsychologists, psychiatrists, and clinical psychologists.

2. Medical Disabilities

Students with disabilities that are clearly visible by outward manifestations of disability (e.g., quadriplegics) will be afforded accommodations that are clearly justified by the nature of their disability. Southwestern reserves the right to request disability-related documentation when a requested accommodation cannot be easily justified by the outward effects of the student's disabling condition. When such documentation is requested, the student will follow the documentation requirements below.

Southwestern will accept current diagnoses of medical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, psychologists, neuropsychologists, audiologists, etc.). Disability diagnosis categories include:

- Orthopedic disability
- Blindness or visual impairment
- Deafness or hard-of-hearing
- Acquired brain injury
- Other health-related/systemic disabilities.

Documentation requirements include:

i. Diagnostic Information

Documentation of physical conditions, e.g., motor impairments, sensory impairments, and "invisible impairments" (chronic conditions such as diabetes, cardiac problems, renal insufficiencies, etc.), must be described, in addition to a specific written diagnosis. Appropriate additional medical records, such as a summary of assessment procedures and scores, must be included. Documentation must be current, within one (1) year, with more current updates required as changing conditions warrant. Description of

current symptoms, fluctuating conditions/symptoms, and prognosis must also be included.

ii. Treatment

Current pharmacological (type/dosage/side effects) information must be included, as well as other medical or rehabilitative interventions and what impact, if any, these interventions might have on the student's academic progress.

iii. Functional Limitations

A clear statement specifying functional manifestations (i.e., substantial limitations to one or more major life activities and degree of severity) due to the disability and/or medications, for which the student may need accommodations, is required. Documentation should also indicate whether the limitations are temporary or long-term.

iv. Accommodations Recommendation

A recommendation for accommodations, including rationale, must be provided. If the accommodations recommendation is specific to limitations in learning (e.g., reading, mathematics, written expression), an appropriate psychoeducational or neuropsychological evaluation must be administered to document ability/achievement discrepancies. The results of other appropriate assessment measures to support a differential diagnosis or to disentangle the medical impairment from co-existing disorders should be provided.

v. Evaluator Qualifications

Qualified professionals would include physicians specializing in the area of impairment, qualified specialists in vision and audition, rehabilitative medicine specialists, or other relevantly trained and licensed professionals.

3. **Psychological Disabilities**

Southwestern recognizes that "psychological disabilities" is a generic term which refers to a variety of conditions involving psychological, emotional and behavioral disorders and syndromes. These disorders and syndromes constitute a verifiable disability only when there is a substantial limitation in a major life activity. While psychological disorders may be a source of discomfort or distress, it should be emphasized that a student who has a psychological disorder may not necessarily require accommodations.

Documentation requirements include:

i. Diagnostic Information

A specific diagnosis of a psychological disability, including a description of how the diagnosis was determined following DSM-IV-TR or most current criteria must be included. Information obtained through clinical and diagnostic interviews should be included. A review of pertinent history and the date of first diagnosis, as well as current symptoms, fluctuating conditions/symptoms, and prognosis must also be included. The evaluator should use direct language in a clear statement of the diagnosis, avoiding the use of such nonspecific terms as "suggests," "probable," or "has problems with."

ii. Supporting Documentation

Psychiatric and/or psychological evaluations and reports by qualified professionals are usually necessary in establishing the nature, frequency, and severity of symptoms and functional limitations related to psychological disorders. One test or assessment battery alone may not constitute adequate documentation. Additionally, while self-report inventories and/or data may be appropriate to include as part of a comprehensive evaluation, they alone may also not constitute adequate documentation. Evaluations must have been conducted within one year prior to the request for academic accommodations. Southwestern has the right to request updated evaluations after accommodations have been provided.

iii. Treatment

Information regarding the student's current treatment must include whether psychotherapy and/or psychotropic medication (type/dosage/side effects) have been or promise to be effective in alleviating symptoms, and whether they may interfere with a student's academic functioning in the law school setting. There should be a statement regarding whether there are side effects of the prescribed medication, whether the student is still adjusting to the medication, whether there are issues regarding the student's compliance history, and whether there are crisis episodes associated with the disability.

iv. Functional Limitations

Documentation must indicate any functional limitations caused by the disability, and whether the limitations are temporary or long-standing.

v. Accommodations Recommendation

Specific recommendations for academic accommodations must be included. It is necessary to provide a detailed explanation of how each

recommended accommodation will directly help compensate for the specified functional limitations. In cases where extra time on exams is recommended, the evaluator should detail how the specific amount of time was determined in relation to the functional limitations.

vi. Evaluator Qualifications

The evaluation must have been conducted by a qualified and licensed professional, including psychiatrists, neuropsychologists, licensed clinical or counseling psychologists, or other relevantly trained and licensed professionals.

4. Temporary Disabilities

Students seeking accommodations on the basis of a temporary disability must provide documentation verifying the nature of the condition, stating the expected duration of the condition, and recommending appropriate accommodations. Such verification must be provided by a professional health care provider who is qualified in the diagnosis of such conditions. If the initial verification is incomplete or inadequate to determine the extent of the disability and appropriate accommodations, the law school will have the discretion to require supplemental assessment(s) of the temporary disability. The cost of obtaining the initial verification and any required supplemental assessment(s) will be borne by the student. The verification of disability and any assessment(s) must reflect the student's current level of disability, and will be no older than 60 calendar days.

Southwestern reserves the right to submit verification documentation to an appropriate health care or other qualified professional qualified to assist Southwestern in its review of both the initial verification and any supplemental assessment(s) of the disability. If an additional assessment for purposes of obtaining a second professional opinion is required, Southwestern will bear costs not covered by any third-party payer.

5. Pregnant Students

The Law School does not discriminate on the basis of pregnancy. It will not require a student to take a leave of absence or withdraw from the Law School nor limit the student's legal studies.

The Law School will reasonably accommodate pregnant students so they may complete their law course of study and research. Reasonable accommodation may include, but is not necessarily limited to, allowances for the pregnant student's health and safety, such as allowing the student to maintain a safe distance from hazardous substances, allowing the student to make up tests and assignments that are missed for pregnancy-related reasons, or allowing the

student to take a leave of absence. Reasonable accommodation will include excusing absences that are medically necessary, as required under Title IX.

A student who chooses to take a leave of absence because the student is pregnant or has recently given birth will be allowed a period consistent with the policies of the Law School, or a period of 12 additional months, whichever period is longer, to prepare for and take examinations and an extension of at least 12 months toward normative time to degree while in candidacy for a degree, unless a longer extension is medically necessary.

A student who is not the birth parent and who chooses to take a leave of absence because of the birth of the student's child will be allowed a period consistent with the policies of the Law School, or a period of one month, whichever period is longer, to prepare for and take examinations, and an extension of at least one month toward normative time to degree while in candidacy for a degree, unless a longer period or extension is medically necessary to care for the student's partner or their child.

An enrolled student in good academic standing who chooses to take a leave of absence because the student is pregnant or has recently given birth will return to the student program and be permitted to continue their legal program following a leave period consistent with the policies of the Law School or of up to one academic year, whichever period is longer, subject to the reasonable administrative requirements of the institution, unless there is a medical reason for a longer absence, in which case the student's standing in the program will be maintained during that period of absence.

An enrolled student in good academic standing who is not the birth parent and who chooses to take a leave of absence because of the birth of the student's child will return to the student's program and continue their legal program following a leave period consistent with the policies of the Law School, or of up to one month, whichever period is longer, subject to the administrative requirements of the Law School.

Procedures for addressing pregnancy discrimination complaints will be filed under this section.

Students who request accommodations and who believe that such accommodations have been impermissibly denied, or who believe that they have been discriminated against on the basis of pregnancy or rights under this policy should bring this matter to the attention of the Dean of Students and Diversity Affairs Office. The Dean of Students and Diversity Affairs Office will make every effort to resolve the situation. Students who still believe that they have been discriminated against and are unsatisfied with the accommodation should bring the matter to the attention of the Vice Dean(s). If the matter cannot be resolved informally, or if the student is unsatisfied with the resolution, the student may file a written grievance with the Dean. Upon receipt of the grievance, the Dean will

appoint three full-time faculty members to constitute a grievance committee. The committee will develop its own procedures, provide an opportunity for the student to present the grievance, determine whether the grievance has merit in relation to this policy, and provide a written report to the Dean. A copy of this policy will be made available to faculty, staff, and employees in their required training. This policy will be made available to all students attending orientation sessions.

6. Sources of Additional Information

ABA Commission on Lawyer Assistance Programs

https://www.americanbar.org/groups/lawyer_assistance.html

ABA Commission on Disability Rights

E-mail: cdr@americanbar.org

<https://www.americanbar.org/groups/diversity/disabilityrights/>

American Counsel of the Blind

1703 North Beauregard Street Suite 420

Alexandria, VA 22311

(800) 424-8666 (voice)

E-mail: info@acb.org

<http://www.acb.org/>

Association on Higher Education and Disability

107 Commerce Center Drive, Suite 204

Huntersville, NC 28078

(704) 947-7779 (voice/TTY)

<https://www.ahead.org/>

E-mail: ahead@ahead.org

Braille Institute of America

(Taped law casebooks & treaties)

741 North Vermont Avenue

Los Angeles, CA 90029

(323) 663-1111 (voice)

E-mail: la@brailleinstitute.org

<http://www.brailleinstitute.org/>

California Department of Rehabilitation

Vocational Rehabilitation Services

Greater Los Angeles District

3333 Wilshire Blvd. Suite 200

Los Angeles, CA 90010-4101

(213) 736-3904 (voice)

(844) 729-2800 (TTY)

<http://www.dor.ca.gov/vocational-rehabilitation.html>

National Alliance on Mental Illness (NAMI)
3803 North Fairfax Drive Suite 100
Arlington, VA 22203
(703) 524-7600 (voice)
(800) 950-6264 (helpline)
E-mail: info@nami.org
<https://www.nami.org/>

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Religious and Cultural Observances Policy

Administrative policy approved May 18, 2022. Effective as of June 1, 2022.

Revision history: This policy supersedes the Student Religious Observance Policy in the 2021–22 Student Handbook. This policy applies to students and employees.

Related policies: Student attendance policy (in Student Handbook). Southwestern will issue a Religious Accommodation Policy for Job Applicants and Employees in June 2022; Southwestern will also issue a Floating Holidays Policy in June 2022 (that will apply to full-time staff).

Scheduled Review Date: July 15, 2025 (Administrative Services Office and Office of Diversity Affairs, with input from the Dean’s Task Force on Equity, Inclusion & Belonging and General Counsel’s Office).

1. Statement of Principles

Southwestern Law School values and respects diversity, including diversity of religious and cultural expression. Southwestern’s community includes individuals from myriad religions and cultures. For many individuals, religious practice is an important element of personal identity, intellectual development, and psychological well-being; in many situations, religious practice is inseparable from cultural identity. The Southwestern community also includes individuals who do not adhere to any religion. To be inclusive and give all individuals equal footing, Southwestern will no longer designate no-class days for religious holidays. In addition, Southwestern will include only designated holidays recognized by the federal or California state government on academic calendars and the employee holiday calendar.

Southwestern recognizes that on religious and cultural holidays, certain members of the Southwestern community will observe practices that preclude them from attending to their regular duties as faculty, staff, or students. Southwestern also recognizes that federal and state laws prohibit discrimination on the basis of religious belief, observation, or practice.

It is the policy of Southwestern to accommodate faculty, staff, and students who observe work-restricted religious or cultural holidays unless the accommodation would cause undue hardship or compromise or fundamentally alter a program of study. A work-restricted religious or cultural holiday is one observed by persons or groups who are required, through a set or system of religious or cultural beliefs, laws, doctrines, tenets, canons, or theology, to restrict or limit work or physical or mental activity to produce or accomplish something, toil, or labor. Observances and practices vary from culture to culture, and within and across denominations, but the definition of a work-restricted religious or cultural holiday may include academic endeavors (e.g., examinations, classroom activities, research, and out-of-classroom learning experiences). Requests for religious and cultural accommodations may extend beyond holidays and pertain to observances and practices.

It is also the policy of Southwestern to be sensitive to non-work-restricted religious and cultural holidays.

2. Scheduling Campus-Wide and Major Events

Southwestern's offices, departments, and student organizations are encouraged to avoid scheduling campus-wide or major events on work-restricted religious or cultural holidays and should be sensitive to the diverse religious and cultural commitments of the community.

Until Southwestern develops its own calendar of religious and cultural holidays, Southwestern recommends that members of the community consult the [University of Missouri's guide to holidays and dates celebrated](#). This guide explains whether a particular holiday is work-restricted. We acknowledge that not all religious and cultural holidays are included in this guide. Instead, the guide is meant to assist with event- and program-planning and is not an exhaustive list of dates on which an individual may base a request for accommodation.

3. Faculty Work and Classes on Work-Restricted Religious or Cultural Holidays

Faculty will not be required to work on their own work-restricted religious or cultural holidays. Faculty should consider whether they could provide asynchronous online content for the class session, trade teaching days and times with another professor in the same section, arrange for a guest speaker, or have teaching assistants run exam or review tutorials.

If a full-time faculty member is considering rescheduling the class, arrangements for the make-up class must be worked out with the Vice Dean's Office, given that rescheduling requires checking available days and times for the class meeting. Adjunct faculty members must consult with a Vice Dean before canceling or rescheduling any class.

If a class is rescheduled, the professor will record the class session and should consider whether holding the class via Zoom or other synchronous online method would be more convenient for students.

4. Course Syllabi

Faculty, as they develop their syllabi, are encouraged to consult the [University of Missouri guide](#) when scheduling assignments and setting other significant deadlines.

So that students can readily identify potential dates on which they may need to seek an accommodation for a religious or cultural holiday and have sufficient time to seek that accommodation, Southwestern encourages faculty to include all assessment, examination, and other significant due dates and deadlines in the syllabus released before the start of the new semester or period, and to update the syllabus promptly with any changes.

5. Student Requests for Accommodations for Religious and Cultural Observances

The Dean of Students Office handles student requests for accommodations for religious and cultural observances, including holidays. Students seeking an accommodation should contact the Dean of Students Office as early in the semester as possible. Students should carefully review their course syllabi early in the semester and note potential conflicts. Any accommodation for a religious or cultural observance cannot compromise or fundamentally alter the essential components, substance, or requirements of a particular course or program of study.

a. Examinations and in-class assignments

Student requests for accommodations in the examination process must be directed to the Dean of Students Office and made as early in the semester as possible.

Where accommodations are sought for in-class assignments and presentations, students must contact their particular faculty member, who will then coordinate with the Dean of Students Office.

b. Class absences

Absences for religious or cultural holidays are not considered excused absences and are subject to Southwestern's general attendance policy. However, absences resulting from a student's religious or cultural observances will be given great weight in cases where a student petitions an administrative withdrawal that results from exceeding the absence limit, especially when the student contacted the Dean of Students Office in advance.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Website and Digital Accessibility Policy

Administrative policy approved January 18, 2022. Effective immediately.

Revision history: None; new policy.

Related policies: Policy Statement Regarding Students and Applicants with Disabilities ([Student Handbook pp. 64-76](#)); [Policy to Prevent Discrimination, Harassment, and Retaliation](#)

Scheduled Review Date: June 2023 (General Counsel and Communications & Marketing)

1. Purpose

Southwestern Law School is committed to building a community of access, belonging, and inclusion. Consistent with this commitment and understanding that accessible digital content generally enhances usability for all individuals, Southwestern strives to ensure that all students and employees can access Southwestern's websites and other digital content. Southwestern also strives to ensure that prospective students, clinic clients, and visitors can access Southwestern's public-facing websites and digital materials. Another purpose of this policy is to conform with the Americans with Disabilities Act, 42 U.S.C. § 12101 et seq., and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794. The policy applies to websites, electronic documents, software systems, and videos.

2. Scope

This policy applies to all official Southwestern websites, content and learning management systems and downloadable documents made available on Southwestern websites and social media, including but not limited to PDFs, PowerPoint presentations, and Word documents.

3. Standards

Southwestern has adopted [W3C WAI Web Content Accessibility Guidelines version 2.1](#), Level AA, to determine accessibility.

4. Accessibility Statement

All official Southwestern webpages and web-based applications must display in a footer the following statement:

Southwestern Law School is committed to making its websites accessible to all users and welcomes comments or suggestions on access improvements. Please [click here to read our Website and Digital Accessibility Policy](#) and send comments or suggestions about accessibility to co-mark@swlaw.edu.

5. Policy Exemptions

In certain circumstances, exceptions to this policy may be granted. This policy does not require adherence to WCAG 2.1 when compliance is not possible or would constitute an undue administrative or financial burden or result in a fundamental alteration. Southwestern will consider each request for an exemption individually. Content creators or approvers may request exceptions to this policy by contacting Southwestern's General Counsel. When an exception is appropriate based on these criteria, Southwestern will work to provide an equally effective alternative access to the information.

6. Training

Southwestern will offer accessibility training to content creators and approvers and may require employees to complete certain training modules.

7. Vendors

Any vendors hired to provide website services to Southwestern must demonstrate a genuine commitment to accessibility. Southwestern should seek written assurance from vendor candidates that their services will be accessible to all individuals, including individuals with disabilities.

8. Assistance and Complaints

Individuals who experience a barrier related to Southwestern's website or digital content or wish to file an accessibility complaint should contact Co-Mark@swlaw.edu or Southwestern's General Counsel, GeneralCounsel@swlaw.edu. Current students who encounter a barrier related to Southwestern website or other digital content should contact the Office of Accessibility Services in the Dean of Students Office to coordinate technical assistance or individual accommodations.

The Chief Communications & Marketing Officer, in consultation with Southwestern's General Counsel and Chief Information Officer, will review any complaints or information received, assess the issue, and determine a means to resolve the accessibility issue, typically within 30 days of receiving the complaint or information. The resolution will be

communicated to the complainant. If Southwestern determines that no accessibility issue exists, that information also will be communicated to the complainant.

Individuals may also raise a web accessibility complaint through Southwestern's Policy to Prevent Discrimination, Harassment, and Retaliation. Complaints made under that policy will be addressed by the Associate Dean, Dean of Students and Diversity Affairs, Nydia Dueñez, at DeanofStudents@swlaw.edu.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Policy to Prevent Discrimination, Harassment, and Retaliation

Board of Trustees policy approved September 29, 2021. Effective November 15, 2021.

Revision history: Reviewed and reformatted July 11, 2022; technical revisions made in May 2023.

Related policies: Sexual Misconduct Policy, Student Honor Code

Scheduled Review Date: July 2023 (Office of the President and Dean and Dean of Students and Diversity Affairs).

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A. Policy to Prevent Discrimination, Harassment, and Retaliation

1. Policy Statement

Southwestern Law School prohibits discrimination and harassment on the basis of race (including hairstyle and hair texture), ethnicity, color, religion, creed, ancestry, national origin, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, parental status, marital status, age (40 and over), disability (mental and physical), medical condition, citizenship status, military status or service, veteran status, genetic information, or any other classification protected by law (referred to as “protected classes”) in matters of admissions, employment, housing, or services, or in the educational programs (including retention of students) or activities Southwestern operates. Such conduct violates Southwestern’s values and disrupts the living, learning, and working environment for students, faculty, staff, and other community members.

2. Community Standards and Respect for Others

This policy addresses the prohibition on behavior based on a protected category and sets forth procedures for responding. In addition, all members of the Law School community are expected to treat others with the utmost respect, honesty, and civility. Each community member is responsible for promoting a spirit of respect that reflects the Law School’s commitment to an inclusive community. This expectation applies to interactions with students, employees, and anyone else in our community. Failure to treat others with the utmost respect, honesty, and civility, while not handled under this policy, may violate other Law School policies and will be addressed accordingly.

Individuals impacted by discrimination or harassment may contact the Diversity Affairs Office to receive support, resources, and information even if they do not wish to move forward with the Complaint Resolution Process described in this policy.

3. Sexual Misconduct

Conduct prohibited by this policy includes sexual misconduct (including sexual assault, non-consensual sexual contact, intimate partner violence, sexual exploitation, and stalking) that is not otherwise covered by the Sexual Misconduct Policy. **Individuals impacted by sexual misconduct may contact the Law School’s Title IX Coordinator to receive support, resources, and information even if they do not wish to move forward with the Complaint Resolution**

Process. Please see the Sexual Misconduct Policy or contact the Title IX Coordinator for additional information.

Reports can be made to the following individuals:

Contact: Title IX Coordinator, Jessica E. Johnson

Location: 3050 Wilshire Boulevard, Suite BW361, Los Angeles, California 90010

Phone: (213) 738-6705

Email: titleix@swlaw.edu

Contact: Deputy Title IX Coordinator, Marcie Canal

Location: 3050 Wilshire Boulevard, Suite W100, Los Angeles, California 90010

Phone: (213) 738-6847

Email: titleix@swlaw.edu

4. Jurisdiction

All students, employees (whether full-time or part-time), and Board of Trustees members must refrain from conduct prohibited by this policy. These definitions of prohibited conduct also apply to admitted students who have not yet matriculated, business associates or guests, independent contractors or consultants, vendors, volunteers, individuals providing services pursuant to a contract, and any other persons with whom students or employees come into contact while conducting Law School business or participating in Law School programs and activities. Depending on the status of the parties, the Diversity Affairs Office oversees the Law School's response to reports of violations of this policy. Southwestern may investigate any reported violations of this policy that occur in the context of a Law School program or activity or that otherwise affect Southwestern's working or learning environments, regardless of whether the reported conduct occurred on or off campus or in a virtual space. For every report submitted, Southwestern will review the circumstances of the reported conduct to determine whether this policy or the Sexual Misconduct Policy applies and was violated.

The Law School has jurisdiction over the parties involved and will take steps within its control to eliminate, prevent, and address the conduct that violates this policy or the Sexual Misconduct Policy. If the respondent is not a member of the Southwestern community or is no longer affiliated with Southwestern at the time of the report or at the time the Complaint Resolution Process is initiated (including when the respondent has graduated or left the Law School), Southwestern's ability to take disciplinary action may be limited.

5. Purpose

Southwestern is committed to fostering an environment in which all members of our community are safe, secure, and free from prohibited discrimination, harassment, and retaliation. When learning of conduct or behavior that may not meet these standards, community members and the Law School are expected to take an active role in upholding this policy and promoting the dignity of all

individuals by reporting the conduct to the Diversity Affairs Office (student conduct) or Human Resources (employee or other individual's conduct).

6. Accessibility

The Diversity Affairs Office is committed to making our services accessible to all members of the Southwestern community. Accessibility includes, but is not limited to, providing reasonable accommodations to persons with disabilities, including mental health concerns; ensuring our online resources are accessible; and providing competent, respectful, and trauma-informed service to people of all identities and expressions. Additional information regarding accessibility at Southwestern Law School may be found in [The Policy Statement Regarding Students and Applicants with Disabilities](#).

7. Definitions of Participants

A reporting party is the person who has been impacted by an alleged policy violation.

A respondent is the person who is alleged to have violated Law School policy.

Parties is a term that refers to the reporting party and the respondent collectively.

A witness is a person who has knowledge related to specific aspects of a case.

An advisor is a support person who may be present to provide support to a reporting party or respondent throughout an investigation and/or hearing. In general, an advisor may not also serve as a witness in the same matter. Please see below for more information regarding the role of an advisor.

8. Implementation

a. Prohibited Conduct

i. Discrimination

Prohibited discrimination includes treating someone differently because of their actual or perceived inclusion in a protected class in matters of admissions, employment, housing, or services, or in the educational programs or activities that Southwestern operates. In determining whether discrimination occurred, the Diversity Affairs Office examines (1) whether a protected class was used as the basis for a decision; and (2) if a facially neutral basis for the decision was used, whether a disparate impact affected a protected class. If a disparate impact affected the individual's work or the educational environment, the Diversity Affairs Office will consider whether there is a legitimate, non-discriminatory reason for the action. Examples of discrimination can include:

- Denying someone access to an educational program based on their membership in a protected class;

- Denying someone access to a Law School facility based on their membership in a protected class;
- Refusing to hire or promote someone because of their membership in a protected class; and
- Reducing someone's job responsibilities because of their membership in a protected class.

ii. Harassment in Employment

Harassment in employment means any unwelcome behavior that is reasonably regarded as offensive and that is based on a protected category listed above that:

- Sufficiently offends, humiliates, distresses, or intrudes upon its victim to disrupt the victim's emotional tranquility in the workplace;
- Affects the victim's ability to perform the job as usual; or
- Otherwise interferes with and undermines the victim's personal sense of well-being.

A single incident of harassing conduct may create a hostile work environment if the harassing conduct has unreasonably interfered with the victim's work performance or created an intimidating, hostile, or offensive work environment. Whether the respondent meant to cause offense or believed their comments or conduct were welcome is not significant. Rather, an individual violates the policy when other individuals, whether recipients or mere observers, are actually offended by comments or conduct based on any protected category and the conduct is considered offensive by a reasonable person. Examples of conduct based on a protected category that may constitute harassing conduct may include, but are not limited to:

- Making gestures, threats, derogatory comments or slurs that may be reasonably regarded as offensive to individuals in a particular group;
- Bullying behavior that is threatening, intimidating, verbally abusive, or results in other disruptive actions in the workplace; and
- Displaying derogatory objects, photographs, cartoons, calendars, or posters.

iii. Sexual Harassment in Employment

Sexual harassment is a particular type of harassment. Certain types of sexual harassment may also be addressed by the Law School's Sexual Misconduct Policy. Under this policy, prohibited sexual

harassment can include conduct on the basis of sex, including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made a condition of employment or employment decision (quid pro quo) or meets the definition of harassment as stated above (hostile work environment). Examples of conduct that may constitute prohibited sexual harassment include, but are not limited to:

- Unwanted physical touching;
- Telling sexually explicit jokes or stories;
- Making comments or gestures reasonably regarded as lewd or offensive;
- Displaying sexually suggestive objects, cartoons, or pictures;
- Sending sexually explicit messages by letter, notes, electronic mail, text, app, social media posting, or phone;
- Making unwelcome comments reasonably regarded as offensive about a person's body, physical appearance or clothing;
- Frequently using unwelcome terms of endearment; or
- Repeatedly asking an individual for a date or meeting outside of working hours after they have indicated an unwillingness to go.

Consistent with its obligations under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Law School also prohibits sexual assault, dating violence, domestic violence, and stalking based on sex by and against its employees. If this conduct does not fall under the jurisdiction of the Sexual Misconduct Policy, the Law School reserves the right to address this conduct under the procedures of this policy, using the same definitions of prohibited conduct as the Sexual Misconduct Policy and the definition of affirmative consent for cases of sexual assault involving students. In these cases, as required by the Violence Against Women Act (VAWA), the parties will be entitled to have an advisor of choice at any meetings or proceedings and to receive simultaneous notice of the outcome, results, and the available appeal procedures.

iv. Harassment of Students

In addition to the conduct prohibited by the Sexual Misconduct Policy, employees may not engage in specific forms of prohibited conduct against the Law School's students, including harassing conduct by an employee (e.g., physical, verbal, graphic, or written)

that is so sufficiently severe, pervasive, or persistent that it interferes with or limits the ability of a student to participate in or benefit from the services, activities, or privileges provided by the Law School. Employees are additionally prohibited from engaging in "sexual harassment" of students, which is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions: (a) submitting to or rejecting the conduct is explicitly or implicitly made a term or a condition of a student's employment, academic status, or progress; (b) submitting to or rejecting the conduct is used as the basis of academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment; or (d) submitting to or rejecting the conduct is used as the basis for any decision affecting a student regarding benefits and services, honors, programs, or activities available at or through the Law School.

Complaints by students (except student-employees who are making a complaint in their capacity as employees) against employees will use the above definitions and be resolved pursuant to this policy unless otherwise covered by the Sexual Misconduct Policy.

v. Anti-Abuse/Molestation

In its operations and activities, the Law School prohibits all conduct meeting the definition of unlawful sexual abuse or neglect of minors set forth in California Penal Code 11164. All persons involved in the Law School's operations are covered by this policy. The Law School reserves all rights to determine the appropriate procedures for handling allegations of violations of this provision, depending on the nature of the conduct and the age of the minor.

vi. Retaliation

The Law School prohibits retaliation against any member of its community for reporting an incident of discrimination or harassment or for participating, in any manner, in an investigation or hearing related to a report of discrimination or harassment. Reports of retaliation occurring in connection with cases under this policy or the Sexual Misconduct Policy will be handled under the procedures set forth in this policy. Retaliation includes adverse action taken against a person for making a good faith report of

Prohibited Conduct or participating in any proceedings under this policy. Adverse action includes conduct that threatens, intimidates, harasses, coerces, or in any way seeks to discourage a reasonable person from engaging in activity protected under this policy. Retaliation can be committed by or against any individual or group of individuals. Retaliation does not include good-faith actions such as disciplinary actions pursued in response to a report of Prohibited Conduct.

Members of the Southwestern community are prohibited from engaging in actions, directly or through others that are aimed to deter a reasonable party or a witness from reporting discrimination or harassment or participating in an investigation or hearing or done in retribution for such activities.

vii. Uncivil Behavior

Our community includes employees and students who value and are expected to treat each other with mutual respect and consideration, recognizing that disagreement and informed debate are valued in an academic community. The Law School is also committed to free expression and academic freedom and believes these values can coexist. General bullying or uncivil behavior that is not based on a protected class does not fall within the purview of this policy. However, such behavior may violate the Law School's expectations and should be reported to the Dean of Students for students. Employees may be reported to Human Resources and/or an individual's supervisor.

viii. Consequences of Violating this Policy

Individuals who violate this policy may be subject to discipline under the Law School policies and procedures described in Section C (Discrimination, Harassment, and Retaliation Complaint Resolution Process) up to and including expulsion or termination of employment.

b. Reporting

The Law School encourages individuals to report incidents of discrimination, harassment, and retaliation. The information below is for individuals who wish or are required to report violations of this policy. Anyone wishing to or required to report conduct prohibited by this policy to the Diversity Affairs Office may do so in person, by email, by regular mail, by phone, or as explained below. Every report of an alleged violation of this policy will receive a written acknowledgment from the Diversity Affairs Office, if the reporter's identity is provided.

While the Diversity Affairs office will review anonymous reports, the Law School's ability to address misconduct reported by anonymous sources is significantly limited.

There is no time limit for reporting an incident of discrimination, harassment, or retaliation. However, the Law School encourages reports be made as soon as possible after the incident. The passing of time makes reviewing the evidence more difficult, and the memories of involved parties may become less reliable. The Diversity Affairs Office reserves the right to investigate or otherwise address any report, regardless of when it is made, or to refer the matter for resolution under the Sexual Misconduct Policy.

To make a report, please contact the Diversity Affairs Office:

Contact: Associate Dean, Dean of Students and Diversity Affairs, Nydia Duenez

Location: 3050 Wilshire Boulevard, Suite W102, Los Angeles, California 90010

Email: nduenez@swlaw.edu

After receiving a report, if the identity of the individual reporting is known, a Diversity Affairs Office staff member will contact the person who made the report and the person who may have experienced the prohibited conduct. The outreach from the Diversity Affairs Office staff member will generally include information about the applicable policy, options for pursuing a complaint, and relevant resources. The outreach will also include an invitation to meet with or provide additional information to a Diversity Affairs Office staff member.

c. *Reporting Obligations*

All Law School employees (full-time and part-time) are obligated to promptly report conduct prohibited by the Sexual Misconduct Policy of which they become aware in the scope of their work to the Law School's Title IX Coordinator and conduct prohibited by this policy of which they become aware in the scope of their work for the Law School to the Diversity Affairs Office, unless they are a confidential resource listed below in Section B.1. If a Law School employee is unsure which policy applies, they should report the concern to the Title IX Coordinator for further evaluation.

The Law School encourages all individuals—including students—to report conduct prohibited by this policy to the Law School's Diversity Affairs Office and conduct prohibited by the Sexual Misconduct Policy to the Law School's Title IX Coordinator.

Contact: Title IX Coordinator, Jessica E. Johnson
Location: 3050 Wilshire Boulevard, Suite BW361, Los Angeles, California
90010
Phone: (213) 738-6705
Email: titleix@swlaw.edu

Any and all instances of child abuse or neglect toward a minor (person under the age of 18), including but not limited to, inappropriate physical conduct, assault, unwanted touching, molestation or any other sexual misconduct required to be reported by law, will be promptly reported to the appropriate local law enforcement agency and local child protective services agency as required by law. All employees whose duties bring them into contact with minors on a regular basis or any employees who supervise those whose duties bring them into contact with minors on a regular basis, and any members of the Human Resources department, are required to report to child protective services and to Human Resources any allegations, reports or concerns of child abuse, child molestation, or neglect occurring on the Law School's premises or at an official activity of, or program conducted by the Law School.

All persons involved in the Law School's operations are required to report any possible concerns of unlawful sexual abuse or neglect of minors set forth in California Penal Code 11164 to the Human Resources department immediately.

d. *Free Expression and Academic Freedom*

Southwestern is firmly committed to free expression and academic freedom. The Law School is equally committed to creating and maintaining a safe, healthy, and discrimination and harassment-free environment for all members of its community, and firmly believes that these two legitimate interests can coexist.

Discrimination, harassment, and retaliation against members of the Southwestern community are not protected expression or the proper exercise of academic freedom. The Law School will consider academic freedom in the investigation of reports of discrimination or harassment that involve an individual's statements or speech in an academic context.

B. Resources

1. Confidential Resources

The following confidential resources are available for individuals to discuss incidents and issues related to conduct prohibited by this policy. Confidential resources are not obligated to disclose reports of discrimination or harassment to the Diversity Affairs Office but may be required to disclose certain information in the event of a threat to self or others. Please consult with the confidential

resources about the scope of their obligations before disclosing any information.

Student Resource	Contact Information	Description
BisonCares	1-833-434-1217	The BisonCares program offers Southwestern students a variety of free 24/7 mental health support options.

Student and Employee Resource	Contact Information	Description
HELPNET	1-800-435-7638	A private consulting firm that can refer counseling services and community resources. This is a confidential resource that is available 24 hours a day, seven days a week.

2. Educational Training, Awareness, and Educational Programs

The Law School offers a variety of training programs to address discrimination, harassment, and retaliation within the Southwestern community. The Law School strives to ensure that such programming is developed to be culturally relevant; trauma-informed; inclusive of diverse communities and identities; sustainable; responsive to community needs; informed by research or assessed for value, effectiveness, and outcome; and considerate of environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

C. Discrimination, Harassment, and Retaliation Complaint Resolution Process

1. General Procedures

a. Introduction

The following procedures outline the process the Law School follows when it receives a report alleging a violation of the Policy to Prevent Discrimination, Harassment and Retaliation by a member of the Southwestern community. For purposes of this policy, "by a member of the Southwestern community" means current faculty (as defined by the Faculty Handbook), non-probationary current staff members, and current third-party affiliates who have a formal (including contractual) relationship with the Law School. Others who are accused of discrimination, harassment, or retaliation are not entitled to the process set forth in this

policy. Southwestern will exercise its discretion to review complaints involving these individuals.

Unless the conduct is also covered by the Sexual Misconduct Policy, the Diversity Affairs Office ("the Office") is responsible for handling reports of violations of this policy. In addition, the Office may make findings on other potential policy violations arising out of the same complaint in place of another Law School investigation process that otherwise would apply or refer the potential policy violation to the appropriate Law School office, or unit. All reports will be handled in a prompt, fair, and impartial manner in accordance with relevant laws and regulations, applicable Law School policies, and this policy. The Law School will take appropriate action in response to complaints or knowledge of such behaviors while preserving the rights of those against whom allegations have been made to receive procedural protections in the fact-finding and decision-making process. All such investigations will be conducted by qualified, impartial personnel in a manner that is fair, equitable, and timely to all parties. The Law School maintains the confidentiality of investigations to the extent possible, documents, and tracks investigations to ensure reasonable progress, and closes investigations in a reasonably timely manner.

The process described below is Southwestern's internal Law School process to determine whether Southwestern policy was violated and is not a court system. As such, Southwestern's process does not use the same rules of procedure or evidence as those used by courts or law enforcement.

Because allegations of discrimination, harassment, and retaliation can sometimes raise challenging new issues, the Law School reserves discretion to take reasonable actions to address those issues in a manner consistent with the spirit of this policy, while preserving fairness for both parties and maintaining the integrity of the resolution process.

b. Participating in the Process

The Law School encourages all parties and witnesses to participate fully in the complaint resolution process. For the Law School to respond fully to the allegations, most situations will require the reporting party's participation and that their identity be disclosed to the respondent.

If a reporting party decides not to participate, but wants disciplinary action to be taken, the Law School will determine whether it is possible to proceed with the formal resolution process described below. In some cases, it will not be possible for the Law School to proceed without the reporting party's participation. If a respondent elects not to participate in any part of the process, the Law School may proceed without the

respondent's participation. Respondents will be held accountable for any outcomes issued, even if they decline to participate.

When individuals report allegations of discrimination or harassment to the Law School but do not consent to the disclosure of their names or refuse to disclose the identity of or identifiable information about the alleged offender, the Law School's ability to respond to the reports may be limited. When a reporting party requests anonymity or does not wish to proceed with an investigation, the Law School will attempt to honor that request but, in some cases, the Diversity Affairs Office may determine that the Law School will proceed with an investigation, particularly in cases involving employees or as otherwise required by law. In those situations, the Law School will not compel the reporting party to participate. The Office will consider the following factors in reaching a determination about whether to proceed:

- The totality of the known circumstances;
- The nature and scope of the alleged conduct;
- The risk posed to any individual or to the campus community by not proceeding, including the risk of the reported behavior recurring;
- Whether there have been other reports of misconduct by the respondent;
- Whether the report reveals a pattern of misconduct at a given location or by a particular group;
- The reporting party's interest in the Law School not pursuing an investigation or disciplinary action and the impact of an investigation on the reporting party;
- Whether the Law School possesses other means to obtain relevant evidence;
- Fairness considerations for both parties;
- The Law School's obligation to provide a safe and non-discriminatory environment; and
- Any other available and relevant information.

All participants have the responsibility to be completely truthful with the information they share at all stages of the process. Any individual who knowingly or intentionally provides false information as part of a report or investigation under this policy will be subject to discipline in accordance with the procedures set forth in the Student Handbook, Faculty Handbook, or Employee Handbook. The Law School may take disciplinary action if an incident is falsely reported by a third party and the impacted individual does not engage with the Diversity Affairs Office. This provision does not apply to a good-faith report that is not substantiated (i.e., proven by a preponderance of the evidence).

c. *Privacy and Sharing of Information*

The Law School considers reports and investigations of discrimination and harassment to be private matters for the parties involved. For that reason, the Law School will protect the identity of persons involved in reports of discrimination and harassment to the best of its ability. The Law School will share personally identifiable information only with persons with a need to know for the Law School to investigate and respond or to deliver resources or support services. The Law School does not publish the names or post identifiable information about persons involved in a report of discrimination or harassment. However, the Law School cannot promise complete confidentiality or privacy in the handling of discrimination and harassment reports or complaints.

All participants in an investigation of discrimination and harassment will be informed that privacy enhances the integrity of the investigation, protects the privacy interests of the parties, and protects the participants from statements that might be interpreted to be retaliatory or defamatory. For these reasons, the reporting party and respondent will be asked at the beginning of the investigation to keep the information related to the investigation and resolution private, to the extent consistent with applicable law.

Witnesses and advisors will be asked to keep any information learned in an investigation meeting confidential, to the extent consistent with applicable law.

d. *Case Resolution Timeline*

Though the Law School strives to resolve all cases in a prompt and timely manner, the timeline varies based on the circumstances of the case. Additionally, the timeline for a case may be affected by breaks in the academic calendar, availability of the parties and witnesses (including leaves of absence), scope of the investigation, need for interim actions, and unforeseen or exigent circumstances. In some instances, the Law School may be required to adapt or modify the process, including timelines, to ensure the equitable resolution of a report of prohibited conduct.

The Law School reserves this right. In such instances, the Law School will notify both parties of the modification of the process and, if appropriate, the exceptional circumstances requiring the Law School to adapt or modify the process. The parties will be periodically updated on the status of their case.

e. *Conflicts of Interest*

Southwestern reserves the right to use an adequately trained internal or external investigator, review panel member, or appeal board member as it deems necessary. No decision-maker will have a conflict of interest or bias in favor of or against reporting parties or respondents generally, or in favor or against the parties to the particular case. For purposes of this policy, a "conflict of interest" is defined as a situation in which a decision-maker has interests or relationships, including personal or business relationships, with any party that might reasonably be construed to affect the member's independent, unbiased judgment when making or participating in making decisions, or where those decisions will or could materially benefit them directly, or indirectly. Parties have three business days to object to the selection of investigator, review panel member, or appeal board member on the basis of conflict of interest or bias. The Diversity Affairs Office will determine whether a conflict of interest or bias exists. No investigator, review panel member, or appeal board member will make findings or determinations in a case in which they have a conflict of interest.

f. *Standard of Evidence*

The Law School uses the preponderance of the evidence standard in investigating complaints alleging violations of this policy. This means that the investigation determines whether it is more likely than not that a violation of this policy occurred. A preponderance of the evidence standard is also used for review of appeals.

g. *Advisor*

An advisor is a support person who is present to provide support to a reporting party or respondent throughout an investigation and/or sanctioning process. Reporting parties and respondents may be accompanied by one advisor throughout the investigation and any sanctioning process, provided that the involvement of the advisor does not result in an undue delay of the process. It is the responsibility of each party to coordinate scheduling with their advisor for any meetings. An advisor may not speak, write, or otherwise communicate with an investigator, sanctioning panel member, or appeal reviewer on behalf of the reporting party or respondent. Advisors may not engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or individuals involved in resolving the complaint. Advisors who do not abide by these guidelines may be excluded from the process.

2. Process

a. Initial Inquiry

The Diversity Affairs Office will make the initial inquiry about whether the report falls within the scope of the Sexual Misconduct Policy, this policy, or neither. Following an initial inquiry, possible next steps include:

- Close the Case: The Office may close a case when the alleged misconduct—even if substantiated—would not be a violation of this policy. The Office may, in its discretion, reopen a case in the future if additional information becomes available.
- Informal Action (See Section C.2.b. below)
- Formal Resolution (commonly referred to as an investigation) (See Section C.2.c. below)

The scope and timing of further action will depend upon a number of factors, including but not limited to, whether the identity of the reporting party or respondent is known; whether the reporting party is willing to participate in an investigation; whether the reporting party requests anonymity; whether the reporting party or respondent is affiliated with the Law School; whether the matter is currently under review in another forum (local/state/federal agency or court); and whether the Law School has an obligation to proceed with an investigation based on the nature of the conduct alleged, regardless of the reporting party's wishes.

b. Informal Action

Informal action involves measures taken by the Law School in response to a situation or report of discrimination or harassment when formal resolution is not desired by the person who may have experienced the conduct or when there is not enough information to proceed with a formal resolution process against a known respondent. Informal action must be approved by the Diversity Affairs Office and is not used when the Diversity Affairs Office has determined that the Law School needs to proceed with an investigation. This may include transformative justice practices, mediation, or other informal action determined by the Diversity Affairs Office to be appropriate.

Informal action does not result in findings related to responsibility or in sanctions. Informal action does not preclude further steps, including formal resolution, if a complaint is later made or additional information is received by the Diversity Affairs Office. Informal actions include, but are not limited to:

- An educational meeting with the subject of the report;
- Training for a group or unit; or
- An advisory letter.

c. Formal Resolution (Investigation)

i. Notification to Parties

The formal complaint resolution process operates under a standard of fairness for all parties involved. If a case is referred for formal resolution, the Diversity Affairs Office **will notify the reporting party and respondent simultaneously of the opening of the investigation in writing**. The notification will include the allegations, identities of the parties involved in the particular matter, the Section of this policy that was allegedly violated, the precise conduct allegedly constituting the potential violation, and the date and location of the incident (if known). This notice will be given to the respondent before any initial interview of the respondent. The Law School may modify the notice of allegations based on additional information learned during the investigation. If additional Law School policies are being investigated concurrently with the alleged violations of this policy, the notice will specify those policies, and this process will be the sole process for investigating, adjudicating, and appealing determinations of violations of those policies.

ii. Acceptance of Responsibility

Before an investigation is concluded, the respondent may elect to take responsibility for the prohibited conduct by contacting the Diversity Affairs Office, in writing. When accepting responsibility is considered to be appropriate, the Diversity Affairs Office will issue a brief outcome determination summarizing the allegations and stating the respondent has accepted responsibility and is referring the matter to the review panel for sanctioning. Following the determination of sanctions, parties may appeal the sanctions but not any finding of responsibility.

iii. Withdrawal of Complaint

Before an investigation is concluded, the reporting party may request to withdraw the complaint by contacting the Diversity Affairs Office, in writing. The Diversity Affairs Office will determine whether to close the case or conclude the investigation without the reporting party's continued participation. The Diversity Affairs Office may be required to investigate even if the reporting party requests to withdraw the complaint.

iv. Investigation

The Diversity Affairs Office investigates complaints proceeding through formal resolution. Depending upon the circumstances,

one or more investigators will be assigned by the Diversity Affairs Office. In some cases, another Law School office may conduct an investigation under the direction of the Office, or an outside investigator may be retained. All investigators are educated on the Law School's policies and procedures. The Law School may appoint co- investigators for a matter. Depending on the circumstances and in its discretion, the Law School may consolidate for investigation and sanctioning multiple complaints involving the same respondent or complaints where the parties have made allegations against each other.

- **Preliminary Investigative Report:** After each party has had the opportunity to meet with investigator, identify witnesses, and suggest questions, and the investigators have completed witness interviews and the gathering of evidence, the investigator will prepare a preliminary investigative report. The preliminary investigative report will include a summary of the information provided by the reporting party, the respondent, and each witness during the investigation (including relevant supporting evidence provided by either party or witnesses). The preliminary investigative report will not contain any factual findings. The parties will be provided with an opportunity to review the preliminary investigative report and respond. Typically, the preliminary investigative report will be provided to each party electronically. Parties are expected to maintain the privacy of this document and may not distribute this document. Unauthorized distribution of this document may result in referral to the appropriate office for disciplinary action.

The parties may each submit comments, feedback, additional documentary evidence, requests for additional steps in the investigation, names of additional witnesses, or any other information they deem relevant to the investigator within five business days after the preliminary investigative report is made available for review. A party may request an extension in writing to the Diversity Affairs Office. The Diversity Affairs Office has the discretion to grant or deny the extension in accordance with fairness to both parties.

If new, relevant information is provided or identified by a party, the information will be incorporated into the

preliminary investigative report and the parties will be provided a second and final opportunity to review the preliminary investigative report and provide feedback regarding the new information before the investigators proceed with finalizing the report. The parties may each submit feedback regarding the new information within five business days after it is made available for review. Thereafter, the investigator will finalize the investigative report, including making any factual findings based on the record.

- **Investigation Outcome/Findings of Policy Violations:**
Based on the status of the respondent, the appropriate Law School office or officer will review the final investigative report and determine whether the preponderance of the evidence shows the respondent has violated this policy or other identified policies. For cases involving a student respondent, the appropriate office is the Diversity Affairs Office. For cases involving a faculty respondent, the appropriate officer is the Vice Dean or their designee. For cases involving staff respondents, the appropriate officer is the Associate Dean of Administrative Services or their designee. For cases involving a Board of Trustees respondent, the appropriate officer is the Board of Trustees Chair or their designee. The reporting party and the respondent will both be notified simultaneously of the outcome of the investigation.

During an investigation, the reporting party will have the opportunity to describe their allegations and present supporting evidence to the investigator. The respondent will have the opportunity to receive notice of the allegations and evidence being considered against them, respond to them, and present supporting evidence to the investigator. Investigation meetings are not audio- or video- recorded by the Law School and may not be recorded by any participant.

Parties and witnesses may take notes during investigation meetings. Generally, the investigator will meet with each party and each witness separately and may hold multiple meetings with a party to obtain all necessary information. The parties may submit additional materials or information

to the investigator. In all cases, both the reporting party and respondent will have equal opportunities to share information and have their information considered.

The reporting party and the respondent will both have the opportunity to present names of potential witnesses and questions the investigator might ask the other party. Reporting parties and respondents should identify only factual witnesses, not character or expert witnesses. The investigator will take the lists provided by the reporting party and respondent into consideration when identifying whom they will interview and what questions they might ask, but these decisions are solely within the investigator's discretion. The investigator may also choose to interview witnesses not identified by the parties.

v. Sanctions

If the report proceeds through formal resolution and the respondent is found responsible for one or more violations of this policy (or other policies contained in the notice of allegations) the Law School will issue sanctions commensurate with the violation(s). The Diversity Affairs Office will designate three trained individuals to serve on a panel ("Review Panel") to determine sanctions. The Office will notify the parties, in writing, of the names of each panelist within three business days upon receipt of the Final Report. Both parties will have three business days to object to each Review Panelist on the basis of bias or conflict of interest. If either party objects, the Office will evaluate whether the objection is substantiated. The Diversity Affairs Office will remove and replace any Review Panelist believed to have a bias or conflict of interest against either party.

The Diversity Affairs Office will notify the parties that they have the opportunity to submit statements regarding the appropriateness of any sanctions to the Review Panel five business days after the date to object to the Review Panelists has expired. The Review Panel will review all materials in the case, including the Final Report and any exhibits, in assessing the appropriate sanction. The Review Panel does not have the power or ability to alter the factual findings or the finding of a policy violation in the Final Report.

The Review Panel will issue a recommendation to the Diversity Affairs Office regarding sanctions within five business days of

receiving all materials in the case. The Office will attempt to issue final sanctions within ten business days of receipt of the Review Panel Recommendation. For conduct that meets the definition of dating violence, domestic violence, stalking, or sexual assault as defined by the Clery Act and that is not being processed under the Sexual Misconduct Policy, the Office will notify the parties of the sanctions simultaneously in writing. Otherwise, the reporting party will be notified of sanctions about which they are entitled to know by law, which includes sanctions that impact them (i.e., a no-contact order).

vi. Appeal

Both reporting party and the respondent have a limited right to appeal from the findings set out in the Final Report. If the Final Report concludes that the respondent did not violate this policy (or any policy in the notice of allegations), the reporting Party has five business days from receiving written notice of the Investigation Outcome to submit a written appeal. If the respondent has been found responsible for one or more violations, but not others, the reporting Party may submit a written appeal within five business days of notice of the sanction. If the Final Report concludes that the respondent did violate one or more policies, the respondent has five business days from receiving written notice of the sanction to submit a written appeal to the Diversity Affairs Office.

The Party who submits the written appeal will be the “Appellant,” and the other Party will be the “Appellee.” The Appellant’s written appeal must be based on one of three grounds:

- **Significant Procedural Error:** A procedural error occurred that significantly impacted the outcome of the investigation as it applies to the Appellant (e.g., substantiated bias, material deviation from established procedures, etc.). A description of the error and its impact on the outcome of the case must be included in the written appeal.
- **New Information:** New information has arisen that was not available and could not have been known to the Appellant during the investigation and that could significantly impact the findings. Information that was known to the Appellant during the investigation or hearing but which they chose not to present is not new information. A summary of this new evidence and its potential impact on the investigation findings must be

included in the written appeal.

- **Disproportionate Sanctions:** Sanctions that are manifestly contrary to the weight of the information presented (i.e., unreasonable and unsupported by the findings).

Appellee will have five business days to submit a response. At the conclusion of these time periods, the Diversity Affairs Office will refer the written appeal, any response thereto, and the Investigation Outcome, exhibits attached to the Investigation Outcome (the "Appeal Record"), to an Appeals Board.

The Diversity Affairs Office will notify both parties of the members of the Appeals Board within three business days of receipt of the written appeal. Both parties will have three business days to object to members of the Appeals Board on the basis of bias or conflict of interest. The Diversity Affairs Office will consider any objection on the grounds of bias or conflict of interest. If the Diversity Affairs Office determines that a member of the Appeals Board may have bias or conflict of interest, the Diversity Affairs Office will remove the individual and designate a new member.

The role of the Appeals Board is limited. Appeals are not intended to be a full rehearing of the complaint or a redo of the investigation. Appeals are confined to a review of the Appeal Record for the grounds stated above. The findings contained in the Final Report are presumed to have been decided reasonably and appropriately. The Appellant carries the burden of proof to demonstrate that either the alleged error, or the proposed new evidence, would significantly and materially impact the outcome of the proceeding.

The Appeals Board will determine whether any grounds for the appeal are substantiated. If the Appeals Board determines that the Request for Appeal does not meet the standards for an Appeal under this Grievance Process, the Appeal Boards will notify both parties of that outcome within ten business days of receipt of both the Appellant's appeal, and the Appellee's response. If the Appeal Board determines that the Request for Appeal does meet the standards for an Appeal under this Grievance Process, the Appeals Board will take appropriate action as indicated below.

- **Significant Procedural Error:** If it is determined that a procedural error occurred that was substantially prejudicial to the outcome of the investigation, the Appeals Board may return the complaint to the

Investigator with instructions to correct the error, and to reconsider the findings as appropriate. In rare cases, where the procedural error cannot be corrected by the original Investigator (as in cases of bias), the Appeals Board may order a new investigation with a new Investigator.

- **New Information:** If the Appeals Board determines that new information should be considered, the complaint will be returned to the investigator to reconsider the complaint considering the new information only, and to reconsider the original findings as appropriate. The investigator will prepare an Addendum to the Final Report.
- **Disproportionate Sanctions:** If the Appeals Board determines that the sanctions are manifestly contrary to the weight of the information presented, the Diversity Affairs Office and the Review Panel will collaborate to issue appropriate sanctions.

The Law School will attempt to issue notice in writing of the outcome of the appeal within ten business days of receipt of Appellee's response statement. The Appeals Board's decision is final and is not subject to appeal.

D. Required Training

Every employee upon hire and annually thereafter is required to review this policy and acknowledge they have read and understand its content. Supervisors undergo mandatory sexual harassment prevention training within six months of initial employment and biennially thereafter. Additionally, all non-supervisory employees (including temporary employees and volunteers) must complete a one-hour workplace sexual harassment prevention training within six months of their initial employment and biennially thereafter. The Department of Fair Employment and Housing offers sexual harassment training at: <https://www.dfeh.ca.gov/shpt/>.

Appendix A

Policy to Prevent Discrimination, Harassment, and Retaliation Important Process Steps and Deadlines

Step	Description	Policy Reference	Anticipated Deadlines*
Written Notice of Investigation to Parties	The notification will include allegations, identities of the parties, the Section of this policy that was allegedly violated, the precise conduct allegedly constituting the potential violation, and the date and location of the incident (if known). Notice will be given to the Respondent before any initial interview of the Respondent.	C.2.c.i. Page 18	
Preliminary Investigative Report	The Preliminary Report will include a summary of the information provided by the Reporting Party, the Respondent, and each witness during the investigation. The Preliminary Report will not contain any factual findings.	C.2.c.iv. Page 19	The parties may submit additional documentary evidence within five business days after the preliminary report is made available
Investigation Outcome/Findings of Policy Violations	Depending on the status of the Respondent (faculty, staff, or student), the appropriate office will determine whether the preponderance of the evidence shows the Respondent has violated this policy or other identified policies.	C.2.c.iv. Page 20	
Sanctions (if applicable)	The Diversity Affairs Office will designate three trained individuals to serve on a panel ("Review Panel") to determine sanctions.	C.2.c.v. Page 21	Three business days to object to each Review Panelist on the basis of bias or conflict of interest Submit statements regarding the appropriateness of any sanctions to the Review Panel five business days after the date to object

			<p>to the Review Panelists has expired.</p> <p>The Review Panel will issue recommendation regarding sanctions within five business days of receiving all materials in the case.</p>
Appeal	<p>Grounds for appeal are limited to significant procedural error, new information, and disproportionate sanctions.</p>	<p>C.2.c.vi. Page 22</p>	<p>Parties have five business days from receiving written notice of the Investigation Outcome or Notice of Sanctions to submit a written appeal.</p> <p>Notification to parties of the members of the Appeals Board within three business days of receipt of the written appeal.</p> <p>Parties have three business days to object to members of the Appeals Board on the basis of bias or conflict of interest.</p> <p>Notice in writing of the outcome of the appeal within ten business days of receipt of Appellee's response statement.</p>

*Anticipated deadlines are subject to change pursuant to Section C.1.d.



Sexual Misconduct Policy

Effective Date: August 14, 2020

Southwestern Law School Sexual Misconduct Policy

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I. Introduction: Institutional Values, Community Expectations, and Notice of Non- Discrimination

It is the policy of Southwestern Law School ("Southwestern" or the "Law School") to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The Law School has enacted this Sexual Misconduct Policy (the "Policy") to reflect and maintain its institutional values and community expectations, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

This Policy prohibits all forms of sexual or gender-based discrimination, harassment, and misconduct, including sexual assault, non-consensual sexual contact, intimate partner violence, sexual exploitation, and stalking. This Policy also prohibits retaliation against a person who reports, complains about, or who otherwise participates in good faith in, any matter related to this Policy. All of the foregoing conduct shall be referred to as "Prohibited Conduct."

Southwestern does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment is also prohibited under Title IX, Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act, and other applicable statutes, as well as by this Policy. This Policy prohibits sexual harassment against Southwestern community members of any sex, sexual orientation, gender identity, or gender expression in the context of education or employment. This Policy also prohibits gender-based harassment that does not involve conduct of a sexual nature.

The Law School strongly encourages all members of our community to take action to maintain and facilitate a safe, welcoming, and respectful environment on campus. In

particular, the Law School expects that all Southwestern community members will take reasonable and prudent actions to prevent or stop Prohibited Conduct. The Law School strongly supports individuals who choose to take such action and will protect such individuals from retaliation.

The Law School will respond to all reports of harassment or discrimination that fall under the scope of this policy. In addition, the Law School will fulfill its obligations under the Violence Against Women Reauthorization Act of 2013 ("VAWA") amendments to the Jeanne Clery

Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") in response to reported Prohibited Conduct. The Law School's process for investigating and

responding to reported Prohibited Conduct are contained in the following appendices: Appendix A (Resolution of Grievance Against Student), and Appendix B (Resolution of Title IX Grievance). Students who are found to have violated this Policy, including its appendices, may face disciplinary action up to and including expulsion.

Southwestern also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, ancestry, age, religious belief, marital status, physical or mental disability, medical condition, veteran status, or any other characteristic protected by federal, state, or local law. Such prohibited conduct is addressed in other Law School policies prohibiting discrimination, harassment and retaliation based on protected status (other than sex or gender).

The Law School's Commitment to Academic Freedom and Free Speech

This Policy is consistent with the Law School's commitment to academic freedom and free speech. This commitment requires that the Law School protect community members' expression of ideas in their teaching, learning, and research, including advocacy that may be controversial, provocative, or unpopular. This protection extends to the expression of ideas, however controversial, in the classroom, residential life, and other campus-related activities.

It must be recognized, however, that this protection has its limits. This Policy defines those limits, and conduct which is found to be "harassing" is not consistent with the Law School's

commitment to academic freedom and free speech. No member of the Law School community may escape responsibility for engaging in harassing conduct merely by labeling the conduct as “speech” or other expressive activity.

II. Scope of Policy

This Policy applies to all reports of Prohibited Conduct occurring on or after the effective date of this Policy. Where the date of the reported Prohibited Conduct precedes the effective date of this Policy, the definitions of misconduct in existence at the time of the report will be used. The Grievance Processes under this Policy, however, will be used to investigate and resolve all reports made or that are pending on or after the effective date of this Policy, regardless of when the incident(s) occurred.

When used in this Policy, “Complainant” refers to the individual who is identified as the subject of Prohibited Conduct. “Respondent” refers to the individual alleged to have engaged in

Prohibited Conduct. A “Third-Party” refers to any other participant in the process, including a witness or an individual who makes a report on behalf of a Complainant.

A. Persons Covered

Appendix A (Resolution of Grievance Against Student) applies to students of the Law School whether applicants, admitted or currently enrolled. Appendix B (Resolution of Title IX Grievance) applies to 1) students of the Law School whether applicant, admitted, or currently enrolled and; 2) employees whether applicant, hired but not yet working, or employed, or another individual over whom the Law School exercises substantial control.

The Law School strongly encourages reports of Prohibited Conduct regardless of who engaged in the conduct. Even if the Law School does not have jurisdiction over the Respondent, the Law School will take prompt action to provide for the safety and well-being of the Complainant and the broader campus community.

B. Locations Covered

Appendix A (Resolution of Grievance Against Student) applies to all on-campus conduct and some off-campus conduct, described below. The Law School strongly encourages reports of Prohibited Conduct regardless of location. Even if the Policy does not apply to the conduct because of its location, the Law School will take prompt action to provide for the safety and well-being of the Complainant and the broader campus community.

On-Campus Conduct. This Policy applies to conduct that occurs on-campus, including conduct which occurs on property owned or controlled by the Law School.

Law School Programs. This Policy applies to conduct that occurs in the context of Law School employment or education programs or activities, including, but not limited to, Southwestern study abroad or internship programs.

Off-Campus Conduct. This Policy also applies to conduct that occurs off-campus and has continuing adverse effects on, or creates a hostile environment for, any member of the Southwestern community on-campus or in any Law School employment or education program or activity.

Appendix B (Resolution of Title IX Grievance) applies to: 1) incident(s) that occurred on the Law School's campus, within the United States or; 2) incident(s) that occurred in a building owned or controlled by a student organization that is officially recognized by the Law School or; 3) incident(s) that were part of one of the Law School's programs or activities, such as part of a field trip or academic competition, and within the United States.

III. **Prohibited Conduct**

This policy prohibits sex or gender-based discrimination, sexual or gender-based harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking, Non-Consensual Sexual Contact, and Sexual Exploitation. The specific definitions applicable to Appendix A are set forth therein. The specific definitions applicable to Appendix B are set forth therein.

Definitions Of Key Terms

To provide clarity to all individuals as to the kinds of behavior that constitute Sexual Misconduct and/or Intimate Partner Violence under both this policy, including Appendix A and Appendix B, the Law School defines key terms which the Law School will use in evaluating whether Prohibited Conduct has occurred.

Affirmative Consent:

“Affirmative Consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. Affirmative consent is required for any sexual activity to occur between two or more individuals. It is the responsibility of each person involved in the sexual activity to ensure that the person has the affirmative consent of the other(s) to engage in the sexual activity.

It shall not be a valid excuse to allege lack of affirmative consent that the Respondent believed that the Complainant consented to the sexual activity under either of the

following circumstances: (a) The Respondent’s belief in affirmative consent arose from the intoxication or recklessness of the Respondent, or (b) the Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented.

The following are essential elements of affirmative consent:

Informed and reciprocal: All Parties must demonstrate a clear and mutual understanding of the nature and scope of the act to which they are consenting and a willingness to do the same thing, at the same time, in the same way.

Freely and actively given: Consent cannot be obtained through the use of force, coercion, threats, intimidation or pressuring, or by taking advantage of the incapacitation of another individual.

Mutually understandable: Communication regarding consent consists of mutually understandable words and/or actions that indicate a mutually unambiguous willingness to engage in sexual activity. Consent may not be inferred from silence, passivity, lack of resistance, or lack of active response. **An individual who does not physically resist or verbally refuse sexual activity is not necessarily giving consent. Relying solely upon non-verbal communication can lead to a false conclusion as to whether consent was sought or given.**

Not indefinite: Affirmative consent must be ongoing throughout the activity.

Consent may be withdrawn by any Party at any time. Recognizing the dynamic nature of sexual activity, individuals choosing to engage in sexual activity must evaluate consent in an ongoing manner and communicate clearly throughout all stages of sexual activity. Withdrawal of consent can be an expressed “no” or can be based on an outward demonstration that conveys that an individual is hesitant, confused, uncertain, or is no longer a mutual participant. Once consent is withdrawn, the sexual activity must cease immediately and all Parties must obtain mutually expressed or clearly stated consent before continuing further sexual activity.

Not unlimited: Consent to one form of sexual contact does not constitute consent to all forms of sexual contact, nor does consent to sexual activity with one person constitute consent to activity with any other person. Each participant in a sexual encounter must consent to each form of sexual contact with each participant. Even in the context of a current or previous intimate relationship, each Party must consent to each instance of sexual contact each time. The consent must be based on mutually understandable communication that clearly indicates a willingness to engage in sexual activity. The mere fact that there has been prior intimacy or sexual activity does not, by itself, imply consent to future acts.

Age: The state of California considers sexual intercourse with a minor to be unlawful. A person who engages in felony “unlawful” sexual intercourse as described in the

California Penal Code does so without effective consent as defined by the Law School’s Sexual Misconduct Policy. Specifically, there is no effective consent under the Law School’s Sexual Misconduct Policy where one Party (the “minor”) is under the age of eighteen, and the other Party is more than three years older than the minor.

Force: The use or threat of physical violence to overcome an individual’s freedom of will to choose

whether or not to participate in sexual activity or provide consent. Consent obtained by force is not valid. For the use of force to be demonstrated, there is no requirement that a Complainant resist the sexual advance or request. However, evidence of resistance by the Complainant will be viewed as a clear demonstration of a lack of consent.

Intimidation: The use of implied threats to overcome an individual's freedom of will to choose whether or not to participate in sexual activity or provide consent. Consent obtained by intimidation is not valid.

Coercion: The improper use of pressure to compel another individual to initiate or continue sexual activity against that individual's will. Consent obtained through coercion is not valid. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to "out" someone based on sexual orientation, gender identity, or gender expression and threatening to harm oneself if the other Party does not engage in the sexual activity. When someone indicates, verbally or physically, that they do not want to engage in a particular sexual activity, that they want to stop a particular activity, or that they do not want to go past a certain point of sexual interaction, continued activity or pressure to continue beyond that point can be coercive. The Law School will evaluate the following in determining whether coercion was used: (a) the frequency of the application of pressure, (b) the intensity of the pressure, (c) the degree of isolation of the person being pressured, and (d) the duration of the pressure.

Incapacitation: A state where an individual cannot make an informed and rational decision to engage in sexual activity because of a lack of conscious understanding of the fact, nature, or extent of the act (e.g., to understand the who, what, when, where, why, or how of the sexual interaction) and/or is physically helpless. For example, an individual is incapacitated, and therefore unable to give consent, if the individual is asleep, unconscious, or otherwise unaware that sexual activity is occurring. An individual will also be considered incapacitated if the person cannot understand the nature of the activity or communicate due to a mental or physical condition.

Incapacitation may result from the use of alcohol, drugs, or other medication. Consumption of alcohol or other drugs alone is insufficient to establish incapacitation.

The impact of alcohol and drugs varies from person to person, and evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs impacts an individual's:

- (1) decision-making ability;
- (2) awareness of consequences;
- (3) ability to make informed judgments; or
- (4) capacity to appreciate the nature and the quality of the act.

It shall not be a valid excuse that the Respondent believed that the Complainant affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances: (a) the Complainant was asleep or unconscious; (b) the Complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the Complainant could not understand the fact, nature, or extent of the sexual activity;

(c) the Complainant was unable to communicate due to a mental or physical condition.

Whether the Respondent reasonably should have known that the Complainant was incapacitated will be evaluated using an objective reasonable person standard. The fact that the Respondent was actually unaware of the Complainant's incapacity is irrelevant to this analysis, particularly where the Respondent's failure to appreciate the Complainant's incapacitation resulted from the Respondent's failure to take reasonable steps to determine the Complainant's incapacitation or where the Respondent's own incapacitation (from alcohol or drugs) caused the Respondent to misjudge the Complainant's incapacity.

It is the responsibility of each Party to be aware of the intoxication level of the other Party before engaging in sexual activity. In general, sexual activity while under the influence of alcohol or other drugs poses a risk to all Parties. If there is any doubt as to the level or extent of the other

individual's intoxication, it is safest to forgo or cease any sexual contact or activity.

F. Retaliation:

Retaliation includes materially adverse action taken against a person for making a good faith report of Prohibited Conduct or participating in any proceeding under this Policy. Adverse action includes conduct that threatens, intimidates, harasses, coerces or in any other way seeks to discourage a reasonable person from engaging in activity protected under this Policy. Retaliation can be committed by or against any individual or group of individuals, not just a Respondent or Complainant. Retaliation does not include good faith actions lawfully pursued in response to a

report of Prohibited Conduct. Retaliation may be present even where there is a finding of “no responsibility” on the allegations of Prohibited Conduct.

The Law School will take immediate and responsive action to any report of retaliation and will pursue disciplinary action as appropriate. An individual reporting Prohibited Conduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven.

IV. Confidentiality and Privacy

A. Privacy and Confidentiality: Understanding The Differences

The Law School is committed to protecting the privacy of all individuals involved in the investigation and resolution of reports under this Policy. The Law School also is committed to assisting students and third parties in making informed choices. With respect to any report under this Policy, the Law School will make reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to take steps to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects. All Law School employees who are involved in the Law School’s Sexual Misconduct response receive specific instruction about respecting and safeguarding private information.

Privacy and confidentiality have distinct meanings under this Policy.

I. Privacy

“Privacy” generally means that information related to a report of Prohibited Conduct will only be shared with a limited circle of individuals who “need to know” in order to assist in the assessment, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (“FERPA”), as outlined in the Law School’s FERPA policy. The privacy of an individual’s medical and related records may be protected by the Health Insurance Portability and Accountability Act (“HIPAA”), excepting health records protected by FERPA and by the California Confidentiality of Medical Information Act

("CMIA"), Cal. Civ. Code § 56.05 *et seq.* Access to an employee's personnel records may be restricted by applicable California and federal law.

While there are certain limitations on privacy, the Law School generally will not release the names of the Complainant or Respondent to the general public without express written consent or absent another exception consistent with the law. The release of names will be guided by applicable law, including the Family Educational Rights and Privacy Act (FERPA) and the Clery Act.

In addition, no information shall be released from a proceeding to enforce this Policy except as required or permitted by law and Law School policy.

2. Confidentiality

"Confidentiality" generally means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual.

The confidentiality of information shared by an individual with designated campus or community professionals generally is governed by California law, including California Evidence Code restrictions on disclosure of information by mental health providers, ordained clergy, rape crisis counselors, and attorneys, all of whom have legally protected confidentiality. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others.

An individual who seeks confidential assistance may do so by speaking with professionals who have a legally protected confidentiality. The confidential resources available to individuals on campus are listed in Section VII, below. Note, however, that these confidential resources are required by state law to notify child protective services and/or local law enforcement of any report which involves suspected abuse of a minor under the age of 18.

V. Reporting

A. Employee Obligation to Report Violations of this Policy to the Title IX Coordinator

All Law School employees who do not have legally protected confidentiality (e.g. the on- campus psychologist or any other individuals who are prohibited from breaking

confidentiality unless there is an imminent threat of harm to self or others) are required to report potential violations of this policy of which they become aware to the Title IX or to a Deputy Title IX Coordinator. Those who have this obligation include all employees with supervisory or leadership responsibilities on-campus, including, but not limited to, faculty, coaches, administrators, and staff members. The purpose of this requirement is to permit the Law School to take immediate and corrective action to respond to allegations of Prohibited Conduct.

Law School employees with authority to institute corrective measures on behalf of the Law School include Deans and Department Chairs, directors. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the Law School.

B. Requests for Confidentiality

A student may desire to report Prohibited Conduct to the Law School but to maintain confidentiality; if so, the Title IX Coordinator will evaluate such requests. Where a Complainant requests that the Complainant's name or other identifiable information not be shared with the Respondent or that no formal action be taken, the Title IX Coordinator, in conjunction with the Title IX team, will balance the Complainant's request with its dual obligation to provide a safe and non-discriminatory environment for all Law School community members and to remain true to principles of fundamental fairness that ordinarily provide for notice and an opportunity to respond before action is taken against a Respondent. In making this determination, the Law School may consider the seriousness of the conduct, the respective ages and roles of the Complainant and Respondent, whether there have been other complaints or reports of harassment or misconduct against the Respondent, and the rights of the Respondent to receive notice and relevant information before disciplinary action is sought.

The Law School will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Complainant. Where the Law School is unable to take action consistent with the request of the Complainant, the Title IX Coordinator or a member of the Title IX team will inform the Complainant about the chosen course of action, which may include the Law School seeking disciplinary action against a Respondent. Alternatively, the course of action may also include steps to limit the effects of the alleged

harassment and prevent its recurrence that do not involve formal disciplinary action against a Respondent or revealing the identity of the Complainant.

C. How to Make a Report to Southwestern Law School

The Law School strongly encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual violence. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response.

The Law School also strongly encourages all individuals to make a report to the Law School and to local law enforcement, although neither is required. These reporting options are not mutually exclusive. Both internal and criminal reports may be made simultaneously.

The Law School has a strong interest in supporting survivors of sexual harassment, sexual violence, stalking, and intimate partner violence and strongly encourages all individuals or third party witnesses to report any incident to the Law School.

Reporting Parties and third party witnesses are encouraged to report Prohibited Conduct as soon as possible in order to maximize the Law School's ability to respond promptly and effectively. The Law School does not, however, limit the timeframe for reporting. If the Respondent is not a member of the Southwestern community, the Law School will still seek to take steps to end the harassment, prevent its recurrence, and address its effects, but its ability to take disciplinary action against the Respondent will, of course, be limited.

Reports can be made to the following

individuals: The Title IX Coordinator:

Jessica E. Johnson

jjohnson@swlaw.edu

(213) 738-6705

Deputy Title IX Coordinator:

Marcie Canal

mcanal@swlaw.edu

(213) 738-6847

At the time a report is made, a Complainant does not have to request any particular course of action, nor does a Complainant need to know how to label what happened. Choosing to make a report, and deciding how to proceed after making the report, can be a process that unfolds over time. The Law School provides support that can assist each individual in making these

important decisions, and will respect an individual's autonomy in deciding how to proceed to the extent legally possible. In this process, the Law School will balance the individual's interest with its obligation to provide a safe and non-discriminatory environment for all members of the Law School community.

The Law School will respond to all reports of Prohibited Conduct in a fair and impartial manner. A Complainant, a Respondent, and all individuals involved will be treated with dignity and respect. In response to all reports of Prohibited Conduct, the Law School will make an immediate assessment of any risk of harm to the Complainant, Respondent, or to the broader campus community and will take steps necessary to address those risks. These steps may include supportive measures to provide for the safety of the individual and the campus community.

Emergency and External Reporting Options

The Complainant has the right to notify or decline to notify law enforcement. The Law School strongly encourages all individuals to seek assistance from law enforcement immediately after an incident of Sexual Misconduct, Intimate Partner Violence, or any other Prohibited Conduct. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. Police have unique legal authority, including the power to seek and execute search warrants, collect forensic evidence, make arrests, and assist in seeking emergency protective orders. The Law School will help any Southwestern community member to get to a safe place and will provide transportation to the hospital, coordination with law enforcement, and information about on- and off-campus resources and options for resolution.

Coordination with Law Enforcement

The Law School strongly encourages Reporting Parties to pursue criminal action for incidents of

sexual harassment, sexual violence, and intimate partner violence that may also be crimes under California law. The Law School will assist a Complainant in making a criminal report and cooperate with law enforcement agencies if a Complainant decides to pursue the criminal process to the extent permitted by law.

The Law School's Policy, definitions, and burden of proof may differ from California criminal law. A Complainant may seek recourse under this Policy and/or pursue criminal action. Neither law enforcement's determination whether or not to prosecute a Respondent, nor the outcome of any criminal prosecution, are determinative of whether a violation of this Policy has occurred. Proceedings under this Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

The Law School may not delay conducting its own investigation unless specifically requested by the law enforcement (e.g., LAPD). In the event of such specific request, the Law School shall defer its investigation only during the time that law enforcement is gathering evidence, which should not exceed ten (10) days absent extenuating circumstances. The Law School will nevertheless communicate with the Complainant and Respondent (if appropriate) regarding Title IX rights, procedural options, and the implementation of supportive measures to assure safety and well-being. The Law School will promptly resume fact-gathering as soon as it is informed that law enforcement has completed its initial investigation.

[Los Angeles Police Department \(LAPD\)](#) – Please call 911 for all emergencies.

In addition to reporting to law enforcement or the Law School, students, faculty, and staff should be aware of the following external governmental agencies that investigate and prosecute complaints of prohibited discrimination and harassment:

Title IX Compliance. Inquiries or complaints concerning the Law School's compliance with Title IX may be referred to the [U.S. Department of Education Office for Civil Rights](#).

VI. Care and Support Resources

The Law School is committed to treating all members of the community with dignity, care, and respect. Any student who experiences or is affected by violations under this Policy, whether as a Complainant, a Respondent, or a third party, will have equal access to support and counseling services through the Law School.

The Law School strongly encourages individuals to report Prohibited Conduct. The Law School recognizes, however, that the decision to report Prohibited Conduct (to the Law School and/or law enforcement) can be difficult. The Law School strongly encourages individuals who are considering whether to report Prohibited Conduct to seek the support of confidential campus and community resources. These trained professionals can provide guidance in making decisions, information about available resources and procedural options, and assistance to either Party in the event that a report and/or resolution under this Policy is pursued. These resources are available regardless of when or where the incident occurred.

There are many resources available on campus and in the surrounding community. As detailed below, there are Confidential Resources, which by law cannot share information without the consent of the individual seeking assistance (in most circumstances). These resources will maintain the privacy of an individual's information within the limited circle of those involved in the resolution of a complaint under this Policy.

Confidential Medical Resources

***In California, medical providers who treat a physical injury sustained from an assault, physical or sexual, are required by state law to report the assault to law enforcement.**

However, the patient has the right to request that a survivor advocate be present when the patient speaks with law enforcement and to request that law enforcement not pursue a criminal charge at that time. Further, the disclosure of private information contained in most medical records is generally protected by HIPAA, and community medical providers will not notify the Law School (or anyone else, other than law enforcement).

