

# **SOUTHWESTERN**

**LAW SCHOOL**  
**Los Angeles, CA**

# **Catalog**

**June 2025 – May 2026**

This catalog is updated at least annually and posted to Southwestern Law School's website ([www.swlaw.edu](http://www.swlaw.edu)) before the start of each academic year and is updated as needed. This catalog is effective for the period June 1, 2025 through May 31, 2026.

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## 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 Bradley Yost in the Office of Accreditation Compliance and Institutional Effectiveness at [byost@swlaw.edu](mailto:byost@swlaw.edu).

## Catalog Overview

This catalog is intended to provide information for prospective and current Southwestern Law School students, regardless of degree or program. 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 is not exhaustive and is subject to revision at any time by Southwestern. Southwestern maintains a robust website ([www.swlaw.edu](http://www.swlaw.edu)) including a centralized location for all the law school's policies ([www.swlaw.edu/SWPolicies](http://www.swlaw.edu/SWPolicies)). 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 website homepage.

Students with disabilities may request this catalog in other formats by contacting the Student Services Office at [studentservices@swlaw.edu](mailto:studentservices@swlaw.edu).

## 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](http://swlaw.edu)

Most instruction for the residential 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. Most instruction for the Online J.D. Program will occur asynchronously via the Canvas platform, although some instruction will occur virtually via Zoom. After they complete the required curriculum, students in the Online J.D. Program may option to take some courses at the Southwestern campus, 3050 Wilshire Avenue and 675 S. Westmoreland Avenue, Los Angeles, CA 90010. 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.

### **Notices**

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 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.

### **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.

### **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.).

## **The Office of Student Assistance and Relief (OSAR)**

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **Questions**

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](http://www.bppe.ca.gov)

(888) 370-7589 or by fax (916) 263-1897

### **Filing Complaints**

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](http://www.bppe.ca.gov).

## **Mission**

### **Mission Statement**

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.

## **Academic Programs Offered**

### **J.D. Programs**

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](http://www.swlaw.edu), and in this catalog.

The JD Programs at Southwestern Law School prepares its students for the following occupation as defined by federal Standard Occupational Classification (SOC):

23-1011 Lawyers

23-1012 Judicial Law Clerks

23-2099 Legal Support Workers, All Other

### **Full-Time Day J.D. Program/Juris Doctor J.D. (Residential, Full Time)**

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](#).

### **SCALE Accelerated J.D. Program/Juris Doctor J.D. (Residential, Accelerated)**

[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.

### **Online J.D. Programs/Juris Doctor J.D. (Online, Full Time) and (Online, Part Time)**

Southwestern's ABA-accredited [Online J.D. Programs](#) offer a flexible and convenient way to become a skilled attorney. Our cutting-edge curriculum is taught by outstanding faculty and will equip you with the legal, analytical, and practical skills that are key to becoming a successful lawyer. All classes in the program are offered online, and most are offered asynchronously with optional Zoom sessions to allow you maximum scheduling and geographic flexibility. The full-time option is designed to be completed in three years, while the part-time option extends the program to four years. Full-time students take 10-16 units each semester. Part-time students take 8 to 11 units each semester. Students must complete 87 units to earn the J.D. degree.

### **PLEAS and Part-Time Day J.D. Programs/Juris Doctor J.D. (Residential, Part Time)**

[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/Juris Doctor J.D. (Blended)**

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).

### **Concurrent- and Joint- J.D. Degree Programs**

#### **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.

### **LL.M. Programs**

#### **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.

### **Non-degree Programs**

#### **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.

#### **Juris Doctor J.D. Courses Visiting (Transfer Credits)** (Hours Vary)

Southwestern allows a limited number of students in good standing in a J.D. degree program at another ABA-approved law school to take courses at Southwestern and transfer those credits back to their home school. Visiting students typically enroll for one or two semesters.

#### **London Study-Abroad Program** (Visiting Students for Transfer Credits)

Southwestern Law School, under the auspices of the [Biederman Entertainment and Media Law Institute](#), hosts a 5.5 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 15 to July 18, 2025**.

This unique and exciting program offers a variety of academic, cultural, and social experiences through:

- Courses on international entertainment, art, music, negotiating and drafting international entertainment contracts, and public-interest law.
- 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

## Academic Calendars

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

### Summer 2025

Tuesday, May 27	<b>Regular Summer Term Begins</b>
Wednesday, May 28	Last Day to Add/Drop Classes
Tuesday, June 3	Regular Term — Last Day to Add/Drop Classes
Thursday, June 19	No Classes — Observed Federal Holiday for Juneteenth
Friday, July 4	No Classes — Observed Federal Holiday for Fourth of July
Saturday, July 5 to Monday, July 7	No Classes — Observed Southwestern Holiday for Fourth of July
Wednesday, July 16	Last Day of Regular Term Classes
Saturday, July 19 to Thursday, July 24	Regular Summer Term – Final Exams
Thursday, July 24	Regular Summer Term Ends;
Tuesday, August 27	Regular Summer Term Grades/Feedback Due <sup>†</sup> ;

<sup>†</sup> This due date is subject to change for a particular course due to exigent circumstances.

### Fall 2025

#### Residential and Online Full-Time and Part-Time Programs

Monday, August 11	Fall 2025 Semester Begins; Online J.D. Program — First-Year Orientation
Monday, August 11 to Tuesday, August 12	First-Year Orientation
Wednesday, August 13 to Friday, August 15	First-Year <i>Launch Week</i> Curriculum
Monday, August 18	First-Year Study Day; Graduating Students Day
Tuesday, August 19	Upper-Division Classes Begin; First-Year Full Curriculum Begins
Monday, August 25	Last Day to Add/Drop Classes
Monday, September 1	No Classes — Labor Day
Tuesday, November 4	No Classes — Election Day
Tuesday, November 11	No Classes — Veterans Day

Wednesday, November 19	Last Day for Wednesday Classes*
Thursday, November 20	Last Day for Thursday Classes*
Friday, November 21	Last Day for Friday Day Classes*
Saturday, November 22	Last Day for Saturday Classes*
Sunday, November 23	Last Day for Sunday Classes*
Monday, November 24	Last Day of Online J.D. Program Classes
Wednesday, November 26 to Sunday, November 30	No Classes — Thanksgiving Break
Monday, December 1	Last Day for Monday Classes*
Tuesday, December 2	Last Day for Tuesday Classes*
Wednesday, December 3 to Sunday, December 7	Study Days

\*This is the last day of classes for residential courses.

† This due date is subject to change for a particular course due to exigent circumstances.

## January Intercession and Spring 2026

### Full-Time Day/Part-Time Day/PLEAS/Evening Programs

#### January Intercession 2026

Monday, January 5	Residential and Online J.D. Programs — January Intercession 2026 Semester Begin First Day of Classes; Last Day to Add/Drop Classes
Thursday, January 8	Residential and Online J.D. Programs — Last Day of Intercession Classes; January Intercession 2026 Ends
Tuesday, February 10	January Intercession Grades/Feedback Due <sup>†</sup>



## Spring 2026

Monday, January 12	Spring 2026 Semester Begins; Residential Programs — First Day of Classes
Tuesday, January 13	Online J.D. Program — First Day of Classes
Monday, January 19	No Classes — M.L. King Jr.
Tuesday, January 20	Residential and Online Programs — Last Day to Add/Drop Classes
Monday, March 2 to Sunday, March 8	Residential Programs — No Classes — Spring Break
Friday, April 17	Last Day for Friday Classes*
Saturday, April 18	Last Day for Saturday Classes*
Sunday, April 19	Last Day for Sunday Classes*
Monday, April 20	Last Day for Monday Classes*; Last Day of Online J.D. Program Classes
Tuesday, April 21	Last Day for Tuesday Classes*

\*This is the last day of classes for residential courses.

† This due date is subject to change for a particular course due to exigent circumstances.

## 2025-2026 SCALE I

Monday, June 16	SCALE I Orientation
Tuesday, June 17	SCALE I Quarter 1 Begins
Thursday, June 19	No Classes – Juneteenth Observed
Friday, July 4	No Classes – Fourth of July Observed
Friday, August 22 to Friday, August 29	SCALE I Quarter 1 Study Days and Final Exams
Friday, August 29	SCALE I Quarter 1 Ends
Monday, September 1	No Classes – Labor Day
Tuesday, September 2	SCALE I Continued Orientation
Wednesday, September 3	SCALE I Quarter 2 Begins
Wednesday, October 1	SCALE I Quarter 1 Grades/Feedback Due†
Monday, November 3 to Friday, November 14	SCALE I Quarter 2 Study Days and Final Exams
Tuesday, November 4	No Classes – Election Day Observed
Tuesday, November 11	No Classes – Veteran’s Day Observed
Friday, November 14	SCALE I Quarter 2 Ends
Monday, November 17	SCALE I Quarter 3 Begins
Wednesday, November 26 to Sunday, November 30	No Classes – Thanksgiving Holiday
Wednesday, December 17	SCALE I Quarter 2 Grades/Feedback Due†
Saturday, December 20 to Monday, January 12	No Classes – Winter Break
Monday, January 19	No Classes – Martin Luther King, Jr. Day
Monday, February 9 to Friday, February 20	SCALE I Quarter 3 Study Days and Final Exams
Friday, February 20	SCALE I Quarter 3 Ends
Monday, February 23	SCALE I Quarter 4 Begins
Wednesday, March 25	SCALE I Quarter 3 Grades/Feedback Due†
Friday, April 24 to Friday, May 8	SCALE I Quarter 4 Study Days and Final Exams
Friday, May 8	SCALE I Quarter 4 Ends
Wednesday, June 10	SCALE I Quarter 4 Grades/Feedback Due†

† This due date is subject to change for a particular course due to exigent circumstances.

## 2025-2026 SCALE II

Monday, May 19	SCALE Summer Begins
Monday, May 26	No Classes – Memorial Day Observed
Thursday, June 19	No Classes – Juneteenth Observed
Friday, July 4 to Monday, July 7	No Classes – Fourth of July Observed
Friday, July 25	SCALE Summer Ends
Wednesday, August 27	SCALE Summer Grades/Feedback Due†

Monday, July 28	SCALE II Quarter 5 Begins
Monday, September 1	No Classes – Labor Day Observed
Monday, September 22 to Friday, October 3	SCALE II Quarter 5 Study Days and Final Exams
Friday, October 3	SCALE II Quarter 5 Ends
Monday, October 6	SCALE II Quarter 6 Begins
Wednesday, November 5	SCALE II Quarter 5 Grades/Feedback Due†
Tuesday, November 4	No Classes – Election Day Observed
Tuesday, November 11	No Classes – Veterans Day Observed
Wednesday, November 26 to Sunday, November 30	No Classes – Thanksgiving Holiday
Tuesday, December 2 to Friday, December 12	SCALE II Quarter 6 Study Days and Final Exams
Friday, December 12	SCALE II Quarter 6 Ends
Saturday, December 13 to Thursday, January 1	No Classes – Winter Break
Friday, January 2	SCALE II Quarter 7 Begins
Monday, January 19	No Classes – Martin Luther King, Jr. Day
Wednesday, January 21	SCALE II Quarter 6 Grades/Feedback Due†
Friday, February 27 to Friday, March 6	SCALE II Quarter 7 Study Days and Final Exams
Friday, March 6	SCALE II Quarter 7 Ends
Monday, March 9	SCALE II Quarter 8 Begins
Monday, March 16 to Friday, May 8	SCALE Externship Fieldwork

## **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.

### **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.

### **Standard 509 Disclosure Report**

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

## Southwestern Law School - 2024 Standard 509 Information Report

3050 Wilshire Blvd., Los Angeles, CA 90010

(213) 738-6700

<https://www.swlaw.edu/>

<http://www.abarequireddisclosures.org>

Report Generated on: 12-16-2024



Legal Education and  
Admissions to the Bar  
ABA Approved Since 1970

### The Basics

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

### Academic Calendar

Term	Other (specify)
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 2023-2024

	2023-2024
Average first-year section size, excluding Legal Research & Writing	85
Number of course titles, beyond the first year curriculum, offered last year	138
Number of upper division class room course sections with an enrollment:	
Under 25	106
25 to 49	39
50 to 74	31
75 to 99	14
100 +	2
Number of seats available in law clinics	144
Number of field placement positions filled	365
Number of seats available in simulation courses	1290
Number of seminars	17
Number of co-curricular offerings	19

### 2024 First Year Class (Oct 6th 2023-Oct 5th 2024)

	2024		
Completed Applications	2946		
Offers of Admission	1160		
Acceptance Rate (Percent)	39.38		
Enrollees from Applicant pool	406		
Enrollment rate from Completed Applications	13.78		
Enrollment rate from Offers of Admission	35.00		
Other first-year enrollees	10		
	All	Full Time	Part Time
Total in First-year class	416	355	61
LSAT	All	Full Time	Part Time
LSAT Admissions Enrollees	416	355	61
75th Percentile	158	158	158
50th Percentile	155	155	156
25th Percentile	153	153	153
UGPA	All	Full Time	Part Time
75th Percentile	3.67	3.68	3.63
50th Percentile	3.48	3.49	3.43
25th Percentile	3.24	3.25	3.15
# not included in UGPA calculation	1	1	0
GRE	All	Full Time	Part Time
GRE Admissions Enrollees	0	0	0
JD-NEXT	All	Full Time	Part Time
JD-NEXT Enrollees	0	0	0

Under ABA Standard 503, law schools are required to use a valid and reliable admission test to help assess an applicant's preparedness for the study of law. Because schools may choose what admission tests they will consider for admission, this section may look different for individual law schools. Only law schools with a variance from Standard 503 allowing them to use JD Next are able to report JD Next scores. Test score data for first year enrollees is presented for each type of test accepted by the law school, with one exception: where the number of students who were accepted using a particular test is fewer than 10, score percentile data is collected but not published in order to protect student privacy. In all other cases, statistical data will be presented for each test that is accepted by the particular law school.

The UGPA data is aggregated across the law school's entire first year class, regardless of admission test.

J.D Enrollment as of October 5th 2024																						
	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	111	27	83	0	1	85	34	51	0	0	76	24	52	0	0	20	6	14	0	0	292	
American Indian or Alaska Native	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	
Asian	40	19	21	0	0	34	11	21	1	1	18	7	11	0	0	6	3	3	0	0	98	
Black or African American	14	6	8	0	0	10	1	9	0	0	14	9	5	0	0	6	1	5	0	0	44	
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	
Two or More Races	19	11	8	0	0	20	6	14	0	0	13	2	11	0	0	2	0	2	0	0	54	
Total People of Color	184	63	120	0	1	150	52	96	1	1	121	42	79	0	0	34	10	24	0	0	489	
White	228	100	122	1	5	135	60	75	0	0	113	49	64	0	0	19	7	12	0	0	495	
Race and Ethnicity Unknown	8	3	2	0	3	11	7	4	0	0	3	2	1	0	0	0	0	0	0	0	22	
Total	420	166	244	1	9	296	119	175	1	1	237	93	144	0	0	53	17	36	0	0	1006	

Please note in demographic information in tables above US nonresident is no longer a separate category in 2024 and nonresidents have been added in the appropriate race/ethnicity and gender categories.

#### Faculty Resources 2023 - 2024

	Male	Female	Another Gender Identity	Prefer Not to Report	People of Color	Total
Full-time faculty members	27	40	0	0	21	67
Non-full-time faculty	67	49	0	0	36	116
Total	94	89	0	0	57	183
	Full Time		Part Time		Total	
Librarians	8		0		8	

#### J.D. Degrees Awarded 2023-2024

Hispanics of any race	89
American Indian or Alaska Native	0
Asian	25
Black or African American	15
Native Hawaiian or Other Pacific Islander	0
Two or More Races	19
Total People of Color	148
White	140
Race and Ethnicity Unknown	2
Total	290

#### 1L Tuition and Fees 2024 - 2025

Per Annual:	Resident	Annual Fees	Non-Resident	Annual Fees	Other	Annual Fees
Full-Time	\$60,728	\$0	\$60,728	\$0	\$85,312	\$0
Part-Time	\$40,502	\$0	\$40,502	\$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			N			

#### Living Expenses 2024-2025

Estimated Living Expenses for singles	
Living on Campus	\$34,615
Living Off Campus	\$36,560
Living At Home	\$21,305

### Grants and Scholarships 2023-2024

	Total		Full Time		Part Time	
	#	%	#	%	#	%
Total # of students	950	100	762	80	188	20
Total # receiving grants	956	101	758	99	198	105
Less than 1/2 tuition	626	66	490	64	136	72
Half to full tuition	307	32	254	33	53	28
Full tuition	18	2	12	2	6	3
More than full tuition	5	1	2	0	3	2
75th Percentile grant amount				\$35,145		\$22,513
50th Percentile grant amount				\$15,145		\$4,213
25th Percentile grant amount				\$145		\$113

The term "full tuition scholarships" refers to scholarships that cover tuition and mandatory fees. The term "more than full tuition" refers to scholarships that cover more than tuition and mandatory fees.