A medical provider can provide emergency and/or follow-up medical services. The medical exam has two goals: first, to diagnose and treat the full extent of any injury or physical effect (including prevention of sexually transmitted illnesses and pregnancy) and second, to properly collect and preserve evidence. There is a limited window of time (within 96 hours) following an incident of sexual assault to preserve physical and other forms of evidence, although it may be possible to obtain evidence from towels, sheets, clothes, and other items for longer periods of time. It is best to gather evidence prior to washing a person's body or changing clothing. If clothes have been changed, the clothes worn at the time of the incident should be brought to the examination in a clean, sanitary container such as a paper grocery bag or wrapped in a clean sheet

(plastic containers do not breathe and may render evidence useless). A change of clothing should also be brought to the hospital, as the clothes worn at the time of the incident will likely be kept as evidence.

Taking the steps to gather evidence immediately does not commit an individual to any particular course of action. The decision to seek timely medical attention and gather any evidence, however, will preserve the full range of options to seek resolution under this Policy or through the pursuit of criminal prosecution, and may be helpful in obtaining protective orders.

Supportive Measures

Upon receipt of a report of alleged sex-based discrimination, sexual harassment and/or retaliation, non-disciplinary, non-punitive, free of charge individualized services will be offered to the Complainant and/or the Respondent by the Law School as appropriate and reasonably available.

Such measures are designed to restore or preserve equal access to the Law School's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Law School's educational environment, or deter sexual harassment, discrimination and/or retaliation.

A Complainant or Respondent may request a No Contact Order or other protection, or the Law School may choose to impose supportive measures at its discretion to ensure the safety of all Parties, the broader Law School community, and/or the integrity of the process.

The Law School will maintain the privacy of any remedial and protective measures provided under this Policy to the extent practicable and will promptly address any violation of the protective measures. All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by a supportive measure. The Law School will take immediate and responsive action to enforce a previously implemented restriction if such restriction was violated.

A. Range of Supportive Measures

Supportive measures will be implemented at the discretion of the Law School. Potential remedies that may be applied include:

- Access to counseling services and assistance in setting up initial

appointment, both on and off campus;

- Imposition of mutual campus "No Contact Order;"
- Rescheduling of exams and assignments (in conjunction with appropriate faculty and deans as necessary);
- Providing alternative course completion options (with the agreement of the appropriate faculty);
- Change in class schedule, including the ability to take an "incomplete," drop a course without penalty or transfer sections (with the agreement of the appropriate faculty);
- Change in work schedule or job assignment;
- Change in on-campus housing;
- Arranging to dissolve a housing contract and pro-rating a refund in accordance with campus housing policies;
- Limiting an individual or organization's access to certain Law School facilities or activities pending resolution of the matter*;
- Voluntary leave of absence;
- Providing an escort to ensure safe movement between classes and activities;
- Providing medical services;
- Providing academic support services, such as tutoring;
- Interim suspension or Law School-imposed leave*;
- Any other remedy that can be tailored to the involved individuals to reasonably achieve the goals of this Policy.

*Note: These measures are not applicable in cases covered by conduct set forth in Appendix B.

B. Interim Suspension or Separation

Where the reported conduct poses a substantial and immediate threat of harm to the safety or well-being of an individual, members of the campus community, or the performance of normal

Law School functions, the Law School may place a student on interim suspension or impose leave for an employee. Pending resolution of the report, the individual or organization may be denied access to campus, campus facilities, and/or all other Law School activities or privileges for which the student might otherwise be eligible, as the Law School determines appropriate. When interim suspension or leave is imposed, the Law School will make reasonable efforts to complete the investigation and resolution within an expedited time frame.

A student Respondent who has been put on interim suspension has the right to a meeting within three (3) days with the Dean of Students or designee to appeal the interim suspension. The Dean of Students (or designee) reviews the appeal to determine whether the decision to put a student on interim suspension was arbitrary or capricious. A decision is arbitrary and capricious where there is no rational connection between the facts presented and the decision made.

VII. Disclosures Required by the Clery Act

1. Timely Warnings

A “Timely Warning” is a campus-wide notification of a serious or continuing threat to the Southwestern community. The Timely Warning does **not** include identifying information about the Complainant. If a report of misconduct discloses a serious or continuing threat to the Southwestern community, the Law School may issue a campus wide timely warning (which can take the form of an email to campus) to protect the health or safety of the community.

2. Annual Reporting Responsibilities

All higher education institutions that receive federal funding, including the Law School, are obligated to issue publicly an Annual Security Report (“ASR”) which identifies the number of particular reported crimes on campus or campus property, or adjacent to campus. The ASR does **not** include identifying information about the Complainant or Respondent.

3. Crime Log

All higher education institutions that have campus police forces or security departments must maintain a daily crime log that includes entries for all crimes that occur within both the Clery geography and the campus safety force’s regular patrol ³²⁹

route. The crime log does **not** include identifying information about the Complainant or Respondent.

VIII. Southwestern's Title IX Coordinator and Deputy Coordinator

A. Notice Of Designated Title IX Coordinator And Deputy Coordinator

The Law School has designated Jessica E. Johnson, Director of Institutional Compliance, to serve as the Law School's Title IX Coordinator. The Law School has designated Marcie Canal, Associate Dean of Operations and Risk Management, as Deputy Title IX Coordinator. The Title IX Coordinator and Deputy Coordinator can be contacted by telephone, email, or in person during regular office hours:

Jessica E. Johnson Title IX Coordinator (213) 738-6705 jjohnson@swlaw.edu	Marcie Canal Deputy Title IX Coordinator (213) 738-6847 mcanal@swlaw.edu
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B. Role Of The Title IX Coordinator and Deputy Coordinator

The Title IX Coordinator monitors the Law School's overall compliance with Title IX, ensures appropriate training and education, and oversees the Law School's investigation, response, and resolution of reports made under this Policy. Upon receiving reports of Prohibited Conduct, the Title IX Coordinator ensures that appropriate action is taken to eliminate that conduct, prevent its recurrence, and remedy its effects. The Title IX Coordinator is available to advise all individuals—including individuals who have experienced misconduct, individuals who are alleged to be responsible for misconduct, and third parties - on this Policy and the appended Grievance Processes.

The Title IX Coordinator is supported and assisted by a Deputy Coordinator. In addition, based on the relationship of the Complainant and/or the Respondent to the Law School, the Title IX Coordinator may be supported by the Vice Dean of the Law School, faculty members, a representative from the Dean of Students Office and/or Administrative Services. Collectively,

the Title IX Coordinator and the individuals supporting the Coordinator are the "Title IX Team." The Title IX Team is a small circle of individuals who have a need to know of any

alleged Prohibited Conduct to effectuate this Policy. The foregoing individuals have received appropriate training to discharge their responsibilities.

IX. Possible Sanctions for Violations of this Policy

Any one or more of the sanctions listed here may be imposed on a Respondent who is found responsible for a violation of the Law School's Sexual Misconduct Policy. Sanctions not listed here may be imposed in consultation with and approval by the Title IX Coordinator. Sanctions are assessed in response to the specific violation(s) and any prior discipline history of the Respondent. **Sanctions are effective immediately. If the Respondent appeals the findings contained in the Final Report, the sanctions will continue in effect during the appeal. The sanctions may be lifted only if, as a result of the final outcome of the appeal, the Respondent is found not responsible for one or more of the original Policy violations submitted to the Review Panel.**

Possible sanctions include, but are not limited to:

1. **Warning:** Notice, in writing, that continuation or repetition of Prohibited Conduct may be cause for additional disciplinary action.
2. **Censure:** A written reprimand for violating the Sexual Misconduct Policy. This conduct status specifies a period of time during which the student's good standing with the Law School may be in jeopardy. The student or employee is officially warned that continuation or repetition of Prohibited Conduct may be cause for additional conduct action including probation, suspension, administrative leave for employees, expulsion or termination from the Law School.
3. **Disciplinary Probation:** Exclusion from participation in privileged activities for a specified period of time. For students, privileged activities may include, but are not limited to, elected or appointed ASOC offices, student research, athletics, some student employment, and study abroad. Employees may be placed on a performance plan. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation or any other Law School policy violations may result in further disciplinary action.
4. **Restitution:** Repayment to the Law School or to an affected Party for damages (amount to be determined by the Law School) resulting from a violation of this Code. To enforce this sanction, the Law School reserves the right to withhold its transcripts and degrees or to deny a student participation in

graduation ceremonies and privileged events.

5. **Removal from Campus Housing:** Students may be removed from Law School housing and/or barred from applying for campus housing due to disciplinary violations of this Code.
6. **Suspension:** Exclusion from Law School premises, attending classes, and other privileges or activities for a specified period of time, as set forth in the suspension notice. Notice of this action will remain in the student's conduct file and will be permanently recorded on the student's academic transcript. Conditions for readmission may be specified in the suspension notice.
7. **Expulsion:** Permanent termination of student status and exclusion from Law School premises, privileges, and activities. This action will be permanently recorded on the student's academic transcript.
8. **Termination:** Permanent termination of employment with the Law School.
9. **Revocation of Admission and/or Degree:** Admission to, or a degree awarded by, the Law School may be revoked for fraud, misrepresentation in obtaining the degree or violation of Law School policies, the Student Code of Conduct or for other serious violations committed by a student prior to enrollment or graduation.
10. **Withholding Degree:** The Law School may withhold awarding a degree otherwise earned until the completion of the process set forth in this Policy, including the completion of all sanctions imposed, if any.
11. **Other: Other sanctions may be imposed instead of, or in addition to, those specified here. Service, education or research projects may also be assigned.**
12. **Multiple Sanctions:** More than one of the sanctions listed above may be

imposed for any single violation.

Suspension, expulsion, and withdrawal pending disciplinary action are permanently noted on a student's transcript.

X. Additional Provisions

Prevention and Awareness

Programs

The Law School is committed to the prevention of Prohibited Conduct through awareness programs. Incoming students receive primary prevention and awareness programming as part of their orientation.

Training

The Law School provides training to students to ensure they understand this Policy and the topics and issues related to maintaining an educational and employment environment free from all forms of Prohibited Conduct.

Notifications

The Coordinator will make reasonable efforts to ensure that the Complainant and the Respondent simultaneously are notified of the status of the Grievance Process, consistent with the processes described herein. Both Parties may, at any time, request a status update from the Coordinator.

Modification Of Grievance Process

The Law School will follow the Grievance Process described herein barring exceptional circumstances. In rare instances, however, the Law School may be required to adapt or modify the Grievance Process (including timelines) to ensure prompt and equitable resolution of a report of Prohibited Conduct. The Law School reserves this right. In such instances, the Law School will notify both Parties of the modification of the Grievance Process and, if appropriate, the exceptional circumstances requiring the Law School to adapt or modify the Grievance Process.

Alcohol And Substance Use

The purpose of this Grievance Process is to resolve reports of discrimination, harassment, and retaliation against individuals because of sex or gender. It is not the purpose of this Grievance Process to subject individuals to disciplinary action for their own personal consumption of alcohol or drugs. Consistent with the purpose of the Grievance Process, the Law School will not subject individuals who participate in the Grievance Process to disciplinary action for information revealed in the course of the Grievance Process, provided that the individual's behavior did not, and does not, place the health and safety of others at risk. In all instances, the Law School may pursue educational initiatives or remedies related to an individual's consumption of alcohol or drugs.

The use of alcohol or other drugs will never function as a defense for engaging in Prohibited Conduct.

Past Sexual History

In general, a Complainant's prior sexual history is not relevant and will not be provided to the Investigator or Hearing Officer. Where there is a current or ongoing relationship between the Complainant and the Respondent, and the Respondent alleges consent, the prior sexual history between the Parties may be relevant to assess the manner and nature of communications between the Parties. As noted in the Sexual Misconduct Policy, however, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Any prior sexual history of the Complainant with other individuals is typically not relevant and will not be permitted.

Respondent's Prior Conduct History

Where there is evidence of a pattern of conduct similar in nature by the Respondent, either prior, or subsequent, to the conduct in question, regardless of whether there has been a finding of responsibility, this information may be deemed relevant and probative to the Hearing Officer's determination of responsibility, and/or the Review Panel's determination of sanction. The Coordinator will make a determination of relevance based on an assessment of whether the previous incident was substantially similar to the conduct cited in the report and indicates a pattern of behavior and substantial conformity with that pattern by the Respondent. Where there is a prior finding of responsibility for a similar act of Prohibited Conduct, there is a presumption of relevance and the finding may be considered in making a determination as to responsibility and/or assigning of a sanction. The Law School, through the Coordinator, may choose to provide this information to the Investigator or Hearing Officer, with appropriate notice to the Parties. Alternatively, a Party may request in writing that information under this section be admitted. A request to admit such information must be submitted to the Coordinator. The Coordinator will assess the

relevance of this information and determine if it is appropriate for inclusion in the investigation report.

Consolidation of Investigations

The Coordinator has the discretion to consolidate into one Investigation multiple reports against a Respondent and/or cross-complaints between a Complainant and a Respondent, if the evidence related to each incident would be relevant and probative in reaching a determination on the other incident. Matters may be consolidated where they involve multiple Reporting Parties, multiple Respondents, or related conduct that would regularly have been heard under the Code of Student Conduct.

Failure to Comply with Investigation and Disciplinary Process

If a party fails to comply with the procedures set forth herein, including through a material breach of confidentiality, the Law School reserves the right to bring additional charges of misconduct against the party. The Coordinator is responsible for interpreting and applying this provision. If an Advisor fails to comply with the procedures set forth herein, including through a material breach of confidentiality, the Law School reserves the right to exclude the advisor from further participation in the process.

Integrity of Proceeding

These procedures are entirely administrative in nature and are not considered legal proceedings, but rather procedures designed to address policy violations. Neither Party may audio or video record the proceedings, nor is formal legal representation allowed. Advisors may not speak for, or on behalf of, Parties.

False Reports

The Law School takes the accuracy of information very seriously, as a report of Prohibited Conduct may have severe consequences. **A good-faith complaint that results in a finding of not responsible is not considered a false or fabricated report of Prohibited Conduct.** However, when a Complainant or third party witness is found to have fabricated allegations or given false information with malicious intent or in bad faith, the Complainant or third-party witness may be subject to disciplinary action. It is a violation of the Code of Student Conduct to make an intentionally false report of any Policy violation, and it may also violate state criminal statutes and civil defamation laws.

XI. Records

The Coordinator will retain records of all reports and complaints, regardless of whether the matter is resolved by means of Initial Assessment, Informal Resolution or Formal Resolution. Complaints resolved by means of an Initial Assessment or Informal Resolution are not part of a student's conduct file or academic record. For matters handled under Appendix B, records shall be maintained for seven (7) years.

Affirmative findings of responsibility in matters resolved through Formal Resolution are part of a student's conduct record. Such records shall be used in reviewing any further conduct, or developing sanctions, and shall remain a part of a student's conduct record.

In addition to records kept by the Coordinator, the conduct files of students who have been suspended or expelled from the Law School are maintained in the Dean of Students Office indefinitely. Conduct files of students who have not been suspended or expelled are maintained in the Dean of Students Office for no fewer than seven years from the date of the incident. Further questions about record retention should be directed to the Title IX Office.

APPENDIX A

RESOLUTION OF GRIEVANCE AGAINST STUDENT

Please see Appendix B for Resolution of Title IX Grievances. Note: The definitions below do not apply to conduct falling within the scope of Appendix B. The Title IX Coordinator shall have the discretion to consolidate cases in which there are allegations of misconduct involving both prohibited conduct as set forth in Appendix A and Appendix B. In the event that allegations are consolidated, the Title IX Coordinator shall provide written notice to both parties setting forth the application allegations, and the processes that shall be applied.

PROHIBITED CONDUCT

Sex or Gender-Based Discrimination

Sex or gender-based discrimination refers to the disparate treatment of a person or group because of that person's or group's sex, sexual orientation, gender identity, or gender expression.

Sexual or Gender-Based Harassment

"Harassment" is conduct that creates an intimidating, offensive, or hostile working or learning environment or that unreasonably interferes with work or academic performance based on a

person's protected status, including sex, sexual orientation, gender identity, or gender expression. All such conduct is unlawful.

"Sexual Harassment" is any unwelcome sexual advance, request for sexual favors, or other unwelcome conduct of a sexual nature, whether verbal, physical, graphic, or otherwise.

"Gender-Based Harassment" is harassment based on sex, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal, physical, graphic, or otherwise. To qualify as Gender-Based Harassment, the conduct need not involve conduct of a sexual nature.

Generally speaking, harassment can be divided into two types of conduct:

Quid Pro Quo Harassment. Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic standing, or participation in any aspect of a Law School program or activity or is used as the basis for the Law School's decisions affecting the individual. Quid pro quo conduct may include direct propositions of a sexual nature between those for whom a power imbalance or supervisory or other authority relationship exists; offering educational or employment benefits in exchange for sexual favors; making submission to sexual advances an actual or implied condition of employment, work status, promotion, grades, or letters of recommendation including subtle pressure for sexual activity; or making or threatening reprisals after a negative response to sexual advances.

Hostile Environment. A hostile environment exists when the conduct is sufficiently severe, pervasive, or persistent that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the Law School's education or employment programs and/or activities. Whether conduct is sufficiently severe, pervasive, or persistent is determined both from a subjective and objective perspective.

Examples of conduct that may create a hostile environment include:

- **Verbal conduct**, including making or using derogatory comments, epithets, slurs or humor; verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations; or objectively offensive comments of a sexual nature, including persistent or pervasive sexually explicit statements, questions, jokes, or anecdotes;
- **Visual conduct**, including leering, making sexual gestures, displaying of suggestive objects or pictures, cartoons, or posters in a public space or forum; or severe, persistent, or pervasive visual displays of suggestive, erotic, or degrading sexually oriented images that are not pedagogically appropriate;
- **Written conduct**, including letters, notes or electronic communications containing comments, words, or images described above;

Sexual or Gender-Based Harassment:

- May be blatant and intentional and involve an overt action, a threat or reprisal, or maybe subtle and indirect, with a coercive aspect that is unstated.

- May be committed by anyone, regardless of gender, age, position or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational or employment relationships, harassment can occur in any context.
- May be committed by a stranger, an acquaintance, or someone with whom the Complainant has an intimate or sexual relationship.
- May be committed by or against an individual or may be a result of the actions of an organization or group.
- May occur by or against an individual of any sex, sexual orientation, gender identity, or gender expression.
- May occur in the classroom, in the workplace, in residential settings, or in any other setting.
- May be a one-time event or can be part of a pattern of behavior.
- May be committed in the presence of others or when the Parties are alone.
- May affect the Complainant and/or third Parties who witness or observe harassment and are affected by it.

Sexual Misconduct: Forms

The Law School prohibits the following specific conduct:

1. Sexual Assault
2. Sexual Exploitation
3. Stalking
4. Non-Consensual Sexual Contact
5. Intimate Partner Violence

Each of these is explained in detail below. In instances where Prohibited Conduct constitutes a violation of more than one violation of the Policy, an individual may allege either or all violations of the Policy.

1. Sexual Assault

Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes:

- a) The penetration, no matter how slight, or attempted penetration, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without consent.
- b) Contact, without consent, between the mouth of one party and the genitalia of the other.
- c) The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- d) Causing an individual to touch their own intimate body parts, or disrobing or exposure of another without permission. Intimate body parts may include the breasts, genitals, buttocks, groin, mouth or any other part of the body that is touched in a sexual manner.

2. Sexual Exploitation

"Sexual Exploitation" occurs when an individual takes non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples of Sexual Exploitation include, but are not limited to:

- surreptitiously observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all Parties involved; non-consensual sharing or streaming of images, photography, video, or audio recording of sexual activity or nudity of the person being exploited, or distribution of such without the knowledge and consent of all Parties involved;
- exposing one's genitals or inducing another to expose their own genitals in non- consensual circumstances;
- knowingly exposing another individual to a sexually transmitted disease or virus without their knowledge; and
- inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

3. *Stalking*

"Stalking" occurs when a person engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

A course of conduct consists of two or more acts, including, but not limited to, acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Cyber-stalking is a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

Examples of Stalking include, but are not limited to:

- Non-consensual communication including in-person communication, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on web sites, written letters, gifts, or any other communications that are undesired and/or place another person in fear;
- Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by a person;
- Surveillance and other types of observation, whether by physical proximity or electronic means; and
- Gathering of information about a person from family, friends, co-workers, and/or classmates. To qualify as stalking, the conduct is not required to be sexual in nature.

4. *Non-Consensual Sexual Contact*

"Non-Consensual Sexual Contact is having sexual contact with another individual:

- a) By force or threat of force;
- b) Without effective affirmative consent; or
- c) Where that individual is incapacitated.

Sexual Contact includes intentional contact with the intimate parts of another, causing an individual to touch their own intimate body parts, or disrobing or exposure of another without permission. Intimate body parts may include the breasts, genitals, buttocks, groin, mouth or any other part of the body that is touched in a sexual manner.

5. *Intimate Partner Violence: Forms*

"Intimate Partner Violence includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, spousal, domestic, or other intimate relationship with the Respondent. The Law School will not tolerate Intimate Partner Violence of any form.

Intimate Partner Violence is often referred to as dating violence, domestic violence, or relationship violence. Intimate Partner Violence can encompass a broad range of behavior including, but not limited to, physical violence, sexual violence, psychological and/or emotional violence, and economic abuse. It may involve one act or an ongoing pattern of behavior.

Intimate Partner Violence may take the form of threats, assault, property damage, violence or threat of violence to one's self, one's sexual or romantic partner, or to

the family members or friends of the sexual or romantic partner. Intimate Partner Violence affects individuals of all sexes, sexual orientations, gender identities, and gender expressions, races and social and economic backgrounds.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. (i) The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. (ii) For the purposes of this definition— (A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (B) Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: A crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Procedure for Responding to Complaints

Appendix A outlines the procedures the Law School follows in resolving allegations that a person has been subjected to Prohibited Conduct ("Complainant") by a student who engaged in Prohibited Conduct ("Respondent") in violation of the Law School's Sexual Misconduct Policy. Complainant and Respondent will be referred to collectively as the "Parties."

A. Complaint and Initial Assessment

1. Overview

An individual who wishes to report Prohibited Conduct by a student (including, but not limited to discrimination, harassment, or retaliation) is encouraged to report directly to the Title IX Coordinator and/or the Deputy Title IX Coordinator.

Jessica E. Johnson, Title IX Coordinator

(213) 738-6705 |

jjohnson@swlaw.edu W102

Marcie Canal, Title IX Deputy Coordinator

(213) 738-6847 |

mcanal@swlaw.edu W100

The Title IX Coordinator will coordinate resolution of all reports of Prohibited Conduct defined in the Sexual Misconduct Policy, including reports of discrimination, harassment, and/or retaliation (Title IX prohibited conduct).

1. Initial Assessment

a. Intake Meeting

Upon receipt of a report, the Title IX Office (Coordinator or Deputy) will conduct an Intake Meeting as soon as possible after receiving a complaint. At that meeting, the Coordinator will address the following topics, as appropriate:

- Address immediate physical safety and emotional well-being needs;
- Notify the Complainant of the right to contact law enforcement and seek medical treatment (and the right to decline to do so), and the importance of preservation of evidence;
- Notify the Complainant of the right to be assisted by individuals at the Law School in contacting law enforcement;
- Notify the Complainant of confidential and non-confidential reporting options on- and off-campus;
- Provide the Complainant with information about:
 - On- and off-campus resources, including counseling, health, mental health, victim advocacy, and other available services;
 - The range of supportive measures and remedies, including changes to academic, living, transportation, and/or working situations, or other

protective measures, which are available to the Complainant regardless of whether the Complainant files a formal complaint with the Law School, Campus Safety or local law enforcement;

- Provide an overview of the procedural options and process, including Informal Resolution and Formal Resolution;
- Provide information on how to file a formal Appendix A complaint;
- Assess for pattern evidence or other similar conduct if possible;
- Explain the Law School's policy prohibiting retaliation;
- Explain that if the complaint involves a Clery crime, the Coordinator will notify the Clery Coordinator of the report to assess the need to (1) enter the report into the Law School's daily crime log; and (2) issue a timely warning as defined by the Clery Act, and assure the Complainant that any such reports will not include the Complainant's personally identifying information.

Following the meeting, the Coordinator will provide the Complainant with the above-listed information in writing. As described in the Sexual Misconduct Policy, the Complainant has the right to request that the Coordinator not share the Complainant's name (or other identifiable information) with the Respondent, or that the Coordinator take no formal action in response to the report. If the Complainant makes such a request, the Coordinator will balance the request with its dual obligation to provide a safe and nondiscriminatory environment for all Law School community members, and to remain true to principles of fundamental fairness that require the Law School to provide the Respondent with notice of the allegations and an opportunity to respond before action is taken against the Respondent. The Coordinator will make this determination consistent with the following considerations, namely (1) the seriousness of the conduct; (2) the respective ages and roles of the Complainant and the Respondent; (3) whether there have been other complaints or reports of Prohibited Conduct against the Respondent; and (4) the right of the Respondent to receive notice and relevant information before disciplinary action is sought. Should the Coordinator determine that, in response to the Complainant's request, the Law School can satisfy its obligations to the Complainant, the Law School community members, and the Respondent without proceeding through the Grievance Process described herein, the Coordinator has the discretion to do so.

Absent a request for confidentiality as described above, the Coordinator will ask the Complainant questions to get a basic understanding of the reported Prohibited Conduct. The interview will include questions to understand the key facts upon which the Complainant bases the report (i.e., the who, what, where, and when) to appropriately assess how to proceed. At the conclusion of the Intake Meeting, and if the individual wishes to move forward with a complaint, the Coordinator will make an initial threshold determination regarding whether the Complainant's report states facts that, if true, could constitute a violation of the Law School's Sexual Misconduct Policy and/or violations of Appendix A. The Coordinator will make this threshold determination within three (3) business days of the Coordinator's Intake Meeting with the Complainant and communicate that finding in writing to the Complainant.

If the Coordinator determines that the Complainant's report, if true, could constitute a violation of the Law School's Sexual Misconduct Policy, the Coordinator will offer the Complainant the option of proceeding through Formal or Informal Resolution.

b. Threshold Determination: Does The Complainant's Report Allege a Potential Violation of the Law School's Sexual Misconduct Policy?

If the Coordinator determines that the Complainant's report does not state facts that, if true, could constitute a violation of the Law School's Sexual Misconduct Policy, the Complainant may still file a report with the Dean of Students, the Department of Education Office for Civil Rights, the police, or seek available civil remedies through the judicial system. The Complainant also may re-file the report under the Sexual Misconduct Policy upon discovery of additional facts.

c. Informal Resolution.

Participation in Informal Resolution is voluntary. If an informal resolution option is preferred, the Title IX Coordinator will assess whether the complaint is suitable for informal resolution and will then determine if the Respondent is also willing to engage in informal resolution. Both parties must agree, in writing, to an informal resolution.

Even if the Parties agree to Informal Resolution, it is within the discretion of the Coordinator to determine that a report must proceed through Formal Resolution in certain cases (e.g., where a Respondent is alleged to have violated the Sexual Misconduct Policy on multiple occasions or with multiple Reporting Parties or where the reported conduct, if true, presents a threat to the safety of the Southwestern community).

The nature of Informal Resolution process is flexible, and not all complaints resolved through Informal Resolution will proceed in uniform fashion. Typically, however, the Coordinator will ask the Complainant to prepare a written report, which sets out the factual basis for the grievance and any proposed resolution. The Complainant will be asked to provide the written report to the Coordinator within five (5) business days of conclusion of the Intake Meeting. The Coordinator will share the written report with the Respondent, and will instruct the Respondent to provide a written response to the report within five (5) business days of reviewing the Complainant's report. The Coordinator will then meet separately with both Parties to discuss potential alternative resolutions based on the Parties' statements and (if applicable) other information available. The Coordinator is not a fact-finder; rather, the Coordinator identifies possible alternative resolution(s) to the complaint. Possible alternative resolution(s) may include, but are not limited to:

- Permanent no-contact order between the students
- Academic or residential reassignment
- Written apology and/or explanation of the circumstances surrounding the grievance
- Educational remedies
- Community service

If the Coordinator and the Parties reach agreement, the matter is closed. If not, the Coordinator will proceed with Formal Resolution set forth in Section B, below. Any Party (including the Coordinator) may terminate the Informal Resolution process at any time. In that event, the Title IX Coordinator will so notify the Parties in writing and will describe next steps and timeframes for the Formal Resolution.

Any resolution reached through an informal process will be confirmed in writing and provided to the Parties within five (5) business days of reaching a resolution. If either Party does not voluntarily agree in writing to pursue Informal Resolution, or if the Complainant, Respondent, or Coordinator, at any time, determines that Informal Resolution is no longer appropriate, the Title IX Coordinator will promptly inform the Complainant and Respondent in writing that the complaint will proceed through Formal Resolution.

B. Resolution of Complaint

1. Formal Resolution

If the Coordinator determines that the Complainant's report must proceed through Formal Resolution, the Coordinator will notify both Parties, in writing, that the complaint will proceed through Formal Resolution. The Coordinator's written notification to the Respondent and Complainant will include:

1. Complainant's name
2. Nature of the report
 - Specific policy violation(s) alleged (e.g., sexual assault, sexual harassment, retaliation)
 - Date(s) of alleged policy violation(s)
 - Approximate time(s) of alleged policy violation(s)
 - Brief description of allegation(s)
3. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the Formal Resolution process.
4. A statement that the Parties have the right to review and inspect all directly related and/or relevant evidence during the Formal Resolution process, consistent with this Policy.
5. Information about the privacy of the process;
6. Information on the right to have an advisor of their choosing;
7. The name of the investigator along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the investigator may have;
8. An instruction to preserve any evidence that is directly related to the allegations.
9. A statement regarding the Law School's policy related to false reports and making knowingly false statements during the Formal Resolution process.
10. A statement explaining the Law School's prohibition against retaliation.

The notice of the complaint shall be accompanied with a request for a meeting with the Coordinator within three (3) business days. If the Respondent does not respond to the meeting request or is unable to meet within three (3) business days, the Coordinator shall provide the following additional information in writing:

- On- and off-campus resources, including counseling, health, mental health, victim advocacy, and other available services.

- The range of supportive measures, including changes to academic, living, transportation, and/or working situations, or other protective measures.
- An overview of the procedural options and process, including Informal Resolution and Formal Resolution.
- The Law School's policy prohibiting retaliation.

The Coordinator will select a trained internal or external investigator or a two-person investigative team, (which may include a combination of one internal and one external investigator) (the "Investigator") to conduct a reasonable, impartial, and prompt investigation of the complaint ("Investigation"). The Coordinator will select an Investigator based on several factors, including the Parties involved, the complexity of the complaint, the need to avoid any potential conflict of interest, and who may best conduct a fair and equitable investigation for all Parties involved. The Coordinator will notify the Parties, in writing, of the name of the designated Investigator at the time the Coordinator issues the notice of formal resolution. Both Parties will have three (3) business days to object to the Investigator's selection on the basis of bias or conflict of interest. If either of the Parties objects, the Coordinator will evaluate whether the objection is substantiated. The Coordinator will remove and replace any Investigator the Coordinator finds to have a bias or conflict of interest against either Party.

The Investigator will commence the investigation once the time for the Parties to object has passed (or, if an objection is made, and the Coordinator determines the objection is not substantiated, from the time the Coordinator notifies the objecting Party of the determination). The Investigator, in consultation with the Coordinator, will establish a timeline and process for conducting the Investigation. The Investigation will be conducted in stages, as follows:

Preliminary Investigation

The Investigator will begin with a Preliminary Investigation, with a recommended timeline of sixty (60) calendar days. The purpose of a Preliminary Investigation is to identify and gather all relevant facts. Generally, the Investigator will conduct the Preliminary Investigation in the following order:

- Step One: Initial Fact-Gathering. The Investigator will interview both Parties and relevant witnesses, and gather documentary evidence provided by the Parties and any identified witnesses. The Investigator will³⁴⁹

provide a copy of their notes to each person interviewed. The interviewee will have the opportunity to correct or comment on any statements made in the notes. If the interviewee has no corrections to, or comments on, the notes, the interviewee will sign an

acknowledgement that the interviewee has reviewed and agrees that the Interview notes are accurate. If the interviewee has corrections or comments to the Interview notes, the interviewee may submit a written response within three (3) business days reflecting any additions or changes which the interviewee believes are necessary to ensure the accuracy of the interviewee's statement. If no response is received from the interviewee, their Interview Summary may be included in the Summary of Evidence Report and will be presumed to be accurate. In all instances where the Investigator includes the interview notes as an exhibit to a report, the Investigator will also include any response.

□□ Step Two□ Evidence Review. Once the Initial Fact-Gathering is complete, the Coordinator will provide any directly related evidence gathered to the Parties for review. If either party has an advisor, the advisor will also be provided with all of the directly-related evidence to review. Given the sensitive nature of the information provided, the Coordinator will provide the information in a secure manner (e.g., by providing digital copies of the materials through a protected,

"read-only" web portal). Neither the Complainant nor the Respondent (or their advisors, including but not limited to family members and/or legal counsel) may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate or remove the information provided. Any party or advisor who fails to abide by this policy may be subject to discipline and/or may be excluded from further participation in the process.

The Parties may respond to the Interview Summaries and any documentary evidence; the Parties will submit any response within ten (10) calendar days of being notified of their opportunity to review the documents. The Parties may respond in one or both of the following ways:

- The Parties may provide a written response. The Investigator will incorporate any written response provided by the Parties in the

Summary of Evidence Report.

- The Parties may submit a written request for additional investigation. Such requests may include, but are not limited to, the following:
 - (1) request(s) for follow-up interview(s) with existing witnesses to clarify or provide additional information, including offering questions to the investigator to pose to witnesses;
 - (2) request(s) for interviews with new witnesses; or
 - (3) request(s) to consider new evidence. Any request for additional investigation shall explain the reason for the request.

3. Step Three: Rebuttal Fact-Gathering. The Investigator may conduct follow-up interviews with both Parties and witnesses based upon testimonial and documentary evidence gathered in Step One and the Parties' request for additional investigation, if any. The Parties and witnesses can expect that, in these follow-up interviews, the Investigator will seek responses to specific allegations or evidence (e.g., an Investigator may show one of the Parties a series of text messages between himself or herself and another witness, and ask about the content of the text messages). To the extent additional material, witnesses or evidence are identified during Step Three, the Investigator will conduct additional interviews and gather additional evidence consistent with the procedures outlined in Steps One and Two. Steps One and Two may be repeated as necessary to ensure a complete gathering of evidence.

Any and all information for consideration by the Hearing Officer must be provided to the investigator prior to the hearing and will not be allowed during the hearing itself, unless it can be clearly demonstrated that such information was not reasonably available to the Parties at the time of the investigation, despite the exercise of due diligence.

4. Step Four: Summary of Evidence Report. The Investigator will prepare a Summary of Evidence Report synthesizing the facts and evidence gathered in the course of the Preliminary Investigation. The Investigator will not state factual findings or ultimate findings as to whether the Respondent has, or has not, violated one or more of the Law School's policies in the Summary of Evidence Report. The Investigator will attach as exhibits to the Summary of Evidence Report all relevant Interview Summaries and any relevant

documentary evidence gathered in the Preliminary Investigation, including any written responses to the evidence submitted by the Parties. When the Investigator determines that the Preliminary Investigation is complete, the Investigator will submit the Summary of Evidence Report to the Coordinator. The Coordinator may require the Investigator to conduct additional investigation; if so, the Investigator will conduct additional investigation consistent with the procedures outlined above.

Once the Coordinator has agreed that the Preliminary Investigation is complete, within five (5) business days, the Coordinator will provide the Summary of Evidence Report to the Parties and to each party's advisor. Given the sensitive nature of the information provided, the Coordinator will provide the Summary of Evidence Report in a secure manner (e.g., by providing digital copies of the materials through a

protected, "read-only" web portal). Neither the Complainant nor the Respondent (or their advisors, including but not limited to family members and/or legal counsel) may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate or remove the information provided. An advisor who fails to abide by this policy may be subject to discipline and/or may be excluded from further participation in the process.

The Parties will have ten (10) calendar days to review the Summary of Evidence Report and provide a response to the Coordinator. The Coordinator will provide the Parties' response, if any, to the Hearing Officer

Hearing

The hearing is an opportunity for the Parties to address the Hearing Officer in person, to question the other Party and/or witnesses, and for the Hearing Officer to obtain information following the investigation that is necessary to make a determination of whether a Sexual Misconduct Policy violation occurred. The hearing will be conducted as follows:

1. Hearing Officer. The hearing will be conducted by a Hearing Officer, who is selected by the Law School from a pool of qualified candidates. The Hearing Officer will receive annual training regarding the Law School's policies and procedures, the handling of student sexual misconduct cases, and other relevant issues.

The Hearing Officer must be impartial and free from bias or conflict of interest. The Parties will be informed of the identity of the Hearing Officer and vice versa before the pre-hearing meeting. If the Hearing Officer has concerns that he or she cannot conduct a fair or unbiased review, the Hearing Officer must report those concerns in advance of the pre-hearing meeting to the Coordinator and a different Hearing Officer will be assigned. Similarly, the Parties will have three (3) business days to object to the Hearing Officer's selection on the basis of bias or conflict of interest. If either of the Parties objects, the Coordinator will evaluate whether the objection is substantiated. The Coordinator will remove and replace any Hearing Officer the Coordinator finds to have a bias or conflict of interest against either Party.

The Hearing Officer shall conduct a live hearing, at which they shall permit indirect cross-examination of the Parties and witnesses. For purposes of this policy, the term Indirect Cross-Examination means the Hearing Officer will allow the Parties and/or their advisors to submit proposed questions for the Parties and witnesses, as well as follow-up questions based on testimony provided during the hearing. The Hearing Officer will ask the Parties and witnesses the proposed questions that the Hearing Officer determines are consistent with this Policy and are probative of facts relevant to the adjudication of the matter.

The Hearing Officer is responsible for maintaining an orderly, fair, and respectful hearing and has broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding the offending person. During cross-examination, the Hearing Officer has the authority to direct any Party or advisor to refrain from asking questions that are harassing or that seek information that is not relevant under this Policy.

Parties may make requests to the Coordinator related to the format or nature of their participation in the hearing. The Coordinator will work with the Hearing Officer to accommodate reasonable requests, including the option for the hearing to occur with the Parties located in separate rooms with technology enabling the decision-maker and the Parties to simultaneously see and hear the Party answering questions.

2. Scheduling. The Coordinator will forward a copy of the Summary of

Evidence Report and the Parties' responses thereto, if any, to the Hearing Officer. The Coordinator will schedule a hearing date, time, and location and notify the Parties of the same. The Hearing Officer will strive to complete a hearing within fourteen

(14) business days from receipt of the Summary of Evidence Report and the Parties' responses thereto, if any.

3. Pre-Hearing Meeting. Prior to the hearing, the Coordinator will conduct a pre-hearing meeting with each Party, together with the Party's Advisor. At this pre-hearing meeting, each Party will receive an explanation of the hearing process and have the opportunity to ask any questions. If the Complainant and/or Respondent have elected to have advisors throughout the hearing process, the advisor is encouraged to accompany the Complainant/Respondent to this initial meeting.
4. Witnesses. The Complainant, Respondent, and the Hearing Officer all have the right to call witnesses. Witnesses must have observed the conduct in question or have information relevant to the incident and cannot be called solely to speak about an individual's character. Neither Party will be permitted to call as a witness anyone who was not interviewed by the Investigator as part of the Law School's Investigation.

If either Party wishes to call witnesses the following must be submitted no later than five (5) business days before the hearing to the Hearing Officer and Coordinator via e-mail or in hardcopy format:

- The name of any witness(es)
- A summary of why the witness' presence is relevant to making a decision about responsibility at the hearing; and

When witnesses are approved to be present, the Respondent and Complainant are provided with a list of witnesses and any relevant documents related to the witnesses' appearance at the hearing no later than three (3) business days before the hearing.

5. Case Presentation. The hearing is intended to provide a fair and ample opportunity for each side to present their account of the incident and for the Hearing Officer to determine the facts of the case and make a determination as to whether Law School policy was violated. The hearing is not intended to be a repeat of the Investigation. The Hearing Officer will be³⁵⁴

well-versed in the facts of the case based upon the Summary of Evidence Report and the Parties' responses to the Summary of Evidence Report, if any.

The Complainant and the Respondent, their advisors, and the Hearing Officer will attend the hearing. Other Law School administrators may attend at the request of or with the prior approval of the Hearing Officer, but the Parties will be notified in advance of anyone who will be in attendance. Any individual appearing as a witness will be present only while providing a statement and responding to questions.

The Hearing Officer has absolute discretion to decide upon a format for the hearing and to determine which witnesses are relevant to the outcome determination. A Hearing Officer may decline to hear from a witness where they conclude that the information is not necessary for their outcome determination.

The Hearing Officer also will afford either Party an opportunity at the end of the hearing to offer closing remarks. A decision whether to offer closing remarks is completely voluntary; however closing remarks may only be made by the Parties, and not their advisors.

Advisors may only be present during the hearing if the Party they are advising is also present. Other than cross-examining the witnesses and the other Party, advisors may not participate directly in, or interfere with, the proceedings.

6. Expectations of the Complainant, Respondent, and Witnesses at a Hearing. Students, staff, and faculty have the responsibility to participate fully and truthfully in any proceeding under this Policy. If either Party chooses not to participate in the hearing, they will not be permitted to cross-examine the witnesses or any Party during the hearing. If either Party chooses not to participate in the hearing, the Law School may move forward with the hearing and imposition of findings and sanctions, if any, in absentia. In reaching findings in absentia, the Hearing Officer may rely on: (1) any information in the Summary of Evidence Report; (2) any documentary evidence disclosed to the Investigator; (3) any statements made during the hearing; and (4) any documentary evidence presented at the hearing.

If the Complainant chooses not to participate in the hearing, the Law School's ability to fully investigate and respond to the complaint may be limited.

7. Record of Hearing. The hearing and any pre-hearing meetings or conferences are closed to the public. The Law School shall keep an official transcript of the hearing; any other recording is prohibited. No camera, TV, or other equipment, including cellphones, will be permitted in the hearing room, except as arranged by the Law School.
8. Standard of Evidence. The Hearing Officer will determine a Respondent's responsibility by a preponderance of the evidence. This means that the Hearing Officer will decide whether it is "more likely than not," based upon all of the evidence, that the Respondent is responsible for the alleged violation(s).
9. Notice of Hearing Outcome. Following the hearing, the Hearing Officer will consider all of the evidence and make a determination, by a preponderance of the evidence, whether the Respondent has violated the Sexual Misconduct Policy.

If the Respondent is found responsible for a violation of the Law School's Sexual Misconduct Policy, the Formal Resolution process concludes with Sanctions, described in Section C. If the Respondent is found not to have violated the Law School's Sexual Misconduct Policy, the Formal Resolution has concluded. The Hearing Officer will strive to issue the Final Report within fourteen (14) business days of the hearing. The Report shall include:

- The allegations
- A description of all procedural steps
- Findings of fact
- Conclusion of application of facts to the policy
- The rationale for each finding
- Sanctions and, for the Complainant, appropriate remedies
- Procedure for appeal

At the conclusion of the Formal Resolution Process, either Party may appeal upon the grounds described in Section D.

C. Sanctions

If the report proceeds through Formal Resolution and the Respondent is found responsible for one or more violations of the Law School's antidiscrimination policies, the

Law School will issue sanctions commensurate with the violation(s). The Coordinator will designate three trained individuals to serve on a three-person panel ("Review Panel") to determine sanctions. The Coordinator will notify the Parties, in writing, of the name of the designated Review Panelists within three (3) business days upon receipt of the Final Report. Both Parties will have three (3) business days to object to each Review Panelist on the basis of bias or conflict of interest. If either of the Parties objects, the Coordinator will evaluate whether the objection is substantiated. The Coordinator will remove and replace any Review Panelist the Coordinator finds to have a bias or conflict of interest against either Party.

The Coordinator will notify the Parties that they have the opportunity to submit statements to the Review Panel within five (5) business days of the receipt of the Final Report. The Review Panel will review the Parties' Impact Statements, and all other materials in the case, including the Final Report and attached exhibits, in assessing the appropriate sanction. The Review Panel does not have the power or ability to alter the findings (factual or ultimate) by the Hearing Officer.

The Review Panel will issue a recommendation to the Coordinator regarding sanctions within five (5) business days of receiving all materials in the case, including any Impact Statements submitted by the Parties. The Coordinator will issue final sanctions within three (3) business days of receipt of the Review Panel Recommendation. The Coordinator will issue the sanctions recommended by the Review Panel unless (1) the Review Panel recommends sanctions that deviate from sanction guidelines (without demonstrable justification); or (2) the Review Panel recommends sanctions that the Coordinator believes will not effectively stop the alleged harassment, prevent its recurrence, or remedy its effects. The Coordinator will notify the Parties of the sanctions simultaneously in writing.

Remedies and Non-Disciplinary, Administrative Measures

The Coordinator has the discretion to take non-disciplinary administrative action to stop harassment, prevent its recurrence, and remedy its effects. This may include action addressed toward the Respondent, the campus community, and/or the Complainant, as follows:

Respondent: Any student found responsible for engaging in Prohibited Conduct, who is not permanently separated from the Law School, may be required to, in addition,

to other sanctions, complete non-disciplinary, educational initiatives at the discretion of the Coordinator.

Campus Community: In all instances where a student is found responsible for engaging in Prohibited Conduct, the Coordinator will consider and determine whether non-disciplinary, administrative measures for the larger campus community are appropriate. Such remedial, community-based responses may include educational initiatives and/or trainings, climate surveys, targeted assessment of high-risk campus areas, or other appropriate measures.

Complainant: The Coordinator will continue to provide support to the Complainant as appropriate, including the ongoing provision of appropriate accommodations.

D. Appeal

Both Complainant and Respondent have a limited right to appeal from the findings set out in the Final Report as follows:

- *Complainant*: If the Hearing Officer concludes that the Respondent did not violate a policy that the Complainant believes the Respondent violated, the Complainant has five (5) business days from receiving written notice of the Final Report to submit a written appeal to the Coordinator. If the Respondent has been found responsible for one or more policy violations, but not others, the Complainant may submit a written appeal to the Coordinator within five (5) business days of notice of the sanction.
- *Respondent*: If the Hearing Officer's final decision is that the Respondent did violate one or more policies, the Respondent has five (5) business days from receiving written notice of the sanction to submit a written appeal to the Coordinator.

The Party who submits the written appeal will be the "Appellant," and the responding Party will be the "Appellee." The Appellant's written appeal must be based on one of two grounds: (1) Significant Procedural Error or (2) New Information. Each ground is explained in greater detail:

- **Significant Procedural Error:** A procedural error occurred that significantly impacted the outcome of the investigation or hearing as it applies to the Appellant (e.g. substantiated bias, material deviation from established procedures, etc.). A description of the error and its impact on the outcome of the case must be included in the written appeal; or
- **New Information:** New information has arisen that was not available or known to the Appellant during the investigation or hearing and that could significantly impact the findings. Information that was known to the Appellant during the investigation or hearing but which s/he chose not to present is not new information. A summary of this new evidence and its potential impact on the investigation findings must be included in the written appeal.

Appellee will have five (5) business days to submit a response. At the conclusion of these time periods, the Coordinator will refer the written appeal, including the Final Report, exhibits attached to the Final Report, and Impact Statements (the “Appeal Record”), to an Appeals Board.

The Coordinator will notify both Parties of the members of the Appeals Board within five (5) business days of receipt of the written appeal. Both Parties will have five (5) business days to object to members of the Appeals Board on the basis of bias or conflict of interest. The Coordinator will consider any objection on the grounds of bias or conflict of interest. If the Coordinator determines that a member of the Appeals Board may have bias or conflict of interest, the Coordinator will remove the individual and designate a new member.

The role of the Appeals Board is limited. Appeals are not intended to be a full rehearing of the complaint. Appeals are confined to a review of the Appeal Record for the grounds stated above. The findings contained in the Hearing Officer’s Final Report are presumed to have been decided reasonably and appropriately. The Appellant carries the burden of proof to demonstrate that either the alleged error, or the proposed new evidence, would significantly and materially impact the outcome of the proceeding.

The Appeals Board will determine whether any grounds for the appeal are substantiated. If the Appeals Board determines that the Request for Appeal does not meet the standards for an Appeal under this Grievance Process, the Appeal Boards will notify both Parties of that outcome within ten (10) business days of receipt of both the Appellant’s appeal, and the

Appellee's response. If the Appeal Board determines that the Request for Appeal does meet the standards for an Appeal under this Grievance Process, the Appeals Board will take appropriate action as indicated below.

- **Procedural Error:** If it is determined that a procedural error occurred that was substantially prejudicial to the outcome of the investigation or hearing, the Appeals Board may return the complaint to the Investigator or Hearing Officer with instructions to correct the error, and to reconsider the findings as appropriate. In rare cases, where the procedural error cannot be corrected by the original Investigator or Hearing Officer (as in cases of bias), the Appeals Board may order a new investigation with a new Investigator or a new hearing with a new Hearing Officer.
- **New Information:** If the Appeals Board determines that new information should be considered, the complaint will be returned to the Hearing Officer to reconsider the complaint in light of the new information only, and to reconsider the original findings as appropriate. The Hearing Officer will prepare an Addendum to the Final Report.

Notification of Appeal Outcome

Appellant and Appellee will generally be notified in writing of the outcome of the appeal within ten (10) business days of receipt of Appellee's response statement. The Appeals Board's decision is final and is not subject to appeal.

E. Additional Provisions

1. Students: Advisor of Choice

All persons who are a Complainant or a Respondent to this grievance process are permitted to bring an Advisor of their own choosing, including a family member or an attorney, to provide support. The Advisor may accompany the student Party to any and all portions of the grievance process. Other than cross-examining the witnesses and the other Party at the hearing, the Advisor may not participate directly in, or interfere with, the proceedings. Although reasonable attempts will be made to schedule proceedings consistent with Advisors' availability, the process will not be delayed to schedule the proceedings at the convenience of the Advisor. The Coordinator has the discretion to remove the Advisor from the proceedings if the Advisor interferes with the proceedings.

2. Training

The Law School provides training to all individuals within the community who are involved in responding to, investigating, or resolving reports of Prohibited Conduct. If the Law School retains an individual outside the community to respond to, investigate, or resolve reports of Prohibited Conduct, the Law School requires the retained individual has received adequate training consistent with the Law School's standards. All advisors, including those that are not members of the Law School community, shall be offered training on the Law School's policy.

APPENDIX B

RESOLUTION OF TITLE IX GRIEVANCE

Under the Department of Education's Title IX Regulations, published May 19, 2020, the following procedures will apply **only** to a narrow category of cases. Those cases meeting the definitions and jurisdictional elements below will follow this policy. Those cases that do not fit within these new guidelines will be handled through Law School's Sexual Discrimination, Sexual Misconduct, Relationship Violence, and Stalking Policy & Procedures for Resolving Complainants Against Students, Appendix A; this is not to suggest that any case is more or less important, but instead a reflection of federal regulations that apply only to a specifically-identified set of cases.

The effective date of these procedures is on August 14, 2020. These procedures will apply in all cases where a Formal Complaint of prohibited conduct under these procedures is made on or after August 14, 2020.

Where the date of the alleged prohibited conduct precedes the effective date of these procedures, the definitions of prohibited conduct in existence at the time of the alleged conduct will be used. These procedures, however, will be used to investigate and resolve all Formal Complaints made on or after the effective date of these procedures, regardless of when the conduct occurred.

If you are unclear about any of the provisions below and would like to get more information, you may speak on a non-confidential basis with the Title IX Coordinator.

These procedures apply only to the following cases:

1. Nature of Complaint:

- A complaint of Dating Violence, Domestic Violence, Stalking, or Sexual Assault as defined below;
- A complaint of sexual harassment in which the harassment was so severe and pervasive and objectively offensive that it denied the complainant equal access to an educational program or activity;
- A complaint of quid pro quo sexual harassment by an employee respondent.

If yes to one of the above, continue. If no, please see Southwestern Law School Sexual Misconduct Policy, Appendix A.

2. Location:

- The incident(s) occurred on the Law School's campus, within the United States or
- The incident(s) occurred in a building owned or controlled by a student organization that is officially recognized by the Law School or
- The incident(s) were part of one of the Law School's programs or activities, such as part of a field trip or academic competition, and within the United States.

If yes to one of the above, continue. If no, please see Southwestern Law School Sexual Misconduct Policy, Appendix A

3. The institution has control over the Respondent, meaning the Respondent is a student (whether applicant, admitted, or currently enrolled) or employee (applicant, hired but not yet working, or employed),
or another individual over whom the Law School exercises substantial control.

If yes to one of the above, continue. If no, please see Southwestern Law School Sexual Misconduct Policy, Appendix A

4. Complainant is a student (whether applicant, admitted, or currently enrolled) or employee (applicant, hired but not yet working, or employed).

If yes to one of the above, continue. If no, please see Southwestern Law School Sexual Misconduct Policy, Appendix A

Covered Conduct: Definitions

1. Sexual Harassment: conduct committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved which is one of the following:

- A. Quid Pro Quo: When a Law School employee conditions the provision of a benefit or service of the Law School on an individual's participation in unwelcome sexual conduct; and/or
- B. Sexual Harassment: Unwelcome conduct* determined by a reasonable person to be so severe, and pervasive, and objectively offensive, that it effectively denies a person equal access to an educational program or activity of the Law School.

2. Sexual Assault: includes both forcible and non-forcible sexual offenses:

- Sexual offenses, Forcible: Any sexual act directed against another person without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent.
 - A. Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
 - B. Oral or anal sexual intercourse with another person, forcibly, and/or against that person's will (non-consensual), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - C. The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person's will (non- consensually) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - D. The touching of the private body parts of another person (buttocks, groin, breasts), for the purpose of sexual gratification, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

- Sex Offenses, Non-forcible, includes any of the following:
 - A. Incest: Non-forcible sexual intercourse between persons who are related to each other, within the degrees wherein marriage is prohibited by California Law.
 - B. Statutory Rape: Non-forcible sexual intercourse, with a person who is under the statutory age of consent of 18 years of age.

3. Dating Violence: Violence, on the basis of sex, committed by a person, who is in or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

4. Domestic Violence: Violence, on the basis of sex, committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, or by a person who is cohabitating with, or has cohabitated with the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of California, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of California or the state in which the conduct occurred.

5. Sex-Based Stalking: Engaging in a course of conduct on the basis of sex directed at a specific person, that would cause a reasonable person to fear for the person's safety, or the safety of others or suffer substantial emotional distress.

- For the purposes of this definition, "course of conduct" means two or more acts, including, but not limited to acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Consolidation of Cases

When allegations fall under both Appendix A and this Appendix, the Title IX Coordinator shall have discretion to determine whether or not to consolidate the matters into one adjudication process. In the event that both are combined into one investigation, the Title IX Coordinator shall have the discretion to determine whether to conduct two separate hearings, or combine both into one hearing. When allegations falling within both Appendix A and this Appendix have been combined, the evidentiary rules of each Appendix shall attach to the relevant allegations.³⁶⁵

Mandatory Dismissal

At any time prior to the commencement of a hearing, any case proceeding under this policy will be dismissed if it is determined that the conduct at issue does not meet the jurisdictional requirements of this policy. If the alleged conduct would, if true, support a finding that another Law School policy has been violated, the Law School may, in its sole authority, transfer the case for further handling under the appropriate policy, or to Appendix A of the Sexual Misconduct Policy. Upon dismissal, both parties shall be notified in writing. The decision to dismiss is subject to appeal, in keeping with the grounds for appeal as set forth in Appendix A. Both parties will be notified of any determination made upon appeal.

Transfer of Cases, Sharing of Information

For any case brought under this policy, should the case be dismissed and then transferred for handling to

another office, or for handling under Appendix A, the Law School shall have the right to transfer all communications and information gathered to any other Law School administrator who will be reviewing and/or handling the matter under Appendix A, or under any other Law School policy.

Standard of Evidence

The decision regarding a Respondent's responsibility will be determined by a preponderance of the evidence. This means that the Decision Maker will decide whether it is "more likely than not," based upon all of the evidence, that the Respondent is responsible for the alleged violation(s).

Prohibition On False Evidence Provided During Title IX Process

The Law School takes the accuracy of information very seriously, as a report of Prohibited Conduct may have severe consequences. **A good-faith complaint that results in a finding of not responsible is not considered a false or fabricated report of Prohibited Conduct.**

However, when a Complainant or third party witness is found to have fabricated allegations or given false information with malicious intent or in bad faith, the Complainant may be subject to disciplinary action. It is a violation of the Code of Student Conduct to make an intentionally false report of any Policy violation, and it may also violate state criminal statutes and civil defamation laws.

No Conflict of Interest or Bias

Any individual carrying out this policy shall be free from any actual conflict of interest or bias that would impact the handling of this matter. Should the Title IX Coordinator have a conflict of interest, the Title IX Coordinator is to immediately notify the Deputy Title IX Coordinator who will take the role of Acting Title IX Coordinator for purposes of carrying out the handling and finalization of the matter at issue. Should any investigator have a conflict of interest, the investigator is to notify the Title IX Coordinator upon discovery of the conflict.

Each party may object to the Title IX Coordinator or designated investigator, hearing officer, or appeals officer, on the grounds of an actual bias or conflict of interest. Both Parties will have three (3) business days from the date on which they are provided with the name to object to the selection of the Title IX Coordinator, investigator, hearing officer, or appeals officer on the basis of bias or conflict of interest. If either of the Parties objects, the Title IX Coordinator will evaluate whether the objection is substantiated.

The Title IX Coordinator will remove and replace any Investigator, Hearing Officer, or Appeals Officer the Title IX Coordinator finds to have an actual bias or conflict of interest against either Party.

If either of the parties objects to the designated Title IX Coordinator due to an actual conflict of interest or bias on the part of the Title IX Coordinator, the Party should notify (name), who will determine whether an actual conflict exists. The party raising the objection will be notified in writing of the findings within two

(2) business days. If it is determined that an actual bias or conflict of interest exists, the Title IX Coordinator will be removed and replaced.

Presumption of Non-Responsibility

The decision to proceed with an investigation is not a determination that the Respondent has engaged in the conduct as alleged. Any Respondent is presumed not responsible for the conduct that is the subject of the investigation, unless and until a decision of responsibility has been made upon the completion of the adjudication process.

Advisor

All persons who are a Complainant or a Respondent are permitted to bring an Advisor of their own

choosing to any meeting or interview to provide support. The Advisor may be any person, including a family member or an attorney. The Advisor may accompany the student Party to any and all portions of the grievance process. Other than asking questions of the other Party, or of witnesses, at the hearing, the Advisor may not participate directly in, or interfere with, the proceedings. Although reasonable attempts will be made to schedule proceedings consistent with an Advisor's availability, the process will not be delayed to schedule the proceedings at the convenience of the Advisor. The Title IX Coordinator has the discretion to remove the Advisor from the proceedings if the Advisor interferes with the proceedings. For any Complainant or Respondent who does not have an Advisor at the hearing, one shall be provided, at no charge, for purposes of cross-examination of the other Party or witnesses.

During a Title IX Hearing, the Advisor's role is to ask questions of the other Party, or of witnesses (cross examination). Other than performing this function, the Advisor is not to otherwise address the Hearing Officer, make legal arguments, address the Party whom they do not represent, or any witness. The Law School will provide a trained Advisor of its choosing to any Complainant or Respondent who does not have an Advisor at the hearing.

Requests for Delays, and Extensions of Time

The Title IX Coordinator may extend any deadlines within this policy, for good cause shown and documented. Complainant and Respondent will be notified in writing of any extension, the reasons for it, and projected new timelines.

REPORTING

Reporting a Title IX Complaint:

A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed on the Title IX website, or as described in this Policy.

"Document filed by a Complainant" means a document or electronic submission (such as by electronic mail), or otherwise indicates that the Complainant is the person filing the formal complaint. If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to confirm a

Complainant's intent to file a formal complaint.

You may also notify the Title IX Coordinator if you believe you, or someone else, may have experienced conduct that would be a violation of this Policy. The Title IX Coordinator will then reach out to the Complainant and schedule an intake interview.

Formal Complaint

A Formal Complaint is a document filed by a Complainant or signed by the Title IX Coordinator against a Respondent alleging conduct which would constitute a violation of this Appendix B and requesting that the Law School investigate the allegation(s). At the time of filing a formal complaint, a Complainant must be participating in, or attempting to participate in, an education program or activity of the Law School. Upon receipt of a Formal Complaint, the Title IX Coordinator will assign an investigator, and give notice to the parties, including the Respondent, of the Formal Complaint Process. If you are not certain whether you wish to proceed with a Formal Complaint process, you may speak with the Title IX Coordinator at any time prior to filing the Formal Complaint.

RESPONSE TO ALLEGATIONS THAT SEXUAL HARASSMENT OR GENDER-BASED MISCONDUCT AS SET FORTH IN THIS APPENDIX B MAY HAVE BEEN VIOLATED

Intake Interview

Upon receipt of information suggesting a potential violation of this Appendix B, or the Southwestern Law School Sexual Misconduct Policy, the Title IX Coordinator or designee will conduct an Intake Interview as set forth in the Southwestern Law School Sexual Misconduct Policy, Appendix A. During the intake interview, the Title IX Coordinator will also offer supportive measures, explain that supportive measures are available whether or not a formal complaint is filed, and explain the process for filing a formal complaint.

Supportive Measures

Upon notice of conduct alleged to violate the policy set forth in this Appendix B, supportive services will be offered to the Complainant and/or the Respondent by the Law School as appropriate and reasonably available. Such measures are designed to restore or preserve equal access to the Law School's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Law School's educational environment, or deter sexual harassment, discrimination and/or retaliation.

At the time that supportive measures are offered, the Title IX Coordinator will inform the Complainant, in writing, that the Complainant may file a Formal Complaint as defined in this Appendix B with the Law School either at that time or in the future, if Complainant has not done

so already. The Title IX Coordinator will strive to take into account a party's wishes with respect to supportive measures and will ensure that the party's privacy is maintained as much as possible without impairing the Law School's ability to provide the supportive measures. The Law School will act to ensure as minimal an academic impact on the parties as possible.

Please also see Southwestern Sexual Misconduct Policy Appendix A.

Emergency Removal Provisions

Where the reported conduct poses a substantial and immediate threat of harm to the safety or well-being of an individual, members of the campus community, or the performance of normal Law School functions, the Law School may place a student or student organization on interim suspension or impose leave for an employee. Pending resolution of the report, the individual or organization may be denied access to campus, campus facilities, and/or all other Law School activities or privileges for which the student might otherwise be eligible, as the Law School determines appropriate. When interim suspension or leave is imposed, the Law School will make reasonable efforts to complete the investigation and resolution within an expedited time frame.

A Respondent who has been put on interim suspension or leave has the right to a meeting within three (3) days to appeal the interim suspension. A student Respondent will meet with the Dean of Students (or designee); a staff Respondent will meet with the Associate Dean of Administrative Services (or designee); and a faculty Respondent will meet with the Vice Dean (or designee). The appeal will be reviewed to determine whether the decision to interim suspend or place on leave was arbitrary or capricious. A decision is arbitrary and capricious where there is no rational connection between the facts presented and the decision made.

RESOLUTION METHODS

Informal Resolution

When the Complainant requests an Informal Resolution in writing, the Title IX Coordinator will provide the Complainant and Respondent written notice that includes:

- The specific allegation and the specific conduct that is alleged to have occurred;
- The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
- Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- A statement indicating that the decision to accept a complaint does not presume that the conduct at issue has occurred, and that the Respondent is presumed not responsible, unless and until, at the conclusion of the formal investigation and adjudication processes, there is a determination of responsibility.
- An explanation that each party may be accompanied by an Advisor (add any others who may accompany, such as support person) of their choice, who may be a parent, friend, or attorney.
- The date and time of the initial meeting with the Title IX Coordinator, with a minimum of (how many days) notice.
- Information regarding Supportive Measures, which are available equally to the Respondent and to the Complainant.

If either party does not voluntarily agree in writing to pursue an Informal Resolution, or if the Complainant, Respondent, or Title IX Coordinator, at any time, determines that Informal Resolution is no longer appropriate, the Title IX Coordinator will promptly inform the Complainant and Respondent in writing that the complaint will proceed through Formal Resolution.

Records of any Informal Resolution will be maintained and can be shared with other offices as appropriate.

Allegations of quid pro quo harassment of a student by an employee shall not be handled through the Informal Resolution process, and instead only through the formal complaint process.

The Informal Resolution process shall be carried out in the same manner as Informal Resolution in Southwestern Law School Sexual Misconduct Policy Appendix A.

Investigation Process

The Investigation process shall be carried out in the same manner as set forth in the Preliminary Investigation, Sexual Misconduct Policy, Appendix A.

Notice to Respondent

Upon the filing of a Formal Complaint under this Appendix B, written notice shall be provided to the Respondent and to the Complainant. Such notice shall include the following information:

- The specific allegation and the specific conduct that is alleged to have occurred.
- The identity of the Complainant.
- The date and location (if known) of the conduct that is alleged to have occurred.
- A copy of this policy, which contains the process that will be followed, including an explanation that each party as well as their Advisors (if they have one) shall have the right to inspect and review all evidence directly related to the allegation(s) prior to the completion of the investigation.
- A statement indicating that the decision to accept a complaint does not presume that the conduct at issue has occurred, and that the Respondent is presumed not responsible, unless and until, at the conclusion of the process below, there is a determination of responsibility.
- An explanation that each party may be accompanied by an Advisor of their choice, who may be a parent, friend, attorney, or union representative.
- The date and time of the initial meeting with the Title IX Coordinator, with a minimum of notice.
- The Law School alcohol and drug amnesty policy.
- The name and contact information for the assigned investigator.
- Information regarding Supportive Measures, which are available equally to the Respondent and to the Complainant.
- Information regarding prohibition of providing false information.

Note: Should additional allegations be added at a later time, the Respondent will again be provided with a full written notice.

Exclusion of Questions Regarding Complainant's Past Sexual Behavior, or Predisposition

During any investigation, or subsequent hearing, questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant and will not be asked, unless such questions and

evidence about the Complainant's prior sexual behavior are offered for one of two reasons: (a) to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or (b) if the

questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Conclusion of Investigation, Notice of Hearing

The hearing is an opportunity for the Parties to address the Hearing Officer in person, to question the other Party and/or witnesses, and for the Hearing Officer to consider information following the investigation that is necessary to make a determination of whether a Title IX violation occurred. The hearing will be conducted as follows:

Hearing Officer. The hearing will be conducted by a Hearing Officer, who is selected by the Law School from a pool of qualified candidates. The Hearing Officer will receive annual training regarding the Law School's policies and procedures, the handling of student sexual misconduct cases, and other relevant issues.

The Hearing Officer must be impartial and free from bias or conflict of interest. The Parties will be informed of the identity of the Hearing Officer and vice versa before the pre-hearing meeting. If the Hearing Officer has concerns that he or she cannot conduct a fair or unbiased review, the Hearing Officer must report those concerns in advance of the pre-hearing meeting to the Title IX Coordinator and a different Hearing Officer will be assigned. Similarly, the Parties will have three (3) business days to object to the

Hearing Officer's selection on the basis of bias or conflict of interest. If either of the Parties objects, the Title IX Coordinator will evaluate whether the objection is substantiated. The Coordinator will remove and replace any Hearing Officer the Coordinator finds to have a bias or conflict of interest against either Party.

The Hearing Officer is responsible for maintaining an orderly, fair, and respectful hearing and has broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding the offending person. During cross-examination, the Hearing Officer has the authority to direct any Party or Advisor to refrain from asking questions that are unduly harassing or that seek information that is not relevant under this Policy.

Parties may make requests to the Coordinator related to the format or nature of their participation in the hearing. The Coordinator will work with the Hearing Officer to accommodate

reasonable requests, including the option for the hearing to occur with the Parties located in separate rooms with technology enabling the decision-maker and the Parties to simultaneously see and hear the Party answering questions.

Hearings may be in person or via videoconferencing. If by videoconference, parties will receive written procedures for the videoconference within ten (10) days of the hearing. Prior to the hearing, the Hearing Officer shall have received instruction regarding the operation of any audio-visual equipment for the hearing.

Scheduling. The Coordinator will forward a copy of the Summary of Evidence Report and the Parties' responses thereto, if any, to the Hearing Officer. The Coordinator will schedule a hearing date, time, and location and notify the Parties of the same. The Hearing Officer will strive to complete a hearing within fourteen (14) business days from receipt of the Summary of Evidence Report and the Parties' responses thereto, if any.

Pre-Hearing Meeting. Prior to the hearing, the Coordinator will conduct a pre-hearing meeting with each Party, together with the Party's Advisor. At this pre-hearing meeting, each Party will receive an explanation of the hearing process and have the opportunity to ask any questions. If either Party does not have an Advisor, the Law School shall appoint an Advisor of its own choosing.

Witnesses. The Complainant, Respondent, and the Hearing Officer all have the right to call witnesses. Witnesses must have observed the conduct in question or have information relevant to the incident and cannot be called solely to speak about an individual's character. Neither Party will be permitted to call as a witness anyone who was not interviewed by the Investigator as part of the Law School's Investigation.

If either Party wishes to call witnesses the following must be submitted no later than five (5) business days before the hearing to the Hearing Officer and Coordinator via e-mail or in hardcopy format:

- The name of any witness(es), and,
- A summary of why the witness' presence is relevant to making a decision about responsibility at the hearing

No party or witness shall be compelled to attend the hearing.

Three (3) days prior to the hearing, each party shall submit in writing to the Hearing Officer a preliminary list of questions they wish to pose to the other party, or to a witness. If the Hearing Officer determines that any are not relevant, the Hearing Officer shall explain the reason for the exclusion of the question at the hearing.

The Hearing Officer shall have the authority to limit the time allotted to any phase of the hearing, and/or to limit the time allotted to the full hearing. Any such limitation shall be communicated to the parties no later than three (3) days before the hearing.

The hearing shall start with an overview of the hearing process from the Hearing Officer. The Hearing Officer will then pose questions to the Complainant. When the Hearing Officer has concluded, the Respondent's Advisor will then pose questions to the Complainant. If the Hearing Officer has any

additional questions, those will be posed by the Hearing Officer. If the Respondent's Advisor has any follow-up questions for the Complainant, the Advisor will ask those questions. The same process will then be followed for questions posed to the Respondent, followed by questions from the Complainant's Advisor to the Respondent. This process will then be followed for any witnesses who are to be interviewed.

The Hearing Officer may refuse to allow those questions that seek information that is not relevant under this Policy. The Hearing Officer is not required to provide a lengthy or complicated explanation, but is required only to explain the reason why a question is not relevant.

If either Party does not appear, their Advisor will be present for the purpose of asking questions of the other party, or of witnesses. If neither the Party nor their Advisor appears, the Law School shall appoint an Advisor for purposes of cross-examining the other party, and witnesses, at the hearing.

The Complainant and the Respondent, their Advisors, and the Hearing Officer will attend the hearing. Other Law School administrators may attend at the request of or with the prior approval of the Hearing Officer, but the Parties will be notified in advance of anyone who will be in attendance. Any individual appearing as a witness will be present only while providing a statement and responding to questions.

The Hearing Officer has absolute discretion to decide upon a format for the hearing and to determine which witnesses are relevant to the outcome determination. A Hearing Officer may decline to hear from a witness where they conclude that the information is not relevant.

The Hearing Officer also will afford both Parties an opportunity at the end of the hearing to offer closing remarks. A decision whether to offer closing remarks is completely voluntary; however closing remarks may only be made by the Parties, and not their Advisors.

Advisors may be present during the hearing whether or not the Party being advised is also present. Other than cross-examining the witnesses and the other Party, Advisors may not participate directly in, or interfere with, the proceedings.

To the extent credibility determination needs to be made, the determination shall not be based on a person's status as complainant, respondent, or witness.

Consideration of Statements by Any Party or Witness Who is Not Cross-Examined by a Party's Advisor: The Hearing Officer shall not consider any evidence if the Party or Witness who made the statement is not present at the hearing, and willing to answer all questions posed by a Party's Advisor. This does not mean that the statement will be excluded if no questions are asked of them; rather, a refusal to answer some or all of the questions posed by a party's Advisor shall result in the exclusion of all statements made by that Party or Witness. This shall include SANE reports, police reports, text messages to which not all participants in the text exchange agree to cross-examination, and any statements made by any party or witness during the investigation. Whether or not the same evidence would otherwise be subject to consideration in a court of law shall not impact the requirement that the Hearing Officer exclude the statements of anyone not present and willing to be cross-examined by a party's Advisor.

Record of Hearing. The hearing and any pre-hearing meetings or conferences are closed to the public. Each hearing shall be audio recorded. No other individual is permitted to record while the hearing is taking place. The recording is the property of Law School but shall be available for listening by contacting the Title IX Office.

Standard of Evidence. The Hearing Officer will determine a Respondent's responsibility by a preponderance of the evidence. This means that the Hearing Officer will decide whether it is "more likely than not," based upon all of the evidence, that the Respondent is responsible for the alleged violation(s).

Notice of Hearing Outcome. Following the hearing, the Hearing Officer will consider all of the evidence and make a determination, by a preponderance of the evidence, whether the Respondent has violated this Appendix B.

If the Respondent is found responsible for a violation of the conduct as set forth in this Appendix B, the Formal Resolution process concludes with Sanctions, described in Section C of the Law School's Sexual Misconduct Policy. If the Respondent is found not to have violated the Law School's Sexual Misconduct Policy, the Formal Resolution has concluded.

The Title IX Coordinator will also determine whether any remedies designed to restore or preserve equal access to the Law School's education program or activity will be provided to the Complainant. If such remedies will be put in place, the Coordinator shall note to the Respondent only that remedies were provided. The Complainant shall be informed of the specific remedies that will be provided.

The Hearing Officer will strive to issue the Final Report within fourteen (14) business days of the hearing. The Report shall include:

- The allegations
- A description of all procedural steps
- Findings of fact for each allegation
- Conclusion of application of facts to the policy for each allegation
- The rationale for each finding
- Sanctions and, for the Complainant, appropriate remedies
- Procedure for appeal

Appeals

At the conclusion of the Formal Resolution Process, either Party may appeal upon the grounds described in Section D of the Law School's Sexual Misconduct Policy. Please see (reference to section on Appeals in Southwestern Law School Sexual Misconduct Policy).

Consolidation of Cases

In the event that the allegations under this policy involve allegations of a violation of a separate policy, whether Student Code of Conduct, Faculty Handbook, or Staff Handbook, the School shall have the right, within its sole discretion, to consolidate those other allegations within one investigation and/or hearing.

Allegations of a violation of a separate policy are not required to be handled using the procedural requirements set forth in this policy.

Training for Investigators, Hearing Officers, Hearing Panel, Appeals Officers, Title IX Coordinator

The Title IX Coordinator, Sanctioning Official, and Appeals Officer must have had the following training prior to commencing any role in any case under this policy:

- the definition of sexual harassment under § 34 C.F.R. § 106.30(a);
- the scope of the Law School's education program or activity as defined by the same regulations;
- how to conduct investigations (not required for hearings or appeals officers), hearings, appeals, and informal resolution processes; and,
- how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Hearing Officers and hearing panel members must have training on the following:

- the definition of sexual harassment under § 34 C.F.R. § 106.30(a) the scope of the Law School's education program or activity as defined by the same regulations;
- how to conduct investigations (not required for hearings or appeals officers), hearings, appeals, and informal resolution processes;
- how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and,
- issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant per the regulations.

Any individual who will be coordinating any hearing under this process must also have training on how to use any technology that will be used at a live hearing, such as recording equipment, or platforms designed to permit virtual attendance at a live hearing.

Investigators shall receive the following training:

- the regulations' definition of sexual harassment under § 34 C.F.R. § 106.30(a);
- the scope of the Law School's "education program or activity" as defined by the regulations;
- how to conduct investigations, hearings, appeals, and informal resolution processes;
- how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
- issues of relevance; and,
- how to create an investigative report that fairly summarizes relevant evidence.

Record Retention

- All records relating to any procedure or training carried out under this process shall be maintained for 7 years. These records shall include:
- Records of any sexual harassment investigation, including any responsibility determination, and any required recording or transcript, as well as any sanctions imposed on the respondent, and any remedies provided to the complainant;
- Records of any action taken in response to a report or formal complaint of sexual harassment, as
- well as document the bases for its conclusions and that it has taken measures designed to
- preserve access to the Law School's educational program or activity
- Any appeal and its result;
- Any informal resolution and its results;
- All materials used to train investigators, adjudicators, and Title IX coordinators with regard to sexual harassment.

Effective Date: August 14, 2020

SOUTHWESTERN LAW SCHOOL

LOS ANGELES

Immunization Policy

Administrative policy approved August 23, 2022. Effective immediately.

Revision history: None; new policy.

Related policies: COVID-19 Vaccine and Booster Policy

Scheduled Review Date: August 2023 (Health & Safety Team)

A. General Policy Statement

Subject to Section B below and the law school's COVID-19 Vaccine and Booster Policy, Southwestern Law School does not require vaccinations or proof of immunization for admission into our academic programs or to live in The Residences @7th. Anyone interested in learning more about specific vaccinations should contact their local public health department or consult with their healthcare provider.

B. Immunizations against Disease during an Epidemic, Outbreak, or Public-Health Danger

During an epidemic, outbreak, or a threatened epidemic or outbreak of any disease preventable by immunization and the CDC, State of California, or the Los Angeles County Department of Public Health has declared a public-health emergency or its equivalent, Southwestern's President and Dean, in conjunction with the Health & Safety Team or its successor, may promulgate policies regarding diseases against which immunizations may be required.

Any individual who does not or cannot submit evidence of being vaccinated by the applicable deadline, who does not have a Southwestern-approved medical or religious exemption, or has not been granted a delay by Southwestern's Health & Safety Manager or other designated official due to exigent circumstances may result in the individual being denied access to Southwestern's campus or programs until they present proof of immunization against the disease or until Southwestern removes that requirement because the epidemic or threat no longer constitutes a significant public-health danger.