### Conditional Scholarships 2023-2024

Students Matriculating in	# Entering with	# Reduced or Eliminated
2023-2024 Academic Year	222	114
2022-2023 Academic Year	194	100
2021-2022 Academic Year	222	103

### Academic Attrition 2023-2024

	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	23	3	19	1	0	21.0	5	1	4	0	0	0	0	0	0	0	0	0	0	0	0	3.0
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	5	2	3	0	0	11.0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	2.0
Black or African American	2	1	1	0	0	15.0	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	2	2	0	0	0	9.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Total People of Color	32	8	23	1	0	17.0	6	2	4	0	0	0	0	0	0	0	0	0	0	0	0	2.0
White	18	10	8	0	0	11.0	1	0	1	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	50	18	31	1	0	14.0	7	2	5	0	0	0	0	0	0	0	0	0	0	0	0	1.0

Academic attrition refers to those students who discontinued their education at a time when they were not in good academic standing as defined by the Law School. It includes both students who have been dismissed because they did not satisfy the minimum standards of progress established by the Law School to continue their legal studies at that school, and students who discontinued their enrollment at the school at a time when their GPA was below that required for good academic standing as of the end of the first year. Please note in demographic information in tables above US nonresident is no longer a separate category in 2024 and nonresidents have been added in the appropriate race/ethnicity and gender categories.

Other Attrition 2023-2024																							
	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	2	1	1	0	0	2.0	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	2	1	1	0	0	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	
White	3	3	0	0	0	2.0	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	4	1	0	0	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	

Please note in demographic information in tables above US nonresident is no longer a separate category in 2024 and nonresidents have been added in the appropriate race/ethnicity and gender categories.

Transfers 2023-2024	
JD1 Transfers Out	6
Transfers In*	0
75th Percentile JD1 GPA	0
50th Percentile JD1 GPA	0
25th Percentile JD1 GPA	0

\*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.



## 2024 Bar Passage Outcomes Report includes:

- First-time Bar Passage (2022-2024)
- Ultimate Bar Passage (2020-2022)

Southwestern Law School - 2025

Phone: (213) 738-6700

Website: <https://www.swlaw.edu/>



AMERICAN BAR ASSOCIATION

Legal Education and  
Admissions to the Bar

### First-Time Bar Admission

Calendar year of graduation	Graduates in the calendar year	Graduates who took the bar exam before graduation*	Graduates who took the bar exam after graduation*	Grads who have not taken the bar	Grads with no bar info	First time takers from prior grad years	Total first-time takers	Total who passed the bar	Law school bar pass rate**	ABA weighted average bar pass rate***	Difference in bar pass rate****	Graduates admitted via alternative pathways to licensure *****	Total First-Time Bar Admission Rate: first time takers and alternative pathways to licensure
2024	288	0	262	25	1	26	288	187	64.93%	77.76%	-12.83%	0	64.93%
2023	255	0	227	21	7	34	261	167	63.98%	72.34%	-8.36%	0	63.98%
2022	308	-	-	23	13	24	296	178	60.14%	72.23%	-12.09%	0	60.14%

\*For 2022, the ABA did not collect information about "graduates who took the bar exam before graduation" and "graduates who took the bar exam after graduation" as it does currently, so those data fields are not included in this report.

\*\*Law School pass rate is how the Law School's graduates performed across all jurisdictions where they took the bar examination for the first time.

\*\*\*The ABA weighted average bar pass rate is the average pass rate for graduates from ABA-accredited law schools for each jurisdiction in which the Law School's graduates sat for the bar exam. This number is weighted so that bar pass rates from jurisdictions where more of the Law School's graduates sat for the bar exam have a greater impact on the ABA weighted average bar pass rate than bar pass rates from jurisdictions where fewer of the Law School's graduates sat for the bar exam.

\*\*\*\*The difference between the Law School pass rate and the ABA weighted average bar pass rate compares the performance of the Law School's graduates on the bar exam in all jurisdictions where they took the bar exam for the first time with the performance of graduates from all ABA-accredited law schools on the bar exam in those same jurisdictions.

\*\*\*\*\* Starting with the 2025 Bar Admission Outcome report, graduates pursuing alternative pathways to bar licensure were no longer reported both in the category with graduates who did not take a bar exam and in the category of graduates admitted via alternative pathways. This change is reflected for 2024 graduates in the First-Time Bar Admission table, but does not impact the Total First-Time Bar Admission Rate.

### Details 2024:

Jurisdiction	Takers	Passers	Pass %	State Pass % for ABA approved law schools	Difference
CALIFORNIA	280	181	64.64%	77.62%	-12.98%
6 REMAINING JURISDICTIONS	8	6	75.00%	82.56%	-7.56%

### Details 2023:

Jurisdiction	Takers	Passers	Pass %	State Pass % for ABA approved law schools	Difference
CALIFORNIA	252	162	64.29%	72.33%	-8.04%
8 REMAINING JURISDICTIONS	9	5	55.56%	73.35%	-17.79%

### Details 2022:

Jurisdiction	Takers	Passers	Pass %	State Pass % for ABA approved law schools	Difference
CALIFORNIA	290	174	60.00%	72.15%	-12.15%
6 REMAINING JURISDICTIONS	6	4	66.67%	76.14%	-9.47%

### Two-Year Ultimate Bar Admission

Calendar year of graduation	Total graduates in calendar year	# of grads with no info	# who did not take a bar	Graduates who sat for a bar exam within two years of their date of graduation			Graduates who have been admitted via an alternative pathway to licensure*	Ultimate Bar Admission Rate Total % (incl. alternative pathways)
				# of takers	# who passed	% who passed		
2022	308	2	2	304	267	87.83%	0	87.83%
2021	223	2	0	221	198	89.59%	0	89.59%
2020	217	7	0	210	200	95.24%	0	95.24%

\* Starting with the 2025 Bar Admission Outcome report, graduates pursuing alternative pathways to bar licensure were no longer reported both in the category with graduates who did not take a bar exam and in the category of graduates admitted via alternative pathways. This change is reflected for 2022 graduates in the Two-Year Ultimate Bar Admission table, but does not impact the Ultimate Bar Admission Rate Total %.

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## Employment Summary Reports

- 2024 Grads

### SOUTHWESTERN LAW SCHOOL



#### ABA EMPLOYMENT SUMMARY FOR 2024 GRADUATES

EMPLOYMENT STATUS	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Employed – Bar Admission Required/Anticipated	194	1	3	0	198
Employed - J.D. Advantage	23	0	3	0	26
Employed - Professional Position	6	0	4	1	11
Employed - Law School/University Funded	0	0	0	0	0
Employed - Other Position	0	0	0	0	0
Employed - Undeterminable	0	0	0	0	0
Enrolled in Graduate Studies					2
Employed – Start Date After March 17, 2025					3
Unemployed - Not Seeking					15
Unemployed - Seeking					31
Employment Status Unknown					4
Total Graduates					290
Each graduate is counted only once in this section.					

EMPLOYMENT TYPE	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Law Firms					
Solo	1	0	0	0	1
1 - 10	58	0	3	0	61
11 - 25	36	0	0	0	36
26 - 50	27	0	1	0	28
51 - 100	4	0	0	0	4
101 - 250	3	0	0	0	3
251 - 500	6	0	0	0	6
501 +	20	0	0	0	20
Unknown Size	1	0	0	0	1
Business & Industry	21	0	5	1	27
Government	18	0	0	0	18
Public Interest	22	1	1	0	24
Clerkships - Federal	0	0	0	0	0
Clerkships - State, Local, and Territorial	4	0	0	0	4
Clerkships - Tribal	0	0	0	0	0
Clerkships - International	0	0	0	0	0
Education	2	0	0	0	2
Employer Type Unknown	0	0	0	0	0
Total	223	1	10	1	235

LAW SCHOOL/UNIVERSITY FUNDED POSITIONS	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Employed – Bar Admission Required/Anticipated	0	0	0	0	0
Employed - J.D. Advantage	0	0	0	0	0
Employed - Professional Position	0	0	0	0	0
Employed - Other Position	0	0	0	0	0
Total Employed by Law School/University	0	0	0	0	0

EMPLOYMENT LOCATION	LOCATION	NUMBER
State/U.S. Territory - Largest Employment	CALIFORNIA	222
State/U.S. Territory - 2nd Largest Employment	NEVADA	2
State/U.S. Territory - 3rd Largest Employment	TEXAS	2
Employed in Foreign Countries		0

A one-page summary of key category definitions can be found under the Consumer Information section of: [https://www.americanbar.org/groups/legal\\_education/resources/employment-questionnaire-resources/](https://www.americanbar.org/groups/legal_education/resources/employment-questionnaire-resources/)

If there are ties in the Employment Location section, locations are prioritized and displayed alphabetically. As a result, some tied locations may not be included in the report.

This data reflects graduates' post-graduate status as of March 17, 2025.

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- 2023 Graduates

# SOUTHWESTERN LAW SCHOOL



Legal Education and  
Admissions to the Bar

## EMPLOYMENT SUMMARY FOR 2023 GRADUATES

EMPLOYMENT STATUS	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Employed - Bar Passage Required	179	0	1	1	181
Employed - J.D. Advantage	16	1	4	0	21
Employed - Professional Position	6	0	8	0	14
Employed - Other Position	0	0	1	0	1
Employed - Law School/University Funded	0	0	0	0	0
Employed - Undeterminable	0	0	0	1	1
Enrolled in Graduate Studies					1
Employed - Start Date After March 15, 2024					8
Unemployed - Not Seeking					8
Unemployed - Seeking					29
Employment Status Unknown					2
Total Graduates Each graduate is counted only once in this section.					266

EMPLOYMENT TYPE	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Law Firms					
Solo	3	0	0	0	3
1 - 10	60	0	4	1	65
11 - 25	28	0	0	0	28
26 - 50	28	0	0	0	28
51 - 100	4	0	0	0	4
101 - 250	9	0	0	0	9
251 - 500	0	0	0	0	0
501 +	5	0	0	0	5
Unknown Size	0	0	0	0	0
Business & Industry	23	0	7	1	31
Government	14	1	1	0	16
Public Interest	23	0	0	0	23
Clerkships - Federal	2	0	0	0	2
Clerkships - State, Local, and Territorial	1	0	0	0	1
Clerkships - Tribal	0	0	0	0	0
Clerkships - International	0	0	0	0	0
Education	1	0	2	0	3
Employer Type Unknown	0	0	0	0	0
Total	201	1	14	2	218

LAW SCHOOL/UNIVERSITY FUNDED POSITIONS	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Employed - Bar Passage Required	0	0	0	0	0
Employed - J.D. Advantage	0	0	0	0	0
Employed - Professional Position	0	0	0	0	0
Employed - Other Position	0	0	0	0	0
Total Employed by Law School/University	0	0	0	0	0

EMPLOYMENT LOCATION	LOCATION	NUMBER
State - Largest Employment	CALIFORNIA	207
State - 2nd Largest Employment	TEXAS	3
State - 3rd Largest Employment	WASHINGTON	2
Employed in Foreign Countries		0

A one-page summary of key category definitions can be found under the Employment Questionnaire section of: [https://www.americanbar.org/groups/legal\\_education/resources/questionnaire/](https://www.americanbar.org/groups/legal_education/resources/questionnaire/).  
This data reflects graduates' post-graduate status as of March 15, 2024.

4/3/2024 3:26:00 PM

## 2022 Graduates

### Southwestern Law School - 2022

3050 Wilshire Blvd.

Los Angeles, CA 90010

Phone: (213) 738-6700

Website: <https://www.swlaw.edu/>



AMERICANBARASSOCIATION

Legal Education and  
Admissions to the Bar

### EMPLOYMENT SUMMARY FOR 2022 GRADUATES

Category definitions can be found [here](#):

EMPLOYMENT STATUS	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Employed - Bar Passage Required	189	0	1	0	190
Employed - J.D. Advantage	38	2	2	4	46
Employed - Professional Position	5	0	2	1	8
Employed - Other Position	0	0	1	0	1
Employed - Law School/University Funded	2	3	0	0	5
Employed - Undeterminable	0	0	0	1	1
Enrolled in Graduate Studies					3
Employed - Start Date Deferred					3
Unemployed - Not Seeking					10
Unemployed - Seeking					31
Employment Status Unknown					1
Total Graduates					299
Each graduate is counted only once in this section.					

EMPLOYMENT TYPE	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Law Firms					
Solo	3	0	0	0	3
1 - 10	90	1	3	3	97
11 - 25	23	0	0	0	23
26 - 50	10	0	0	0	10
51 - 100	8	0	0	0	8
101 - 250	4	0	0	0	4
251 - 500	6	0	0	0	6
501 +	12	0	0	0	12
Unknown Size	1	0	0	0	1
Business & Industry	30	0	2	2	34
Government	13	2	0	0	15
Public Interest	28	2	0	0	30
Clerkships - Federal	2	0	0	0	2
Clerkships - State, Local, and Territorial	3	0	0	0	3
Clerkships - Tribal	0	0	0	0	0
Clerkships - International	0	0	0	0	0
Education	1	0	1	0	2
Employer Type Unknown	0	0	0	1	1
Total	234	5	6	6	251

**Southwestern Law School - 2022**

3050 Wilshire Blvd.  
Los Angeles, CA 90010

Phone: (213) 738-6700

Website: <https://www.swlaw.edu/>

**AMERICANBARASSOCIATION**

**Legal Education and  
Admissions to the Bar**

**EMPLOYMENT SUMMARY FOR 2022 GRADUATES**

LAW SCHOOL/UNIVERSITY FUNDED POSITIONS	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Employed - Bar Passage Required	2	1	0	0	3
Employed - J.D. Advantage	0	2	0	0	2
Employed - Professional Position	0	0	0	0	0
Employed - Other Position	0	0	0	0	0
Total Employed by Law School/University	2	3	0	0	5

Employment Location	STATE	TOTAL
State - Largest Employment	CALIFORNIA	235
State - 2nd Largest Employment	NEW YORK	3
State - 3rd Largest Employment	FLORIDA	2
Employed in Foreign Countries		0

## 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, and is current as of June 2024.

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
<b>J.D. (Full-time day and PLEAS/Part-time day)</b>	AL, <sup>1</sup> 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 <sup>2</sup> , 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
<b>J.D. (Part-time evening)</b>	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, <sup>1</sup> NY <sup>2</sup>	Puerto Rico, Guam, U.S. Virgin Islands, Northern Mariana Islands, Marshall Islands, Federated States of Micronesia, Palau
<b>SCALE</b>	AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI <sup>3</sup> , MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY <sup>2</sup> , NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY, DC	AL, <sup>4</sup> New Hampshire <sup>5</sup>	Puerto Rico, Guam, U.S. Virgin Islands, Northern Mariana Islands, Marshall Islands, Federated States of Micronesia, Palau

Degree Program	Meets requirements	Does not meet requirements	A determination has not been made
<b>Online J.D. (Full-time and part-time)</b>	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, <sup>1</sup> NY <sup>2</sup>	Puerto Rico, Guam, U.S. Virgin Islands, Northern Mariana Islands, Marshall Islands, Federated States of Micronesia, Palau
<b>LL.M.</b>		Not designed to meet licensure requirements	

<sup>1</sup>As of June 2024, [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.

<sup>2</sup>As of June 2024, students 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\(c\)](#). In addition, the New York Bar has a cap for distance education credit hours. [Id.](#)

<sup>3</sup>As of June 2024, although [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.

<sup>4</sup>As of June 2024, 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\(2\)\(a\)](#).

<sup>5</sup>As of June 2024, 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](#).



## **Institutional Accreditation, State Approval, and Complaint Contact Information**



### **U.S. Department of Education Disclosures**

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 39 for Articles of Incorporation*

#### **Accreditation Information**

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.

*See page 42 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 43 for State Bar Letter*

#### **State Administrative Oversight Information**

Southwestern Law School 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.

*See page 44 for Bureau Letter*

## **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:

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](http://www.bppe.ca.gov).

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/](https://www.americanbar.org/groups/legal_education/accreditation/complaint_procedures/).

For consumer complaint contacts for each state or jurisdiction in which Southwestern is authorized to do business, please [click here](#).

A0660302

**Certificate  
of  
Restated Articles of Incorporation**

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

**APR 12 2007**

**Southwestern University**

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.

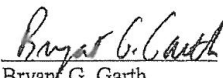
5. The foregoing amendment and restatement of the Articles of Incorporation have been duly approved by the Board of Trustees of the corporation.

6. The corporation has no members.

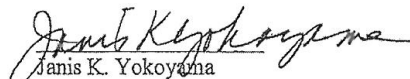
7. Pursuant to Section 5819(c) of the *Corporations Code*, these Restated Articles of Incorporation supersede for all purposes the corporation's original Articles of Incorporation and all subsequent amendments.

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

  
Bryant G. Garth  
Chief Executive Officer

Date: March 30, 2007

  
Janis K. Yokoyama  
Secretary



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Joseph K. West  
Washington, DC

**Chair-Elect**  
Bridget Mary McCormack  
Lansing, MI

**Vice-Chair**  
David A. Brennan  
Lexington, KY

**Secretary**  
Charles R. Nash  
Tuscaloosa, AL

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Washington, DC

Adrien K. Wing  
Iowa City, IA



321 N Clark Street  
Chicago, IL 60654-7598  
312.988.6738  
legaled@americanbar.org  
[www.americanbar.org/legaled](http://www.americanbar.org/legaled)

February 28, 2023

Dean Darby Dickerson  
Southwestern Law School  
3050 Wilshire Boulevard  
Los Angeles, CA 90010

Dear Dean Dickerson:

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.

Sincerely yours,

William Adams  
Managing Director of Accreditation and Legal Education

WA/DM



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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*Chair  
San Diego*

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AMY C. NUÑEZ  
*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





July 21, 2023

Julie Xanders  
Southwestern Law School  
3050 Wilshire Blvd.  
Los Angeles, CA 90010

RE: Approval to Operate an Accredited Institution – Application #36301  
Institution Code: 53555923

Dear Ms. Xanders:

The Bureau for Private Postsecondary Education (Bureau) completed the review of your application for approval to operate an accredited institution, received on May 8, 2023. The information included with the application was determined to be in compliance with the requirements of Title 5, California Code of Regulations (CCR) section 71390. Therefore, Southwestern Law School is granted approval to operate under the terms of California Education Code (CEC) section 94890(a)(1) until **March 30, 2032** per CEC section 94890(b).

This approval is coterminous with the institution's term of accreditation granted by the American Bar Association, Council of the Section of Legal Education and Admissions to the Bar (ABA).

Southwestern Law School is approved to offer the programs on the most recent "Approved Educational Program List" at 3050 Wilshire Blvd. Los Angeles, CA 90010. Please post this approval information in a prominent location so prospective students and other interested parties are aware of your approval to operate.

The institution is required to enroll students by means of executing an enrollment agreement and must provide the catalog and school performance fact sheet to a student prior to signing the enrollment agreement (CEC section 94902). Southwestern Law School is required to maintain compliance with the California Private Postsecondary Education Act of 2009 and Title 5, California Code of Regulations 7.5 Private Postsecondary Education and is subject to inspection by Bureau staff at any time for the purpose of monitoring compliance.

Ownership information: Bureau records will reflect the following ownership for Southwestern Law School:

Southwestern Law School (Non-Profit Corporation)	100%
--	------

If you require additional assistance on this matter, please contact Rachel Fabbri at [Rachel.Fabbri@dca.ca.gov](mailto:Rachel.Fabbri@dca.ca.gov) or (279) 895-6054.

Sincerely,

EBONY SANTEE  
Education Administrator

Enclosure(s)



## State Student Concern Contact Information

The table below provides Southwestern Law School's Online J.D. students with information about each state's complaint process. Southwestern Law students who are filing a complaint against Southwestern should follow [Southwestern's Student Concerns Policy](#). If a satisfactory resolution cannot be reached after exhausting Southwestern's complaint procedure, residents of each state can file a complaint with the appropriate authority listed below.

Alaska	<a href="#">Alaska Commission on Postsecondary Education</a> PO Box 110505 Juneau, Alaska 99811-0505 Phone: 907-465-6741
Arizona	<a href="#">Arizona State Board for Private Postsecondary Education</a> 1740 W. Adams St., Suite 3008 Phoenix, AZ 85007 Phone: 602-542-5709
Arkansas	<a href="#">Arkansas Division of Higher Education</a> 423 Main St., Suite 400 Little Rock, AR 72201-3818 Phone: 501-371-2000
California	<a href="#">California Bureau for Private Postsecondary Education</a> PO Box 980818 West Sacramento, CA 95798-0818 Phone: 888-370-7589 <a href="https://bppe.ca.gov/enforcement/complaint.shtml">https://bppe.ca.gov/enforcement/complaint.shtml</a> For more information see: <a href="#">Southwestern's Student Concerns Policy</a>
Colorado	<a href="#">Colorado Department of Higher Education</a> Commission on Higher Education 1600 Broadway, Suite 2200 Denver, CO 80202 Phone: 303-862-3001

Connecticut	<p>Emily Bjornberg Senior Consultant Academic Affairs</p> <p><a href="#">Connecticut Office of Higher Education</a> 450 Columbus Blvd., Suite 707 Hartford, CT 06103-1841 Emily.Bjornberg@ct.gov www.ohe.ct.gov Phone: 860-947-1824</p>
Delaware	<p><a href="#">Delaware Department of Education</a> The Townsend Building 401 Federal St., Suite 2 Dover, DE 19901-3639 Phone: 302-735-4000 For more on DE Student Complaint Policy click here: <a href="#">Delaware Student Complaints</a></p>
Florida	<p><a href="#">Florida Department of Education</a> Commission for Independent Education 325 W. Gaines St., Suite 1414 Tallahassee, Florida 32399-0400 Phone: 850-245-0505</p>
Georgia	<p><a href="#">Georgia Nonpublic Postsecondary Education Commission</a> 2082 E. Exchange Pl., Suite 220 Tucker, GA 30084 Phone: 770-414-3300</p>
Hawaii	<p><a href="#">Business Registration Division of the Hawaii Department of Commerce and Consumer Affairs</a> PO Box 40 Honolulu, HI 96810 Phone: 808-586-2727</p>
Idaho	<p><a href="#">Idaho State Board of Education</a> State Authorization Program Manager</p>

		PO Box 83720 Boise, ID 83720-0037 Phone: 208-332-158
Illinois		<a href="#">Illinois Board of Higher Education</a> 1 N. Old State Capitol Plaza, Suite 333 Springfield, IL 62701-1377 Phone: 217-782-2551
Indiana		<a href="#">Board for Proprietary Education Indiana</a> <a href="#">Commission for Higher Education</a> 101 W. Ohio St., Suite 300 Indianapolis, IN 46204 Phone: 317-464-4400
Iowa		<a href="#">Iowa College Student Aid Commission</a> 475 SW Fifth St., Suite D Des Moines, IA 50309 Phone: 877-272-4456
Kansas		<a href="#">The Kansas Board of Regents</a> 1000 SW Jackson St., Suite 520 Topeka, KS 66612-4240 Phone: 785-430-4240
Kentucky		<a href="#">Kentucky Council on Postsecondary Education</a> 100 Airport Rd. Frankfort, KY 40601 Phone: 502-573-1555

Louisiana	<p><a href="#">State of Louisiana Board of Regents</a>  1201 N. Third St., Suite 6-200  Baton Rouge, LA 70802  Phone: 225-342-4253  Louisiana Alternate Contact:  Office of the Attorney General  Consumer Protection Section  P.O. Box 94005  Baton Rouge, LA 70804-9005  Phone: 225-326-6464 or 800-351-4889</p>
Maine	<p>Maine Department of Education  23 State House Station  Augusta, ME 04333-0023  Phone: 207-624-6600  <a href="https://www.maine.gov/doe/home">https://www.maine.gov/doe/home</a>  Maine Department of Education only hears  procedural complaints about schools such as  Southwestern Law School.</p>
Maryland	<p><a href="#">Maryland Higher Education Commission</a>  6 N. Liberty St., 10th Floor  Baltimore, MD 21201  Phone: 410-767-3301  education agency website</p> <p>Maryland Alternate Contact:  <a href="#">Maryland Office of the Attorney General</a>  200 St. Paul Place  Baltimore, MD 21202  Phone: 410-576-6300 or 888-743-0023</p>
Massachusetts	<p><a href="#">Massachusetts Department of Higher Education</a>  One Ashburton Place, Suite 1401  Boston, MA 02108-1696  Phone: 617-994-6950</p>

Michigan	<a href="#">Michigan Department of Education</a> PO Box 30008 Lansing, MI 48909 Phone: 517-373-9235
Minnesota	<a href="#">Minnesota Office of Higher Education</a> 1450 Energy Park Dr., Suite 350 St. Paul, MN 55108 Phone: 651-259-3975 or 800-657-3866
Mississippi	<a href="#">Mississippi Commission on College Accreditation</a> 3825 Ridgewood Rd. Jackson, MS 39211 Phone: 601-432-6372
Missouri	<a href="#">Missouri Department of Higher Education &amp; Workforce Development</a> 301 W. High St. Jefferson City, MO 65101 Phone: 573-751-2361
Montana	<a href="#">Montana University System</a> <a href="#">Office of the Commissioner of Higher Education</a> 560 N. Park Ave. PO Box 203201 Helena, MT 59620-3201 Phone: 406-449-9124
Nebraska	<a href="#">Nebraska Coordinating Commission for Postsecondary Education</a> ATTN: Complaints PO Box 95005 Lincoln, NE 68509-5005 Phone: 402-471-2847
Nevada	<a href="#">Nevada Commission on Postsecondary Education</a> 2800 E. St. Louis Avenue Las Vegas, NV 89104 Phone: 702-486-7330

New Hampshire	<a href="#">New Hampshire Department of Education</a> 101 Pleasant Street Concord, NH 03301-3494 Phone: 603-271-3494
New Jersey	<a href="#">New Jersey Office of the Secretary of Higher Education</a> ATTN: Complaints P.O. Box 542 Trenton, New Jersey 08625-0542 Phone: 609-292-4310
New Mexico	<a href="#">New Mexico Higher Education Department</a> 2044 Galisteo St., Suite 4 Santa Fe, NM 87505-2100 Phone: 505-476-8400
North Carolina	<a href="#">North Carolina Post-Secondary Education Complaints</a> 910 Raleigh Road Chapel Hill, NC 27514 Phone: 919-962-4558 North Carolina Alternate Contact: <a href="#">North Carolina Department of Justice External link:open in new</a> Consumer Protection Division Attorney General's Office Mail Service Center 9001 Raleigh, NC 27699-9001 Phone: 877-566-7226 or 919-716-6000 (En Español 919-716-0058)
North Dakota	<a href="#">North Dakota University System</a> Core Technology Services 2000 44th St. SW, Suite 301 Fargo, ND 58103

Ohio	<a href="#">Ohio Department of Higher Education</a> 25 South Front Street Columbus, OH 43215 Phone: 614-728-3095
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Oklahoma	<a href="#">Oklahoma State Regents for Higher Education</a> 655 Research Pkwy, Suite 200 Oklahoma City, OK 73104-3603 Phone: 405-225-9100 or 405-225-9142
Oregon	<a href="#">Oregon Higher Education Coordinating Commission</a> 3225 25th Street SE Salem, Oregon 97302 Phone: 503-947-2448
Pennsylvania	<a href="#">Pennsylvania Department of Education</a> Office of Chief Counsel 333 Market Street, 9th Floor Harrisburg, PA 17126-0333 Phone: 717-783-6788
Rhode Island	<a href="#">Rhode Island Office of the Postsecondary Education Commission</a> 560 Jefferson Blvd. Warwick, RI 02886-1304 Phone: 401-736-1100
South Carolina	<a href="#">South Carolina Commission on Higher Education</a> 1122 Lady Street Suite 300 Columbia, SC 29201 Phone: 803-737-3918
Tennessee	<a href="#">Tennessee Higher Education Commission &amp; Student Assistance Corporation</a> Parkway Towers, Suite 1900 404 James Robertson Pkwy Nashville, TN 37243-0830 Phone: 615-741-5293 or 615-253-8857

Texas	<a href="#">Texas Higher Education Coordinating Board</a> Office of General Counsel P.O. Box 12788 Austin, TX 78711-2788 Phone: 512-427-6101 Texas Alternate Contact #2: <a href="#">Texas Office of the Attorney General</a> Consumer Protection Division P.O. Box 12548 Austin, TX 78711-2548
Utah	<a href="#">Utah System of Higher Education State Board of Regents</a> 60 South 400 West Salt Lake City, UT 84101-1284 Phone: 801-321-7200 or 1-800-418-8757
Vermont	<a href="#">Vermont Agency of Education</a> 219 North Main St., Suite 402 Barre, VT 05641 Phone: 802-479-1030 Vermont Alternate Contact:
	<a href="#">Vermont Attorney General's Office</a> 109 State Street Montpelier, VT 05609-1001 Phone: 802-828-3171
Virginia	<a href="#">State Council of Higher Education for Virginia</a> James Monroe Building 101 N. 14th St., 10th Floor Richmond, VA 23219 Phone: 804-225-2600
Washington	<a href="#">Washington Student Achievement Council</a> 917 Lakeridge Way SW Olympia, WA 98502 Phone: 360-753-7625



Washington, DC	<a href="#">Office of the State Superintendent of Education</a> Higher Education Licensure Commission 1050 First St. NE Washington, DC 20002 Phone: 202-724-7860
West Virginia	<a href="#">West Virginia Higher Education Policy Commission</a> 1018 Kanawha Boulevard East, Suite 700 Charleston, WV 25301 Phone: 304-558-2101
Wisconsin	<a href="#">Wisconsin Department of Safety and Professional Services</a> Educational Approval Program P.O. Box 8366 Madison, WI 53708-8366 Phone: 608-266-1996
Wyoming	<a href="#">Wyoming Department of Education</a> 122 W. 25th St., Suite E200 Cheyenne, WY 82002 Phone: 307-777-7675

## Admissions

Southwestern students come to study law from a wide variety of cultural and educational backgrounds, bringing a rich diversity to the student body. The Admissions Committee considers many aspects of a prospective student's credentials beyond grades and test scores.

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.

### Contact Information

#### Admissions

W102

Tel: 213-738-6834

Email: [admissions@swlaw.edu](mailto:admissions@swlaw.edu)

## **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.

### **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 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 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 addition, given Southwestern's commitment to access and diversity, additional factors will be considered, including diversity of background, interests, and experiences as well as socioeconomic disadvantages or other challenges that have been faced.

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](http://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

## **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 2024 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 2024 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.

### **Required Materials**

- Application for Admission
- Personal Statement
- Resumé
- 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

- Optional Statements (see below for prompts)
- 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

## Additional Information for Certain 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. The subject matter of the statement is up to the applicant, but applicant's should keep in mind that the reviewer will be focused on determining their potential to be a successful law student and graduate of Southwestern.

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

The thoughts and words contained in the personal statement must be the applicant's own and no one else should assist in its creation beyond basic proofreading or critiquing. The personal statement should be two to three pages in length, typed, and double-spaced. When applying electronically, applicants must submit the personal statement as an electronic attachment to the application form.

## 3. **Resumé**

Resumés give the applicant the opportunity to highlight experiences and skills that the applicant may not have had time and space to address in other application materials. Most resumés should be no longer than one or one and a half pages, unless the applicant's educational or work experience is quite extensive. In general, experiences preceding undergraduate school should not be included. CV-type resumés are discouraged.

## 4. **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.

## 5. **Optional Statements**

Applicants may submit optional statements addressing one or both of the following prompts:

Tell us more about your interest in Southwestern. What makes our school a good fit for you given your academic or professional interests, and our offerings, learning environment, and community?

Southwestern values the uniqueness of each applicant and believes that a diverse and inclusive campus environment enriches the study of law. Therefore, applicants may submit a statement addressing their distinctive background and personal experiences to provide a more robust picture of their personal and academic strengths.

These statements should not be a reiteration of information or insights already addressed in the Personal Statement, and each should be no more than two pages in length, typed, and double-spaced.

## 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.*

## **Additional Information for the Online J.D. Program**

### **Where the Online J.D. Program is offered**

Locations where Online J.D. students may reside during the program:

- Alaska\*
- Arizona
- California
- Canada: British Columbia and Ontario
- Colorado
- Connecticut
- Florida
- Hawaii
- Idaho
- Illinois
- Indiana
- Kansas
- Kentucky
- Louisiana\*\*
- Maine
- Maryland\*\*\*\*
- Massachusetts
- Michigan
- Missouri
- Montana
- Nebraska
- Nevada\*\*
- New Hampshire
- New Jersey
- New Mexico
- North Dakota
- Ohio\*\*
- Pennsylvania
- South Carolina
- South Dakota
- Tennessee
- Texas\*\*
- Utah
- Vermont
- Virginia\*\*\*
- Washington
- West Virginia\*\*
- Wyoming

Southwestern does not currently offer the Online J.D. to students residing in the following locations:

- Alabama
- Arkansas
- Delaware
- District of Columbia
- Georgia
- Mississippi
- New York
- North Carolina
- Rhode Island
- Puerto Rico
- Wisconsin

Southwestern is seeking to offer the Online JD in these jurisdictions for the class starting August 2025:

- Iowa
- Minnesota
- Oklahoma
- Oregon

We will consider applications for the Online J.D. Program from students who intend to study remotely while living in locations where we are approved and where we are in the process of applying for authorization (pending jurisdictions). Students who plan to reside in pending locations should check this website regularly because the list of locations where Southwestern is authorized to offer the Online J.D. Program continues to expand.