C. Questions

For questions not addressed in this Policy, please contact Southwestern's Health & Safety Manager at health@swlaw.edu.

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Key Control Policy

Administrative policy approved May 1, 2023. Effective immediately.

Revision history: None; new policy.

Related policies: None

Scheduled Review Date: June 2026 (Chief Operating Officer)

A. Purpose

This policy is designed to protect the property and privacy of Southwestern Law School by designating appropriate access to campus facilities, including buildings, classrooms, offices, and facilities. The law school recognizes the need to issue keys to employees to conduct day-to-day business operations. Southwestern employees who are issued keys have a responsibility to safeguard them and help prevent unauthorized duplication, sharing, and use. The Administrative Services Office (ASO) will manage and control key distribution and maintain an up-to-date key control inventory.

B. Scope

This policy applies to all Southwestern employees, students, and contractors working for the law school. Except as set forth below, this policy applies to all facilities owned, leased, or otherwise occupied by Southwestern Law School for law school purposes. This policy does not apply to apartments in The Residences.

C. Issuing, Sharing, Duplicating, and Returning Keys

Southwestern will issue keys only to employees, students, and contractors (e.g., security officers) who have a legitimate need to access specific facilities and areas.

ASO will issue keys to employees specific to their department, assigned office, workspace, and lounge. The employee receiving the keys will sign the Key Request form (**Appendix A**) acknowledging receipt and responsibility for the keys. Keys will be issued to employees for other departments, buildings, or workspaces on an as-needed basis.

Key holders must keep their keys safe and may not share, loan, or duplicate them. All such requests must be made to and handled by ASO. Unauthorized duplication, sharing, or loaning may result in disciplinary action.

An employee must return all Southwestern keys on the last day of employment or upon request by ASO, the Dean, or another authorized employee (e.g., the employee's supervisor).

D. Key Request

An employee who requires a key not previously issued to them to perform their assigned duties must submit a formal request to ASO via email at administrativeservices@swlaw.edu. The request should come from the employee's Supervisor or Department Head. Once approved, the employee will sign a Key Request form before receiving the key. ASO keeps executed Key Request forms in the employee's personnel file and updates the form when the keys are returned or new keys are issued.

E. Lost or Stolen Keys

Lost or stolen keys must be reported to ASO within 24 hours of discovering the loss or theft. ASO will reissue the appropriate keys to the individual and schedule locks to be re-keyed, if necessary. The employee must sign a new Key Request form when the new keys are issued.

F. Student Programs and Student Groups

ASO may issue some Southwestern students keys in conjunction with their participation in certain Southwestern programs or groups. The responsibility for issuing and collecting keys for these students is as follows:

1. ASO will issue keys to students associated with the Writing Center using the process outlined in this policy for employees.
2. The Student Affairs Office will issue keys to students associated with Honors Programs (Moot Court, Negotiation, Trial Advocacy, Law Review, Law Journal), the Student Bar Association, and the Commentator. The Student Affairs Office will use a similar process, including having students sign the Student Office Key Agreement (**Appendix B**) form when keys are issued. The Student Affairs Office will collect all keys issued to students under this policy and, for the programs listed in this section, will be responsible for the cost of duplicating keys or having locks re-keyed as needed.

G. Amendment

Southwestern reserves the right to amend this policy at any time. Southwestern will communicate changes by posting a revised policy on the [Institutional Policies webpage](#).

APPENDIX A

SOUTHWESTERN

LAW SCHOOL
Los Angeles, CA

KEY REQUEST

Name:
Title:

Department:
Supervisor:

Key(s) Requested:

Office/Room Number	Building	Key Code (if known)	Date Issued	Date Returned

Any key issued to the employee is for business purposes and must not be shared, loaned, or duplicated. The employee must return all keys to ASO on the last day of employment or when requested. By accepting one or more keys, the employee acknowledges they have read, understand, and agree to abide by the Key Control Policy.

Employee Signature

Date

Human Resources Office

Date

APPENDIX B

SOUTHWESTERN LAW SCHOOL

3050 Wilshire Boulevard ▪ Los Angeles, CA 90010-1106



Student Office Key Agreement

This agreement between _____
(Student) and Southwestern Law School provides that Southwestern will issue Student a key for
access to the _____ Office.

Student must not share, loan, or duplicate this key. Because the organization group space may include valuable Southwestern, employee, or student property, Student must exercise care in maintaining basic security for the office, which includes not leaving the office open or unlocked when not occupied by an authorized individual.

You must return this key by _____ to the **Student Affairs Office in Westmoreland 233**. If you do not return the key by the deadline, Southwestern will re-key the lock and may charge that amount, which could be as high as \$150, to your student account. If Southwestern charges your account, we will provide the receipt from the outside locksmith to support the charge.

Signing this document signifies that you have read, understand, and agree to the terms above.

Student Signature

Date

Phone: _____

Southwestern Email: _____

Alternate non-Southwestern Email (REQUIRED): _____

Key Number: _____

Key Type: Staff/Program Member ☐ Board ☐ Fish Bowl ☐

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Missing Student Policy and Procedures

Administrative policy approved August 25, 2022. Effective immediately.

Revision history: None; new policy.

Related policies: Students Records Policy

Scheduled Review Date: August 2024 (Administrative Services Office)

A. Background

The risk that a student might go missing is a concern for all higher education institutions. A report of a missing student can come from a variety of sources, including family, friends, or fellow students. Because of our concern for student safety, and in accordance with federal law, Southwestern Law School has established this missing student notification policy and procedures.

B. Scope of Policy

1. Residential Students

"Residential students" are students enrolled at Southwestern Law School and who reside in The Residences at 7th. This policy applies when Southwestern's Dean of Students, based on facts and circumstances known to Southwestern, determines that a residential student is missing. For purposes of this policy, a student may be considered to be "missing" if the student's absence is contrary to their usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to, a report (a) of a student's absence from multiple classes in which the student is enrolled, (b) that the student may be the victim of foul play, or (c) that the student has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

2. Non-Residential Students

Southwestern also is concerned about the safety of its non-residential students. Concerns about these students should be reported to the Dean of Students. But the Dean of Student's scope of authority is limited to the campus and

Southwestern-owned property. Therefore, when a non-residential student is believed to be missing, the reporting person also should immediately notify local law enforcement authorities and then provide the information to the Dean of Students or, if after-hours or on the weekend, to Campus Security in case Southwestern is asked to assist external authorities with the investigation.

3. Study-Abroad Students

Students who are traveling outside of the host city must provide written advanced written notice to the program director about the days they are traveling. The program director may also require students to provide other information, like other students with whom they are traveling, the cities or countries to be visited, and a cell phone number where the student might be reached when traveling. The program director will follow up in an attempt to locate any student who fails to timely return from planned trips or otherwise appears to have gone missing. The follow up will include contacting the U.S. Embassy and local law enforcement officials as necessary. For any study-abroad program, the program director must have an emergency contact list for all participating students.

4. Students Traveling for Southwestern Activities

On occasion, students travel in connection with Southwestern-sponsored activities, such as competitions, professional organization activities, and the like. In those instances, the faculty member in charge of the trip is responsible for collecting confidential emergency information and enforcing procedures for monitoring the students' whereabouts. If a student appears to have gone missing, the faculty member will notify local law enforcement and the Associate Dean for Student Affairs.

C. Reporting Procedures

Any individual who believes that a residential student is missing should immediately report that concern to Campus Security.

Any faculty or staff member who receives such a report should immediately contact Campus Security.

Campus Security, upon receiving the report, will coordinate with the Associate Dean for Risk Management and Operations and the Dean of Students. These officials will first check to see if the student completed a *Notice of Absence from Residence* form (discussed in more detail below). If the student's absence is not accounted for, or the duration of reported absence exceeds the time period stated in the *Notice*, Campus Security will obtain student information, including a photo and vehicle information, from the Administrative Services Office to conduct a quick but thorough search of campus buildings, exterior and common areas of the Residences, and campus parking lots. The Administrative Services Office will also check when the student's I.D. card was used, and

Campus Security will review surveillance footage. Campus Security and the Administrative Services Offices will share the results of their investigation with each other and the Dean of Students.

If the Dean of Students determines from the report that the student is a missing person, or when the search efforts described above do not locate the student, the Dean of Students will (i) contact the student's emergency contact and (ii) contact the appropriate local law enforcement agency to report the student as a missing person. Such contact will occur as soon as possible but not later than 24 hours after determining that a student is missing. The local law enforcement agency will then take charge of the investigation. If the Dean of Students is not available, the Associate Dean for Risk Management and Operations, a Vice Dean, or the President and Dean may make these notifications.

Notwithstanding anything to the contrary in this policy, if foul play, suicide, or other exigent circumstances are suspected, the reporting person should immediately notify local law enforcement authorities and, thereafter, notify Campus Security.

D. Possible Missing Student Outcomes

Multiple outcomes are possible in the case of a missing student. The three most likely possibilities are:

1. After a search, the student is safe and well

In this situation, the Dean of Students will encourage the student to contact the individual who reported the student as missing to give the reporting person assurances that the student is well.

2. After a search, the student is in difficulty

The Dean of Students will obtain as much information as possible about the student's difficulty, offer assistance as appropriate, and refer the matter to the Student Support and Emergency Team (SSET) for further assessment and support. If the student is in any immediate danger, the Dean of Students, Associate Dean for Risk Management and Operations, or Campus Security will contact local law enforcement.

3. After a search, the student does not respond

If all efforts to contact a student have been exhausted and Southwestern has been unable to verify that the student is safe, the Dean of Students, Associate Dean for Risk Management and Operations, or Campus Security will notify local law enforcement and the student's emergency contact.

E. Registration of Emergency Contact Information and Notices of Absences

1. Designation of Emergency Contact

Incoming students submit emergency contact information through the registration process. Students can update this information through the Self

Service page on the portal at any time. In addition to the Southwestern student process, the housing application for students in The Residences asks each resident to designate an emergency contact. Residents can update their emergency contact information at any time on their Resident Portal. The designated individual(s) will be the emergency contact(s) under this policy.

This emergency contact information will be confidential and accessible only to authorized campus administrators. It may not be disclosed outside of Southwestern, except to law enforcement personnel in furtherance of a missing person investigation.

If the missing student is under 18 and is not emancipated, immediately after Campus Security determines the student has been missing for 24 hours, Southwestern will notify the student's parent or legal guardian, in addition to notifying any additional contact person designated by the student.

2. Annual Notifications to Residential Students

When a student moves into The Residences, and thereafter on an annual basis, the property manager at The Residences will send a copy of this policy to each residential student.

3. Notice of Absence from Residence

All residential students are expected to complete the *Notice of Absence from Residence* form when they plan to be away from The Residences housing for more than 14 calendar days when classes are in session.

F. Campus Communications

1. In General

In cases involving missing persons, law enforcement personnel are typically best suited to provide information to the media that is designed to elicit public assistance in the search. Therefore, unless otherwise approved by the President and Dean, communications regarding missing students generally will be handled by outside law enforcement authorities. Communications internal to Southwestern (other than Security Alerts issued by the Administrative Services Office) will generally be handled by the President and Dean or by the Chief Communications & Marketing Officer, with the President and Dean's approval.

2. Outside Inquiries

All inquiries to Southwestern regarding missing students, or information provided to any individual at Southwestern about a missing student, will be referred to the Office of the President and Dean. The President and Dean, in collaboration with the Dean of Students and the Associate Dean for Risk Management and Operations, will determine whether to handle or refer to law enforcement any such inquiries and information. Before providing the Southwestern community with any information about a missing student, the President and Dean will

consult with the Dean of Students and Associate Dean for Risk Management and Operations, and local law enforcement authorities as needed to ensure that communications do not hinder the investigation.

3. Responding to Other Students

It is often possible that other students will be anxious about the student presumed to be missing. In such circumstances, the Dean of Students or Associate Dean for Risk Management and Operations, in collaboration with the Campus Security and the President and Dean, will coordinate communication to students about personal safety and, to the extent appropriate, what efforts are being made to locate the missing student, and provide emotional support and counseling referrals as warranted.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Naloxone/Narcan Administration Policy

Administrative policy approved February 27, 2023. Effective immediately.

Revision history: None; new policy.

Related policies: Policy on Alcohol and Other Drugs

Scheduled Review Date: February 2025 (Administrative Services Office and General Counsel's Office)

A. Background and Purpose

Opioid overdose and deaths from opioid overdose are major public health problems in the United States. Opioids include prescription medications used to treat pain like morphine, codeine, methadone, oxycodone, hydrocodone, fentanyl, and illegal drugs like heroin and illicit potent opioids such as fentanyl analogs. The California Department of Health Care Services created the Naloxone Distribution Project to combat opioid overdose-related deaths. As a school, Southwestern qualifies for this program and has applied for and received a Naloxone Standing Order that authorizes school personnel who have completed an opioid overdose prevention and treatment training program to administer Naloxone Hydrochloride (Naloxone), in its nasal spray formulation, to reverse an opioid-related overdose. Naloxone, an opioid antagonist, blocks the effects of opioids but does not cause any opioid-like symptoms and is commonly distributed under the trade name Narcan. The purpose of this policy is to help reduce morbidity and mortality associated with opioid overdoses by facilitating the administration of Naloxone.

B. Who May Administer Naloxone

Trained Southwestern personnel may administer Naloxone to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. "Trained Southwestern personnel" means those individuals identified on **Appendix B** (Naloxone Emergency Responder) as updated (see Section E.3 below).

C. Where Southwestern Personnel May Administer Naloxone

Generally, Naloxone Emergency Responders may administer Naloxone to a person on or immediately adjacent to the Southwestern campus (e.g., the Shatto properties and the

streets around the periphery of the Southwestern campus). The Southwestern campus is defined as the Bullock Wilshire building, the Westmoreland building, The Residences, the Promenade, Student Commons, and all related parking lots.

D. Guidelines for Emergency Administration

1. When

Naloxone Emergency Responders may administer Naloxone to a person exhibiting potentially life-threatening symptoms of an opioid overdose.

2. Symptoms

If a person is exhibiting or reasonably believed to be experiencing any of the following symptoms, the Naloxone Emergency Responders may immediately administer Naloxone and then call 911. Below are symptoms of a potential opioid overdose.

- Unconsciousness
- Very small pupils
- Very slow or shallow breathing, or not breathing
- Vomiting
- Inability to speak
- Faint or no heartbeat
- Limp arms or legs
- Pale, clammy skin
- Blue or purple lips and fingernails

3. Administration

Naloxone Emergency Responders should use the “Instructions for Administration of Naloxone Nasal Spray” as a guide to administer Naloxone in an emergency. See **Appendix A**.

4. Emergency medical evaluation and transportation

All persons receiving emergency Naloxone should be evaluated by emergency medical services for emergency medical care and transportation to a hospital, even if symptoms appear to have been resolved. Southwestern employees will request that emergency medical services respond to the scene as soon as practicable even if the person receiving Naloxone declines medical treatment or transportation to a medical facility. Southwestern employees shall not transport a person who has been administered Naloxone to a medical facility using their personal vehicle or a vehicle owned by Southwestern. A person who receives Naloxone in accordance with this policy may refuse further medical treatment and transportation to a medical facility. Southwestern employees will document the request for emergency medical services, transportation to a medical facility, or refusal of treatment in an Overdose Reversal and Naloxone Administration Reporting Form (**Appendix C**).

E. General Guidelines

1. Standing order

Southwestern keeps the Naloxone Standing Order on file in the Administrative Services Office. The Naloxone Standing Order will automatically expire two years from the date that it is signed. The Director of Campus Safety and Security is responsible for renewing this order.

2. Location of Naloxone

Naloxone will be stored at the security office in Bullocks Wilshire, at the security desk in Westmoreland, at the security office at The Residences, and at additional locations approved by the Director of Campus Safety and Security.

3. Naloxone emergency response plan

The Director of Campus Safety and Security must maintain an annually updated Naloxone Emergency Response Plan, **Appendix B**, with the following information:

- Where and how the Naloxone will be stored.
- A description of the required training.
- The names of the designated employees who have completed the required training program.
- Responsibilities of first responders and Naloxone Emergency Responders.
- Inspection and replacement of the Naloxone.
- Documentation related to training and administration of Naloxone.

4. Reporting

All Naloxone use by Naloxone Emergency Responders will be documented using the Overdose Reversal and Naloxone Administration Reporting Form (see **Appendix C**) and reported to the Director of Campus Safety and Security.

F. Training

Before administering Naloxone, Southwestern personnel will complete initial training on opioid overdose prevention and treatment and Naloxone use, followed by annual training thereafter. See **Appendix B** for a description of the training.

G. Legal Protection for Naloxone Emergency Responders

California Civil Code Section 1714.22(f) provides that persons who are trained in accordance with the requirements of California Civil Code Section 1714.22(d), and who act with reasonable care and good faith in administering Naloxone to a person experiencing or suspected of experiencing an opioid overdose, will not be subject to professional review, liable in a civil action, or subject to criminal prosecution for such administration.

Appendix A

Instructions for Administering Naloxone Nasal Spray

Use Naloxone nasal spray for known or suspected opioid overdose in adults and children. Each Naloxone nasal spray has 1 dose and cannot be reused.

STEP 1: EVALUATE FOR SIGNS OF OPIOID OVERDOSE

Signs of overdose,* which often results in death if not treated, include:

- Unconsciousness or inability to awaken;
- Slow or shallow breathing or breathing difficulty such as choking sounds or a gurgling/snoring noise from a person who cannot be awakened; and
- Fingernails or lips turning blue/purple.

OPIOID HIGH vs. OPIOID OVERDOSE

OPIOID HIGH	OPIOID OVERDOSE
Relaxed muscles	Pale, clammy skin
Speech slowed, slurred	Cannot speak, very shallow breathing or not breathing
Breathing slow or shallow	Slowed heartbeat or stopped
Appears sleepy, nodding off	Deep snorting or gurgling, vomiting
Responds to stimuli but difficulty being awakened from sleep	Unresponsive to stimuli (calling name, shaking, sternal rub)
Normal heartbeat/pulse	Cyanotic skin color (blue lips, fingertips)
Normal skin color	Pinpoint pupils

Suspicion of opioid overdose can be based on:

- Presenting symptoms
- History
- Report from bystanders
- Staff prior knowledge of person

- Nearby medications, illicit drugs, or drug paraphernalia

* If the person does not respond to stimuli (e.g., calling name, shaking, sternal rub), go to **STEP 2**.

STEP 2: ADMINISTER NALOXONE

Administer Naloxone prior to initiating CPR or rescue breathing if Naloxone is immediately available (see **STEP 4** for CPR and rescue breathing).

- **Action 1**

Lay the person on their back to receive a dose of naloxone nasal spray

- **Action 2**

Remove naloxone nasal spray from the box

Peel back the tab with the circle to open the naloxone nasal spray

- **Action 3**

Hold the naloxone nasal spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle

- **Action 4**

Tilt the person's head back and provide support under the neck with your hand

Gently insert the tip of the nozzle into one nostril until your fingers on either side of the nozzle are against the bottom of the person's nose

- **Action 5**

Press the plunger firmly to give the dose of naloxone nasal spray

- **Action 6**

Remove the naloxone nasal spray from the nostril after giving the dose

STEP 3: CALL 911 FOR HELP

Call for help. Dial 911 prior to, during, or as soon as practicable after Naloxone nasal spray is used.

- State: "Someone is unresponsive and not breathing."
- Give a specific address and/or description of your location
- Follow dispatcher's instructions

STEP 4: RESUSCITATE/SUPPORT THE PERSON'S BREATHING

Assess pulse. Perform CPR if needed (CPR certification is recommended, not required) and use an automated external defibrillator (AED) if available.

Assess breathing. If there is a pulse but no breathing, perform rescue breathing.

- Place the person on their back.
- Check to see if there is anything in their mouth blocking the airway, such as gum, toothpick, undissolved pills, syringe cap, cheeked Fentanyl patch. If present, remove it while wearing gloves.
- Place one hand on the person's chin, tilt the head back, and pinch the nose closed.
- If using a mask, place and hold mask over mouth and nose.
- If not using a mask, pinch their nose with one hand and place your mouth over the person's mouth to make a seal and give two (2) slow breaths.
- Watch for the person's chest (but not the stomach) to rise.
- Follow up with one breath every 5 seconds.

STEP 5: MONITOR THE PERSON'S RESPONSE

- If the person responds by returning to spontaneous breathing, move the person on their side (recovery position) after giving naloxone nasal spray.
- Watch the person closely until help arrives.
- If the person does not respond by waking up, to voice or touch, or breathing normally after 2 to 3 minutes of naloxone nasal spray administration, another dose may be given (see **Step 2**).
- Resume rescue breathing if spontaneous breathing does not recur.
- Stay with the person until help arrives.
- Be prepared for agitation upon emergence from unresponsive state. Be prepared to restrain the person and protect patient and bystander/rescuer from if necessary.
- Nausea and vomiting may occur as the Naloxone takes effect. Be prepared to place the person on their side to avoid aspiration.
- Follow Campus Security's guidance regarding the seizing of all illegal and/or non-prescribed opioid narcotics found on victim.

NOTE SIGNS OF OPIOID WITHDRAWAL: Using naloxone in patients who are opioid dependent may result in severe opioid withdrawal symptoms such as restlessness or irritability, body aches, diarrhea, tachycardia, fever, runny nose, sneezing, piloerection (goosebumps), sweating, yawning, nausea or vomiting, nervousness, shivering or trembling, abdominal cramps, weakness, tearing, insomnia, opioid craving, dilated pupils, and increased blood pressure.

These symptoms are uncomfortable, but not life threatening.

STEP 6: REFER

- Have the individual transported to the nearest medical facility, even if symptoms seem to get better. After an overdose, a person dependent on opioids should be medically monitored for safety.
- When safe, remove gloves, if used, following appropriate safety procedures. Avoid touching your eyes, nose, and mouth.
- Wash your hands with soap and water for at least 20 seconds. If soap and water are not available and you had no skin contact with illicit drugs, an alcohol-based hand sanitizer with at least 60% alcohol may be used.
- Notify the Administrative Services Office; this office will then take the necessary steps to notify any emergency contacts.
- Complete Overdose Reversal and Naloxone Administration Reporting Form (note dose(s) and time(s) of administration and person's response) and provide to the Director of Campus Safety and Security by the end of the business day following the administration of Naloxone.
- Follow up with treatment referral recommendations.

Appendix B

Naloxone Emergency Response Plan – February 2023

Locations for Naloxone:

- Security office of Bullocks Wilshire
- Security desk of Westmoreland
- Security office at The Residences
- The following locations approved by the Director of Campus Safety and Security:

Description of training:

The training will consist of watching the Naloxone Administration video produced by the California Department of Public Health and reviewing this policy. Southwestern personnel will document their completion of this training by completing the Naloxone Administration Training form and sending it to Human Resources. The Director of Campus Safety and Security is responsible for making sure this training occurs. An opioid overdose prevention and treatment training program means any program operated by a local health jurisdiction or that is registered by a local health jurisdiction to prevent, recognize, and respond to an opiate overdose. Training will include:

- The causes of an opiate overdose
- Recognizing the signs and symptoms of potential opioid overdose
- Potential risks and hazards of exposure to potent opioid substances
- Precautionary measures to protect responding staff and nearby individuals
- How to contact appropriate emergency medical services
- How to administer Naloxone
- Mouth to mouth resuscitation
- Expected possible undesired effects of Naloxone administration associated with acute withdrawal
- Appropriate after-action activities, including reporting and documentation

Trained personnel:

Naloxone Emergency Responder	Naloxone Training Date

Storage:

The Director of Campus Safety and Security is responsible for properly storing Southwestern's supply of Naloxone. Naloxone will be stored in secure manner at the security office in Bullocks Wilshire, at the security desk in Westmoreland, at the security office at The Residences, and at additional locations approved by the Director of Campus Safety and Security. Naloxone will be stored at a controlled room temperature of 59° F to 77° F. Naloxone should not be frozen and should be protected from light. To help protect Naloxone Emergency Responders from potential drug exposure, nitrile gloves will be stored with the Naloxone.

Monthly inspection:

On a monthly basis, the Director of Campus Safety and Security or their designee will visually inspect the Naloxone for the following:

- The Naloxone is stored at temperatures between 59F and 77F
- Any package tampering
- Expiration date

Replacement:

The Director of Campus Safety and Security or their designee will be responsible for replacing the Naloxone before the expiration date on the box or replace the dose(s) used. All Naloxone that has been opened, whether administered or not, will be replaced with a new kit.

Documentation:

The Director of Campus Safety and Security or their designee will be responsible for documenting the annual training of Southwestern personnel and will update this Naloxone Emergency Response Plan as necessary. In addition, the Director of Campus Safety and Security will be responsible for maintaining documentation regarding:

- The number of doses of Naloxone administered
- The number of reversals that occurred using Naloxone

Reporting:

All Naloxone use by Naloxone Emergency Responders will be documented using the Overdose Reversal and Naloxone Administration Reporting Form and reported to the Director of Campus Safety and Security. This report must be completed and submitted to the Director of Campus Safety and Security by the end of the business day following the administration of Naloxone. The Director of Campus Safety and Security or their designee will be responsible for reporting information regarding the number of reversals that occurred using the Naloxone to Naloxone@dhcs.ca.gov.

Responding:

A first responder is a person, other than a Naloxone Emergency Responder, who either finds or initially responds to a person experiencing an opioid overdose. The first responder will call Campus Security.

Campus Security will notify the Naloxone Emergency Responders by phone.

The responding Naloxone Emergency Responder will bring the Naloxone to the emergency location. The responding Naloxone Emergency Responder will document the Naloxone administration using the Naloxone Administration Report form and report such administration to the Director of Campus Safety and Security.

Appendix C

Overdose Reversal and Naloxone Administration Reporting Form

This form to be completed by the end of the business day following the administration of naloxone.

Incident #:

Date: Time: Authorized Responder:

Use of Naloxone During Emergency Drug Overdose

How many doses of naloxone did you use?

How was naloxone given?

Date naloxone was used (MM/DD/YY): Approximate Time:

Manufacture name:

Manufacture lot #:

Has patient been treated with naloxone in the past? Yes ☐ No ☐ Unknown ☐

Location of Incident

Location address: County: Postal code:

About the Patient (check all that apply)

Name of patient:

Housing address: Date of Birth:

Gender: Male ☐ Female ☐ Unknown Sex ☐ Approximate age:

Ethnicity, if known:

What Drugs Had Been Used (check all that apply)

Inject Heroin ☐ Sniff Heroin ☐ Methadone ☐ Use Heroin, but unknown use ☐ Pain Pills ☐

Smoke Heroin ☐ Cocaine ☐ Unknown ☐ Other Drugs, Please Specify:

Condition of Patient

Was the patient conscious before naloxone was used? Yes ☐ No ☐ Unknown ☐

Signs of Overdose Present (check all that apply)

Unresponsive ☐ Breathing slowly ☐ Not Breathing ☐ Blue lips ☐ Blue fingertips ☐

Deep snoring or gurgling ☐ Vomiting ☐ Cannot speak ☐ Pale or clammy skin ☐

Slow heartbeat ☐ Stopped heartbeat ☐ Pinpoint pupils ☐

Other:

Actions Taken (check all that apply)

Fire Dept. Run/Incident #

Rescue Breathing ☐

Chest Compressions ☐

Recovery Position ☐

Called 911 ☐

Did Emergency Medical Services respond to assist? Yes ☐ No ☐ Unknown ☐

Outcome

Did the patient survive? Yes ☐ No ☐ Unknown ☐

Was the patient transported to the hospital? Yes ☐ No ☐ Unknown ☐

Event Summary

Please provide a written summary describing the incident:

Signature of Authorized Responder:

Date:

Signature of the Director of Campus Safety and Security:

Date:

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Policy on Alcohol and Other Drugs

Administrative Policy approved December 16, 2022. Effective immediately.

Revision history: Supersedes the Policy on Alcohol and Other Drugs in the Employee Handbook and the Student Policy on Alcohol and Other Drugs. Administrative review and substantive edits performed on November 27, 2022.

Related policies: Employee Handbook, Faculty Handbook, Rules Relating to Rank, Tenure, and Academic Freedom, Student Honor Code

Scheduled Review Date: August 2024

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A. Purpose

The purpose of this policy is to define acceptable and unacceptable behavior with regard to alcohol and other drugs in the Southwestern Law School community, whether on or off campus. Southwestern is committed to facilitating a safe and healthy learning and working environment. Abuse of alcohol and drugs by students, faculty, staff, Board of Trustee members, or visitors (Community Members) is detrimental to the health and safety of others and can negatively impact academic programs, academic performance, the work environment, and institutional reputation.

Community Members may consume alcohol moderately in approved situations and in accordance with federal, state, and local laws and this policy. Community Members are prohibited from abusing alcohol or otherwise legal drugs, or using illicit drugs, while involved in Southwestern's programs and activities. Community members who violate this policy will be subject to review and possible sanctions under the Employee Handbook, Faculty Manual, or Student Honor Code. Misconduct under this policy will also be brought to the attention of the proper authorities. See Section L below for more details on the consequences of violating this policy.

B. Scope of Policy

This policy applies to all Southwestern employees, Board of Trustee members, students, and visitors while on-campus, including the Residences at 7th, and at officially organized or sanctioned Southwestern events, wherever located ("Southwestern Events"). An event is officially organized or sanctioned when it is approved by either the Office of the President and Dean (employees) or the Student Affairs Office (students). Only members of the Southwestern community and their guests are able to attend Southwestern Events where alcohol will be available. These events are never open to the general public. Third-party groups who are given permission to use campus facilities must follow the terms of their contract with Southwestern.

C. Drug-Free Campus

Southwestern, as a recipient of federal funds, is subject to the Drug-Free Schools and Campuses Act (20 U.S.C. § 1011i and 34 CFR Part 86) and the Drug-Free Workplace Act (41 U.S.C. § 8103) (together, the Acts). These laws require Southwestern to certify to the Department of Education that it has adopted and implemented a program to help prevent the abuse of alcohol and the use of illicit drugs by employees and students.

Under these Acts, Southwestern is required to disseminate information to all students and employees on an annual basis regarding 1) the standards of conduct related to unlawful possession, use, purchase, or distribution of alcohol or other drugs on Southwestern property, or as part of any activities associated with Southwestern; 2) the

applicable legal sanctions under local, state, or federal law for the unlawful use, possession, or distribution of alcohol or other drugs; 3) the health risks associated with abusing alcohol or other drugs; 4) the available counseling, rehabilitation, treatment, or re-entry programs available to employees or students; and 5) the disciplinary sanctions that may be imposed for violations of Southwestern's policies regarding use, possession, or distribution of alcohol or other drugs on campus.

D. Marijuana Use

Although California law permits the use of marijuana under certain circumstances, marijuana remains illegal under federal law. Allowing employees or students to use or possess marijuana on campus, including for medical purposes, would violate the Acts detailed in Section C. Consequently, Community Members may not use or possess marijuana, even for medical use, on campus, including in The Residences at 7th. Employees and students who are under the influence of marijuana are subject to professional conduct, honor code, and job performance standards.

E. Health Risks

Individuals can suffer serious physical and psychological effects from abusing alcohol or other drugs. Health risks associated with alcohol and drug abuse, while varied, can include symptoms such as an increase in heart and pulse rate, cardiac arrest, birth defects, impairment of memory, an altered perception of time, feelings of anxiety, image distortion and hallucinations, and reduced ability to perform tasks requiring coordination, swift reactions, and concentration. Abusing alcohol and other drugs can impair an individual's ability to function rationally and responsibly. Continued and frequent use of alcohol or drugs can lead to physical or psychological dependence and may cause permanent organ damage. Abusing alcohol or other drugs is associated with incidents of irresponsible and violent behavior, including reckless driving and assault.

F. Employee Conduct on Campus or at Southwestern Events

1. Southwestern prohibits employees from unlawfully manufacturing, distributing, dispensing, possessing, or using a controlled substance. Violations will result in disciplinary action up to and including termination.
2. As required by the Drug-Free Workplace Act, an employee must notify Southwestern of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
3. Except as provided in Section F(4) below, employees may not consume alcoholic beverages while performing Southwestern-related duties, including teaching or engaging in online events or meetings. For avoidance of doubt, alcohol consumption

by employees during in-person or online social hour events with students is prohibited, except as authorized by the Office of the President and Dean.

4. Employees over the age of 21 are permitted to drink alcoholic beverages in moderation at Southwestern Events, where appropriate. Employees who are responsible for those events and who anticipate student attendees, see Section F(5).
5. Employees who wish to serve alcohol at Southwestern Events where students are present must request an Alcohol Permit from the Office of the President and Dean at least two weeks (14 calendar days) before the event. Employees must receive approval to serve alcohol before publicizing or marketing an event as featuring alcohol. See Appendix B Alcohol Permit Form.
6. While on campus or performing Southwestern-related duties, employees are prohibited from furnishing alcoholic beverages to students except as provided in Section F(5) of this policy.
7. Southwestern strongly discourages impromptu in-person or online employee social hours involving alcoholic beverages. Consuming alcoholic beverages during such events must be in moderation.
8. Teaching a class while under the influence of alcohol or illegal drugs will be considered a willful violation of professional academic responsibility and a violation of the Rules Relating to Rank, Tenure, and Academic Freedom. For purposes of this policy, an employee is "under the influence" when their intellectual or physical faculties are diminished by the use of alcohol or illegal drugs.
9. An employee may use or act under the influence of any legally obtained drug while on Southwestern premises or while performing duties assigned by Southwestern only to the extent that job performance is not adversely affected and such use is consistent with a doctor's prescription or the manufacturer's directions for non-prescription medicine. Southwestern prohibits employee from using or acting under the influence of marijuana, including marijuana that is prescribed by a doctor, while on Southwestern premises or performing Southwestern-related duties. See Section D above.

G. Student Conduct on Campus or at Southwestern Events

Southwestern recognizes that its students are adults who are preparing to enter the legal profession. Students are expected to comply with local, state, and federal law, this policy, and the Student Honor Code. Southwestern fully disclaims any intention to assume a duty to protect students against their own abuse of alcohol or other drugs, or to protect third persons from the conduct of students who are under the influence of alcohol or other drugs.

Southwestern will not police the personal lives of students. Where individual conduct warrants, however, Southwestern will discipline students if the use of alcohol or drugs threatens to disrupt a Southwestern program or activity; create a public disturbance; cause property damage; endanger the student themselves or others; or cause reputational damage to Southwestern. Students are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using a controlled substance. Appropriate disciplinary action may be taken, up to and including expulsion, when a student's illegal use of alcohol or drugs comes to Southwestern's attention. Legal authorities may also be notified. Violations will be handled according to the procedures set forth in the Student Honor Code.

Students who are tenants at The Residences at 7th should refer to their lease agreement for the rules and regulations regarding alcohol and other drug use in The Residences.

H. Southwestern Events

All organizations sponsoring Southwestern Events where serving alcohol is permitted are responsible for knowing and abiding by all applicable laws and this policy. Only employee committees, departments, and recognized Southwestern or student organizations ("Sponsoring Organization") are eligible for approval to serve alcohol at a Southwestern Event. Sponsoring Organizations must submit an Alcohol Permit Form to the Office of the President and Dean (employees) or the Student Affairs Office (students) no less than 14 calendar days before the Southwestern Event. Additionally, Sponsoring Organizations must secure a bartender through Southwestern's Director of Event Management. Where alcohol will be available, the physical layout of the event should be designed to allow an orderly flow of vehicle and foot traffic.

Southwestern Events should take place where and when they are least likely to interfere with or have a negative impact on academic activity. Private student-only gatherings or functions that are not sponsored by a Southwestern or student organization are not considered Southwestern Events, and Southwestern will not provide law school funds or reimburse for the purchase of alcohol.

No individual under the age of 21, the legal age for alcohol consumption in California, will be served alcohol or permitted to consume alcohol on Southwestern property or at any Southwestern Event.

1. Off-Campus Events

Except for Barrister's Ball, the Intramural Competition Reception, authorized events at faculty members' homes, Admissions Events, and other events approved by the Office of the President and Dean (Exempted Events), Southwestern does not permit the use of law school funds to purchase alcohol for off-campus events. Alcohol for Exempted Events must be purchased through the Director of Event Management

unless an exception is approved by the Office of the President and Dean or the Student Affairs Office. An exception may be appropriate if the off-campus venue requires use of in-house catering services.

2. Promotional Items

Promotional items for Southwestern Events may not feature an alcoholic beverage, trademark, or logo, and the names of alcoholic beverage manufacturers or distributors may not be connected to the name of any Southwestern Event. Southwestern Event advertisements may not portray drinking as a means to academic or social success, suggest that drinking is the sole purpose or dominant theme of an event, promote alcohol consumption as an expectation of attendees, use alcohol as an inducement to participate in the event, or in any other way seek to directly encourage the consumption of alcohol. Southwestern prohibits the promotion of a "happy hour" event.

3. Alcohol Permit Process

No Sponsoring Organization may serve alcohol at a Southwestern Event unless approved for an Alcohol Permit. Alcohol purchases must be made through the Director of Event Management. Refer to Section H(1) above regarding Exempted Events. Sponsoring Organizations should estimate to the best of their ability the number of attendees expected for the Southwestern Event. The Director of Event Management can provide guidance on how much alcohol to purchase.

If approved by the Student Affairs Office, student-led Sponsoring Organizations may allocate funds from their own budget for Southwestern Events, including the purchase of alcohol.

With the exception of Admissions events, attendees at Southwestern events are typically limited to a maximum of two drinks depending upon the duration of the event. The approving office will determine the maximum number of drinks per person for an event. A Sponsoring Organization may implement a ticketing system or another monitoring system to comply with this requirement.

When submitting a request for an Alcohol Permit, a Sponsoring Organization may seek a waiver of the requirement for a bartender or the two-drink limit for attendees. The reviewing office will consider the type of event, format of the event (e.g. sit-down dinner, a gala, etc.), and number of attendees, among other factors when determining whether to grant the waiver.

4. Outdoor Event Requests

Because serving or consuming alcohol outdoors may violate the Los Angeles Municipal Code prohibiting public consumption of alcohol, requests for holding

outdoor events where alcohol will be available will be carefully scrutinized by the reviewing office. If the reviewing office determines that proper precautions have not been made to prevent public consumption of alcohol, it will deny the request to serve alcohol at the event.

5. Personnel for Southwestern Events with Student Attendees

Southwestern Events that will be attended by students and where alcohol will be provided must have at least one member of the faculty, administrator, or staff present. Sponsoring Organizations must designate a Public Safety Officer (PSO) whenever alcohol will be available at a Southwestern Event to which students are invited. The PSO must be approved by the office that issued the Alcohol Permit. Sponsoring Organizations must allocate one rover for every 30 event attendees to monitor alcohol consumption and ensure compliance with this policy. For example, if an event has 29 attendees, the Sponsoring Organization must provide one PSO and one rover. If an event has 77 attendees, there must be one PSO and three rovers. The PSO and rovers must be members of the Sponsoring Organization, and must not consume alcohol before or during the event. Rovers report to the event PSO. If the event is hosted by a student-led Sponsoring Organization, the PSO will report to the Southwestern faculty member, staff member, or administrator present at the event. The PSO, rovers, and servers also have responsibility for ensuring that no alcohol is provided to anyone under the age of 21 and that no outside alcohol is consumed during the event.

6. Events Hosted by Faculty or Staff Members with Student Attendees

Events with alcohol hosted by a faculty or staff member, whether on campus or off campus (e.g. at a faculty member's home), must be approved by the Office of the President and Dean. Such events are subject to all requirements outlined in this policy.

7. Age Identification

Anyone serving alcohol at a Southwestern Event must be at least 21 years old. Before serving alcohol to any individual, the server must request and review that individual's valid photo identification. The individual identification process should be as simple and fail-safe as possible. In lieu of the server checking each individual's ID, the Sponsoring Organization may provide a means of identifying those individuals who have presented proof of age (e.g., a non-transferrable stamp or wristband). Any individual so identified must retain their valid photo identification and must show this identification if requested.

8. Non-Alcoholic Beverages and Food

Non-alcoholic beverages and food must be made available without charge at any Southwestern Event where alcohol will be served. Adequacy of portions will be determined by the Director of Event Management. When a full selection of non-alcoholic beverages and food is no longer available at an event, the availability and service of alcohol must immediately end.

9. Serving Alcohol

Alcohol available at Southwestern Events will typically be limited to beer, wine, and champagne. The Sponsoring Organization and the Director of Event Management will collaborate to determine the types of alcohol available at any Southwestern Event. Attendees or members of the Sponsoring Organization may not bring any other alcohol into a Southwestern Event. The type and amount of alcoholic beverages at any Southwestern Event will be predetermined and stated on the Alcohol Permit Form. No form of "drinking contest" will be allowed.

Alcoholic beverages may not be served during the last 30 minutes of the scheduled event, even if food and non-alcoholic beverages are still available. Sponsoring Organizations are responsible for cleaning up after the event. If damage to property occurs at any event where alcohol is served, the direct cost of repair may be passed on to the Sponsoring Organization if the individual responsible party cannot be determined.

The bartender will retain all leftover alcohol and return it to the Director of Event Management.

10. Attendees and Guests

When guests are permitted at a Southwestern Event where alcohol is served, the person bringing the guest will be responsible for the conduct and actions of that guest in accordance with the law and this policy.

Attendees deemed to be intoxicated will not be admitted to a Southwestern Event. Members of the Sponsoring Organization and its responsible parties will at all times observe the behavior of event attendees who are consuming alcohol. Any individual appearing intoxicated at an event will not be served additional alcohol, and will be asked to leave the event. Any cost Southwestern incurs for providing transportation or assistance for the intoxicated person will be borne or remitted by that individual.

I. Off-Campus Conduct — Employees

This policy governs employee conduct related to alcohol and drugs off-campus at a Southwestern Event. Consuming alcoholic beverages off-campus while performing Southwestern-related duties, especially those involving interactions with students, is

strongly discouraged. Any use of alcohol under such circumstances must be in moderation.

J. Off-Campus Conduct — Students

Southwestern recognizes that our students are adults who may wish, on their own, to consume alcohol while off-campus. Following admission and before degree conferral, students have an on-going responsibility to inform the Dean of Students Office of any criminal charges leveled against them in any jurisdiction during the time in which they are actively pursuing their legal education, or on a leave of absence, or during any other break in their attendance at Southwestern. Required disclosures include alcohol or drug-related criminal charges. Please refer to Continuing Duty to Disclose/Post-Admission Disclosures in the [Student Records Policy](#).

K. Resources

Substance abuse is a complex problem that is not easily resolved by personal effort and may require professional assistance or treatment. Students, faculty, and staff members with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling, and prevention services. However, employees and students availing themselves of these services will not be granted special privileges and exemptions from standard personnel practices applicable to job performance requirements and from standard academic and students conduct requirements. Southwestern will not excuse acts of misconduct committed by employees and students whose judgment is impaired due to substance abuse.

Below are drug and alcohol abuse resources available to Southwestern students and employees. Southwestern may grant a leave of absence for drug and alcohol abuse treatment or rehabilitation on the same basis for other health-related problems.

1. BisonCares

The BisonCares program offers Southwestern students a variety of free, 24/7 mental health support options. Students may contact BisonCares at 1-833-434-1217 to speak with an experienced clinician and get a referral for one-to-one counseling sessions.

2. HelpNet

Southwestern offers assistance to any student or employee experiencing drug abuse or dependency. Southwestern offers all students and employees the counseling services of HelpNet, a private consulting firm that provides a network of licensed counselors and alcohol and drug treatment resources. Through HelpNet, students and employees have access to professional counseling services and community resources for problems related to alcohol and drug abuse and career and personal stress. Students and employees are entitled to a maximum of three free counseling sessions each program year, from July through June.

HelpNet is voluntary and confidential for Southwestern students and employees. Involvement with HelpNet will not jeopardize enrollment or employment status. Southwestern supports HelpNet, and at the employee's or student's request, will assist in facilitating the use of HelpNet. Information concerning HelpNet is available in the Dean of Students Office and the Administrative Services Office. Students or employee may contact HelpNet directly at 1-800-969-6162.

3. Additional Resources

Local meetings of support groups, including Alcoholics Anonymous, Al-Anon, and Adult Children of Alcoholics (ACA), are available to Southwestern students and employees. Additional national and state resources are below:

- a. [Substance Abuse and Mental Health Services Administration](#)
- b. [Narcotics Anonymous](#)
- c. [Findtreatment.gov](#)
- d. [California State Bar's Lawyers Assistance Program](#)
- e. [The Other Bar](#)

L. Consequences of Violating This Policy

Employees who violate this policy are subject to disciplinary action by Southwestern. Possible sanctions for prohibited conduct include termination or dismissal from Southwestern.

Violation of this policy by a faculty member or any other employee will be governed by the Faculty Manual and Employee Handbook respectively.

Students who display intoxicated behavior on campus or at a Southwestern Event, or who require the oversight of security, event staff, or Southwestern employees, as a result of being under the influence of alcohol or other drugs, generally will be subject to conduct review and possible sanctions in accordance with the Student Honor Code, up to and including expulsion from Southwestern. The responsibility of a student is not diminished for acts in violation of the law or the Student Honor Code because such acts are committed under the influence of alcohol or any other controlled substance or illegal drug. In addition, any violation of this policy that is a violation of the law will be referred for criminal prosecution.

Southwestern disciplinary action, criminal arrests, or convictions may preclude a finding of good moral character required for admission to a state bar. Most states, including California, require the applicant to disclose disciplinary action from any educational

institution, as well as criminal convictions. Some states also require disclosure of criminal arrests. Southwestern may be required to disclose this information as well.

In addition to Southwestern sanctions, there are federal and state criminal penalties for the sale and possession of illegal drugs and the illegal use of alcohol. Appendix A of this policy provides summaries of numerous examples of criminal penalties.

M. Policy Revisions

Southwestern reserves the right to change or modify any aspect of this policy and the related protocols at any time, with or without prior notice.

Appendix A

Federal and State Legal Sanctions

Substance Abuse Related-Crimes

Penalties for substance abuse-related crimes include the following: driver license revocation, fines, forfeiture of property, imprisonment, and suspension from eligibility for federal benefits including student loans. The following is a list of legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol. The list is not exhaustive. Employees and students are responsible for reviewing federal and state regulations regarding substance abuse-related crimes.

A. Federal Penalties for Illegal Possession of a Controlled Substance

1. **21 U.S.C. § 844**

- i. First conviction: Up to one year imprisonment and fined a minimum of \$1,000 or both.
 - ii. After one prior drug conviction: At least 15 days in prison, not to exceed two years and fined a minimum of \$2,500.
 - iii. After two or more prior drug convictions: At least 90 days in prison, not to exceed three years and fined a minimum of \$5,000.
 - iv. A person convicted of possession of flunitrazepam (also known as Rohypnol among other names) will be imprisoned for not more than three years, will be fined as provided in this section, or both.
 - v. Upon conviction, a person who violates this section will be fined the reasonable costs of investigation and prosecution of the offense.
 - vi. Purchase at retail during a 30-day period of more than nine grams of ephedrine base, pseudoephedrine base, or phenylpropanolamine base is unlawful.
2. **21 U.S.C. § 853(a)(2) and 881(a)(7)**: Forfeiture of personal and real property used or intended to be used to possess or facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment.
 3. **21 U.S.C. § 881(a)(4)**: Forfeiture of vehicles, boats, aircraft, or any conveyance used to transport or conceal a controlled substance.
 4. **21 U.S.C. § 844a**: Civil penalty of up to \$10,000 for possession of a controlled substance for personal use. Civil penalty is only available for a first offense.
 5. **21 U.S.C. § 862(a)**: Discretionary denial of any or all federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first conviction, and up to five years for second and subsequent convictions.
 6. **18 U.S.C. § 922(g)**: Ineligible to ship, transport, possess or receive firearms or ammunition in or affecting interstate or foreign commerce.

7. Miscellaneous: Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc.

B. California Penalties for Offenses Involving Controlled Substances

1. **Cal. Health & Safety Code § 11350:** Imprisonment in the county jail or state prison, and fine not to exceed \$70 or probation with fine for felony convictions of at least \$1,000 for the first offense and at least \$2,000 for second or subsequent offenses or community service for unlawful possession of controlled substances.
2. **Cal. Health & Safety Code § 11351:** Imprisonment in the county jail or state prison for two, three, or four years for possession or purchase of controlled substance for sale.
3. See Cal. Health & Safety Code § 11351.5 through 11401 for specific penalties involving cocaine base, marijuana, peyote, and drugs formerly classified as restricted dangerous drugs and also for penalties and enhancements to penalties under specified circumstances or locations.

C. Penalties for Driving Under the Influence of an Alcoholic Beverage or Any Drug

1. **Cal. Veh. Code § 23536:** First conviction. Imprisonment in the county jail for not less than 96 hours, at least 48 hours which are continuous, nor more than six months and by a fine of not less than \$390 nor more than \$1,000 and except as otherwise provided suspension of privilege to operate motor vehicle.
2. **Cal. Veh. Code § 23540:** Second conviction within ten years or conviction within ten years of separate additional conviction of other specified offenses involving alcohol. Imprisonment in the county jail for not less than 90 days nor more than one year and a fine of not less than \$390 nor more than \$1,000, and suspension of privilege to operate a motor vehicle.
3. **Cal. Veh. Code § 23546:** Third conviction within ten years or conviction within ten years of two separate additional convictions of other specified offenses involving alcohol. Imprisonment in the county jail for not less than 120 days nor more than one year and a fine of not less than \$390 nor more than \$1,000 and revocation of privilege to operate a motor vehicle.
4. **Cal. Veh. Code § 23550:** Conviction after separate convictions within ten years of three or more violations of specified offenses involving alcohol. Imprisonment in state prison or in the county jail for not less than 180 days nor more than one year and a fine of not less than \$390 nor more than \$1,000 and revocation of privilege to operate a motor vehicle.
5. **Cal. Veh. Code § 23550.5:** Conviction of driving under the influence with or without bodily injury within ten years of certain other felony convictions including driving under the influence. Imprisonment in state prison or in the county jail for

not more than one year and a fine of not less than \$390 nor more than \$1,000 and revocation of privilege to operate a motor vehicle.

6. **Cal. Veh. Code § 23554:** Driving under the influence causing bodily injury. Imprisonment in state prison or county jail for not less than 90 days nor more than one year and a fine of not less than \$390 nor more than \$1,000 and suspension of privilege to operate a motor vehicle.
7. **Cal. Veh. Code § 23558:** Driving under the influence causing bodily injury or death to more than one victim. Enhancement of one year in state prison for each additional injured victim up to a maximum of three one year enhancements.
8. **Cal. Veh. Code § 23560:** Second conviction of driving under the influence causing bodily injury within ten years or conviction within ten years of separate conviction of other specified offenses involving alcohol or drugs. Imprisonment in the county jail for not less than 120 days nor more than one year and a fine of not less than \$390 nor more than \$5,000 and revocation of privilege to operate a motor vehicle.
9. **Cal Veh. Code § 23566:** Conviction of driving under the influence causing bodily injury or great bodily injury to any person other than the driver within ten years of two or more separate convictions of driving under the influence causing bodily injury or other specified offenses involving alcohol or drugs. Imprisonment in the state prison for two, three or four years and a fine of not less than \$1,015 nor more than \$5,000 and revocation of privilege to operate a motor vehicle. If convicted of driving under the influence causing great bodily injury to any person other than the driver within ten years of four or more separate convictions of driving under the influence causing bodily injury or other specified offenses involving alcohol or drugs. Additional and consecutive sentence of three years in prison.
10. **Cal. Veh. Code § 23572:** Various enhancements when a minor passenger is in the vehicle.
11. **Cal. Veh. Code §§ 23575-23582:** Additional penalties and sanctions including required use of ignition interlock device and under specific circumstances including when the driver is speeding, failure to take or complete a breath or urine test and other special factors.
12. **Cal. Veh. Code §§ 23592 and 23594:** Impoundment of vehicle of registered owner is allowed when an owner is convicted of driving under the influence or driving under the influence causing bodily injury. Duration varies depending on number of prior convictions of same offense alone or in combination with other specified offenses.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Alcohol Permit Form

All organizations sponsoring Southwestern Events where serving alcohol is permitted are responsible for knowing and abiding by all applicable laws and Southwestern's Policy on Alcohol and Other Drugs. Only employee committees, departments, and recognized Southwestern or student organizations ("Sponsoring Organization") are eligible for approval to serve alcohol at a Southwestern Event.

Instructions: Sponsoring Organizations must submit this Alcohol Permit Form to the Office of the President and Dean (employees) or the Student Affairs Office (students) no less than 14 calendar days before confirmation and publicity of the Southwestern Event. All Sponsoring Organizations must complete Section I below. Sponsoring Organizations must also complete Section II if they are hosting an event to which students are invited.

Date submitted:

Sponsoring Organization:

Contact person:

Email address:

Phone:

Section I: Event Information

Name of event:

Date of event:

Start time:

End time:

Source of funds for purchase of alcohol:

Number of anticipated event attendees:

Are students invited to the event? ☐ Yes ☐ No

Event location (physical layout must be diagramed and attached):

Requested alcoholic beverages to be served (e.g. beer, wine, champagne, etc.):

Requested maximum number of drinks per person:

Request for waiver of bartender requirement: ☐ Yes ☐ No

If yes, please explain:

Request for waiver of two-drink per person limit for attendees: ☐ Yes ☐ No

If yes, please explain:

Non-alcoholic beverages and food **MUST** be available at the event at no charge. Please identify the type of food and quantity to be served.

Section II: Events with Student Invitees

Staff or faculty in attendance:

Public Safety Officer (PSO):

Assigned rovers (one rover required for every 30 attendees):

For Office Use Only:

Request to serve alcohol: ☐ Approved ☐ Denied

If the request to serve alcohol is approved, please continue below.

Approved source of funds for purchase of alcohol: ☐ Yes ☐ No

Approved alcoholic beverages:

Approved maximum number of drinks per person:

Bartender waiver request: ☐ Approved ☐ Denied

Two-drink limit waiver request: ☐ Approved ☐ Denied

Reviewing office:

Signature:

Date:

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Policy on Minors

Administrative policy approved January 18, 2023. Effective immediately.

Revision history: None; new policy.

Related policies: Academic Policies and Procedures, Attendance Policy; Background Check Policy: Employees and Applicants; Guidelines for Intermittent Remote Work; Policy on Alcohol and Other Drugs

Scheduled Review Date: December 2023 (General Counsel's Office)

A. Policy Statement

Southwestern Law School is committed to providing a safe and secure environment for all individuals, including minors, who participate in its programs or visit campus. A "minor" is defined as any person under the age of 18. Southwestern and its employees will comply with applicable federal and state laws regarding child welfare, including the Child Abuse and Neglect Reporting Act (California Penal Code §§ 11164-11174.3) (CANRA) as applicable, to provide a safe environment when minors are present.

This policy applies to all Southwestern faculty, staff, students, volunteers, and third parties and covers The Residences at 7th and all other buildings, structures, and property owned by Southwestern.

B. Minor Children on Campus

Southwestern strongly recommends that faculty, staff, and students not bring children to campus for work or class. Campus spaces, including but not limited to the library, classrooms, employee offices, and The Residences at 7th, may not be used as an alternative to childcare. Employees or students should not be asked or required to perform childcare duties.

1. Minor children of students

If a student must miss a class due to childcare or related issues, the student should inform the Dean of Students Office before missing the class, if at all

possible. When possible, class recordings will be available. In addition to contacting the Dean of Students Office, the student may also seek advance permission from their professor to bring a minor to class in the event of a childcare emergency. The student must make the request before class starts. The professor may exercise discretion in responding to the request. If the professor grants permission, the professor reserves the right to ask the student to leave the class if the minor becomes disruptive.

Southwestern does not have excused absences, so absences for childcare emergencies are subject to the 14% limit in the Attendance Policy. However, absences resulting from a student's childcare emergency will be given great weight in cases where a student petitions an administrative withdrawal that results from exceeding the absence limit, especially when the student contacted the Dean of Students Office in advance.

2. Minor children of employees

Faculty or staff with childcare emergencies should contact their supervisors immediately to determine appropriate work arrangements, including intermittent remote work. For additional information, consult the [Guidelines for Intermittent Remote Work](#).

3. Minor participants in Southwestern programs or activities

Minors who participate in off-campus Southwestern activities or who visit Southwestern's campus (to access the legal clinic, tour the campus, etc.) must be accompanied by a parent, legal guardian, or another person, such as the minor's teacher, who is authorized by the child's parent or guardian to accompany the minor. Minors participating in a Southwestern program or activity are at all times deemed to be under the care, custody, and supervision of the parent, guardian, or authorized adult accompanying them. The individuals noted above, and not Southwestern employees or students, are responsible for protecting and supervising the minor child.

C. Prohibited Conduct

- 1.** All instances of abuse or neglect toward a minor—including but not limited to inappropriate physical conduct, assault, unwanted touching, molestation, placing a child at significant risk of physical or emotional harm, engaging in sexually suggestive games, threatening, coercive, or demeaning behavior, or any other misconduct—on Southwestern property or in Southwestern programs or activities are prohibited and will be promptly reported to the appropriate law enforcement agency and the Department of Family and Children Services (DFCS), as required by law.
- 2.** A minor may not be left alone on campus at any time for any reason. Anyone who finds a minor alone on campus should immediately notify Southwestern

security. Then, two Southwestern employees must remain with the minor until the parent, legal guardian, or local authorities arrive.

3. Minors are permitted to live at The Residences at 7th with their parent or legal guardian. Students who live in The Residences at 7th may not advertise or run in-home childcare services as a business operation; however, this provision does not prohibit a resident from engaging in occasional paid babysitting for other residents' minor children, minor children of other Southwestern students, or minor children of their own family members or personal friends.
4. Except under the circumstances listed in Sections C(2) and (3), Southwestern employees or students may not supervise minors other than their own during any Southwestern-related programs or activities.

Suspected violations of Sections C(2), (3), or (4) should be reported to the Administrative Services Office at (213) 738-6800 or administrativeservices@swlaw.edu.

D. Duty to Cooperate

All faculty, staff, and students must cooperate with investigations, including internal investigations and investigations initiated by law enforcement or DFCS, of alleged child abuse or neglect in Southwestern programs and activities.

E. Mandated Reporting Requirements

A faculty or staff member whose Southwestern-related duties bring the individual into contact with minors on a regular basis, or who supervises employees whose duties bring them into contact with children on a regular basis, must report child abuse or neglect occurring on Southwestern's campus or in Southwestern's programs and activities to DFCS (Mandated Reporters). Typically, this requirement only applies to faculty and staff involved in Southwestern clinics. "Regular basis" means at least one hour per month every month for a calendar year. Mandated Reporters are subject to CANRA. Nothing in this policy should be construed as altering the attorney-client privilege.

Mandated Reporters must report any instances of known or reasonably suspected abuse, molestation, or neglect relating to children on Southwestern's campus or in Southwestern's programs and activities. Mandated Reporters are required to make two concurrent reports immediately:

1. Required reports

a. Internal report

Notify the General Counsel's Office at (213) 738-6626 or generalcounsel@swlaw.edu.

b. External report

Place an external report to the DFCS Child Protection Hotline at (800) 540-4000, or to the LAPD at (213) 382-9102. A Mandated Reporter's failure to

make these reports as soon as possible will subject the individual to discipline up to and including termination or expulsion from Southwestern.

2. Background checks and training

Mandated Reporters may be required to complete training and undergo periodic criminal background and sex-offender registry checks in accordance with Southwestern policies and procedures.

Results of background checks showing criminal convictions or placement onto a registry of sex offenders will be reviewed in accordance with Southwestern policies and procedures. Members of the Southwestern community whose background check shows a conviction of any offense that bears on the individual's suitability to work with children, including, but not limited to, offenses related to abuse or neglect of a child, any sex-related offense, or placement onto a registry of sex offenders, will not be permitted to perform duties that require regular contact with minors who are not enrolled or accepted for enrollment as students at Southwestern. Mandated Reporters have an ongoing duty to disclose criminal convictions and registration as a sex offender to Southwestern. Failure to disclose may result in disciplinary action up to and including termination from Southwestern.

F. Retaliation

Southwestern will not tolerate retaliation against any person who makes a good-faith report or complaint under this policy or who cooperates in the investigation and handling of a complaint, even if it is found that no violation of the policy occurred. Any Southwestern community member who believes they are the subject of retaliation should contact the Administrative Services Office.

G. Consequences of Violating This Policy

If a member of the Southwestern community fails to submit to required background or sex-offender registry checks to comply with policy requirements or fails to cooperate in any investigation pursuant to this policy, that individual may be subject to disciplinary action up to and including termination of employment or expulsion from Southwestern.

An individual who knowingly makes a false report or complaint under this policy or knowingly provides false or intentionally misleading information during an investigation may be subject to disciplinary action up to and including termination of employment or expulsion from Southwestern.

If Southwestern receives a report of alleged prohibited behavior under this policy that involves a minor and an individual over whom Southwestern has some measure of

control, Southwestern will endeavor to undertake an investigation and implement appropriate remedial action.

H. Policy Revisions

Southwestern reserves the right to change or modify any aspect of this policy at any time, with or without prior notice.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Smoke-Free Campus Policy

**Administrative policy announced August 6, 2021 and codified December 16, 2021.
Effective immediately.**

Revision history: Substantive edits December 15, 2021 and October 2023

Scheduled Review Date: August 2023 (Administrative Services Office)

A. Smoke-Free Campus

Southwestern Law School is a smoke-free campus that prohibits smoking, vaping, and using e-cigarettes and similar devices on campus, whether in campus buildings, residential facilities, or outdoor areas. In addition, smoking is not permitted within 25 feet of any campus entrance, operable windows, intake vents, or vehicles parked on property owned or controlled by Southwestern.

B. Definition of “Smoking”

“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, cigarillo, pipe, hookah, joint, or any other lighted or heated tobacco, plant product, or other product—whether natural or synthetic—intended for inhalation—in any manner or in any form. “Smoking” also includes the use of an electronic smoking device that creates an aerosol or vapor in any manner or in any form or the use of any oral smoking device to circumvent the prohibition of smoking.

C. Questions

For questions or exceptions, please contact Administrative Services at (213) 738-6800.

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Workplace Violence Prevention Policy

Administrative policy approved June 5, 2023. Effective immediately.

Revision history: None; new policy.

Related policies: Student Honor Code; Faculty Manual; Employee Handbook; Sexual Misconduct Policy; and Policy to Prevent Discrimination, Harassment, and Retaliation

Scheduled Review Date: May 2025 (President and Dean's Office and General Counsel's Office)

A. Policy Statement

Workplace violence is a concern among employers and employees across the country. Southwestern is committed to providing a safe and secure working environment for its employees. Southwestern strictly prohibits actual or threatened violence by or against employees, students, contractors, visitors, and other individuals conducting business with or on behalf of Southwestern (these other individuals are referred to in this Policy as "other stakeholders").

B. Scope

This Policy focuses on Workplace Violence (defined in Section C(2)) by or against Employees (defined in Section C(3)). The Policy covers incidents occurring in Southwestern's Workplace (defined in Section C(1)).

C. Definitions

1. Workplace

"Workplace" includes all physical locations and virtual spaces associated with Southwestern's academic, administrative, and residential operations. More specifically, "Workplace" includes, but is not limited to:

- all on-campus buildings, including The Residences, the law library, common areas, and recreational facilities;
- subject to Section E, off-campus locations where Southwestern business, events, meetings, or activities take place, including facilities, conference

centers, and other venues that Southwestern rents, leases, or otherwise uses;

- virtual, remote, or online platforms used to conduct Southwestern business, including teleconferencing, videoconferencing, instant messaging, email, the learning management system, and any other official communication channels used by Employees, students, contractors, visitors, and other stakeholders; and
- any location or situation where Employees or other members of the Southwestern community are engaged in work-related activities or are representing Southwestern in an official capacity, whether in person or through digital means (see Section E for the applicability of this Policy when an Employee is working for Southwestern at home).

2. Workplace Violence

Any act or threat of physical, emotional, or psychological harm, aggression, or intimidation that occurs within the context of Southwestern's operations, involving Employees, students, contractors, visitors, or other stakeholders. Workplace Violence can take various forms, including verbal, non-verbal, and physical actions, as well as direct or implied threats that create fear or concern for one's safety or the safety of others. "Workplace Violence" includes Threats of Violence and Acts of Violence as defined in this Policy.

A non-exhaustive list of Workplace Violence examples includes, but is not limited to:

- physical assault or battery, such as hitting, slapping, pushing, or kicking a colleague, student, contractor, visitor, or other stakeholder;
- threatening or intimidating behavior, like raising a fist, making aggressive gestures, or displaying a weapon;
- verbal threats or abusive language, including yelling, cursing, or making derogatory remarks about someone's race, gender, religion, or other protected characteristics;
- bullying or harassment, including persistent or repeated behaviors that belittle, humiliate, or undermine a person's sense of dignity or self-worth;
- stalking or following someone in a manner that causes fear or apprehension;
- sexual harassment or assault, including unwanted touching, sexual advances, or inappropriate comments or gestures;
- cyberbullying or online harassment, such as sending threatening emails, posting derogatory messages on social media, or sharing private or embarrassing information without consent;
- damage to property, like vandalism or destruction of personal or school-owned belongings;
- disrupting or interfering with normal work or academic activities, creating a hostile or unsafe environment;

- encouraging or inciting others to engage in violent or aggressive behavior; and
- retaliation against someone who has reported an incident of Workplace Violence, participated in an investigation, or supported a victim.

3. Employees

"Employees," for purposes of this Policy, includes full-time and part-time faculty, staff, and Federal Work-Study Students. Students in a clinic for credit are not Employees.

4. Act of Violence

An "Act of Violence" means any intentional physical aggression, assault, or behavior that results in bodily harm, injury, or damage to oneself, another individual, their property, or school property within the Workplace or in relation to work-related activities. The following are examples of Acts of Violence: hitting, pushing, slapping, kicking, throwing objects, using weapons, engaging in self-harm, and participating in other violent actions that compromise the safety, health, or well-being of Employees, students, contractors, visitors, or other stakeholders. Acts of Violence may also encompass psychological or emotional harm caused by abusive or self-destructive behaviors, such as bullying, harassment, or self-neglect. An individual does not give up the right to use reasonable force or violence to defend themselves or another against a physical attack; the use of reasonable force for self-defense or defense of another does not violate this Policy.

5. Threat of Violence

"Threat of Violence" means any verbal, non-verbal, or written expression, gesture, or behavior that communicates an intent or desire to cause physical harm, injury, or damage to an individual or their property. A Threat of Violence may include intimidating statements, aggressive posturing, harassment, stalking, or displaying weapons. The threat may be direct or implied, creating a reasonable perception of fear or concern for one's safety or the safety of others in the Workplace, and includes threats of self-harm.

D. Prohibited Conduct

Employees, students, contractors, visitors, and other stakeholders are prohibited from engaging in threatened or actual Workplace Violence.

E. Working at Home

If an Employee, student, or other stakeholder visits an Employee who is working at home on Southwestern business and an Act or Threat of Violence occurs between those individuals, this Policy will apply. This Policy also applies to Employees who commit an act of Workplace Violence while working at home. This Policy will not otherwise apply to Employees working for Southwestern in their private residence.

F. Personal Situations

Personal situations need not be reported to Southwestern unless they pose a risk of violence in the Workplace. Examples of personal situations that could pose a risk of violence in the Workplace and must be reported to the appropriate authority at Southwestern include, but are not limited to, the following:

- incidents or threats of domestic violence against an Employee where it is possible that the threatening party could seek out the Employee at work;
- incidents or threats of domestic or intimate partner violence against an Employee where the threatening party also is an Employee;
- receiving threatening or harassing telephone calls, emails, or other communications while at work;
- unwanted pursuit or threats by an outside party who has been observed at or near the Southwestern campus; and
- any situation in which an Employee has obtained a protective or restraining order naming their Workplace as a prohibited area of contact.

Southwestern is committed to supporting victims of intimate partner violence. For non-student Employees, Southwestern will provide a referral to the Southwestern's Employee Assistance Program and community resources and, if requested, will provide reasonable time off for reasons related to intimate partner violence. Southwestern will refer Federal Work-Study Students impacted by intimate partner violence to its Title IX Coordinator.

G. Responsibilities and Reporting

Every member of the Southwestern community shares responsibility for creating and maintaining a civil and respectful Workplace free from Workplace Violence. Threats of Violence and Acts of Violence must be reported as soon as possible to a supervisor, Campus Security, or Human Resources. Violence against Federal Work-Study Students must be reported to the Title IX Coordinator.

When reporting a Threat of Violence or an Act of Violence, the reporting person should be as specific and detailed as possible by reporting the location, the people involved, the date and time, and the details of what occurred.

The reporting person should not place themselves in peril or attempt to intervene during an incident unless they can do so safely. If a reporting person believes an immediate threat exists to their safety or the safety of another person, the reporting person should call 911 and then report the incident to Campus Security. In most rooms on campus, signs next to the telephone and near the light switch provide the specific location that the reporting person can provide to the police or Campus Security.

If a member of the public, Employee, student, or contractor makes a Threat of Violence via the telephone, e-mail, or other method of communication, or makes statements indicating a Threat of Violence in the future, the person receiving this communication must report these incidents immediately to Campus Security, then to their own supervisor.

Any supervisor or administrator who receives a report of a Threats of Violence or Act of Violence must report the matter immediately to Campus Security, who will report the matter to the Chief Operating Officer.

H. Investigations and Enforcement

Southwestern will promptly and thoroughly investigate all reports of Threats of Violence or Acts of Violence. To maintain Workplace safety and the integrity of its investigation, Southwestern may (i) suspend Employees suspected of Workplace Violence, either with or without pay; (ii) require Employees suspected of Workplace Violence to work from home; (iii) prevent access to the Workplace for third parties suspected of Workplace Violence; or (iv) take other steps as determined needed by the school in its reasonable discretion. If an investigation involves a member of the full-time faculty, Southwestern will follow relevant procedures in the Faculty Manual, as applicable. In appropriate circumstances, Southwestern will inform the reporting person of the results of the investigation.

I. Confidentiality

The identities of all involved parties will be maintained as confidentially as possible, with the information being disseminated to those having a need to know to facilitate the investigation (e.g., Campus Security, Human Resources, appropriate administrators, and the General Counsel's Office) and preventative or corrective action. Southwestern may, however, need to disclose results in appropriate circumstances, for example, to protect individual safety or to meet its obligations under the Clery Act.

J. Corrective Actions

Anyone found to be responsible for a Threat of Violence, an Act of Violence, or other conduct that violates this Policy will be subject to prompt disciplinary action, which could include termination of employment for Employees and expulsion for students. Southwestern may also ban these individuals from campus and refer them to law enforcement. With respect to full-time faculty, Southwestern will follow relevant procedures in the Faculty Manual with respect to corrective actions taken under this Policy.

K. Fitness for Duty

All Southwestern Employees must be "fit for duty" at all times. If, after an investigation and a finding that the Employee has engaged in conduct that violates this Policy, Southwestern does not terminate the Employee, Southwestern may require the Employee to be evaluated by a medical or mental health professional to determine their fitness for duty before returning to work. Southwestern may request that the Employee participate in counseling, either voluntarily or as a condition of continued employment. On occasion, Southwestern may also require a fitness for duty evaluation as part of an investigation.

Any Employee who believes that they may have a problem that could lead to violent behavior is encouraged to use Southwestern's Employee Assistance Program (EAP) or

BisonCares for Federal Work-Study Students. For information concerning the EAP, please contact Human Resources.

L. No Retaliation

Southwestern will not tolerate any retaliation against any Employee for reporting in good faith Threats of Violence or Acts of Violence, and violators will be subject to discipline.

M. Policy Revisions

Southwestern reserves the right to change or modify any aspect of this Policy at any time, with or without notice.



Class Recording Policy

Faculty policy approved June 2, 2023. This policy is effective for SCALE I students as of June 2, 2023. The policy is effective for all other new and continuing students as of August 1, 2023.

Revision history: During the pandemic, all courses were recorded because students were taking courses via Zoom, which meant that students could lose internet connectivity and miss parts of their classes. Because we have returned to substantially in-person classes, we are returning to a practice similar to what the law school had in place before the pandemic.

Related policies: Policy Statement Regarding Students and Applicants with Disabilities; Attendance Policy.

Scheduled Review Date: January 2026 (Vice Dean and Academic Standards Committee)

A. Policy Statement

Except as provided otherwise in this policy, professors have discretion whether to record their classes. This discretion means that a professor can record some or all class sessions, can choose to record no class sessions, can start or stop the recording during a class session, and can choose to record via audio or video, or can choose not to record any classes. If a professor chooses to record a class for other than ADA compliance purposes, the professor will make the recording available via the course Canvas page to all students enrolled in the class. Students are prohibited from recording classes by any means unless they receive permission from the professor or, for students with registered ADA accommodations, from the Accessibility Coordinator in the Student Services Office.

As detailed in Section B(1), classes will be recorded where required for compliance with the Americans with Disabilities Act (ADA).

Class attendance remains essential, and recordings, when available, are not a substitute for regular attendance. Nothing in this policy modifies the Attendance Policy.

In accordance with this policy, students, faculty, and others are placed on notice that any class and discussions held during class may be subject to recording.

Recordings may not be available for reasons such as equipment or technology failure or human error.

B. Access to Recordings for Individual Students—Seeking Authorization

1. Recordings as an ADA accommodation

A student who seeks class recordings as an accommodation under the ADA should file those requests with the Accessibility Coordinator (accessibility@swlaw.edu) pursuant to the Policy Statement Regarding Students and Applicants with Disabilities.

When the Accessibility Coordinator determines that a student should receive class recordings as an ADA accommodation, the Accessibility Coordinator will contact that student's professors. Without disclosing the student's identity, the Accessibility Coordinator will ask the professor whether they intend to record and post all class sessions for the entire class in a manner that would meet the requesting student's ADA needs. If the faculty member was not planning to generally record class sessions, the faculty member may opt to record the designated class sessions in the manner requested by the Accessibility Coordinator. The faculty member will then provide links to each recording on a timely basis. The Accessibility Coordinator will make that link available to the student. Whenever feasible, recordings will be provided in a manner that the student cannot share or download the recording, and access will be terminated at the end of the semester.

If a professor does not wish to record the classes for ADA purposes, the Accessibility Coordinator will approve the student to record classes using only the school-issued Glean software. The Accessibility Coordinator will provide the student with the Glean software and information about how to use the software.

2. General requests

For compelling reasons (e.g., religious or cultural observances and prolonged absences due to medical issues), students may request that the professor record a class or authorize another student to record the class on their behalf. Requests to have a class recorded should be made at least 3 business days in advance of the class. Where class recordings are not provided or are unavailable, students who miss a class are encouraged to seek notes from classmates and visit the professor during office hours if they have questions about concepts they missed.

3. Restrictions

Southwestern strives to safeguard the intellectual property of its faculty and the privacy of its students, prospective students, and employees in learning environments and other events and activities hosted or sponsored by the law school.

To protect these interests, students and other participants shall not copy, record, reproduce, screenshot, photograph, or distribute any content, including documents, audio, video, images, and other visual content from courses and events.

This restriction includes but is not limited to copying or distributing the following:

- recorded and live lectures (including images derived from such recordings, like screenshots);
- live discussions or meetings;
- discussion boards;
- simulations;
- posted course materials;
- exams, quizzes, and other assessments (whether graded or ungraded);
- faculty feedback forms;
- visual materials that accompany lectures/discussions, such as slides;
- virtual whiteboard notes, etc.; and
- images of students, faculty, or other participants.

Any unpermitted or unauthorized recording, copying, or distribution will be referred to the Honor Code Committee.

C. Policy Revisions

Southwestern reserves the right to change or modify any aspect of this policy at any time, with or without notice.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Computer and Network Use Policy

Administrative policy approved January 18, 2022. Effective immediately.

Revision history: Administrative review and technical edits performed on January 10, 2022; clean-up edits in May 2023.

Related policies: Peer-to-Peer File Sharing Policy; Policy to Prevent Discrimination, Harassment, and Retaliation

Scheduled Review Date: August 2024

A. Policy Statement

This policy governs the use of computer, communication, and network resources at Southwestern Law School. Use of any of these Southwestern resources constitutes acceptance of this policy.

B. Acceptable Uses

Southwestern computing resources are provided to support the instructional, research, and administrative activities of Southwestern. Resources should not be used for personal or private activities not related to appropriate Southwestern functions, except in an incidental manner. Access to computing resources is a privilege. Southwestern may revoke this privilege without notice or take other disciplinary action against any individual who fails to comply with this policy.

C. Prohibited Conduct

Activities that violate this policy include, but are not limited to:

1. any use that violates local, state, or federal law;
2. any use that violates any policy, procedure, or rule contained in Southwestern's Employee Handbook, Faculty Manual, or posted on [Southwestern's Institutional Policies](#) webpage.
3. using the Southwestern network to gain unauthorized access to any computer system;
4. connecting unauthorized equipment to the Southwestern network or network component;

5. attempting to circumvent data protection schemes or uncover security, which includes creating or running programs that are designed to identify security loopholes or decrypt intentionally secure data;
6. performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks;
7. running or installing on any computer or network any program intended to damage, interfere with, or place excessive load on the computer system or network; this provision includes, but is not limited to, programs known as "malware," "computer viruses," "Trojan Horses," and "worms";
8. violating terms of applicable software licensing agreements or copyright laws;
9. violating copyright laws and their fair use provisions through inappropriate reproduction of copyrighted text, music, images, etc., including through illegal or inappropriate peer-to-peer (P2P) file sharing (see Peer-to-Peer File Sharing Policy);
10. using Southwestern resources for any commercial activity or personal financial gain;
11. using electronic mail to harass or threaten others, which includes sending repeated, unwanted e-mails to others (the term "others" includes Southwestern students, faculty, staff, and persons not registered at, affiliated with, or employed by Southwestern);
12. initiating or propagating electronic chain letters;
13. initiating mass mailings not authorized by an authorized Southwestern official; "mass mailings" includes multiple mailings to newsgroups, mailing lists, or individuals (e.g. "spamming," "flooding," or "phishing");
14. forging the identity of another person or machine in an electronic communication;
15. transmitting or reproducing materials that are defamatory in nature;
16. creating an intimidating, hostile, or offensive educational environment by displaying images or text where it can be viewed by others with the intent, or having the effect, of unreasonably interfering with another's educational or work performance. Southwestern computing facilities may not be used as instruments for harassment as defined in Southwestern's Policy to Prevent Discrimination, Harassment, and Retaliation;
17. attempting to monitor or tamper with another's electronic communications, or reading, copying, changing, or deleting another's files or software without the explicit agreement of the owner;
18. disclosing your password to another person or permitting another person to use your account;
19. using the Southwestern name, logo, or copyrights in a way that suggests or implies institutional authorization or endorsement.