If Southwestern does not have authorization to offer the Online J.D. Program in a pending state by June 2025, we will notify each student residing in that state that they are eligible to receive a refund of any monies paid to Southwestern in connection with their application.

Students who would like to study remotely from Canada, the UK, and the EU and spouses/dependents of visa holders who have an H-4 visa and are eligible to study online are welcome to apply.

For information about bar licensure by jurisdiction, [click here](#).

\*Our Online J.D. Program is available to residents of Alaska through an approved exemption. Alaska students should be aware that our authorization to enroll residents of

Alaska in our Online J.D. is under AS 14.48 and 20 AAC 17.015 because the program is online or distance delivered and does not have a physical presence in the state.

\*\* Online J.D. students residing in these states cannot currently do an Externship with a firm or organization physically located there. However, students can do an online Externship with a firm or organization located in other states.

\*\*\* The State Council of Higher Education for Virginia (SCHEV) has determined that Southwestern Law School meets all requirements for distance education certification as stated in section 23.1-219 (F) of the Code of Virginia. Southwestern Law School is certified to offer solely distance education to Virginia residents effective April 29, 2024 through June 30, 2025, after which certification must be renewed on an annual basis.

\*\*\*\* Southwestern Law School has been determined by the MHEC to be in compliance with the requirements of Education Article , Title 11, Subtitle 2, Ann. Code of Maryland and COMAR 13B.05.01, and is registered with the Commission to enroll Maryland students in the Online J.D. Program.

### **Application Deadline**

#### **Application Deadline: May 1, 2025**

Applications submitted after the deadline indicated above will be considered on an individual basis. Applicants should be aware, however, that a waiting list can be established as early as February, and eligibility for certain forms of financial aid most preferred by students (e.g., scholarship programs) may be reduced substantially after April 1. We will, however, consider June LSAT scores and later applications on a space-available basis.

### **Application Fee**

Southwestern's 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.

### **Application Status Check**

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

## **Additional Requirements for 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](mailto: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 – December 10

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](mailto: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

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

### **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, Media, and Sports 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 \$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, Media, and Sports 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](http://www.TOEFL.org) and more information on the IELTS is available online at [www.ielts.org](http://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](http://www.globaleval.org) | [info@globaleval.org](mailto: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](http://www.ierf.org) | [info@ierf.org](mailto: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](http://www.lsac.org/llm) | [LLMinfo@LSAC.org](mailto: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](http://www.wes.org) | [info@wes.org](mailto: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](http://www.calbar.ca.gov).

### **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.



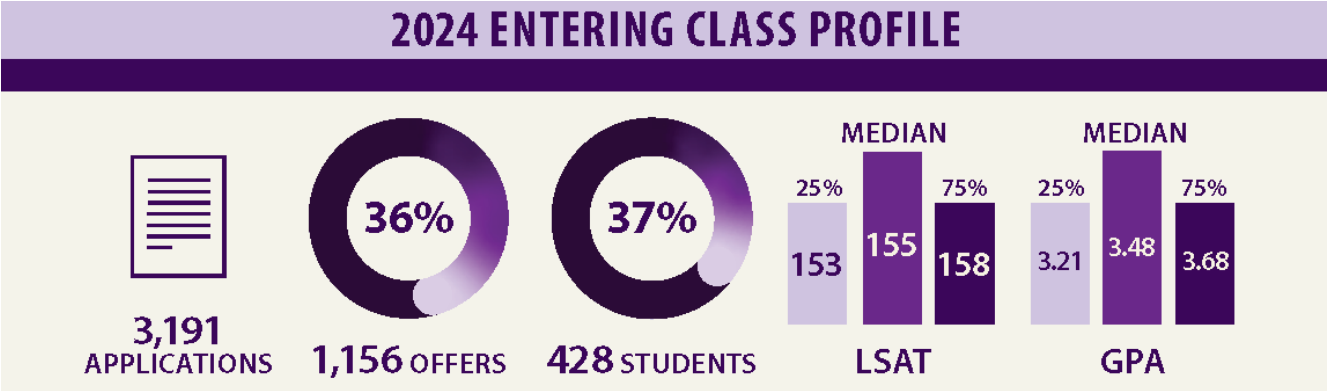
## Prospects for Admission & Entering Class Profile

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).

The table below illustrates an applicant's 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

2024 Entering Class Profile



Of the 2024 Entering Class:

- 278 full-time day program
- 51 SCALE 2-year J.D. program
- 39 online full-time program
- 51 online part-time program
- 9 part-time day program (PLEAS)

Demographics:

- 59% female
- 43% diverse
- 27 average age

All Programs GPA		All Programs LSAT
75th	3.68	158
Median	3.48	155
25th	3.21	153

## Tuition and Fees

### 2025 - 2026 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 2025 is \$2,108. 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 2025-26 Fall/Spring is \$2,108.

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

Tuition for the Full-Time Online J.D. and Part-Time Online J.D. programs is the same as tuition for our on-campus Full-Time and Part-Time programs.

#### Full-Time and Part-Time J.D Programs (on-campus and online)

Program	Fall 2025	Spring 2026	Total Tuition
Full-Time	\$31,580	\$31,580	\$63,160
Part-Time	\$21,062	\$21,062	\$42,124

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

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

Program	Per Period	Periods per Year	Summer	Total Tuition
<b>SCALE I</b>	\$22,181	4	n/a	\$88,724
<b>SCALE II</b>	\$22,181	4	\$8,432*	\$97,156

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

### Other Tuition Rates

	Per Unit
Summer 2025	\$2,108
LL.M. Students (Summer 2025)	\$2,108
LL.M. Students (Fall/Spring)	\$2,108
Visiting Students (Summer 2025)	\$2,108
Visiting Students (Fall/Spring)	\$2,108
Summer Externship (FT residential and FT online students)	\$1,000 (Flat Rate)
January Intersession	No Charge (J.D. & SCALE)

### STRF Fees – 2025-2026 Academic Year

These fees are mandatory and non-refundable. STRF fees for the 2025/2026 award year have been waived.

Class	Total Fee
SCALE Incoming	\$0.00
SCALE Continuing	\$0.00
Part Time Incoming	\$0.00
Part Time Continuing	\$0.00
Full Time	\$0.00

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)	\$530	Fall/Spring
Parking Fee (Evening)	\$165	Fall/Spring
Parking Fee (SCALE I)	\$603	Quarters 1-4
Parking Fee (SCALE II)	\$420	Quarters 5-7
Parking Fee (SCALE II)	\$145	Quarter 8
Parking Fee (Summer Term)	\$41	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](#).

## **Estimated Cost of Attendance for 2025-2026**

The chart below is used to determine financial need and is designed to provide students with a modest but realistic standard of living; it reflects the average education-related costs of attending Southwestern. The rent amount for on-campus housing reflects an average of units available but actual costs will range above and below that figure based on the specific unit a student selects. All amounts are estimates and your actual expenses may vary.

Extra costs that students with disabilities may incur while pursuing legal studies are considered when determining financial need. Federal and state programs may provide additional resources.

If your living expenses exceed the average living expenses, you should consider completing the Budget Increase Application. This may allow you to increase your overall budget and change your financial aid eligibility.

<b>2025-2026 Cost of Attendance Southwestern Law School (Off-Campus)</b>			
<b>Juris Doctor</b>	<b>Full-Time</b>	<b>Part-Time</b>	<b>SCALE</b>
Tuition	\$63,160	\$42,124	\$88,724
Rent	\$15,750	\$15,750	\$21,000
Food	\$5,175	\$5,175	\$6,900
Health Insurance	\$4,633	\$4,633	\$4,960
Transportation	\$4,050	\$4,050	\$5,400
Personal & Miscellaneous	\$3,645	\$3,645	\$4,860
Utilities	\$2,880	\$2,880	\$3,840
Loan Fees + Student Tuition Recovery Fee	\$2,500	\$1,550	\$3,150
Books & Supplies	\$1,900	\$1,100	\$2,900
<b>Estimated Total Cost</b>	<b>\$103,693</b>	<b>\$80,907</b>	<b>\$141,734</b>

### **Estimated Total Cost for Programs\***

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.

**Estimated total charges for all Full-Time J.D Programs is \$ \$197,160.**

**Estimated total charges for all Part-Time J.D Programs is \$201,667.**

**Estimated charges for the entire SCALE program is \$189,766.**

**Estimated charge for LLM Programs is \$ \$50,592.**

**Estimated total charges you will pay Southwestern Law School for the Dual-Degree J.D./MBA Program (with Drucker)** are substantially similar to the estimated charge for the J.D. programs listed above (Full-time, Part-time, or SCALE). The amount you pay Southwestern Law School may be less depending on the time spent enrolled at Drucker and the number of years taken to complete your J.D. degree due to annual tuition increases.

**Estimated total charge for Certificate in Bioscience Industry Law & Practice (with Keck):**

Students pay no additional charges, provided they complete the certificate requirements concurrent with earning their J.D. or MBS degree.

**Estimated total charge for J.D. Visiting Students (Transfer Credits):** Hours Vary. To determine your total cost, multiply the current Per Unit Tuition Rate (\$2,024) by the total number of units you intend to complete. For example, a Visiting student registered to take 6 units in Fall 2025 and 6 units in Spring 2026 will have an total charge of  $\$2,108 \times 12 =$  **\$25,296.**

\*Estimated Total 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. (4) The amounts quoted do not include any scholarships or similar awards that the student may receive. (5) Amounts quoted do not include optional fees or fees that can be waived by the student.



## 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)].

### 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](http://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 15 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**

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.

**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>.**

### **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](http://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](http://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**

### **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](http://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](http://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.

**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](mailto: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](http://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 Unsubsidized 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, 2024, and before July 1, 2025, is 8.083%.

For all loans disbursed **on or after Oct. 1, 2020, and before Oct. 1, 2025**, the loan origination fees are as follows: 1.057% for Direct Unsubsidized Loans.

### **Federal GradPLUS Loans**

The federal government offers eligible students [Federal Direct PLUS 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 Direct PLUS Loans first disbursed on or after July 1, 2024, and before July 1, 2025, is 9.083%.

For all loans disbursed **on or after Oct. 1, 2020, and before Oct. 1, 2025**, the loan origination fees are as follows: 4.228% for Direct PLUS 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](http://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 Loan 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 use the links below or contact the Admissions Office.

[Special Scholarships for Entering J.D. Students](#)

[Scholarships for Continuing Students](#)

[Public Interest Grants and Fellowships](#)

[Outside Scholarships](#)

[Fulbright-Jose Siderman Human Rights Fellowship for Argentine Lawyers](#)

[General LL.M. Program Scholarship](#)

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

### **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.

## **General LL.M. Financial Aid and Scholarships**

### **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.

## **Entertainment LL.M. Financial Aid and Scholarships**

### **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](http://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.

# Students 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 and February 2024 to adjust to our new status as an approved entity with California's Bureau of Private Postsecondary Education; revised in March 2024 to revise the time within which refunds are issued and add specific state information in an addendum; reviewed in June 2024; updated March 2025.

**Related policies:** Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Administrative Withdrawal Policy; Attendance Policy; Financial Aid Satisfactory Academic Progress; Registration Policies and Procedures; Return of Title IV Funds; Student Honor Code; Student Tuition Recovery Fund; Transfer and Visiting Students Policy; Withdrawing from Southwestern

**Scheduled Review Date:** August 2025 (Accounting and Financial Aid Offices)

## A. Right to Cancel and Refund During the Cancellation Period

Students have the right to cancel their Enrollment Agreement with Southwestern Law School without any penalty or obligations through attendance at the first class session or the seventh day after signing the Enrollment Agreement, whichever is later (the "Cancellation Period").

A student who cancels their Enrollment Agreement within the defined Cancellation Period is entitled to a full refund of institutional charges, less a reasonable seat deposit or application fee not to exceed \$250.

A student must provide Southwestern with notice of cancellation in writing indicating that they no longer wish to attend Southwestern or be bound by the Enrollment Agreement. An incoming student who has not previously attended Southwestern must notify the Admissions Office ([admissions@swlaw.edu](mailto:admissions@swlaw.edu)). A continuing student must notify the Student Services Office ([studentservices@swlaw.edu](mailto:studentservices@swlaw.edu)).

Except as noted in the addendum to this policy or unless another state-specific refund policy applies, Southwestern will process the refund within 45 calendar days of receiving the cancellation notice.

## B. Refund Following a Withdrawal

After the Cancellation Period, the seat deposit and any applicable STRF fees are nonrefundable.

Students have the right to withdraw and receive a pro-rata refund for the current term, up to and including 60% of the current period of attendance. If the student has received

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

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, less nonrefundable fees. Parking fees and housing are also refunded, subject to this calculation.

To withdraw, the student should follow the provisions of Registration Policies and Procedures, which require 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, London Study-Abroad Program, January intersession, or SCALE period, the student will be charged 100% of tuition and other charges, and no amount will be refunded.

Except as noted in the addendum to this policy or unless another state-specific refund policy applies, Southwestern will process the refund within 45 calendar days of receiving the withdrawal notice.

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 if a difference exists, the larger amount will be repaid as required by federal and state law.

If the student obtains a loan to pay for an educational program, the student will be responsible for repaying the full amount of the loan plus interest, less the amount of any refund. If any portion of institutional charges was paid from the proceeds of a loan or third party, Southwestern will send the refund to the lender or third party 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, or if the student requests, will be sent to the appropriate lender to pay down the student's debt.

**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.

**Addendum**

For students in the Online J.D. Program who reside in the following states at the time they request or are entitled to a refund, Southwestern will process the refund within 30 calendar days:

- Florida
- Kentucky
- Texas
- Utah

For students in the Online J.D. Program who reside in the following states at the time they request or are entitled to a refund, Southwestern will process the refund within 15 calendar days:

- Nevada

## **Program Information and Degree Requirements**

### **J.D. Programs**

Southwestern is the only American Bar Association-approved law school offering five programs of study leading to a J.D. degree. Each program differs in scheduling and instructional approach, thereby accommodating students' varying schedules and learning styles. From traditional options to innovative alternatives, we proudly offer the following J.D. programs:

- The Online J.D. program, the first in the nation to offer a fully online, asynchronous curriculum in both full-time and part-time options.
- The Full-Time J.D. program, a traditional three-year on-campus J.D. program located in the heart of Los Angeles' vibrant legal community.
- SCALE®, a unique two-year on-campus J.D. program that takes an alternative approach to classroom learning. 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.
- PLEAS (Part-time Legal Education Alternative at Southwestern), an on-campus J.D. program designed for students who have child or elder care responsibilities. PLEAS offers a part-time course load with scheduling that can accommodate those who need greater flexibility in the afternoon and evening hours.
- Part-Time Day, an on-campus J.D. program that allows students to attend law school while maintaining outside responsibilities and attending to other demands on their time.

Southwestern also offers concurrent J.D./M.B.A. degree programs with The Drucker Graduate School of Management. Prospective students interested in the J.D./M.B.A. may contact the Admissions Office to discuss how the program works with each of the above J.D. options.

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
<b>FIRST YEAR</b>			
Civil Procedure I & II	2		3
Contracts I & II	3		2
Criminal Law	3		-
Elective <sup>1</sup>	-		3
Foundations of Law and Practice	-		1
LAWS I and II <sup>2</sup>	3		3
Torts or Property	4		4
<b>TOTAL</b>	<b>15</b>		<b>16</b>
<b>SECOND YEAR</b>			
Business Associations	4	or	4
Constitutional Law I & II	3		3
Evidence	4	or	4

<b>FIRST<sup>3</sup>, SECOND, OR THIRD YEAR</b>			
Constitutional Criminal Procedure <sup>4</sup>	3	or	3
Experiential Requirement <sup>5</sup>	TOTAL	OF	6
Legal Profession <sup>4</sup>	3	or	3
Upper-Division Writing Requirement	2 or 3	or	2 or 3
<b>BAR READINESS CURRICULUM<sup>6</sup>: SECOND OR THIRD YEAR DAY<sup>7</sup></b>			
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 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**

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

<b>THIRD YEAR PART-TIME DAY/ PLEAS</b>			
Business Associations <sup>3</sup>	-		4
Evidence <sup>3</sup>	4		-
<b>SECOND, THIRD, OR FOURTH YEAR PART-TIME DAY/ PLEAS</b>			
Constitutional Criminal Procedure <sup>4</sup>	3	or	3
Experiential Requirement <sup>5</sup>	TOTAL	OF	6
Legal Profession <sup>4</sup>	3	or	3
Upper-Division Writing Requirement	2 or 3	or	2 or 3
<b>BAR READINESS CURRICULUM<sup>6</sup> SECOND, THIRD, OR FOURTH YEAR PART-TIME DAY/ PLEAS<sup>7</sup></b>			
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
<b>SUMMER OPTIONS</b>			
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 Evening J.D.**

As of Fall 2024, the part-time evening program is no longer admitting students.

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.