D. Sanctions

Computing staff, in consultation with the Chief Information Officer, Vice Dean, or the Associate Dean for Library Services when practicable, are authorized to suspend or modify, without notice, network access for actual or suspected violations of this policy. Actions may include, without limitation, halting a program running on Southwestern

equipment; disconnecting remote systems from the network; removing offending files from the system or rendering them inaccessible; and disabling user accounts.

Once services have been suspended or modified, the matter may be referred for further action to the appropriate office, including the Office of the Dean, the Administrative Services Office, or the Student Services Office. Violations of this policy may result in the loss of computing privileges or disciplinary action up to and including termination or expulsion from Southwestern. Activity that is illegal under local, state, or federal law may be referred to the appropriate law enforcement authorities.

E. Privacy and Confidentiality

Southwestern reserves the right to monitor, inspect, and examine any Southwestern-owned or -operated communication system, computing resource, file, or information contained therein at any time.

If inspection or examination of any Southwestern-owned or -operated communication system, computing resource, file, or information contained therein is requested by a source outside Southwestern, Southwestern will treat the information as confidential unless:

1. authorized by the owner of the information, by the Dean, or the Dean's designee to release the information;
2. required by local, state, or federal law to release the information;
3. required by a valid subpoena or court order to release the information.

F. Disclaimer

Although Southwestern attempts to maintain an error-free hardware and software environment and to properly train computing staff, it is impossible to ensure that hardware or system software errors will not occur, or that staff will always give correct advice. Southwestern makes no warranty, either express or implied, for the services provided. Damages or loss resulting directly or indirectly from the use of these resources are the sole responsibility of the user.

G. Policy Revisions

Southwestern reserves the right to change or modify any aspect of this policy at any time, with or without notice.

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Peer-to-Peer File Sharing Policy

Administrative policy approved May 31, 2023. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook and annually revised Employee Handbook; established as a standalone policy May 2023.

Related policies: Computer and Network Use Policy

Scheduled Review Date: June 2025

A. Policy Statement

The Higher Education Opportunity Act of 2008 (HEOA) includes provisions designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. P2P file sharing refers to using software that allows computer users to connect with a P2P network to search for shared files on the computers of other users connected to the network. All higher education institutions that accept federal financial aid are required to:

1. readily make available a disclosure that informs employees and current and prospective students that illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes steps the institution takes to detect and punish illegal distribution activities;
2. certify to the Secretary of Education that the institution has developed a plan to combat the unauthorized distribution of copyrighted material effectively;
3. offer alternatives to illegal file sharing; and
4. identify procedures for periodically reviewing the plan's effectiveness to combat the unauthorized distribution of copyrighted materials.

All users of Southwestern Law School's computer network, including students, admitted applicants, and employees, are prohibited from using the network to illegally download or share copyrighted materials, including music, games, movies, and videos. Such activity is illegal and may subject the user to various serious civil and criminal penalties. It also may inadvertently expose confidential information or make Southwestern computers

insecure. Southwestern uses various methods to combat the illegal sharing of copyrighted materials.

B. Disclosure

This policy and Southwestern's Computer and Network Use Policy are posted on the [Institutional Policies](#) page of Southwestern's website. The Computer and Network Use Policy covers inappropriate network use, including illegally distributing copyrighted materials.

C. Plan to Combat the Unauthorized Distribution of Copyrighted Materials Effectively

Southwestern currently uses a technology deterrent that classifies network activity and is configured to prioritize educational uses of the network and to throttle P2P file-sharing activity. Southwestern also employs tools to monitor network traffic. If the tool discovers a system using excessive bandwidth, Information Technology will contact the system owner to confirm that the bandwidth consumption is for valid educational purposes and that the owner is aware of Southwestern policies on P2P file sharing. Information Technology staff are regularly trained in detecting and preventing copyright and illegal sharing issues.

Southwestern also employs a vigorous program of accepting and responding to Digital Millennium Copyright Act (DMCA) notices.

D. Alternatives to Illegal File Sharing

Before a Southwestern network user receives any downloaded media for free, they should research whether that source provides material licensed by a copyright owner. Educause provides a current list of licensed sources at <https://www.educause.edu/focus-areas-and-initiatives/policy-and-security/educause-policy/legal-sources-online>.

E. Summary of Civil and Criminal Penalties for Violating Federal Copyright Laws

Copyright infringement is an act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act, Title 17 of the United States Code. These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Individuals who violate copyright law by illegally uploading and downloading copyrighted files may be subject to actual damages or statutory damages under federal law ranging from \$750 to \$30,000 per work and up to \$150,000 per work for a willful infringement. A court may, in its discretion, grant the copyright owner reasonable attorney fees. Although criminal prosecution of students for file sharing is extremely rare, federal law lays out criminal penalties for intentional copyright infringement, which can include imprisonment of up to five years and fines of up to \$250,000 per offense. For details, see 17 U.S.C. §§ 504, 505, 506 (2018) and 18 U.S.C. §§ 2319, 3571(b)(3) (2018). For more information, please visit <https://www.copyright.gov>.

F. Annual Review

Southwestern will review this policy annually to determine whether it effectively combats the unauthorized distribution of copyrighted material. The annual review will assess the overall effectiveness of Southwestern's policy based on the number of DMCA notices reviewed relative to the number of infringement-capable devices, the number of repeat offenders per year, results of network monitoring and classification, and user feedback. Any changes will take effect at the commencement of the following academic year.

G. Consequences of Violating This Policy

Violations of the policy may result in loss of computing privileges, including access to Southwestern's computer network, disciplinary action for employees, or referral to the Honor Code Committee for students. Activity that is illegal under local, state, or federal law will be referred to the appropriate law enforcement authorities. Violations of law by students must be disclosed to the state bar.

Violating copyright law and fair use provisions is also an impermissible use under Southwestern's Computer and Network Use Policy.

H. Policy Revisions

Southwestern reserves the right to change or modify any aspect of this policy at any time, with or without notice.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Website and Digital Accessibility Policy

Administrative policy approved January 18, 2022. Effective immediately.

Revision history: None; new policy.

Related policies: Policy Statement Regarding Students and Applicants with Disabilities ([Student Handbook pp. 64-76](#)); [Policy to Prevent Discrimination, Harassment, and Retaliation](#)

Scheduled Review Date: June 2023 (General Counsel and Communications & Marketing)

1. Purpose

Southwestern Law School is committed to building a community of access, belonging, and inclusion. Consistent with this commitment and understanding that accessible digital content generally enhances usability for all individuals, Southwestern strives to ensure that all students and employees can access Southwestern's websites and other digital content. Southwestern also strives to ensure that prospective students, clinic clients, and visitors can access Southwestern's public-facing websites and digital materials. Another purpose of this policy is to conform with the Americans with Disabilities Act, 42 U.S.C. § 12101 et seq., and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794. The policy applies to websites, electronic documents, software systems, and videos.

2. Scope

This policy applies to all official Southwestern websites, content and learning management systems and downloadable documents made available on Southwestern websites and social media, including but not limited to PDFs, PowerPoint presentations, and Word documents.

3. Standards

Southwestern has adopted [W3C WAI Web Content Accessibility Guidelines version 2.1](#), Level AA, to determine accessibility.

4. Accessibility Statement

All official Southwestern webpages and web-based applications must display in a footer the following statement:

Southwestern Law School is committed to making its websites accessible to all users and welcomes comments or suggestions on access improvements. Please [click here to read our Website and Digital Accessibility Policy](#) and send comments or suggestions about accessibility to co-mark@swlaw.edu.

5. Policy Exemptions

In certain circumstances, exceptions to this policy may be granted. This policy does not require adherence to WCAG 2.1 when compliance is not possible or would constitute an undue administrative or financial burden or result in a fundamental alteration.

Southwestern will consider each request for an exemption individually. Content creators or approvers may request exceptions to this policy by contacting Southwestern's General Counsel. When an exception is appropriate based on these criteria, Southwestern will work to provide an equally effective alternative access to the information.

6. Training

Southwestern will offer accessibility training to content creators and approvers and may require employees to complete certain training modules.

7. Vendors

Any vendors hired to provide website services to Southwestern must demonstrate a genuine commitment to accessibility. Southwestern should seek written assurance from vendor candidates that their services will be accessible to all individuals, including individuals with disabilities.

8. Assistance and Complaints

Individuals who experience a barrier related to Southwestern's website or digital content or wish to file an accessibility complaint should contact Co-Mark@swlaw.edu or Southwestern's General Counsel, GeneralCounsel@swlaw.edu. Current students who encounter a barrier related to Southwestern website or other digital content should contact the Office of Accessibility Services in the Dean of Students Office to coordinate technical assistance or individual accommodations.

The Chief Communications & Marketing Officer, in consultation with Southwestern's General Counsel and Chief Information Officer, will review any complaints or information received, assess the issue, and determine a means to resolve the accessibility issue, typically within 30 days of receiving the complaint or information. The resolution will be communicated to the complainant. If Southwestern determines that no accessibility issue exists, that information also will be communicated to the complainant.

Individuals may also raise a web accessibility complaint through Southwestern's Policy to Prevent Discrimination, Harassment, and Retaliation. Complaints made under that policy will be addressed by the Associate Dean, Dean of Students and Diversity Affairs, Nydia Dueñez, at DeanofStudents@swlaw.edu.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Tuition Assistance for Employees and Trustees & Tuition Exchange Policy

Board of Trustees policy approved December 9, 1992. Effective as of December 9, 1992.

Revision history: Administrative review and substantive edits approved January 24, 2022.

Scheduled Review Date: August 2023 (Office of General Counsel and Administrative Services Office)

A. Tuition Assistance at Southwestern Law School

Southwestern Law School provides tuition assistance to the children of full-time law school employees (excluding visiting faculty) to pursue a Juris Doctor degree at Southwestern.

Tuition assistance includes up to 100% tuition remission for the minimum number of credit hours required to complete the Juris Doctor degree. Tuition remission is available to the extent that scholarships or other funding from outside sources such as the federal government do not cover tuition. An eligible child must complete a financial aid application and disclose any scholarships from sources other than Southwestern.

Tuition assistance does not include mandatory or optional fees, tuition or fees for special education programs, or programs that are not based on the Southwestern campus, such as summer or semester-abroad programs, whether or not sponsored by Southwestern, or the non-law part of dual- or joint-degree programs offered with another institution of higher education.

Except as described in Section B, eligibility begins after one year of full-time employment and continues for the duration of full-time employment. Employees may exercise the tuition assistance benefit immediately upon eligibility. If eligibility occurs during a semester, tuition payments required from the employee will be pro-rated accordingly. Full-time faculty on Sabbatical Faculty Research Leave or other approved leave continue to be eligible for tuition assistance during the leave period.

Southwestern defines "children" as individuals born to or legally adopted by the employee, dependents under legal guardianships, and stepchildren. The age and marital status of child-applicants does not affect eligibility for tuition assistance.

Child-applicants are required to present documentation of their relationship to a full-time employee to the Registrar's office upon applying for tuition assistance. A photocopy or digital copy of the document used to verify eligibility must be submitted with each application for tuition remission. Examples of acceptable documents include a marriage license, birth certificate, or certification of adoption.

An eligible child must be admitted to the J.D. program through Southwestern's regular admissions process. The child is subject to all Southwestern academic policies, including policies regarding probation and academic dismissal.

An otherwise eligible child must remain in good academic and disciplinary standing for the tuition remission to continue. If a child-applicant is disqualified from Southwestern for academic or disciplinary reasons, the child-applicant will be eligible for tuition assistance if readmitted to Southwestern. A child-applicant is not eligible for tuition assistance beyond two readmissions or restarts at Southwestern.

B. Children of Deceased, Totally Disabled, or Retired Employees

Upon the death, total disability, or retirement of a full-time employee, the employee's children will be entitled to receive tuition assistance as follows:

1. Children Enrolled at Southwestern

A child enrolled and in good academic and disciplinary standing at Southwestern at the time of an eligible employee's death or total disability will continue to receive tuition remission until the child earns the minimum number of credit hours required for the Juris Doctor degree.

A child of an employee who has retired after at least 15 years of full-time service to Southwestern will continue to receive tuition remission until the child earns the minimum number of credit hours required for the Juris Doctor degree.

A child of an employee who retires with less than 15 years of full-time service will continue to receive tuition remission until the end of the academic year during which the employee retires. At the end of the academic year, the tuition remission benefit will end. If the employee returns to full-time service at Southwestern, Southwestern will recognize prior full-time employment at Southwestern when determining the employee's total years of service.

2. Children Not Yet Enrolled at Southwestern

A child of a deceased or totally disabled employee with at least five years of full-time service, or of a retired employee with at least 15 years of full-time service, at Southwestern, will be entitled to the same tuition remission privileges as children of full-time employees.

For children of a deceased or totally disabled employee with less than five years of full-time service at Southwestern, tuition assistance will be computed on the

basis of a one-fifth tuition remission for each year of the parent's full-time employment at Southwestern.

A child of an employee who retires with less than 15 years of full-time service will not be eligible for tuition remission.

C. Tuition Exchange

Southwestern is a member of the [Tuition Exchange](#), a non-profit corporation created to promote and administer reciprocal tuition assistance for children of full-time employees of higher educational institutions that are members of the Tuition Exchange.

Membership in the Tuition Exchange does not guarantee that any child of any Southwestern employee or Trustee will receive tuition assistance at another member institution, as the number of credits Southwestern receives is limited to the number of students enrolled at Southwestern from other member institutions. Less than 10% of Tuition Exchange member schools permit employee-dependents to use exchange credits for graduate or professional study.

On May 1 of each year, Southwestern will review all applications for Tuition Exchange tuition assistance. If the number of requests by Southwestern employees to participate in the program exceeds the number of credits available to Southwestern, Southwestern will distribute the available credits according to seniority by date of hire, or in the case of employees with identical seniority, by random draw. Children of full-time Southwestern employees have priority over children of Trustees. Southwestern may make a supplemental call for applicants if the credits available to Southwestern were not filled during the initial application process.

Please address questions about the Tuition Exchange program to the Administrative Services Office.

D. Children of Trustees

A child of a Board of Trustees member is eligible to participate in the tuition assistance program at Southwestern and the Tuition Exchange described above. Eligibility begins after one year of service on the Board and continues for the duration of active service on the Board. Trustees may exercise the tuition assistance benefit immediately upon eligibility. If eligibility occurs during a semester, tuition payments required from the Trustee will be pro-rated accordingly.

Eligible children of Trustees who no longer serve on the Board due to death, disability, or retirement will be subject to the provisions outlined above in Section B Children of Deceased, Totally Disabled, or Retired Employees.

E. Taxation and Cash Value

Tuition assistance programs may be subject to federal, state, and local taxation. Any tax liability related to participation in this plan will be borne entirely by the Southwestern employee or child and not by Southwestern. Eligible Southwestern employees, Trustees, and children are not entitled to the cash value of tuition under the tuition assistance benefit. Southwestern will not remit payment to any eligible individual in lieu of tuition assistance.

F. Policy Revisions

Southwestern expressly reserves the right to change, modify, or cancel any aspect of this policy at any time, with or without prior notice.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Political Activity Policy

Administrative policy approved November 7, 2022. Effective immediately.

Revision history: None; new policy.

Related document: Political Activity Request Form

Scheduled Review Date: October 2024 (Student Affairs Office and General Counsel's Office)

A. Background

Southwestern Law School is a private institution of higher education whose activities are regulated in part by Section 501(c)(3) of the Internal Revenue Code, which prohibits nonprofit organizations from participating or intervening in any political campaign of a candidate for public office. A "candidate for public office" is an individual who is, or is proposed by others as, a contestant for an elective public office, whether the office is national, state, or local.

The Internal Revenue Service has stated that whether an organization is participating or intervening, directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office depends on the totality of facts and circumstances of each case.

This policy addresses candidate appearances at Southwestern events and other political activities that could impact the school's nonprofit status. The policy emphasizes that political activities on campus and at other Southwestern events must be conducted in a neutral, nonpartisan manner and in furtherance of the school's educational mission. Because tax and political compliance laws impose restrictions and some prohibitions on certain political activities at nonprofit institutions like Southwestern, any approved activities must comply with the legal requirements detailed below.

B. Candidate Appearances at Southwestern Programs and Events

A faculty member, department, or student organization (Host) must submit a written request using the Political Activity Request Form and receive written approval before inviting an individual to speak in their capacity as a political candidate at a Southwestern event, whether on or off campus. The Host must submit a Political Activity Request

Format least 45 calendar days before the anticipated event and should allow at least 5 business days for the request to be considered. The President and Dean (Dean) must approve requests from a faculty member or a department to host a political candidate; the Student Affairs Office (SAO) must approve requests from student organizations. The Dean and SAO will consult with the General Counsel's Office before making a final determination.

The Host must strive to provide all viable political candidates seeking the same office with an equal opportunity to speak at Southwestern. A political candidate is considered viable if they have met all candidacy requirements and are actively campaigning for office by canvassing, fundraising, making appearances in their capacity as a candidate, or engaging in other campaign activities. The Host must retain documentation of all invitations and submit them to the General Counsel's Office at least 14 calendar days before the event.

It is important for the Host to proactively communicate with the candidate about the purpose of the event and the matters listed below. While the candidate may answer questions or expressly advocate for their election during the visit, the Host must ensure it does not become a campaign event. The Host must follow the guidance below:

- Southwestern must not indicate support for or opposition to any candidate.
- Southwestern must not reproduce, republish, or distribute the candidate's campaign literature, advertisements, campaign signs, or other similar materials.
- Absent specific permission from the Dean, communications about the event must not mention the individual's candidate status.
- Before the event, the Host must communicate with the candidate in writing about the educational and informative purpose of the event and must notify the candidate about this portion of the policy.
- In communications concerning a candidate's appearance, and when the candidate is introduced to speak and finishes speaking, the Host must explicitly state that Southwestern does not support or oppose the candidate.
- The Host must be ready to terminate any event if a candidate does not adhere to this policy.

If applicable, the Host should follow the rules concerning debates and candidate questioning set forth in Section D below. **No individual will be allowed to speak in their capacity as a political candidate at a Southwestern event, whether on or off campus, within 45 calendar days before the election day.**

On occasion, candidates may speak or be featured at Southwestern events in a clear non-candidate capacity. Southwestern will maintain a nonpartisan atmosphere during such events. Southwestern will also clearly indicate the capacity in which the candidate is appearing (e.g., by noting the individual's graduation date on a nametag) and will not mention the individual's political candidacy or the upcoming election in communications (if any) announcing the candidate's participation in the event. Southwestern will also let the candidate know about these restrictions.

Candidates are also permitted to attend a Southwestern event as a general public attendee if the event is open to the public. Southwestern reserves the right to restrict or prohibit any person's attendance at Southwestern events if their attendance threatens the safety or well-being of attendees.

C. Using Southwestern Facilities

A Host may request to use campus facilities to hold public forums on issues of educational interest. The Dean must approve requests from faculty and departments, and the SAO must approve events hosted by student organizations. Such a forum, if approved, must be wholly educational in nature. Outside groups that are invited or allowed to participate must not engage in political or fundraising activities. The Host must take steps to ensure that hosting the forum does not reasonably imply that Southwestern has a position on an issue or is associated with any political efforts.

Faculty whose academic interests include involvement with political groups are permitted to make de minimis use of private meeting space if regular Southwestern procedures for renting and using facilities are followed, and such activities are not related in any way, directly or indirectly, to supporting or opposing any candidates for elective federal, state, or local public office. No other Southwestern resources may be used to conduct the meetings, and any meeting announcements or invitations must make clear that Southwestern does not support or oppose the group's efforts.

D. Debates on Campus

Southwestern may, at its discretion, provide forums for candidate debates at its facilities. Requests to host candidate debates must be approved by the Dean. Any approved debate must include all viable candidates for the contested office. If inviting one or more candidates is impracticable or does not further an educational goal, the Dean may approve an exception. The Dean will consult with the General Counsel's Office regarding all debate requests and any exceptions.

When Southwestern hosts a debate or allows a third party (e.g., the League of Women Voters) to host a debate, topics must cover a broad range of issues. Questions presented to the candidates must be prepared by faculty, staff, students of Southwestern, and/or an independent, nonpartisan panel. All questions must be submitted to the General Counsel's Office no later than five business days before the debate. Candidates may not be asked whether they agree or disagree with positions or statements of Southwestern, and each candidate must have the same opportunity to present their view on the issues discussed.

Southwestern will select or approve one or more moderators, whose role will be limited to ensuring that the debate ground rules are followed. The moderator must refrain from commenting on the candidates' statements in a way that demonstrates approval or disapproval of the candidates' ideas. The moderator will begin and end with a clear statement that the views presented are those of the candidates and not of Southwestern.

E. Disclaimers and Publicity

When an event that is political in nature has been approved, the following can serve as a template for the required disclaimer in communicating the scope of the candidate's appearance:

This event is sponsored by _____. The use of Southwestern facilities for this event does not constitute an endorsement by Southwestern. Southwestern does not endorse these candidates or organizations or any other candidates or organizations in connection with this or any other political campaign or election.

Promotional materials for authorized events are subject to review and approval by the Communications & Marketing Office. No materials may state or imply that Southwestern, any office, or any institutional official endorses a political candidate or political organization or any position of a political candidate or political organization. Subject to this restriction, Southwestern may otherwise publicize the event in any manner it deems appropriate and may arrange for coverage by media organizations.

F. Southwestern Publications and Website

Southwestern will not endorse or oppose any political candidate in any official publications or on Southwestern's website or social media accounts.

G. Fundraising and Contributions

Funds or contributions for political candidates or campaigns may not, under any circumstances, be solicited in the name of Southwestern, on Southwestern's campus, at a Southwestern-sponsored event, or through the use of campus resources, such as email or mailing lists. In addition, no Southwestern funds may be used for campaign or political contributions.

H. Registration of Student Organizations

The SAO will not register student organizations that have a goal to support a particular candidate.

I. Employee and Student Involvement in Political Activities

Employees and students taking political positions for themselves or groups with which they are associated should clearly indicate, by words and actions, that their positions are not those of Southwestern and are not being taken in an official capacity on behalf of the institution.

Employees may not participate in campaign activities during their normal working hours. Employees may not use Southwestern letterhead, logos, photographs (including photographs with students and photographs in the workplace), support services, or other supplies in connection with campaign activities. Any employee who participates in a political campaign is responsible for notifying the campaign that such participation is

in their individual capacity. The employee should seek, to the extent possible within the law, to minimize any references to their position with Southwestern.

Employees working in federally aided programs may be subject to the federal Hatch Political Activities Act. Those persons should consult with the General Counsel Office regarding their associated obligations.

Southwestern students are free to express their individual and collective political views provided they understand and make clear that they are not speaking for or in the name of Southwestern. Students may not use any material containing the name, insignia, or proprietary logos or marks of Southwestern to support a particular candidate.

Any employee or student who intends to run for political office must notify Southwestern of their intent to run. Employees must notify the Dean, and students must notify the Associate Dean for Student Affairs. Southwestern will perform a conflict analysis and develop a conflict management plan to avoid or minimize potential conflicts of interest and/or commitment.

J. Questions

The law in this area can evolve over time. Questions about whether planned student organization activities or events are consistent with Southwestern's obligations should be directed to the Dean or the Associate Dean for Student Affairs, who can consult as needed with the General Counsel's Office.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Political Activity Request Form

Before planning and announcing an on-campus or off-campus event that includes a political candidate, a faculty member, department, or student organization (Host) must submit this form and receive written approval. The President and Dean must approve requests from a faculty member or department, and the Student Affairs Office must approve requests from student organizations. Please note that no individual will be allowed to speak in their capacity as a political candidate at a Southwestern event within 45 calendar days before the election day.

Instructions: Faculty members and departments must complete and submit this form to lawdean@swlaw.edu. Student organizations must complete and submit this form to studentaffairs@swlaw.edu. The Host must submit this request at least 45 calendar days before the anticipated event and should allow at least 5 business days for the request to be considered.

Host Information

Date submitted:

Faculty member, department, or student organization:

Contact person:

Contact email address:

Contact phone number:

For student organizations only, name of faculty advisor:

Candidate Information

List the position or positions for which the invited candidate(s) are running:

For each position listed above, by position, list all viable candidates who will be invited to the event:

For each position listed above, will any viable candidate for the position not be invited?

☐ Yes ☐ No

If a viable candidate(s) will not be invited, provide an explanation below (including the name of the candidate, the position for which they are running, the reason they will not be invited to this proposed event, and a description of how Host will provide the uninvited, viable candidate(s) an equal opportunity to speak at Southwestern):

Draft invitation to candidates is attached: ☐ Yes ☐ No

Event Information

Name of event:

Date of event:

Event start time:

Event end time:

Event location:

Event is more than 45 calendar days before election day: ☐ Yes ☐ No

Do you have any co-sponsors for the event? ☐ Yes ☐ No

If yes, identify each co-sponsor:

Detailed description about the event, including purpose and topics to be covered:

Describe the intended audience for the event:

Identify any other individuals who will be participating in the event as a speaker, panelist, or moderator; include their name, title, and any other relevant information:

Will the event be a debate? ☐ Yes ☐ No

How is the event being funded?

Acknowledgments

I acknowledge that I have read and understand Southwestern's Political Activity Policy. I understand that Southwestern may not participate or intervene, directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office. I understand that I am obligated to proactively communicate with the candidate(s) about the purpose of the event and the matters listed in Section B of the Political Activity Policy. If the event is a debate, I understand that I am obligated to follow the Section D of the Political Activity Policy.

Signature:

Name:

Date:

Administrative Review

General Counsel Review:

Date completed:

Recommend approval: ☐ Yes ☐ No

Additional information required:

Legal or compliance issues flagged:

Dean/Associate Dean of Student Affairs Review:

Date completed:

Approved: ☐ Yes ☐ No

Approved with restrictions:

Need additional information:

Not approved:

Other action:

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Policy on Conflicting or Outdated Policies

Administrative approved December 20, 2021. Effective immediately.

Revision history: None; new policy.

Scheduled Review Date: July 2025 (Office of the President and Dean)

A. General Rule

Although Southwestern Law School strives to avoid promulgating policies that conflict with other Southwestern policies and reviews policies regularly to ensure they are up-to-date, if an individual discovers a policy conflict or an outdated policy, Southwestern encourages them to report the issue to the Dean's Office (lawdean@swlaw.edu) or the General Counsel (JXanders@swlaw.edu), especially before relying on a policy that appears to conflict with another or seems outdated.

B. Specific Rules

1. Electronic version versus paper copy

If an individual discovers a conflict between an electronic version of a policy and a paper copy of a policy on the same topic, while we encourage the individual to seek guidance as described above, the electronic version typically will control.

2. Same policy with different dates

If an individual discovers different versions of the same policy, the policy with the most current date will apply. If one version is not dated, it will be presumed older than the dated policy.

SOUTHWESTERN

LAW SCHOOL

Los Angeles, CA

Whistleblower Policy

Board of Trustees policy approved May 31, 2023. Effective immediately.

Revision history: None; new policy.

Related policies: Conflict of Interest Policy (for Trustees and Officers); Conflicts of Interest and Commitment Policy (for employees); Policy to Prevent Discrimination, Harassment, and Retaliation

Scheduled Review Date: General Counsel’s Office and Board Audit & Compliance Committee June 2025

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A. Background and Purpose

Southwestern Law School requires trustees, officers, and employees to observe high standards of business and personal ethics when fulfilling their duties and responsibilities. The purpose of this policy is to encourage and enable Southwestern trustees, officers, employees, and others to report any action or suspected action taken within Southwestern that is unethical, fraudulent, illegal, or that violates any adopted Southwestern policy so that Southwestern can address and correct improper conduct. This policy supplements, but does not replace, Southwestern's Policy to Prevent Discrimination, Harassment, and Retaliation; other grievance procedures; and applicable state and federal laws applicable to whistleblowing within a nonprofit organization.

B. Mandatory Reporting

Notwithstanding references to "encourage," "should," and other nonmandatory statements in this policy, trustees, officers, and members of senior management are required to report under this policy. For purposes of this policy, "senior management" means the following:

- the President and Dean ("Dean");
- Chief Financial Officer;
- Controller;
- General Counsel;
- Assistant General Counsel;
- Chief Operating Officer;
- Chief Information Officer;
- Vice President of Institutional Advancement;
- Vice Dean;
- Registrar;
- Associate Deans;
- Assistant Deans; and
- non-faculty Directors.

Any individual serving in one of these roles on an interim or acting basis is considered part of "senior management."

Unless specifically noted below, all other employees are encouraged to report Concerns (defined in **Section C**). Please note, however, that supervisors who become aware of Concerns have mandatory duties under this policy (**Sections E.2 and J**).

C. Concerns

All trustees, officers, employees, and others are encouraged to report concerns about (i) ethical violations, (ii) questionable or improper accounting or auditing matters, (iii) suspected fraudulent or dishonest use or misuse of Southwestern resources or property,

or (iv) suspected violations of law, regulations, or adopted policies that govern Southwestern's operations (collectively, "Concerns").

D. Examples of Concerns

The following is a non-exhaustive list of Concerns that Southwestern encourages be reported:

- Violations of federal, state, or local law;
- Violations of Southwestern's policies;
- Falsification of records;
- Improper or undocumented financial transactions;
- Stealing, misappropriating, or misusing Southwestern funds, supplies, or other assets;
- Fraud or deliberate error in preparing, evaluating, reviewing, or auditing any financial statement or accounting records of Southwestern;;
- Not complying with Southwestern's internal accounting controls;
- Authorizing or receiving compensation for goods not received or services not performed;
- Seeking reimbursement for funds not expended or not expended for legitimate business purposes
- Engaging in activities that create a conflict of interest (e.g., personal interests that conflict with the interests of Southwestern); and
- Authorizing or receiving compensation for hours not worked or failing to account for un-worked (but paid) hours as vacation, sick leave, or other paid time off.

E. Reporting Procedures

Trustees, officers, employees, and others are encouraged to report Concerns immediately using the reporting procedures set forth in this policy.

1. Trustees

Trustees must report their Concerns to the Chair of the Board. If the Concern involves the Chair, the trustee must report their Concern to the Board Secretary.

2. Employees

Southwestern has an open-door policy and suggests that employees share their Concerns with their supervisor. If the supervisor is the subject of a Concern or an employee is (a) not comfortable speaking with their supervisor or (b) not satisfied with their supervisor's response, the employee is encouraged to speak with one of the Compliance Officers (see **Section G** below) or the Dean. Supervisors and managers are required to report Concerns in writing to a Southwestern Compliance Officer (see **Section J** below). Employees with a Concern may also submit their concerns in writing directly to their supervisor, a Southwestern Compliance Officer, or the Dean.

3. Ethics and compliance hotline for employees

Southwestern has implemented an ethics and compliance hotline. This hotline allows all employees to report sensitive and vital matters to Southwestern in an anonymous manner. Southwestern has established the hotline to make it as easy as possible for important information to reach law school management even when someone may be hesitant to use the normal reporting structure.

Southwestern has engaged Global Compliance, Inc., a leading national compliance corporation, to serve as our hotline provider. Global Compliance is obligated to protect the anonymity of any communication, unless specifically permitted otherwise by the person making the report or otherwise required by law. Reports can be made either via the internet or phone. The link for web-based reports is

<https://secure.ethicspoint.com/domain/media/en/gui/80474/index.html>. The toll-free hotline phone number is (877) 874-8416.

Although the system enables employees to directly report violations, it is not intended to replace the reporting process described in **Section E.2**. In most cases, employees should use the hotline for matters where the employee feels strongly about maintaining anonymity. However, it may not be possible to maintain anonymity, during an investigation.

Because reports submitted to the hotline may not be retrieved immediately, employees should not use the hotline to report an immediate threat to life or property.

Any questions regarding the hotline should be directed to the Chief Operating Officer.

4. Other reporting parties

Other reporting parties are encouraged to report their Concerns to one of the Compliance Officers (see **Section G** below).

F. Anonymity and Confidentiality

Southwestern encourages anyone reporting a Concern to identify themselves when making a report to facilitate Southwestern's investigation of the Concern. However, employees may submit complaints anonymously (see **Section E.3** above). Reports of Concerns or suspected Concerns will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation (see **Section J** below), to comply with all applicable laws, and to cooperate with law enforcement authorities. Furthermore, Southwestern will investigate anonymous allegations to the extent possible (see **Section K** below).

G. Compliance Officers

Southwestern's Compliance Officers are the Chief Operating Officer and the Director of Administrative Services. Except for reports that relate to a Compliance Officer, the

Compliance Officers are responsible for ensuring that all reports under this policy are promptly investigated and resolved.

H. No Retaliation

Southwestern will not tolerate any harassment, retaliation, or adverse employment actions directed toward an individual who in good faith reports a Concern or cooperates in the investigation of a Concern. If an individual believes that someone who has reported a Concern or who has cooperated in the investigation of a Concern is experiencing harassment, retaliation, or adverse employment consequences, the individual should contact a Compliance Officer. Any individual who reasonably believes they have been retaliated against in violation of this policy should follow the same procedures as for reporting a Concern (see **Section E** above).

An employee who retaliates against an individual who has reported a Concern in good faith or has cooperated in the investigation of a Concern may be subject to discipline up to and including termination of employment. This protection from retaliation is not intended to prohibit supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors. This policy is in addition to any non-retaliation requirements contained in other Southwestern policies or required by law.

A trustee who retaliates against an individual who has reported a Concern in good faith or has cooperated in the investigation of a Concern is subject to removal from the Board using the method set forth in the Bylaws.

I. Acting in Good Faith

Anyone reporting a Concern must act in good faith, without malice to Southwestern or any individual at Southwestern, and have reasonable grounds for believing that the information disclosed indicates a Concern.

J. Handling Reported Concerns

A supervisor, member of senior management, officer, or trustee who receives a report of a Concern from a reporting party is required to notify a Southwestern Compliance Officer of that report immediately, except, as provided later in this section, with respect to a report implicating a Compliance Officer.

The Compliance Officer, or their designee, is responsible for promptly investigating all reported Concerns (see **Section K** below). If warranted by the investigation, the Compliance Officer will, in consultation with the Board and, if necessary, the General Counsel's Office, cause appropriate corrective action to be taken.

If a Compliance Officer is suspected of being involved in a reported Concern, then the Concern will be reported to an uninvolved Compliance Officer or, if none available, then to the Dean, who will appoint a substitute Compliance Officer.

Southwestern may retain independent persons such as accountants, attorneys, or private investigators to conduct an investigation.

Investigators will endeavor to maintain appropriate confidentiality, but confidentiality is not guaranteed.

K. Report Review Procedures

Within five business days, the Investigator, which typically will be a Compliance Officer, will contact the reporting party and acknowledge receipt of a report of Concern, assuming that the reporting party's identity is disclosed or contact information is provided.

The Investigator will make initial inquiries in consultation with the General Counsel's Office, if necessary, to determine whether further investigation is necessary or appropriate. The Compliance Officer will conduct or manage any subsequent investigation and may request the assistance of the General Counsel's Office or others they deem necessary or appropriate.

The Investigator will fully investigate the Concern, meeting separately with the reporting party and others who either are named in the report or who may have knowledge of the facts related to the report. The Investigator will explore anonymous reports to the extent possible but will weigh the prudence of continuing such investigations against the likelihood of confirming the alleged facts or circumstances from attributable sources.

The Compliance Officer will notify the reporting party about what actions will be taken, to the extent reasonably possible and consistent with any privacy or confidentiality limitations. If no further action or investigation is to follow, the Compliance Officer will provide the reporting party with an explanation for the decision.

L. Role of the Board Audit & Compliance Committee

The Board Audit & Compliance Committee is responsible for addressing all reported Concerns relating to accounting practices, financial controls, and auditing. Therefore, Southwestern's Compliance Officers will immediately notify the Audit & Compliance Committee of any such Concern and will work with the committee until the Concern is resolved.

The Compliance Officers will advise the Dean and the Board of any other Concerns, the current status of the investigation, and the outcome or corrective action taken at the conclusion of the investigation. The Compliance Officers will report at least annually to the Chair of the Audit & Compliance Committee on compliance activity relating to accounting or alleged financial improprieties.

M. Records

Southwestern will retain, on a strictly confidential basis, for a period of 7 years (or otherwise as required under Southwestern's record retention and disposal policies in effect from time to time) all records relating to any reported Concern and to the

investigation and resolution of the Concern. All such records are confidential to Southwestern, and those records will be considered privileged and confidential, subject only to a lawful subpoena or demand from a recognized government authority or accrediting organization.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Textbook and Instructional Material Adoption Policy

Administrative policy approved July 18, 2022. Effective August 1, 2022.

Revision history: None; new policy.

Related policies: None.

Scheduled Review Date: August 2025 (Associate Dean for Academic Innovation and Administration)

A. Purpose

The Higher Education Opportunity Act Section 133 (20 U.S. Code § 1015b) requires that institutions disclose textbook and instructional material information to students for courses listed in the course schedule. The timelines required by this Policy allow Southwestern to communicate the International Standard Book Number (ISBN) and retail price of textbooks to students in time for class registration. By providing textbooks and information about instructional materials in a timely manner, Southwestern ensures that students have the opportunity to source affordable materials and more accurately budget for the academic year. Further, the timelines enable the Law School's Bookstore to acquire a sufficient number of used textbooks from other locations, including those across the country.

B. Deadlines

1. Summer term and corresponding SCALE Periods

To meet the above-stated purpose, faculty members who teach during the summer term (including the London Program) or corresponding SCALE periods should provide textbook and instructional material information to the Bookstore Manager or Faculty Support by the second Tuesday in March.

2. Fall and spring traditional semesters, corresponding SCALE Periods, and January Intersession

Faculty members who teach during the fall semester, January Intersession, spring semester, or the corresponding SCALE periods should provide textbook and

instructional material information by the second Tuesday in May.

C. Process

The Associate Dean for Academic Innovation and Administration or the Faculty Support Office will send a Textbook and Instructional Material Adoption Form to faculty with an attached memo that specifies the deadline and required actions. Starting 21 calendar days from the deadline, the Bookstore Manager will track submissions and update the Faculty Support Office about which faculty members have not submitted the required information. Non-compliance will be considered in a full-time faculty member's annual review and any renewal decision for adjunct faculty.

D. Exceptions

A faculty member may request an exception to a textbook and instructional material adoption deadline in writing to the Associate Dean for Academic Innovation and Administration, with a copy to the Vice Dean(s) and the Faculty Support Office, at least five calendar days before the deadline. The request must articulate a reasonable justification for the exception; for example, the faculty member may need additional time to review the new edition of a textbook. A faculty member does not need to request an exception when a course or section is scheduled after the deadline, or when the instructor is changed after the deadline. In those cases, the faculty member should provide textbook information as soon as practicable.

E. Notice to Students

Pursuant to this Policy, Southwestern will make every effort to make textbook and instructional material information available to students when registration opens for a term.

F. Cost-Saving Measures

Southwestern will request the Bookstore to provide students with information about renting textbooks, purchasing used textbooks, textbook buy-back programs, and alternative content delivery programs.

G. Academic Freedom

Academic freedom ensure that faculty have the right to select, in accordance with school policy, appropriate texts and materials for the courses they are assigned to teach. Nothing in this policy is meant to infringe on that freedom.

SOUTHWESTERN

LAW SCHOOL

Los Angeles, CA

Record Retention and Disposal Policy

Administrative policy approved October 14, 2023. Effective immediately.

Revision history: None; new policy.

Related policies: Data Classification and Handling Policy (posted on the Information Technology page of the Portal)

Scheduled Review Date: (July 2025, General Counsel Office)

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A. Policy Statement

This Policy addresses the retention and disposal of Southwestern Law School's Records, as the term "Records" is defined in Section C.2. Southwestern requires that Records be retained for specific periods of time, considering legal, accreditation, and other institutional requirements. Southwestern has designated official repositories and record retention schedules to maintain these records.

Given the wide variety of documents and custodians, each office or department has been asked to develop and maintain a records retention schedule as defined in Section C.3. for their office or department. The General Counsel Office will review each schedule, develop an internal repository for all schedules, and remind offices and departments when to review their schedules. The retention periods set forth in the schedules are the minimum retention periods Southwestern requires. After the retention period, the Records should be properly disposed of under this Policy. Requests to deviate from or modify this Policy or these retention periods must be made to and approved by the Records Retention and Disposal Committee, defined below.

To facilitate proper record retention, Southwestern business should be conducted using Southwestern devices, and employees should minimize the use of personal devices. Records should not be stored on personal devices.

B. Reason for the Policy

Southwestern is committed to effective records retention to meet business needs, comply with the law, preserve its history, optimize the use of space, minimize the cost of retaining records, and ensure that outdated and unnecessary records are destroyed. This Policy sets forth procedures to meet those objectives.

C. Definitions

1. Official repository

The office or department listed on the a schedule as being responsible for maintaining Records.

2. Record

Recorded information of any kind created or received in the course of Southwestern's business, including, but not limited to, paper documents, drawings, graphs, charts, images, photographs, microfilms, audio and video recordings, data and data compilations, and electronic media, including email. Teaching materials are not included in the definition of Record and are not subject to this Policy. Each professor will be responsible for storing and disposing of their teaching materials.

a. Active record

Any Record currently being used by an office or department of Southwestern.

b. Archival record

An Inactive Record with permanent or historical value and is not required to be maintained in the office or department in which it was originally generated. Archival Records are retained in the official Archive housed in the Law Library. The Office of the President and Dean and the Law Library Director will determine whether a Record is an Archival Record.

c. Electronic record

A Record (i) kept in an electronic format, such as a word processing document, a spreadsheet, a database, a scanned or imaged document, or any other type of file and (ii) stored on a computer, server, or mainframe storage device or medium, any external or off-site storage medium, or with a third party acting as Southwestern's agent. Electronic Records have the same retention periods as paper and other tangible Records.

d. Inactive record

A Record that is no longer an Active Record but still must be maintained pursuant to a schedule. Inactive Records may be stored on site but also may be maintained at an off-site storage facility; however, Inactive Records of historical significance are maintained in the official Archive.

e. Record with personal information

A Record that includes an individual's name together with that individual's social security number; driver's license number or other government identification card number; financial account number, credit or debit card number, or any number or code that may be used alone or in conjunction with another piece of information to assume the identity of another person, access financial resources, or obtain credit information. Personal Information is highly sensitive and must be safeguarded and secured at all times.

3. Records retention schedule

A schedule that provides the minimum time that selected Records should be retained before they are deleted or destroyed. Because no document list can cover all situations, questions regarding the retention period for a specific document or class of documents not included in a schedule should be addressed to the General Counsel Office.

4. Retention period

The length of time a Record must be kept before it should be deleted or destroyed.

D. Records Management Program

The primary reasons for retaining Records are that they are required for business or legal purposes or have enduring value. A schedule is a guideline that sets forth the minimum length of time that the Official Repository should retain Records. No one person, office, or department can be directly responsible for all Southwestern Records. Therefore, each office or department managing Southwestern Records is responsible for:

- implementing Record management practices consistent with this Policy;
- educating staff in the Record management practices;
- preserving Records as required under this Policy;
- properly disposing of Inactive Records at the end of the applicable retention period;
- protecting Records against misuse, misplacement, damage, destruction, or theft; and
- monitoring compliance with this Policy.

Offices or departments should review their retention practice with the office or department identified as the Official Repository. Southwestern Records are the property of Southwestern and not of the faculty or employees who created them or to whom they are entrusted.

E. Email Accounts

1. Key employee email accounts

A key employee under this policy means the following: a member of the Board of Trustees, an Officer (e.g., Chair, President, Chief Financial Officer, Secretary), Vice Dean, Chief Officer (e.g., Chief Information Officer), Department Head, Controller, and General Counsel. If an employee has ever served in a key employee position, upon their separation from Southwestern, Information Technology will preserve their email account and records associated with the email account (e.g., SharePoint and OneDrive) for ten years after the separation date unless the account must be preserved longer due to a Record Preservation Notice.

2. Other employee email accounts

Upon their separation from Southwestern, Information Technology will preserve the email account and records associated with the email account (e.g., SharePoint and OneDrive) for one year after the separation date unless the account must be preserved longer due to a Record Preservation Notice.

F. Records Retention and Disposal Committee

Southwestern will convene on an as-needed basis a Records Retention and Disposal Committee to guide Southwestern in implementing, monitoring, and reviewing this Policy and compliance with this Policy. The Committee will include a representative from the Office of the President and Dean, the Law Library, Information Technology, and the General Counsel Office. The Committee members may add others to the Committee or seek input from non-Committee members as needed.

G. Preservation Holds

Record retention periods for selected Records may be increased for various reasons, including government regulation, judicial or administrative orders, contracts, pending or threatened litigation, or audit requirements. Suspension of Records destruction required for any reason will typically be accomplished by a Record Preservation Notice sent to affected offices or individuals by the General Counsel Office directing that specified Records be retained or produced notwithstanding the retention guidelines set forth in the schedules. Upon receiving a Record Preservation Notice, employees in the affected department must ensure that their schedule is suspended and that Records are not altered, deleted, or destroyed until further instruction, regardless of whether the Records are stored on a Southwestern device or an employee's personal device (including, but not limited to, emails, text messages, voice messages, photographs, videos, and phone logs). Compliance with Record Preservation Notices and requests for production of Records (regardless of whether the Records are stored on a Southwestern device or personal device) is required of all employees of Southwestern, including faculty and staff. An employee's failure to comply with a Record Preservation Notice or request for production of Records may be cause for disciplinary action.

H. Record Disposal

Records on a schedule with a retention period should be deleted or destroyed by the Official Repository at the end of that period unless there is a business or other reason to retain the Records (e.g., Archival Record or Record Preservation Notice).

Offices or departments other than the Official Repository should delete or destroy any duplicate records promptly unless there is a business or other reason to retain the Records, unless they are in active use, or unless Southwestern has directed the office or department to retain and preserve them.

Records should be deleted or destroyed in ways commensurate with their confidentiality and with methods that do not permit recovery, reconstruction, or future use of confidential information. Before disposing of any Records containing confidential or sensitive information (including, but not limited to, Records with Personal Information), the office or department should consult with the Chief Information Officer and the General Counsel Office regarding the proper method for securely destroying the Records.

Disposal of Electronic Records, including emails, should be made with Information Technology. Formats that hold Electronic Records may be overwritten or physically destroyed, but not placed in the trash.

I. Hard Drives

Upon the return of a Southwestern computer to the Information Technology department, Information Technology will reimage the computer and return it to normal use. Notwithstanding the foregoing, if Information Technology receives instructions from the Office of the President and Dean, the Administrative Services Office, the General Counsel Office, or the Chief Information Officer, the computer will be set aside for preservation, and data on the computer will be saved.

J. Miscellaneous Records

The list below describes Records that will not generally need to be categorized, maintained, or disposed of in accordance with the schedules. These materials may be destroyed at any time if they are no longer needed:

- duplicate materials;
- non-Southwestern published materials;
- published reports produced by other entities and not commissioned by Southwestern;
- data purchased from other sources;
- subject to retaining a copy as an Archival Record as set forth below, blank letterhead or other blank forms;
- routing slips or telephone messages;
- catalogs (except for catalogs compiled as required by the California Bureau for Private Postsecondary Education, which must be retained), journals, or other printed matter used for information purposes;
- routine letters of transmittal and "for your information" notes;
- notices or memoranda that give only timely information, such as a change of venue of a meeting; and
- notes or working papers once a project is complete unless they provide more complete information than the final report.

K. Certain Identified Archival Records

The Records listed in the Archival Records schedule should be maintained as Archival Records. The responsible party identified in the Archival Records schedule will submit the Archival Record to the official Archive in the Law Library in accordance with the frequency set forth in the Archival Records schedule. If available, the responsible party will submit the number of hard copies of the Archival Record as set forth in the Archival Records schedule. In addition, the responsible party will store any available digital copy as instructed by the person responsible for the official Archive.

ACADEMIC POLICIES

Fall 2023 Syllabi – Institutional Policies

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Accessibility

Faculty are committed to creating a course that is inclusive in its design. If you encounter barriers, please let your professor know immediately so they can determine if there is a design adjustment that can be made. Creative solutions can be considered if they do not compromise the intent of the assessment or learning activity.

Attendance

Law schools approved by the American Bar Association must require regular class attendance, as per [ABA Standard 308\(a\)](#). Regular attendance also helps you test and deepen your understanding of the material and key concepts.

Maximum absences

Southwestern recognizes that some absences may, in rare instances, be unavoidable. Students may need to miss an occasional class because of illness, personal and family emergencies, job interviews, law school activities and functions, religious and cultural observances, and for other compelling reasons. Although students are encouraged to keep faculty informed, students do not need to submit documentation to support an absence. As a professional school, Southwestern will assume absences are for compelling reasons and will be taken only when necessary. Students who are absent for more than 20% of regularly scheduled class sessions in a course will not have attended sufficient class to earn credit and may be administratively withdrawn (WA) and may appeal under the Administrative Withdrawal Policy.

Students who receive advanced approval from a faculty member to watch an in-person class session via Zoom due to illness or another compelling reason are not considered to be present for purposes of attendance, may not check into class via Qwickly, and will be marked absent. These absences count toward the maximum numbers of absences a student may accrue before being administratively withdrawn from the class. Students who check-in without being physically present during an in-person class will be referred to the Honor Code Committee.

Unless otherwise approved as a disability or pregnancy accommodation, or absent a successful

appeal under the Administrative Withdrawal Policy, students who are absent for more than 20% of the class sessions will not earn academic credit for the course. An absence for any reason counts toward the maximum of the 20% absences permitted.

You can view the [Attendance Policy](#) on the Institutional Policies page.

Qwickly Attendance app

Faculty take attendance using Qwickly Attendance. To “check in” for each class session:

- Go to the Qwickly Attendance section on the Canvas course page.
- Enter the four-digit code that your professor gives you.

Faculty typically take attendance at the beginning of class but may choose to take attendance during the middle of class or the end of class.

Conduct that can result in an absence

If a student is not in their seat (or logged into Zoom with the camera on, if remote) at the beginning of class and does not check into Qwickly during the allotted time, the student is considered absent. You may check in only for yourself. Checking in for someone else violates the Student Honor Code.

Faculty reserve the right to count students as absent if they come to class unprepared and have not communicated with the professor about their situation before class, leave class early, leave class repeatedly, or engage in inappropriate conduct, such as distracting other students with unrelated videos.

Remote students

Faculty expect students who have been approved for remote attendance by Southwestern, to keep their cameras on. If a remote student experiences a low-bandwidth or other internet issue or has a specific reason they need to participate with the camera off for all or part of the class session, they should make every effort to coordinate with the professor in advance. If the professor notices that the camera is off and the student has not communicated with the professor in advance, the professor will contact the student to discuss the matter—especially if the professor called on the student during class and the student did not respond. And as explained above, the professor may choose to mark the student absent if it appears that student was not engaged in the class.

Course Requirements

Class preparation

Faculty expect students to review the assigned materials thoroughly before the corresponding class session. You will learn more if you come to class prepared. Coming to class prepared is also part of students' responsibility to our community of learners. Lack of preparation can impact other students' experience.

[Guidelines for participating in class online](#)

If a student is approved to attend class via Zoom, below are tips to enhance participation:

- Position the camera to avoid glare in the background.
- Eliminate visual, auditory, and distractions around you.
- Mute your microphone when you are not speaking.
- Log in early and stay after our class for the same kind of discussion and questions that happen before and after our in-person class sessions.

You can use a [virtual background](#) to enhance privacy or reduce some distractions in your workspace. The law school has created [several Southwestern Law-themed backgrounds](#) that students are welcome to use.

Using laptops in class

Please remember that non-class-related internet use on laptops during live classes is unprofessional and detrimental to students' own learning. For those in the physical classroom, you may also distract other students. Please do not access non-course materials during class. Please silence all cell phones, tablets, and other electronic devices.

Credit Hours and Anticipated Work Outside the Classroom

Under [ABA Standard 310](#), at a minimum, students need to devote at least two hours per week, per credit hour, outside of class, to each course. Please note that ABA Standard 310 provides a floor. Class preparation will vary by student and the amount of effort the student chooses to devote to the course. Southwestern encourages student to put in the amount of work each student needs to meet the learning objectives, understand the material, and meet their personal goals.

You can view the [Determination of Credit Hours for Coursework](#) policy on the Institutional Policies page.

Distance Education Policy

Courses that are fully online or have an online/remote component for more than 1/3 of the course are governed by Southwestern's Distance Education Policy, which is included in the [Grading Policies, Honors, and Specialized Courses Policy](#).

Exam-related Emergencies

In the event of an exam-related emergency (e.g., illness), immediately contact Student Services Office at deanofstudents@swlaw.edu. Please also review Southwestern's [Examination Policy](#).

Grades

In accordance with law school policy, assigned grades cannot be changed, except due to a mathematical or clerical error. Also, no grade can be changed—for any reason—ninety days after the final grade has been posted or the final examination/assessment has been made available to the student, whichever is later.

Online Student Identity Verification Policy

Southwestern Law School is committed to maintaining the highest level of academic integrity and complying with Standard 511 of the American Bar Association's Standards for Approval of Law Schools and the provisions of the U.S. Higher Education Opportunity Act concerning verification of student identity in distance education. The purpose of these regulations is to ensure that the person who receives credit for the course is the same person who did the work for the course. Each fully remote/online or hybrid course (i.e., more than one-third remote/online) must include a clear and actionable plan for verifying the identity of each student enrolled in the course. Please see Section B of the policy.

You can view the full [Online Student Identity Verification Policy](#) on the Institutional Policies page.

Policy on Preventing Discrimination and Harassment

Southwestern Law School prohibits discrimination and harassment on the basis of race (including hairstyle and hair texture), ethnicity, color, religion, creed, ancestry, national origin, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, parental status, marital status, age (40

and over), disability (mental and physical), medical condition, citizenship status, military service, veteran status, genetic information, or any other classification protected by law in matters of admissions, employment, housing, or services, or in the educational programs or activities Southwestern operates as required by: Title VI and Title VII of the Civil Rights Act of 1964; the Age Discrimination Act of 1967; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990; the California Fair Employment and Housing Act; and other federal, state, and local laws that prohibit discrimination, harassment, and retaliation. Southwestern also requires employers using its placement services and facilities to abide by these standards and to ensure that no such discrimination occurs in hiring, promotion, or compensation for work assignments.

Policy on Recording Classes — Fall 2023

Except as provided otherwise in this policy, professors have discretion whether to record their classes. This discretion means that a professor can record some or all class sessions, can choose to record no class sessions, can start or stop the recording during a class session, and can choose to record via audio or video, or can choose not to record any classes. If a professor chooses to record a class for other than ADA compliance purposes, the professor will make the recording available via the course Canvas page to all students enrolled in the class. Students are prohibited from recording classes by any means unless they receive permission from the professor or, for students with registered ADA accommodations, from the Accessibility Coordinator in the Student Services Office.

Classes will be recorded where required for compliance with the Americans with Disabilities Act (ADA). Class attendance remains essential, and recordings, when available, are not a substitute for regular attendance. Nothing in this policy modifies the Attendance Policy. A student who seeks class recordings as an accommodation under the ADA should file those requests with the Accessibility Coordinator (accessibility@swlaw.edu) pursuant to the Policy Statement Regarding Students and Applicants with Disabilities.

In accordance with this policy, students, faculty, and others are placed on notice that any class and discussions held during class may be subject to recording.

Recordings may not be available for reasons such as equipment or technology failure or human error. For compelling reasons (e.g., religious or cultural observances and prolonged absences due to medical issues), students may request that the professor record a class or authorize another student to record the class on their behalf. Requests to have a class recorded should be made at least 3 business days in advance of the class.

Southwestern strives to safeguard the intellectual property of its faculty and the privacy of its students, prospective students, and employees in online learning environments and other online

events and activities hosted or sponsored by the law school.

To protect these interests, students and other participants may not copy, record, reproduce, screenshot, photograph, or distribute any content, including documents, audio, video, images, and other visual content from online courses and events.

This restriction on copying and distribution includes but is not limited to:

- Recorded and live lectures (including images derived from such recordings, like screenshots)
- Live discussions or meetings;
- Discussion boards;
- Simulations;
- Posted course materials;
- Exams, quizzes, and other assessments (whether graded or ungraded);
- Faculty feedback forms;
- Visual materials that accompany lectures/discussions, such as slides;
- Virtual whiteboard notes, etc.; and
- Images of students, faculty, or other participants.

You can view the full [Class Recording Policy](#) on the Institutional Policies page.

Reasonable Accommodations

Students who need accommodations should contact the Accessibility Office within the Student Services Office. The office is located in W102, and can be reached at (213) 738-6888 or accessibility@swlaw.edu.

Southwestern Law School strives to comply with the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities. Southwestern will make every effort to provide reasonable accommodations for students with medical, attentional, psychological, learning, or temporary disabilities.

Accommodations are not provided to give a student an unfair advantage over other students, but simply to allow a student with disabilities to have an equal opportunity to be successful. A student has the responsibility to meet with the Student Services Office as early as possible to discuss their request for special accommodations. Students who do not seek accommodations need not make their disabilities known.

Further information regarding procedures, policies and documentation required is available in the [Accessibility Services](#) section of the Southwestern website, as well as the on the [Institutional Policies](#) page.

Religious and Cultural Observances

The Student Services Office handles student requests for accommodations for religious and cultural observances, including holidays. Students seeking an accommodation should contact the Student Services Office as early in the semester as possible. Students should carefully review their course syllabi early in the semester and note potential conflicts. Any accommodation for a religious or cultural observance cannot compromise or fundamentally alter the essential components, substance, or requirements of a particular course or program of study. For more details, please review Southwestern's [Religious and Cultural Observances Policy](#).

Special Rules Regarding Electronic Devices

Students may not record a class or other session with the professor without the professor's prior permission. If a professor grants permission to record, that permission is conditional upon the student's agreement to share it with any classmate who makes a reasonable request.



Academic Disqualification, Academic Probation, and Academic Improvement Program Policies

Faculty policy. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; technical revisions made in May 2023.

Related policies: SCALE Program Policies; Policy to Prevent Discrimination, Harassment, and Retaliation.

Scheduled Review Date: June 2023 (Academic Success and Bar Preparation Office; Dean of Students and Diversity Affairs Office)

The following policies apply to all JD students in the full-time and part-time (evening or PLEAS/part-time day) programs. As used in these policies, an “evaluation period” refers to a semester in the traditional day, evening, part-time or PLEAS programs. Students in the SCALE program should refer to the *SCALE Program Policies* for specific policies governing academic disqualification and academic probation.

A. Overview of Academic Policies

1. Academic disqualification

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

- a. **A minimum cumulative GPA:** Traditional students are disqualified if they do not maintain a cumulative GPA of at least a 2.330 at the end of each evaluation period, excluding the summer session or the intersession. The minimum cumulative GPA requirement is initially calculated after the first two evaluation periods (i.e., at the end of the spring semester of the first year).

- b. A minimum GPA in two consecutive evaluation periods:** Students are disqualified if they do not achieve a GPA of at least 2.330 in each of two consecutive evaluation periods, excluding the summer session or the January intersession.

2. Academic probation

A student is placed on academic probation when the student's grade point average is less than a 2.330 GPA in any evaluation period, excluding the summer terms or January intersession, or when the student has been academically disqualified and readmitted. Students can be placed on academic probation after their first evaluation period. Students who are on academic probation may not participate in externships, student honors programs, or in leadership positions. A student remains on academic probation for the duration of the term's Academic Improvement Program.

3. Academic Improvement Program

A student may be required to participate in an Academic Improvement Program (AIP) when the student's cumulative GPA is 2.700 or below after the fall semester of the first year. A student must also participate in an AIP if the student's cumulative GPA is 2.700 or below as calculated after the spring semester of each academic year.

B. Academic Disqualification

1. Disqualification procedure

Southwestern reviews student grades at the end of each evaluation period (i.e., semester) to determine whether a student has been academically disqualified. The Dean of Students Office will notify students by letter if they have been disqualified and withdrawn.

In circumstances where a student believes their grades are not reflective of their academic capability due to possible discriminatory or harassing action (on the basis of race (including hairstyle and hair texture), ethnicity, color, religion, creed, ancestry, national origin, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, parental status, marital status, age (40 or over), disability (mental and physical), medical condition, citizenship status, military status or service, veteran status, genetic information, or any other classification protected by law) may file a complaint under the Law School's [Policy to Prevent Discrimination, Harassment, and Retaliation](#).

A 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 a 2.330 in each

of two consecutive evaluation periods (excluding the summer or the January intersession), may petition for readmission.

2. Readmission petition procedure

Southwestern's Academic Standards Committee is responsible for considering petitions for readmission. A student seeking readmission following disqualification must file a written petition within ten calendar days of the date of the disqualification letter from the Dean of Students Office. Exceptions to this deadline are allowed solely in the discretion of the Dean of Students and only in emergencies or under compelling circumstances.

A student who is academically disqualified and is petitioning for readmission may continue in Southwestern courses in which the student is currently enrolled pending notification by the Committee of its decision. If the student is enrolled in an externship and wishes to continue fulfilling the externship course requirements pending consideration of the petition, Southwestern will notify the placement of the student's academic status and the student's plan to continue in the externship. If the student chooses not to continue in the externship course but continues to work at the externship placement, Southwestern will notify the placement of the student's plan to continue but without receiving school credit. If the externship placement asks Southwestern for the basis of the change, the placement will be notified of the student's academic standing.

A petition for readmission must include the following (a-d):

- a.** the student's name, current address, telephone number, and email address on the first page, with the student's name appearing on the upper right-hand corner of each subsequent page;
- b.** a full statement of the circumstances which the student believes caused the disqualification;
- c.** reasons justifying readmission, including any change in circumstances; and
- d.** a proposed program for remedying past deficiencies and assuring future successful performance. The proposed program should be discussed with the Academic Success and Bar Preparation Office.

An electronic copy of the petition (in PDF format) must be emailed to deanofstudents@swlaw.edu by the deadline listed in the notification letter.

The Committee will only consider petitions in writing; personal appearances are not permitted.

3. Standards for readmission

The Committee will review all timely submitted, written petitions. The three most important factors in any decision on a petition for readmission are the following: (1) the nature of the reason(s) offered for the academic performance that resulted in disqualification; (2) the likelihood that the student will successfully complete law school if readmitted; and (3) whether the student took advantage of Southwestern's academic support programs. Disqualified students who were assigned to and failed to participate in any component of a required Academic Improvement Program will be presumptively barred from readmission absent exceptional circumstances.

The Committee may also consider other considerations in deciding whether to grant a petition for readmission. These considerations include the following: (a) the pattern of the student's grades in law school that contributed to the disqualification; (b) the student's undergraduate grade point average, LSAT score, and service activities; (c) feedback from the student's past professors; and (d) objectively verifiable reasons for poor performance and appropriate supporting documentation. Reasons such as excessive work from outside employment are not heavily weighed. Letters from individuals outside the law school are not weighed as heavily as the assessment of law faculty. Letters of support from students will not be accepted.

The student will be notified in writing of the Committee's decision, normally within three weeks of receipt of the petition for readmission, unless unusual or complex circumstances exist. Committee decisions are final and not subject to further appeal. A student whose petition is denied will automatically be withdrawn from all currently enrolled Southwestern courses and will receive a full tuition refund for any currently enrolled Southwestern courses. No credit will be granted for any courses from which a disqualified student is withdrawn, and no grades will be recorded. A notation is placed on the student's transcript when a student has been academically disqualified. If the student is readmitted, a notation of reinstatement will be placed on the transcript. The grades for courses taken at Southwestern by any academically disqualified student, including those who are readmitted or subsequently apply and start over, will remain on the transcript as a part of the student's permanent academic record. For every admission or readmission of a previously disqualified individual, a statement of the considerations that led to the decision will be placed in the admittee's file, in accordance with ABA Standard 501(c).

A student whose petition is denied may apply as a first-year student for a start date that is two academic years following the date of disqualification, without credit for the student's previous work, in accordance with regular admission procedures and deadlines. Acceptance will depend on whether the nature of the student's work, activity, or studies during the interim indicate a stronger potential for law study, and on affirmative demonstration that the applicant possesses the

requisite ability to succeed in law school and that the prior disqualification does not indicate an inability to complete law studies at Southwestern.

4. Procedures following readmission

The Academic Standards Committee has wide discretion and can impose conditions for readmission after an academic disqualification. A readmitted student is automatically placed on academic probation. Full-time students are typically placed on academic probation for at least the following full academic semester and part-time students are typically placed on academic probation for two consecutive full academic semesters. However, probation for **any** extended period of time may be required as a condition of readmission. Students readmitted after academic disqualification may also be assigned to an Academic Improvement Program.

The Committee may also base readmission on other reasonable conditions to support a readmitted student's success in their legal studies (e.g., repeating courses, taking a leave of absence, changing academic programs, limiting outside work, etc.). If it decides to grant a petition, the Committee may allow the student to continue in currently enrolled courses or require the student to drop a course(s). A student may be dismissed by the Academic Standards Committee for breaching the conditions of readmission.

Students who fail to meet the conditions of reinstatement will be academically disqualified and will not be eligible to petition the Academic Standards Committee. The academic disqualification will be final, and the student will be withdrawn from the law school.

C. Academic Probation

Southwestern reviews student grades at the end of each evaluation period to determine whether a student is on academic probation. A student is on academic probation when their grade point average is less than a 2.330 GPA in any evaluation period, or when a student has been academically disqualified and readmitted. Although the Dean of Students Office will notify students if they are on probation, probation begins at the time grades are finalized.

1. Restrictions for students on academic probation

A student on academic probation may not apply for any externships or participate in any student honors programs, including Law Journal, Law Review, Moot Court Honors Program, Negotiation Honors Program, and Trial Advocacy Honors Program. Students on academic probation may not participate in leadership positions in any student organization, including mentoring roles through any student organization. Students on academic probation also may not participate in the Peer Mentor program through the Student Affairs Office. A

student placed on academic probation while participating in an externship may continue the placement barring extraordinary circumstances.

2. Mandatory Academic Improvement Program participation

Students on academic probation must participate in an Academic Improvement Program. All restrictions associated with academic probation remain with the student for the duration of the Academic Improvement Program, and will not terminate with the end of academic probation status if status is cleared mid-academic year. A student on academic probation may also be required to meet with the Dean of Students Office and faculty members to discuss ways to improve their academic performance and ways to address factors that may have contributed to the probationary status.

D. Academic Improvement Program (AIP)

An Academic Improvement Program is designed to assist underperforming students by requiring them to participate in a series of structured co-curricular and curricular academic support programs. AIPs may be required for all students with cumulative GPAs at or below a 2.700 following any full academic semester. The duration of AIPs may vary depending on the program, regardless of whether a student's cumulative GPA improves in subsequent semesters.

Students with GPAs above 2.330 and at or below 2.700 are not on academic probation. Although a student may be required to participate in an AIP, the student remains in good academic standing; no notation of AIP will appear on the student's transcript. The student is free to participate in externships, student honors programs and student leadership positions, as long as they do not interfere or conflict with the student's mandatory participation and enrollment in academic support programs or courses.

An AIP has three objectives: (1) to require students to enroll in curricular and co-curricular academic support offerings; (2) to require students to follow a curriculum structured to improve academic improvement and the likelihood of passing the bar exam; and (3) to limit a student's involvement in co-curricular and extra-curricular activities, when necessary. A variety of curricular and co-curricular programs are offered that are designed to assist students with basic skills, such as time management, reading and briefing cases, outlining, exam writing, and critical thinking and listening. As part of an AIP, among other requirements, students may be required to participate in bar readiness courses. The details of the AIPs for each year, and the programs that students must complete as part of an AIP, are available from the Academic Success and Bar Preparation Office.

SOUTHWESTERN

LAW SCHOOL

Los Angeles, CA

Academic Policies and Procedures

Faculty policy. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; revised in August 2023.

Related policies: SCALE Program Policies; Master of Laws Program Policies; Student Honor Code; Grading Policies, Honors, and Specialized Courses; Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Registration Policies and Procedures

Scheduled Review Date: February 2024 (Student Services Office)

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A. General Policies

This policy is designed to enhance each student’s legal education and should be referred to frequently. SCALE and LL.M. students should refer to the *SCALE Program Policies* and *Master of LAWS Program Policies* for specific academic policies governing those programs. SCALE and LL.M. students are subject to any of the following policies that are not explicitly delineated in the *SCALE Program Policies* and *Master of LAWS Program Policies*.

1. Submitting transcripts

All students must submit copies of their official transcript(s), with degree conferred, from all undergraduate degree-granting institutions within 30 calendar days of their start term. Per [ABA Standard 502](#), all students must submit copies of their official transcript(s), with degree conferred, from all undergraduate degree-granting institutions.

Southwestern requires that students submit all transcripts within 30 calendar days of their start term. Students who fail to submit their official transcript(s) by the deadline are subject to administrative withdrawal from Southwestern. Official transcripts should be submitted directly to the Law School Admission Council. The Registrar at Southwestern has discretion over granting or denying an extension request.

2. Academic status

A student is in good academic standing unless the student:

1. Is on academic probation as defined in the *Academic Disqualification, Academic Probation, and Academic Improvement Program Policies*; or
2. Has been academically disqualified.

3. Grade point average requirements

Students must maintain a cumulative GPA of at least 2.330. See the *Academic Disqualification, Academic Probation, and Academic Improvement Program Policies* for information regarding failure to maintain a GPA of at least 2.330.

4. Computation of units

An academic year for continuing students is based on the summer term (if taken), the following fall semester, the January intersession (if taken), and the spring semester. To compute the GPA, units earned in the summer term and the January intersession are applied to calculate the cumulative GPA. Grades earned in the summer session and intersession are not averaged with semester grades. Grades earned in the summer session and intersession do not count toward determining academic disqualification based on a minimum GPA in two consecutive evaluation periods.

5. Unit overload and underload

Full-time students may enroll in no more than 16 units per semester (or eight units in the summer session) and no fewer than ten units per semester. Part-time students may enroll in no more than 11 units per semester (or six units in the summer session) and no fewer than eight units per semester. Written approval must be obtained from the Associate Dean for Student Services for any deviation. Students must be in good academic standing to receive permission to overload for one semester.

This policy is per [ABA Standard 311\(c\)](#), which prohibits students from enrolling in

coursework for credit that exceeds 20 percent of the total credit hours required for graduation.

6. Minimum number of classroom credits required for J.D. students

[ABA Standard 311\(a\)](#) requires that a J.D. student complete at least 64 credit hours that require attendance in regularly scheduled classroom sessions or direct faculty instruction. J.D. students should be aware that not all credits they may take for graduation will count toward this 64-credit requirement. All students seeking the J.D. degree must complete 87 credit hours to graduate. This policy does not alter that graduation requirement. Therefore, if a student takes more than 23 non-classroom credits, the student will have to take more than 87 credit hours to earn the degree.

7. Changing from the part-time program to the full-time program

Students wishing to change their program from part-time to full-time must obtain a cumulative 3.300 GPA. Students must meet with the Student Services Office to discuss changing programs. Students may not switch from part-time to full-time during their first year.

B. Repeated Courses

All required courses must be completed with a grade no lower than D-.

1. A student must repeat a failed required course during the next semester that it is offered in their designated program. Students who fail a required course twice will automatically be academically disqualified.
2. For this rule only, in a two-semester sequential course, e.g., Contracts I and Contracts II, a passing grade for the course is determined by averaging both semester grades together. If the average grade is below 0.5, the student must repeat both semesters. If the average grade is 0.5 or above, the failed semester need not be repeated, but unit credit will not be granted for that semester's course, and the student must complete additional coursework to meet the unit requirement for graduation. However, a student who fails Legal Analysis and Writing Skills (LAWS) I will not be eligible to move on to LAWS II and must repeat the course.
3. Unit credit will not be awarded more than once for a course. If a student must repeat both semesters of a two-semester course, unit credit will be given only for the semester that was not previously passed.
4. When a student repeats any course, both grades appear on the transcript and are given full weight for computing cumulative GPA unless otherwise approved by the Dean in extraordinary circumstances.

C. Course Sequence

Absent extraordinary circumstances, each student is responsible for completing courses in the sequence indicated on the Southwestern website, Self-Service, and registration materials available on the portal.

1. Legal Analysis and Writing Skills (LAWS) I is a prerequisite for Legal Analysis and Writing Skills (LAWS) II. Students who fail LAWS I or do not complete the course may not participate in LAWS II during their first year. Instead, both courses will be required in the second year. Failure to complete LAWS I and II will impact a student's ability to enroll or participate in other courses and programs, such as externships and honors programs.
2. A student has completed the first year after completing LAWS I and II, Contracts I and II, Civil Procedure I and II (or, for SCALE, Jurisdiction and Civil Litigation), Criminal Law, Property, and Torts.
3. All full-time students must complete the required first-year courses, including the first-year elective, and register for the required second-year courses before taking upper-division elective courses. Full-time students, after completing their first year, may enroll in any course offered during a summer term where only first-year courses are prerequisites. Students who have not completed all first-year required courses may be approved to enroll in the summer term and upper-division elective courses with approval from the Associate Dean for Student Services. Only upper-division students may enroll in the January intersession.
4. All part-time students must complete their required first-, second-, and third-year required courses by the end of their third year unless otherwise excused in writing by the Associate Dean for Student Services. Part-time students who have completed their first or second year may enroll in any summer session course for which they have completed the prerequisites. Only upper-division students may enroll in the January intersession.
5. Students are not permitted to withdraw from required courses except under extenuating circumstances with written permission from the Associate Dean for Student Services.

D. Length of Course Study

SCALE students are expected to complete their course of study in two years, full-time students in three years, and part-time students in four years.

To be eligible for the J.D. degree, a law student must complete the course of study required for the degree in no fewer than 24 months and no more than 84 months after the student has commenced law study at Southwestern or at a law school from which transfer credit has been accepted.

This policy is per [ABA Standard 311\(b\)](#). Exceptions to the 84-month rule must be

approved by the Associate Dean for Student Services and per [ABA Standard 311\(b\)](#) for extraordinary circumstances.

Students are expected to maintain continuous enrollment in law school. Failure to enroll in any semester will be treated as a withdrawal unless a student has been granted a leave of absence. See *Withdrawal in Registration Policies and Procedures*. Students should also consult with Section F *General Leave of Absence Information* below.

E. Certification for the Bar Exam

Those students who have completed the requisite units for graduation at the conclusion of the spring semester or second SCALE year will be certified by Southwestern to take the July Bar Examination of that year. Students who complete the requisite units for graduation at the conclusion of a summer term in July or the fall semester in December will be certified by Southwestern to take the Bar Examination the following February.

Those students who have completed the requisite units for graduation at the conclusion of the January intersession may graduate in January and could be certified to take the Bar Examination the following February or July. However, January graduates who wish to take the immediate February bar examination should take note that (1) there may not be enough time to certify them for the bar examination due to the timing of the submission of the January intersession grades and (2) their ability to study for the bar will likely be impacted given their enrollment in January intersession courses.

Certification by Southwestern may be withheld when a student faces an Honor Code Committee (HCC) determination regarding an alleged Honor Code violation or has yet to complete sanctions resulting from such a violation.

F. General Leave of Absence Information

Any student who wishes to take a leave of absence from Southwestern must meet with the Student Services Office to obtain approval. Only a student in good academic standing is eligible for a leave of absence unless special permission is granted by the Associate Dean for Student Services. Any student requesting a leave of absence must complete the Leave of Absence form and have an exit interview with the Student Services Office and the Financial Aid Office before submitting the paperwork to the Registrar's Office. Those students requesting a leave of absence from Southwestern who have an outstanding tuition balance are required to visit the Financial Aid Office and Accounting Office to schedule repayment arrangements.

A student who has been granted a leave of absence is responsible for registering for the semester following the expiration of the leave. They must notify the Registrar's Office in writing to have their student account reactivated to register. Notation of the leave is recorded on the student transcript.

Students may request a leave of absence once they have completed the first semester of

study. A leave of absence will be allowed solely in the discretion of the Associate Dean for Student Services and only under compelling circumstances or as an approved disability or pregnancy accommodation. A leave of absence will generally be granted for no more than one academic year.

Any student who does not return following the expiration of their leave will be assumed to have permanently left Southwestern. They will be readmitted only upon filing a new application for admission with advanced standing following regular admission channels. The application will be considered on the same basis as transfer applications received that year. A student who fails to enroll in any semester and has not been granted a leave of absence will be deemed to have withdrawn from Southwestern.

If granted, a leave of absence does **not** extend the time period of an Incomplete grade unless explicitly approved by the Associate Dean for Student Services. Students should also consult the *Incomplete* section of *Grading Policies, Honors, and Specialized Courses*.

1. Administrative leave of absence for health and safety concerns

An administrative leave of absence for health and safety concerns is a leave that Southwestern requires that a student take due to a potential threat to the safety or welfare of the student or other members of the Southwestern community. A student placed on administrative leave will not be permitted to attend classes or be on Southwestern property without prior written permission from the Associate Dean for Student Services.

2. Administrative leave of absence due to consecutive absences

Students who are absent for 14 consecutive class days will be placed on an administrative leave of absence.

3. Leave of absence for students called to military service

Students seeking a leave of absence to enter U.S. military service should contact the Association Dean of Student Services to coordinate a formal leave of absence from Southwestern.

The student must intend to return to Southwestern within the granted leave period, which typically should not exceed one calendar year. Under extenuating circumstances, an extension can be granted.

A copy of the orders to report or proof of active service must be attached to the leave of absence request form.

For periods of less than 30 days, students should contact the Associate Dean for Student Services to see if appropriate accommodations can be made or whether a leave is necessary.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Administrative Withdrawal Policy

Administrative policy approved August 5, 2022. Effective immediately.

Revision history: This policy clarifies information about administrative withdrawals that had been included in the Student Handbook (before the 2022–2023 academic year) and referred to in other policies.

Related policies: Attendance Policy; Religious and Cultural Observances

Policy. Scheduled Review Date: June 2023 (Dean of Students Office)

1. Definition and Overview

Under Southwestern’s Attendance Policy, a student enrolled in a course at Southwestern Law School may be administratively withdrawn from that course when they are absent for more than 14% of regularly scheduled class sessions in that course. Students enrolled in a January intersession course or a mini-term course must attend all class sessions to receive academic credit.

Being administratively withdrawn means that the student will not receive academic credit for that course. The administrative withdrawal will appear as “WA” on the student’s transcript. Students who are administratively withdrawn from a required course must repeat that course during the next possible term, unless the Dean of Students approves the student taking the course in a different term for a compelling reason.

As noted in the Attendance Policy, an absence for any reason counts toward the maximum of 14% absences permitted.

2. Process

When a student has exceeded the number of permissible absences for a class, the Dean of Students Office notifies the student in writing that they have been administratively

withdrawn from the course and gives the student five business days to appeal the administrative withdrawal.

During the appeal period, the student should continue attending the class and checking in via the Qwickly attendance app.

A student who wishes to appeal should prepare a detailed written explanation demonstrating compelling circumstances granting the appeal. The student should submit the appeal to the Dean of Students Office.

More specifically, the student should provide specific information about the reasons they missed each class session—not just the reason for the absence that triggered the administrative withdrawal. Although supporting documentation is not required, it will be weighed heavily.

Compelling circumstances may include missing classes for illness, medical treatment, a student's religious or cultural observances, or a school-sponsored activity (e.g., attending a moot court competition or attending a hearing as part of a clinical course). Other reasons also may qualify. Although students are not required to report these types of absences to the Dean of Students Office in advance or contemporaneously, they are encouraged to do so and to provide any supporting documentation they may have.

When a student provides written notice to the Dean of Students in the first week of the term about anticipated absences due to religious or cultural observances, those will be regarded as constituting compelling circumstances. Any appeal the student files later needs to address only the other absences. A student who provides pre-class or contemporaneous information about an absence to the Dean of Students Office should attach that information to any appeal they may later submit.

Following receipt of an appeal, the Dean of Students will determine whether to grant the appeal, deny the appeal, or request additional information to evaluate the appeal. Factors considered include, but are not limited to, the number of absences; the circumstances underlying each absence, not just the absence triggering the administrative withdrawal; whether any absences were reported in advance or contemporaneously; the nature of the documentation provided (if any); steps the student took to learn what they missed in each session (e.g., listening to a recording, seeking notes from a classmate, attending a faculty member's office hours to ask clarifying questions, etc.).

The Dean of Students, in consultation with one or both Vice Deans, has discretion with regard to the outcome of the appeal. The determination is final and not subject to further review.

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Attendance Policy

Faculty policy approved May 12, 2023. This policy takes effect for SCALE I students in June 2023 and for all other students as of August 1, 2023. Until August 1, 2023, continuing students should continue to abide by the attendance rules in Section E of the [Academic Policies and Procedures](#) and Section B of the [SCALE Program Policies](#), as appropriate.

Revision history: Substantive revisions made May 12, 2023 and June 2, 2023. As of July 1, 2023, the Dean of Students Office will be renamed the Student Services Office.

Related policies: Academic Policies and Procedures (Sections B and C); Administrative Withdrawal Policy; Federal Financial Aid Eligibility Policy; Religious & Cultural Observances Policy (Section 5); SCALE Program Policies; Tuition Refund Policy; Financial Aid Satisfactory Academic Progress Policy; Return of Title IV Funds Policy

Scheduled Review Date: January 2025 (Student Services Office and Academic Standards Committee)

A. ABA Standard

Law schools approved by the American Bar Association (ABA) must require regular class attendance per ABA Standard 308(a). Students at Southwestern Law School are expected to attend all scheduled classes for the courses in which they are enrolled.

B. Maximum Absences

Southwestern recognizes that some absences may, in rare instances, be unavoidable. Students may need to miss an occasional class because of illness, personal and family emergencies, job interviews, law school activities and functions, religious and cultural observances, and for other compelling reasons. Although students are encouraged to keep faculty informed, students do not need to submit documentation to support an absence. As a professional school, Southwestern will assume absences are for compelling reasons and will be taken only when necessary. Students who are absent for more than 20% of regularly scheduled class sessions in a course will not have attended sufficient class to earn credit and may be administratively withdrawn (WA) and may appeal under the Administrative Withdrawal Policy.

Unless otherwise approved as a disability or pregnancy accommodation, or absent a successful appeal under the Administrative Withdrawal Policy, students who are absent for more than 20% of the class sessions will not earn academic credit for the course. An absence for any reason counts toward the maximum of the 20% absences permitted.

C. January Intersession and Summer Mini-Terms

Students enrolled in any January intersession or summer mini-terms that Southwestern offers must attend all class meetings to receive unit credit.

D. LAWS I

Attendance in LAWS I classes during Week One is part of the attendance policy. Week One is the first week of school for non-SCALE J.D. first-year students before they begin their full course load. In addition, missing more than two LAWS I classes during Week One can result in an administrative withdrawal from LAWS I, subject to review by the Associate Dean for Student Services and the LAWS professor. An administrative withdrawal from LAWS I will result in an administrative withdrawal from LAWS II, and the student will be required to take both courses during their second year. A student's failure to complete LAWS I and II during their first year will impact enrollment in other courses and programs, such as externships and honors programs, and could delay graduation.

E. Externships

Students enrolled in an externship course are subject to the attendance requirements provided in the externship course syllabi.

F. First-Day Attendance

Southwestern monitors class attendance, including first-day attendance. If a student does not attend the first class and does not inform the professor or the Students Services Office before the absence, the student may be dropped from the course.

In addition, select courses may have a first-day attendance policy that requires students enrolled in the course to attend the first class session. The first class session of these courses involves detailed planning that is necessary to the format for the entire semester. This policy ensures fairness to student on the waitlist and to students in these courses who depend upon their classmates' attendance and participation. Students who fail to attend the first class session of a course that has a first-day attendance policy will be dropped from the course automatically and without advanced notice. Students must check the course description in Self-Service to determine if a course has a first-day attendance policy.

For purposes of this policy, the first Friday in a semester or term is considered the first day of class for online classes. It is also considered the first day of a blended or hybrid course, if the live portion of the class has not yet convened by that day. Thus, a student must participate in the online class no later than the first Friday to comply with this policy. Students should note that online course pages open on the first day of the

semester and that individual course professors will set the specific schedule for work to be completed.

G. Attendance in Asynchronous Online and Hybrid Courses

A student attends an online course (or the online portion of a hybrid course) by participating in a synchronous class or otherwise engaging in an academically related activity, per the course syllabus or professor's instructions. Examples of asynchronous academically related activity include but are not limited to contributing to an online discussion or chat session; submitting an assignment or working draft; working through exercises; taking a quiz or exam; viewing or completing an interactive tutorial; participating in an online study group; and initiating contact with a faculty member to ask a course-related question.

Discussing matters other than the course's subject matter does not count as attendance, even if the student contacts the course instructor to discuss them. Examples of topics whose discussion would not qualify as attendance would include plans about submitting assignments, requests for extensions on deadlines for assignments, notifications of illness, or inquiries about purchasing course materials.

Academically related activities are readily tracked and documented through Canvas, Southwestern's learning management system, and Southwestern's email system.

Documenting that a student has logged into an online synchronous or asynchronous class on Canvas is not sufficient, by itself, to demonstrate academic attendance. For example, if a student simply logs into an online course on September 15 and logs out, without any further activity, the student did not attend the online class that day.

H. Attendance Tracking

Attendance for in-person and remote classes will be taken during class through Qwickly, a digital attendance tracking software. If a student does not check in at the appointed time during class, they are considered absent. Students may not check in for other students; violations will be referred to the Honor Code Committee.

Students who receive advanced approval from a faculty member to watch an in-person class session via Zoom due to illness or another compelling reason are not considered to be present for purposes of attendance, may not check into class via Qwickly, and will be marked absent. These absences count toward the maximum numbers of absences a student may accrue before being administratively withdrawn from the class. Students who check-in without being physically present during an in-person class will be referred to the Honor Code Committee.

Lack of preparation, early departure, or inappropriate behavior may result in a student being marked absent. Professors may take class attendance into account when determining course grades in the manner stated in course syllabi.

Students must keep track of their absences. The Student Services Office is unable to provide students with ongoing attendance totals. Students may view their attendance in Qwickly at any time.

I. Course Roster Verification by Faculty

Each semester, faculty must verify the accuracy of attendance rosters on the first day of class and again after the end of the add/drop period for each term. The purpose of verifying attendance is to prevent problems associated with tuition refunds, federal financial aid relative to Title IV refunding rules, and issuing grades such as "WA" for students who never attended class.

Faculty should take attendance for each class session and the Student Services Office should check the class roll weekly.

J. Federal Financial Aid

Students who receive federal financial aid should consult the Related Policies for more information related to attendance requirements. Specifically, federal regulations require financial aid recipients to maintain Satisfactory Academic Progress toward a degree program to continue receiving federal financial aid. Federal regulations also require Southwestern to return federal financial aid under certain circumstances when the student withdraws or is on a leave of absence. These regulations are complex and any student who has questions or concerns should contact the Financial Aid Office.

K. Policy Revisions

Southwestern reserves the right to change or modify any aspect of this policy at any time, with or without prior notice.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Determination of Credit Hours for Coursework

Faculty policy approved December 2021. Effective immediately.

Revision history: Formerly a part of the annual revised Student Handbook; established as a standalone policy August 2022. London Program added and other technical revisions made in March 2023.

Related policies: Academic Policies and Procedures and SCALE Program Policies

Scheduled Review Date: Vice Deans, January 2024

A. Credit Hours to Graduate

J.D. students are required to complete 87 credit hours to graduate.

With one exception for the first-year Legal Analysis, Writing, and Skills course (LAWS), each unit of credit is equivalent to 14 (60-minute) hours and totals 840 minutes of instruction. The LAWS course is based on a 50-minute hour with a total of 750 minutes per credit hour, which still complies with ABA Standard 310.

For each hour of direct instruction, students will spend a minimum of 2 hours on out-of-class work for 14 weeks, plus an additional 2 hours or more on end-of-term exams or other assessments, or the equivalent amount of work over a different amount of time. For example, in a 3-unit course in the full-time day program, meeting a total of 3 hours per week for 14 weeks, the student would be expected to spend a minimum of 6 hours per week on out-of-class work during the course plus a minimum 6 hours preparing for and completing an exam or other required assessment (for a total of 90 hours of out-of-class work). In SCALE, a 3-unit course may meet 4 hours per week to accommodate the different structure of the term, and the SCALE student would be expected to spend the same amount of time on out-of-class work as the student in the traditional 3-unit course but distributed appropriately within SCALE's shorter term.

The full-time Law Faculty, upon the recommendation of the Curriculum Committee, establishes the number of credit hours allotted for each course. To assess whether a course proposal meets these requirements, the Curriculum Committee normally looks at

the number of credit hours suggested in the course proposal and reviews the course syllabus, reading assignments, and assessments to determine compliance with the accreditation requirements for instruction time and out-of-class preparation time. If it appears the contact hours or out-of-class preparation time may be insufficient, the Curriculum Committee will request that the course proposal or syllabus be modified to comply with the applicable standards prior to approval.

The Vice Dean's Office is responsible for monitoring this Policy to ensure consistency and compliance with ABA accreditation standards. Southwestern will not offer a course that does not meet the minimum minutes of instruction per credit hour or does not involve the appropriate combination of in-class instruction, direct faculty instruction, and out-of-class student work as required by ABA Standard 310.

B. Traditional Courses: Fall and Spring Terms

A 4-credit course will ordinarily meet for 240 minutes each week for a total of 3,360 minutes of direct instruction over the 14-week semester. Students are expected to spend a minimum of 8 hours on out-of-class work per week during the semester, plus an additional 8 hours or more on end-of-term exams or other assessments.

A 3-credit course will ordinarily meet for 180 minutes each week for a total of 2,520 minutes of direct instruction over the 14-week semester. Students are expected to spend a minimum of 6 hours on out-of-class work per week during the semester, plus an additional 6 hours or more on end-of-term exams or other assessments.

A 2-credit course will ordinarily meet for 120 minutes each week for a total of 1,680 minutes of direct instruction over the 14-week semester. Students are expected to spend a minimum of 4 hours on out-of-class work per week during the semester, plus an additional 4 hours or more on end-of-term exams or other assessments.

A 1-credit course will ordinarily meet for 60 minutes each week for a total of 840 minutes of direct instruction over a 14-week semester. Students are expected to spend a minimum of 2 hours on out-of-class work per week during the semester, plus an additional 2 hours or more on end-of-term exams or other assessments.

C. Summer Term

A 3-credit course will ordinarily meet for 360 minutes each week for a total of 2,520 minutes of direct instruction over the 7-week summer session, followed by an examination period. Students are expected to spend 90 hours on out-of-class work during the term.

A 2-credit course will ordinarily meet for 240 minutes each week for a total of 1,680 minutes of direct instruction for 7 weeks, followed by an examination period. Students are expected to spend 60 hours on out-of-class work during the term.

A 1-credit course will ordinarily meet for 120 minutes each week for a total of 840 minutes of direct instruction over 7 weeks, followed by an examination period. Students are expected to spend 30 hours on out-of-class work during the term.

D. SCALE Courses

A 4-credit course includes 14 hours of direct instruction per credit for a total of 3,360 minutes of direct instruction. For each hour of classroom instruction, students will spend a minimum of 2 hours (based on a 60-minute hour) on out-of-class work plus an additional 2 hours on end-of-term exams or other assessments for a total of 30 out-of-class work hours per term per credit.

A 3-credit course includes 14 hours of direct instruction per credit for a total of 2,520 minutes of direct instruction. For each hour of classroom instruction, students will spend a minimum of 2 hours (based on a 60-minute hour) on out-of-class work plus an additional 2 hours on end-of-term exams or other assessments for a total of 30 out-of-class work hours per term per credit.

A 2-credit course includes 14 hours of direct instruction per credit for a total of 1,680 minutes of direct instruction. For each hour of classroom instruction, students will spend a minimum of 2 hours (based on a 60-minute hour) on out-of-class work plus an additional 2 hours on end-of-term exams or other assessments for a total of 30 out-of-class work hours per term per credit.

A 1-credit course includes 14 hours of direct instruction for a total of 840 minutes of direct instruction. For each hour of classroom instruction, students will spend a minimum of 2 hours (based on a 60-minute hour) on out-of-class work plus an additional 2 hours on end-of-term exams or other assessment for a total of 30 out-of-class work hours.

E. Intersession Courses

An intersession course will require a total of 840 minutes of direct instruction per credit, and students will be expected to spend a minimum of 30 hours of out-of-class work per credit.

F. London Summer-Abroad Courses

A 2-credit course will ordinarily meet for 210 minutes each day, over 8 days, for a total of 1,680 minutes of direct instruction, followed by an examination period. Students are expected to spend a minimum of 60 hours on out-of-class work during the term.

A 1-credit course will ordinarily meet for 120 minutes each day, over 7 days, for a total of 840 minutes of direct instruction, followed by an examination period. Students are expected to spend a minimum of 30 hours on out-of-class work during the term.

G. Clinics, Externships, and Independent Studies

For clinical courses, externships, and independent studies, an equivalent amount of work with an appropriate combination of in-class instruction, direct faculty instruction, and

out-of-class student work is included in the following calculation as required by ABA Standard 310:

1. Clinical placements

Clinical placements require 3.5 hours per week of work for each credit granted.

A 3-credit clinical placement requires 10.5 hours of work per week over 14 weeks for a total of 147 hours of work.

A 5-credit clinical placement requires 17.5 hours of work per week over 14 weeks for a total of 245 hours of work.

2. Externship Placements

Externship placements require approximately 60 hours of work per credit.

3. Independent Studies

Independent studies require 90 hours of work per credit, with a maximum of 2 credits awarded.

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Distance Education Policy for Programs Other Than the Online J.D. Program

Faculty policy approved October 20, 2023. Effective immediately.

Revision history: Formerly a part of the Grading Policies, Honors, and Specialized Courses policy; established as a standalone policy and substantively revised due to a change in ABA Standards in October 2023.

Related policies: Determination of Credit Hours for Coursework; Online Student Identity Verification Policy; Policy Statement on Student Academic Work-Product Originality; Student Honor Code

Scheduled Review Date: August 2024 (Vice Dean's Office)

A. Purpose

Southwestern Law School is committed to developing and delivering innovative, high-quality curricular offerings. To that end, and in accordance with Definition 7 of the ABA Standards and ABA Standards 306 and 511, this policy offers students the flexibility to receive academic instruction leading to the J.D. degree with the use of distance education.

This policy does not apply to Southwestern's ABA-approved Online J.D. Program, which will start in Fall 2024 and which students may complete substantially online.

B. Definitions

1. Distance education course

Consistent with Definition 7 of the ABA Standards, a "Distance Education Course" means one in which students are separated from all faculty members for more than one-third of the instruction and the instruction involves the use of technology to support regular and substantive interaction between the students and all faculty members, either synchronously or asynchronously.

2. Asynchronous format

“Asynchronous format” refers to a mode of instruction in which students engage with course materials, lectures, and assignments at their own pace and on their own schedules, without the requirement for real-time, simultaneous participation with the faculty member or other students. This format allows students to access and complete coursework at times that are convenient for them while meeting defined course pacing deadlines.

3. Synchronous format

“Synchronous format” refers to a mode of instruction in which students participate in real-time, interactive learning experiences. In this format, students and faculty engage in activities such as live video lectures, discussions, or collaborative activities, all of which require simultaneous participation and interaction at specified times.

4. Blended courses not covered by this policy

Courses where students and faculty are separated from each other for one-third or less of the instruction are not covered by this policy and are not included in the maximum number of distance education units students may take.

C. Accessibility

Courses and programs offered under this policy will be accessible to persons with disabilities in compliance with federal and state laws. We are dedicated to providing reasonable accommodations and support to ensure that all students, regardless of their abilities, can engage in and benefit from our educational offerings.

D. Course Requirements

All Distance Education Courses must satisfy the following requirements:

1. Provide regular interaction between a student and a faculty member that includes:
 - a. the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course as defined in ABA Standard 310(b) and set forth in [Determination of Credit Hours for Coursework](#);
 - b. monitoring the student’s academic engagement and success; and
 - c. ensuring that the faculty member is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring or upon request by the student.
2. Provide substantive interaction in each Distance Education Course that engages students in teaching, learning, and assessment, consistent with the content under

discussion, and includes at least two of the following:

- a.** providing direct instruction;
 - b.** assessing or providing feedback on a student's coursework;
 - c.** providing information or responding to questions about the content of a course;
or
 - d.** facilitating a group discussion regarding the content of a course.
- 3.** Use appropriate and readily accessible technology that effectively supports the learning outcomes of the course.
 - 4.** Ensure that students, faculty, and others involved in the course receive appropriate training and support for the technology used.

E. Course Approval

Courses that have been approved by the faculty through the regular course approval process may be delivered as Distance Education Courses with the approval of the Vice Dean(s). The Vice Dean(s) will ensure that each Distance Education Course satisfies the requirements in Section D of this policy. Faculty may use distance education tools without the Vice Dean's approval if they do not exceed the limit that would categorize a course as a Distance Education Course. **See Section B(4).**

This section does not impact the regular process for faculty to approve new courses, regardless of the delivery method, except for Distance Education Courses, which must also satisfy Section D above.

F. Credit Approval

In accordance with ABA Standard 306, a student may take a maximum of 50 percent of the credit hours required for the J.D. degree in Distance Education Courses; stated differently, a student may take up to 43 credit hours of Distance Education Courses toward the 87 units required to graduate.

Students may enroll in non-required, non-California-Bar-Exam-subject Distance Education Courses offered at other ABA-approved law schools only with prior written permission of the Associate Dean of Student Services, and only if any such course is offered on a basis consistent with this policy.

G. Bar Eligibility

Students should be aware that taking Distance Education Courses may impact their eligibility to sit for state bar examinations. Students should contact the appropriate bar admission agency in the jurisdiction where they plan to sit for the bar examination or intend to work to seek the most up-to-date information about state licensure and certification requirements. The National Conference of Bar Examiners, in collaboration with the American Bar Association's Section of Legal Education and Admissions to the

Bar, annually publishes a [Comprehensive Guide to Bar Admission Requirements](#) that provides information, including a directory of state bar admissions agencies. In addition, we encourage students to review Southwestern's [Professional Licensure by Program](#).

H. Technology

Students enrolled in a Distance Education Course hosted or approved by Southwestern bear responsibility to anticipate and address actual or potential technology issues by taking reasonable actions or precautions, including but not limited to:

1. Securing access to a back-up electronic device and or software in case of primary device or software failure;
2. Performing assignments expeditiously and not delaying until a deadline;
3. Submitting work in a format or through a mechanism (e.g., Canvas) specified by or acceptable to the professor; and
4. Upon discovering a technology issue, taking reasonable measures to immediately notify the professor and Southwestern's Associate Dean of Student Services of the problem or, if immediate action is not feasible, to provide notice as soon as reasonably possible thereafter.

I. Verification of Student Identity

Students registered in any Distance Education Course will be subject to Southwestern's [Online Student Identity Verification Policy](#).

J. Policy Revisions

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without prior notice.

SOUTHWESTERN

LAW SCHOOL

Los Angeles, CA

Grading, Scholastic and Other Honors, and Specialized Courses Policy

Revision History: Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; revised in September 2023 to remove the Incomplete Grade Policy and Independent Study Policy sections, which were established as standalone policies, and to rename the policy; revised in October 2023 to remove the Distance Education Policy which was established as a standalone policy and renamed the Distance Education Policy for Programs Other Than the Online J.D. Program).

Related policies: Master of Laws Program Policies; Incomplete Grade Policy; Examination Policy; Attendance Policy; Policy Statement on Student Academic Work-Product Originality; Student Honor Code; Academic Policies and Procedures; SCALE Program Policies; Distance Education Policy for Programs Other Than the Online J.D. Program

Scheduled Review Date: June 2024 (Student Services Office)

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A. Course Syllabus and Grading Criteria

Course syllabi will be posted by Academic Administration on the portal and by faculty on the course Canvas page and will include a course outline, course learning objectives, a description of course materials, the grading and attendance criteria, and any other information deemed relevant by the faculty member. In the event of an inadvertent conflict between the syllabus and this policy, the provisions of this policy will prevail.

1. Anonymous grading rule

Southwestern uses an anonymous grading system for all written examinations to ensure objectivity. The professor may also use anonymous grading in other parts of each course. A confidential computer-generated anonymous Exam ID number is issued and made available through Self-Service each semester. Faculty members cannot access information matching student names and anonymous student Exam ID numbers. Students may obtain their anonymous Exam ID numbers from the Registrar's Office upon presentation of proper identification. Students should not share their Exam ID with professors or other individuals.

2. Time limits for submitting grades

Faculty members must submit all grades to the Office of the Vice Dean(s) within four weeks from the date of the final examination, final assignment, final paper, or final trial in a course. The grades submitted are the final grades after they have been approved by the Office of the Vice Dean(s).

3. Issuing final grades

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

4. Policy on changing grades

Once grades are final, they will not be changed except for a documented clerical or computational error or as otherwise explicitly stated in this policy. A faculty member seeking to change a grade must present a Change of Grade form with appropriate documentation to the Office of the Vice Dean(s). No grade can be changed for any reason 90 calendar days after the final grade has been posted or the examination has been made available to the student in the Registrar's Office, whichever is later. The change will become effective only after the petition has been approved by the Office of the Vice Dean(s) and filed with the Registrar's Office.

B. Alphabetical Grading System

Southwestern uses an alphabetical grading system in which the actual grade earned is represented by an alphabetical letter. Grades are assigned from A+ to F. No unit credit is granted when the grade received is an F. All students must maintain a cumulative GPA of at least 2.330. The GPA is a mathematical depiction of a student's law school grade performance carried out to the first three decimal places. The GPA is derived by multiplying the number of grade points earned in each graded course by the number of units assigned to that course. Those numbers are then added, and the resulting figure is divided by the total number of graded units attempted in the applicable period. The quotient is carried out only to the first three decimal places. Courses offered on a Credit/No Credit basis are not included in the computation of the GPA.

To ensure equity in multiple section courses and uniformity of grades, the faculty has adopted a policy requiring that all courses taught in the first-year day, evening, and PLEAS/Part-time day program; second-year evening, part-time day, and PLEAS Civil Procedure and Property; and SCALE Periods I, II, and III must have a mean of 2.800 (plus or minus 0.05). A minimum of 15 percent of grades in the A

range (A+, A, and A-) must be awarded. The minimum standard deviation is .70. All upper-division courses must have a mean of 3.000 (plus or minus one-tenth) and a median of B. As a guideline in upper- division courses, 15 percent grade in the A range (A+, A, A-) will be awarded. In courses with fewer than 30 students enrolled, the mean and median standards are to be used as guidelines. LL.M. students should refer to the Master of Laws Program Policies for applicable grading policies.

1. Class rank

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. Southwestern Law School does not provide cumulative GPA breakdowns within the 10% increments, breakdowns beyond the 10% increments, or actual numerical standings. Percentiles for class ranks are rounded up. For example, 10.01% is considered top 20%. Students from the part-time evening and PLEAS/Part-time day programs are ranked together. First-year students also receive an unofficial mid-year class rank. If a student receives a grade change due to an error (e.g., a scoring error on a final examination or paper) after ranks are calculated, the Registrar's Office will manually re-rank the student. Ranks for other students will not be impacted. Students will not receive a rank or manual re-rank for any semester or period in which they received an Incomplete.

2. Transcript symbols

Grades are assigned on an alphabetical basis. Listed below are the letter grades with the grade point equivalent.

A+ : 4.33	C : 2.00
A : 4.00	C- : 1.67
A- : 3.67	D+ : 1.33
B+ : 3.33	D : 1.00
B : 3.00	D- : 0.67
B- : 2.67	F : 0.00
C+ : 2.33	

The grades of A+, A, and A- denote outstanding scholarship and intellectual initiative; the grades of B+ and B denote above average work; the grade of B- indicates full satisfaction of the law school's requirements; the grade of C+ represents minimal competency sufficient for good

standing and satisfactory progress towards graduation; the grades of C and C- represents work below minimal competency; the grades of D+ through D- reflect unsatisfactory work, sufficient only for credit; and the grade of F designates failing work that is insufficient for credit.

In addition to the alphabetical grades, the following letters are used on student transcripts:

AU: Audit (No credit is earned and permission to enroll is required. Used when a student or non-student enrolls in a course at the regular unit tuition rate.)

INC: Incomplete (See *Incomplete Grade Policy*.)

CR: Credit (Credit in a Credit/No Credit course when a student performs work equivalent to D- or above. Credit is earned toward graduation. No alphabetical equivalent. Not included in GPA.)

CRW: Credit in an honors program that also meets the writing requirement.

NC: No Credit (No credit in a Credit/No Credit course. No credit is earned. Equivalent to a grade of F in a graded course. Not included in

GPA.) W: Withdrawal

WA: Administrative Withdrawal (Withdrawal for insufficient attendance. May be assigned when a student misses more than 20% of class sessions.)

(See *Attendance Policy*.)

*F: Administrative grade of F (see *Administrative Fail (*F)* below.)

Other notations that may be placed on the transcript as appropriate include, but are not limited to: Dean's List, Honors at Graduation, Concentrations, Concentrations with Honors, Law Review, Journal of International Law (Law Journal), Moot Court Honors Program, Negotiation Honors Program, Trial Advocacy Honors Program, Public Service Distinction, Leave of Absence, Withdrawal, Academic Disqualification, Reinstated, Readmitted, Disciplinary Action, Disciplinary Probation, Disciplinary Leave, Disciplinary Suspension, Withdrawal with Disciplinary Investigation Pending, and Disciplinary Expulsion.

3. Administrative Fail (*F)

An Administrative Fail (*F) is a final grade assigned by the administration as noted below and cannot be changed:

- a. A student drops a course without approval;
- b. An official Incomplete is not made up within the one-year period allowed by the Incomplete policy (see *Incomplete Grade Policy*);
- c. The Associate Dean for Student Services denies a petition for an Incomplete; or
- d. A student violates the Honor Code regarding signing the attendance roster.

An Administrative Fail (*F) is subject to correction when:

- a. A student puts an incorrect anonymous number on an examination;
- b. There has been a faculty or clerical error in entering a grade or conveying a grade, or when an examination is lost through no fault of the student; or
- c. The Associate Dean for Student Services receives documentation supporting an Incomplete. (See *Examination Policy*.)

An Administrative Fail (*F), being a final grade, is treated like a final earned grade of F to compute a student's GPA.

C. Credit/No Credit Courses

To receive credit for credit/no credit courses, the student must satisfactorily complete the course and/or program requirements. Students may take no more than sixteen 16 units

of Credit/No Credit coursework. This does not include units completed at other law schools for a letter grade, such as summer-abroad programs or units awarded as transfer credit, for which a Credit/No Credit grade is assigned at Southwestern. In rare cases and for compelling reasons where a student can demonstrate that additional Credit/No Credit units would substantially enhance their educational program, the student may obtain permission for additional Credit/No Credit units from the Student Services Office before registration, but rarely will more than 22 Credit/No Credit units be permitted. Students cannot request that letter-graded courses be changed to Credit/No Credit.

D. Scholastic Honors

1. Graduation honors

a. Summa cum laude

The top 1% of the graduating class will automatically qualify for this honor.

b. Magna cum laude

The top 5% of the graduating class will automatically qualify for this honor.

c. Cum laude

The top 10% of the graduating class will automatically qualify for this honor.

For purposes of computing the percentages for graduation honors, the graduating class will include July and December graduates, as well as those students graduating in January or at the end of the spring semester.

2. Dean's List

The top 10% of each class, based on the annual GPA for the academic year as described below and the overall number of students in the class, will qualify for the Dean's List at the end of each academic year.

Each class will be computed separately for day, evening, PLEAS/Part-time day, and SCALE divisions to award this honor. This honor will be based on the annual GPA for that academic year. Full-time students must complete at least 20 units of graded courses and part-time students must complete at least

sixteen 16 units of graded courses per academic year to qualify.

The scholastic honor system is subject to annual revision. Notations of the above are placed on the student transcript.

3. Other academic honors

In recognition of academic excellence and at the professor's discretion, the top student or top two students in a course (i.e., those students who receive the highest letter grades in the course) receive the CALI Excellence for the Future Award and/or the Distinguished Performance Award. CALI is awarded by the Center for Computer-Assisted Legal Instruction and is distributed twice a year, with the summer session and fall semester distribution in April and the spring semester distribution in August.

When the second-best exam is of significantly poorer quality than the top exam, faculty may award the CALI and Distinguished Performance Award to the same student.

E. Scholarships, Grants, and Fellowships

1. General scholarships

Southwestern offers a number of scholarships from income provided by gifts from donors, foundations, and its own general funds. Qualifications for and amounts of scholarships vary, but award determination is generally based on financial need, scholastic achievement, and the amount of funds available. It is the general policy of Southwestern that no student receives scholarship or gift aid from Southwestern or any of its benefactors in excess of tuition charged. If a student receives other scholarship or gift aid that would cause those funds to exceed the student's full tuition charged, Southwestern reserves the right to reduce the scholarship so that the full annual tuition amount is not exceeded. Information about select scholarships is listed below. Please refer to the scholarship information page on the Southwestern portal for additional and the most current information.

a. Entering students

Southwestern awards a select number of merit scholarships providing up to full tuition to members of the J.D. entering class or concurrent

degree programs who have demonstrated exceptional academic promise. Awards may be renewable or non-renewable scholarships. If renewable, students must meet the continuing academic performance requirements. Based upon the information submitted in their admission application files, all accepted Southwestern first-year J.D. applicants are considered for these scholarship types. There is no separate application for the programs; however, each admitted applicant who qualifies for one of these scholarships may be invited to participate in an individual interview (on-campus or via telephone) to complete the process.

Additional information regarding continuing eligibility for scholarships is found on the Southwestern portal. Students must consult the version of the eligibility rules from the academic year in which they entered Southwestern.

b. General LL.M. students

Southwestern awards up to five General LL.M. Program Scholarships each semester, providing partial tuition to entering General LL.M. students. Scholarship determination is based on the admissions application, including an applicant's interests and goals as stated in their personal statement, their professional experience, and law school grades, letters of recommendation, and other factors the admissions committee may wish to consider. No additional materials are required. All admitted students will automatically be considered.

c. Continuing students

Southwestern awards a number of scholarships to continuing students. For a complete and current list of scholarships available to continuing students, please visit the scholarship information page on the Southwestern portal. Below is a select list of scholarship awards:

i. Dean's Academic Leadership Award

The Board of Trustees established the Dean's Academic Leadership Award to provide full-tuition scholarships to the highest-ranking upper-division students (typically the top 1% of the class). Eligibility is calculated based on class ranks as determined at the end of the academic year and based on

the cumulative GPA.

ii. **Dean's Merit Award**

The Board of Trustees established the Dean's Merit Award to provide partial tuition scholarships to upper-division students who have demonstrated academic excellence and are in the top 30% of their class. Award amounts are commensurate with class rank.

Eligibility is calculated based on class ranks which are determined at the end of each academic year based on the cumulative GPA.

2. Institutional scholarships

Continuing students may be eligible for scholarships from more than 80 funds with specific criteria established by the donors. For further information, visit the scholarship information page on the Southwestern portal.

3. Public interest law grants and fellowships

Students interested in working for public interest law/civil legal aid agencies may apply for stipends created through Southwestern Grant and Fellowship programs. These programs provide the matching amount for Federal Work Study funds applied to positions off campus, thereby providing students practical experiences and career opportunities in public service while offering legal services organizations the assistance necessary to service indigent communities and clients. Other programs are also available to support work in the public interest, living up to the dual goals of enhancing the educational experience of its students and furthering the work of public entities serving underrepresented communities and individuals. Please refer to the Southwestern portal for the most current information for grants and fellowships that are available. Below is a short listing of available summer fellowships and grant awards for graduating students:

- George and Katrina Woolverton Public Service Award
- Harvey L. and Lillian Silbert Public Interest Fellowship Program
- Judge Harry Pregerson Public Service Fellowship
- Leigh H. Taylor Public Interest Endowment Fund

- Public Interest Law Service Award
- Summer Public Interest Law Grant

4. Outside scholarships

A number of other scholarships are available each year from a variety of outside organizations. Eligibility is usually based on need, academic achievement, and extracurricular activities. The necessary supplemental applications and specific requirements for these scholarships are on file in the Financial Aid Office, and the most current information is available on the outside scholarship information page on

<https://www.swlaw.edu/admissions-financial-aid/financial-aid/scholarships-grants-fellowships/outside-scholarship>

5. Jose Siderman Human Rights Fellowship

The Fellowship brings an Argentine law graduate to Los Angeles to complete an LL.M. degree in Civil Liberties and Human Rights or Advocacy at the law school, including an externship with a civil rights organization. The program complements Southwestern's association with Argentina for many years through summer programs, judicial externships, and exchange programs in Buenos Aires.

6. Outside fellowships

a. American Board of Trial Advocates (ABOTA)

Every year, the Los Angeles County Chapter of the American Board of Trial Advocates (ABOTA) offers a unique fellowship program to local graduating law students who will be sitting for the July Bar Exam. Fellows spend one month with a civil defense firm, one month with a plaintiff firm, and another month with various judges at the Los Angeles Superior Court. This fellowship is open to students who have a strong interest in civil jury trial practice and intend to practice law in Los Angeles County.

b. Presidential Management Fellowship Program (PMF)

The Presidential Management Fellows Program (PMF) is known as the

training ground for future government leaders. It is a two-year paid post-graduate program where Fellows have the opportunity to work in high-level federal government agencies. Through this Program, Southwestern graduates have worked at places like the Missile Defense Center and the U.S. Department of Housing and Urban Development.

7. Writing competitions

A list of writing competitions provided by various organizations is located on the scholarship information page on the Southwestern portal. This information can also be found on Symplicity, a web-based platform the Career Services Office uses to list employment opportunities.

F. J.D. Concentrations

Southwestern offers seven J.D. Concentrations in the following areas of law:

- Civil Litigation & Advocacy
- Critical Race, Gender, and Sexuality Studies
- Criminal Law & Advocacy
- Entertainment & Media Law
- Labor and Employment Law
- Public Interest Law
- Technology Law & Entrepreneurship

Students must submit a Declaration of Intention form to the Registrar's Office to declare their intent to fulfill a J.D. Concentration. Students may submit the Declaration of Intention at any time before completing their final semester.

Information regarding the J.D. Concentrations and their requirements can be found on the Southwestern Law School website at <https://www.swlaw.edu/curriculum/concentrations-and-customizations>.

G. Policy Revisions

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without prior notice.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Graduation Requirements Policy

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

Related policies: [TBD].

Scheduled Review Date: June 2023 (Dean of Students and Diversity Affairs Office; Registrar's Office)

A. Overview

Requirements to receive the Juris Doctor degree from Southwestern Law School are listed below. See Part II Academic Policies and Procedures for the standards that a student must meet to remain in good academic standing while enrolled at the law school. (SCALE and LL.M. students should refer to the SCALE Program Policies and Masters of Laws Program Policies for graduation requirements. SCALE and LL.M. students are subject to any of the following policies that are not specifically delineated in the SCALE Program Policies and Masters of LAWS Program Policies).

1. All students must satisfactorily complete 87 units. No course will be considered satisfactorily completed, and no course or unit credit will be granted, if a grade of F is received. A student may not graduate with a grade of Incomplete on their transcript. A student may not extend the degree date after 87 units and required courses have been satisfactorily completed.
2. All students are required to earn 6 residency units to graduate. "Residency credits" are defined in Section C below.
3. All students must maintain a cumulative grade point average (GPA) of at least 2.330 (C+), calculated on the basis of all work completed at Southwestern.
4. All students must satisfy the provisions of the "Minimum Number of Classroom Credits Required for J.D. Students" policy.
5. All students must adhere to the provisions of the "Length of Course of Study" Policy.
6. All students must enroll in and complete all courses designated by the faculty as required courses. The required courses are (in alphabetical order, not in the

order students take the courses):

- Business Associations
- Civil Procedure I and II
- Constitutional Criminal Procedure
- Constitutional Law I and II
- Contracts I and II
- Criminal Law
- Evidence
- Legal Analysis, Writing and Skills (LAWS) I and II
- Legal Profession
- Property
- Torts
- A course that satisfies the upper-division writing requirement
- 6 units of coursework that satisfies the experiential requirement

In addition, see Section F below about the required Bar Readiness Curriculum.

7. All students must pass all required courses with a grade of D- or higher. A student who fails a required course must repeat that course during the next semester in which it is offered. (See Academic Policies and Procedures, Repeated Courses for information concerning the calculation of a passing grade in a two- semester course and the effect of repeated courses on the GPA.)
8. Any student who has been academically disqualified and subsequently readmitted to the law school may be required to meet additional requirements as determined by the Academic Standards Committee.
9. It is the responsibility of the student to regularly monitor their academic progress and make sure that they comply with all graduation requirements and academic standards.

B. Character and Fitness

In addition, absent extraordinary circumstances as determined by the Dean, the student must not have any pending Honor Code, disciplinary, or Title IX matters; unresolved admission application amendments; or criminal charges.

C. Residency Units

In addition to the 87 units required to graduate, students must satisfy the Southwestern residency requirements. All students are required to earn 6 residency units to graduate. They are earned as follows:

1. Traditional day students earn one residency unit for each fall or spring semester completed satisfactorily (6 semesters x 1 residency unit = 6 residency units).

2. Traditional evening and PLEAS/Part-time day students earn 0.75 of a residency unit for each fall or spring semester completed satisfactorily (8 semesters x .75 residency unit = 6 residency units).
3. SCALE students earn 0.67 of a residency unit for each term or grading period completed satisfactorily. SCALE students attend nine terms, or grading periods, during their program (9 periods x .67 residency unit = 6 residency units).
4. Residency units are not earned for any summer session, summer-abroad law program, or intersession program, with the exception of units completed in the required SCALE summer session.
5. Please note:
 - a. Residency units are earned when a student is charged the normal, flat-rate tuition for a semester or SCALE term and completes at least one unit.
 - b. If a student has completed the residency requirement but has not completed 87 units, the student will be charged per unit tuition for any remaining units. Students in the SCALE 2.5 Year Modified Curriculum are excluded.
 - c. If a student has not completed the residency requirement, regardless of how many units the student needs to graduate, the student will be charged flat-rate tuition for a semester or SCALE term. For example, if a student needs only a few units to reach 87 units, but has not met the residency requirements, the student will be charged the full flat-program rate because tuition for six or eight semesters has not been paid or terms of flat rate tuition have not been completed.
 - d. For information regarding early graduation requests, please see Appendix A.

D. Upper-Division Writing Requirement

Southwestern has adopted an upper-division writing requirement for graduation. A student may fulfill this requirement by taking either a seminar or a course that has been specifically approved and designated as meeting the writing requirement. Successful completion of the Law Review or Law Journal fall writing courses will also satisfy the writing requirement. Some courses designated to meet the writing requirement may also be designated as meeting the experiential requirement; however, the same course cannot be used to satisfy both requirements. Students who take a course to fulfill the writing requirement may not use the same course to fulfill the experiential requirement.

Because writing instruction requires a low student-faculty ratio and out-of-classroom supervision of the students' research and writing, enrollment in seminar and similar courses normally will be limited to 20 students.

For more information regarding seminar standards and guidelines, see Appendix C.

A course may be specifically approved and designated by the faculty as meeting the upper-division writing requirement pursuant to the following criteria:

1. The course must require the student to timely submit, at points throughout the semester to be established by the instructor, at least three written and graded assignments, at least two of which must be research assignments. The written research assignment(s) must total at least 30 pages.
2. Examples of writings that would meet the research requirement are the following: research memoranda, memoranda of points and authorities, trial briefs, appellate briefs, and papers of publishable quality.
3. Examples of writing that would not meet the research requirement are the following: bare pleadings, discovery requests, and documents not involving substantial original research and writing by the student.
4. A course can be designated as meeting the writing requirement upon request of the professor to the faculty curriculum committee, pursuant to these criteria. The writing requirement designation does not attach to a course title, but to the specific requirements of a course as described in the registration materials distributed to the students. The designation of a course meeting a writing requirement must occur prior to the commencement of the academic term in which the course is scheduled.

Assuming that the student is otherwise eligible to register for the seminar or course that satisfies the writing requirement, registration is open to second- and third-year day students and second-, third-, and fourth-year evening, and PLEAS/Part-time day students.

E. Experiential Requirement

In accordance with ABA Standard 303, Southwestern has adopted an experiential requirement for graduation. Students are required to complete at least 6 credit hours of course work that has been specifically approved and designated as meeting the experiential requirement. Announcement of such courses is made in the registration materials each year. Some courses designated to meet the experiential requirement may also be designated as meeting the writing requirement. However, the same course cannot be used to satisfy both requirements. Students who take a course to fulfill the experiential requirement may not use the same course to fulfill the writing requirement.

F. Bar Readiness Curriculum

All students are required to complete a Bar Readiness Curriculum before their graduation. Courses include: Cal Bar Writing: Skills and Strategies, MBE: Skills and Strategies, Wills and Trusts, Community Property, Remedies, and/or other bar-related courses. The Bar Readiness Curriculum is subject to change due to Southwestern's ongoing commitment to annually review and modify its course offerings to better prepare students for the Bar Exam.

Students who have a GPA of 3.33 or above at the end of their second year in bar-tested courses completed as part of their curriculum in their first or second year may opt out of the Bar Readiness Curriculum. For traditional students, the bar-tested courses used to calculate the opt-out eligibility GPA currently include: Torts, Property, Civil Procedure I and II, Criminal Law, Contracts I and II, Evidence, Constitutional Law I and II, and Business Associations. For part-time students, these courses currently include: Torts, Property, Civil Procedure I and II, Criminal Law, Contracts I and II, and Constitutional Law I and II. The Bar Readiness Curriculum was carefully constructed to maximize all students' chances of passing the bar exam on their first attempt. Thus, even for students who have a GPA at or above 3.33, the Bar Readiness Curriculum is strongly recommended.

Each spring, the Dean of Students Office will publish the Bar Readiness Curriculum for the upcoming academic year. Requirements can be modified from year to year based on course offerings.

G. Graduate Employment Survey and Exit Interview with the Career Services Office

In order to be awarded the JD degree, all graduating students must complete a Graduate Employment Survey, as well as an Exit Interview with the Career Services Office. The ABA and NALP require all law schools to collect this information, which is reported anonymously in order to protect the graduate's privacy.

H. Awarding Diplomas

Southwestern Law School will award diplomas at the conclusion of the fall and spring semesters, the summer term, and the January intersession, after confirming with the Registrar's Office that graduation and other requirements have been met. Absent extraordinary circumstances as determined by the Dean, to receive a diploma, a student must have completed all graduation requirements by the date the Vice Dean(s) establishes for faculty to submit grades for graduating students. In addition, absent extraordinary circumstances as determined by the Dean, the student must not have any pending Honor Code, disciplinary, or Title IX matters; unresolved admission application amendments; or criminal charges.

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Incomplete Grade Policy

Revision history: Formerly a part of the Grading Policies, Honors, and Specialized Courses policy (now called the Grading, Scholastic and Other Honors, and Specialized Courses Policy); established as a standalone policy in October 2023.

Related policies: Financial Aid Satisfactory Academic Progress Policy; Academic Policies and Procedures; SCALE Program Policies; Master of Laws Program Policies

Scheduled Review Date: August 2025 (Registrar's Office and Student Services Office)

A. Definition

An "Incomplete" or "INC" grade is a temporary, non-evaluative grade indicating the student has not yet completed assigned work in the course. The grade may be assigned only with approval from the Associate Dean for Student Services.

B. Appropriate Use

Except in extraordinary circumstances as determined by the Dean or Vice Dean(s), an Incomplete grade may be issued only when the student has completed at least 80% of the class sessions, the student has done passing work in all completed assignments, and the student has complied with attendance requirements, but, due to extraordinary circumstances, (1) in courses in which the final grade is not based on a final examination, the student is unable to complete the remaining coursework within the required time frame; or (2) in courses in which the final grade is based on a final examination, a student is unable to take a final examination at the scheduled time.

C. Requesting an Incomplete

A student who has experienced extraordinary circumstances beyond the student's control and wishes to be considered for an Incomplete in one or more courses must submit a written request to the Student Services Office before the end of the final exam period for the semester or term. The written request must explain why the student cannot complete the

remaining coursework or take the final examination and include appropriate supporting documentation. An Incomplete grade is often a solution of last resort; the law school will work with the student to explore other solutions.

D. Removing an Incomplete/Automatic Conversion to an Administrative Fail “*F”

To remove an Incomplete from their transcript, a student does not need to register for the course again but will be permitted to unofficially audit the course in which the student is making up an Incomplete. When the student completes the course requirements to complete the course at issue, the credits and grade are assigned to that semester or term in which the student initially enrolled in the course. Incomplete grades must be changed to an evaluative grade as soon as possible, but by the end of one year from the issuance of the Incomplete or the next time the course is regularly offered, whichever occurs first. Except as described in Sections E and F, if the Incomplete has not been changed within this time frame, the student will receive a grade of Administrative Fail (*F), which is not subject to change.

E. Midterm Exams and Other Graded Assessments in Incomplete Courses

Courses in which a student takes an Incomplete or makes up an Incomplete may have a midterm exam or other graded assessments as part of the final grade for the course. In this situation, the student must meet with an advisor in the Student Services Office before the start of the term in which they are making up the Incomplete to determine what midterm or assessment scores will be part of the final grade for the course. The Student Services Office will consult with the faculty member for the course in which the student is making up the Incomplete. If the student does not meet with an advisor in the Student Services Office, the default will be that the final exam for the course will comprise 100% of the final grade.

F. Extending the Time Limit

A student may receive an extension on time to complete an Incomplete grade only by submitting a written petition demonstrating extraordinary circumstances beyond the student’s control, such as continued illness. Absent extraordinary circumstances determined by the Associate Dean for Student Services, the student must submit the petition at least four weeks before the original deadline to make up the Incomplete.

The student must present adequate and appropriate documentation to verify the extraordinary circumstances. The petition must be submitted to the Associate Dean for Student Services, who may grant the petition in whole or in part, deny the petition in whole or in part, request additional information, or consult with the Vice Dean(s). It will be rare for a

petition that seeks to extend an Incomplete for more than one semester or year beyond the original deadline to be granted.

G. Conversion to Withdrawal or Administrative Withdrawal

An Incomplete grade may be changed to a "W" (official withdrawal) only in extraordinary circumstances where the student's situation has changed since the Incomplete grade was awarded. In these cases, the request for a change to a "W" must be made in writing, documented, and approved by the Associate Dean for Student Services. At the discretion of the Associate Dean for Student Services, an Administrative Withdrawal (WA) can be assigned for an outstanding Incomplete if a student withdraws from the school due to extraordinary circumstances. Students should understand that withdrawals could have a financial aid impact.

H. Financial Aid Impact

Under Southwestern's *Financial Aid Satisfactory Academic Progress (SAP) Policy*, Incomplete grades will be counted toward enrollment and attempted hours. Students who end a semester with at least one Incomplete grade will be re-evaluated for financial aid eligibility at Southwestern's deadline for the Incomplete grade(s). If the Incomplete grade(s) is not completed by the deadline, the student will automatically be placed on the appropriate SAP status. The student is responsible for notifying the Financial Aid Office to have financial aid eligibility re-evaluated once the Incomplete grade(s) are updated. Students should meet with a counselor in the Financial Aid Office to review the financial aid implications of Incomplete grades.

I. Graduation

A student may not graduate with a grade of Incomplete on their transcript, and Southwestern will not issue a diploma if an Incomplete appears on a student's transcript.

J. Class Rank

When class ranks are calculated, students with an Incomplete on their transcript will not be included in class ranks. Except in extraordinary circumstances as determined by the Dean, when the student completes the course requirements to make up an Incomplete, the student will not be issued a rank for the semesters or terms in which they took an Incomplete. The student will be included in the next calculation of class ranks, assuming they have no additional Incomplete grades on their transcript when class ranks are calculated.

K. Policy Revisions

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without prior notice.

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Independent Study Policy

Revision History: Formerly a part of the Grading Policies, Honors, and Specialized Courses policy (now called the Grading, Scholastic and Other Honors, and Specialized Courses Policy); established as a standalone policy in October 2023.

Related policies: Incomplete Grade Policy; Academic Policies and Procedures; SCALE Program Policies; Master of Laws Program Policies

Scheduled Review Date: May 2025 (Associate Dean for Research, Student Services Office, and Registrar's Office)

A. Purpose

Eligible students with a demonstrated interest in a subject may complete an independent study project under the guidance of a full-time faculty member ("Faculty Supervisor") with expertise in the subject.

B. Eligibility

A student must be in good academic standing to be eligible to take an independent study project. An eligible student may petition to undertake an independent study project for two credit units. A student is not eligible to register for more than one independent study project for credit toward graduation. The student must submit a proposal ("Proposal") consistent with the provisions of this policy and obtain the approvals required under this policy.

No study will be approved retroactively.

An independent study project does not satisfy the upper-division writing requirement.

Adds/drops for an independent study project will be governed by the same deadlines as listed in the current academic calendar.

C. Independent Study Project Proposal

A student must prepare and submit a signed and dated Proposal of three to five pages. The student should prepare the Proposal in close consultation with the Faculty Supervisor and after the student has reviewed samples of past proposals that are available on the Student Services Office portal page.

At a minimum, the Proposal must include:

1. The student's statement that the Proposal was prepared in consultation with the Faculty Supervisor and after reviewing past proposals.
2. A description of a discrete legal question, as opposed to a general topic or issue, that the student wishes to explore or investigate, and an initial thesis or hypothesis regarding this question.
3. An explanation of the academic or professional background that makes the student interested in the question and capable of researching it.
4. An explanation of why the question merits an individual study as opposed to in-depth learning offered by seminars or other elective courses.
5. A brief discussion, in light of the existing academic literature relating to the topic, of the importance of the independent study project, and how producing a written paper would contribute something new or original to that literature. Merely reciting or summarizing case law, legislation, or existing academic research or literature will not assist the Faculty Supervisor or the Associate Dean for Research in determining whether to approve a Proposal for an independent study project.
6. A bibliography of research materials that the student consulted in preparing the Proposal.
7. The name of the Faculty Supervisor and a discussion of the Faculty Supervisor's expertise as it relates to the Proposal's question.
8. A date by which the student will complete the independent study project, and an appropriate penalty for failure to meet this deadline (e.g., a gradual grade reduction proportionate to the lateness). The Faculty Supervisor may extend the deadline for good cause upon timely request by the student. Please see the Incomplete Grade Policy for additional information.
9. Any other information that would help the Associate Dean for Research determine whether to approve the independent study project.

D. Required Approvals

Students must obtain prior written approval from the Faculty Supervisor and the Associate Dean for Research for an independent study project. Students must submit their Proposal to the Student Services Office with a completed independent study project form signed by the Faculty Supervisor. The Student Services Office will send the Proposal and cover form to the Associate Dean for Research to seek their approval in writing and will confirm in writing that the student is eligible to apply for an independent study project. The Associate Dean for Research will notify the Student Services Office of their decision and, in case of approval, will sign the cover form. The cover form is available on the Student Services Office portal page.

E. Completing an Independent Study Project

The student is expected to devote the time and resources necessary to complete the independent study project set forth in the Proposal. An independent study project requires 90 hours of work per unit of credit; therefore, two units of independent study project credit require a total of 180 hours of work. The Faculty Supervisor alone will determine whether the student has devoted sufficient time and resources to the project.

At the end of the independent study project, the student must timely submit to the Faculty Supervisor an original paper prepared and written solely by the student. To earn credit, the paper must be of at least 12,000 words, including footnotes, and adequately footnoted, similar to articles published by law journals. The Faculty Supervisor will review and grade the paper, utilizing the same scale used for other courses (e.g., A+, A, etc.) and offering the student constructive comments that explain the grade.

After a grade is assigned and finalized, the student may pursue independent publication of the paper (or some version of the paper) or joint publication with the Faculty Supervisor, if both the student and the Faculty Supervisor agree and the Faculty Supervisor has contributed to the work being submitted for publication. This publication decision belongs to the student alone.

F. Policy Revisions

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without prior notice.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Interdisciplinary Programs Policy

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 (Interdisciplinary Programs Office)

A. DRUCKER JOINT JD/MBA PROGRAM

Southwestern and the Drucker Graduate School of Management, part of Claremont Graduate University (CGU) at the Claremont Colleges, offer dual-degree programs to expand students' educational and career options. Students at Southwestern and the Drucker School can earn a J.D. and Master of Business Administration (MBA).

Law students who wish to earn the JD/MBA degree are eligible to apply a select number of their units completed at each institution toward their Juris Doctor and Master of Business Administration degrees. The remaining units will be completed at each respective institution.

Program	Eligible Transfer Units	Units Required (Southwestern)	Units Required (Drucker)
JD/MBA	10	77	38

As part of their coursework at the Drucker Graduate School of Management, students may take elective units to pursue a concentration in Entrepreneurship, Finance, Human Resources Management, Information Technology Management, Leadership, Marketing, Strategy, Supply Chain Management, or take other electives according to their interests.

Requirements for the JD/MBA can be found here: <http://www.swlaw.edu/jd-programs/jdmba>. The Dean of Students or a Vice Dean must approve a joint-degree student's courses at the beginning of each semester.

B. KECK GRADUATE INSTITUTE CERTIFICATE PROGRAM

Southwestern and the Keck Graduate Institute (KGI), a member of the Claremont Colleges, have established a Bioscience Industry Law and Practice certificate program to provide law students and Master of Bioscience (MBS) students with a unique understanding of the interplay between law and the fast-growing bioscience industry.

Through this certificate program, qualified Southwestern students with an interest in intellectual property, for example, could take courses at KGI in the area of technology management, entrepreneurship, and bioscience industry dynamics. Conversely, qualified KGI students interested in bioscience industry dynamics could take courses at Southwestern in intellectual property law, patent and trademark law, and regulatory law as it applies to health care and the bioscience industry.

The certificate program is small and highly competitive with approximately two to four students from each school each year participating. The schools will select candidates for the program from among their current student bodies; applicants will generally be from the top 20% of their class or cohort. Southwestern students will be eligible to enter the certificate program after completion of their first or second year of law school. KGI students may enter the certificate program after completion of their first year of the MBS program. Southwestern students will have up to two years to complete the policy certificate program. KGI MBS students must complete the certificate program during their second year.

Students accepted into the certificate program will pay no additional tuition to the partner institution provided that they complete the certificate requirements concurrent with earning their J.D. or MBS degree.

More information about this program may be found at <http://www.swlaw.edu/curriculum/interdisciplinary-programs>. The Dean of Students or a Vice Dean must approve a joint-degree student's courses at the beginning of each semester.

SOUTHWESTERN

LAW SCHOOL

Los Angeles, CA

Master of Laws Program Policies

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; technical edits performed in August 2023.

Related policies: Academic Policies and Procedures; International Students Policy. **Scheduled Review**

Date: June 2024 (LL.M. Offices; Vice Deans’ Office)

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Southwestern offers two LL.M. degree programs: the General LL.M. for those who wish to design a curriculum that will most benefit their objectives and the LL.M. in Entertainment and Media Law. The two programs have distinct policies and requirements. Neither program is accredited by the ABA or a regional accreditor, which means that students in these programs cannot be awarded federal financial aid. Admissions into the General LL.M. for 2023–2024 have been suspended, except for the Sideman Human Rights Fellow and Armenia/Artsakh Fellow.

Students enrolled in an LL.M degree program are subject to all other Southwestern policies not explicitly referred to in the Master of Laws Program Policies.

A. Master of Laws Program, the General LL.M.

1. Purpose

The Master of Laws, General LL.M. degree program allows students to choose and direct their educational focus. This opportunity to select an emphasis of study enables program participants to meet individual professional goals best. Students work closely with faculty to develop a comprehensive curricular plan and may take classes in day or evening programs.

a. *Degree requirements*

To qualify for the General LL.M. degree, students must complete 24 credit hours of post-J.D. coursework, 12 of which must be earned at Southwestern. The particular courses each candidate undertakes will depend on the individual's chosen area of concentration. Generally, courses previously taken for credit for a J.D. or equivalent degree will not be counted toward the LL.M. degree. A maximum of 30 credit hours may be applied to the LL.M. degree. Additional units may be taken but will not be considered part of the LL.M. degree.

b. *Unit guidelines and length of course of study*

Students work closely with the program director and faculty to develop a comprehensive curricular plan and may take classes in the day or evening program. Full-time students must enroll in at least eight units and, at most, 16 units each semester. International students must maintain full-time status. Part-time students must enroll in at least two units and, at most, seven units each semester. LL.M. students enrolled full-time generally complete their degree requirements within one academic year, and part-time students generally complete their degree requirements within two academic years. All LL.M. students are expected to maintain continuous enrollment in the program. Failure to enroll in any semester will be treated as a withdrawal unless a student has been granted a leave of absence.

Students who are United States citizens may be granted special permission to extend their course of study to a maximum of four years due to special circumstances upon approval by the program director. International students enrolled in the LL.M. program must maintain full-time enrollment status throughout their course of study; however, special permission to drop below full-time status for one semester may be authorized by the Southwestern SEVIS Designated School Officer and the program director, based upon situations approved by SEVIS (Student Exchange Visitor Information System). (See the *International Students Policy* for more information.)

c. *Leave of absence*

Students who are United States citizens may take up to a one-year leave of absence. International students may be eligible to take a single one-semester leave of absence, but only following current U.S. immigration law and as authorized by the Southwestern SEVIS Designated School Officer (DSO) and the LL.M. program director and based upon situations approved by SEVIS (Student Exchange Visitor Information System). Strict requirements to leave the country and return would be applicable, so students are advised to consult with the program director and DSO before attempting a gap in their LL.M. study.

d. Grading, academic success and bar eligibility

General LL.M. students who graduated from U.S. law schools and those with foreign law degrees who opt for the letter grading system must attain a cumulative GPA of 2.330 to earn the LL.M. degree. Students are graded using the same standards as J.D. students and must receive a passing grade in all courses. LL.M. students are not ranked with and do not affect the ranking of J.D. students. Students who intend to sit for the California Bar Examination and need an LL.M. to qualify for the exam must be graded using the standard letter grading system. Students who earn the LL.M. degree may be eligible to take other state bar examinations and, if successful, be admitted to practice. Students are advised to contact any jurisdiction where they wish to take a bar examination as requirements vary widely (e.g., [New York LL.M. requirements](#)). For information on California bar certification, see the [Foreign Education](#) page on The State Bar of California website.

An LL.M. student with a foreign law degree taking graded courses to sit for the California Bar Exam and does not attain a GPA of 2.330, but receives a passing letter grade (D- or above) in at least 24 units, will be awarded a Certificate of Completion. LL.M. students must meet all other academic requirements outlined in the *Academic Policies and Procedures*.

Students may elect to be graded using a non-letter grading system using the following scale: High Honors, Honors, High Pass, Pass, and Fail. The non-letter grading system is highly recommended for all international graduates who do not intend to take the California Bar Examination.

However, all students are advised to contact any jurisdiction in which they wish to take a bar examination to ascertain their eligibility to sit for the examination. For information on California bar certification, see the [Foreign Education](#) page on The State Bar of California website.

A change to the non-letter Grading System must be opted for within two weeks of receiving the first semester grades or at least eight units of coursework attempted, whichever occurs later. Students will sign a form requesting the change, which must be approved by the director of the General LL.M. Program and the Vice Dean(s). All grades, including those already awarded, will thereafter be recorded on the transcript under the non-letter grading system. The non-letter grading system does not result in a Grade Point Average (GPA). This change is irrevocable because the non-letter grading system has an imprecise correspondence with the letter-based grading system. A GPA will no longer be calculable within this grading system, and an estimate cannot be provided upon request.

This choice may affect a student's ability to participate in Honor's activities during law school requiring a GPA and could be viewed less favorably by employers in certain job markets and foreign jurisdictions relying on GPA for hiring decisions. Students are encouraged to consider all these factors when making this change.

e. Transfer students

Individuals who have attended an LL.M. program at another law school approved by the American Bar Association (ABA) and a member of the Association of American Law Schools (AALS) may apply for admission to the General LL.M. program and, if accepted, may be awarded up to 12 credits to be transferred from their original LL.M. program. Consideration for admission will be based on available space, academic performance at all previous schools, and compelling circumstances.

2. Special academic activities and consultation with the program director

LL.M. participation in special academic activities such as honors programs, course audits, and independent studies may be possible on a case-by-case basis. At best, these can augment an individualized study plan. However, in some cases, the structure and demands of the LL.M. program are not easily compatible with participation in these activities. Students wishing to pursue these opportunities must consult with the program director as early as possible to be advised on up-to-date policies.

B. Master of Laws in Entertainment and Media Law

1. Purpose

Through its LL.M. degree in Entertainment and Media Law, Southwestern Law School is committed to identifying and admitting a select and diverse number of attorneys and legal scholars who are demonstrably motivated and qualified to undertake intensive studies in this field and to equip them—through theoretical, experiential, and clinical education programs—to become outstanding professionals within the selected area of specialization.

a. Degree requirements

To qualify for the LL.M. degree in Entertainment and Media Law, students must complete at least 24 credit hours. At least 18 of those 24 credit hours must be earned at Southwestern Law School and be comprised of entertainment and media law courses as designated by Southwestern Law School. Courses taken for credit for a J.D. degree (whether at Southwestern Law School or otherwise) and courses at an institution other than Southwestern Law School will not count towards the LL.M. degree, except as determined by the director of the Donald E. Biederman Entertainment and Media Law Institute of Southwestern Law School. Students may take up to 30 credits. However, only 24 credits will count toward the LL.M. degree.

b. Unit guidelines and length of course of study

Students work closely with the program director and faculty to develop a comprehensive curricular plan and may take classes in the day and evening programs. Full-time students must enroll in no fewer than eight units and no more than 16 units each semester. International students must maintain full-time

status. Part-time students must enroll in no fewer than two units and no more than seven units each semester. LL.M. students enrolled full-time generally complete their degree requirements within one academic year, and part-time students generally complete their degree requirements within two academic years. All LL.M. students are expected to complete all coursework within four years. All LL.M. students are expected to maintain continuous enrollment in the program. Failure to enroll in any semester will be treated as a withdrawal unless a student has been granted a leave of absence.

U.S. students may be granted special permission to extend their course of study to a maximum of four years due to special circumstances upon approval by the program director. International students enrolled in the LL.M. program must maintain full-time status throughout their course of study; however, special permission to drop below full-time status for one semester may be authorized by the SEVIS Designated School Officer and the program director, based on situations approved by SEVIS (Student Exchange Visitor Information System). (See the *International Students Policy* for more information.)

c. *Leave of absence*

U.S. students can take up to a one-year leave of absence per Southwestern's leave of absence policy. International students may be eligible to take a single one-semester leave of absence, but only following current U.S. immigration law and as authorized by the Southwestern SEVIS Designated School Officer (DSO) and the LL.M. program director, and based upon situations approved by SEVIS (Student Exchange Visitor Information System). Strict requirements to leave the country and return would be applicable, so students are advised to consult with the program director and DSO before attempting a gap in their LL.M. study.

d. *Grading, academic success, and bar eligibility*

Students enrolled in Southwestern Law School's program for the LL.M. degree in Entertainment and Media Law must complete the program at Southwestern Law School under the following standard letter-based grading system: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F.

Students enrolled in the program will receive a letter grade as warranted by their examination or another performance criterion determined by each corresponding class's supervising professor(s). To avoid doubt, no student enrolled in the program will be graded on a non-letter scale under any circumstances (e.g., High Honors, Honors, High Pass, Pass, Fail, etc.).

Students are advised to contact any jurisdiction where they wish to take a bar examination as requirements vary widely (e.g., [New York LL.M. requirements](#)). For information on California bar certification, see the [Foreign Education](#) page on The State Bar of California website.

Students enrolled in the LL.M. program must maintain a cumulative grade point average of 2.330 to earn the LL.M. degree. Any student who fails to maintain a 2.330 GPA in a semester will be placed on academic probation and academically disqualified after two consecutive semesters

reflecting a GPA lower than 2.330.

e. *Transfer students*

Individuals who have attended an LL.M. program at another law school approved by the American Bar Association (ABA) and a member of the Association of American Law Schools (AALS) may apply for admission to the LL.M. in Entertainment and Media Law program and, if accepted, will be awarded up to 6 credits to be transferred from their original LL.M. program. Consideration for admission will be based on available space, academic performance at all previous schools, and compelling circumstances.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Maximum J.D. Unit Policy

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

Related policies: [TBD].

Scheduled Review Date: June 2023 (Dean of Students and Diversity Affairs Office)

1. Full-Time J.D. Students: A full-time student pursuing the J.D. degree may not enroll in more than 16 units in a fall or spring semester without the permission of the Dean of Students; in no case may a student enroll in more than 17 units in a fall or spring semester. A full-time student may not enroll in more than eight units in the summer term without the permission of the Dean of Students. Students must be in good academic standing to receive permission to overload on units.
2. Part-Time J.D. Students: A part-time student may not enroll in more than 11 units in a fall or spring semester without permission of the Dean of Students; in no case may a student enroll in more than 17 units in a fall or spring semester. A part-time student may not enroll in more than six units in the summer term without the permission of the Dean of Students. Students must be in good academic standing to receive permission to overload on units.
3. Concurrent-Degree Students: A student in an approved concurrent-degree program must get approval from the Dean of Students to enroll in more than 17 units in a term or semester for both degree programs combined. Students must be in good academic standing to receive permission to exceed 17 total combined units. Students in concurrent-degree programs should note the maximum cross-credits allowed in that degree program.
4. January Intersession: The January intersession program is held for one week each year following the conclusion of the fall semester and before the start of the spring semester. J.D. students may not enroll in more than one unit in any single intersession, although students may take courses in multiple intersessions.

5. Honors Programs: Units earned for participating in an Honors Program (Law Review, Law Journal, Moot Court Honors Program, Negotiation Honors Program, and Trial Advocacy Honors Program) are included in the maximum units permitted under Sections 1, 2, and 3 above.
6. Distance Education Courses: Students may earn no more than 29 of the 87 units required to earn the J.D. degree in distance education courses. For purposes of this Policy, a "distance education course" is one in which more than one-third of the instruction is conducted online.
7. Course Work at Other Law Schools: A maximum of 6 units may be counted toward completing the J.D. degree from course work taken at other law schools. This 6-unit maximum includes all course work, including work completed in study-abroad programs, summer sessions, or intersessions.
8. Study-Abroad Programs Sponsored by Other Law Schools: Southwestern will accept credit for study-abroad programs completed through other law schools only if the Dean of Students has approved the program before the student's departure. Only programs approved by the ABA are eligible for the Dean of Students' approval. A maximum of 6 units of credit earned at non-Southwestern institutions may be approved and applied toward completing the J.D. degree. In the case of students who attend both a Southwestern-sponsored summer-abroad program and a summer-abroad program sponsored by another ABA-approved law school, a maximum of 8 units from summer-abroad programs of any kind, Southwestern sponsored or otherwise, may be applied toward completion of the J.D. degree.
9. Visiting at Other Law Schools: Under compelling circumstances, the Dean of Students may grant permission for a Southwestern student to participate in a semester-long study-abroad program or take their second, third, or fourth year at another school and receive a degree from Southwestern. The total number of units completed at other law schools must be approved by the Dean of Students.



Online Student Identity Verification Policy

Administrative policy approved June 30, 2023. Effective immediately.

Related policies and forms: [Computer & Network Use Policy](#); [Online Privacy Policy](#); [Student Records Policy—FERPA](#)

Scheduled review date: June 2025 (Chief Information Officer and Associate Dean for Online Education).

A. Policy Statement

Southwestern Law School is committed to maintaining the highest level of academic integrity and complying with Standard 511 of the American Bar Association's Standards for Approval of Law Schools and the provisions of the U.S. Higher Education Opportunity Act concerning verification of student identity in distance education. The purpose of these regulations is to ensure that the person who receives credit for the course is the same person who did the work for the course.

This policy outlines the procedures Southwestern uses to verify the identity of students participating in online or hybrid courses and programs. Southwestern does not charge fees for any student verification process.

B. Individual Courses and Grades

Each online or hybrid course must include a clear and actionable plan for verifying the identity of each student enrolled in the course. For courses in the Online J.D. Program, the plan must be approved by the Associate Dean for Online Education. For other courses, the plan must be approved by the Associate Dean for Academic Innovation and Administration.

In doctrinal courses, at least 50% of the course grade in an online or hybrid course must consist of work accomplished by the student when their identity is verified and it is highly likely that they are using only the aids intended (e.g., proctored examinations, live video presentations, video-based assignments, etc.). In skills and other courses, at least

20% of the course grade in an online or hybrid course must consist of work accomplished by the student when their identity is verified and it is highly likely that they are using only the aids intended.

C. Procedures

Not all of the tools and procedures listed below are used in every online or hybrid course. But in all online and hybrid courses, the means of verifying student identity equal or exceed the means used in residential instruction.

1. Identity verification during the admissions and matriculation processes:

During the application and admission process, student identity is vetted in accordance with standard practices. Students must provide their complete and true identity information in any identification verification process. Sharing or allowing others to use their username, password, or account is against Southwestern policy. To help verify identity, Southwestern may also ask an admissions applicant to show a current government-issued ID during an interview. Before matriculating into the Online J.D. Program, students must acknowledge that they have read this policy, the Computer & Network Use Policy, and the Online Privacy Statement. All admitted students must also show a current government-issued ID before Southwestern issues an ID and access card.

2. Secure username and password: Southwestern will provide each student with a secure username and password following initial registration ("Southwestern Credentials"). Each student's Southwestern Credentials enable authentication to various Southwestern systems, such as school email, the Canvas Learning Management System (LMS), the Portal (student information), and Colleague Self-Service (class registration, student grades, tuition). During the admissions process, students are emailed their Southwestern Credentials through the ACES2 Admissions CRM platform. For additional information, consult the "About Passwords" document on the Information Technology section of the Portal.

3. Strong password requirements and changes: Passwords must be at least 12 characters long, contain at least one alphabetic and one numeric character, be different from the last five passwords, and not be easily guessable (e.g., license plate, telephone number, birthday, etc.).

4. Multifactor authentication and single sign-on: Southwestern uses two-factor authentication to provide additional security for the student's username and password. Two-factor authentication is required for a student to access applications, including the learning management system. All students are issued Microsoft Active Directory account to authenticate against internal, hosted, and cloud solutions.

5. **Account responsibility:** Students are responsible for maintaining the security of usernames, passwords, and other required access credentials. An account is given to an individual for exclusive use by that individual. It is against Southwestern policy for a user to give someone their password or allow others to use their account. When using Southwestern resources, users must not attempt to disguise their identity, the identity of their account, or the machine they are using. Users are held responsible for all activities associated with their accounts and must report any compromises of their account immediately to ithelp@swlaw.edu. Attempting to discover another user's password or gain unauthorized access to another person's account, files, or email is prohibited and violates Southwestern's [Computer and Network Use Policy](#).
6. **Learning management system (Canvas):** Southwestern uses Canvas as its learning management system. Canvas integrates with Southwestern's authentication services to ensure appropriate and secure student access to courses and other student information systems. Students must use their Southwestern username and password to access Canvas. Only students officially enrolled in a course and student Teaching Assistants for the course are able to access the course Canvas page and academically engage in the course. In addition, every action within a Canvas course site registers on the extensive tracking features of Canvas, which track each user in terms of time and duration of the action and part of the site involved, even if the student does not post. Students are encouraged to associate a current photo with their LMS account to help visually identify the student.
7. **Assignments submitted via Canvas:** Students authenticate to Canvas using their Southwestern Credentials, which verifies their identity into the platform, thus ensuring the assignment is uploaded by the respective student.
8. **Synchronous classes:** For courses with online synchronous components, a faculty member may request that the Academic Administration department prepare a photo roster. Professors are encouraged to require students to keep their cameras on during each session, absent good cause. Professors may also choose to require students to submit a short video assignment at the start of the course that will help them get to know the students and create a baseline for future assignments or to meet virtually with students, with cameras on.
9. **Proctored examinations:**
 - a. **ExamSoft:** Most online examinations are administered using ExamSoft's Exemplify platform, which includes two features designed to verify student identity and ensure exam security. The ExamID feature uses facial recognition technology to ensure that the enrolled student is present

during the entire exam. The second feature is ExamMonitor, an advanced remote proctoring solution that ensures comprehensive monitoring of exam-takers through video and audio surveillance during the entire examination. Additional information about Examsoft is available on the Portal.

- b. Zoom proctoring:** In limited circumstances, Southwestern may authorize proctoring via Zoom. For Zoom proctoring, an individual authorized by Southwestern will observe as the student completes an examination or other assessment. Before the assessment begins, the student must share a current government-issued I.D. with the proctor. For Zoom proctoring, students will use two devices: one to take the test and another for a video feed to the proctor that show the student's face, the computer screen, and the workspace. A proctor may not work with more than 10 students at any given time.

D. Privacy

Southwestern is committed to ensuring the privacy of its students and student information. All methods of verifying student identity in distance learning protect the privacy of student information under the Family Educational Rights and Privacy Act (FERPA). All personal information collected for the purposes of this policy will be handled in accordance with applicable laws and Southwestern's [Online Privacy Policy](#).

Southwestern also reserves the right to use other technologies to verify student identity that are not specifically mentioned in this policy.

E. Responsibility for Student Identity Verification

1. The Information Technology department oversees username and password assignments and password changes, multi-factor authentication, Single Sign-On (SSO) protocols, system monitoring, and overall online security.
2. The Administrative Services Office verifies entering

student identities before issuing a Southwestern ID and access card.

3. The Registrar's Office is responsible for compliant proctoring.
4. Academic deans are expected to ensure that faculty within their programs are aware of and comply with this policy.
5. Individual faculty teaching online or hybrid courses are responsible for ensuring their individual courses comply with this policy.
6. When necessary, the Vice Deans or the President & Dean may address non-compliance through performance reviews or other measures as appropriate.

F. Reservation of Rights

Southwestern reserves the right to modify this policy at any time and for any reason.

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Public Service Policy

Faculty policy. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook; established as part of the Academic Policies and Procedures standalone policy in August 2022; established as a standalone policy in August 2023.

Related policies: None.

Scheduled Review Date: August 2025 (Public Service Program Law Clinic)

Pro bono legal services are an integral component of legal education and the practice of law. Per the California Bar resolution and American Bar Association Model Rules, which calls for fifty hours of pro bono service annually, Southwestern encourages pro bono participation by all members of the Southwestern community in the collective effort to defend equal access to our judicial system for persons of limited means and advance the public interest.

Southwestern's Public Service Program ("PSP") recognizes students' efforts to address systemic and poverty-related needs through pro bono service. For PSP purposes, "public interest" is broadly defined to encompass interests underrepresented by the private sector, including the interests of people experiencing poverty and ethnic minorities, and broad-ranging advocacy interests of public concern, such as the environment, animal welfare, and the welfare of future generations.

Public service is law-related work in the broader public sector category, which does not otherwise meet the definition of pro bono.

Southwestern students are asked to commit to and perform 75 hours of service by the April deadline in their final year of study. Graduating students who meet their 75-hour pledge will be recognized at commencement ceremonies, and a notation of Public Service Program distinction will be placed on their academic transcripts.