## Required Courses for Part-Time Evening Program

### Required Courses

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

<b>BAR READINESS CURRICULUM<sup>6</sup> SECOND, THIRD, OR FOURTH YEAR PART-TIME EVENING<sup>7</sup></b>			
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
<b>SUMMER OPTIONS</b>			
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*

### **Online J.D. Program**

Southwestern's ABA-accredited Online J.D. Programs offer a flexible and convenient way to become a skilled attorney. Our cutting-edge curriculum is taught by outstanding faculty and will equip you with the legal, analytical, and practical skills that are key to becoming a successful lawyer. All classes in the program are offered online, and most are offered asynchronously with optional Zoom sessions to allow you maximum scheduling and geographic flexibility. Join a supportive virtual community, engage in interactive discussions,



and access an innovative educational experience that empowers you to shape your future in the law on your own terms.

### Highly Qualified Faculty: Learn from the Best, Wherever You Are

Southwestern Law School's Online J.D. Program isn't just any online program—it's an extension of our campus, and that includes our exceptional faculty. Taught by the same full-time and adjunct faculty who teach our residential courses, the online program offers you unparalleled access to experts in the legal field who are committed to your academic and professional success.

Our faculty members bring a wealth of professional experience and academic accolades, providing not just theoretical instruction but also real-world insights that will help prepare you for a successful legal career.

### Concentrations

Southwestern offers opportunities to study different areas of law. In addition, online students can customize their J.D. by participating in the following concentrations:

- Civil Litigation & Advocacy
- Entertainment & Media Law
- Public Interest Law
- Technology Law & Entrepreneurship

Although Online J.D. students will be eligible to participate in these four concentration programs, students who want or need to complete the program entirely online will not have the full selection of concentration electives available. Online J.D. students will be able to take residential electives in person, should their schedule allow. Southwestern is also exploring offering some residential electives in hybrid format, meaning that Online J.D. students would be able to participate via livestream.

Please view the [Concentrations & Customizations page](#) for Concentration requirements.

### Online J.D. Required Courses

The charts below list required and recommended courses, but students will have an opportunity to explore electives and experiential opportunities.

**Full-Time J.D. (3 years)**

1L Required Courses
Constitutional Law I and II
Constitutional Criminal Procedure
Contracts I and II
Criminal Law
Foundations of Law and Practice
Laws I and II
Property
Torts

2L Required Courses
Business Associations
Civil Procedure I and II
Electives
Evidence
Experiential Requirement I

2L Required Courses
Legal Profession
Practical Lawyering Skills
Upper Division Writing Course

3L Required Courses
Cal Bar Writing: Skills and Strategies
Community Property
Electives
Experiential Requirement II
MBE: Skills and Strategies
Wills & Trusts

\*\*10-16 units per semesters

## Part-Time J.D (4 years)

1L Required Courses
Contracts I and II
Criminal Law
Foundations of Law and Practice
Laws II and II
Torts

2L Required Courses
Civil Procedure I and II
Constitutional Law I and II
Constitutional Criminal Procedure or an Elective
Property

3L Required Courses
Business Associations
Community Property

3L Required Courses
Evidence
Legal Profession
Practical Lawyering Skills
Upper Division Writing Course

4L Required Courses
Cal Bar Writing: Skills and Strategies
Electives
Experiential Requirement
MBE: Skills and Strategies
Wills & Trusts

\*\*8-11 units per semester

## **Two-Year Accelerated J.D. - SCALE**

SCALE at Southwestern is the nation's first ABA-accredited, two-year accelerated J.D. program. SCALE is designed for driven students who are ready to fast-track their legal careers. The program combines an immersive, hands-on curriculum with real-world legal training, ultimately equipping graduates to become practice-ready attorneys in a fraction of the time.

In SCALE, you'll join a smaller, highly interactive cohort where personalized support and close mentorship from faculty are standard. The collaborative environment fosters deep connections among students, professors, and staff, creating a community where you are supported at every step of your journey.

The SCALE curriculum has been thoughtfully developed since its inception in 1975 to provide experiential learning without sacrificing any part of the traditional law school experience. SCALE students have access to a range of electives, honors programs, externships, and clinics, allowing them to gain hands-on legal experience across diverse areas of interest.

Due to SCALE's unique curriculum and the pace of the program, our admissions process includes a personal interview to ensure compatibility. This one-on-one conversation allows you and your interviewer to discuss your goals and determine if SCALE aligns with your aspirations. SCALE is a registered trademark owned by Southwestern Law School

### **Small Class Sizes**

SCALE cohorts and class sizes are intentionally smaller and more interactive than traditional three-year J.D. programs, allowing for a unique learning environment where students receive close, personalized attention. With the small size of our cohorts, students build professional and personal relationships with their peers, faculty, and supporting staff, creating a tight-knit community that enhances learning and collaboration. The small SCALE class size allows for more in-depth discussions and faculty guidance, ensuring students develop the skills and confidence they need for their legal careers. This intimate setting allows students to engage more deeply with their faculty and peers, fostering an environment that mirrors real-world legal practice.

### **Flexible and Hands-On Curriculum**

In SCALE, students participate in unique hands-on experiences throughout their two years in law school. All SCALE students participate in Evidence labs and Civil Procedure simulations where students take on roles as attorneys and engage with realistic legal scenarios in a guided environment. SCALE also offers extensive experiential learning through externships that place students directly in legal settings, experiential electives that build practical skills, and honors programs that provide opportunities for advanced, hands-on projects. Additionally, SCALE students have the flexibility to take non-SCALE electives, allowing them to explore areas of law that align with their personal interests. The combination of hands-on learning, personalized course options, and professional externship placements equips SCALE

graduates with extensive preparation for legal practice while offering them the flexibility to shape their own law school journey.

### **Guaranteed Externships**

Practical education lives at the heart of the SCALE curriculum, and every SCALE student receives a guaranteed full-time externship in Quarter 8 of the program. Recent placements include ACLU of Southern California, CHIRLA, HBO, the Los Angeles County District Attorney's Office, NBCUniversal, the Ninth Circuit Court of Appeals, the Supreme Court of California, the United States Copyright Office, and the United States District Court.

### **Contact Information**

#### **SCALE Two-Year J.D. Program**

BW409

Tel: 213-738-6690

Email: [SCALE@swlaw.edu](mailto:SCALE@swlaw.edu)

#### **Cristina Knolton**

*Associate Dean of SCALE | Associate Professor of Law*

Tel: (213) 738-6805

Email: [CKnolton@swlaw.edu](mailto:CKnolton@swlaw.edu)

# SCALE I Curriculum Chart

## 2025 – 2026

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Torts (4)	Criminal Law (3)	Remedies (2)	Criminal Procedure (3)
Contracts I (3)	Contracts II (2)	Evidence I (3)	Evidence II (3)
LAWS I (3)	Civil Litigation (3)	LAWS II (3)*	Jurisdiction (3)
Foundations (1)	Legal Profession (3)	Property (4)	Elective (2-3 units)
<b>Total = 11 units</b>	<b>Total = 11 units</b>	<b>Total = 12 units</b>	<b>Total = 11-12 units</b>

\*LAWS II is a multi-term course that takes place over Quarters 3 & 4. Most of the class sessions take place in Quarter 3, but the units are awarded in Quarter 4.



# SCALE II Curriculum Chart

## 2025- 2026

### SCALE SUMMER SESSION

Lawyering Practicum Course\* (2 units) + Summer Elective Courses (including Externships) (4-6 units)

\*Lawyering Practicum is a multi-term course that takes place over Quarter 4, the SCALE Summer Session, and Quarter 5. Most of the classwork will be done over the SCALE Summer Session. The units are awarded in Quarter 5.

### QUARTERS 5 - 8

Quarter 5	Quarter 6	Quarter 7	Quarter 8
Cal Bar Writing (3)	Business Associations (4)	MBE (2)	MBE (1)
Con Law I (3)	Con Law II (3)	Wills & Trusts (4)	Mandatory Externship (5)
Community Property (2)	Civil Pre-Trial Practice* or Non-SCALE Elective (1)	SCALE Elective** or Other Elective (2)	
Mass Media or Non-SCALE Elective (2)	Non-SCALE Elective (2)	2nd SCALE elective or Other Elective (2)	
<b>Total = 10 units</b>	<b>Total = 10 units</b>	<b>Total = 10 units</b>	<b>Total = 6 units</b>

\*Civil Pre-Trial Practice is a multi-term course that takes place over Quarters 6 & 7. All three units will be awarded in Quarter 7.

\*\* SCALE Electives available during Quarter 7 include: Civil Pre-Trial Practice, Trial Advocacy, Drafting Entertainment Contracts, and Family Law

## **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, Media, and Sports 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.

## 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 2025-2026 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 2025/26 Academic Year.)**

### **General LL.M. (Individualized Studies) - Application Process Suspended for 2024–25 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 Siderman 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 Siderman-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](mailto: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.

### **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

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.

### **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, Media, and Sports 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

## **Entertainment LL.M. Program Curriculum**

### **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.

## **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.*

### **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.

### **J.D./M.B.A. FAQ**

#### **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](mailto: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](http://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](mailto:zbruning@swlaw.edu) or (213) 738-6721.

At the Drucker School, contact [admissions@cgu.edu](mailto: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**

- **Cristina Knolton**  
*Associate Dean of SCALE | Associate Professor of Law*  
Tel:(213) 738-6805  
Email: [CKnolton@swlaw.edu](mailto:CKnolton@swlaw.edu)
- **Zachary Bruning**  
*Director of Student Services / Designated Military/Veteran Student Advisor*  
Tel:213-738-6721  
Email:[zbruning@swlaw.edu](mailto: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. (with CSUN)**

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](http://www.lsac.org).

\*Subject to change please check dates and registration deadlines at [www.LSAC.org](http://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](mailto:bajd@csun.edu) or Southwestern Law School Associate Dean for Student Affairs, Robert Mena at [rmena@swlaw.edu](mailto:rmena@swlaw.edu) or (213) 738-6716, if you have further questions.

## Summer & Study Abroad Options

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 **2025 summer session dates** are:

- Tuesday, May 27, 2025 - Summer session begins; First day of classes
- Saturday, July 19-Thursdays, July 24 – Summer final exams
- Thursday, July 24, 2025 - Summer session ends

## 2025 Offerings

### Summer Course Offerings

**Asylum Clinic** (3 units, in-person)

Tuesday 9:00-11:00 a.m.

[Professor Tess Feldman](#)

Final Exam: TBA

**California Practical Legal Research** (1 unit, in-person)

Saturdays: May 31, June 7, July 14, 21 and 28, 2025), 9:00 a.m.-12:00 p.m.

[Professor David McFadden](#)

Final Paper: TBA

**Community Property** (2 units, fully remote)

Tuesday/Thursday, 6:00-8:00 p.m.

[Professor John Heilman](#)

Final Exam: TBA

**Constitutional Criminal Procedure** (3 units, online asynchronous)

[Professor Beth Caldwell](#)

Final Exam: TBA

**Gambling Law** (1 unit, in-person)

Wednesdays: May 28, June 4, July 11, 18, and 25, 2025), 6:00 p.m.-9:00 p.m.

[Professor Jim Fischer](#)

Final Paper: TBA



## Summer Course Offerings

**Immigration Law & Crimes** (1 unit, in-person)

Tuesday, 6:00-8:00 p.m.

[Professor Philip Costa](#)

Final Exam: TBA

**Legal Profession** (3 units, online asynchronous)

[Professor Jenny Rodriguez-Fee](#)

Final Exam: TBA

**Medical Malpractice Litigation** (2 units, in-person)

Tuesday/Thursday, 6:00-8:00 p.m.

[Professor Edward Stark](#)

Final Exam: TBA

**Remedies** (2 units, in-person)

Tuesday/Thursday, 8:10-10:10 p.m.

[Professor Collin Hu](#)

Final Exam: TBA

**Sales** (2 units, fully remote)

Monday/Wednesday, 6:00-8:00 p.m.

[Professor Judy Sloan](#)

Final Exam: TBA

## Summer Entertainment Program

**Copyright** (3 units, fully remote with some asynchronous hours)

Monday/Wednesday, 6:00-8:00 p.m.

[Professor Daniel Lifschitz](#)

Final Exam: TBA

**Fashion Law** (2 units, in-person)

Tuesday/Thursday, 8:10-10:10 p.m.

[Professors John Begakis](#) and [Victoria Burke](#)

Final Exam: 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.

## Summer Registration for Southwestern Students

Southwestern students will be able to register online for Summer courses through [Self-Service](#) beginning in April. Please continue to check your Southwestern email for more information.

Southwestern students should visit the [Registrar's Office](#) page on the [MySWLAW](#) portal (log-in required) for important information regarding registration policies and procedures.

## Summer Admission and Registration for Transfer and Visiting Students

Students at other ABA-accredited law schools may apply to transfer or visit for the Summer term. Please find application instructions on the [Transfer and Visiting Students](#) informational page.

### London Summer Program

(<https://www.swlaw.edu/curriculum/study-abroad-summer-session/summer-abroad>)

Welcome to the 21st Annual Summer Law program in London, U.K., hosted and presented by Southwestern Law School. Studying law in London is an experience of a lifetime. At Southwestern, we are thrilled to present two distinctive tracks of study: the Entertainment Law Track and the Public Interest Law Track. This 5.5-week program provides an exceptionally unique and inspiring educational and international networking experience. No matter where you study law, we encourage you to take advantage of this career-enhancing opportunity.

For law students looking for a deeper global perspective, Southwestern offers a study abroad program in London.

- 2025 Application ([PDF](#))
- 2025 Consortium Agreement ([PDF](#))
- [Online Application and Seat Deposit Payment Form](#)

Southwestern Law School, under the auspices of the [Biederman Entertainment, Media, and Sports 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 15 to July 18, 2025**.

This unique and exciting program offers a variety of academic, cultural, and social experiences through:

- Courses on international entertainment, art, music, negotiating and drafting international entertainment contracts, and public-interest law.
- 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 15 through Friday, July 18, 2025.**

**Calendar**

**Saturday, June 14 — Students check into dorm rooms at College Hall**

**Sunday, June 15 — Mandatory Orientation followed by Thames Sightseeing River Cruise**

**Monday, June 16 — Classes Begin**

**Wednesday, July 16— Last Day of Classes**

**Thursday, July 17 — Final Exams for Int’l Entertainment Law, Int’l Sports Law, Access to Justice, and Misinformation and Fake News**

**Friday, July 18 —Final Exams for Neg. & Drafting Int’l Ent Contracts, Int’l Art Law, and Law Of, In, and About War | Farewell Dinner Party**

**Sunday, July 20 — Last day to vacate College Hall**

**Track 1: International Entertainment Law**

Monday –Thursday  9:00 a.m. – 11:00 a.m.	International Entertainment Law (3 units)  OR  International Sports Law (3 units)
Monday –Thursday  11:10 a.m. – 1:10 p.m.	Neg. & Drafting Int’l Entertainment Contracts (3 units)  OR  International Art Law (3 units)

**Track 2: Public-Interest Law**

Monday –Thursday 9:00 a.m. – 11:00 a.m.	Access to Justice: PI Law from a Global Perspective (3 units)  OR  Disinformation and Fake News: Law & Policy (3 units)
Monday –Thursday  11:10 a.m. – 1:10 p.m.	Law Of In, and About War (3 units)

All students must take at least three units and may take six units.

### **Access to Justice: Public Interest Law from a Global Perspective (3 units)**

This course provides a comprehensive exploration of public interest law through a global lens, with emphasis on the creation of access to justice for marginalized communities. The course integrates both U.S.-based and international case studies of public interest legal advocacy to illustrate commonalities and points of departure in law, theory, and practice. The course challenges students to critically analyze diverse substantive areas of public interest law, including issues such as migrant rights, corporate accountability, workers' rights, and environmental justice. The course explores both traditional and non-traditional global public interest legal advocacy strategies, including individual representation, policy advocacy, impact litigation, community organizing, narrative/storytelling, and Rebellious Lawyering. The course highlights international policy advocacy & community legal organizing campaigns, such as the post-Brexit migrant rights legal campaigns. The course will also explore the impact of litigation as a legal strategy for international corporate accountability. The course format includes lectures, class discussions, and guest lectures featuring international legal activists, community members, and legal organizers.

### **Disinformation and Fake News: Law and Policy (3 units)**

This course explores the evolving regulatory landscape as it relates to disinformation (the deliberate distribution of falsity), misinformation (unintended distribution of falsity), and malinformation (the leak of truthful information intended to cause harm). The focus of this course will be international and comparative. This course surveys the laws and norms

associated with efforts to address disinformation and fake news on the world stage, and to mitigate their negative impacts.