SOUTHWESTERN

LAW SCHOOL

Los Angeles, CA

Registration Policies and Procedures

Faculty policy. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook; established as part of the Academic Policies and Procedures standalone policy in August 2022; established as a standalone policy in August 2023.

Related policies: SCALE Program Policies; Master of Laws Program Policies; Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Attendance Policy; Student's Right to Cancel and Tuition Refund Policy; Religious and Cultural Observances Policy; Leave of Absence Policy (under development); Alumni as Visiting Students

Scheduled Review Date: April 2024 (Student Services Office)

A. Student Action Report (SAR)

A [Student Action Report](#) (SAR) form is required for the following registration transactions. In many cases, prior approval is required.

1. Adding a course after the add period
2. Withdrawal from a course after the drop period
3. Adding an honors program
4. Adding an externship
5. Request for unit overload or unit underload
6. Change of graduation date
7. Cross-registration
8. Change of vital data (e.g., address, telephone, change of name)
9. Change of status (e.g., day to evening, evening to day)
10. Request to exceed Credit/No Credit limit

B. Registering for Courses

Students should consult the [academic calendar](#) for the start date of classes and other important dates for their specific academic program.

Before the add/drop deadline, students must make course schedule changes must be made via Self-Service online. After the add/drop deadline, students must make course schedule changes via the Registrar's Office by completing a Student Action Report (SAR) and receiving approval from the Associate Dean for Student Services. Add/drop deadlines are listed on each program's academic calendar and the website.

1. *Adding courses*

Students who have completed the required 1L curriculum may add courses during the regular semester up to one week after the first day of the term as designated on the academic calendar. Summer session courses may be added up to one week after the first day of the summer session. January intersession and summer mini-term courses may be added until the first class of the term, as designated on the academic calendar. If a student enrolls in a course after the beginning of classes, the missed class(es) will be counted as absences at the discretion of the Associate Dean for Student Services. Students may not register only for mini-term courses during the fall and spring semesters.

2. *Dropping courses*

A student may not drop any required courses. Externships and Clinics may be dropped only with the approval of a Co-Director of Externships or the assigned Clinic Faculty Director.

A student is permitted to drop a course after the last day to drop classes only for serious and compelling reasons or as an approved disability or pregnancy accommodation. Approval for a course drop must be obtained from the Associate Dean for Student Services. Southwestern's policy requires that a student submit a Student Action Report (SAR) to the Student Services Office and meet with the Associate Dean for Student Services. Without an SAR, a course drop **cannot** be completed. If the petition is approved, a notation of "W" will be listed on the student's transcript for the course dropped.

A student may drop a non-required course through the first week of classes during the regular academic year and the summer session. January intersession and summer mini-term courses may be dropped through the first day of classes. After that point, any dropped course will be recorded as an Administrative Fail (*F), unless otherwise approved by the Associate Dean for Student Services. Students wishing

to drop a course after the last drop date should refer to Section E (Withdrawal).

The effective date of the course drop usually is the last day the student attended a class, but the Financial Aid Director will be consulted to ensure the effective date is accurate. Course drops cannot and will not be backdated before the last date of attendance. For information regarding pro-rated tuition refunds, students should consult the *Student's Right to Cancel and Tuition Refund Policy*.

c. Cross-Registration (for Non-SCALE J.D. Students)

Cross-registration occurs when full-time day or PLEAS/Part-time day students register for courses designated for the evening program or when evening students register for courses designated for the day division.

At the discretion of the Associate Dean for Student Services, certain courses designated for the evening division may be available for registration by day students, and certain courses designated for the day division may be available for registration by evening students. Students wishing to cross-register must complete a Student Action Report (SAR), indicating the reasons for the needed change (e.g., course conflicts, childcare issues, etc.). Cross-registration is allowed only with the approval of the Associate Dean for Student Services. Cross-registration will not be approved due to student preference for a certain professor or schedule. After the Associate Dean approves cross-registration for Student Services, students may enroll in the course online through Self-Service (if before add/drop) or via the Registrar's Office (if after add/drop).

Students who request cross-registration because of an externship obtained through the Externship Office must obtain approval from the Associate Dean for Student Services after receiving written approval from the externship by the Externship Office. This request must state why cross-registration is necessary. Cross-registration to accommodate part-time externships is unlikely to be approved.

d. Auditing Courses

Southwestern students and alums may take courses on an audit basis (i.e., no letter grades will be given; the auditor will not sit for exams or complete other assessments and will not receive professor feedback). Students must obtain permission from the Associate Dean for Student Services to audit a course. Alums may arrange to audit through the Registrar's Office. Courses that meet the experiential requirement, upper-division writing requirement, required Bar Readiness Curriculum, and other limited-enrollment courses requiring extensive class participation may not be audited. Requests to audit courses with waitlists or

high demand will generally not be approved. Courses taken on an audit basis will appear as an "AU" on a student's transcript. Southwestern students are charged the usual tuition rates for audited courses. Alums should refer to the *Alumni as Visiting Students Policy* and the [Tuition and Fees](#) page on the Southwestern website. SCALE students should refer to the *SCALE Program Policies* for the rules on auditing courses in the traditional program.

E. Withdrawal

If a student wishes to withdraw from Southwestern after the last day to drop classes without a penalty of an Administrative Fail (*F), approval must be obtained from the Associate Dean for Student Services. If the petition is approved, a notation of "W" will be listed on the student's transcript for all courses that semester. A withdrawal by a first- year student during either the fall or spring semester will result in the student having to re-apply for admission through regular admission channels. Admission to the next academic year is not automatic and will depend on the competitiveness of the incoming class.

Students requesting to withdraw from Southwestern must complete a withdrawal form and have an exit interview with the Student Services Office and the Financial Aid Office before submitting the paperwork to the Registrar's Office. Students requesting a withdrawal from the Southwestern with an outstanding tuition balance must contact the Accounting Office before visiting the Financial Aid Office to schedule payment arrangements.

Withdrawing from Southwestern does not prevent Southwestern from issuing a grade or any resulting academic determinations for a completed term.

SOUTHWESTERN

LAW SCHOOL

Los Angeles, CA

SCALE® Program Policies

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; revised in August 2023.

Related policies: Attendance Policy; Academic Policies and Procedures; Externship Program Policies and Guidelines; Grading Policies, Honors, and Specialized Courses; Graduation Requirements Policy

Scheduled Review Date: June 2024 (SCALE Office)

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When not explicitly delineated in this policy, SCALE students are governed by all other policies on the [Institutional Policies webpage](#).

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. Submitting assignments

a. *Unexcused late papers*

Timeliness in submitting assignments is essential to professionalism; therefore, students are expected to turn in assignments on or before the due date. When specified by the assigning faculty member, students should submit written assignments 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 the 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.

b. *Postponement of due date*

Any request for an extension to submit an individual assignment within an evaluation period must be in writing and directed to the faculty member who made the assignment. Subject to legal requirements for accommodations, faculty members will have the discretion to approve or deny the request and to set terms for an extension. The faculty member's decision will be in writing and 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 Student Services Office.

c. *Completion of assignments*

A student must perform all assigned work during a SCALE course. An unapproved Incomplete on an assignment 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 and may be placed on an involuntary leave of absence unless the student has received an approved Incomplete under the *Incomplete Work* in Section J of this policy.

B. Attendance

1. Class attendance

Regular and punctual class attendance is necessary to satisfy class hour requirements.

SCALE requires significant student collaborative effort. Students complete assignments and perform roles to benefit themselves and their classmates. A student's failure to fulfill attendance obligations disrupts the learning process. Therefore, at the discretion of each SCALE faculty member, students who are unprepared for a 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 will be withdrawn from the law school.

2. Externship attendance

Attendance and completion of the required hours for the SCALE II Period 8 externship are mandatory. The Co-Directors of the Externship Program have 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. 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.

2. Period 8 externships

The SCALE II Period 8 externship completes the SCALE experience and begins in March after the completion of Period 7. The Externship Office administers Period 8 externships. 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 policy 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. The Director of the Externship Program must approve each externship before the commencement of the externship.

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 and the SCALE Curriculum Charts are distributed to all SCALE students and 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 the schedule to be flexible and adaptable, and students should expect the SCALE schedule to change as circumstances dictate. Changes are communicated in a timely fashion to students, mainly via email.

3. Grading

SCALE course grades are assigned on an alphabetical system, except for Foundations of Law & Practice, 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 must demonstrate basic

competence in the area by performing alternative or additional assignments as determined by the course's faculty member. The grade in that course will not change depending on 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, provided 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 2 grades.

4. Writing requirement

SCALE students are required to fulfill Southwestern's upper-division writing requirement. This requirement can be satisfied by satisfactorily completing 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 must complete at least six credit hours of coursework 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 must complete courses in the traditional program to fulfill the required six units. The SCALE Period 8 Externship provides five 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 occur following Period 4 and before the commencement of Period 5. SCALE students are required to complete a minimum of 6 units during the summer session comprised of a 2-unit independent study paper based on the legal profession and an additional 4+ units consisting of at least one of the following options:

- participate in the traditional summer externship program;
- take at least one Southwestern summer session course; or
- participate in a Southwestern summer abroad program or non-Southwestern ABA-approved summer abroad program.

A maximum of eight 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 be part of the SCALE Period 5 term GPA and included in any academic standing calculations completed at the end of Period 5. These grades will also be part of the student's cumulative GPA calculation.

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 Section H of this policy; or
- b.** has been academically disqualified under *Academic Disqualification* in Section H of this policy; or
- c.** has failed to complete any assignment by the due date unless a postponement has been approved under *Postponement of Due Date* in Section A of this policy.

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 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;
- f.** have removed any approved Incomplete under *Incomplete Work* of this section; and
- g.** meet any other requirements outlined in the [Graduation Requirements Policy](#) not explicitly delineated in the *SCALE Program Policies*.

G. SCALE Program Honors

Eligibility for the invitation to Law Review, Law Journal, the Moot Court Honors Program, or the Negotiation 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. Students may be invited to participate in the Trial Advocacy Honors Program in their first year of SCALE. Continued participation in TAHP is contingent on the student's academic good standing at the end of the first year of SCALE.

SCALE students are eligible for scholastic honors as outlined under *Scholastic Honors*

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 the following:

a. A minimum cumulative GPA

SCALE students are disqualified if they do not maintain a cumulative GPA of 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 two consecutive evaluation periods commencing in Period 3, 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 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 because their term grade point average or cumulative grade point average is less than 2.330. Students on academic probation may not participate in externships, honors programs, or leadership positions. This restriction does not apply to the mandatory SCALE Externship in Period 8.

3. 2.5-Year modified curriculum

Before the commencement of the second year of SCALE, SCALE students may petition the Associate Dean for SCALE to participate in the 2.5-year modified curriculum. Under the modified curriculum, students 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 be eligible to graduate in December. Additional tuition will not be charged to accommodate the modified curriculum.

I. Issuing 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 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 the 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 Associate Dean for Student Services. 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 timeliness determination 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 Student Services Office **before** the scheduled exam time. Failure to do so may result in a grade of Administrative Fail (*F).

2. Removing an 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 Associate Dean for Student Services. All postponed work must be completed to the satisfaction of the faculty member who assigned it. Upon completion, the student's overall evaluation will be computed per the SCALE policies.

3. Failure to remove an incomplete evaluation

If any work is not completed according to the approved makeup 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 an involuntary leave of absence under 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 Associate Dean for Student Services 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 leave of absence terms may be withdrawn from the law school. Exceptions to this policy are allowed solely at the discretion of the Associate Dean for Student Services 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 explicitly outlined in the *SCALE Program Policies*.

2. Involuntary leave of absence

A student precluded from commencing an evaluation period under *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 extremely difficult 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 2.330 or for failing to achieve a GPA of at least 2.330 in each of two consecutive evaluation periods under Part H.1a or b 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.1a* or *b* 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 before the denial of the petition. A student whose petition is denied and currently enrolled in on-campus courses at Southwestern will automatically receive a full tuition refund for the period in which the student is enrolled.

Per the *Academic Disqualification, Academic Probation, and Academic Improvement Programs Policies*, students who have been disqualified and fail to meet the conditions of readmission will be automatically disqualified and will not be eligible to petition a second time to the Academic Standards Committee. The disqualification will be final, and the student will be withdrawn from the law school.

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 Associate Dean will make the transfer decision for SCALE, and the Associate Dean for Student Services. 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 exceptional circumstances and following approval by the Associate Dean for SCALE and the Associate Dean for Student Services.

Withdrawals from SCALE before the completion of Period 4 are governed by the *Leave of Absence* and *Withdrawal from SCALE* portions of this policy. The Associate Dean for Student Services 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 to receive unit credit for work 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 under the *Transfer into Traditional Program* rules above or qualify for a leave of absence pursuant to the *Leave of Absence* section of this policy, 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 for 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 and one course in the January intersession instead 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 with the SCALE grades and become 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 outlined in the *Attendance Policy* section of the Academic Policies and Procedures. SCALE students registered in traditional courses must abide by the add/drop dates published in the traditional academic calendar. If a student wishes to make a schedule change before the add/drop deadline, they 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 Associate Dean for Student Services 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 may do so only after obtaining written approval from the Associate Dean for Student Services 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 may do so only after obtaining written approval from the Associate Dean for Student Services and Associate Dean for SCALE. If the course is dropped after the traditional program's semester "drop" deadline date, 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 Associate Dean for Student Services and Associate Dean for SCALE.



Southwestern Summer Courses and January Intersession

Faculty policy. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook; established as part of the Academic Policies and Procedures standalone policy in August 2022; established as a standalone policy in August 2023.

Related policies: SCALE Program Policies; Registration Policies and Procedures; Student's Right to Cancel and Tuition Refund Policy; Student Tuition Recovery Fund

Scheduled Review Date: July 2025 (Student Services Office)

A. Summer Courses

Southwestern offers extensive summer programs comprising in-class courses during summer sessions and externships. Current Southwestern students, in addition to law students who have completed at least one year of law school and are currently in good standing at an ABA-approved or state-accredited law school, may enroll in summer courses at Southwestern. While full-time students in the full-time program are not required to attend summer sessions, part-time students must attend at least two summer sessions to graduate within four years. SCALE students may select the on-campus summer session as a SCALE summer session option. (See the *SCALE Program Policies* for more information.)

1. Computation of GPA for non-SCALE students

For purposes of computing the GPA, units earned in the summer session are used to compute a student's cumulative GPA. Grades earned in the summer session are not averaged with fall or spring semester grades. Units earned in summer sessions do not count toward determining academic disqualification based on a minimum GPA in two consecutive evaluation periods.

An academically disqualified student enrolled in a summer session may continue attending classes until notified by the Academic Standards Committee of its action on their petition. If the petition is approved, credit will be granted for completed summer session work. If the petition is denied, no credit will be allowed, and no grades for summer session courses will be recorded. In the event of a denial, Southwestern automatically will process a full refund for 100% of summer session tuition and fees, but cannot refund any Student Tuition Recovery Fund assessment, pursuant to California statute, or nonrefundable convenience fees.

3. Adding and dropping courses

For guidance on adding and dropping courses during a summer session, review the *Registration Policies and Procedures* on the Institutional Policies webpage.

4. Prerequisites

Each student is responsible for completing the course prerequisites listed in the registration materials and online through Self-Service and the Southwestern website. Course credit will be denied to any student enrolled without the proper prerequisite(s) unless waived by the Associate Dean for Student Services. All students should consult the summer schedule online through Self-Service and registration materials to see which courses are open.

B. January Intersession

The January intersession is held for one week each year following the fall semester's conclusion and before the spring semester's commencement. The intersession provides opportunities for students to enroll in skills-based and other courses. Only upper-division students may enroll in the January intersession. Students must attend all class meetings to receive unit credit. Eligible students are permitted to enroll in one course per intersession.

1. Computation of GPA for non-SCALE students

For purposes of computing the GPA, units earned in the January intersession are used to compute the cumulative GPA. Grades earned in the intersession are not averaged with fall or spring semester grades. Units earned in the intersession do not count toward determining academic disqualification based on a minimum GPA in two consecutive evaluation periods.

Grades earned in the intersession will remain on the transcript of an academically disqualified student regardless of the decision from the Academic Standards Committee.

3. Adding courses and schedule changes.

January intersession courses may be added up to the first class meeting. Course schedule changes must be made online through Self-Service unless after the drop deadline for the January intersession. For guidance on adding and dropping courses during a summer session, review the *Registration Policies and Procedures* on the Institutional Policies webpage.

4. Prerequisites

Each student is responsible for completing the course prerequisites listed in the registration materials and online through Self-Service and the Southwestern website. Course credit will be denied to any student enrolled without the proper prerequisite(s). Students should consult the January intersession schedule online through Self-Service and the registration materials to see which courses are open.

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Student Employment Policy

Faculty policy. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook; established as part of the Academic Policies and Procedures standalone policy in August 2022; established as a standalone policy in August 2023.

Related policies: None.

Scheduled Review Date: August 2025 (Student Services Office)

Southwestern Law School prohibits full-time students enrolled in more than 12 units per semester from working more than 20 hours per week during the academic year. Under this policy, full-time students must sign the 20-Hour Work Rule Acknowledgement Statement to attest that they comply with this policy throughout their law school career. Such signed statements are required as part of the first-year registration and become part of each student's file.

In addition to requiring students to agree to such terms, the schedule of classes and limited cross-registration into required courses in the evening program also helps to ensure that students may not work more than 20 hours per week. Full-time students who need to work more than 20 hours a week are counseled to transfer to the part-time program.

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Summer-Abroad Law Programs Policy

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; technical edits made in July 2023.

Related policies: Financial Aid Policy; Maximum JD Unit Policy; and Transfer and Visiting Students Policy.

Scheduled Review Date: June 2024 (Student Services Office)

A. Overview

Southwestern Law School sponsors a summer-abroad law program. Participants in the program must have completed their first year of study and be in good academic standing before the program's start to be eligible to participate. Additionally, the summer-abroad program director can limit enrollment to students with an academic record exceeding good standing.

If more than one summer-abroad program is offered, students may generally attend one Southwestern summer-abroad law program during their time at Southwestern. Students may attend a second Southwestern summer-abroad program at the program director's discretion in consultation with the Associate Dean for Students Services. A maximum of eight units from Southwestern abroad programs may be applied toward completing the J.D. degree. A director of a Southwestern-sponsored summer-abroad law program and the Associate Dean for Student Services must approve any deviation from the eight-

unit maximum requirement in writing. In determining whether a student may attend a second program, the director will consider whether space exists in the program so that the student seeking to attend a second program would not displace a student who has not yet had the opportunity to participate in a summer-abroad experience. Students interested in participating in summer-abroad programs sponsored by other law schools should consult the *Transfer and Visiting Students Policy* for procedures for approval and maximum unit restrictions.

B. Financial Aid Availability

Students should be aware that there may be limitations on financial aid availability for these programs and are strongly advised to contact the Financial Aid Office as early as possible before registering or paying any program fees.

SOUTHWESTERN

LAW SCHOOL

Los Angeles, CA

Examination Policy

Administrative policy approved July 22, 2022. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; revised in October 2023.

Related policies: Religious and Cultural Observances Policy; Incomplete Grade Policy; Grading, Scholastic and Other Honors, and Specialized Courses Policy; On-Campus Examination Policies (posted on the Registrar’s Office page of the Portal); Student Honor Code.

Scheduled Review Date: July 2025 (Registrar’s Office)

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A. Examination Procedures

All midterm and final examinations will be in person and on campus, even if the course is being taught remotely. The course syllabus will include any exceptions to the in-person and on-campus midterm and final examinations. The Law School reserves the right to change exam administration from on-campus to remote at any time where circumstances render on-campus exam administration unsafe or unfeasible. If circumstances allow, the administration

will work with students approved for remote attendance to provide appropriate on-campus testing space.

The examination schedule will be published on the Registrar's Office and Course Specific Information pages on Southwestern's portal. Each student is responsible for registering for courses that allow for an examination schedule that can be managed without alteration. Each student must take the examination on the date and time scheduled for the study and section in which the student is enrolled. No allowance will be made for students who are late to the examination or who fail to complete any part of the examination for any reason. Exceptions to this policy will be made only in the following instances:

1. Administrative change of exam date or time

Administrative changes of time or date resulting in a conflict of exam schedules are a basis for changing exam time and date. Relief from such a conflict will be granted when the conflict is not apparent at registration. A conflict occurs only when two or more examinations are scheduled on the same date and time. Any other administrative changes to the time or date of an exam may be made only due to extraordinary circumstances, religious observance, disability, and pregnancy accommodations.

The following are examples of reasons that may qualify under this extraordinary circumstances provision:

a. Student illness

The student will be expected to visit and obtain appropriate documentation from a treatment provider, such as a physician. The student must also obtain a written statement about the student's illness and fitness to return. If the student receives appropriate documentation on a timely basis, the Associate Dean for Student Services may permit the student to take the examination at the time and under the conditions the school administration determines. If the student does not visit or obtain the appropriate documentation on a timely basis, the student risks receiving an "F" or "Administrative F" grade in the course. Depending on when the illness occurs during the examination cycle, when the appropriate documentation is received, and other factors, the student may have to wait until the next time the examination for that course is offered to take the examination.

b. Death or serious illness

Death or serious illness of a person in the immediate family or another person

with whom the student has a similarly close relationship, which requires the student's attention away from the Law School. Please note that while the Law School may be able to reschedule an examination that falls on the day of a funeral, it may not be able to reschedule the examination several days after the funeral.

c. Unavoidable conflicts

Unavoidable conflicts with court hearings or other administrative proceedings connected to the Law School clinical programs, but only if the student has exhausted all means of avoiding the conflict by attempting to reschedule the hearing or to have another attorney handle the hearing if feasible.

d. Unavoidable military commitment

Requests for such changes must be directed to the Student Services Office.

2. Deferment of examination for exigent circumstances

When extraordinary circumstances prevent a student from taking an examination at the scheduled time, the following procedures are to be followed:

- a.** The student must notify the Student Services Office and the Registrar's Office **immediately** of the circumstances preventing the student from taking the exam. The student must provide notice **before** the exam.
- b.** The student must submit, as soon as possible, a [Special Exam Administration Form](#) requesting a deferred examination and appropriate documentation supporting the request to the Student Services Office.
- c.** If, after considering the request, permission is granted for a deferred examination, an alternative exam date will be scheduled for that exam period, or a mark of Incomplete will be entered for that course. Absent extraordinary circumstances as determined by the Associate Dean for Student Services or the Registrar's Office, examinations that qualify for rescheduling under this policy will be rescheduled for the next available time that does not create a new conflict under this rule, which may be on a weekend or a date after the official close of the examination period. Absent extraordinary circumstances approved by the Vice Dean(s), no examination will be rescheduled for a time before the regularly scheduled examination. Within these parameters, the Registrar's Office can select the date, time, and location of the deferred examination.

- d.** In most circumstances, a deferred examination to make up an Incomplete will be taken on the next occasion when the faculty member from whom the student took the course offers an examination in that course. If the faculty member is not offering an exam in that course within one year, the student **must** take the regularly scheduled exam from any other faculty member offering an exam in that course within one year.
- e.** It is the student's responsibility to submit a [Special Exam Administration Form](#) to the Student Services Office for approval at least one month before the exam period in which the deferred exam to make up the mark of an Incomplete will be taken. The Student Services Office will forward the approved form to the Registrar's Office to make appropriate arrangements for the deferred exam.
- f.** A student graduating before the course is offered again may petition the Associate Dean for Student Services for approval to make up the exam to avoid a delay in graduation. The student must **refrain from seeking approval directly from the professor** as such action will compromise the anonymity of the exam. The student may not graduate with a mark of Incomplete on the transcript.

A student who is denied permission to take a deferred exam or a student who fails to take an approved deferred exam within one year will receive an Administrative F (*F) in the course unless the delay was approved in writing by the Associate Dean for Student Services (e.g., in the case of a disability or pregnancy accommodation). An Administrative Fail is calculated as an F in the student's GPA.

3. On-campus examination policies

Students are expected to review and abide by Southwestern's [On-Campus Examination Policies](#), which is located on the Portal. Policy violations may constitute misconduct under Southwestern's Student Honor Code.

4. Exemplify and ExamSoft

Exemplify is the student interface for ExamSoft, Southwestern's computer-based testing software. Students must ensure that their computer systems and software are up-to-date and compliant with Exemplify's requirements before sitting for exams. Students are responsible for uploading their exam responses correctly and, if there is an issue, working directly with ExamSoft to address it.

B. Criteria for Final Course Grade

The final grade in all seminars will be based on the criteria set out in the course syllabus.

In all other courses, subject to the below paragraphs, in-class examinations will determine final grades. An examination's minimum length will equal the number of units allotted to the course; however, faculty may elect to give a three-hour exam for a four- unit course. Any faculty member can increase a two-hour examination to three hours and a three-hour exam to four hours, but no examination will exceed four hours.

Legal Analysis, Writing, and Skills I and II, clinics, externships, practicums, skills courses, courses satisfying the writing requirement, Independent Study, credit/no credit courses, and any course specifically adopted by the faculty to be graded on a different basis, are exempt from this provision.

The final examination will be an in-class examination (unless remote administration of exams becomes necessary) that will include an essay-type question or questions which will require a minimum of 40 minutes to analyze and develop an appropriate answer. Multiple- choice questions may comprise up to 50% of the final examination.

In all first-year doctrinal courses (including those that are part of the part-time program and scheduled in the second year), the Law School encourages faculty to use a variety of pre-final examination assessment methods, subject to the faculty member basing at least 75% of the final grade on the final examination, which must include an in-class essay examination. Each graded formative assessment or type of formative assessment (e.g., all quizzes) may not count for more than 15% of the final grade.

In all upper division required and elective courses, the Law School encourages faculty to use a variety of pre-final examination assessment methods, subject to the faculty member allocating at least 50% of the final grade on the final examination which must include an in- class essay examination.

Faculty may use a variety of formative assessments beyond essay and multiple-choice (e.g., shorter essays focused solely on analysis or multiple-choice with short answer explanation), if the assessment fits with the course learning objectives.

Nothing precludes any faculty member from requiring the satisfactory completion of additional ungraded assignments during a semester. Such work will not have any bearing on a student's final grade, but the failure to satisfactorily complete any such assignments will result in the student receiving a grade of F.

The grading methodology used for the final course grade must be delineated in the course

syllabus by the first day of class.

The above provisions are waivable upon application to the Office of the Vice Dean(s).

C. Examination Review

Faculty typically review final examinations with students upon individual student request. All written examinations will indicate raw points for each question, and a total raw point score will be marked. Students should be aware that the faculty may only change grades as provided in the Policy on Changing Grades section of the Grading, Scholastic and Other Honors, and Specialized Courses Policy. The purpose of the review is solely to enhance the student's education.

1. Grades below C+

A student with a grade of C or below is entitled to an individual conference with the faculty member to determine the causes of the student's poor performance. This conference should not be construed as an opportunity to dispute the grade assigned.

2. Grades of C+ and above

Individual conferences with faculty cannot be expected, but some feedback is appropriate for students with grades of C+ and above. Members of the faculty may devise their methods to provide such feedback.

3. Examination return and retention policy

The multiple-choice score sheet is returned to the student. The law school retains the question-and-answer sheets for multiple-choice questions and prohibits copying, photographing, or duplicating these items. The Law School will make this portion of any examination available to the student during business hours for a reasonable period following the completion of the grading process.

Bluebooks and typed examinations are distributed to students following the completion of the grading process, typically from the Registrar's Office. Graded exams are retained in the Registrar's Office for one year and then destroyed.

Copies of many older essay examinations are available through Southwestern's Portal.

Faculty members are encouraged, but are not required, to provide either a model answer or an outline of the issues indicating how they were weighted.

Faculty members are encouraged to conduct a "post-mortem" review of the fall exam in a two-semester course early in the spring semester.

D. Policy Revisions

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without prior notice.



Examination Administration Contingency Plan

Administrative policy approved October 11, 2023. Effective immediately. Revision history:

None; new policy.

Related policies: Online Student Identity Verification Policy

Scheduled Review Date: July 2024 (Associate Dean for Academic Innovation and Academic Administration)

A. Purpose

Southwestern Law School seeks to be prepared for emergencies, including during examinations. This plan is designed to provide notice about how Southwestern intends to proceed with scheduled in-person and remote examinations when Exemplify is unavailable or if the campus is closed due to an emergency. Emergencies include but are not limited to a severe weather event or natural disaster, power loss, epidemic, emergency evacuation of the examination room, or civil disturbance.

The plan is subject to change based on the specific nature of the emergency, Southwestern's technological ability to communicate with students, guidance from government officials, or for other unforeseen reasons. If Southwestern deviates from the plan below, Southwestern's decisions will consider factors such as examination integrity, the course professor's input, fairness and equity to impacted students, when the examination will occur in relation to the start of the emergency, the anticipated length of the emergency, and potential impact on subsequent examinations, if any, in the examination period.

This policy applies to midterm examinations, final examinations, and other assessments scheduled through the Registrar's Office.

B. Communicating Under This Policy

If Southwestern activates this plan, an appropriate member of the senior leadership team will notify impacted students and faculty members via Southwestern email. Southwestern may also send a message via SW-Alert. Members of the Southwestern community are encouraged to register for SW-Alert on the Emergency & Safety section of the portal.

C. Exemplify Is Unavailable

1. In-person examination

Exemplify has proven to be reliable but could become unavailable due to a power outage, cyber attack, or other emergency.

If Exemplify is unavailable, the examination will proceed at the scheduled time, but students will complete their examinations using Blue Books and Scantron sheets. Any word or page limits established in the examination instructions will not be enforced. If Blue Books and Scantron sheets are unavailable, Southwestern may reschedule the examination.

Students unable to complete the examination using a Blue Book or Scantron (e.g., due to an accommodation that requires the use of software licensed by Southwestern) will complete the examination using a loaner Southwestern device. If a device is not available, Southwestern will work with each affected student to develop an equitable solution.

2. Online, remote examinations

A professor may change the examination's composition from that previously announced to the class (e.g., an examination originally planned to include essays and multiple-choice questions may change to only essay questions or include fewer multiple-choice questions) and impose a word or page limit.

The examination will be administered as an open-book, open-note take-home examination. "Take-home" means an examination not administered on campus and not proctored. The examination will become available on Canvas, Southwestern's Learning Management System, at the regularly scheduled examination time and will be available for the originally planned duration (e.g., three hours).

More specifically, Southwestern will release the examination on the Exam Administration Canvas course. Students will complete the examination using Word and will upload their completed examination answers to the Exam Administration Canvas course. Canvas will track the time the examination is uploaded. Students will be allowed a 10-minute grace period for downloading, printing, and/or uploading the examination,

but are on their honor to use this grace period only for those purposes.

If Canvas is not functioning, students will be instructed to send an email to exams@swlaw.edu, including the course name and professor in the subject line, to receive their examinations. They will complete the examination using Word and will return the examination by email. If a student returns an examination answer after the permissible time period, including a 10-minute grace period, the professor has discretion about whether to accept the examination and if so, whether to impose a grade or point penalty. If the Student Services Office concludes that the failure to return the examination answer on time resulted from an excusable technological difficulty, the Office will determine whether the professor should grade the examination for a letter grade or on a C/NC basis.

D. Southwestern's Campus Is Closed Due to an Emergency

If Southwestern's campus is closed due to an emergency, for examinations that were to be administered on campus, Southwestern will endeavor to administer those examinations remotely at the scheduled time or as close to the scheduled time as possible. Examinations previously scheduled as remote examinations will proceed remotely, as scheduled.

Examinations will be administered remotely via Examplify and comply with the Online Student Identity Verification Policy. Remote exam security features may include ExamID and ExamMonitor (these features provide identity verification via facial recognition and video/audio recording of your examination setting during the examination).

Under these circumstances, a professor may change the examination's composition from that previously announced to the class (e.g., an examination originally planned to include essays and multiple-choice questions may change to only essay questions or include fewer multiple-choice questions) and impose a word or page limit.

For students who complete examinations on Southwestern-provided devices, Southwestern will endeavor to provide a loaner Southwestern laptop for the students to complete their examinations remotely. If a device is not available, Southwestern will work with each impacted student to develop an equitable solution.

E. Examplify Is Unavailable and Southwestern's Campus Is Closed Due to an Emergency

If Examplify is unavailable and Southwestern's campus is closed due to an emergency, all students will complete their examinations remotely. The examination will be administered as an open-book, open-note take-home examination. The administration will follow the process outlined in Section C(2).

A professor may change the examination's composition from that previously announced to the class (e.g., an examination originally planned to include essays and multiple-choice questions may change to only essay questions or include fewer multiple-choice questions)

and impose a word or page limit.

For students who complete examinations on Southwestern-provided devices, Southwestern will endeavor to provide a loaner Southwestern laptop for the students to complete their examinations remotely. If a device is not available, Southwestern will work with each impacted student to develop an equitable solution.

F. Emergency During an Examination in Process

If an emergency occurs while an examination is in progress, Southwestern will evaluate the situation and assess options on a course-by-course basis, taking into account how much of the examination time remains and how long the emergency may last. A non-exhaustive list of possibilities includes allowing students to complete the examination at a later point, perhaps shortly thereafter (e.g., in the event of a fire alarm sounds but the campus is safe to re-enter); grading the examination on the basis of work completed at the time of the disruption; administering the examination on a later date, whether as a schedule examination or take-home examination; or grading on a C/NC basis with or without an Incomplete option. Except when the examination is restarted shortly after the disruption, a Vice Dean will make every effort to consult with the faculty member whose examination is impacted by the emergency before selecting the option to apply.

G. Policy Revisions

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without notice.

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Accounts Receivable Policy

Administrative policy approved July 22, 2022. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; technical edits made in July 2023.

Related policies: None.

Scheduled Review Date: July 2025 (Accounting Office)

A. Student Financial Responsibilities

1. Students must pay their account's tuition and other charges. Southwestern will collect outstanding amounts from students and graduates using all available legal means.
2. Satisfaction of a student's account means payment of tuition and other charges in full, payment in accordance with the deferred schedule as approved by the Accounting Office, and making satisfactory payment arrangements in writing with the Accounting Office.
3. Southwestern may cancel registration for or retroactively withdraw from courses any student whose tuition is in arrears. The student may not continue attending classes until the past-due tuition or fees are paid.
4. The Registrar's Office will not release a diploma for any student whose account is not satisfied or current.

B. Accounting Office

1. The Accounting Office is primarily responsible for student account collection, including tuition, mandatory fees, library fines, and non-sufficient funds check charges and restitution.

2. The Accounting Office will review the account of every student scheduled to complete their studies and graduate. Every student with a tuition or fees balance will receive a letter that they will be precluded from participating in commencement exercises or receiving a diploma if they do not satisfy their account.
3. The Accounting Office must approve any special payment arrangements. A student who does not satisfy their account as provided in paragraph B(2) will receive a second letter stating that failure to make payment within ten calendar days will result in Southwestern notifying licensing authorities of the student's debt and failure to make any arrangements to satisfy the debt. The student will receive a copy of the proposed statement with the second notice letter.
4. Each semester, the Accounting Office will remind teaching faculty members of the reason for auditing their attendance rosters. Faculty members may not allow an unregistered student to attend course sessions. Faculty members should report to the Registrar's Office any students attending their course who are not enrolled.

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Enrollment Terms and Conditions Policy

Administrative policy approved July 22, 2022. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; substantive edits were made in August 2023 in light of the Bureau of Private Postsecondary Education's approval of Southwestern Law School in July 2023.

Related policies: Financial Aid Policy; Student's Right to Cancel and Tuition Refund Policy.

Scheduled Review Date: July 2025 (Accounting Office; Financial Aid Office; Student Services Office)

A. Enrollment Policy

To fulfill Southwestern's enrollment requirements, students must pay Southwestern any due and payable tuition and fees. Cash and check payments must be made to the attention of the Accounting Office by the date(s) specified on the student's monthly reminder emails. Online payments can be made using the link "Pay On My Account" via the Student Portal. A nonrefundable 2.6% convenience fee is included for online payments by credit card or charge card, and nonrefundable \$1.75 convenience fee is added for electronic checks. After signing the Enrollment Agreement, students may withdraw and receive any applicable refund by providing notice to the Student Services Office at the following address:

Student Services Office
Southwestern Law School
3050 Wilshire Blvd.
Los Angeles, CA 90010-1106
studentservices@swlaw.edu

Please see the Student's Right to Cancel and Tuition Refund Policy for specific timing issues and refund amounts. In the fall semester, the first session of LAWS is the first day of instruction for first-year day, first-year PLEAS/Part-time day, first-year evening, and first-year SCALE students.

Nothing in this policy applies to housing obligations. Housing obligations are addressed separately in the housing contract and application.

B. Payments

According to the student account balance terms and conditions, tuition may be paid in installments, including the applicable deferred payment plan fee. Pay must be made by each due date to ensure the student's enrollment is not subject to cancellation.

Students agree to pay all other charges incurred upon presentation. Failure to make timely payment could be cause for cancellation of enrollment and could result in Southwestern rightfully withholding the degree until such amounts owing are paid in full.

Students are obligated to pay, to the extent permitted by law, all actual and reasonable costs of collection incurred by Southwestern caused by the student's default under the terms of enrollment. "Default" means failing to make any installment payment, tuition payment, payment of other fees, or charge payment on or before the due date, as stated in the monthly reminder emails. A payment made by a check returned unpaid from the payor's bank constitutes a failure to make payment. If Southwestern brings an action to enforce the terms of enrollment, the student may be required to pay all costs of this action, including reasonable attorney's fees.

C. Online Student Account Billing Statement

Students are responsible for periodically checking their Online Student Account Billing Statement (AR) and verifying timely payments online via Self-Service or the Student Portal. The Accounting Office will send a monthly reminder email to students' Southwestern email accounts as payment due dates approach.

The Online Student Account Billing Statement (AR) allows students to see a detailed level of their student account, including payments, charges, and refunds, which are updated in real-time. The "Installment Amount" available on the Online Student Account Billing Statement (AR) is not updated in real-time. The installment amount is calculated at the beginning of each term when a student signs up for a payment plan.

D. Late Charges and Late Fees

The student's account will be charged \$100 for each payment not received by each of the due dates specified in the monthly reminder emails. Late fees will be assessed on all outstanding balances, including but not limited to missed tuition payments, outstanding parking fees, and library fines. Late fees are nonrefundable.

E. Financial Aid

Students may apply for financial aid to defray the costs of attending Southwestern. A student's application for financial aid does not relieve the student of their complete responsibility for paying all tuition, fees, and other rightful charges to Southwestern. Tuition payment(s) are due and payable as outlined in the monthly email reminder regardless of whether financial aid may be received.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Federal Financial Aid Eligibility Policy

Administrative policy. Effective immediately; increased summer minimum hours effective as of Summer 2024

Revision history: Technical edits made December 15, 2021; revised September 18, 2022, to increase summer minimum hours effective as of Summer 2024; revised November 18, 2022, to change summer minimum hours effective as of Summer 2024.

Scheduled Review Date: August 2023 (Office of Financial Aid)

A. J.D. Students

1. General Eligibility

Southwestern Law School's Juris Doctor (J.D.) program is accredited by the Council for the Section of Legal Education and Admissions to the Bar of the American Bar Association. As such, a Southwestern J.D. student may be eligible to receive Federal financial aid if the student:

- is enrolled or accepted for enrollment as a J.D. student on at least a half-time basis;
- is a U.S. citizen or national; is a permanent resident of the U.S.; provides evidence from the [U.S. Citizenship and Immigration Services](#) that they are in the U.S. for other than a temporary purpose to become a permanent resident or citizen (a copy of the green card may be required); or is a permanent resident of the Trust Territory of the Pacific Islands or the Northern Mariana Islands;
- has financial need (for need-based aid only);
- is maintaining Satisfactory Academic Progress according to the standards and practices of Southwestern as outlined in the "Academic Policies" and the "Finance and Financial Aid Policies" sections on the Institutional Policies page of Southwestern's website;
- does not owe a refund on a Pell Grant, Perkins Loan, or FSEOG; and
- is not in default on any student loan.

The Office of Financial Aid will determine aid eligibility once the office has received the student's FAFSA and all required supporting documents. Please visit Southwestern's Financial Aid [webpage](#) for additional information about financial aid, including:

- how to apply;
- deadlines;
- veteran benefits;
- FAFSA;
- Southwestern's financial aid application;
- Southwestern's Financial Aid Code of Conduct;
- Direct Unsubsidized Loan Master Promissory Note;
- Direct Graduate PLUS Loan Master Promissory Note;
- packaging policies;
- award notifications;
- entrance and exit interviews;
- award disbursements;
- appeals;
- confidentiality;
- FAQs; and
- contact information.

2. Minimum Hours Status

Among other federal requirements, only students enrolled on at least a half-time basis are eligible to receive federal aid. Therefore, regardless of whether a student is classified as a full-time or part-time student by the Registrar's Office, loan eligibility for federal aid purposes requires at least half-time enrollment, as defined below:

Semester or Period*	Full-time status	Part-time status
Fall or Spring	5 credits	5 credits
Summer 2023	2 credits	2 credits
Summer 2024 and beyond	3 credits	3 credits
SCALE (Periods 1-8, excluding Summer)	5 credits	N/A

*May include J.D. study-abroad programs and J.D.-dual-degree programs.

3. Recalculation of Aid Awards:

A financial aid award will be recalculated only for status changes that occur during an add/drop period or for program changes (i.e., a change from the full-time to

part-time J.D. program, or the reverse). If a student drops classes during this period but remains enrolled in at least one course, the student's eligibility to receive federal loans may be impacted. More specifically, if a student receives a federal loan disbursement based on preliminary registration information but then drops enough credits to trigger a change in status (e.g., a change from full-time to half-time), an "over-award" situation may exist. When an "over-award" occurs, federal financial aid funds must be returned. In addition, as required by federal regulation, the student's status is periodically reported to the National Student Loan Data System. A loss of aid eligibility may cause the grace period or loan repayment obligations to begin. Accordingly, federal loan recipients must contact the Office of Financial Aid when making schedule changes that would impact their enrollment status. In addition, if a student adds or drops classes after receiving a financial aid disbursement, the student may then owe additional sums to the Law School.

4. Relationship to Other Policies

Aid eligibility operates independently from other requirements — including, but not limited to, student visa enrollment requirements for international students and approvals necessary to drop classes while in the required curriculum. The Dean of Students must approve reduced course loads for students in the required J.D. curriculum. Title IV return calculations for students on leave or who withdraw are handled in accordance with other applicable policies, including the tuition refund policy.

B. LL.M. Students

Southwestern's Master of Laws (LL.M.) programs are not accredited. As such, students admitted into those programs are not eligible to receive Federal Financial Aid. Students admitted into an LL.M program may pursue private educational funding.

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Financial Aid Policy

Administrative policy approved July 22, 2022. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; updated February 2023 to refer to and make consistent with related policies; technical edits made in July 2023.

Related policies: Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Academic Policies and Procedures; Federal Financial Aid Eligibility Policy; and Financial Aid Satisfactory Academic Progress Policy

Scheduled Review Date: August 2025 (Financial Aid Office)

A. Overview

The Financial Aid Office at Southwestern seeks to provide or secure financial assistance for its students whenever possible. To this end, the law school has developed a financial aid program that includes scholarships, loans, and employment. Information about these programs can be found at <https://www.swlaw.edu/finaid>.

Southwestern actively participates in the Federal Direct Unsubsidized Loan Program, the Federal Direct Graduate PLUS (Grad PLUS) Loan Program, and the Federal Work-Study Program. In addition, the law school is fully approved for JD students who wish to use their veteran educational benefits.

All financial aid administered through the law school is awarded on a nondiscriminatory basis without regard to race (including hairstyle and hair texture), ethnicity, color, religion, creed, ancestry, national origin, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, parental status, marital status, age (40 and over), disability (mental and physical), medical condition, citizenship status, military status or service, veteran status, genetic information, or any other classification protected by law in matters of admissions or in the educational programs (including retention of students) or activities Southwestern operates. Detailed information on the law school's financial aid programs and the application process is included in the Southwestern catalog.

Eligibility for financial aid is contingent upon minimum enrollment and academic performance requirements.

B. Consulting with a Financial Aid Counselor

Any student who has applied for or who has received financial aid should read the Academic Policies and Procedures, and Academic Disqualification, Academic Probation, and Academic Improvement Program Policies, and should consult with a financial aid counselor (not clerical staff) in Room W102 as soon as possible before any of the following:

1. The student transfers from one program of study to another (e.g., from the day program to the evening program).
2. The student drops below half-time status (less than five units per semester or SCALE term, or less than two units for summer (less than three units starting in summer 2024)) or withdraws from school.
3. The student repeats a course(s) for no credit or plans to sit in on a class to make up an Incomplete.
4. The student takes an official leave of absence.
5. The student is academically disqualified. (Please note: Once a student is academically disqualified, eligibility for all financial aid, including but not limited to scholarships, loans, grants, and student employment, is lost immediately. Students are strongly urged to see a counselor in the Financial Aid Office to discuss the financial ramifications of academic disqualification.)
6. The student is readmitted after academic disqualification.
7. The student plans to attend another university temporarily (i.e., visiting status, study abroad, etc.).
8. The student transfers to another school.

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Financial Aid Satisfactory Academic Progress Policy

Administrative policy approved May 1, 2023. Effective immediately.

Revision history: Formerly part of the Financial Aid Policies & Procedures Manual; clarifying language added when established as standalone policy in May 2023; technical revisions in October 2023.

Related policies: Academic Policies and Procedures and Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Grading, Scholastic and Other Honors, and Specialized Courses Policy; SCALE Program Policies

Scheduled Review Date: Financial Aid Office and General Counsel's Office May 2025

A. Background

Federal regulations require financial aid recipients to maintain Satisfactory Academic Progress (SAP) toward a recognized degree program to continue receiving Federal Student Aid (FSA) (e.g., Direct Unsubsidized Loan, Graduate Plus Loan, or Federal Work- Study).

To maintain SAP, a student must earn acceptable grades and complete enough units to keep progressing toward degree completion in an acceptable time frame. This Policy describes Southwestern's standards for measuring whether a student is maintaining SAP and the consequences of failing to maintain SAP.

B. SAP Versus Southwestern Academic Policies

SAP standards may differ from the academic progress policies of a Southwestern program. The Financial Aid Office will notify a student, whether currently receiving FSA or not, who does not maintain SAP about their FSA disqualification and ability to appeal that disqualification. While Southwestern may allow a student to continue at Southwestern following an appeal of Academic Disqualification, that student may still lose the ability to obtain FSA to pay for their tuition and expenses for one or more terms.

C. Evaluation

A student must meet three standards to demonstrate satisfactory academic progress: Grade Point Average, Pace, and Maximum Timeframe. Southwestern's Financial Aid

Office evaluates student progress under these standards once each academic year for all continuing students, typically at the end of the spring semester or, for SCALE students, after Period 4. Disqualification will begin at the beginning of the fall semester or, for SCALE students, at the beginning of Period 5.

1. Grade Point Average (GPA) Requirement

All FSA recipients must have a cumulative GPA of at least 2.330 at the conclusion of each spring semester or, for SCALE students, at the conclusion of Period 4.

2. Pace Requirement

All FSA recipients must complete at least 66.7% of the units attempted each academic year to keep pace toward graduation. F (Failure), *F (Administrative Fail), INC (Incomplete), NC (No Credit), and W (Withdrawal) grades will count as attempted units but will not be considered as earned units. All other grades will be counted as both attempted and earned.

Transfer credits are included in the SAP calculation regardless of whether the student received FSA for the applicable courses and regardless of how the courses are counted toward the student's current law degree requirements. Transfer credits are counted toward a student's attempted and completed courses. Transfer credits are counted only toward the pace requirement and are not considered when calculating the student's cumulative GPA.

If a student repeats a previously passed course, only the first enrollment will apply toward the completed unit count and SAP evaluation; subsequent repeats will not. When a student completes and passes a previously failed course, both attempts will count toward the pace requirement, and both attempts will be considered when evaluating the cumulative GPA. Students who are restarting their JD program should review **Section E** below.

Credit/No Credit courses, such as an externship or a clinic, are not counted in the student's GPA. Thus, Credit/No Credit classes are included in the pace evaluation but not the GPA evaluation for purposes of determining SAP. If a student receives an INC in a Credit/No Credit course, the course is included in the pace evaluation but not the GPA evaluation.

Incomplete grades count as an earned unit and will count toward the GPA evaluation once a grade on the 4.0 scale is entered on the student's transcript.

3. Maximum Timeframe Requirement

Southwestern measures a student's timeframe in attempted credits. A student will no

longer be eligible for FSA funding once it becomes mathematically impossible for the student to complete their program within the 150% time frame. For example, a J.D. student is required to complete 87 credit hours to graduate. Thus, the maximum allowable credit hours a J.D. student can attempt is 130.5 credits. A student may not extend the degree date after they satisfactorily complete 87 units and all required courses.

An enrollment period from which a student withdraws after the add/drop date counts toward a student's maximum timeframe. "Enrollment period" means spring, fall, and summer terms, and SCALE periods. Enrollment periods in which the student did not receive FSA count toward the maximum timeframe. As a general rule, at the end of the semester or period in which a student earns all credits to complete the J.D. degree, FSA eligibility for that degree ceases.

The ABA Standards and Southwestern's policy require that a J.D. student complete the course of study within 84 months of matriculating, absent extraordinary circumstances.

D. Notification

Within 10 business days of completing the FSA SAP evaluation for an academic year, the Financial Aid Office will email every student who has failed to maintain FSA SAP; the email will be sent to all students at Southwestern (e.g., SCALE, full-time, and part-time students), regardless of whether the student is currently receiving Title IV aid. This email will inform the student that they are no longer qualified to receive Title IV aid until they have cured their cumulative GPA or pace. The email also will describe the steps the student can take to appeal the disqualification of eligibility to receive Title IV aid. The SAP Appeal Form is included with the email. This notification is made to all students (Title IV recipients and those choosing not to use Title IV aid) not making SAP. Those not using Title IV aid will be informed that before receiving Title IV aid, they must either have cured their deficiency or submitted and been granted an appeal to the disqualification should they decide in the future to use Title IV aid.

E. FSA Probation

A student can reestablish FSA eligibility only by (1) meeting SAP requirements in a following academic year or (2) successfully appealing the disqualification and meeting SAP requirements by the end of the SAP probation. Failing to cure the cumulative GPA requirement during probation will result in the student losing FSA eligibility until their cumulative GPA is restored to SAP standards.

A student must reestablish FSA eligibility even if the student is not enrolled for some period after failing to maintain SAP. Restarting a program does not erase the previous grades received. Accordingly, a student who restarts a degree program after earning grades below the SAP cumulative GPA standard is subject to FSA disqualification upon return and must appeal if they

wish to obtain FSA. If Southwestern grants the appeal, the student is put on FSA probation and must correct any GPA and pace issues, using their previous units and the units earned during the FSA probationary period, if the student is to continue receiving FSA after that probationary period.

A student who withdraws or takes a leave of absence during the spring semester or, for SCALE students, during period 4 with a cumulative GPA that is less than 2.330 will still have their SAP evaluated at the end of the spring semester or, for SCALE students, period 4. The student would be disqualified from receiving FSA when they return, although they can appeal this disqualification. If Southwestern grants the appeal, the student could be placed on FSA probation and receive FSA for the returning enrollment period. The student must correct the issues that led to the FSA probation before receiving FSA after the FSA probationary period.

F. Appeal Process

Students who fail to maintain SAP may appeal. The appeal process is to provide information to Southwestern's Financial Aid Appeals Committee (Committee) that is not captured on the student's academic record but has impacted the student's academic progress.

Students cannot apply retroactively for FSA eligibility for an enrollment period that has ended. For any appeal to be granted, the appeal must be submitted at least 30 days before the end of an enrollment period.

Students must submit an academic plan as part of the appeal (see **Section F.1**). In addition, as described in **Section F.2**, students must provide a detailed explanation for why they did not maintain SAP, what they have done to fix the issues identified, and present convincing evidence of their ability to meet the SAP standards and to finish their degree program.

The Financial Aid Office will review the appeal for completeness. If the application is incomplete, the Financial Aid Office will return it to the student with instructions to resubmit once it has been completed. Once the Financial Aid Office determines that an appeal is complete, the Committee will review the appeal. The Committee will determine if a student's FSA should be reinstated or remain canceled. If the Committee approves the appeal, the student will be eligible to receive financial aid for at least one additional enrollment period. The Committee's decision is final and will be communicated to the student within 30 days of the date the Financial Aid Office accepts the appeal.

A student with an academic plan that allows the student to cure within two enrollment periods must earn at least a 2.330 in the first enrollment period to be considered for FSA in the second enrollment period. Failure to earn a 2.330 GPA in the first enrollment period will result in the loss of FSA until the student reestablishes a cumulative 2.330 GPA. This loss of FSA after the initial enrollment period of an academic plan that allows the student to cure within two

enrollment periods is not subject to appeal.

This Policy does not limit the number of times a student may appeal SAP status during a student's career; however, the Committee's objective is to ensure that FSA is awarded to students who demonstrate a capacity for completing their degree program. In addition, the reason or rationale for the appeal typically must be different from previous SAP appeals.

1. [Student Services Office and Academic Plan](#)

Before submitting an appeal, the student must seek assistance from the Student Services Office with the goal of establishing a realistic academic plan toward degree completion. An academic plan typically requires the student to reach a 2.330 cumulative GPA within one enrollment period but, in extraordinary circumstances, may allow the student to cure within two enrollment periods.

The academic plan must detail how the student will address and improve their SAP deficiencies:

- If deficient in units, the number of units required for each future enrollment period to meet the minimum cumulative unit or pace requirements by the conclusion of the academic plan.
- If deficient in GPA, the minimum GPA required for the future enrollment period(s) to meet the minimum cumulative GPA requirement by the conclusion of the probationary enrollment period or periods.
- The academic plan will include a deadline by when the student must reach a 2.330 cumulative GPA and meet any pace requirements.

2. [Appeal Documentation](#)

Students who wish to appeal must submit a [SAP Appeal Form](#) and a letter to the Financial Aid Office. The SAP Appeal Form is also available in the Financial Aid Office.

All appeals must state the reason(s) for failing to meet the SAP requirements. Students must demonstrate some type of extenuating circumstances during the enrollment period(s) in question that hindered academic performance (e.g., prolonged hospitalization, a death or extreme sickness in the family, etc.).

Circumstances related to the typical adjustment to law school are not considered extenuating circumstances for purposes of an FSA appeal. Students must submit documentation that supports these extenuating circumstances with the SAP Appeal Form and letter.

As part of the appeal, the student must provide information regarding what has changed in

their situation that would prevent a reoccurrence of the extenuating circumstances and would now allow them to reestablish SAP within the probationary enrollment period.

3. Review of Academic Plans for Satisfactory Academic Progress

If the Committee grants an appeal, the student will be subject to the terms of an approved academic plan (see **Section F.1**). At the conclusion of the FSA probationary period, which most likely will be the conclusion of the fall semester or, for SCALE students, Period 5, the Committee will evaluate whether the student is meeting SAP and has adhered to the academic plan before spring FSA or, for SCALE students, Period 6 FSA can be disbursed. The student remains eligible for FSA if they have met the conditions of the academic plan (e.g., cumulative GPA is once again at or above 2.330 or, if a pace issue, the student is on track to curing the deficiency).

A SCALE II probationary student **must** carry at least 5 SCALE units so the Committee can evaluate their grades at the end of Period 5. Some SCALE students also cross-enroll in traditional fall units. If the student has cured their cumulative GPA with the Period 5 SCALE grades, even if also enrolled in fall units, the student's probation will end, and they will be eligible for FSA in Period 6. If the student does not cure for Period 5, but with the added fall units does cure, then funding will be restored for Period 7, but not Period 6. If the student completes 5 SCALE units in Period 5, should their fall grades place them below the 2.330 minimum cumulative GPA, they will not lose FSA for Period 6.

Program Integrity Regulations – U.S. Dept. of Education

Program Integrity Regulations

U.S. Department of Education

Department of Education regulations (34 CFR 668.43) require educational institutions to make certain information regarding accreditation and licensing available upon request to students and prospective students.

CORPORATE INFORMATION

Southwestern is established by name in the State of California as a Nonprofit Public Benefit Corporation for the purpose of conducting and maintaining an educational institution offering legal instruction.

See page 3 for Articles of Incorporation

ACCREDITATION INFORMATION

Southwestern is an ABA-Approved law school.

See page 6 for ABA Letter

As an ABA-Approved law school, Southwestern is considered accredited by the Committee of Bar Examiners of the State Bar of California.

See page 7 for State Bar Letter

STATE ADMINISTRATIVE OVERSIGHT INFORMATION

Southwestern is exempt from direct state administrative oversight under the jurisdiction of the Bureau for Private Postsecondary Education (BPPE) and is not subject to requirements under the Private Postsecondary Education Act pursuant to section 94874(g) of the Act. That section exempts:

A law school that is accredited by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association or a law school or law study program that is subject to the approval, regulation, and oversight of the Committee of Bar Examiners, pursuant to Sections 6046.7 and 6060.7 of the Business and Professions Code.

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CONTACT INFORMATION FOR FILING COMPLAINTS

Regulations also require an institution to provide its students or prospective students with contact information for filing complaints with its accreditor and with its State approval or licensing entity and any other relevant State official or agency that would appropriately handle a student's complaint.

That contact information is as follows:

- 1) An individual may contact the Bureau for Private Postsecondary Education for review of a complaint against the law school. The Bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, <http://www.bppe.ca.gov>, (916) 431-6924 (phone) and (916) 263-1897 (fax).
- 2) For complaints alleging non-compliance with American Bar Association Standards, individuals may contact the Managing Director of Accreditation and Legal Education, American Bar Association, 321 N. Clark Street, 21st Floor, Chicago, IL 60654. Additional information is available at https://www.americanbar.org/groups/legal_education/accreditation/complaint_procedures.html.

A0660302

**Certificate
of
Restated Articles of Incorporation**

Southwestern University

ENDORSED - FILED
in the office of the Secretary of State
of the State of California

APR 12 2007

We, the undersigned corporate officers, certify as follows:

1. We are the Chief Executive Officer and Secretary, respectively, of Southwestern University.
2. The name of the corporation has been Southwestern University. Through this amendment and restatement of the Articles of Incorporation, the corporation hereby is changing the name of the corporation to Southwestern Law School, in addition to making other amendments.
3. The address of the corporation has been 675 South Westmoreland Avenue, Los Angeles, California 90005. Through this amendment and restatement of the Articles of Incorporation, the corporation hereby is changing the address of the corporation to 3050 Wilshire Boulevard, Los Angeles, California 90010. This change in address reflects a change only in the designation of the corporation's location, and not any change in the corporation's physical location.
4. Pursuant to Section 5819(a) of the *Corporations Code*, the Articles of Incorporation of this corporation are amended and restated to read in full as follows:

ONE: The name of this corporation is
SOUTHWESTERN LAW SCHOOL.

TWO: This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the California Nonprofit Public Benefit Corporation Law for educational, public, and charitable purposes. Among these purposes are the conducting and maintaining of an educational institution offering courses of instruction in the law and related subjects, and other purposes in support of the primary purpose of legal education. This corporation elects to be governed by all of the provisions of the Nonprofit Corporation Law of 1980 not otherwise applicable to it under Part 5.

Notwithstanding any other provision of these articles, the corporation shall not carry on any

activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), or (b) by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

THREE: Subject to any limitations contained in the articles or bylaws of this corporation, and in compliance with other provisions of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, this corporation, in carrying out its activities, shall have all of the powers of a natural person.

FOUR: The income and property of this corporation is irrevocably dedicated to purposes set forth in Article Two above, and no part of the net income or assets of this organization shall ever inure to the benefit of any director, trustee, or officer of this corporation, or to the benefit of any private individual.

FIVE: Upon the winding up and dissolution of this corporation, and after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation that is organized and operated exclusively for public or charitable purposes and that has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986, and no part of the net earnings of which inure to any private individual, and which does not as a substantial part of its activities carry on propaganda or otherwise attempt to influence legislation.

SIX: This corporation shall not have members as such, but the persons constituting its Board of Trustees shall, for the purpose of any statutory provision or rule of law relating to nonprofit

corporations, exercise all rights and powers vested in members by such statutory provision or rule of law.

SEVEN: (a) The net income and other property of the corporation shall be paid or distributed for the purpose specified in Article Two at such times and in such amounts as a majority of the Trustees then serving may determine.

(b) The corporation shall not make accumulations of its income which are unreasonable in amount or duration in order to carry out its purposes as set forth in Article Two.

EIGHT: No substantial part of the activities of this corporation shall consist of the carrying on of propaganda or otherwise attempting to influence legislation, nor shall this corporation participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for political office.

5. The foregoing amendment and restatement of the Articles of Incorporation have been duly approved by the Board of Trustees of the corporation.

6. The corporation has no members.


7. Pursuant to Section 5819(c) of the *Corporations Code*, these Restated Articles of Incorporation supersede for all purposes the corporation's original Articles of Incorporation and all subsequent amendments.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this Certificate are true and correct to the best of our knowledge.

Date: March 30, 2007


Bryan G. Garth
Chief Executive Officer

Date: March 30, 2007


Janis K. Yokoyama
Secretary



ACCREDITATION COMMITTEE

CHAIRPERSON

Scott Bales
Phoenix, AZ

VICE-CHAIRPERSON

David A. Brennen
Lexington, KY

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Kansas City, MO

Joanne Scanlon Prestia
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Charlotte (Becky) Stretch
Accreditation Counsel

JR Clark
Manager, Program Administration

AMERICAN BAR ASSOCIATION

**Section of Legal Education
and Admissions to the Bar**

Office of the Managing Director

321 N. Clark Street

Chicago, IL 60654-7598

(312) 988-6738

E-mail: legaled@americanbar.org

March 29, 2018

Dean Susan Westerberg Prager
Southwestern Law School
3050 Wilshire Boulevard
Los Angeles, CA 90010

Dear Dean Prager:

This letter serves to confirm that Southwestern Law School was approved by the American Bar Association in 1970 and is presently on the list of law schools approved by the American Bar Association.

Please do not hesitate to contact my office if you have any questions.

Sincerely yours,



Barry A. Currier
Managing Director of Accreditation and Legal Education

BAC/mbf



THE COMMITTEE OF BAR EXAMINERS OF
THE STATE BAR OF CALIFORNIA
OFFICE OF ADMISSIONS

180 HOWARD STREET • SAN FRANCISCO, CALIFORNIA 94105-1639 • (415) 538-2300

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*Program Manager III,
Operations & Management*

MARK TORRES-GIL
*Program Manager III,
Moral Character Determinations*

April 13, 2018

Susan Westerberg Prager, Dean
Southwestern Law School
3050 Wilshire Boulevard
Los Angeles, CA 90010

Dear Dean Prager:

This letter is in response to your office's request for written confirmation that the Committee of Bar Examiners of The State Bar of California (Committee) considers Southwestern Law School accredited.

In accordance with Rule 4.102 of the *Accredited Law School Rules*: "A law school provisionally or fully approved by the American Bar Association is deemed accredited by the Committee and exempt from these rules, unless the American Bar Association withdraws its approval." Since Southwestern Law School is approved by the American Bar Association, it is considered accredited by the Committee. Southwestern Law School's students who have met the pre-legal requirements for admission, who have passed or have established exemption from the First-Year Law Students' Examination, and who have completed the necessary legal education requirements and received their JD degrees are considered qualified to take the California Bar Examination. If they pass that examination and meet all other admission requirements, they would become eligible to be certified to the California Supreme Court as qualified for admission to practice law in California.

If there is anything further that I might be able to assist you with, please do not hesitate to contact me.

Sincerely,

Amy Nuñez
Interim Director III, Admissions

cc: Natalie Leonard, Program Manager



Satisfactory Academic Progress

FSA Disqualification Appeal

REQUEST FOR REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

Students are evaluated for compliance with the Satisfactory Academic Progress (SAP) policy for Financial Aid eligibility at the end of each academic year (Spring). Those students not meeting the SAP qualitative (2.33 cumulative GPA) and quantitative (66.7% completion rate) standards are no longer eligible for Title IV funds. A student can reestablish FSA eligibility only by (1) meeting SAP requirements in a following academic term, or (2) successfully appealing the disqualification and meeting SAP requirements by the end of the SAP probation.

Conditions under which a student may file an appeal and provide supporting documentation are:

1. The student suffered serious illness or injury preventing SAP compliance in the time period in which the deficits occurred.
2. The student suffered a loss due to death of an immediate family member in the time period in which the deficits occurred.
3. The student or the student's family suffered a loss in an area that has been officially designated a National Disaster Area.
4. Students with other significant extenuating circumstances beyond their control.

Students who do not meet any of these conditions must make up deficiencies that caused the suspension of Financial Aid eligibility. Students may not receive aid until they are once again in Satisfactory Academic Standing.

Documentation required for each of the above conditions must include:

1. A signed statement from the student indicating why the appeal should be approved, and
2. An Academic Plan that explains how and by what time period the student will make up the deficits, and
3. If the academic reinstatement is conditionally approved, any of the following that apply:
 - a. A certification from a medical doctor who has treated the student and can certify that the student's medical condition impaired the student's ability to successfully complete the coursework attempted. This medical documentation must be on the physician's letterhead and should coincide with the time period in which the deficits occurred.
 - b. Official verification of the family member's death and relationship to the student (preferably a death certificate or obituary).
 - c. A document certifying the student/parent(s) suffered a major loss in an area that has been designated a National Disaster Area.
 - d. Any other documentation (that is approved by the Financial Aid Director) to support the student's claim.

Appeal for Reinstatement of Financial Aid Eligibility Procedure

1. Set up an appointment to meet with the designated Financial Aid Administrator and discuss the appeals process, requirements, and options,
2. Obtain the FSA Disqualification Appeal form from the Financial Aid Office; document the issues that led to the disqualification, what steps you will take to overcome those issues,
3. Obtain and attach appropriate documentation that substantiates the condition(s) under which you are appealing.

How does the Appeal for Reinstatement of Financial Aid Eligibility process work?

1. Only complete appeals are reviewed.
2. A Financial Aid Administrator, along with the guidance of the Southwestern Financial Aid Appeals Committee will review the appeal with particular consideration given to the nature of the appeal together with program regulations

to determine approval status.

3. If the appeal is denied by the Financial Aid Appeals Committee, the student will be issued a written decision within 10 business days after a decision is made.

Students are responsible for paying any tuition, fees, and other charges that may be due while an appeal is in progress. Students may use the Installment Payment Plan through the Student Accounting Office while the appeal is under consideration.

Students who are not eligible to file an appeal or choose not to file will regain eligibility for financial aid consideration when they restore full Satisfactory Academic Progress.



SOUTHWESTERN LAW SCHOOL

Los Angeles, California ▪ www.swlaw.edu

Office Use Only

Completed

Approved

Notification Sent

FINANCIAL AID APPEAL FORM

Student Information

Last	First	Student ID#
Home Phone Number	Cell Number	Email Address
Street Address , Apt#	City, State	Zip

Term that you are petitioning for Financial Aid reinstatement:

Fall Year: _____

Spring Year: _____ By signing below, I confirm that I have submitted this appeal and supporting documentation because I meet one or more of the

approved conditions for appeal. I am submitting this appeal in compliance with the Satisfactory Academic Progress Appeal dead- line of no later than one month after term begins. I understand that all appeal decisions are issued in writing by email.

I understand that I am responsible for any outstanding charges on my Student Account which must be paid whether or not I am filing an appeal.

Student Signature: _____ Date: _____

REQUIRED STEP I: Please indicate the mitigating circumstances that have contributed to your inability to maintain SAP by checking the category that applies to you. You must also follow the instructions for the category. The appeal and documentation must be submitted as a complete package. ***Incomplete appeals will be denied.***

Serious illness, accident or injury, to student or immediate family member (parent, spouse, sibling, child). Submit a detailed written statement of the circumstances. Attach supporting documentation, i.e. physician's statement, police report or other documentation from a third party professional, hospital billing statement, etc.

Death of an immediate family member (parent, spouse, sibling, child). Submit a detailed written statement. Include the name of the deceased and relationship to you, and submit a copy of the obituary and/or death certificate.

Divorce experienced by you or your parent. Submit a detailed written statement of the circumstances. Attach an attorney's letter on the law firm's letterhead or copy of divorce decree.

Significant trauma in student's life that impaired the student's emotional and/or physical health. Submit a detailed writ-

ten statement regarding the specific circumstances of your condition. Include dates and what you have done to overcome your condition. Attach supporting documentation from a third party, i.e. physician, social worker, counselor, police, attorney, etc.

Other significant, unexpected, and documented circumstances beyond the control of the student. Submit a detailed written

statement of the nature of the extenuating circumstances, including dates. Attach supporting documentation from a third party,

i.e. physician, social worker, counselor, police, attorney, etc.

REQUIRED STEP II: Please provide the following information as part of your appeal.

Submit a detailed written statement indicating what has changed in your situation that would allow you to demonstrate satisfactory academic progress at the next evaluation. Include a detailed plan of action you are taking to ensure you will meet SAP standards.



SOUTHWESTERN LAW SCHOOL

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PROPOSED ACADEMIC PLAN

Student Name: _____

Last Name

First MI

The above student is no longer eligible for financial aid consideration due to non-compliance with the Satisfactory Academic Progress (SAP) Policy for Financial Aid eligibility. It is noted that Southwestern's Financial Aid SAP policy is separate from the Academic Plan entered into with the Student Services Office due to specific requirements set forth in the Higher Education Act of 1965, as amended, Federal Regulations found in §§ 668, 690, and applicable DCL GEN 96-10, 96-18, et al, guidelines.

As a part of the financial aid appeal process, students are required to develop an academic plan which must be followed each semester. If after one (or two if an approved Academic plan was submitted by the Student Services Office for this particular student) term the SAP requirements are not restored to full active status, Financial Aid eligibility will be lost.

Academic Plan

Semester: FALL Year : _____

Semester: Spring Year: _____

Course	Credit
1	
2	
3	
4	
5	
Total Units	

Course	Credit
1	
2	
3	
4	
5	
Total Units	

FOR OFFICE USE ONLY

Cumulative GPA at Appeal: _____

Attempted Hours _____ + Transfer Hours _____ = Total Attempted Hours _____

PACE = _____ / _____ = _____ %

☐ Yes ☐ No Acceptable Pace

Total Earned Hours / Total Attempted Hours = PACE

Pursuant to the guidelines set forth in Southwestern Law School *Student Handbook*. I have carefully and thoroughly reviewed your record and considered the information provided in your petition. Based upon

my review of the circumstances surrounding your recent academic performance, your Financial Aid Eligibility has been:

- ☐ CONDITIONALLY REINSTATED under the terms stated in the attached Letter of Reinstatement.
- ☐ DENIED based on the conditions noted on the attached Letter of Financial Aid Disqualification.

Financial Aid Director

Date

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Return of Title IV Funds Policy

Administrative policy approved May 15, 2023. Effective immediately.

Revision history: Formerly part of the Financial Aid Policies & Procedures Manual; clarifying language added when established as a standalone policy in May 2023; technical revisions in October 2023

Related policies: Federal Financial Aid Eligibility Policy; Tuition Refund

Policy; Attendance Policy **Scheduled Review Date:** Financial Aid Office and

General Counsel's Office May 2025

A. Student Withdrawal

Federal regulations require Southwestern to re-evaluate a student's eligibility to receive federal student aid (Title IV Funds) when the student withdraws from Southwestern before the end of an enrollment period (e.g., summer, fall, or spring term or SCALE period).

1. Voluntary withdrawal

A student can voluntarily withdraw from Southwestern by contacting the Student Services Office (studentservices@swlaw.edu). The student will be emailed or given a withdrawal form at that time. The date of determination is the first day the student contacts the Student Services Office and requests to withdraw.

2. Involuntary withdrawal

If a student has failed to attend all classes for a seven-day period, the Student Services Office will make attempts to contact the student. If the student is unresponsive, once the student has failed to attend all classes for 14 calendar days, the student will be involuntarily withdrawn, and the Date of Determination is the

fourteenth day of non-attendance. The Student Services Office will make every effort to contact the student so that the student can decide for themselves, but if the student is unable or willing to reply to attempts for contact, the student will be involuntarily withdrawn on the fourteenth day.

A student who withdraws from all classes before completing more than 60% of an enrollment period must have their eligibility for aid recalculated based on the percent of the enrollment period completed. The percentage completed must be *more than* 60%; otherwise, a Return of Title IV Funds (R2T4) is required.

Using standard rounding rules, the Financial Aid Office calculates completion percentages to four decimal places and rounds to three decimal places. One exception to the rule is for .6001 to .6004; in this case, the percentage is rounded up, so the result is over 60%, as required. This process means that if the completion calculation comes to exactly 60%, an R2T4 calculation is necessary. If the completion calculation results in 60.001%, an R2T4 calculation is unnecessary.

To determine the percent, the R2T4 calculation considers the number of calendar days the student was scheduled to complete, minus breaks of more than 5 consecutive days, and uses the actual number of days the student attended (e.g., total number of days the student attended divided by total number of days scheduled in the enrollment period). The calculation will determine the amount of Title IV Funds the student has or has not earned and may result in reduced financial aid awards (or an "aid adjustment"). For R2T4 purposes, the law school processes returns on a payment-period basis, which coincides with the student's enrollment period dates. Generally, this basis will be quarters for SCALE students and semesters for traditional and cross-enrolled students (SCALE II students also taking fall or spring classes).

Southwestern is an "Attendance-Taking Institution," and for R2T4 purposes, uses the last date of attendance provided by the Student Services Office to establish how many days a student attended class during an enrollment period. For law school classes offered in mini-terms (or modules), if a student ceases attendance and is not scheduled to begin another course within an enrollment period for more than 45 calendar days after the end of the module the student ceased attending, the Financial Aid Office must consider that student withdrawn and will perform an R2T4 calculation.

B. Notice of Withdrawal

The Student Services Office has 14 days from the last date of attendance to

determine that a student has withdrawn or taken a Leave of Absence. The Student Services Office will record the date that determination is made in the "Academic Date of Determination" field on the Student Action Report (SAR) form. The Student Services Office will notify the Financial Aid Office by email of any student they have determined has withdrawn or taken a Leave of Absence and send a SAR to the Registrar's Office for processing.

C. Return of Title IV Funds Process

The Financial Aid Office will do the following once it has received a SAR from the Registrar's Office with information on a student withdrawal or Leave of Absence:

1. Calculate the amount of the enrollment period completed using the last day of attendance and the last scheduled day of class, as explained above. A student enrolled in mini-term courses (or modules) at the law school is not considered to have withdrawn if they meet either of the following standards:
 - The student successfully completes one module that includes 49% or more of the number of days in the payment period, excluding scheduled breaks of 5 or more consecutive days and all days between modules; or
 - The student successfully completes (e.g., earns a passing grade) a combination of modules that, when combined, contain 49% or more of the number of days in the payment period, excluding scheduled breaks of 5 or more consecutive days and all days between modules.
2. Complete the R2T4 calculation and send the calculation results to the Accounting Office for immediate action; namely, the return of funds to the U.S. Department of Education. The Financial Aid Office must complete the R2T4 calculation within 30 days of the date of the determination. Sometimes, the return amount resulting from the R2T4 calculation is less than the return amount requested by the Student Services Office. Southwestern must first offer these additional funds (typically refunded tuition) to the student and must obtain the student's permission to return funds that exceed those mandated by the R2T4 calculation. If the student is not responsive, and Southwestern cannot obtain permission from the student to return these additional funds to the U.S. Department of Education, Southwestern must send these funds to the student.

3. The Financial Aid Office will email the student all loan documentation, exit counseling information, loan summaries, and notice of post-withdrawal refund, if any. The Financial Aid Office will ensure that any refund due to the student is made within 180 days of the date of determination.

a. Post-withdrawal disbursements

As graduate students, Southwestern students are not eligible for Pell or FSEOG grants. All loan funds Southwestern receives on behalf of students (not used for institutional charges) are disbursed to students; Southwestern does not hold credit balances for students. But, in the event of a post-withdrawal disbursement (Title IV funds that the student has earned but not yet disbursed), these loan funds would be offered to the student within 30 days of withdrawal, allowing the student 14 days to respond.

b. Credit balance

If an R2T4 calculation results in a credit balance for the student, the funds will be disbursed as soon as possible and no later than 14 days after the calculation of the R2T4.

c. Excess funds

If the R2T4 calculation results in an amount to be returned to the Department of Education that exceeds the school's portion, the student will be notified to return the funds to the school.

4. The Financial Aid Office will encourage the student to make an appointment for exit counseling so they are aware of all available loan repayment plans.

Upon receiving the R2T4 calculation from the Financial Aid Office, the Accounting Office will return all funds resulting from the R2T4 calculation to the U.S. Department of Education within 45 days of the date of determination.

D. Order of Returned Funds

In accordance with federal regulations regarding the return of federal funds, Southwestern will return funds to the U.S. Department of Education in the following order:

1. Federal Direct Unsubsidized Loan (this is always returned first to keep the maximum allowable available for future education)

2. Federal Graduate Plus Loan

The refund to each fund will not be more than the amount disbursed during the award period from that fund.

E. Example of R2T4 Calculation

The following is an example of the R2T4 calculation and process. A full-time day student withdrew ten days after starting spring classes in mid-January of 2022. In early January 2022, Southwestern disbursed \$10,142 in a Direct Unsubsidized Loan and \$28,684 in a Graduate PLUS Loan; these disbursements paid tuition of \$27,658, and the student received a \$11,168 refund from the credit balance. The student attended 10 of 116 class days in the spring, for a total of 8.6% of the scheduled classes.

Southwestern returned

\$25,279.41 of the aid under the R2T4 calculation. The student kept the \$11,168 refund received in early January 2022 because they were not required to return the refund. The school refunded the student's spring tuition (not part of the R2T4 process, but a decision by the Student Services Office), and the student requested that those funds be returned with the R2T4 funds for a total return of \$27,658. The Financial Aid Office sent a confirmation email to the student's personal email address, along with exit counseling documentation and instructions.

F. Leave of Absence

For academic purposes, a student who takes an approved Leave of Absence is not considered to have withdrawn unless the student does not return from the leave as scheduled. But, for R2T4 purposes, a Leave of Absence is treated in the same manner as a withdrawal. The Financial Aid Office will complete the required exit counseling at the start of the Leave of Absence and does not need to complete it a second time if the

student does not return as scheduled. Southwestern will report the change in the student's enrollment status to the U.S. Department of Education according to the required enrollment reporting process and time frames.

G. Student Drops to Under Half-Time Enrollment

Except for the summer, Southwestern charges students a flat tuition for each enrollment period, regardless of the number of units taken. Southwestern charges students by unit in the summer. The Financial Aid Office will not disburse funds to a student until it has confirmed that the student is enrolled in at least 5 units in any fall or spring term or SCALE period, and 2 units in the summer. Starting with the summer 2024 term, students must enroll in 3 units in the summer to be considered half-time.

After receiving loan funds, if a student drops courses so that they are taking fewer than 5 units per fall or spring term or SCALE period or fewer than 2 units in the summer (or, starting summer 2024, less than 3 units in the summer), no additional loans can be awarded for that enrollment period if they remain less than half time. No R2T4 is required if the student maintains acceptable enrollment in at least one course.

Southwestern will report the student's enrollment status change to the U.S. Department of Education.

H. Failure to Attend Any Classes After Disbursement Occurs

If the Financial Aid Office disburses Federal Direct Unsubsidized Loan or Federal Graduate Plus Loan funds to a qualifying student, but the student does not begin attending any course during the payment period, Southwestern must return all loan funds that were credited to the student's school account for the payment period. For any remaining loan funds disbursed directly to a student, the school must notify the appropriate loan servicer of the outstanding loan funds so the loan servicer can issue a 30-day demand letter to the student.

The Financial Aid Office must return funds related to a student who failed to begin attendance as soon as possible but no later than 30 days after the date the Financial Aid Office becomes aware that the student has not begun and will not begin attendance.

SOUTHWESTERN

LAW SCHOOL

Los Angeles, CA

Student's Right to Cancel and Tuition Refund Policy

Administrative policy approved July 22, 2022. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; revised in August 2023 to adjust to our new status as an approved entity with California's Bureau of Private Postsecondary Education.

Related policies: Administrative Withdrawal Policy; Attendance Policy; Financial Aid Satisfactory Academic Progress; Return of Title IV Funds; Student Honor Code; Student Tuition Recovery Fund; Withdrawal Policy.

Scheduled Review Date: August 2024 (Accounting and Financial Aid Offices)

A. Right to Cancel and Refund During the Cancellation Period

Students may cancel their enrollment at Southwestern Law School by the end of the first class session (i.e., the first day of classes for their program in a semester, SCALE period, January intersession, summer session, or London Study-Abroad Program) or the seventh day after signing the Enrollment Agreement, whichever is later (the "Cancellation Period").

To cancel, the student must notify Student Services Office (studentservices@swlaw.edu) in writing indicating that the student no longer wishes to attend Southwestern or be bound by the Enrollment Agreement.

An incoming student (not previously attending Southwestern) who cancels their enrollment within the defined Cancellation Period is entitled to a full refund of all tuition and other charges (excluding \$250 of any application fee combined with seat deposit paid, and any applicable Student Tuition Recovery Fund assessment).

The refund will be processed within 15 business days of Southwestern receiving the notice of cancellation.

B. Refund Following a Withdrawal

After the Cancellation Period, students have the right to withdraw and receive a pro-rata refund for the current term, up to and including 60% of the period of attendance. The prorated non-refundable charge is calculated by counting the number of calendar days starting with the first day of the term and ending with the last date of attendance. That result is divided by the number of calendar days in the term. The resulting percentage is then multiplied by the original tuition charged to determine the prorated nonrefundable charge. Parking fees and housing are also refunded, subject to this calculation.

To withdraw, the student should follow the provisions of the Withdrawal Policy, which requires the student to complete a form available from the Student Services Office and engage in an exit-interview process.

Once the student completes more than 60% of the semester, summer session, January intersession, or SCALE period, the student will be charged 100% of tuition and other charges, and no amount will be refunded.

For purposes of determining a refund under this section, a student will be deemed to have withdrawn when any of the following occurs:

- The student notifies the school in writing of their withdrawal or the actual date of withdrawal, whichever is later.
- Southwestern terminates the student's enrollment for failing to maintain satisfactory progress, abide by the school's rules and regulations, adhere to the attendance policy, or meet other obligations.
- The student fails to return from an approved leave of absence.

To determine when the refund must be paid, the date of Southwestern's determination that the student withdrew should be no later than 14 days after the student's last day of attendance, as determined from the school's attendance records. An R2T4 (Federal) refund calculation will be made along with the BPPE calculation, and a difference exists, the larger amount will be repaid as required by federal and state law.

If any portion of tuition was paid from the proceeds of a loan or third party, Southwestern will send the refund to the lender, third party, or, if appropriate, the state or federal agency that guaranteed or insured the loan. Any amount of the refund in excess of the unpaid balance of the loan will be used first to repay any student financial aid programs from which the student received benefits, in proportion to the amount of benefits received, and any remaining amount will be paid to the student.

Sample Calculation:

A full-time day student withdrew ten days after starting spring classes in mid-January 2023. In early January 2023, Southwestern disbursed \$10,142 in a Direct Unsubsidized Loan and \$28,684 in a Graduate PLUS Loan; these disbursements paid tuition of \$27,658, and the student received a \$11,168 refund from the credit balance. The student attended 10 of 116 class days in the spring, for a total of 8.6% of the scheduled classes.

Southwestern returned \$25,279.41 of the aid under the R2T4 calculation. The student kept the \$11,168 refund received in early January 2023 because they were not required to return the refund. The school refunded the student's spring tuition (not part of the R2T4 process, but a decision by the Student Services Office), and the student requested that those funds be returned with the R2T4 funds for a total return of \$27,658. The Financial Aid Office sent a confirmation email to the student's personal email address, along with exit counseling documentation and instructions. This calculation resulted in a refund to the student that was slightly more than the BPPE calculations, so the R2T4 calculation was used.

c. Transition to Remote or Hybrid Education

Southwestern may transition to remote or hybrid learning and operations as required by law (e.g., public health orders) or in its discretion after considering health and safety conditions or events of force majeure (e.g., pandemic). If the school transitions to remote or hybrid learning and operations, all tuition and fee obligations will remain the same, unless a fee pertains specifically to a service that is terminated by the school (e.g., on-campus parking). Similarly, the tuition and fee obligations will remain the same if, for any reason, a student is permitted by the school to complete a term remotely or using a combination of remote and in-person instruction.

SOUTHWESTERN

LAW SCHOOL

Los Angeles, CA

Work-Study Programs Policy

Administrative policy approved November 21, 2023. Effective immediately.

Revision history: Formerly part of the Financial Aid Policies & Procedures Manual; clarifying language and new consecutive two-year hours limitation added when established as a standalone policy in November 2023.

Related policies: Financial Aid Eligibility Policy

Scheduled Review Date: Financial Aid Office and General Counsel Office November 2025

A. Work-Study Programs

Work-Study programs at Southwestern Law School are funded by the federal government or Southwestern. To be eligible for the Federal Work-Study (FWS) program, a student must have financial need documented through their Free Application for Federal Student Aid (FAFSA) and Cost of Attendance (the maximum amount of aid allowed for the school year, as determined by federal regulation). Students who are not eligible for FWS may qualify for the Institutional Work-Study (IWS) program. These students may contact the Financial Aid Office to see if IWS funds are available. First-year students are **highly** discouraged from participating in the FWS or IWS programs. SCALE™ students are **highly** discouraged from participating in the FWS or IWS programs before Period Three. The FWS and IWS programs are designed to assist students in meeting their educational expenses through part-time employment and to encourage them to participate in community service activities. FWS and IWS funds are earned as students work, based on the number of hours the student works. FWS and IWS funds are not a loan.

B. Requirements

1. Eligibility

All FWS and IWS student workers must be eligible to work in the United States and provide a Social Security card and other employment documentation before they can work.

2. Hours

FWS and IWS students may work up to 20 hours per week during the fall, spring, and corresponding SCALE periods, and up to 40 hours per week in summer.

3. Payment and job descriptions

Whether a position is paid through the FWS or IWS program, students are paid a set hourly rate. The Financial Aid Office maintains job descriptions for each position. All wages exceed the federal and California minimum wage requirements. Employment earnings are paid twice monthly directly to the student.

4. Hiring

Once approved for FWS or IWS funds, the student can secure a position by contacting the position's supervisor. The supervisor makes all hiring decisions. Once chosen, the supervisor and the Financial Aid Counselor coordinate to hire the student. Students are not awarded FWS or IWS without first submitting a specific, written request (e.g., application) signed by the supervisor and student. The application is provided when the student or supervisor emails the Financial Aid Office about the hire. Work should not begin before the student is officially hired.

5. Job listings

Job opportunities are posted periodically online at www.swlaw.edu, on the Financial Aid Office bulletin board, and in the Career Services Office.

6. Timesheets

Southwestern uses TimesheetX to facilitate the FWS and IWS programs. Students and supervisors can logon to the system (directly onto the Timesheetx website or through Southwestern's Portal) to monitor their department and student budgets, or to see how many hours are remaining in the account. The Timesheetx website information is provided to each student when hired. Students may ask to have their FWS or IWS award increased or decreased at any time with the supervisor's permission, as long as funds are available. Hours entered on the TimesheetX system are subject to supervisor approval. Students who fail repeatedly to submit their timesheets by the pay period deadline will not be permitted to continue in the FWS or IWS program. All timesheets must be approved by the supervisor, or someone designated by the supervisor to approve timesheets. When the supervisor is unable to log on to TimesheetX by the deadline, approval can be made via email and will be noted on the timesheet, though this is done rarely and only when the supervisor is unable to approve the timesheet.

7. Restrictions

Students are not permitted to work FWS or IWS jobs during class meeting times; schedules are uploaded into the TimesheetX system weekly to prevent working during scheduled class times. Fall, spring, and SCALE employment is allowed **only** if the student is enrolled in a minimum of five units per term.

8. Awards

All students hired will be awarded funds as the position and the student's Cost of Attendance allows. Awards are based on the student's estimated hours and pay rate as listed on the application. Hours may vary from week to week; totals and

balance remaining are monitored throughout the term. FWS and IWS funds are awarded on a first-come, first-served basis. Should funding for the work-study programs be limited in the future, students will be allowed to work up to an amount available per student, given the number of students active in the program during that particular award year.

9. Position changes

If students wish to add or terminate a position, they must notify the Financial Aid Office. Students will not be paid until the application with supporting documents if needed (typically acceptable ID including a signed Social Security Card, I-9, EDD-4, and current W-4, possibly an I-20 for IWS) are processed.

10. Summer employment

Even if a student is not completing summer units, summer employment is allowed if the student intends to attend the subsequent fall semester or SCALE Period 5. Students who transfer to another school during the summer must terminate their FWS or IWS employment as soon as their intent to transfer is communicated.

11. Academic probation

Academic Probation does not preclude students from working; however, we strongly encourage students to limit hours worked to focus on academics, which will be communicated to the student. If the employment is deemed valuable to rehabilitating the student's progress, the student will be allowed to continue (e.g., as a Research Assistant, whom the supervising professor feels would benefit from the experience).

12. Consecutive two-year hours limitation

Students cannot work more than 500 total hours in each of two consecutive calendar years. For example, if a student works more than 500 hours in year one, they must work less than 500 hours in the immediately following calendar year.

13. Termination

FWS and IWS employment may end at any time for any reason including when the job or project is complete or if the student violates any of the rules regarding FWS or IWS. Any student who violates the above restrictions or the Off-Campus Terms of Agreement (off-campus employees) may also be terminated from the FWS or IWS program by the Financial Aid Office or their supervisor. Employment can also be terminated when an award is exhausted and cannot be increased due to Cost of Attendance or funding issues.

14. Public Interest Grant (PILF)

PILF recipients are limited to the award amount listed on their offer letter. Students may not increase the amount or earn over the original award amount. The award amount is not negotiable. If students exhaust their grant, any additional work will be considered volunteer work. The Financial Aid Office sends an email to students toward the end of their work assignments with instructions and hour limits listed.

C. Annual Student Worker Hours Review Process

Beginning in calendar year 2023, student worker hours will be tracked each year. In December of each calendar year, the Financial Aid Office will review all student worker hours for that calendar year to calculate the hours worked by each student worker for the calendar year. The Financial Aid Office will notify any student worker with 500 hours or more in a calendar year that they must work less than 500 hours in the immediately following calendar year.

D. Policy Revisions

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without notice.

SOUTHWESTERN

LAW SCHOOL

Los Angeles, CA

Student Tuition Recovery Fund (STRF) Policy

Administrative policy approved August 6, 2023. Effective immediately.

Revision history: New policy necessitated by BPPE accreditation as of July 21, 2023.

Related policies and materials: Right to Cancel and Tuition Refund Policy; Catalog (which lists STRF fees); [California Private Postsecondary Education Act of 2009 \(amended as of April 1, 2023\)](#)

Scheduled Review Date: August 2025 (Vice Deans Office)

Southwestern Law School is a private institution approved by California's Bureau of Private Postsecondary Education (BPPE). The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student (1) in an educational program who is a California resident or are enrolled in a residency program in California and (2) prepay all or part of your tuition.

You are not eligible for protection from the STRF and are not required to pay the STRF assessment if you are not a California resident or are not enrolled in a residency program. All students who take any courses on Southwestern's campus are considered students enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, and any other information that reflects the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225 Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible to apply for and receive STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a

teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

For more information or to access the STRF application form, visit <https://www.bppe.ca.gov/students/strf.shtml>.

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Work-Study Programs Policy

Administrative policy approved November 21, 2023. Effective immediately.

Revision history: Formerly part of the Financial Aid Policies & Procedures Manual; clarifying language and new consecutive two-year hours limitation added when established as a standalone policy in November 2023.

Related policies: Financial Aid Eligibility Policy

Scheduled Review Date: Financial Aid Office and General Counsel Office November 2025

A. Work-Study Programs

Work-Study programs at Southwestern Law School are funded by the federal government or Southwestern. To be eligible for the Federal Work-Study (FWS) program, a student must have financial need documented through their Free Application for Federal Student Aid (FAFSA) and Cost of Attendance (the maximum amount of aid allowed for the school year, as determined by federal regulation). Students who are not eligible for FWS may qualify for the Institutional Work-Study (IWS) program. These students may contact the Financial Aid Office to see if IWS funds are available. First-year students are **highly** discouraged from participating in the FWS or IWS programs. SCALE™ students are **highly** discouraged from participating in the FWS or IWS programs before Period Three. The FWS and IWS programs are designed to assist students in meeting their educational expenses through part-time employment and to encourage them to participate in community service activities. FWS and IWS funds are earned as students work, based on the number of hours the student works. FWS and IWS funds are not a loan.

B. Requirements

1. Eligibility

All FWS and IWS student workers must be eligible to work in the United States and provide a Social Security card and other employment documentation before they can work.

2. Hours

FWS and IWS students may work up to 20 hours per week during the fall, spring, and corresponding SCALE periods, and up to 40 hours per week in summer.

3. Payment and job descriptions

Whether a position is paid through the FWS or IWS program, students are paid a set hourly rate. The Financial Aid Office maintains job descriptions for each position. All

wages exceed the federal and California minimum wage requirements. Employment earnings are paid twice monthly directly to the student.

4. Hiring

Once approved for FWS or IWS funds, the student can secure a position by contacting the position's supervisor. The supervisor makes all hiring decisions. Once chosen, the supervisor and the Financial Aid Counselor coordinate to hire the student. Students are not awarded FWS or IWS without first submitting a specific, written request (e.g., application) signed by the supervisor and student. The application is provided when the student or supervisor emails the Financial Aid Office about the hire. Work should not begin before the student is officially hired.

5. Job listings

Job opportunities are posted periodically online at www.swlaw.edu, on the Financial Aid Office bulletin board, and in the Career Services Office.

6. Timesheets

Southwestern uses TimesheetX to facilitate the FWS and IWS programs. Students and supervisors can logon to the system (directly onto the Timesheetx website or through Southwestern's Portal) to monitor their department and student budgets, or to see how many hours are remaining in the account. The Timesheetx website information is provided to each student when hired. Students may ask to have their FWS or IWS award increased or decreased at any time with the supervisor's permission, as long as funds are available. Hours entered on the TimesheetX system are subject to supervisor approval. Students who fail repeatedly to submit their timesheets by the pay period deadline will not be permitted to continue in the FWS or IWS program. All timesheets must be approved by the supervisor, or someone designated by the supervisor to approve timesheets. When the supervisor is unable to log on to TimesheetX by the deadline, approval can be made via email and will be noted on the timesheet, though this is done rarely and only when the supervisor is unable to approve the timesheet.

7. Restrictions

Students are not permitted to work FWS or IWS jobs during class meeting times; schedules are uploaded into the TimesheetX system weekly to prevent working during scheduled class times. Fall, spring, and SCALE employment is allowed **only** if the student is enrolled in a minimum of five units per term.

8. Awards

All students hired will be awarded funds as the position and the student's Cost of Attendance allows. Awards are based on the student's estimated hours and pay rate as listed on the application. Hours may vary from week to week; totals and balance remaining are monitored throughout the term. FWS and IWS funds are awarded on a first-come, first-served basis. Should funding for the work-study programs be limited in the future, students will be allowed to work up to an amount available per student, given the number of students active in the program during that particular award year.

9. Position changes

If students wish to add or terminate a position, they must notify the Financial Aid Office. Students will not be paid until the application with supporting documents if needed (typically acceptable ID including a signed Social Security Card, I-9, EDD-4, and current W-4, possibly an I-20 for IWS) are processed.

10. Summer employment

Even if a student is not completing summer units, summer employment is allowed if the student intends to attend the subsequent fall semester or SCALE Period 5. Students who transfer to another school during the summer must terminate their FWS or IWS employment as soon as their intent to transfer is communicated.

11. Academic probation

Academic Probation does not preclude students from working; however, we strongly encourage students to limit hours worked to focus on academics, which will be communicated to the student. If the employment is deemed valuable to rehabilitating the student's progress, the student will be allowed to continue (e.g., as a Research Assistant, whom the supervising professor feels would benefit from the experience).

12. Consecutive two-year hours limitation

Students cannot work more than 500 total hours in each of two consecutive calendar years. For example, if a student works more than 500 hours in year one, they must work less than 500 hours in the immediately following calendar year.

13. Termination

FWS and IWS employment may end at any time for any reason including when the job or project is complete or if the student violates any of the rules regarding FWS or IWS. Any student who violates the above restrictions or the Off-Campus Terms of Agreement (off-campus employees) may also be terminated from the FWS or IWS program by the Financial Aid Office or their supervisor. Employment can also be terminated when an award is exhausted and cannot be increased due to Cost of Attendance or funding issues.

14. Public Interest Grant (PILF)

PILF recipients are limited to the award amount listed on their offer letter. Students may not increase the amount or earn over the original award amount. The award amount is not negotiable. If students exhaust their grant, any additional work will be considered volunteer work. The Financial Aid Office sends an email to students toward the end of their work assignments with instructions and hour limits listed.

C. Annual Student Worker Hours Review Process

Beginning in calendar year 2023, student worker hours will be tracked each year. In December of each calendar year, the Financial Aid Office will review all student worker hours for that calendar year to calculate the hours worked by each student worker for the calendar year. The Financial Aid Office will notify any student worker with 500 hours or more in a calendar year that they must work less than 500 hours in the immediately following calendar year.

D. Policy Revisions

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without notice.

GENERAL STUDENT POLICIES

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Alumni as Visiting Students

Administrative policy approved July 22, 2022. Effective immediately.

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

Related policies: Academic Policies and Procedures

Scheduled Review Date: June 2024 (Registrar's Office and Institutional Advancement Office)

Any graduate of Southwestern may return to take post-graduate courses as an alumni visitor. Alumni visitors receive a 50% reduction discount from current tuition rates and can take a maximum of 2 courses per term. All courses are taken on an audit basis (no letter grades). All alumni visitors must abide by the academic and general law school policies of Southwestern as stated in the *Student Handbook*. Alumni visitors are not allowed to register in full or closed courses, cannot retake courses previously taken, and are not permitted to audit seminars, writing courses, or skills courses. Alumni may receive MCLE credit for the audited course if requested before the class begins. Anyone interested in becoming an alumni visitor may contact the Registrar's Office for information, procedures, and limitations, and to register. (See Auditing Courses Section under Academic Policies and Procedures for additional information.) Alumni visitors are required to comply with all health and safety protocols required by Southwestern Law School to visit campus.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

California State Bar Information

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

Related policies: [LIST POLICIES].

Scheduled Review Date: June 2024 (Academic Success and Bar Related Programs Office)

Students seeking admission to the California Bar (or any state bar) must assume responsibility for complying with all requirements. Compliance with degree and certification requirements will qualify graduates for taking the California Bar Exam and bar exams in most other states, as well as the District of Columbia. Some states, such as New York, have more rigid requirements, especially with respect to limits on clinical and other non-classroom course work. Indiana, for example, prescribes a specific number of semester hours of legal ethics or professional responsibility in order to take their bar exam. Students should consult admission rules for states to which they intend to apply and correspond with bar examiners of the appropriate state to ensure knowledge of the state's current requirements. Copies of the California State Bar Rules are available at <http://rules.calbar.ca.gov>. Questions and selected answers from past bar exams from 2012 on are also available on the state bar website under admissions at <http://www.calbar.ca.gov/>.

A. California State Bar Application

The California State Bar's Office of Admissions provides applicants with information regarding registration as a law student, moral character applications and California Bar Examination applications through their website at <http://www.calbar.ca.gov>. Applicants must submit their registration and/or examination applications through the bar admissions section of the website.

In order to prepare students for the California General Bar Examination, the following is a list of applications that must be completed during law school. The fees listed are set by the Committee of Bar Examiners of the State Bar of California and, for the MPRE, the National Conference of Bar Examiners. Students are urged to contact the appropriate authorities to ascertain any changes. See <http://rules.calbar.ca.gov> and <http://www.ncbex.org/exams/mpre>.

1. Registration as a Law Student (\$119)
2. Multistate Professional Responsibility Examination (MPRE) (\$135)
May be taken after completing the Legal Profession course.
3. Application for Determination of Moral Character (\$551)
After an initial positive moral character determination, application is valid for twenty-four (24) months. A student is encouraged to file an application eight to ten months prior to the date the student plans to be admitted to practice law.
4. Application to Take the California Bar Examination (\$677)

B. Registration as a First-Year Law Student

All persons intending to practice law in California must register with the Committee of Bar Examiners within three months after commencing the study of law. Applications may be accessed through the State Bar's website at <http://www.calbar.ca.gov>. Information concerning the requirements of other jurisdictions must be secured by the individual.

C. Multistate Professional Responsibility Examination (MPRE)

Information for the Multistate Professional Responsibility Examination (MPRE) application may be obtained at <http://www.ncbex.org/exams/mpre>.

D. Character and Fitness

Students should be aware that, at the conclusion of their legal studies, Southwestern is required to provide the bar examiners in every state with an assessment of the student's character and fitness for the practice of law. The Southwestern Student Honor Code sets out a number of specific standards that students are expected to meet and exceed. (See section in this Handbook entitled *Student Conduct*.) In addition, students should be aware that in all their dealings while law students, on- or off-campus, they are also expected to conform to the requirements of the Code of Professional Responsibility and meet their obligation as citizens and members of the legal profession.

E. Admission to California State Bar

Inquiries concerning admission to the California State Bar should be directed to the Office of Admissions, The State Bar of California, 845 South Figueroa Street, Los Angeles, CA 90017-2515, telephone (213) 765-1000. The web address is <http://www.calbar.ca.gov>.

F. Scope of the California Bar Examination

1. The California Bar Examination is structured so that applicants may be required to answer questions involving issues from all of the subjects listed below:

- Business Associations
 - Civil Procedure
 - Community Property
 - Constitutional Law
 - Contracts
 - Criminal Law and Procedure
 - Evidence
 - Professional Responsibility
 - Real Property
 - Remedies
 - Torts
 - Trusts
 - Wills and Succession
2. Multistate Bar Examination (MBE) - The Multistate Bar Examination (MBE) is developed and graded by the National Conference of Bar Examiners (NCBE). This portion of the General Bar Examination is an objective six-hour examination containing 200 questions, which is divided into two three-hour sessions during which 100 questions are administered. The MBE tests seven subjects: Civil Procedure, Constitutional Law, Contracts, Criminal Law and Procedure, Evidence, Real Property, and Torts. Information regarding the MBE and an online practice examination are available through the NCBE's Web site at <http://www.ncbex.org/exams/mbe/>.

G. Qualifications of International Attorneys to Take the California Bar Exam

Attorneys from foreign jurisdictions should contact the Committee of Bar Examiners to determine what requirements are applicable to them to take the California Bar Exam. There is information on the requirements for those with a foreign legal education at <http://www.calbar.ca.gov>.

H. Requirements for Other Jurisdictions

Students who intend to seek admission to practice law in a jurisdiction other than California should visit the jurisdiction's website for a complete list of requirements. Please note that some jurisdictions, such as New York, require applicants complete 50 hours of pro bono work before they can be sworn into the bar. For more information about admission requirements for jurisdiction other than California, please see the National Conference of Bar Examiners website, <http://www.ncbex.org>, which provides A *Comprehensive Guide to Bar Admission Requirements* and jurisdiction information including bar admission agency contact listings.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Classroom Policy

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

Related policies: [LIST POLICIES].

Scheduled Review Date: June 2024 (Dean of Students Office)

Disruption of the classroom environment is prohibited, including use of cell phones or the indiscriminate use of other electronic devices. Recording of any form is not permitted in the classroom without prior approval of the professor, including non-academic recording of any type. Violations of this policy will be subject to review by the Honor Code Committee.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Course Cancellation Policy

Administrative policy approved April 17, 2023. Effective as of May 1, 2023.

Revision history: Technical edits made and reservation of rights language added in November 2023.

Related policies: Academic Policies and Procedures; SCALE Program Policies; and Course Cancellation Policy in the Faculty Manual

Scheduled Review Date: Vice Deans January 2025

A. Circumstances When Courses May Be Cancelled

The Vice Dean(s), in consultation with the Dean, may cancel:

1. Any course in which ten or fewer students have registered, or enrollment is significantly lower than anticipated. This provision, however, does not apply to courses where low enrollment is part of the class design, such as clinics.
2. Any course in which the assigned professor becomes unavailable to teach and an appropriate substitute cannot be retained on a timely or financially feasible basis.
3. Any course that has become impossible to offer for reasons beyond Southwestern's control.

B. Timing and Notice

Notices of cancellation will be given at different times before the start of the term to balance the needs of Southwestern, students, and faculty. Southwestern desires to allow students as much choice as possible and provide students with sufficient notice to adjust their schedules as needed. Similarly, Southwestern desires to give faculty as much notice as possible to adjust their work obligations and schedules.

Courses typically will not be canceled during the add/drop period unless enrollment drops to two or fewer students. The Student Services Office can work with impacted students when a course is canceled.

Typically, Southwestern will employ the following course cancellation approach:

1. For the fall semester and Period 5 electives, initial cancellation decisions will be made two weeks before the specific term begins, although earlier cancellations may be made if it reasonably appears that the course will not achieve the minimum enrollment figures or if another reason listed in Section A occurs. Final cancellations usually will be made one week before the specific term begins but may be made later if enrollment is close to or dips under the minimum noted in Section A.
2. For the January Intersession, initial cancellation decisions will be made eight weeks before the term begins, although earlier cancellations may be made if it reasonably appears that the course will not achieve the minimum enrollment figures or if another reason listed in Section A occurs. Final cancellations usually will be made immediately before Winter Break but may be made later if enrollment is close to or dips under the minimum noted in Section A.
3. For the spring semester and Periods 4 and 7 electives, initial cancellation decisions will be made eight weeks before the specific term begins, although earlier cancellations may be made if it reasonably appears that the course will not achieve the minimum enrollment figures or if another reason listed in Section A occurs. A second round of cancellation decisions will be made four weeks before the specific term begins. Final cancellation decisions usually will be made one week before the term begins but may be made later if enrollment is close to or dips under the minimum noted in Section A.
4. For the summer session, the initial cancellation decision will be made six weeks before the term begins, although earlier cancellations may be made if it reasonably appears that the course will not achieve the minimum enrollment figures or if another reason listed in Section A occurs. A second round of cancellation decisions will be made three weeks before the term begins. Final cancellation decisions usually will be made one week before the term begins but may be made later if enrollment is close to or dips under the minimum noted in Section A.

C. [Policy Revisions](#)

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without prior notice.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

International Students Policy

Revision History: Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; technical revisions in October 2023.

Related policies: None

Scheduled Review Date: June 2025 (SEVIS Principal Designated School Official; Registrar's Office)

A. Student Exchange Visitor Information System (SEVIS)

International students enrolled in a J.D. or LL.M. program at Southwestern must adhere to the requirements set forth by the Student Exchange Visitor Information Program (SEVP). SEVIS is an internet-based system Southwestern uses to maintain accurate and current information on international students and scholars with F1 visas and their dependents.

SEVIS allows schools and the U.S. Citizenship and Immigration Services (USCIS) to exchange data on the visa status of international students and scholars.

B. Student Responsibilities

1. Change of address

An international student must notify the Registrar's Office of any address change within ten calendar days of moving. Students must provide a physical address; P.O. boxes or office addresses are not allowed. If it is not possible to receive mail at the residence, the student must also provide a mailing address. Students may not use the Southwestern Law School address as their mailing address.

2. Enrollment status

A student must always remain in full-time status unless the Registrar's Office has approved an underload before the start of the semester. A J.D. student is required to enroll in a minimum of 10 units per semester and a maximum of 16 units. An LL.M. student is required to enroll in a minimum of 8 units per semester and a maximum of 16 units. Please note that dropping courses can impact a student's visa status if they drop below the units listed in this paragraph.

3. On-campus check-in

F1 students must check in with the Principal Designated School Official (PDSO) listed in Section E below within seven business days from the first class day of each semester; summer sessions are excluded. Failure to check-in in a timely manner may result in termination of the international student's I-20.

4. Off-campus employment

A J.D. student must complete one academic year to qualify for off-campus employment. International J.D. students must consult with the PDSO and complete the necessary forms before obtaining and starting off-campus employment. Approval from the USCIS is required. Application approval may take up to 90 days.

F1 students participating in externships must contact the PDSO for curricular practical training (CPT) authorization on their I-20. Students must secure the externship training opportunity before CPT can be authorized, and CPT must be authorized before the student can begin working at the externship.

5. Transfer to another institution

A student must notify the PDSO before transferring from Southwestern to another institution. A student must report the new institution's name and the date they will be transferring.

6. Failure to enroll

If, for any reason, a student does not register for the fall or spring semester, the law school will notify SEVIS that the student is out of status, which will make the student subject to deportation.

7. Return to home country

If a student plans to travel during current enrollment, a signature is required from the PDSO. A signature from the PDSO is valid for one year.

8. Passports and visas

The student must inform the PDSO of any change of visa status and/or type within ten calendar days. The I-20 form, visa, and passport must always be kept current.

9. Graduation date

The student must notify the Registrar's Office of graduation before the program end date indicated on the I-20 form. Each international student must maintain their legal immigration status at all times to remain legally in the United States.

C. Spouses and Dependents: Full-Time or Part-Time Study

A spouse or dependent of an F-1 student, with an F-2 status, is not allowed to study full- or part-time at the university level. A dependent with F-2 status may only take classes that are considered recreational. Spouses must matriculate and apply for a separate F-1 student visa. Children are allowed to attend primary and secondary school (K-12).

D. Optional Practical Training (OPT) for F-1 students

1. Application timing

A student may apply for Optional Practical Training (OPT) 90 calendar days before their graduation. Applications may be submitted up to 60 calendar days after the program completion date, but no more than 30 calendar days after the PDSO has recommended the student for OPT and signed the new I-20 form. Documents required include the following:

- a. I-765 form and application fee
- b. Clear copy of passport and a passport photo
- c. Updated I-20 form with Designated School Official approval to participate in OPT
- d. Clear copy of form I-94

2. Timely submission

Documents can be filed online by creating a [USCIS Online Account](#). A student has 30 days to submit all documentation after receiving the new I-20 with recommended OPT. Travel outside the United States after the student's completion date and before the approval of the student's OPT is not recommended.

3. Multiple Optional Practical Training sessions

USCIS regulations affirm that an international student is eligible for 12 months of practical training if they have completed a first or second degree at a higher academic level. A student is not eligible for an additional 12 months if they seek a second degree on the same academic level.

E. Principal Designated School Official (PDSO) and Designated School Official (DSO)

Sylvia Villalpando
Principle Designated School Official Student Services Office, Room W102
(213) 738-6888
svillalpando@swlaw.edu

Jessica E. Johnson Designated School Official
General Counsel Office, BW361
(213) 738-66733
jejohnson@swlaw.edu

Students can find additional information regarding the responsibilities of international students [here](#).

F. Policy Revisions

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without prior notice.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Policy Statement on Consensual Relationships

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

Related policies: [LIST POLICIES].

Scheduled Review Date: June 2024 (TBD Office)

The following has been adopted by the Southwestern faculty and represents a policy statement of professionalism for students and faculty of the Southwestern community.

A. Policy Statement

Consenting romantic or sexual relationships between faculty and students are deemed very unwise. This practice affects the performance, morale, and intellectual atmosphere of the community in which it occurs.

Faculty members must understand that a faculty member who initiates with a current student a personal relationship with romantic or sexual implications or intentions, or who acquiesces in such a relationship initiated by a current student:

1. Can seriously compromise the student-teacher relationship to which all faculty members have primary professional responsibilities;
2. Can in a classroom environment, seriously impair the educational environment not only for the principals in the relationship but for the faculty member's other students;
3. Can give rise to charges of unacceptable discrimination by the faculty member's other students in regard to grading, references, or employment opportunities; and
4. May prejudice the faculty member's defense in the event that sexual harassment or discrimination charges arise from such a relationship.

"Current student" will be understood to mean any student currently enrolled in the law school. A relationship existing at the time the student enters the law school is not condemned by this policy; however, the student may not enroll in any course taught by the faculty member with whom they are involved.

Faculty members are warned against the possible costs of even an apparently consenting relationship. The administration involved with hearing a charge of sexual harassment will be expected, in general, to be unsympathetic to a defense based on consent when the facts establish that a professional power differential existed within the relationship.

Although sexual relationships between faculty members and current students do not in themselves constitute sexual harassment, they do nonetheless constitute entirely inappropriate behavior which hold enormous potential for impairing a faculty member's effectiveness as a teacher with other students, quite apart from the exposure to charges of sexual harassment and discrimination which such relationships present.

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Student Concerns Policy

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; revised September 2023 after receiving BPPE approval to operate.

Related policies: Policy to Prevent Discrimination, Harassment, and Retaliation; Sexual Misconduct Policy; and Student Honor Code.

Scheduled Review Date: June 2024 (Student Services Office)

A. General Student Concerns

Southwestern Law School takes concerns and complaints regarding the institution very seriously. A student with a concern or complaint not otherwise addressed by a specific Southwestern policy or procedure may meet with the Associate Dean for Student Services or address them in writing to the Associate Dean for Student Services. A written response will generally be provided within 10 to 15 working days after receiving the written complaint. Concerns or complaints by residents regarding The Residences at 7th should be directed to the property manager at housing@swlaw.edu or Ext. 5500.

B. Complaints Implicating ABA Standards (ABA Standard 510)

As an ABA-accredited law school, Southwestern must comply with the American Bar Association Standards and Rules of Procedure for Approval of Law Schools ("ABA Standards"), including ABA Standard 510 regarding student complaints implicating compliance with the ABA Standards. The ABA Standards may be found at http://www.americanbar.org/groups/legal_education/resources/standards.html.

1. Filing a complaint

Any Southwestern student who wishes to bring a complaint to the attention of the law school about a significant problem that directly implicates the school's compliance with the ABA Standards should take the following steps:

- a. Submit the complaint in writing to a Vice Dean. If the Vice Dean is unavailable,

the complaint should be submitted to the Associate Dean for Student Services (the Vice Dean or the Associate Dean for Student Services is referred to as the “administrator”). The writing may be in an e-mail, U.S. mail, or by personal delivery.

- b.** The writing should describe in detail the practice, program, or other matter that is the subject of the complaint. The writing should also explain how the matter directly implicates the law school’s compliance with a specific ABA Standard(s).
- c.** The writing must provide the student’s name, e-mail address, and street address for further communication about the complaint.

2. Addressing a complaint

If the administrator determines that the complaint directly implicates the law school’s compliance with an ABA Standard, Southwestern will employ the following process in response:

- a.** The administrator will acknowledge in writing receipt of the student’s complaint; acknowledgment may be made by e-mail, U.S. mail, or by personal delivery at the option of the administrator. The administrator, or the administrator’s designee, will either meet with the student or respond to the complaint’s substance in writing. In this meeting or this writing, the administrator will provide a substantive response to the complaint or information about steps being taken by Southwestern to address the complaint or further investigate the complaint. Usually, a student can expect a meeting or written response to the complaint within three to four weeks of the submission of the complaint.
- b.** Within 60 calendar days of receiving a decision, students may appeal a decision on complaints to the Dean of Southwestern. The appeal must be in writing and explain the basis of the appeal; it should be in the form of an e-mail, U.S. mail, or by personal delivery. The Dean will either meet with the student or respond to the substance of the appeal in writing. Usually, a student can expect a meeting or written response to the appeal within three to four weeks of the submission of the appeal. The Dean’s decision will be final.
- c.** A copy of the complaint and a summary of the response and resolution of the complaint will be kept by Southwestern in compliance with the ABA Standards.

c. Complaints to the Bureau for Private Postsecondary Education

Southwestern is approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution complies with the minimum

standards in the California Private Postsecondary Education Act of 2009 and the California Code of Regulations.

Anyone, including students, may file a complaint with BPPE if they believe Southwestern has violated the laws and/or regulations governing the school's operation, including unlicensed activity. Complaints may be filed by using BPPE's online [complaint submission link](#) (preferred) or by downloading the [complaint form](#) and mailing it to

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818 or calling 888-370-7589.

More information concerning BPPE's complaint procedure can be found at:
<https://bppe.ca.gov/enforcement/complaint.shtml>.

If Southwestern receives notice of a complaint filed with BPPE, it will respond as and when appropriate. Southwestern will cooperate with any BPPE investigation. Southwestern's response may include an investigation. The President & Dean will determine whether an internal or external investigator should be appointed, and any investigator will coordinate with Southwestern's General Counsel.

D. [Protection Against Retaliation](#)

Southwestern will not retaliate against nor tolerate any harassment or retaliation directed toward an individual who, in good faith, makes a complaint or cooperates in the investigation of a complaint under this policy.

E. [Policy Revisions](#)

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without prior notice.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Student Records Policy - FERPA

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

Related policies: Student Honor Code Policy.

Scheduled Review Date: June 2024 (Registrar's Office)

A. Access to Student Records

In accordance with Section 99.5 of Title 34 of the Code of Federal Regulations, the following rights are provided for all Southwestern students under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g (Supp. IV, 1974):

1. The law school maintains records for each student that include name, address, student identification number, information on parents, guardian, and spouse, general information on academic status at the law school, previous school data, results of standardized admissions examinations, courses previously taken or being taken, credits, and grades, and transcripts with any applicable notations. Applicants for financial aid have an additional file established to maintain financial aid records.
2. The Registrar's Office of the law school is responsible for maintaining all of these records, except for those involving financial aid. All records are available to the Registrar, the Dean, the Chief Financial Officer, the Vice Dean(s), the Associate Deans, the Dean of Students, the Director of Financial Aid, the faculty of the law school, and their respective staffs for the normal academic and business purposes of the law school. There may be instances where student records need to be shared between Southwestern and other institutions for legitimate academic purposes connected with joint academic degrees or programs or as otherwise stated in this policy. All of these records are also available to such other organizations and persons as are entitled to them under Part 99 of Title 34 of the Code of Federal Regulations.

Records involving financial aid are maintained by the Director of Financial Aid and are available to the Director and staff, the Dean, the Chief Financial Officer, the Vice Dean(s), and the Dean of Students for the purpose of granting and administering the law school financial aid program. All of these records are also available to such other organizations and persons as are entitled to them under Part 99 of Title 34 of the Code of Federal Regulations.

Students have the right to provide written consent before the law school discloses personally identifiable information from student records, except to the extent that FERPA authorizes disclosure without consent including disclosures via transcript notations. Southwestern discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Southwestern in an administrative, supervisory, academic, research, or support staff position (including security unit personnel); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary committee. A school official may also include a volunteer or contractor outside of the law school who performs an institutional service or function for which the law school would otherwise use its own employees and who is under the direct control of the law school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, collection agent, housing management company personnel, or a student volunteering to assist another school official in performing their tasks. External agents of the law school that are considered school officials with legitimate educational interests include organizations such as the National Student Clearinghouse. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for Southwestern. Upon request, the law school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll or has already enrolled.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Southwestern to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. These situations include the following:

- a. disclosure to other school officials, including faculty, within Southwestern whom the law school has determined to have legitimate educational interests;
- b. disclosure to authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the law school's state-supported education programs;
- c. disclosure in connection to financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid;
- d. disclosure to organizations conducting studies for, or on behalf of, the law school, to (a) develop, validate, or administer predictive tests, (b) administer student aid programs, or (c) improve instruction;
- e. disclosure to accrediting organizations to carry out their accrediting function;
- f. disclosure to comply with a judicial order or lawfully issued subpoena; and
- g. disclosure to appropriate officials in connection with a health or safety emergency.

The law school retains documentation, available to the student and kept with their file, of all persons and organizations, other than those authorized and designated above, requesting or obtaining access to the file. This record will indicate specifically the legitimate interest that each person or organization obtaining access to the records has in such records. Where records are furnished in compliance with judicial order or pursuant to any lawfully issued subpoena, students will be notified in advance of the law school's compliance.

- 3. Students are allowed access to their records as follows: A student may inspect their academic transcript during normal working hours in the Registrar's Office. To see other records, the student must submit a written request to the Registrar, the Director of Financial Aid, the Vice Dean(s), the Dean of Students, or to their staff, as appropriate. A mutually convenient time will be arranged within 15 working days after receipt of the request for the student to examine the records of their file. At that time, the student may examine all records in the file except for those specifically exempted by Part 99 of Title 34 of the Code of Federal Regulations. The student may obtain copies of any of the records available to him or her. A student may not obtain copies of another institution's transcript or

letters of recommendation. All reasonable requests for explanations or interpretations of the records will be honored, and if inaccurate, misleading, or otherwise inappropriate data are found in the records, they will be promptly corrected or deleted. The student also has the right to insert into the records a written explanation respecting the contents of such records.

A student may submit a written request to the Vice Dean(s) for a hearing to challenge the content of the record that they believe is misleading, inaccurate or in violation of the privacy rights of the student. The Vice Dean(s) will schedule such a meeting within 30 calendar days after receipt of the request and will notify the student reasonably in advance of the hearing of its date, time, and place. The hearing will be before a Board composed of the Vice Dean(s), Dean of Students, or their designated alternates, and at least one disinterested member of the faculty who will be appointed by the Dean of the law school. None of those hearing the challenge may have a direct interest in the outcome. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney. The decision of the Board on the correctness of the record, as determined by majority vote, will be rendered in writing within 10 calendar days after the conclusion of the hearing, and will be final. This decision will be based solely upon the evidence presented at the hearing and will include a summary of the evidence and of the reasons for the decision.

If, as a result of the hearing, the law school decides that the information in the files is inaccurate, misleading, or in violation of the privacy rights of the student, the law school will amend the records accordingly and so inform the student in writing. However, if as a result of the hearing, the law school decides that the information is not inaccurate, misleading, or in violation of the privacy rights of the students, it will inform the student of the right to place in the records a statement commenting on the information in the records and/or setting forth any reasons for disagreeing with the decision of the law school.

4. At its discretion, Southwestern Law School may provide "directory information" in accordance with the provisions of FERPA. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at Southwestern includes the following: student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities, degrees, honors and awards received, and the most recent educational institution attended. Students may block the public disclosure of directory information by notifying the Registrar's Office in writing.

Students should consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block will call for Southwestern not to release any or all of this "directory information;" thus, any future requests for such information from non-Southwestern persons or organizations (e.g., for employment references or degree verification) will be refused unless required by law.

Southwestern will honor a student's request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Although the initial request may be filed at any time, requests for non-disclosure will be honored until removed, in writing, by the student. Regardless of the effect upon you, Southwestern assumes no liability as a result of honoring your instructions that such information be withheld.

5. No student can be required to waive rights under Part 99 of the Code of Federal Regulations. However, a student may voluntarily waive right of access to confidential statements made by third parties respecting admission to educational agencies or institutions, applications for employment, or the receipt of an honor or honorary recognition. In case of waiver, the confidential statements will be used solely for the purposes for which they were specifically intended, and the student will, upon request, be notified of the names of all persons making such confidential statements. If a student should desire to waive right of access, so as to facilitate the obtaining of a confidential statement of this nature, they should contact the Registrar's Office.
6. The law school reserves the right to destroy from time to time any and all records that it maintains on a student, except to the extent that the law requires their maintenance for a longer period of time. However, access to records which has been requested under Part 99 of the Code of Federal Regulations, are not allowed to be and will not be destroyed until such access has been granted or a decision to deny such access has been arrived at as described in (3) of this section.
7. Any student has the right to file a complaint with the United States Department of Education concerning an alleged failure by the law school to comply with the provisions of Section 438 of the General Education Provision Act (20 U.S.C.A. Section 1232g).

B. Change of Vital Data

It is the student's responsibility to advise the school promptly of any change in vital data, such as a change of temporary or permanent mailing address, telephone number, sex, gender or name. Such information is needed to contact the student in case of emergency and to notify the student of any other important information. A mailing to a student's most recent address, as recorded in the Registrar's Office, is deemed to be

sufficient to provide notice with respect to any matter concerning the student. Changes can be submitted through a Student Action Report (SAR) or through WebAdvisor as soon as any such changes occur.

C. Continuing Duty to Disclose/Post-Admissions Disclosures

Post-admission disclosures to student law school application materials, specifically amendments to the required criminal and disciplinary disclosures, will be handled according to the seriousness or culpability of the omission. Where the undisclosed matter would not have affected admissions decision-making, in the sole judgment of Southwestern, the amendment/disclosure will be added to the student's file and duly reported to any appropriate State Bar. More significant undisclosed matters will be referred to the Honor Code Committee for evaluation and possible disciplinary action under Southwestern's Student Honor Code.

Following admission and before degree conferral, students have an ongoing responsibility to inform the Dean of Students Office of any criminal charges leveled against them in any jurisdiction during the time in which they are actively pursuing their legal education, or on a leave of absence or any other break in their attendance at Southwestern.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Transfer and Visiting Students Policy

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

Related policies: [LIST POLICIES].

Scheduled Review Date: June 2024 (Dean of Students Office)

A. Course Work at Other Law Schools

Written approval from the Dean of Students is required before a Southwestern student may take course work at another law school, including any work during study-abroad programs, intersessions, summer sessions, or academic semesters. Only course work offered by law schools approved by the ABA and members of the Association of American Law Schools (AALS) will be considered for approval. Required courses, such as Evidence, Legal Profession, or courses purporting to satisfy the writing or skills requirement, will not be approved absent an extraordinary circumstance.

A maximum of 6 units may be counted toward completion of the Juris Doctor degree from course work taken at other law schools. This 6-unit maximum includes all course work, including work completed in study-abroad programs, summer sessions, or intersessions. Students with special circumstances seeking to visit out for a semester or a year, whether domestic or abroad, should refer to *Part F "Southwestern Students Visiting at Other Law Schools"* in this section.

Courses taken by Southwestern students at other law schools with prior approval earn credit toward a Southwestern degree only if the student earns a minimum grade of "C." Generally, no courses designated by other law schools as "Pass/Fail" or "Credit/No Credit" courses will be approved for credit toward a Southwestern degree. Any credit accepted from another ABA approved law school is not included in computing Southwestern's grade point average. The units are transferred as "Credit" without grade point itemization on the Southwestern transcript.

Students who attend study-abroad, summer sessions or intersessions at other ABA-approved law schools, whether domestic or abroad, should contact that school to

ascertain that school's refund policy. While it is up to each school to decide how it wishes to handle refunds, it is unlikely that schools will issue refunds upon withdrawal after a program begins.

Information regarding financial aid eligibility and procedures for study abroad, summers sessions or intersessions at other ABA-approved law schools can be found at the following link: [Visiting Out - Information.pdf \(swlaw.edu\)](http://swlaw.edu/Visiting-Out-Information.pdf).

Southwestern students desiring to take course work at other law schools must obtain written approval from the Dean of Students Office before attendance. To request a transcript, the student must submit a Transcript Request form available at the Registrar's Office and pay the required fees to the Registrar's Office. The student must also submit a Visiting Out Request form or ABA Approved Summer Abroad Request form, along with the following information to the Dean of Students Office:

1. The name of the school and/or program the student is considering visiting;
2. A detailed reason for why the student is requesting to visit another school;
3. The duration of the visitation request;
4. The name and detailed description of each course the student is requesting to take;
5. The number of units for each course the student is requesting to take; and
6. Confirmation that each course is graded (Credit/No Credit courses will not be approved).

At least 10–15 business days must be allowed for completion of the request(s). If the request is approved, Southwestern will mail a letter of good standing to the registrar of the appropriate law school. The letter will state certain conditions with which the student must comply. A letter of good standing will not be issued when the student is on probation or when a student is facing an Honor Code Committee determination in regard to an alleged Student Honor Code violation.

At the conclusion of the visit, the student must request a transcript from the school the student is visiting to be sent to Southwestern's Registrar's Office. Please note that visiting during your last semester could result in a delay in determining whether you have met all graduation requirements and in your graduation date, issuance of a diploma, and certification to sit for a bar examination.

B. Approval for Study-Abroad Programs Sponsored by Other Law Schools

Southwestern will accept credit for study abroad programs completed through other law schools only if the Dean of Students has approved the program before the student's departure. Only programs approved by the ABA are eligible for the Dean of Students' approval. Students must be in good academic standing to be eligible to attend study-abroad programs at other law schools. Only study abroad programs that fulfill all ABA

Criteria for Approval of Foreign Summer Programs will be approved. In accordance with ABA policy, no study-abroad programs will be approved that do not comply with the following: (a) the educational program must provide adequate time for class preparation, reflection and intellectual maturation similar to that provided in the regular semester. (b) the number of credits a student may receive in the program must comply with Standard 310 regarding credit hours and in no event will a student receive more than 1.5 semester credit hours for each week of the program.

A maximum 6 units of credit earned at non-Southwestern institutions may be approved and applied toward completion of the Juris Doctor degree. In the case of students who attend both a Southwestern-sponsored summer abroad program and a summer-abroad program sponsored by another ABA-approved law school, a maximum of 8 units from summer-abroad programs of any kind, Southwestern sponsored or otherwise, may be applied toward completion of the Juris Doctor degree. A director of a Southwestern-sponsored summer-abroad law program and the Dean of Students must approve in writing any deviation from the eight-unit maximum requirement. Deviations are rarely granted and will only be granted for Southwestern programs.

Study abroad should be an experience in which students gain learning and appreciation for the law as it functions and is taught in a foreign culture. Study abroad should not be an experience where students study the same law that could be learned in the United States. Programs should include curricula that focus on some study of the law in the region in which the summer abroad program is located. Required courses, such as Evidence, Legal Profession or courses purporting to satisfy the writing requirement, will not be approved in a summer-abroad program.

Please see further information in this section of the Handbook for additional requirements concerning approval to study abroad, including transfer of course credits to Southwestern. Further information about applying to non-Southwestern study abroad programs is available in the Dean of Students Office.

All students participating in summer-abroad programs must adhere to all provisions of Southwestern's policies and applicable policies of the hosting school, including those related to the Student Honor Code and sexual misconduct policies.

Students should be aware that there might be a limitation on the availability of financial aid for summer-abroad programs. Students are strongly advised to consult the Financial Aid Office as early as possible before registering for any summer-abroad program or paying any program fees.

C. Southwestern Students Visiting at Other Law Schools

Under compelling circumstances, the Dean of Students may grant permission for a Southwestern student to participate in a semester-long study-abroad program or take their second, third, or fourth year at another school and receive a degree from

Southwestern. Requests to do so must be in writing and directed to the Dean of Students.

Semester or academic year visits will be approved only to ABA-approved law schools in extraordinary circumstances in which a visit to another law school alleviates a significant hardship. An example of such situations includes a student's spouse being indefinitely transferred to another state. Students will be required to document the extraordinary circumstances on which the request to visit out is based.

Required courses, such as Evidence, Legal Profession, or courses purporting to satisfy the upper division writing or experiential requirements, will not be approved absent an extraordinary circumstance. Visits for reasons of career exploration or personal convenience cannot be approved. If a leave of absence can address the situation, then the student will be placed on leave of absence. Students interested in pursuing permission for a hardship visit or leave of absence should consult the Dean of Students Office.

D. Transfer to Southwestern

Southwestern welcomes transfer applications from students in good standing at other law schools approved by the American Bar Association. Applications must be submitted to the Admissions Office. The general law school policy regarding transfer students is as follows:

1. No more than 43 semester units will be allowed to transfer to Southwestern and be counted toward the 87 units required for graduation.
2. Transfer credit will be granted only for courses completed as a J.D. student with a letter grade of at least "C."
3. Credit/No Credit (Pass/Fail or other non-letter graded) courses will not be accepted for transfer credit.
4. Transfer students will receive unit-only credit at Southwestern for the full amount of their completed semester units from their former institution, within the constraints of this policy.
5. For the purpose of determining course equivalency for required courses completed at a transfer student's former institution, a review of the course syllabi may be required.
6. A course required by Southwestern for graduation will be deemed fulfilled if the equivalent course has been completed with a letter grade of at least "C" at a transfer student's former institution.

7. Transfer credit will not be granted for any course not reflected on the official transcript from the transfer student's former law school.
8. Transfer students will receive residency units for credit transferred to Southwestern in accordance with the academic program and equivalent number of terms completed at their former institution.
9. Class standing and grade point averages for Southwestern are computed solely based on grades achieved while enrolled at Southwestern. 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. Students from the part-time evening and PLEAS/Part-time day programs are ranked together.
10. Southwestern does not give advanced standing or award transfer credit toward completion of a J.D. degree for coursework completed at a foreign law school.

The Dean of Students will make the final determination on courses that may be accepted as transfer credit for admitted transfer students.

E. Visiting Students at Southwestern

Students visiting at Southwestern must complete an application for admission. Approval is based on receipt of a letter of good standing and permission to attend from the student's home school and all other required application materials as outlined at <https://www.swlaw.edu/admissions-financial-aid/admissions-jd/transfer-visiting-students>. Admission of visiting students will be considered and approved on a semester-by-semester basis. Visiting students are responsible for checking with their home school regarding acceptance and transfer of units, including acceptance and transfer of Credit/No Credit units. Upon receipt of all grades for the semester, the Registrar's Office will send one free transcript to the home school designated by the student on their application form as a means of reporting the completed coursework to the visiting student's home school. The visiting student must complete a transcript request form and pay the appropriate fee for any additional transcripts. All visiting students must abide by the academic and general law school policies of Southwestern. Visiting students are responsible for ascertaining that these policies, including the time frame for provision of grades, are acceptable to the home school, as Southwestern cannot deviate from its customary policies in order to meet home schools' deadlines.

SOUTHWESTERN

LAW SCHOOL

Los Angeles, CA

Policy Statement on Student Academic Work-Product Originality

Administrative policy approved July 22, 2022. Effective immediately.

Revision history: Technical and substantive edits were made in August 2023. Related policies:

Student Honor Code.

Scheduled Review Date: June 2024 (Director of Legal Analysis, Writing, and Skills; Student Services Office)

A. Overview

Students in law school are expected to learn the law, to learn the tools of the practice of law, and to prepare for the demands of the legal profession. Students must establish habits that will carry them forward as professionals. As measures of learning and preparation, a law student's academic work products must be their own.

B. Plagiarism

Plagiarism is the submission or presentation of any work, in any form, that is not a student's own without acknowledgment of the source. A student must not appropriate ideas, facts, or language from the work of another. All student work must be original. Any sources used must be fully cited. Plagiarism is a serious Honor Code violation that may result in expulsion; even lesser punishments may result in career-limiting consequences after graduation.

C. LAWS Collaboration Policy

All LAWS assignments must be "original works of authorship." To clarify, when a work is no longer "original," this policy sets forth specific examples of inappropriate conduct. It is impossible, however, to anticipate and list every possible example of improper conduct. Therefore, the absence of a particular act from this document does not prevent appropriate discipline under the Honor Code.

A violation of this policy may result in an "F" on the affected LAWS assignment and an "F" in the course. Faculty may refer violations of this policy to the Honor Code

Committee as misconduct under Southwestern's Student Honor Code.

This policy does not override or revise in any way the school's plagiarism policy as set forth above and as noted in the Student Honor Code.

1. Collaboration with other LAWS student

Students may discuss thoughts and ideas with other students in the LAWS course. Students may not, however, share their notes (other than class notes), case lists, printouts, charts, drafts, or any other material that contains the students' thoughts on the problem and may not work together beyond general thoughts and ideas except as expressly permitted by the professor. Students may not read written materials out loud to another student counts as impermissible sharing.

Students enrolled in SCALE may not discuss thoughts, ideas, or written information with any student enrolled in the LAWS course in the traditional day program, evening program, PLEAS, or part-time day program. Students enrolled in SCALE may only discuss thoughts and ideas with students currently enrolled in the SCALE LAWS course.

2. Collaboration with anyone other than a LAWS student

Students are encouraged to seek assistance from their LAWS professor and their teaching assistant, the research faculty, and the Writing Center staff. These sources will know how to give students appropriate assistance.

Students may not seek any assistance outside of these sources. For example, a student may not seek assistance from family members, acquaintances, mentors, or tutors, regardless of whether the individual is an attorney. Assistance of any kind is prohibited, including substantive guidance and help with grammar and citation.

3. Use of court briefs prepared by attorneys

A student can review court briefs written on their issue in actual cases. Keep in mind, however, that not all briefs prepared by attorneys are well-written, and the availability of briefs online does not indicate their quality.

Students must never copy or paraphrase another's words without putting them in quotation marks and citing the source. Students must never use someone else's idea without citing the source. Using another's words, thoughts, and ideas without proper citation is plagiarism.

4. LAWS Generative AI policy

All submissions in a LAWS I or LAWS II course, whether in draft or final form, including papers, projects, exams, reflections, and oral presentations, must be the student's own work. To avoid plagiarism, when a submission includes or relies on content borrowed from other sources or authorities, the submission must cite the sources appropriately. Each LAWS Professor will instruct students on how to cite sources appropriately for their assignments. Students may use spell-checking and grammar-checking tools on the content created for a submission. However,

students may not use generative artificial intelligence tools (e.g., ChatGPT, Jasper, Lex, GrammarlyGO, or any other chatbot or Generative AI tool) to generate, revise, or edit the content of any assignment unless their LAWS professor gives explicit written permission. If a student is unsure whether they are permitted to use a specific writing tool for an assignment, they should ask their LAWS Professor in advance. A violation of this policy may result in an "F" on the affected LAWS assignment and an "F" in the course. Faculty may refer violations of this policy to the Honor Code Committee as misconduct under Southwestern's Student Honor Code.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Student Conduct Policy and By-Laws of the Honor Code Committee (HCC)

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

Related policies: Sexual Misconduct Policy; Policy to Prevent Discrimination, Harassment, and Retaliation.

Scheduled Review Date: June 2024 (Dean of Students and Diversity Affairs Office)

Student Conduct in General

Students enrolled in the law school are subject to the ethical requirements governing the legal profession as well as to the policies and procedures of Southwestern Law School, including those expressed in this *Student Handbook*, and the provisions regarding student conduct and student discipline contained in the Student Honor Code.

Conduct proscribed by the Student Honor Code is set forth below. General information and specific procedures for Honor Code violations are set out in the By-Laws of the Honor Code Committee (HCC).

Most student discipline matters will be handled by the Honor Code Committee. However, the ultimate decision in any disciplinary matter is not delegable. Whenever the law school administration determines that a student's continuance in the law school would not be in the best interests of the institution, or that they are not a person of such character or integrity to be qualified for admission to the legal profession, it may terminate the student's enrollment or refuse to award a degree. In such cases, the notation "Disciplinary Expulsion" will be entered on the student transcript. The procedures set out in the HCC By-Laws do not apply to such determinations. Rather, such matters will be dealt with expeditiously and with procedures which provide notice and an opportunity to respond.

The legal profession regulates the conduct of those licensed to practice. As future lawyers, developing and maintaining professional competence includes the expectation to act with integrity and respect towards your coursework, classmates, colleagues and community.

By-laws of the Honor Code Committee (HCC)

A. Article I

Preamble

WHEREAS, for the purpose of developing and inculcating in students at Southwestern the personal responsibility needed by the legal profession, the Student Body and the Faculty are to establish a forum for discussion of matters relating to students and faculty, and the students as a body are to assume, together with the faculty, responsibility over student disciplinary matters concerning students, and

WHEREAS, the Student Body and the Faculty are to assume said powers and responsibilities, within the limits of standards external to Southwestern, which includes, without limitation, the academic freedom of the professors and the inherent general duties of the Dean with respect to maintenance of ethical standards, and

WHEREAS, the Law School Community is to provide for itself recourse to vindicate its rights and interests as hereinafter set forth against student behavior which is antithetical to the interests of the Law School, the Faculty, or the Students, individually or collectively, and

WHEREAS, administration of the said powers over disciplinary matters will depend upon petitions voluntarily submitted by individual members of the Law School Community to the committee herein empowered to redress the rights and standards herein set forth according to the procedures herein established, said committee alone will take action upon such petitions, and will justify such action upon these principles and rights;

NOW THEREFORE, in furtherance of the goals and powers aforesaid, there is hereby constituted a committee of the Law School to be known as the Honor Code Committee (hereinafter referred to as the "Plenary Committee"), together with a sub-committee thereof empowered to hear student disciplinary matters, and to be known as the Hearing Sub-Committee (hereinafter referred to as the "Sub-Committee").

B. Article II

Composition and Procedure of the Honor Code Committee

Section 1: Purpose

The purpose of the Plenary Committee is to make recommendations to the Dean of the law school concerning student discipline. If another policy has a specific procedure (such as the Sexual Misconduct Policy or the Policy to Prevent Discrimination, Harassment, and Retaliation), then this procedure will not apply.

Section 2: Composition

The Plenary Committee will consist of six (6) faculty members and nine (9) student members. The faculty members will be appointed by the Dean of the law school. Vacancies in the student membership will be filled through an annual application process open to all students. Completed applications are presented to the Committee for approval by majority vote. Faculty members will serve for one calendar year. Student members will ordinarily serve for their remaining law school enrollment, unless they step down from service for any reason, recuse themselves or are removed for cause.

The Chair will be a student elected by the members.

Section 3: Procedure for the Plenary Committee

1. Meetings

Meetings of the HCC will be called as circumstances require. Reasonable notice of meetings will be given.

During the school year when the Committee membership is fully constituted, a quorum of the Committee will be seven (7), including at least one (1) faculty member. During the months of May through October (generally), when the Committee membership has been reduced due to student graduation and summer unavailability, and until full membership is able to be met, a quorum will consist of five (5), including at least one (1) faculty member. No vote will be held unless a quorum is present.

2. Petitions

The Plenary Committee procedures for handling petitions will be as follows:

- a. The Committee will determine whether the petition involves a disciplinary or non-disciplinary matter. If the matter is disciplinary, it will be handled in accordance with Article III.
- b. The Plenary Committee will formulate its recommendation based upon the discussion of the situation in accordance with parliamentary procedures and the By-Laws of the Honor Code Committee. All motions, including the ultimate recommendation, will be decided by a majority vote.

C. Article III

1. Treatment of Student Disciplinary Matters Jurisdiction and Preliminary Matters

Section 1.1: Petitions

The Plenary Committee will first consider whether petitions state facts which if proved would be a basis for disciplinary action. The petition and all matters referred to therein will remain confidential. If the Plenary Committee determines that no further action is warranted, it will notify the petitioner of that determination.

Section 1.2: Examiner

If, after examining the statements in the petition, the Plenary Committee has reason to believe a disciplinary violation has occurred, the Dean will be notified of that determination. Upon receipt of such notice, the Dean will appoint a member of the faculty to act as the Examiner in the matter. The Examiner will investigate the grievance and determine whether a factual basis exists in support of the petition. In such event, the Examiner will prepare a written Notice of Disciplinary Action stating the allegations and the Honor Code provisions upon which the charges are based. The Notice will be served upon the respondent in person, or by first-class mail to the respondent's address as shown in law school records. Within 10 calendar days after service of such notice, the respondent may file a written response thereto. If no such response is filed, all allegations contained in the notice will be deemed denied. Thereafter, the grievance will be prosecuted in the name of the Law School.

In the event the Examiner determines that the facts will not provide a basis for disciplinary action, the Examiner will communicate this to the Discovery and Settlement Officer and both will discuss the merits of the Examiner's position. If the Officer concurs with the Examiner, their recommendation of dismissal of the grievance will be sent to the Dean. If the Officer disagrees with the Examiner's position, the opinions of both will be communicated to the Dean who will make the final determination of whether or not to proceed with the grievance.

Section 1.3: Speedy Hearing

The respondent has a right to a speedy hearing. To that end, the Committee will dismiss the grievance and refuse to conduct a hearing if it appears that too much time has elapsed, without justifiable cause, between the alleged violation and the date the grievance was filed.

2. Pre-Hearing Procedures

Section 2.1: Respondent's Right to Counsel

The respondent has the right to be represented at all stages of the proceedings by counsel of their own choosing, other than employees of Southwestern. In the alternative, respondent may act as their own counsel.

Section 2.2: Discovery and Settlement Officer

A faculty member of the Plenary Committee will be appointed by the Dean as Discovery and Settlement Hearing Officer. It will be the responsibility of this Officer to decide matters of discovery and to facilitate and determine settlement of the disciplinary matter. All settlements are subject to the Dean's approval.

Section 2.3: Discovery Hearing

If either party wishes to interview witnesses or conduct other discovery outside the law school community, they will first request that the Discovery and Settlement Officer conduct a discovery hearing. Ten-day notice of the hearing will be given to all parties. Prior to the discovery hearing, the parties will identify the persons to be interviewed or other discovery to be conducted outside the law school community, and the reasons therefore. The Discovery and Settlement Officer will determine whether to allow such discovery in accordance with Section 2.4, below. Except as specifically authorized by the Discovery and Settlement Officer, no witness interviews or other discovery outside the law school community will be conducted. Additional discovery hearings may be held upon request of a party, at the discretion of the Discovery and Settlement Officer.

Section 2.4: Discovery Policy

It is the policy of this law school that all sides in a disciplinary matter be fully apprised of all witnesses and other evidence long enough before the hearing to allow adequate investigation and preparation. Thus, no request or demand for discovery is necessary. The Examiner and respondent (or anyone representing the respondent's interests) will disclose to the other as soon as possible in writing, but not later than one week before the hearing, the names, addresses and telephone numbers of all persons who may testify at the hearing. In addition, the parties will exchange copies of all documents they anticipate introducing into evidence. Except for good cause shown, no witness may be called to testify nor any documents introduced unless the disclosure of the same has been made. This mutual disclosure policy is a continuing one up to and including the hearing.

3. Settlement

Section 3.1: Settlement Conference

Within 30 calendar days after the Discovery Hearing concludes, a mandatory settlement conference will be held. The settlement conference will be conducted by the Discovery and Settlement Officer. The Examiner, respondent, and respondent's counsel will attend the settlement conference.

Section 3.2: Settlement Policy

The policy of this law school is to encourage reasonable informal resolution of student disciplinary matters. When no Discovery Hearing takes place and no mandatory settlement conference is held, such informal settlement efforts may nonetheless take place between the Discovery and Settlement Officer and respondent (and respondent's counsel) to the degree parties reasonably believe fruitful resolution may be reached. Such resolutions, however, remain subject to the Dean's approval.

4. Hearing

Section 4.1: Hearing Subcommittee

If efforts at settlement are unsuccessful, the Discovery and Settlement Officer will notify the Plenary Committee Chair. To the extent circumstances permit, within 10 calendar days after the end of the settlement efforts, the Chair will appoint a Hearing Subcommittee, comprised of three (3) students and two (2) faculty members of the Plenary Committee, provided, however, that the Discovery and Settlement Officer may not serve on the Hearing Subcommittee. The Chair will appoint one of the faculty members of the Hearing Subcommittee as its Chair. In instances where the Chair is unavailable (for example, if the matter takes place over summer months and the Chair has recently graduated), appointments will be made by majority vote of current student committee members.

Section 4.2: Commencement of Hearing

The Hearing will commence no later than 20 calendar days after appointment of the Hearing Subcommittee, to the extent circumstances permit. The Hearing will be closed to the public, unless respondent requests otherwise.

Section 4.3: Evidence

The Examiner will have the burden of going forward and the burden of proof at the Hearing. The rules of evidence may be referred to as guidelines but will not

be determinative of admissibility. Rather, all relevant evidence upon which reasonable persons rely in the conduct of their affairs may be received.

Evidence obtained in violation of the discovery provisions (§ 2.3 et seq.) above will be excluded. All witnesses will testify under oath.

Section 4.4: Record of Proceedings

Unless otherwise stipulated by the parties, a stenographic record of the proceedings will be kept. A transcription of the record will be made available to the respondent upon the completion of the proceedings.

Section 4.5: Rights of the Respondent

At the Hearing, the respondent will have the right to present evidence, to confront and cross-examine witnesses, to testify on their own behalf, or to refrain from testifying. No inference adverse to the respondent may be drawn from respondent's exercise of their right to refrain from testifying.

Section 4.6: Conduct of Hearing

The examiner will have the right to cross-examine all witnesses presented by respondent. The Hearing Subcommittee Chair may ask questions of all witnesses and request the production of further witnesses or evidence by either party. At the conclusion of the presentation of evidence, each side may present argument.

5. Deliberation

Section 5.1: Determination of Honor Code Violations

Upon conclusion of the Hearing, the Hearing Subcommittee will retire and deliberate. All members of the subcommittee must be present during all deliberations. Four of the five members must be convinced by clear and convincing evidence that a violation of the Honor Code has occurred in order to sustain the charges against the respondent. In matters alleging a violation of Southwestern's Sexual Misconduct Policy under Title IX, four of the five members must be convinced by the preponderance of the evidence (i.e., that is more likely than not) that a violation of the Honor Code has occurred in order to sustain the charges against the respondent. In either circumstance, if fewer than four votes find such a violation, the petition will be dismissed.

Section 5.2: Penalty Recommendations

If the Hearing Subcommittee finds that an Honor Code violation has occurred, the recommendation of each Hearing Subcommittee member as to penalty will

be recorded. Possible penalties recommended will be those contained in the Law School Honor Code.

6. Final Disposition

Section 6.1: Opinion

If the Hearing Subcommittee finds that an Honor Code violation has occurred, a written opinion will be prepared stating the findings of the Subcommittee. Dissenting opinions may also be prepared and appended. The record of the Subcommittee's penalty recommendations will appear at the conclusion of the majority opinion.

Section 6.2: Notice

The Examiner and the respondent will be promptly serviced with notice of the Hearing Subcommittee's findings and its opinion and penalty recommendations.

Section 6.3: Transmittal to Dean

The transcript of proceedings, the Hearing Subcommittee's opinion and penalty recommendations, and all other relevant matters including evidence admitted at the hearing will be transmitted to the Dean promptly upon conclusion of the hearing. Final determination of penalty to be imposed will be made by the Dean.

D. HCC Disciplinary Hearing Case Examples

The following are examples only. All disciplinary matters are highly individualized and these examples are not offered as determinative of outcomes in present or future circumstances.

1. Petitioners established clear and convincing evidence that a student had torn and removed pages from books belonging to the Law School Library. The Committee recommended expulsion. This recommendation was accepted and implemented by the Dean.
2. Two students were found to have talked to one another during the administration of an examination.

The Committee was persuaded by clear and convincing evidence that the conduct of the students (Respondents) was antithetical to the best interests of the law school, the faculty and the student body, as well as contrary to the general custom and conduct of students in taking exams, and contrary to what the Committee perceived to be the ethical standards of the legal profession in regard to law school exams.

The Committee recommended the following disciplinary action be taken:

- a. The Respondents receive no credit for the course in question and were required to retake the course from a different professor with no reimbursement of fees;
- b. The Respondents be suspended beginning with the summer session and not be allowed to re-enroll until the spring semester.

The Dean accepted the findings and recommendations of the Committee in this matter and implemented them.

3. A grievance was filed against a student (Respondent) who claimed to have seen another student (Complainant) cheat during an examination. Instead of reporting the alleged cheating to a proctor, the professor, or the HCC, the Respondent chose to speak with his faculty advisor. The Respondent sought his faculty advisor's opinion about the propriety of a personal confrontation with the Complainant. Specifically, the Respondent planned to tell the Complainant that he would not report the cheating to the HCC if the Complainant would relinquish the Student Bar Association post that he held. Describing the plan to his advisor, however, the Respondent was not explicit about the nature or the frequency of the proposed confrontations.

The faculty advisor strongly recommended that the Respondent report the incident to HCC. The student was reluctant to take this approach for he feared that it might result in the Complainant's expulsion. Although the faculty advisor indicated that he could not see anything particularly wrong with a personal confrontation, he reiterated that the Respondent should file a grievance with the HCC.

The Respondent confronted the Complainant on three occasions seeking his resignation. The increasingly persistent manner in which the Respondent pursued the Complainant appeared to go far beyond the type of confrontation envisioned by the Respondent's faculty advisor.

Instead of resigning, the Complainant filed a grievance with the HCC. The Complainant's grievance about the Respondent's conduct and demands was considered in light of the HCC By-Laws, Student Honor Code, and the American Bar Association Code of Professional Responsibility Disciplinary Rules. Under Article III, Section II of the By-Laws, the Subcommittee had to determine whether the Respondent's conduct was "antithetical to the interests of the law school." The Subcommittee found that:

- a. The Respondent's conduct violated the Honor Code and ABA Disciplinary Rule 1-102 (A)(5). The Honor Code was breached, for the Code specifically provides that "all student discipline matters be handled by the HCC... (or) administratively by the Dean." A violation of the Honor Code occurred, for

the student's conduct was prejudicial to the administration of Southwestern's disciplinary hearing process;

- b. Although the Respondent consulted with his faculty advisor and eventually filed a grievance with the HCC, he did not discharge his obligation under the Honor Code and Disciplinary Rules. The student failed to promptly inform the proper disciplinary authorities and failed to follow the strong urgings of his faculty advisor to initially file a complaint with the HCC;
- c. The Respondent had no authority to arrange a private settlement of a fellow student's alleged cheating. Thus any effort by the Respondent to obtain Complainant's resignation was an exercise of authority he did not possess.

The subcommittee unanimously concluded that the Respondent's conduct was antithetical to the interests of the law school. But in view of the student's good faith in seeking his faculty advisor's advice and his lack of ulterior motives, the subcommittee recommended that he be given an oral reprimand, and that no notation of the reprimand be placed on his records.

- 4. A grievance was filed against three students alleging that two of the students had collaborated and submitted Legal Research and Writing (LRW) papers which were substantially identical in structure, presentation of points, use of cases and quotes, citation forms, and in several instances, verbatim language. The students, therefore, violated the course requirement to submit works of individual and unique effort.

In addition, the third student had submitted LRW papers containing verbatim paragraphs taken from a paper that had been prepared by another student and thereby violated the same requirement.

All three students admitted to the facts contained in the grievance. The Committee recommended that:

- a. All three students be suspended from enrollment at Southwestern for a period of one year;
- b. Following re-enrollment by each student, each will be on Disciplinary Probation for the remainder of the entire period of their study at Southwestern. Such probationary status will be noted on their records and transcripts;
- c. If, following the re-enrollment, the students complete all requirements for graduation with no further disciplinary proceeding or action against them, Southwestern will cause its certificate attesting to their satisfactory

completion of said Disciplinary Probation to be made part of their records and transcripts.

The Dean accepted the recommendations of the Committee and implemented them.

In other cases where students were caught cheating, their cases were disposed of by the settlement officer and the Dean in a similar manner. In his letters of reprimand, the Dean stated his dismay that these students were unaware of the Honor Code. He was also shocked that the students could not distinguish between collaboration in the research (which was encouraged) and collaboration on the written work product (there had been no approval for joint participation in the written work product in this particular assignment).

5. A student was caught by his professor signing another student's name to the class daily attendance sheet. The student (Respondent) confessed to his professor's allegation. The Committee recommended that:
 - a. The student receive both an oral and written reprimand;
 - b. The reprimand be filed in the student's record;
 - c. The student be placed on probation for the remainder of his legal studies, subject to automatic expulsion should he be found guilty of another Honor Code violation after a full hearing.

The Dean accepted and implemented the recommendations.

6. A student made a false report to both Southwestern Security and staff that an unknown person robbed her of her laptop. The student admitted to providing false information in order to obtain an extension on a seminar paper. The Committee recommended that the student:
 - a. be prohibited from participating in any honors programs at Southwestern,
 - b. receive a permanent notation of "Disciplinary Action" on her transcript,
 - c. write a paper on professional responsibility.

The Dean accepted the recommendations of the Committee and implemented them.

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Student Honor Code

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; technical edits were made in August 2023.

Related policies: Graduation Requirements Policy; Policy to Prevent Discrimination, Harassment, and Retaliation; Sexual Misconduct Policy; Student Conduct Policy and By-Laws of the Honor Code Committee.