### **International Art Law (3 units)**

Artworks reflect the cultures of their creators, but artworks themselves know no boundaries. Perhaps for this reason, the most interesting and newsworthy issues in art law today are international law issues. 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 (3 units)**

International Entertainment Law is a course that explores the intersection of copyright, trademark, moral rights of personality and contract transactions and disputes in the global entertainment industry. This course provides a comparative law look at the interplay of international copyright treaties through the lens of U.S. and foreign nations, and how international norms impact contract-making and breaking between U.S. and foreign entities. Among the fascinating topics are the treatment of indigenous peoples and their creative works in the law. International Entertainment Law is a class about movies, television, music, and video game transactions and the impact of new technologies, such as AI, on global entertainment projects. From Michael Jackson's copyright infringement lawsuit arising from "Wanna Be Starting Something", to distribution rights for the Beatles "Yellow Submarine", International Entertainment Law provides an exciting look at the entertainment industry on the global stage.

### **International Sports Law (3 units)**

This course surveys current legal issues relating to the global sports industries, with a special emphasis on sports in the European Union. Among the topics to be studied are the following: the nature of the sports industries; sports law as a distinctive discipline of study; the business structures of team versus individual sports; player transfers; cheating, including the use of performance-enhancing substances; licensing of international broadcasting rights; international merchandising; effective sports governance; and dispute resolution by national courts and the International Court of Arbitration for Sports.

### **Law Of, In, and About War (3 units)**

This course overviews international law as it pertains to the regulation of war, modernly referred to as armed conflict. This body of law, known as international humanitarian law (also referred to as the law of armed conflict, law of war, or laws and customs of war), intersects with other legal paradigms. These include international law governing the resort to armed force by States (the *jus ad bellum*) as governed by the United Nations Charter and customary international law, as well international human rights law. This course explores these intersections while primarily focusing on international humanitarian law's rules governing the conduct of hostilities and the protection of those caught up in war through study of the Geneva Conventions, their Additional Protocols, the Hague Regulations, other treaties, and customary international law. This course will highlight for students international law's bifurcation between international and non-international armed conflict, and the legal ramifications of such division. This three-credit summer course also provides insight into enforcement and accountability mechanisms designed to enhance compliance with international humanitarian law.

### **Negotiating and Drafting International Entertainment Contracts (3 units)**

This course provides a foundational understanding of the entertainment industry in a global marketplace, key players, and various negotiation styles. It will be a foundational overview of some commonly used agreements and provisions in entertainment transactions. 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. Students will draft contract provisions and whole contracts and be given professor feedback. This course will also provide some foundational instruction on entertainment-related negotiating, deal-making making and contract drafting best practices.

#### **Faculty**

1. [Professor Michael Epstein](#) will teach the Disinformation and Fake News Law and Policy course.
2. [Professor Simon Gardiner](#) will teach the International Sports Law course.
3. [Professor Kevin Greene](#) will teach the International Entertainment Law course.
4. [Professor Henry Lydiate](#) will teach the International Art Law course.
5. [Professor Orly Ravid](#) will teach the Negotiating and Drafting International Entertainment Contracts course.
6. [Professor Julia Vazquez](#) will teach the Access to Justice: Public Interest Law from a Global Perspective course.

7. [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. 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.*

*Courses with an enrollment of fewer than seven will be canceled.*

*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 seat deposit fee of \$750 will be due immediately after acceptance. Until the seat deposit fee is received, the student's spot in the program will not be reserved and may be offered to another applicant.*

## 2. Fees

### Program Cost

- Application Fee: **\$250** (nonrefundable; applied toward tuition)
- Seat Deposit Fee: **\$750** (nonrefundable; applied toward tuition)
- Block Tuition (for up to six units): **\$6,500** (includes educational excursions in the London area and all applicable course materials and books)
- The following mandatory fees are 50% nonrefundable within 30 days of the program start date (May 17, 2025) and 100% nonrefundable after the program start date:
  - On-Campus Housing Fee: **\$3,500**
  - Global Travel Insurance Fee: **\$200**
- STRF Fee:<sup>1</sup> \$0 (nonrefundable following the Cancellation Period, which is defined below)

**Total \$10,200**

Students are solely responsible for costs not listed above. Examples of costs that students are responsible for include but are not limited to:

- airfare to and from London;
- lunch, dinner, snacks, drinks;
- transportation in London;
- entertainment;
- travel expenses for weekend, out-of-London trips;
- phone calls; and
- personal items, including toiletries, clothes, and souvenirs.

*1. This fee is required only for California residents or those enrolled in a California residency program.*

## 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 15, 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**

### **A. Right to Cancel and Refund During the Cancellation Period**

Students have the right to cancel their enrollment in the London Summer-Abroad Program before the first day of the program (the "Cancellation Period").

To cancel, a student must notify the Director of the London Summer-Abroad Program, Tamara Moore (tmoore@swlaw.edu), in writing, indicating that they no longer wish to attend the program or be bound by the Enrollment Agreement.

Students who cancel before the first day of the London program will receive a 100% refund of the amount paid for institutional charges, except for the following:

- The \$250 Application Fee is nonrefundable;
- The \$750 Seat Deposit Fee is nonrefundable;
- The \$200 Global Travel Insurance Fee is nonrefundable within 30 days of the program start date;
- 50% of the On-Campus Housing Fee becomes nonrefundable within 30 days of the program start date, and 100% of the On-Campus Housing Fee becomes nonrefundable after the program start date.

Southwestern will process the refund within 45 business days of receiving the cancellation notice.

#### **B. Refund Following a Withdrawal**

After the program begins, students have the right to withdraw and receive a pro-rata refund for the program (excluding nonrefundable fees), up to and including 60% of the current period of attendance. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

The prorated nonrefundable 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, less nonrefundable fees.

To withdraw, a student must notify the Director of the London Summer-Abroad Program, Tamara Moore (tmoore@swlaw.edu), in writing, indicating that they wish to withdraw from the program.

Once the student completes more than 60% of the London Study-Abroad Program, 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 London Study-Aboard Director 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.

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 California Bureau of Private Post-secondary Education calculation, and if a difference exists, Southwestern will refund the larger amount.

If the student obtains a loan to pay for this educational program, the student will be responsible for repaying the full amount of the loan plus interest, less the amount of any refund. If any portion of institutional charges was paid from the proceeds of a loan or third party, Southwestern will send the refund to the lender or third party that guaranteed or insured the loan. Any refund amount 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 benefits received. Any remaining amount will be paid to the student, or if the student requests, will be sent to the appropriate lender to pay down the student's debt.

### **C. Special Provision**

Students who cancel their enrollment before the program begins due to a significant change in the London Study-Aboard Program (e.g., change of program dates, change in curriculum, etc.) or program termination, including termination because of a U.S. State Department travel warning or alert, will receive a refund from Southwestern of all monies paid.

Students who withdraw after the program begins due to a significant change in the London Study-Aboard Program (e.g., change of program dates, change in curriculum, etc.) or program termination, including termination because of a U.S. State Department travel warning or alert, will receive from Southwestern a refund of all tuition paid and a pro-rata refund of housing and insurance fees.

### **D. Visiting Students Receiving Financial Aid**

In accordance with the London Law Summer Program Consortium Agreement, the student's home school is the parent institution for all financial aid matters. Visiting students receiving federal financial aid for this program should contact their home school and Southwestern if they intend to or do withdraw from the program so the home school can complete the federally required R2T4 process.

## 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 Juridicas, 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](http://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](mailto: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, Media, and Sports Law Program**

### **Biederman Entertainment, Media, and Sports Law Institute**

Southwestern's Donald E. Biederman Entertainment, Media, and Sports 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.

### **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.

### **Southwestern Entertainment and Intellectual Property Alumni Association (SWEIP)**

Southwestern's Donald E. Biederman Entertainment, Media, and Sports 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.

### **Journal of International Media and Entertainment Law**

Southwestern's Donald E. Biederman Entertainment, Media, and Sports 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.

## **Curriculum**

### **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.

### **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.

\*J.D. Learning Outcomes apply to all J.D. programs including dual- and concurrent-degree and visiting student programs.

## **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.

## 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 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.

### **Advocacy Honors Programs**

- Moot Court Honors Program
- Negotiation Honors Program
- Trial Advocacy Honors Program (TAHP)

## **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.

### **Law Review and Journals**

- Southwestern Law Review
- Southwestern Journal of International Law
- Journal of International Media and Entertainment Law

## **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**

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.

### **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.

### **Course Listings**

Courses are subject to change. For the most accurate listing of available courses use the **Course Catalog** in Self-Service (<https://selfservice.swlaw.edu/Student/Student/Courses>).

[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.

[Admin Legal Research](#) – Course # 912AX (credits: 2)



This course will offer 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. Students will be exposed to real-life situations, including the ethics of legal research and cost-effectiveness. Upon completion of this course, students will have gained experience in formulating efficient research methodologies and evaluating sources of legal information in various formats. A significant amount of class time will be devoted to researching hypotheticals to increase the student's research competency and self-confidence.

[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.

[Asylum Law Clinic \(680AC-5X\)](#)

The proposed 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 an adjunct faculty member, students will offer legal advice and counsel to clients in the area of asylum law. Students will apply the research and writing skills learned in LAWS and build on those skills by researching country conditions and other evidence required in an asylum case.

[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: Children's Law Center 680PI](#) (credits: 3)

The Externship course provides an invaluable opportunity to enhance students' legal education through structured and supervised off-campus placements, where students learn through observation as well as hands-on fieldwork. The fieldwork is complemented with a class component.

At the placement, students work on actual legal matters and engage in lawyering tasks. In that capacity, students need to be especially mindful of conducting themselves as professionals, including being mindful of professional responsibility and confidentiality issues. The class component supports and reinforces the students' learning at the placement.

This is a year-long externship course and exposes students to various issues and learning experiences at the Children's Law Center of California. This program is a year-long commitment, including full-time work for ten weeks during the summer, for which students may choose to receive up to five externship units. During fall and spring, students must register for three units of externship credit each semester for a total of six units (Credit/No-credit) and must perform a minimum of 182 hours of fieldwork per semester. Participating students have the unique opportunity to work in Children's Court here in Los Angeles as the "voice" for youth in the foster care system. The year-long commitment enables law students to see cases from detention to reunification, to regularly appear in court, and to hone their interviewing and counseling skills with children.

[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, Media, and Sports 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.

[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.

Financing and Distributing Independent Films 665ex (credits:2)

The financing, creation and distribution of independent films has become an increasingly popular sub-specialty of entertainment law practice. Various aspects of independent film production make it much different than the production of a film by a motion picture studio. Often times the writer/director of a project must find various forms of financing to aid in the production of the work. This aspect of the project is much more involved than is the case with a studio-financed project. The agreements with talent also differ from the studio project. Talent is expected to assist with the financing of the project by accepting more contingent fees. The distribution of independent films differs greatly from studio product as well. The reliance on film festivals as a means of obtaining financing and distribution deals has increased dramatically over the years. This course will cover these areas and topic, among others.

[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.

[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 Appeals Practicum 680IA** (Credits: 3)

The Immigration Appeals Practicum (IAP) is a one semester course offered in the Fall and Spring semesters. The IAP is 3 units and graded credit/no credit.

Students work on pro bono appeal before the Board of Immigration Appeals (BIA) under the supervision of an attorney from the law firm Munger, Tolles & Olson LLP (MTO).

IAP cases are secured through the BIA's Pro Bono Project, which was created to increase pro bono representation for individuals detained by the United States Immigration and Customs Enforcement with immigration cases under appeal. Students will conduct substantial legal research and draft the initial brief.

For more information on the BIA Pro Bono Project, please visit the Catholic Legal Immigration Network (CLINIC) website [here](#).

[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.

Students are required to complete an Independent Study paper based on a topic inspired by one lecture of the series.

**Influencer Law 496MX** (Credits:1)

Influencer Law immerses students in the ever-changing, and still somewhat amorphous, world of the influencer marketing industry, providing them with the skills necessary to apply Intellectual Property and Entertainment law related concepts specifically to the representation of influencers. The Course includes topics/lessons related to the influencer marketing landscape generally, the specific legal issues and unique contract terms at play in influencer marketing agreements, and the negotiating strategies, representation concerns, and ethical issues relevant to representing influencers. The Course gives students the opportunity to hone their contract negotiating and drafting skills on actual, real-world deal structures unique to the influencer marketing industry. The Course is lecture-based, practical skill oriented, and delivered via a blend of in person and online lectures.

[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.

**Removal Defense Clinic** – Course 680RD (Credits:3)

The Removal Defense Clinic is designed to train students to represent low-income immigrants in immigration removal proceedings before the Executive Office of Immigration Review, including matters before the U.S. Citizenship and Immigration Services where applicable.

The clinic will focus its removal practice to cases in immigration court that involve the following forms of immigration relief: Special Immigrant Juvenile Status, Asylum, Withholding of Removal, Relief Under the Convention Against Torture, and Cancellation of Removal.

[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.

[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.

[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).

Youth Offender Parole Clinic- Course #680YP (Credits:3)

The Youth Offender Parole Clinic is a two-semester course that provides students with the opportunity to represent a client in a Youth Offender Parole Hearing.

Youth Offender Parole Hearings (YOPH) are specialized parole hearings for people convicted

Students may submit an application for consideration, typically in the spring semester.

## **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](http://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

## **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, A.B., J.D., Professor of Law

Luke Boso, B.A., J.D., LL.M., Professor of Law and Co-Associate Dean of Research

Beth Caldwell, B.A., M.S.W., J.D., 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

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 Director of the Legal Analysis, Writing, and Skills 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

Anahid Gharakhanian, B.A., J.D., Professor of Legal Analysis, Writing, and Skills, Vice Dean, and Co-Director, Externship Program

Karin Graver, B.A., J.D., Professor of Legal Analysis, Writing, and Skills

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

Margaret F. Hall, B.A., M.L.I.S., J.D., Associate Professor of Law, Associate Dean, and Law Library Director

Danielle Kie Hart, B.A., J.D., LL.M., Professor of Law

John Heilman, B.S., J.D., M.P.A., M.R.E.D., Professor of Law

Roman J. Hoyos, A.B., J.D., M.A., Ph.D., Professor of Law

Collin Hu, B.A., J.D., Associate Professor for Academic Success and Bar Preparation

Jodi Jewell, B.A., J.D., Professor of Legal Analysis, Writing & Skills

Nydia Jonson '10, B.A., J.D., Associate Dean, Academic Success and DEI Initiative and Associate Professor of Law

Richard Lorren Jolly, B.A., M.Sc., J.D., Associate Professor of Law

Hila Keren, LL.B., Ph.D., Paul E. Treusch Professor of Law

Joerg W. Knipprath, B.A., J.D., Professor of Law

Cristina C. Knolton, B.A., J.D., Professor of Legal Analysis, Writing, and Skills, Director, Legal Analysis, Writing, and Skills Program, and Associate Dean for SCALE®

Faisal Kutty, B.A., LL.M., Ph.D. (ABD), Associate Professor of Legal Analysis, Writing, and Skills

Christine L. Lofgren, B.A., J.D., Professor of Legal Analysis, Writing, and Skills

Amy McClellan, B.A., J.D., Associate Dean for Online Education

Jonathan M. Miller, B.A., J.D., Professor of Law

Janet Nalbandyan '04, B.A., J.D., Associate Professor of Law and Co-Director, Externship Program

Jyoti Nanda, B.A., J.D., Professor of Law

Janet Philibosian '04, B.A., M.A., J.D., Associate Professor for Academic Success and Bar Preparation

Andrea Ramos, B.A., J.D., Clinical Professor of Law, Director, Clinical Programs, and Director, Immigration Law Clinic

Orly Ravid '14, B.A., J.D., Associate Professor of Law and Associate Dean, Biederman Entertainment, Media, and Sports Law Institute

Christopher J. Robinette, B.A., J.D., LL.M., Professor of Law

Natalie Rodriguez '12, B.A., J.D., Associate Professor of Law and Associate Dean for Academic Innovation and Administration

Jenny Rodriguez-Fee '08, B.A., J.D., Clinical Professor of Law, Director, Children's Rights Clinic, and Co-Director, Negotiation Honors Program

Sarah Schimmel, B.A., J.D., Associate Professor for Academic Success and Bar Preparation

Bill H. Seki '88, B.A., J.D., Professor of Law and Co-Director, Trial Advocacy Honors Program

Ira L. Shafiroff '80, B.A., J.D., Professor of Law

Judy Beckner Sloan, B.A., J.D., Professor of Law

Byron G. Stier, B.A., J.D., LL.M., Professor of Law, Director, Civil Litigation and Advocacy Concentration, and Associate Dean for Strategic Initiatives

N. Kemba Taylor, B.A., J.D., Professor of Legal Analysis, Writing, and Skills

John Tehranian, A.B., J.D., Paul W. Wildman Chair and 2022-23 Kenneth & Harle Montgomery Foundation Scholar

Della Thompson-Bell '02, B.S., J.D., Associate Professor of Legal Analysis, Writing, and Skills

Tracy L. Turner, B.A., J.D., Professor of Legal Analysis, Writing, and Skills and Associate Dean for Learning Outcomes



Rachel VanLandingham, B.S., M.P.M., J.D., LL.M., Irwin R. Buchalter Professor of Law and Co-Associate Dean of Research