Scheduled Review Date: May 2025 (Student Services Office)

A. Preamble

As future attorneys, law students are subject to the responsibilities and ethical standards of the legal profession.

The well-being of the legal profession and the integrity of the academic community at Southwestern Law School depend upon maintaining the highest ethical standards. Nothing less is expected of Southwestern students.

B. Misconduct

All forms of ethical misconduct are prohibited at Southwestern, including at Southwestern housing, after-hours on Southwestern property, or at off-campus Southwestern-related activities. Any action or occurrence violating this Student Honor Code is equally violative, whether in cyberspace or through any other electronic device or virtual environment. Types of misconduct may include, but are not limited to, the following:

1. Academic dishonesty

Engaging in dishonest conduct concerning examinations, written work, or other academic activity.

a. *Cheating:*

- i. Giving or receiving unauthorized information in taking exams, writing papers, or other assignments.

- ii. Submitting work for another course unless specifically authorized by the faculty.
- iii. Violating any regulation concerning the examination environment or the general custom and conduct of students in taking exams (proctor's instructions, time restraints, interaction between students during the exam, etc.)
- iv. Revealing information to the faculty that would compromise exam anonymity during grading.
- v. Providing unauthorized assistance to others during their exams or writing papers or assignments.
- vi. Obtaining unauthorized prior knowledge of an exam or assignment without immediately notifying the Student Services Office.
- vii. Committing any other act in the course of academic work which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

b. *Plagiarism:*

- i. Incorporation, verbatim or in substance, of any passage from the work of another into one's work without attribution.
- ii. Representation of the work of another as one's own.

2. Misrepresentation

Engaging in acts of misrepresentation or dishonesty.

- a. Falsifying a signature on any form, document, or paper.
- b. Misrepresenting attendance by signing into class and leaving the class session before it has ended without permission or aiding a student in misrepresenting their attendance.
- c. Forging, written or oral false statements, and altering or misusing documents, records, stationery, logo, or documentation.
- d. Providing information that the student knows is false or misleading to any faculty or staff, including, but not limited to, providing false or misleading information for financial aid applications, academic petitions, exam change requests, or requests for accommodations.
- e. Falsely accusing another student of violating the Student Honor Code.

Any act or omission which results in the conviction of an offense involving moral turpitude.

3. Misuse of Property and Services

Unauthorized taking, destroying, or damaging property, or misusing services or facilities of Southwestern, faculty, staff, or other students.

- a. Stealing or damaging other students' books, notes, papers, or other academic materials.
- b. Stealing, damaging, destroying, or misusing property or materials belonging to Southwestern or others.
- c. Unauthorized possession, duplication, or use of Southwestern keys.
- d. Misuse of computers and technology.

4. Disruptive or Unprofessional Conduct

Engaging in acts of disruptive or unprofessional conduct.

- a. Conduct that disrupts a classroom environment.
- b. Conduct that interferes with the professor's teaching or students' learning.
- c. Verbally threatening, abusing, or harassing any Southwestern administrator, faculty, staff, or employee in performing their duties.
- d. Disorderly, lewd, indecent, or obscene conduct or expression.
- e. Being inebriated on campus.
- f. Use of illegal drugs.
- g. Unauthorized possession of firearms, explosives, other weapons, prop/toy weapons, or dangerous chemicals on campus.

5. Harassment

All forms of harassment of fellow students, faculty, staff, visitors, and others associated with Southwestern-related activities. Violations will be handled according to the specific policy and procedures, depending on the nature of the conduct.

- a. Retaliation or threat of retaliation against someone who filed threatened to file or served as a witness to an honor code violation complaint.
- b. Any violation of the [Policy to Prevent Discrimination, Harassment, and Retaliation](#).
- c. Conduct that violates the [Sexual Misconduct Policy](#).

6. Violation of Distance Education or Online Protocols

- a. Falsifying their presence or participation in Distance Education or online activities.
- b. Unless permitted by the course professor, using applications, programs, or

- services to perform or assist in completing their work in violation of the Honor Code or the provisions of the professor's syllabus.
- c. Receiving assistance from other persons in performing their work in violation of the Honor Code or the provisions of the professor's syllabus.
- d. Copying or using without permission or attribution any online or other source.
- e. Using Distance Education or online facilities or activities to harm another member of Southwestern's Community knowingly.
- f. Manipulating or interfering with Distance Education or online program facilities or activities without authorization.

7. Other misconduct

- a. Violating any Covid-19 or other health and safety-related policies set forth by Southwestern.
- b. Violating any regulation concerning the academic or on-campus residential environment.
- c. Conduct that could be deemed a violation of ethical standards governing the profession.
- d. Assisting in another student's misconduct.

c. Interim Measures

The Associate Dean for Student Services, in consultation with the Vice Dean(s), may, at any time, suspend some or all student rights and access to Southwestern's premises pending Honor Code Committee review. The Associate Dean for Student Services may impose actions including, but not limited to, no contact orders or interim suspension when, in their judgment, not imposing the interim measures will, more likely than not, create or continue:

1. An unsafe situation or other serious harm for one or more members of the law school community, or
2. A disruptive or hostile learning environment that interferes with academic activities. For this purpose, academic activities include but are not limited to studying, teaching, research, advising, student services, conduct proceedings, and administrative operations related to security or safety.

If an interim measure is imposed, the Associate Dean for Student Services will make reasonable efforts to communicate such action in writing to the student as soon as is practicable after such a decision is made.

D. Violations

Alleged violations of the Honor Code will typically be referred to the HCC. The functions and procedures of this body are described in its By-Laws, which appear in the *Student Conduct Policy and By-Laws of the Honor Code Committee*.

Any conduct deemed a violation of ethical requirements governing the profession would indicate that an individual is not qualified for admission to the profession and, therefore, may be subject to termination of enrollment or other appropriate disciplinary measures as determined by the HCC.

Absent extraordinary circumstances as determined by the Dean, a student must not have any pending Honor Code determinations to graduate and be awarded their diploma.

E. Sanctions

When the HCC has found a student to have violated the Southwestern Student Honor Code, one or more of the following sanctions may be recommended by the HCC to the Dean:

- oral or written reprimand;
- probation;
- suspension of rights and privileges in the law school;
- suspension from the law school;
- expulsion;
- any other reasonable sanction deemed proper by the HCC.

Students should be aware that the imposition of a penalty will be communicated to any bar to which the student seeks admission with or without the student's consent for disclosure. Moreover, certification by Southwestern may be withheld when a student is facing an HCC determination regarding an alleged Honor Code violation or has yet to complete sanctions resulting from such a violation. Details of the procedures for handling charges of student misconduct are set out in the *Student Conduct Policy and By-Laws of the Honor Code Committee*. Violations of on-campus housing rules and regulations, whether also violations of the Southwestern Student Honor Code, may give rise to fines, damages, and eviction as more fully set out in the housing contract, which is separately administered by the housing contract management company and is not dependent on or limited by the HCC process.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Leigh H. Taylor Law Library Policies

Administrative policy approved July 22, 2022. Effective immediately.

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

Related policies: [LIST POLICIES].

Scheduled Review Date: June 2024 (Law Library)

Due to the ongoing COVID-19 pandemic and Southwestern's commitment to the safety of the community, the library may be closed and/or have limited hours during the 2022-2023 academic year.

The primary function of the Leigh H. Taylor Law Library is to provide support for the study and research activities of the Southwestern legal community. Library rules and regulations are few and have been designed to make resources available on an equitable basis. The library functions best if each patron is considerate of others at all times when using the library. As such, library disturbances are not permitted (such as answering or other use of cell phones, or loud vocal exchanges) and are grounds for immediate removal from the library. . Users must dispose of all trash and leave the area clean for the next person. Personal belongings and laptop computers should not be left unattended in the library. Children under the age of 14 may not be left unattended in the library.

Library services and policies are described briefly below. Additional access and other policies are available online at <http://library.swlaw.edu>. Please note that violations of library rules and regulations, especially any misuse of library materials that jeopardizes the work of other students, may be reported to the Honor Code Committee. Violation of library rules may also result in suspension of library privileges.

Regular library hours are subject to change can be found on the library website <http://library.swlaw.edu>.

Changes in this schedule will be made during holidays, vacations, and summer sessions, and will be posted in advance at the library entrance and on the library website <http://library.swlaw.edu>. Students may also call (213) 738-6728 for a recording of current library hours.

A. Library Cards

The law school identification card activates the electronic door release at the library entrance. The card must be carried at all times. The same card also serves as a Southwestern library card and must be presented to check out library materials.

B. Circulation

1. Books

Southwestern has an extensive treatise collection, most of which circulates. Typical of most law libraries, certain materials, such as reporters, codes, citators, digests, looseleaf services, reference works, law reviews, and journals, are intended for library use only.

Circulating books may be borrowed for 14 calendar days unless a book is requested by another library user. In this case, the loan period may be reduced to a minimum of seven calendar days for the original borrower.

Book loans can be renewed if the need for the book extends beyond 14 calendar days. Up to 6 renewal periods of 14 calendar days each are allowed. Renewals will be granted unless the book has been requested by another library user. To renew, contact the circulation desk in person (with or without the book), call (213) 738-5771, or renew online using My Library Account at <http://library.swlaw.edu/patroninfo>. Promptly renewing a loan is an easy, painless procedure.

- **Reserve Materials**

Reserve materials circulate for two hours. Reserve items may be renewed for up to eight renewal periods of two hours each, unless the item is requested by another library user. Reserve books checked out within two hours of library closing are due within two hours of the library opening the next morning.

- **Videotapes and DVDs**

Non-reserve videotapes and DVDs can be borrowed for a three-day loan period. Five renewal periods of three calendar days each are allowed, unless the videotape or DVD is requested by another library user.

C. Overdue Materials and Fines

The collection of fines is currently suspended and is under review.

D. Group Study Rooms

To use a Study Room you must make a reservation. Study Room capacity is limited to four students. Rooms are booked in two-hour increments. Each student may make one reservation per day. Students who wish to study together should each make their own reservation for consecutive hours.

For a full statement of group study room policies, please refer to the *Library Guide* found at <http://library.swlaw.edu> or <https://swlawportal.swlaw.edu/resources/library/pages/default.aspx>. Violation of these policies may result in the loss of the room use privileges.

E. Computer Lab and Network Services

The computer lab is located on the first floor of the library. There is no charge to students for the use of lab services, with the exception of printing which has a per page charge. All use of library computing and network equipment is governed by Southwestern's *Computer and Network Use Policy*, found in the *General Law School Policies*. Use of the equipment constitutes acceptance of the terms of this policy.

Current information on services and supported software is available in the computer lab. Because the lab is a multi-user environment, students are advised to:

1. Back up work regularly. An extra copy will minimize loss in the event of equipment failure, power failure or inadvertent user error.
2. Change passwords regularly. Students are advised to change it immediately if someone has learned their password.
3. Check your Southwestern email regularly. Delete messages and empty the e-mail trash folder on a regular basis.
4. Students using their own computers to access the law school's networks must have a reputable anti-virus program with current virus definitions installed and must keep current with all critical security patches available for their operating system.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Credit Card Policy for Students

Administrative policy approved January 13, 2023. Effective immediately.

Revision history: None; new policy.

Related policies: Contract Approval and Signing Authority Policy; Expense Reimbursement Guidelines (under development); Missing/Inadequate Documentation Report Form

Scheduled Review Date: December 2023 (Student Affairs Office, Accounting Office, and General Counsel's Office)

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A. **Background and Purpose**

This Policy applies to all students who are issued a Southwestern corporate credit card (Card) to use in connection with recognized student organizations. Students who are issued a Card should also read and be familiar with the Expense Reimbursement Guidelines.

Southwestern Law School offers eligible students a Card, currently an American Express Corporate Purchasing Card, to pay for certain expenses related to Southwestern-recognized student organizations. Participating in Southwestern's corporate credit card program is a privilege and convenience that carries responsibilities. Inappropriate use of the Card may result in the loss of that privilege.

Each Card will have a maximum spending limit that will be determined by the Student Affairs Office. Purchases made on the Card will reduce the spending limit until it reaches a balance of zero. Once the balance of the Card reaches zero, student organizations can request an increase in the spending limit by contacting the Student Affairs Office. However, an increase in the spending limit will not be approved by the Student Affairs Office unless the student organization has additional, available funds.

Southwestern may, at any time, suspend or cancel a cardholder's privileges for any reason, and the cardholder must surrender the Card to the Student Affairs Office upon request. A student's use of the Card after receiving notice of its cancellation may be considered fraudulent, and Southwestern may take further action against the cardholder as outlined in Section M.

The Card is issued in the student's name but is considered Southwestern property and must be used with good judgment.

Southwestern recommends that students-cardholders use the Card to pay all student organization expenses.

B. **Eligibility**

The Student Affairs Office will apply for Cards on behalf of recognized student organizations so those organizations are able to spend their allocated budget. For most student organizations, only the Treasurer may receive a Card. The Student Affairs Office reserves the right to grant a Card to student organization Board members other than the Treasurer in some circumstances.

C. **Cardholder Responsibilities**

The cardholder is accountable for all transactions charged to their Card. The cardholder should make every effort to avoid using the Card for personal charges. If the Card is used for a student's personal expenses, the student must promptly report the matter to the

Student Affairs Office and reimburse Southwestern by check by the time period set forth in Section H(3) below. In turn, the Student Affairs Office will notify the Accounting Office. Southwestern reserves the right to recover all personal charges from the cardholder. If a pattern of using the Card for personal charges emerges, the cardholder's privileges may be suspended, and the cardholder may be subject to other provisions in Section M below.

The cardholder must review transactions billed to their Card monthly, allocate expenses to appropriate expense accounts, and substantiate all transactions with receipts and other documentation that the Accounting Office might require.

The cardholder is responsible for the Card's use and safekeeping. If the cardholder authorizes another student to use the Card, the cardholder is responsible for all transactions charged to the Card by the cardholder's authorized designee. The Card is valuable property that requires proper treatment by the cardholder to protect it from misuse by unauthorized parties.

D. Allowable Uses

A student may use the Card only to make purchases for legitimate and appropriate business purposes. The cardholder must ensure that a budget exists to support each purchase. A non-exhaustive list of appropriate business-related purchases includes the following:

- Food and non-alcoholic beverages for organization meetings and events;
- Color copies;
- General office supplies;
- Competition and conference registration fees;
- Ground transportation related to competitions and conferences;
- Flights for competitions and conferences;
- Per diems related to competitions and conferences;
- Rental fees for linens and tables;
- Sweaters and t-shirts;
- Mailing costs for items related to competitions, conferences, and journals; and
- Printing costs for items related to competitions, conferences, and journals.

E. Inappropriate Uses

The following is a non-exhaustive list of ways the Card should not be used:

- Cash advances, bank checks, traveler's checks, or electronic cash transfers;
- Items or services for personal use;
- Purchases that the cardholder could not otherwise make under Southwestern's Contract Approval and Signing Authority Policy;
- Purchases for meals and incidentals if a per diem was given;
- Alcohol without prior written approval from an authorized Southwestern administrator;

- Subscriptions services without prior approval;
- Items identified as Non-Reimbursable Expenses under Southwestern's Expense Reimbursement Guidelines.

Any expense for which a student cannot provide appropriate substantiation or documentation is considered an inappropriate use of a Card.

F. High-Risk Payment Processors

Southwestern does not encourage the use of high-risk payment processors, such as PayPal and Venmo, which allow electronic fund transfers to private parties (see the Expense Reimbursement Guidelines). In the unusual case, when a Card is used for payment via mobile or online payment processors (such as PayPal, Venmo, etc.), all transactions must be supported with receipts that meet Southwestern's receipt requirements, regardless of the transaction amount. Detailed transaction descriptions must be included with all transactions. Insufficient documentation may result in the suspension of a Card and revocation of Card privileges.

G. Other Policy Violations

Additional Policy violations include, but are not limited to:

- failing to return a Card when reassigned, terminated, or upon request;
- failing to submit properly completed reconciliation statements, with appropriate receipts, in a timely manner; and
- failing to report a lost or stolen credit Card to the Student Affairs Office immediately after discovery.

H. Reconciliation Process

1. Statements

The cardholder is responsible for creating an online account with American Express. Using the online account, the cardholder is responsible for accessing Card statements on a monthly basis from the Card issuer (American Express). If a cardholder encounters a problem, the cardholder should contact the Student Affairs Office for help in obtaining a Card statement.

2. Receipts

The cardholder must save all receipts (both itemized and signed receipts) for all purchases made with the card. The cardholder or another student designated by the cardholder must gather all necessary approvals and receipts related to each Card purchase on the statement. As described in the next subsection, the student performing this task must label all receipts with an accurate description of the expense to ensure proper coding by the Accounting Office. They may use an Excel file to detail all transactions and corresponding GL coding. The Card statement, Excel file, receipts, and approvals (the "credit card package") must be

submitted to the Student Affairs Office. If a receipt is accidentally lost for any expense, the cardholder must complete a Missing/Inadequate Documentation Report Form and submit it with the credit card package.

3. Substantiation and reconciliation

The IRS and Southwestern's external auditors require specific documentation to substantiate business-related expenses. Two requirements are that each receipt is dated and itemized.

For all expenses, substantiation includes verification of the following:

- **What:** description of expense;
- **When:** date the expense was incurred;
- **Where:** location of the expense;
- **Why:** the business purpose of the expense; and
- **Who:** full name of the individual incurring the expense and the full name of each other individual in attendance.

For Southwestern to comply with IRS regulations, the cardholder must substantiate expenses within 60 days of the statement date. Failure to substantiate expenses within 90 days will result in the suspension of Card privileges. Southwestern reserves the right to pursue recovery from the cardholder of any expenses not substantiated within 60 days of the statement date.

In addition to the IRS regulations, Southwestern's Accounting Office and outside auditors require that all Card expenditures be reconciled and submitted with receipts to the Accounting Office no later than the last business day of the month following the statement date. Notwithstanding the prior sentence, all cardholders must reconcile and submit Card expenditures to the Student Affairs Office by the first Friday of the month following the statement date. As set forth in Section H(5) below, if the Student Affairs Office has not submitted the credit card packages to the Accounting Office by the last business day of the month following the statement date, the Accounting Office, with a copy to the Administrative Services Office, may ask the Student Affairs Office to submit the credit card packages immediately with a written explanation for the delay that the Accounting Office can have on file for inspection by the auditors.

4. Disputed transactions

If a student disputes a charge made on the Card while in their possession, the issue must be brought to the Student Affairs Office's attention immediately. All disputed transactions must be resolved by the vendor, Student Affairs Office, and the bank. The cardholder must obtain and file all proof of payment documentation with the Student Affairs Office.

5. Student Affairs Office

After receiving credit card packages from each cardholder, the Student Affairs Office will review for compliance with this Policy and will correct any identified errors. The Student Affairs Office will then submit the credit card packages to the Accounting Office for its review.

I. Extended Absences

If a cardholder takes a leave or otherwise plans to be away from Southwestern for an extended period (e.g., more than 30 days), the student should destroy or return the Card to the Student Affairs Office before they leave.

While the student is on leave or away from Southwestern, another student may prepare the substantiation. The student may briefly contact the student on leave if they have questions or need information. Documentation accompanying the substantiation must include the dates of and an explanation for the cardholder's absence (e.g., "Leave of Absence, 1/1/23-5/31/23").

J. New or Expired Cards

The cardholder is expected to work with the Student Affairs Office to activate the Card and then the cardholder should sign the Card. The Card may be used upon activation. When the current Card has expired or when a new Card is issued to the cardholder, the cardholder must destroy the former Card (cut it into pieces) and discard the pieces.

K. Lost or Stolen Cards

The cardholder immediately must report a lost or stolen Card to the Student Affairs Office. If this initial report is via phone or Zoom, the cardholder should follow up with the Student Affairs Office in writing. The Student Affairs Office will notify the Accounting Office.

L. Separation

If a cardholder leaves Southwestern for any reason, Southwestern will cancel the card. A separating student must return the Card to Southwestern with all other Southwestern property.

M. Consequences for Policy Violations

Violations of this Policy may result in disciplinary action for the cardholder or any other student who violates this Policy. Disciplinary action could include a warning, loss of Card privileges, referral for disciplinary process under the Student Honor Code, suspension, expulsion, and referral to law enforcement. Furthermore, the impacted student organization will lose all access to the Card for the current, and possibly following, school year. Without limiting the foregoing, failing to timely submit a complete and accurate reconciliation three times during any twelve-month period may result in the suspension of a Card and revocation of Card privileges for the student and the student organization.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Missing/Inadequate Documentation Report Form

Student Name:

Date Submitted:

Student Organization:

A. Purpose

Use this form when you are requesting reimbursement from Southwestern Law School for expenses that are not supported by original receipts or other documentation deemed appropriate by Southwestern's Expense Reimbursement Guidelines or Credit Card Policy (for Students).

Attach the completed form to your reimbursement request, along with other documentation you are providing in lieu of original receipts or other appropriate documentation.

For guidance on the reimbursement of expenses, refer to Southwestern's Expense Reimbursement Guidelines.

B. Missing Documentation

DOCUMENTATION MISSING (Check one only. Use one form for each expense with missing or inadequate documentation.)		
<input type="checkbox"/> AIRLINE/RAIL TICKET	<input type="checkbox"/> GROUND TRANSPORTATION	<input type="checkbox"/> OTHER (SPECIFY):
<input type="checkbox"/> BUSINESS MEALS (TRAVEL)	<input type="checkbox"/> PARKING, TOLL, ETC.	
<input type="checkbox"/> BUSINESS MEALS (OTHER)	<input type="checkbox"/> CAR RENTAL AGREEMENT	
SUPPORTING DOCUMENTATION PROVIDED IN LIEU OF MISSING RECEIPT OR OTHER APPROPRIATE DOCUMENTATION: 		

C. Certification

I certify that the original receipt/s for the expense/s reported on the expense reimbursement form and/or credit card package was/were lost and a copy could not be obtained from the vendor. I certify that these expenses for which I am seeking reimbursement from Southwestern will not be submitted for reimbursement to any other organization or agency.

Signature

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Extra-Curricular Activities Policy

Administrative policy approved July 22, 2022. Effective immediately.

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

Related policies: [LIST POLICIES].

Scheduled Review Date: June 2024 (Student Affairs Office)

A. Student Bar Association

The Student Bar Association (SBA) is an organization for all Southwestern students. Every registered student at Southwestern is automatically a member of the SBA.

The primary purpose of the SBA is to provide, protect and promote student interests on campus. The SBA sponsors speakers programs and social and cultural events. The SBA also provides special services and sponsors club activities on and off campus. Student organizations, including legal fraternities, special interest groups, and religious and social organizations, may be organized and chartered by the SBA. Such student organizations are eligible to receive financial assistance and other benefits.

The Southwestern SBA continually seeks new ways in which to respond to students' needs and interests, and strives to represent Southwestern students effectively to the faculty and legal community.

1. Student Bar Association Structure

The Constitution of the SBA, available by request of the SBA or Student Affairs Office, provides for a Board of Directors composed of an Executive Board, Class Representatives, and Committee Directors. The Executive Board is composed of a President, Day Vice President, Evening Vice President(s), SCALE Vice President, Treasurer, Secretary, and Representative to the American Bar Association (ABA)/Law Student Division. The Executive Board, Class Representatives and Committee Directors complete the SBA Board of Directors.

The SBA Committees are as follows: the Academic Affairs Committee, the Student Life Committee, and Community Outreach Committee. Committee Directors and additional special Committee Directors are appointed each year by the SBA President and are approved by the SBA Board of Directors. The SBA Committees are subject to change.

Each spring, SBA Executive Board elections are held for the following school year. Class Representatives are elected shortly after the fall semester begins. A student must be in good academic standing to participate as a candidate in SBA elections and to serve as an executive officer.

- Student Bar Association Committees

- a. Academic Affairs Committee

The Academic Affairs Committee develops programs to assist students with their studies. The Committee may discuss student concerns regarding academic policies with members of the faculty and staff.

- b. Student Life Committee

The Student Life Committee connects the student body with fellow students on a social level. This Committee's main focus is organizing and hosting student activities, such as on-campus lunchtime events, and off-campus social events, such as the annual Barrister's Ball.

- c. Community Outreach Committee

The Community Outreach Committee administers and organizes all off-campus events (excluding Barrister's Ball), outreach and partnerships with local community organizations, including fundraising for such events.

B. Student Organizations

The SBA sponsors more than 30 social, cultural and professional organizations. Together, the SBA and these groups provide workshops, social mixers, volunteer opportunities, symposia, and special lecture presentations to meet diverse student interests. Visit <http://www.swlaw.edu/student-life/student-organizations> for a listing of currently active student organizations and more information about the SBA.

C. The Journal of International Media and Entertainment Law

The *Journal of International Media and Entertainment Law* is published by Southwestern's Donald E. Biederman Entertainment and Media Law Institute, in cooperation with the American Bar Association forums on Communications Law and the Entertainment and

Sports Industries. Submissions, peer review and symposia are overseen and managed by a board of faculty and practitioners. Faculty select a team of student editors who are responsible for the technical editing of each issue. Participation in the *Journal of International Media and Entertainment Law* is extracurricular and no unit credit is awarded.

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Food Pantry Rules and Usage Policies

Administrative policy approved October 28, 2021. Effective immediately.

Revision history: Technical edits were made in July 2023.

Scheduled Review Date: August 2025 (Office of Student Affairs)

A. Overview

Southwestern Law School's Food Pantry is located in BW408, on the 4th floor of the Bullocks Wilshire Building. The Food Pantry contains non-perishable food and toiletry items purchased through donations to the Bison Wellness Project. Items are free for current Southwestern students, staff, faculty, and their immediate family.

B. Rules and Usage Policies

1. The Southwestern Law School Food Pantry is open to all Southwestern students, staff, faculty, and their immediate family.
2. The food pantry functions on the honor system. Food is available for those who need it, no questions asked. Our only request is that whenever you visit the food pantry, please tally the log (no name required) attached to the door, which records how many new and returning visitors we have.
3. Please respect the needs of our students, staff, and faculty who experience food insecurity and take only what you need.
4. The food pantry will stock only shelf-stable, non-perishable food options and limited toiletries.
5. A staff member will regularly stock the food pantry with supplies purchased through monetary donations to the Bison Wellness Project. The food pantry does not accept food donations. For information on how to donate or support the food pantry, please contact the Student Affairs Office.
6. If you visit the pantry and cannot find the item you need, please list that item on the sheet posted inside the pantry. We will consider those requests.

7. The food pantry is open from Monday-Sunday, 7:30 a.m. – 11:00 p.m. It is not open on days when the campus is closed, but if you are experiencing an emergency, please contact Security at 213.738.5793 to arrange a time to visit the pantry.
8. Food for purchase is available in the Tea Room, Bookstore, and vending machines on the lower level of the Bullocks Wilshire Building, Student Lounge, and Residences.
9. Please refer to the Southwestern COVID-19 policies regarding approved locations to consume food.
10. Please direct questions and comments about the food pantry to StudentAffairs@swlaw.edu.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Food Sale Policy for Student Organizations

Administrative policy approved October 13, 2022. Effective immediately.

Revision history: None; new policy.

Scheduled Review Date: September 2023 (Student Affairs Office)

A. Overview

This Policy applies to any Southwestern student organization ("Student Organization") selling food on campus, including at The Residences at 7th. Student organizations are responsible for the safety of the food products they offer for sale.

B. General Requirements

1. Required forms

A Student Organization representative must complete and submit the following forms at least 14 calendar days before the proposed event. All forms are available on the Student Affairs Office Canvas page.

a. **Facility Usage Request Form:** Submit to events@swlaw.edu and studentaffairs@swlaw.edu.

b. **Food Sale Form:** Submit to studentsaffairs@swlaw.edu.

2. **Food allergy notice:** A Student Organization representative must obtain a food allergy sign from the Student Affairs Office. The sign—which must be displayed during the entire event—notifies buyers of the potential presence of common food allergens and states, "Please be advised that food sold here may contain the following ingredients: milk, milk products (e.g., butter, buttermilk, cheese), eggs, wheat, soy, peanuts (peanut butter), tree nuts (e.g., almonds, pecans, walnuts, cashews), fish, shellfish, wheat, sesame, and other ingredients not listed here."

3. **Labeling food items:** All food items must be labeled with an identifying name; for example, "Chocolate Chip Cookies."

4. **Commercially produced food:** All food items to be sold must be commercially produced. Food made, assembled, or baked at home may not be sold on campus. All food items must be free from contamination and must be obtained from a grocery store, restaurant, or other licensed commercial vendor ("Approved Source").
5. **Transporting food:** Food must be transported in clean and sanitary vehicles. Food must be tightly wrapped to protect from dust, dirt, and insects. Cold food must be held at 40°F or below. Hot food must be kept at or above 140°F.

C. Sanitation Requirements

All food items must be protected from unnecessary handling, airborne contamination, and pests. Student Organization members ("Organizers") facilitating the event must employ sound sanitation practices, such as using clean equipment, when packaging, storing, transporting, displaying, and selling food items.

Organizers responsible for packaging, transporting, displaying, or selling food items must be free of communicable diseases such as COVID-19, colds, the flu, and hepatitis.

Organizers contributing or participating in the food sale must thoroughly wash their hands before conducting the sale and after any act that could contaminate their hands, such as coughing, eating, or using the restroom. Their hands and arms must be free of wounds, cuts, and sores.

All Organizers must wear plastic gloves and use utensils whenever handling or serving food items. Organizers may pick up gloves from the Student Affairs Office. If Organizers touch anything other than food, they will need to use a new set of gloves.

Food sale patrons are strictly prohibited from serving themselves, and Organizers should arrange the display so that patrons and potential patrons cannot touch the food.

All food items must be displayed on clean surfaces, and the food sale area must be maintained in a clean and sanitary condition.

D. Sale of Hot Food Items

Once food is cooked or reheated, it must remain heated at or above 140°F. Food may be held in heated chafing dishes or on warming trays. Student Organizations must use a food thermometer to check the temperature of hot food items throughout the event. Organizers may borrow food thermometers from the Student Affairs Office.

E. Sale of Cold Food Items

Organizers must keep cold foods, such as salads, at or below 40°F. Food that will be portioned should be placed in a shallow container. The shallow container must remain inside a deep pan filled partially with ice to keep food cold. Student organizations must

use a food thermometer to check the temperature of cold food items throughout the event.

F. Grilling Food on Campus

Subject to the requirements in Sections B and D of this Policy, Student Organizations are permitted to grill meat and other food items on campus for a food sale. Organizers must make arrangements for the grill through the Student Affairs Office. Only a Southwestern faculty or staff member may operate the grill.

Organizers must obtain food items directly from an Approved Source and grill food immediately before or during the food sale event. Using homemade marinades, sauces, or seasonings is strictly prohibited.

G. Leftover Food Items

The Student Organization is responsible for cleaning up and disposing of all food and related items after a food sale.

If the Student Organization wishes to give away leftover food items to the Southwestern community, the Student Affairs Office will send a campus-wide email directing community members to the leftover food. Organizers must ensure that food labels and the allergy sign remain posted and must also post a sign stating the event name and the event start and end times. Food may not be left out for more than two hours after the event or more than one hour after the event in temperatures above 90°F. Organizers must dispose of all food items after that time.

H. Consequences of Violating This Policy

The Student Affairs Office will perform periodic inspections of food sales. If the Student Affairs Office observes noncompliance with this Policy, Organizers may be required to discontinue present and future sales until they make necessary corrections.

I. Questions

Please direct questions and comments about this Policy to StudentAffairs@swlaw.edu.

SOUTHWESTERN

LAW SCHOOL

Los Angeles, CA

Honors Programs Policies

Administrative policy approved July 22, 2022. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; updated August 2023.

Related policies: Graduation Requirements Policy

Scheduled Review Date: July 2024 (Student Affairs Office; Honors Program Faculty Directors)

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A. Law Review

The *Southwestern Law Review* is a student-edited journal that publishes scholarly articles and commentary by members of the legal community and students.

1. Second-year program

Participation in the Law Review Program furnishes students with an opportunity to study specific areas of the law as well as the means for national publication of their scholarly articles. The honor of participating on Law Review is offered to students of excellent academic standing.

Mandatory Write-On Competition - Any student who wishes to be considered for a position on Law Review must participate in the annual writing competition that is conducted after the spring semester (traditional full-time and part-time

students) and after SCALE I Period 4. Announcement of the write-on competition is posted in advance. The write-on competition is limited to those students who have completed the first- or second-year day, first-year SCALE, second- or third-year evening, and second- or third-year PLEAS/Part-time day curriculum. Transfer students, by invitation of the Student Services Office, may also participate. Each write-on participant is required to write a short paper analyzing a legal problem. The participant is allowed a set number of days in which to complete and submit their paper.

Membership Selection Criteria - Law Review will extend an invitation to become a **candidate** for membership to those students who satisfactorily completed the write-on competition and are in the top ten percent of the first-year day, first-year SCALE, second-year evening, and second-year PLEAS/Part-time day classes as determined by the Office of the President and Dean.

The Law Review Executive Board, in consultation with the faculty advisor(s), may also select additional students who demonstrate exceptional writing and analytical skills through the Write-On Competition and who are in the top 30th percentile of their class, as calculated at the end of the spring semester.

Students are prohibited from participating on both Law Review and Law Journal at the same time. If a student is selected for participation on both Law Review and Law Journal, the student may participate in only one of them.

In addition to writing a publishable article, each candidate must complete production and proofreading assignments, which are necessary for the preparation and publication of the Law Review. Each candidate may also be assigned administrative duties. Failure to complete assignments may result in a "missed deadline." A candidate who receives a "missed deadline" will receive a written reprimand for a first offense and may be removed from Law Review by a vote of the Executive Board for a second "missed deadline." An appeal of removal may be made to the faculty advisor(s) based on abuse of discretion by the Executive Board.

Full membership on Law Review is secured by successful completion of the candidacy requirements during the academic year. In April, the Law Review Executive Board will determine which candidates will be entitled to full membership status. Recognition of Law Review membership will appear on the student's official transcript. Any candidate or member placed on academic probation after selection for the program will be excluded from the program.

A vote of 3/4 of a quorum (a quorum is defined as 2/3 of the Law Review Executive Board) to deny membership will prevent a candidate from becoming a Law Review member. No absentee votes will be allowed. A candidate who is denied membership may appeal the decision to the faculty advisor(s), who can affirm the decision of the Executive Board or require the Executive Board to reconsider. Upon reconsideration by the Executive Board, a 3/4 vote of the

Executive Board to deny membership will affirm the prior Executive Board determination and will prevent the candidate from becoming a Law Review member.

2. Board of Editors

The Law Review Board of Editors consists of an Executive Board and other non-voting Board members. The Law Review Executive Board consists of 8 to 12 members as follows:

- a.** Editor-in-Chief, responsible for the selection of the Law Review's contents and overall quality of publications;
- b.** Managing Editor, responsible for the daily operations of the Law Review;
- c.** Lead Articles Editors (3 or 4), responsible for soliciting and editing lead (non-student) articles;
- d.** Notes and Comments Editors (3 or 4), responsible for supervising second-year staff members and editing student notes; and
- e.** Special Projects Editor, responsible for the research of topics, the review of production assignments, and the coordination of symposia.

Executive Board members are the only voting members of the Law Review. They may not accept outside employment during the academic year, participate in an externship for more than 3 units, or serve on Law Journal, Moot Court Honors Program, Negotiation Honors Program, or Trial Advocacy Honors Program without obtaining a positive recommendation from the Executive Board, and waivers from the faculty advisors and the Office of the President and Dean.

Additional, non-voting, general Board members may include:

- a.** Associate Editors, who are responsible for editorial work on staff members' notes and comments and for working closely with staff members throughout the stages of the development of notes and comments. They are supervised by the Managing Editor and the Notes and Comments Editors.
- b.** Special Projects Staff Members, who produce book reviews or year-in-review articles and work with the Editor-in-Chief and the Special Projects Editor on assigned projects.

Editors for the succeeding Board are selected by the outgoing Executive Board members. All Board members must be in their final year of law school in the year during which they serve. The selection is based on performance as a candidate and academic standing.

Selection of the members of the Board must be communicated by the out-going Board to the faculty advisor(s) and to the Dean with clearly articulated and objectively verifiable reasons as to the appropriateness of the choices, why each student was selected or not selected, and with an accompanying job description for each member's position. Each appointment is subject to veto or ratification of the faculty advisor(s) and also by the Dean. The selection is made during the summer for a one-year term and becomes effective on the date assigned by the out-going Board in consultation with the faculty advisors.

3. Law review credit

- a.** Law Review candidates may obtain up to 3 units of academic credit for participation in Law Review. Credits will be granted in accordance with the following procedures:
 - i. Students participating in the second-year program in the fall semester enroll for 2 units of credit in the course titled "Law Review" and 1 unit of Law Review credit in the spring semester.
 - ii. Unit credits for the fall semester will be Credit/C/No Credit. Unit credits for the spring semester will be Credit No/Credit.
 - iii. Completion of the Law Review course with Credit during the fall semester will satisfy Southwestern's upper-division writing requirement. (See *Graduation Requirements Policy*.)
 - iv. To receive Credit for the fall semester, students must satisfactorily complete all staff assignments, attend regularly scheduled program meetings, satisfactorily complete all assignments for the Law Review course, and submit a suitable written product. Students who satisfactorily complete all staff assignments and attend program meetings but fail to complete course assignments or submit a suitable written product will receive a letter grade of C for the fall semester. Students who fail to satisfactorily complete staff assignments or attend program meetings **and** fail to complete course assignments or submit a suitable written product will receive No Credit for the fall semester.
 - v. The faculty member(s) teaching the Law Review course will determine whether students receive Credit, a letter grade of C, or No Credit in the fall semester. Before making that determination, the Law Review Board will advise the faculty member(s) in writing whether each student has satisfactorily completed staff assignments and attended program meetings. The determination of the faculty member(s) regarding the granting of Credit, a letter grade of C, or No Credit is final.

- vi. Students who satisfactorily complete all staff assignments and attend regularly scheduled program meetings will receive Credit for the spring semester. Students who fail to satisfactorily complete staff assignments or attend program meetings will receive No Credit for the spring semester.
 - vii. The faculty advisor(s) will determine whether students receive Credit or No Credit for the spring semester. Before making that determination, the Law Review Board will advise the faculty advisors(s) in writing whether each student has satisfactorily completed staff assignments and attended program meetings. The determination of the faculty advisor(s) regarding the granting of Credit or No Credit will be final.
 - viii. Candidates may add Law Review units only within the one-week period that governs the rest of the curriculum.
 - ix. Candidates may drop Law Review at any time up to the last day of the semester.
- b.** Third-year students may obtain additional units of credit for editorial work, staff supervision, and management, according to the following procedures:
- i. Executive Board members may receive 2 units of credit in each semester, for a total of 4 units at the end of the final year of law school.
 - ii. Associate Editors and Special Projects Staff may receive 1 unit of credit per semester, for a total of 2 units in the final year.
 - iii. No student may receive more than 7 units total credit for all participation in Law Review.
 - iv. The Executive Board may recommend to the faculty advisor(s) the granting of credit or no credit for each editor. The Board will regularly advise each editor and the faculty advisor(s) of the quality of work being performed by each editor.
 - v. If an editor performs unsatisfactory work, the Board may recommend a grade of no credit.
 - vi. In all cases, the determination of the faculty advisor(s) regarding the granting of credit or the denial of credit with a grade of no credit will be final.
- c.** All incompletes and withdrawals for Law Review units will be governed by the current academic regulations.

- d. If a student is accepted by Law Review and successfully completes the written assignments and staff work required for membership and chooses not to enroll for credit, the Law Review membership will be indicated on the academic transcript by a notation of “Law Review Staff” or “Law Review Editor” in the memoranda column.

B. Law Journal

The *Southwestern Journal of International Law* (Law Journal) is a student-edited journal that publishes scholarly articles and commentary by law professors, Southwestern students, and members of the legal community. Participation on Law Journal allows students to develop their legal writing and research skills along with their substantive knowledge of topics covered by the journal. The Law Journal complements Southwestern’s extensive course offerings and faculty expertise in international and comparative law.

1. Staff member program

Participation on Law Journal provides students with an opportunity to participate in the editorial process of an academic journal, study specific areas of the law, and publish their own scholarly articles in a national publication. The honor of participation on Law Journal is offered to students who have demonstrated exceptional research and writing capabilities.

Mandatory Write-On Competition - Any student who wishes to be considered for a position on Law Journal must participate in the annual writing competition that is conducted immediately following the spring semester and SCALE Period 4 final exams. An announcement of the write-on competition is posted each spring. The write-on competition is open to those students who have completed at least the first- or second-year day, first-year SCALE, second- or third-year evening, and second- or third-year PLEAS/Part-time day curriculum. Transfer students, by invitation of the Office of the Dean, may also participate. Each write-on participant must write a short paper analyzing a legal problem. The participant is allowed a set number of days in which to complete and submit their paper.

Membership Selection Criteria - Law Journal will extend an invitation to those students who (1) participated in the write-on competition, (2) are in good academic standing, and (3) demonstrate exceptional research and writing capabilities. Selection will be based on the write-on competition (50%) and academic performance (50%).

Students are prohibited from participating on both Law Review and Law Journal simultaneously. If a student is selected for participation on both Law Review and Law Journal, the student may participate in only one of them.

Law Journal Course - All students selected as Law Journal staff members are required to register for a 2-unit, Credit/C/No Credit course which is taught by one or more of the Law Journal's faculty advisor(s) during the fall semester. Enrollment is mandatory. Registration in the course is restricted to students who have been selected for Law Journal. Completing the Law Journal Course will satisfy Southwestern's upper division writing requirement. (See *Graduation Requirement Policy*.)

2. Board of Editors

The Law Journal Board of Editors consists of an Executive Board and other non-voting Board members. The Law Journal Executive Board consists of 8 to 12 members as follows:

- a.** Editor-in-Chief, responsible for the selection of the Journal's contents and overall quality of publications;
- b.** Managing Editor, responsible for the daily operations of the Law Journal;
- c.** Lead Articles Editors (3 or 4), responsible for soliciting and editing lead (non-student) articles;
- d.** Notes and Comments Editors (3 or 4), responsible for supervising second-year staff members and editing student notes; and
- e.** Research/Special Projects Editor, responsible for the research of topics, the review of production assignments, and the coordination of symposia.

Executive Board members are the only voting members of the Law Journal. They may not participate in an externship for more than 3 units, or serve on Law Review, Moot Court Honors Program, Negotiation Honors Program, or Trial Advocacy Honors Program without obtaining a positive recommendation from the Executive Board, and waivers from the faculty advisors and the Office of the President and Dean.

Additional, non-voting, general Board members may include Associate Editors who are responsible for performing tasks as assigned by the Board. These assignments may include, but are not limited to, soliciting articles, selecting submissions, and editing articles for Journal publication.

Each Executive Board is selected by the outgoing Executive Board members. All Board members must be in their final year of law school in the year during which they serve. The selection is based on the evaluation by the Board of the candidate's performance in the Journal course, a statement of interest, academic standing, and writing and editing skills.

Selection of the members of the Board must be communicated by the out-going

Board to the faculty advisor(s) and the Dean with clearly articulated and objectively verifiable reasons as to the appropriateness of the choices, why each student was selected or not selected, and with an accompanying job description for each member's position. Each appointment is subject to veto or ratification by the faculty advisor(s) and the Dean. The selection is made during the summer for a one-year term and becomes effective on the date assigned by the law school as graduation day.

3. Law journal credit

- a.** Law Journal candidates obtain up to 3 units of academic credit for participation in the Law Journal staff member program. Credits will be granted in accordance with the following procedures:
 - i. Students participating in the staff member program in the fall semester must enroll in the 2-unit graded Law Journal Course and 1 unit of Law Journal credit in the spring semester.
 - ii. Unit credits for the fall semester will be Credit/C/No Credit. Credit units for the spring semester will be Credit/No Credit. Submission of a rewrite of the student's Note from the fall semester is a condition for receiving credit during the spring semester.
 - iii. Candidates may add Law Journal units only within the one-week period that governs the rest of the curriculum.
 - iv. In the fall semester, the granting of Credit, a letter grade of C, or No Credit will be determined by the faculty member teaching the Journal Course. In the spring semester, the faculty advisor(s) will grant Credit based upon the recommendation by the Executive Board that the student has satisfactorily completed all staff assignments.
 - v. Completing the Law Journal Course during the fall semester will satisfy Southwestern's upper division writing requirement. (See *Graduation Requirements Policy*.)
 - vi. To receive Credit for the fall semester, students must satisfactorily complete all staff assignments, attend regularly scheduled program meetings, satisfactorily complete all assignments for the Law Review course, and submit a suitable written product. Students who satisfactorily complete all staff assignments and attend program meetings but fail to complete course assignments or submit a suitable written product will receive a letter grade of C for the fall semester. Students who fail to satisfactorily complete staff assignments or attend program meetings and fail to complete course assignments or submit a suitable written product will receive No Credit for the fall semester.

- vii. In all cases, the determination of the faculty advisor(s) regarding the granting of Credit, a letter grade of C, or No Credit will be final.
 - viii. Executive Board members will receive 2 units of credit in each semester, for a total of 4 units of credit in the final year of law school.
 - ix. Associate Editors will receive 1 unit of credit in each semester, for a total of 2 units of credit in the final year of law school.
- b.** All incompletes and withdrawals for Law Journal units will be governed by the current academic regulations.
 - c.** If a student is accepted by Law Journal and successfully completes the Law Journal Course, the written assignments, and staff work required for membership, and chooses not to enroll for credit, the Law Journal membership will be indicated on the academic transcript by a notation of "Law Journal."

c. Moot Court Honors Program

First-year students who wish to be considered for membership in one of Southwestern's three advocacy honors programs, the Moot Court Honors Program, the Negotiation Honors Program, or the Trial Advocacy Honors Program (TAHP), must (1) complete the requirements of the LAWS II course; (2) participate in one of the intramural competitions; and (3) interview with the honors program they wish to join. Each honors program may also impose its own additional requirements.

Entering first-year students have the opportunity to participate in one of three LAWS tracks for their first-year spring semester: (1) appellate advocacy; (2) negotiation; and (3) trial practice. The appellate advocacy track feeds into the Moot Court Honors Program Intramural Competition; the negotiation track feeds into the Negotiation Honors Program Intramural Competition; and the trial practice track feeds into the Trial Advocacy Honors Program Intramural Competition. Students may change from their LAWS track into a different intramural competition after the first mandatory round, subject to the rules set by the honors programs.

1. Intramural competition

The Moot Court Honors Program Intramural Competition is open to all first-year day, evening, first-year SCALE students and PLEAS/Part-time day students who are enrolled in the Appellate Advocacy LAWS track and have completed the requirements of the LAWS II course. Students enrolled in other LAWS tracks may compete under applicable rules governing intramural competitions. No academic credit is given for participation in the intramural competition.

2. Moot court honors program

a. *Membership generally*

Interschool competitors participate as brief writers, oralists, or swing writers (brief writers who argue at least one round at competition).

b. *Membership: rising second years*

Moot Court members are selected by the Moot Court Board of Governors with the assistance and agreement of the faculty directors(s). Selections are based on their LAWS II final paper, their grades, their performance in the intramural competitions, an interview with the Moot Court Board of Governors, and interviews with the faculty director(s).

Students may interview for only one advocacy honors program. Any student, regardless of Track, who receives an A+ or A in their second-semester LAWS II class will also have the opportunity to interview for the Moot Court Honors Program as a brief writer without regard to their performance in the intramural competition.

A student may be eligible for membership in the Moot Court Honors Program as a rising 2L student only if they have a minimum 2.9 GPA and a minimum grade of B- in LAWS II. Transfer students who have been accepted into their law school's moot court program, by invitation of the Student Services Office, may also be eligible to apply to the Moot Court Honors Program. Any student placed on academic probation will be excluded from participating in the Moot Court Honors Program and will not receive academic credit during that probation period. If academic probation is cured, the prospective program member may become eligible and be able to interview if a position becomes available. Selections for the subsequent semesters are at the discretion of the faculty advisor(s). If a student is placed on academic probation during their last semester of law school, the student will not receive academic credit during the last semester and should discuss alternatives for academic credit and graduation requirements with the Student Services Office.

c. *Membership: upper-division students*

The Program Directors, in their discretion and depending on the year, may conduct moot court tryouts for upper-division students who did not try out in their first year. If a tryout for upper-division students is held, upper-division students (second-year day, and second- and third-year evening and PLEAS/Part-time day students) who did not participate in the intramural competition may apply to be oralists providing they have a

cumulative GPA of 3.2 at the end of the previous fall semester, a minimum cumulative 3.0 GPA in LAWS I and II, and a minimum grade of B in LAWS II. Second-year day, and second- and third-year evening and PLEAS/Part-time day students may apply to Moot Court as a writer only if they received an A or A+ in LAWS II. If a tryout is to be held, upper-division students will receive notice in the spring semester of the academic year, and the tryout will be held following the completion of the spring semester.

d. Interschool competitions

Southwestern currently participates in several competitions throughout the United States, most of which occur during the spring semester. Moot Court Honors Program members are assigned to particular competitions by the Board of Governors with the assistance and approval of the faculty directors(s). Students register for academic credit in accordance with the policies set forth below.

At the end of each semester, the program directors determine whether academic credit is to be awarded.

When a student is placed on academic probation following the fall semester or SCALE Periods 5 and 6, they are generally not permitted to participate in competitions during the subsequent spring semester or SCALE Periods. However, if the co-directors determine that significant preparation has already begun, the Associate Dean for Student Services (in consultation with the co-directors) has the discretion to allow the student to compete if the student wishes to compete. If the team advances to the national competition, the Associate Dean for Student Services (in consultation with the co-directors) has the discretion to allow the student to compete.

Students are not permitted to participate in any regional or national oral advocacy competitions (moot court, trial advocacy, negotiation, mediation, arbitration, client counseling, or any regional or national competition that assesses law students' advocacy skills) while attending Southwestern Law School unless (i) the student's participation is sponsored by one of Southwestern's Honors Programs; or (ii) the student's participation has been otherwise approved by one of the Directors of the Honors Programs and the Associate Dean for Student Affairs. Students who violate this provision are subject to discipline under Southwestern's Honor Code.

e. Board of Governors

The incoming Board of Governors is selected by the program directors with the assistance and consultation of the Board of Governors. Each

appointment is subject to veto or ratification by the Dean. The selection is made at the end of the spring semester and is for a one-year term, becoming effective on the date assigned by the law school as graduation day.

A member of the Moot Court Board of Governors may not hold an executive editorial position on Law Review or Law Journal, serve on the Trial Advocacy Honors Program or Negotiation Honors Program, accept outside full-time employment during the academic year or participate in an externship for more than 3 units without obtaining waivers from the faculty directors. In addition to any units awarded for participation in an interschool competition, Board members are eligible to receive 1 unit of academic credit for each semester they serve as a Governor. As with competitors, academic credit for Board of Governors participation must be approved by the program directors.

f. *Moot Court Fellows*

Returning non-board Moot Court Honors Program members are designated as Moot Court Fellows. In this capacity, a Moot Court Fellow assumes a leadership role in the Moot Court Honors Program, assisting with the Moot Court Appellate Advocacy course, brief-writing and oral advocacy preparation, the spring Intramural Competition, in addition to participating as a writer and/or oralist in a competition.

3. Unit credit

Moot Court Honors Program members in their first year of eligibility enroll for 1 unit of credit in the fall in the course entitled "Appellate Advocacy" and 2 units of credit in the spring, regardless of when they compete. Unit credit for the fall semester will be Credit/C/No Credit. Unit credit for the spring semester will be Credit/No Credit. To receive unit credit in the fall semester, students are required to complete the class and complete all other responsibilities outlined in the Moot Court Bylaws. To receive unit credit in the spring semester, students are required to compete in the interschool competition and complete all other responsibilities outlined in the Moot Court Bylaws.

- a.** Returning non-board Moot Court Honors Program members, called Moot Court Fellows, enroll for 3 units of credit: 1 unit of credit in the fall and 2 units of credit in the spring, regardless of when they compete. Unit credit will be Credit/No Credit. To receive unit credit, students are required to compete in the interschool competition and complete all other responsibilities outlined in the Moot Court Bylaws.
- b.** Students may add Moot Court units only during the add period that governs the rest of the curriculum. However, should an opening on a Moot Court

team arise after the regular add period has passed, the student selected to fill that opening will be allowed to register for the allotted units as a second-year competitor, with approval of the faculty directors(s) and the Office of the Dean.

- c.** Students may drop Moot Court only during the regular drop period that governs the rest of the curriculum **and** only after having informed the Board of Governors of their intention to drop.
- d.** The Program Directors have the responsibility to notify any student who is not performing satisfactorily in the Honors Appellate Advocacy course. A student not performing satisfactorily may receive a C or No Credit in the course, and/or may be removed from the program. The Board of Governors has a duty to notify any student who is not performing satisfactorily within the Moot Court Honors Program. Responsibilities and procedures for disciplinary action including removal from the program are clearly laid out in the Moot Court By-laws. All disciplinary measures require the approval of the program directors.
- e.** If students are accepted as members of the Moot Court Honors Program and they successfully complete program requirements, their membership will be indicated on the academic transcript by the notation "Moot Court Honors Program" in the memoranda column. Membership on the Board of Governors will be indicated on the academic transcript by the notation "Moot Court Honors Program Board of Governors" in the memoranda column.
- f.** The number of Moot Court units which any student may take during the course of their academic career must not exceed 7.
- g.** In all cases, the determination of the program directors as to whether competitors and members of the Board of Governors should receive academic Credit, a letter grade of C, or No Credit will be final.

D. Negotiation Honors Program

First-year students who wish to be considered for membership in one of Southwestern's three advocacy honors programs, the Moot Court Honors Program, the Trial Advocacy Honors Program (TAHP), or the Negotiation Honors Program, must (1) complete the requirements of the LAWS II course; (2) participate in one of the intramural competitions and (3) interview with the honors program they wish to join. Each honors program may also impose its own additional requirements.

Entering first-year students have the opportunity to participate in one of three LAWS tracks for their first-year spring semester: (1) appellate advocacy; (2) trial practice; and (3) negotiation. The appellate advocacy track feeds into the Moot Court Intramural Competition; the trial practice track feeds into the Trial Advocacy Honors Program Intramural Competition; and the negotiation track feeds into the Negotiation Honors Program Intramural Competition. Students may change from their LAWS track into a different intramural competition after the first mandatory round subject to the rules set

by the honors programs.

1. Intramural competition

The Negotiation Honors Program Intramural Competition is open to all first-year day, evening and PLEAS/Part-time day students who are enrolled in the Negotiation LAWS track and have completed the requirements of the LAWS II course. Students enrolled in other LAWS tracks may compete under applicable rules governing intramural competitions. The Negotiation Honors Program Intramural Competition is also open to first-year SCALE students who have completed the requirements of LAWS II. No academic credit is given for participation in the intramural competition.

a. *Membership*

Interschool competitors are selected by the faculty advisor(s) with the assistance of the Board of Governors. Selections are based on performance in the intramural competitions, the completion and quality of a written negotiation analysis, the student's grade point average, an interview with the faculty advisor(s), the student's ability to foster collaboration and teamwork in a positive and professional manner, and the availability and ability of the student to commit to the program.

Students may interview for only one advocacy honors program. Any student, regardless of Track, who receives an A+ or A in their second semester LAWS II class will also have the opportunity to interview for the Moot Court Honors Program as a brief writer without regard to their performance in the intramural competition.

A student may be eligible for membership in the Negotiation Honors Program during the second, third and/or fourth year only if they have a minimum 2.5 cumulative GPA. Students are invited for one academic year and may be invited to continue for the next year. Transfer students may interview for the team when invited by the faculty advisor(s). Any student placed on academic probation will be excluded from participating in the Negotiation Honors Program and will not receive academic credit during the probation period. If academic probation is cured, the prospective program member may become eligible and be able to interview if a position becomes available. Selections for the subsequent semesters are at the discretion of the faculty advisor(s). If a student is placed on academic probation during their last semester of law school, the student will not receive academic credit during the last semester and should discuss alternatives for academic credit and graduation requirements with the Student Services Office.

Students selected for the program must enroll in the 2-unit Negotiation

Honors Program course during the fall semester of their first year of participation. Students must also commit to leaving specific lunch periods open from 12:30 p.m.-1:50 p.m. for negotiation events (for both fall and spring).

b. *Interschool competitions*

Southwestern currently participates in several competitions throughout the United States during the fall and spring semesters. Competitors are assigned to particular competitions by the faculty advisor(s). Competitors negotiate in teams but receive individual scores. Students register for academic credit in accordance with the policies set forth below in Section 2 (Unit Credit).

When a student is placed on academic probation following the fall semester or SCALE Periods 5 and 6, they are generally not permitted to participate in competitions during the subsequent spring semester or SCALE Periods. However, if the co-directors determine that significant preparation has already begun, the Associate Dean for Student Services (in consultation with the co-directors) has the discretion to allow the student to compete if the student wishes to compete. If the team advances to the national competition, the Associate Dean for Student Services (in consultation with the co-directors) has the discretion to allow the student to compete.

Students are not permitted to participate in any regional or national oral advocacy competitions (moot court, trial advocacy, negotiation, mediation, arbitration, client counseling, or any regional or national competition that assesses law students' advocacy skills) while attending Southwestern Law School unless (i) the student's participation is sponsored by one of Southwestern's Honors Programs; or (ii) the student's participation has been otherwise approved by one of the Directors of the Honors Programs and the Associate Dean for Student Affairs. Students who violate this provision are subject to discipline under Southwestern's Honor Code.

c. *Board of Governors*

The incoming Board of Governors is selected by the faculty advisor(s) with input from the outgoing Board. The selection is made during the spring semester and is for a one-year term, becoming effective on the date assigned by the law school as graduation day. Students may only serve on the Board during their final year of law school, absent special approval of the faculty advisor(s).

A member of the Negotiation Honors Program Board of Governors may not hold an executive editorial position on Law Review or Law Journal,

serve on the Trial Advocacy Honors Program or Moot Court Honors Program, accept outside employment during the academic year, or participate in an externship for more than 3 units without obtaining a positive recommendation from the faculty advisor(s). Board members are eligible to receive 2 units of academic credit for each semester they serve as a Governor. As with competitors, academic credit for Board of Governors participation must be approved by the faculty advisor(s).

2. Unit credit

- a.** Entering members of the Negotiation Honors Program enroll for 2 units of credit in the fall semester and 1 unit of credit in the spring semester, regardless of the semester in which they compete.
- b.** Negotiation Honors Program Fellows enroll for 1 unit of credit in the fall semester and 2 units of credit in the spring semester, regardless of the semester in which they compete.
- c.** Returning Negotiation Honors Program Members enroll for 1 unit of credit in the fall semester and 1 unit of credit in the spring semester. Returning members do not compete in national competitions.
- d.** For all positions within the Negotiation Honors Program, unit credit for the fall semester will be Credit/C/No Credit. Unit Credit for the spring semester will be Credit/C/No Credit.
- e.** Students may add Negotiation Honors Program units only during the add period that governs the rest of the curriculum. However, should an opening on a Negotiation Honors Program team arise after the regular add period has passed, the student selected to fill that opening will be allowed to register for the allotted 3 units, with the approval of the faculty advisor(s).
- f.** Students may drop Negotiation Honors Program only during the regular drop period that governs the rest of the curriculum **and** only after having informed the Board of Governors and faculty advisor(s) of their intention to drop.
- g.** The number of Negotiation Honors Program units that any student may take during the course of their academic career must not exceed 7 units (absent special circumstances with faculty advisor approval).
- h.** If a student is accepted as a member of the Negotiation Honors Program and the student successfully completes program requirements, their membership will be indicated on the academic transcript by the notation "Negotiation Honors Program" in the memoranda column. Membership on the Board of Governors will be indicated on the academic transcript by the notation "Negotiation Honors Program Board of Governors" in the memoranda column.

- i.* If a student fails to meet the expectations of the Negotiation Honors Program, the faculty advisor(s) have discretion to remove a student from the Program, suspend a student's membership in the Program, or change a student's position within the Program. For minor infractions of Program expectations, the faculty advisor(s) will notify any student who is not performing satisfactorily prior to removal or suspension. However, if a student's actions constitute a serious violation of expectations, as determined by the faculty director(s), no warning will be given prior to removal/suspension. In all cases, the determination of the faculty advisor(s) as to the student's withdrawal, suspension, change of position, as well as whether students should receive academic Credit, a letter grade of C, or No Credit will be final.

E. Trial Advocacy Honors Program

First-year students who wish to be considered for membership in one of Southwestern's three advocacy honors programs, the Moot Court Honors Program, the Negotiation Honors Program, or the Trial Advocacy Honors Program (TAHP), must (1) complete the requirements of the LAWS II course; (2) participate in one of the intramural competitions; and (3) interview with the honors program they wish to join. Each honors program may also impose its own additional requirements.

Entering first-year students have the opportunity to participate in one of three LAWS tracks for their first-year spring semester: (1) appellate advocacy; (2) negotiation; and (3) trial practice. The appellate advocacy track feeds into the Moot Court Intramural Competition; the negotiation track feeds into the Negotiation Honors Program Intramural Competition; and the trial practice track feeds into the Trial Advocacy Honors Program Intramural Competition. Students may change from their LAWS track into a different intramural competition after the first mandatory round subject to the rules set by the honors programs.

1. Intramural competition

The Trial Advocacy Honors Program Intramural Competition is open to all first-year day, evening, and PLEAS/Part-time day students who are enrolled in the Trial Practice LAWS track and have completed the requirements of the LAWS II course. Students enrolled in other LAWS tracks may compete under applicable rules governing intramural competitions. A separate tryout is held in the fall for first-year SCALE students. Participants compete for a position as a member. Transfer students, by invitation of the Office of the Dean of Students, may also participate in the fall tryouts. No academic credit is given for participation in the intramural competition.

a. Membership

Members are selected by the Trial Advocacy Honors Program Board of Governors with the assistance and agreement of the faculty advisor(s). Selections are based on performance in intramural competitions and an interview with the Board of Governors.

Students may interview for only one advocacy honors program. Any student, regardless of Track, who receives an A+ or A in their second-semester LAWS II class will also have the opportunity to interview for the Moot Court Honors Program as a brief writer without regard to their performance in the intramural competition.

A student may be eligible for membership in the Trial Advocacy Honors Program during the second and third year only if they have a minimum 2.5 cumulative GPA. Participating on a TAHP competition team as an advocate requires that a student has taken or is enrolled in Evidence within the same academic year of the competition. This requirement may be waived by the faculty advisor(s). Any student placed on academic probation after their selection to the program, but prior to their completing the TAHP Trial Advocacy course will be ineligible from participating in the program. Any student placed on academic probation after successfully completing the TAHP Trial Advocacy course will be excluded for the following semester. If academic probation is cured, the prospective member may become eligible and be able to participate in the program if a position becomes available. If a student is placed on academic probation during their last semester of law school, the student will not receive academic credit during the last semester and should discuss alternatives for academic credit and graduation requirements with the Student Services Office.

Program members participate as junior and senior advocates. Students selected for the program act as junior advocates during the first year of participation, and in the spring enroll in the introductory Trial Advocacy course for Trial Advocacy Honors Program students. During that year, participants receive 3 units for the course, but no additional Trial Advocacy Honors Program units. As part of the final exam for the introductory Trial Advocacy course, junior advocates must participate in the annual JEBS Tournament, which gives them the opportunity to showcase what they have learned during the year by conducting 2 to 3 full trials.

The following year, students who are continuing Trial Advocacy Honors Program members are invited to return to the program by the Board of Governors to participate as senior advocates. Senior advocates must have completed or be enrolled in Evidence and have completed or be currently enrolled in the Advanced Trial Advocacy course for Trial Advocacy Honors Program students in order to participate on a TAHP competition team. Students receive 2 units of credit for the course and 1 additional unit of credit during the semester of competition. A total of 3 units may be granted for participating in competitions.

b. *Interschool competitions*

Southwestern currently participates in several competitions throughout the United States during the fall and spring semesters. Advocates are assigned to particular competitions by the faculty advisor(s). Advocates participate as plaintiff or defense counsel and receive 1 unit of academic credit in the semester of their competition. Students register for academic credit in accordance with the policies set forth below. At the end of each semester, the Board of Governors compiles a list of competitors, which is given to the faculty advisor(s), who, thereafter, determines whether academic credit is to be awarded.

When a student is placed on academic probation following the fall semester or SCALE Periods 5 and 6, they are generally not permitted to participate in competitions during the subsequent spring semester or SCALE Periods. However, if the co-directors determine that significant preparation has already begun, the Associate Dean for Student Services (in consultation with the co-directors) has the discretion to allow the student to compete if the student wishes to compete. If the team advances to the national competition, the Associate Dean for Student Services (in consultation with the co-directors) has the discretion to allow the student to compete.

Students are not permitted to participate in any regional or national oral advocacy competitions (moot court, trial advocacy, negotiation, mediation, arbitration, client counseling, or any regional or national competition that assesses law students' advocacy skills) while attending Southwestern Law School unless (i) the student's participation is sponsored by one of Southwestern's Honors Programs; or (ii) the student's participation has been otherwise approved by one of the Directors of the Honors Programs and the Associate Dean for Student Affairs. Students who violate this provision are subject to discipline under Southwestern's Honor Code.

c. *Board of Governors*

The incoming Board of Governors is selected by the outgoing Board. All Board members must have successfully participated as junior advocates. The selection is based on performance as a participant in the Trial Advocacy Honors Program, a statement of interest, and academic standing. The name of each student selected and not selected is presented to the faculty advisor(s) and the Dean with a written statement that includes a description of the responsibilities of the office and a statement of objectively verifiable reasons as to the appropriateness of the choice. Each appointment is subject to veto or ratification by the faculty advisor(s) and the Dean. The selection is made at the end of the spring semester and is

for a one-year term, becoming effective on the date assigned by the law school as graduation day.

A member of the Trial Advocacy Honors Program Board of Governors may not hold an executive editorial position on Law Review or Law Journal, serve on Moot Court Honors Program or Negotiation Honors Program, or participate in an externship for more than 3 units without obtaining a positive recommendation from the Board of Governors, and waivers from the faculty advisor(s) and the Office of the Dean. A full-time student who is a Board member may not work without the consent of the entire Board.

An evening or PLEAS/Part-time day student may work a maximum of 20 hours per week. Members of the Board receive 1 unit of academic credit for each semester they serve on the Board.

2. Unit credit

- a.** Trial Advocacy Honors Program is graded on a Credit/No Credit basis.
- b.** Students may add Trial Advocacy Honors Program units only during the add period that governs the rest of the curriculum, unless a late add is approved by the Associate Dean for Student Services.
- c.** Students may drop Trial Advocacy Honors Program only during the regular drop period that governs the rest of the curriculum **and** only after having informed the Board of Governors and faculty advisors of their intention to drop.
- d.** The Board of Governors has a duty to notify any student who is not performing satisfactorily. If, after warning(s), the student's performance is not satisfactory, the Board may vote to remove the student from the Trial Advocacy Honors Program. Such removal requires the approval of the faculty advisor(s).
- e.** If a student is accepted as a member of the Trial Advocacy Honors Program and they successfully complete program requirements, their membership will be indicated on the academic transcript by the notation "Trial Advocacy Honors Program" in the memoranda column. Membership on the Board of Governors will be indicated on the academic transcript by the notation "Trial Advocacy Honors Program Board of Governors" in the memoranda column.
- f.** In all cases, the determination of the faculty advisor(s) about whether senior advocates and members of the Board of Governors should receive academic credit will be final.

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Professional Clothes Closet Access, Use, and Donation Policies

Administrative policy approved January 12, 2022. Effective immediately.

Revision history: Technical edits were made in July 2023.

Scheduled Review Date: August 2025 (Office of Student Affairs)

A. Overview

Southwestern Law School's Professional Clothes Closet is in the California Room of the Law Library, on the first floor in the Bullocks Wilshire Building. The Clothes Closet contains clothes and accessories donated by Southwestern alums, faculty, and staff and is available at no cost to current Southwestern students. Most available clothing pieces range from business casual to professional business attire and are intended for career fairs, interviews, networking events, externships, the workplace, and other professional settings.

Southwestern's Student Affairs Office operates the Clothes Closet. If you have questions about the Clothes Closet, please email studentaffairs@swlaw.edu.

B. Accessing the Professional Clothes Closet

1. The Clothes Closet is open when the Southwestern Law Library is open. Library hours are available on the [Law Library website](#). On rare occasions, the Clothes Closet may be closed for upkeep or maintenance.
2. Individuals do not need permission to enter or use the Clothes Closet. However, users may be asked by Southwestern staff, including Campus Safety & Security officers, to verify their status as a Southwestern student or employee by presenting a valid Southwestern Law School identification card.
3. Individuals who violate these policies may be asked to leave the Clothes Closet; for serious or repeated violations, individuals may be barred from using the Clothes Closet and may be subject to disciplinary action.

C. Guidelines

1. All current Southwestern students, faculty, and staff may enter the Clothes Closet; however, clothing and accessories are only for current students.
2. Students are asked to take only what they need and are **strongly encouraged to take no more than three items per academic term**. Depending on inventory, these numbers may change to accommodate higher demand.
3. Students may select items that serve their needs and keep them permanently.
4. Students who choose to try on clothes in the Clothes Closet must lock the door. Please don't keep the door locked for more than 10 minutes.
5. Students are not required to report items they take.
6. Not all Clothes Closet items are suitable for all professional activities. Some items may only be suitable for particular occasions. Students are encouraged to seek guidance from the Career Services Office when selecting items.
7. Southwestern cannot guarantee that all students will find items in the Clothes Closet that fit or meet their needs. Clothing options are based on donations and will be available to students as long as donations are received.
8. Southwestern cannot guarantee that all items in the Clothes Closet are ready for use. Students are responsible for necessary maintenance, cleaning, or repairs for selected items.
9. Students are encouraged to wash or dry clean clothing before use.
10. No one should add items to the Clothes Closet. If you have items to donate, please follow the procedures below.

D. Donations & Returns

1. Faculty, staff, or alums interested in donating to the Clothes Closet should contact Charlyne Yue (cyue@swlaw.edu) or the Student Affairs Office at studentaffairs@swlaw.edu to coordinate bringing donations to campus.
2. Donated clothes should be modern, clean, and in good condition. We encourage donors to dry clean or launder items before donating.
3. Donations should not be left in the Clothes Closet, the Law Library, or anywhere else on the Southwestern campus, or with any employee outside the Student Affairs Office, without first receiving approval from the Student Affairs Office.
4. Southwestern reserves the right to refuse any donations.

5. Southwestern is not currently accepting donations from students or family members, partners, significant others, friends, and close acquaintances of students. Southwestern reserves the right to refuse any other donations.
6. Items donated to the Clothes Closet become Southwestern's property. Southwestern may not be able to return donated items.
7. Receipts for in-kind donations are available on request. Please contact Charlyne Yue at cyue@swlaw.edu to request a receipt.

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Student Professional Development Fund 2022–2023 Application

Deadlines: September 15, January 15, and April 15

Instructions: Submit all application materials along with a copy of your current resume to the Associate Dean for Student Affairs, Robert Mena, rmena@swlaw.edu.

Name:

Email:

Anticipated graduation date:

Total expected travel expenses:

Amount requested:

Professional development opportunity (please describe in about 200 words; be sure to include the date(s) of the activity; if you have a brochure or other material related to the opportunity, please attach):

Please provide a detailed budget of the proposed activity and how you intend to fund the remaining portion (assuming your application is approved):

Will you be able to participate in the activity only if you receive a PDF award?

Yes ☐ No ☐

Please describe how this activity will contribute to your professional development:

Have you received a PDF award from Southwestern in the past? If so, please describe the amount and reason for the award, and when you submitted your request.

I confirm that I am in good academic standing.

Yes ☐ No ☐

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Student Professional Development Fund 2022–2023 Guidelines

Administrative guidelines approved August 15, 2021. Effective immediately.

Revision history: Revised August 15, 2022.

Scheduled Review Date: August 2023 (Office of Student Affairs)

A. Purpose

The Student Professional Development Fund (PDF) has been established to finance a portion of the travel costs and other expenses incurred by students who participate in professional development activities that are not otherwise funded by the law school, and that are approved in advance under these guidelines.

B. Funding Priorities

Although a student may submit an application for a variety of legal or law-related professional development activities, PDF will be prioritized for the following:

- Students serving on the planning committee for academic or professional conferences (i.e., students who are on the board of a national organization like NBLSA, HNBA, NAPABA, etc.).
- Students engaging in pro bono or leadership projects.
- Students whose professional development activity directly relates to a board position on a Southwestern Law School chartered organization.
- Students delivering papers or presentations at an academic or professional conference.

Please note that allocations for advocacy-team travel, costs associated with bar study, or costs associated with securing a job will not be made from the PDF.

Funding may be prospective or in connection with a trip or project that already has occurred.

C. Eligibility

A student must be registered at the law school during the semester the funds were or are to be used. Summer registration is not required if the student was registered for the prior spring semester and has not yet graduated. At the time of application and at the time when funds are used, the student must be in good academic standing and not on probation, and must not be subject to any Honor Code or other disciplinary or criminal investigation. Students will not be approved to travel to professional development activities during Reading Period or during final exams. **Please note that students who have applied for and been approved for a semester-long remote option should not travel on competition teams or other official school business.**

D. Funding Limits and Criteria

For the fiscal year July 1, 2022 through June 30, 2023, the PDF includes \$25,000. The PDF was not established to cover the entire cost of a student's activity. In most cases, awards will be limited to \$500 or up to one-half of the total reimbursable trip costs as permitted by law school policy, whichever is higher, although awards may be larger or smaller depending on the number of applications received and other factors, including the quality of the student's academic record, financial need, personal statement, and the merit of the proposed activity. A student may submit multiple applications in a single year, although a student typically will receive funding only once a year. In no circumstance may a student receive more than \$1,500 from the PDF in a single fiscal year.

Awards from the PDF are issued as reimbursements following the professional development activity. Reimbursable expenses may include conference fees, training materials, travel and housing expenses, and/or presentation supplies. As of 2022, the current reimbursable rate for mileage is 62.5 cents per mile. No membership fees, food, beverages, or personal incidental expenses will be covered, although a meal at which the student is receiving an award may be covered. Student awardees are responsible for collecting and submitting all pertinent receipts and documentation. Failure to do so within the timelines stated in the award letter will result in a forfeiture of the award.

E. Fund Amount and Application Deadlines

The PDF Committee will consider applications three times per year. Applications for fall must be submitted by September 15; applications for spring must be submitted by January 15; applications for summer must be submitted by April 15.

F. Selection Process

Applications will be reviewed by a Professional Development Committee that will include the following (substitutions or additions may be made by the Dean):

- Associate Dean for Student Affairs
- Senior Student Affairs Coordinator
- Associate Dean of Career Services or assigned office representative
- Four SBA Officers

The Committee will make final recommendations to the Dean, who will make the award decisions. The Committee may make its recommendations based solely on the applications. It may also choose to interview any or all applications and request additional materials from applicants. The Dean may also seek supplemental information about the applications. The Committee, after receiving the Dean's approval, will announce awards within 30 days of each application deadline.

G. Award Administration

The award will be in the form of a reimbursement of expenses and pursuant to law school travel policies and procedures. Any other arrangement must be approved, in writing, by the Dean. Once awarded, the student may not change the project for which an award was made. Students who are granted a PDF award must submit a reimbursement request within one month of the conclusion of the professional development activity, but no later than the end of the fiscal year which is June 30, 2023. Fund awards must be used by the end of the fiscal year, or any remaining balance will be forfeited.

H. Reporting Requirements

Award recipients must submit a 1-2 page summary report after the activity and before reimbursement will be granted. Also, if the fund is used to support a paper, the paper should indicate that funding was provided by Southwestern Law School. Please include the following information in your report:

- For the essay, identify and describe one important concept, research finding, theory, or idea that you learned at the professional development activity. Reflect on why this idea is important to your field of study or your personal learning. Finally, apply this idea to your own life by exploring how it will help you become a practice ready lawyer or a more innovative professional. Your essay may be used for Southwestern publicity, so use graduate-level writing and consider a professional audience.
- A brief description of someone you met at the professional development activity and how she or he will/might be able to assist you in your professional development (e.g., a session presenter, someone you networked with at a reception, someone who asked questions about your presentation or made recommendations about future career paths.)

I. Application Instructions

- Students must complete the Professional Development Fund Application. The application will require submission of professional development activity information, budget information, a short personal statement about how the activity is likely to impact the student's professional development, and a resume. **All of these application materials should be emailed to the Associate Dean for Student Affairs, Robert Mena at rmena@swlaw.edu.**
- Group applications are not permitted. Each student seeking funding must submit their own application, including a unique personal statement.
- The PDF Committee will consider applications three times per year:
 - The fall application deadline is September 15;
 - The spring application deadline is January 15; and
 - The summer application deadline is April 15.
- The project or trip that is the subject of the application need not be limited to the semester in which the student applies, but must take place within the fiscal year. So, a student could apply by September 15, 2022 to attend a conference in April 2023; a student could also apply by April 15, 2023 for a conference that took place in November 2022.
- Students who will be unable to participate in a professional development activity without financial assistance from the Professional Development Fund should apply by the earliest possible application deadline so information on a potential award is known before the registration deadline. Students who are applying for funding for an activity that has already transpired must have access to all required documentation listed below, including receipts and a photo taken at the professional development activity.
- Students who are granted a PDF award must submit a reimbursement request within one month of the conclusion of the professional development activity, but no later than the end of the fiscal year which is June 30, 2023. Electronic submission of reimbursement requests is preferred. The reimbursement request must include all three of the following items:

- Reimbursement form and receipts totaling or exceeding the amount of the award;
- Reflection report (see Reporting Requirements in the PDF Guidelines);
- A photo of yourself at the professional activity. Consider posing with a keynote speaker, by an entrance banner, or holding a program from the activity. Photographs may be used in Southwestern promotional material.