Julia Vázquez, B.A., M.A., J.D., Clinical Professor of Law, Director, Community Lawyering Clinic, and Director, Public Interest Law Concentration

Dov A. Waisman, A.B., M.S., J.D., Professor of Law

Julie K. Waterstone, B.A., J.D., Clinical Professor of Law and Vice Dean for Experiential Education and External Engagement

William Wood, B.A., M.S.E.L., M.P.P., J.D./M.A., Professor of Law

Bryce Woolley, B.A., J.D., Associate Professor for Academic Success and Bar Preparation

Pantea Yashar, B.A., J.D., Associate Professor of Legal Analysis, Writing and Skills

Dennis T. Yokoyama, B.A., M.S., J.D., Professor of Law

### **Emeritus Faculty**

Debra Lyn Bassett, B.A., M.S., J.D., John J. Schumacher Chair Emerita

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

Michael H. Frost, B.A., M.A., Ph.D., Professor of Legal Analysis, Writing, and Skills Emeritus

Bryant G. Garth, B.A., J.D., Ph.D., Dean Emeritus and Professor of Law Emeritus

Herbert T. Krimmel, B.S., J.D., M.Acc., Professor of Law Emeritus

James A. Kushner, B.B.A., J.D., Professor of Law Emeritus

Robert C. Lind, B.E.S., J.D., LL.M., Irwin R. Buchalter Professor of Law Emeritus and Director Emeritus, Biederman Entertainment, Media, and Sports Law Institute

Christine Metteer Lorillard, B.A., M.A., Ph.D., Professor of Legal Analysis, Writing, and Skills Emerita

Robert E. Lutz, B.A., J.D., Paul E. Treusch Professor of Law Emeritus in Residence

Susan J. Martin, B.A., J.D., Professor of Law Emerita

Robert Popovich, B.S., M.B.T., J.D., Professor of Law

Susan Westerberg Prager, A.B., J.D., Professor of Law and Dean Emerita

Robert A. Pugsley, B.A., J.D., LL.M., Professor of Law Emeritus in Residence

Katherine C. Sheehan, B.A., M.A., J.D., Professor of Law Emerita

J. Kelly Strader, B.A., M.I.A., J.D., Irwin R. Buchalter Professor of Law Emeritus

Leigh H. Taylor, B.A., J.D., LL.M., Dean Emeritus and Professor of Law Emeritus

Linda A. Whisman '83, B.A., M.L.S., J.D., Associate Dean for Library Services Emerita and Professor of Law Emerita

### **Adjunct Faculty**

Ryan E. Abelman '15, B.A., J.D., Adjunct Professor of Law

Rahul Agrawal, B.A., J.D., Adjunct Professor of Law

Karen Aguilar '14, B.A., J.D., Adjunct Associate Professor of Law

Natalia Anthony '21, B.A., J.D., Adjunct Associate Professor of Law

Anna Aran '14, B.A., J.D., Adjunct Professor of Law

Sally Avitsian '03, B.A., J.D., Adjunct Associate Professor of Law

John Begakis '11, B.A., J.D., Adjunct Professor of Law

David Bell, B.A., J.D., Adjunct Associate Professor of Law

Ally Bolour '96, B.S., M.B.A., J.D., Adjunct Associate Professor of Law

Nicholas Bond '13, B.A., J.D., Adjunct Associate Professor of Law<sup>8</sup>

Michael Borenstein, B.A., J.D., Adjunct Associate Professor of Law

Samantha W. Borghi '08, B.A., M.A., J.D., Adjunct Professor of Law

Will W. Brien, B.A., J.D., Adjunct Associate Professor of Law

Mackenzie Brown, B.A., J.D., Adjunct Associate Professor of Law

Victoria Burke '11, B.A., J.D., Adjunct Professor of Law

Robyn Lee Chew, B.A., J.D., Adjunct Professor of Law

Susan Cleary '93, B.A., M.L.A., J.D., Adjunct Associate Professor of Law

Carol Contes, B.A., J.D., Adjunct Associate Professor of Law

Linda Dakin-Grimm, B.A., M.A., J.D., Adjunct Associate Professor of Law

Hon. Angela Davis, B.A., J.D., Adjunct Professor of Law

Gregory Davis, B.A., M.A., J.D., Ph.D., Adjunct Associate Professor of Law

Liza M. Davis '12, B.S., J.D., Adjunct Professor of Law

Harout Dimijian '13, B.A., M.B.A., J.D., Adjunct Associate Professor of Law

Adam Dombchik '98, B.A., J.D., Adjunct Professor of Law

Lakeshia Dorsey '15B.A., J.D., Adjunct Associate Professor of Law

Mitch Federer '09, B.S., J.D., Adjunct Professor of Law

Gary P. Fine, B.A., J.D., Adjunct Professor of Law

Rebecca L. FischerB.A., J.D., Adjunct Professor of Law

Ricardo GarcíaB.A., J.D., Adjunct Associate Professor of Law

Alice J. Garfield, B.A., J.D., Adjunct Professor of Law

Craig Gelfound '95, B.S., J.D., Adjunct Professor of Law

Christopher Ghazarian '14, B.A., J.D., Adjunct Associate Professor of Law

Robert Glassman '09, B.A., J.D., Adjunct Associate Professor of Law

Karina Godoy '15, B.A., J.D., Adjunct Professor of Law

Adam Grant, B.S., J.D., Adjunct Associate Professor of Law

Kevin Gres, B.S., J.D., Adjunct Associate Professor of Law

Jonathan L. Handel, A.B., J.D., Adjunct Professor of Law

Melissa Hanna '17, B.A., M.B.A., J.D., Adjunct Professor of Law

Nazgole Hashemi '13, B.A., J.D., Adjunct Professor of Law

Jason Hatcher, B.S., J.D., Adjunct Associate Professor of Law

Rhonda Haymon, B.S., J.D., Adjunct Associate Professor of Law<sup>9</sup>

David Helfant '80, B.A., J.D., Adjunct Professor of Law

Shannon Hensley, B.A., J.D., Adjunct Associate Professor of Law

Howard L. Jacobs, B.S., J.D., Adjunct Professor of Law

Veronica M. Jeffers, B.A., J.D., Adjunct Professor of Law

Allan Johnson, B.A., J.D., Adjunct Professor of Law

Scott Johnson, B.A., J.D., Adjunct Associate Professor of Law

Douglas L. Johnson, B.A., J.D., Adjunct Professor of Law

Neville L. Johnson '75, B.A., J.D., Adjunct Professor of Law

Juli Jordan, B.A., J.D., Adjunct Associate Professor of Law

Hon. Mark A. Juhas, B.A., J.D., Adjunct Professor of Law

Jared Jussim, B.A., J.D., Adjunct Professor of Law

Robert F. Kayne, B.A., J.D., Adjunct Professor of Law

Kyle G. Kessler '15, B.A., J.D., Adjunct Associate Professor of Law

Andrew Knapp, B.A., M.A., J.D., Adjunct Professor of Law

Daniel Kramer '08, B.A., J.D., Adjunct Associate Professor of Law

Kathy M. Lombard '97, B.S., J.D., Adjunct Professor of Law

Vincent Look '16, B.S., J.D., Adjunct Associate Professor of Law

Steven R. Lowy '76, B.S., J.D., Adjunct Associate Professor of Law

Henry Lydiate, LL.B., Adjunct Associate Professor of Law

April Macaraeg '15, B.S., J.D., Adjunct Professor of Law and Co-Director, Negotiation Honors Program

Jonathan Marcus, M.A., J.D., Adjunct Associate Professor of Law

Kyle B. Marks '10, B.A., J.D., Adjunct Professor of Law

Richard D. Marks '76, B.A., J.D., Adjunct Professor of Law

Hon. Darrell S. Mavis, B.S., J.D., Adjunct Professor of Law

Timothy B. McCaffrey, Jr., B.A., J.D., Adjunct Professor of Law

Michael Morse '13, B.A., J.D., Adjunct Professor of Law

Negin Mostadim '14, B.A., J.D., Adjunct Professor of Law

Anasheh Nalbandian '10, B.S., J.D., Adjunct Associate Professor of Law

Asaf Orr, B.A., J.D., Adjunct Associate Professor of Law

Tigran Palyan '09, B.A., J.D., Adjunct Professor of Law

Sharon Perlmutter, A.B., J.D., Adjunct Associate Professor of Law  
Michael Peters '18, B.A., J.D., Adjunct Associate Professor of Law  
Tish Pickett '19, B.S., J.D., Writing Center Specialist  
Juan A. Ramos, B.A., M.P.P., J.D., Adjunct Professor of Law  
Emily Rehm '17, B.A., J.D., Adjunct Professor of Law  
George H. Ruiz, B.A., J.D., Adjunct Professor of Law  
Anastasia Sagorsky '13, B.A., J.D., Adjunct Associate Professor of Law  
Carly Sanchez '14, B.A., J.D., Adjunct Associate Professor of Law  
Geoffrey Scott, B.A., J.D., LL.M., Adjunct Associate Professor of Law  
Jennifer Seigle '12, B.A., M.F.A., J.D., Adjunct Associate Professor of Law  
Daniel Selarz '12, B.A., J.D., Adjunct Associate Professor of Law  
Vanessa Shakib, B.A., J.D., Adjunct Associate Professor of Law  
Jeffrey A. Shane, B.A., J.D., Adjunct Professor of Law  
Jay J. Shin '07, B.A., M.A., J.D., Associate Professor of Law  
Zepur Simonian '13, B.A., J.D., Adjunct Professor of Law  
Alyssa Skolnick, B.A., J.D., Adjunct Associate Professor of Law  
Brandon Soleimani, B.A., J.D., Adjunct Associate Professor of Law  
Edward C. Stark '79, B.S., Ph.D., J.D., Adjunct Professor of Law  
Narek Stepanian '16, B.A., J.D., Adjunct Associate Professor of Law  
Stephen J. Strauss '83, B.A., M.A., J.D., Adjunct Professor of Law  
Julia Sylva, B.A., J.D., Adjunct Professor of Law  
Mark Talise '15, B.S., J.D., Adjunct Associate Professor of Law  
Hon. Armen Tamzarian '95, B.A., J.D., Adjunct Associate Professor of Law  
Joseph A. Trigilio, B.A., J.D., Adjunct Associate Professor of Law  
Ethan Tyer '00, B.A., J.D., Adjunct Associate Professor of Law  
Sandra Vargas '18, B.A., J.D., Adjunct Associate Professor of Law

Melissa Vasquez-Myers, B.A., J.D., Adjunct Associate Professor of Law

Kaimipono Wenger, B.A., J.D., Adjunct Associate Professor of Law

Laura Wesley, B.A., J.D., Adjunct Associate Professor of Law

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

## 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).

### 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](mailto: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 Form](#)).



## Student Services Office

The Student Services Office, which houses the Advising Center, is responsible for personal and academic advising and advisement to all Southwestern students. The office provides academic advisement on a variety of matters, as well as special advisement and support to students experiencing academic challenges (see list below). In addition, requests related to academic and administrative matters are handled by the office, as well as special programs for transfer and visiting students. Students may also be referred to BisonCares (Southwestern's off-campus counseling resource) or Southwestern's on-campus Academic Success Program after meeting with the office staff.

Contact the Student Services Office if you need:

<b>Academic Advising regarding:</b> <ul style="list-style-type: none"><li>• Scheduling</li><li>• Course Registration</li><li>• Progress to Graduation</li><li>• Status Changes</li><li>• Leaves of Absence</li><li>• Probation and Disqualification</li><li>• Personal Concerns</li><li>• Attendance Issues</li></ul>	<b>Assistance with:</b> <ul style="list-style-type: none"><li>• Letters of Standing</li><li>• Late Add/Drop Courses</li><li>• Special Registration Requests</li><li>• Program Status Changes</li><li>• Incompletes</li><li>• Leaves of Absence</li><li>• Withdrawal</li><li>• Exam Date and Time Changes</li><li>• Exam Accommodations and Emergencies</li><li>• Study Abroad Programs</li><li>• Transfer and Visiting Out Requests</li><li>• Evaluation of Transfer Credit</li><li>• Dean's Certification for Students to Appear in Court</li><li>• Independent Studies</li></ul>
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The Student Services Office also works collaboratively with faculty, Academic Success, and various other departments to address student needs. Additionally, the office sponsors academic advising programs such as Table Days and other events to promote student well-being and is actively involved in developing other programs and activities to enhance student life on campus.

## Advising Center

From academic planning to individualized advising, the staff of the Advising Center is here to assist with problems in order to help students have successful academic careers. We highly encourage you to visit the Advising Center and take advantage of this valuable resource.

### Accessibility Accommodations

The office is also responsible for accessibility accommodations for students with disabilities. Students must contact the Student Services Office as early as possible to discuss requests for special accommodations. The office also makes recommendations for awards and scholarships.

### Office Hours:

- Monday - Thursday, 9 a.m. - 6 p.m.
- Friday (remote), 9 a.m. - 4 p.m.
- Other times by appointment

Current Students may find detailed information and forms on the [Portal](#) (log-in required).

## Contact Information

- [Jordan Hall](#)  
*Associate Dean, Student Services*  
Tel: (213)-738-6758  
Email: [JHall@swlaw.edu](mailto:JHall@swlaw.edu)
- [Zachary Bruning](#)  
*Assistant Dean for Student Services Student Services/ Designated Military/Veteran Student Advisor*  
Tel: 213-738-6721  
Email: [zbruning@swlaw.edu](mailto:zbruning@swlaw.edu)
- [Sylvia Villalpando](#)  
*Associate Director of Student Services/ 504 Coordinator/ PDSO*  
Tel: 213-738-6888  
Email: [svillalpando@swlaw.edu](mailto:svillalpando@swlaw.edu)
- [Shannon Price](#)  
*Student Services Coordinator*  
Email: [sprice@swlaw.edu](mailto:sprice@swlaw.edu)

## Accessibility Services

Southwestern makes every effort to provide reasonable accommodations for students with attentional, medical, psychological, learning, or temporary disabilities through the Student Services Office. Examples of accommodations include notetaking services, special chairs, extra time on exams, reduced distraction testing environment, breaks during exams, etc.

Those requiring accommodations for a disability should [complete the form](#) using the following link to initiate the application process to request accommodations. Students should apply for accommodations as early as possible to provide sufficient time for the review process to be completed.

Indicating a disability on the admissions application does not serve to provide notice to Southwestern of a student's need for accommodations during law school. Students who do not seek accommodations need not make their disabilities known.

It is the policy and practice of Southwestern to comply with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities.

### Contact Information

- [Accessibility Services](#)  
Tel: 213-738-6888  
Email: [accessibility@swlaw.edu](mailto:accessibility@swlaw.edu)
- [Student Services Office](#)  
Tel: 213-738-6871  
Email: [studentservices@swlaw.edu](mailto:studentservices@swlaw.edu)

## 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](mailto: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.

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.

### **Student Resources**

Individual Career Counseling: Make an appointment via Symplicity at <https://law-southwestern-csm.symplicity.com/students>; by emailing [careerservices@swlaw.edu](mailto: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](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/](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>

### **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](mailto: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](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](mailto: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.

## **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.

### **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.**

## **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 Affairs Office**

The Student Affairs Office advises the [Southwestern Law Review](#), [Southwestern Journal of International Law](#), [Moot Court Honors Program](#), [Negotiation Honors Program](#), [Trial Advocacy Honors Program \(TAHP\)](#), [Student Bar Association \(SBA\)](#), the Law Commentator, [Peer Mentor Program](#), and other [student organizations](#) regarding the development and implementation of their activities. The office recommends and monitors budgets, and coordinates all student travel. The office also organizes a variety of student programs and special events, including Orientation, the Intramural Competition, speakers programs, conferences and symposia, and the activities of bar review organizations.

Contact Information:

Tel:213-738-6716

Email:[studentaffairs@swlaw.edu](mailto:studentaffairs@swlaw.edu)

### **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.

### **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.

### **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](mailto: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](https://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 4<sup>th</sup> 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.

## Department Contact Information

Department to Contact	For Questions About
<b>Academic Success and Bar Preparation</b> <a href="mailto:academicsuccess@swlaw.edu">academicsuccess@swlaw.edu</a> 213-738-6813 W624	Academic Skills Resources Bar Exam Resources Dean's Fellows
<b>Accounting</b> <a href="mailto:accounting@swlaw.edu">accounting@swlaw.edu</a> 213-738-6818 W202	Billing
<b>Administrative Services</b> <a href="mailto:administrativeservices@swlaw.edu">administrativeservices@swlaw.edu</a> 213-738-6800 W100	Building Maintenance Commencement Emergency Procedures Fitness Center Parking Security Student IDs
<b>Admissions</b> <a href="mailto:admissions@swlaw.edu">admissions@swlaw.edu</a> 213-738-6834 W102	Application Process Housing Assistance
<b>Accessibility Services</b> <a href="mailto:accessibility@swlaw.edu">accessibility@swlaw.edu</a> 213-738-6888 W102	Disability Services Accommodations
<b>Biederman Entertainment and Media Law Institute</b> <a href="mailto:institute@swlaw.edu">institute@swlaw.edu</a> 213-738-6602 BW333	Entertainment and The Arts Legal Clinic Entertainment Law Curriculum <i>Journal of International Media and Entertainment Law</i> International Entertainment Summer Law Program in London



<b>Bookstore</b> <a href="mailto:swlaw@bkstr.com">swlaw@bkstr.com</a> 213-738-6736 W - Basement	Academic Supplies Apparel Gifts Snacks
<b>Career Services</b> <a href="mailto:careerservices@swlaw.edu">careerservices@swlaw.edu</a> 213-738-6794 W323	Career Counseling & Planning Job Listings Recruitment Programs
<b>Communications and Marketing</b> <a href="mailto:co-mark@swlaw.edu">co-mark@swlaw.edu</a> 213-738-6731 BW260	Media Relations Print/Digital Publications Social Media Website/Blog
<b>Diversity, Equity and Inclusion Office</b> <a href="mailto:dei@swlaw.edu">dei@swlaw.edu</a> 213-738-6871	Diversity and Inclusion Related Student Programming Programming for First Generation Law Students Recruitment and Retention Initiatives Complaints under the Preventing Discrimination, Harassment, and Retaliation Policy Complaints under the Title IX and Sexual Misconduct Policy
<b>Student Services Office</b> <a href="mailto:studentservices@swlaw.edu">studentservices@swlaw.edu</a> 213-738-6871 W102	Academic Advising Special Registration Requests
<b>Externship</b> <a href="mailto:externoffice@swlaw.edu">externoffice@swlaw.edu</a> 213-738-6802 W231	Externship Placements
<b>Financial Aid</b> <a href="mailto:finaid@swlaw.edu">finaid@swlaw.edu</a> 213-738-6719 W102	Continuing Student Scholarships Federal Work-Study (FWS) Administration Financial Aid Counseling & Literacy Loans

<b>General Counsel</b> <a href="mailto:generalcounsel@swlaw.edu">generalcounsel@swlaw.edu</a> 213-738-6626	Compliance Legal Services for Southwestern Law School Policy Development
<b>Information Technology (IT)</b> <a href="mailto:ithelp@swlaw.edu">ithelp@swlaw.edu</a> 213-738-6762 W410	Audio/Visual Services Canvas Issues Forgot Password and Wireless Support Portal Zoom Issues
<b>Institutional Advancement</b> <a href="mailto:advancement@swlaw.edu">advancement@swlaw.edu</a> 213-738-6814 BW250	Alumni Affairs Fundraising Special Events
<b>Interdisciplinary Programs</b> <a href="mailto:interdisciplinary@swlaw.edu">interdisciplinary@swlaw.edu</a> 213-738-6721 W102	J.D./M.B.A. Program with Drucker School of Management Claremont Graduate University Certificate in Bioscience Industry Law and Practice with Keck Graduate Institute
<b>Legal Analysis, Writing, and Skills Program (LAWS)</b> <a href="mailto:cknolton@swlaw.edu">cknolton@swlaw.edu</a> 213-738-5774 BW419	LAWS Advocacy Tracks LAWS Curriculum
<b>Legal Clinics</b> <a href="mailto:legalclinic@swlaw.edu">legalclinic@swlaw.edu</a> 213-738-5710 W408	Clinics
<b>Leigh H. Taylor Law Library</b> <a href="mailto:library@swlaw.edu">library@swlaw.edu</a> 213-738-5771 BW - 1st Floor and 2nd Floor	Computers Copy Machines Group Study Rooms Legal Research Assistance
<b>On-Campus Housing</b> <a href="mailto:housing@swlaw.edu">housing@swlaw.edu</a> 213-738-5500	The Residences at 7th

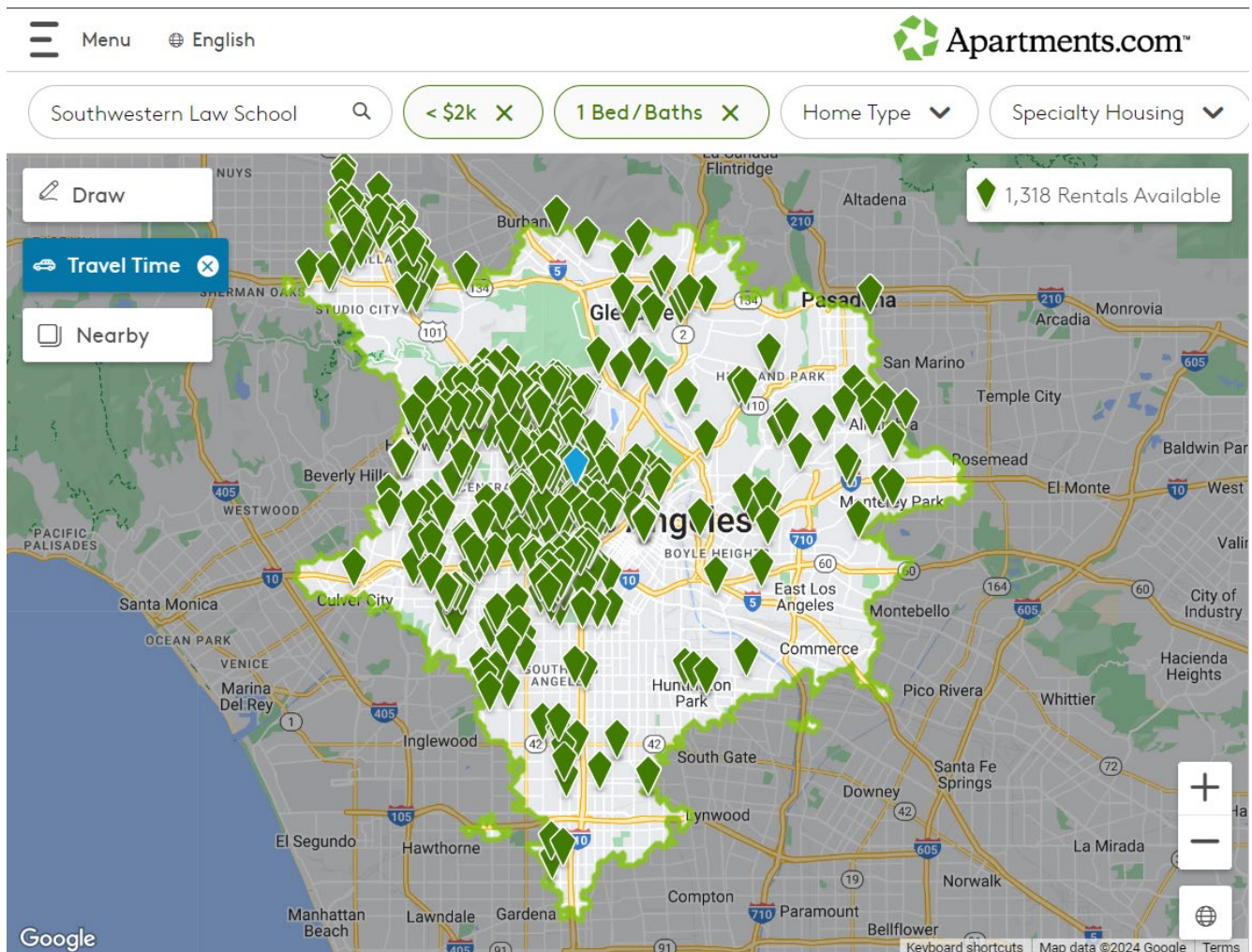
<b>Print Shop</b> <a href="mailto:printshop@swlaw.edu">printshop@swlaw.edu</a> 213-738-6768 BW Lower Level	Fax Service Mail Drop Off (Mailing Services) Professors' Course Materials
<b>Public Service Programs</b> <a href="mailto:publicservice@swlaw.edu">publicservice@swlaw.edu</a> 213-738-6886 W408	Pro Bono and Service Projects Public Interest/Public Service Student Resources Judge Harry Pregerson Public Service Initiatives
<b>Registrar's Office</b> <a href="mailto:registrar@swlaw.edu">registrar@swlaw.edu</a> 213-738-6734 W102	Bar Certification Class Registration Exams Grades International Student Guidance Student Records
<b>SCALE (Two-Year Accelerated J.D. Program)</b> <a href="mailto:scale@swlaw.edu">scale@swlaw.edu</a> 213-738-6690 BW409	SCALE Admissions SCALE Ambassador Program SCALE Curriculum and Scheduling SCALE Events SCALE Lecture Series SCALE Peer Mentor and Alumni Mentor Programs
<b>Student Affairs</b> <a href="mailto:studentaffairs@swlaw.edu">studentaffairs@swlaw.edu</a> 213-738-6716 W233	Foody Pantry Health Insurance Honors Programs Orientation Peer Mentor Program Professional Clothes Closet Student Bar Association Student Organizations Wellness Programs
<b>Writing Center</b> <a href="mailto:writingcenter@swlaw.edu">writingcenter@swlaw.edu</a> 213-738-5729 W338	Writing Support Resources

## Student Housing

Southwestern Law School assumes no responsibility to find or assist a student in finding housing.

Southwestern offers a limited number of on campus accommodations through [The Residences at 7<sup>th</sup>](#). Outside of these limited apartment offerings, local accommodation information can be found using sources such as [www.apartments.com](http://www.apartments.com). According to Apartments.com, rental market trends in Los Angeles show average rents ranging from \$1658/month for a studio apartment to \$2,094/month for a one bedroom apartment (<https://www.apartments.com/rent-market-trends/los-angeles-ca/>).

With our campus located in the heart of Los Angeles, there are ample accommodations within a short commute to campus.



## The Residences at 7<sup>th</sup>

Southwestern is pleased to offer fully furnished, state-of-the-art apartments to our students. The Residences at 7th includes 133 units ranging from studios to two bedrooms, and can accommodate 152 or more students, depending on occupancy.

The Residences at 7th has transformed Southwestern's campus from a model urban law school campus into an even more inviting environment reminiscent of an inspiring, small liberal arts college setting. The living-learning village created by on-campus housing is a natural extension of the student-centered approach that is the hallmark of Southwestern.

The units are fully furnished with amenities such as full Energy Star kitchens, in-unit washer/dryers and wireless internet access. The facilities feature a security system, on-site business center, private study rooms, a sun deck and secured indoor parking for residents, as well as a large landscaped central courtyard and a spacious two-story lobby-lounge, among other features and services.

The level of architectural and interior design reflect the richness of the law school's historic Bullocks Wilshire Building while incorporating state-of-the-art amenities and contemporary finishes, and incorporates current environmental sustainability practices.

Visit <https://www.swlaw.edu/bullocks-wilshire-campus/student-residences> for more complete information.

### Rates

#### 2025-2026 Academic Year

##### Studio

60 fully furnished studio units  
425 square feet  
\$1,835 monthly rent

##### One Bedroom

53 fully furnished one-bedroom units  
494-546 square feet  
\$1,985 - \$2,125 monthly rent

##### Two Bedroom

20 fully furnished two-bedroom units  
800-820 square feet

\$3,120 monthly rent (entire unit)

\$1,560 month rent per bedroom (when paired with roommate)

### Included in Rent

- Water and trash
- Basic Internet (50 Mbps x 50 Mbps)
- Basic Cable (99+ channels) with HBO and Cinemax
- Laundry (machines in each unit)

## **Additional Expenses**

- Electricity: varies by usage
- Liability Insurance Waiver: \$17/month (required or must submit proof of rental insurance)
- Parking: \$100/month (optional)
- Storage: \$30/month (optional)

*Rates subject to change. Contact the Leasing Office for the most up-to-date rates and specials.*

## **Description of Facilities, Equipment and Materials**

**Classrooms:** 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.

**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 Qwickly 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.

## **Law Library**

### **Overview**

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 95.5 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 7:00 p.m.
- Saturday: 10:00 a.m. to 7:00 p.m.
- Sunday: 10:00 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 45 hours a week, seven days a week. View all library hours here: <https://libcal.swlaw.edu/hours/>.

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.

### **Library 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](mailto: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](mailto: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](mailto: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.

### **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](mailto:circulation@swlaw.edu)

- [Reference](#)

Tel:213-738-6725

Email:[reference@swlaw.edu](mailto:reference@swlaw.edu)

## 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](mailto:reference@swlaw.edu) or [circulation@swlaw.edu](mailto: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](mailto: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.aspenlaw](https://ebooks.aspenlaw) 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](mailto: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](mailto: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

### Academic Policies



### 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; revised in August 2023; edits related to part-time students made in May 2024 to be effective starting with the 2024/2025 academic year.

**Related policies:** SCALE Program Policies; Policy to Prevent Discrimination, Harassment, and Retaliation.

**Scheduled Review Date:** April 2025 (Academic Success and Bar Preparation Office; Student Services Office)

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#### A. Overview of Academic Policies

The following policies apply to all J.D. students in the full-time and part-time (evening or PLEAS/part-time day) residential or online J.D. programs. As used in this policy, an “evaluation period” refers to the fall and spring semesters. Students in the SCALE program should refer to the SCALE Program Policies for specific policies governing academic disqualification and academic probation.

#### 1. Academic disqualification

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

- a.     *A minimum cumulative GPA:*** Students are disqualified if they do not maintain a cumulative GPA of at least 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 for full-time students (i.e., at the end of the spring semester of the first year) and after the first three evaluation periods for part-time students (i.e., at the end of the fall semester of the second year). Thereafter, the minimum cumulative GPA is calculated at the end of each remaining semester.
- 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. The minimum GPA in two consecutive evaluation periods is initially calculated after the first two evaluation periods for full-time students (i.e., at the end of the spring semester of the first year) and after the first three evaluation periods for part-time students (i.e., at the end of the fall semester of the second year). Thereafter, the minimum GPA in two consecutive evaluation periods is calculated at the end of each remaining semester.

A student is also academically disqualified if they:

- c.     *Fail a required course two times:*** Students are disqualified if they fail a repeated course a second time.

## **2.     Academic probation**

A student is placed on academic probation if their GPA is less than a 2.330 in any evaluation period, excluding the summer terms or January intersession, or when the student has been academically disqualified and readmitted. Full-time students can be placed on academic probation after their first evaluation period and part-time students can be placed on academic probation after their second evaluation period. Part-time students with a GPA less than a 2.330 after the first semester, while not on academic probation, are required to meet with the Student Services Office to discuss their academic performance. Students on academic probation and part-time students with a GPA less than a 2.330 after the first semester may not participate in externships, student honors programs, or 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. Part-time students required to participate in an Academic Improvement Program are required to meet with the Student Services Office to discuss their academic performance.

## **B. Academic Disqualification**

### **1. Disqualification procedure**

Southwestern reviews student grades at the end of each evaluation period to determine whether a student has been academically disqualified. The Student Services Office will notify students by letter (via email) 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 in the educational programs (including retention of students) or activities Southwestern operates), the student may file a complaint under the Law School's Policy to Prevent Discrimination, Harassment, and Retaliation.

A student who is academically disqualified may petition for readmission except in cases where a student has failed to meet the conditions of previous readmission (see Procedures section below).

### **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 Student Services Office. Exceptions to this deadline are allowed solely at the discretion of the Associate Dean for Student Services 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 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 complete 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 [studentservices@swlaw.edu](mailto:studentservices@swlaw.edu) by the deadline listed in the notification letter.

The Committee will only consider petitions in writing; personal appearances are prohibited.

### **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 considered 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, generally 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 per ABA Standard 501(c).

A student whose petition is denied may apply as a first-year student for a start date two academic years following the date of disqualification, without credit for the student's previous work, per 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 broad discretion and can impose conditions for readmission after an academic disqualification. A readmitted student is automatically placed on academic probation, which is typically at least the following evaluation period. However, probation for an extended period 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). The Academic Standards Committee may dismiss a student for breaching the conditions of readmission.

Students who fail to meet the reinstatement conditions will be academically disqualified and not 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 Student Services Office will notify students if they are on probation, probation begins when grades are finalized.

## **1. Restrictions for students on academic probation**

A student on academic probation may not apply for externships or participate in 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 the status is cleared mid- academic year. A student on academic probation may also be required to meet with the Student Services Office and faculty members to discuss ways to improve their academic performance and 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 structured co-curricular and curricular academic support programs. AIPs may be required for all students with cumulative GPAs at or below 2.700 following any 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 if 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 performance 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. Various curricular and co-curricular programs are offered 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.

### **E. 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

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; technical edits made in September 2023; technical edits, including related to the Online J.D. Program made in May 2024.

**Related policies:** SCALE Program Policies; Master of Laws Program Policies; Student Honor Code; Incomplete Grade Policy; Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Registration Policies and Procedures

**Scheduled Review Date:** February 2025 (Student Services Office)

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A. General Policies

This policy is designed to support and 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:

- a. Is on academic probation as defined in the *Academic Disqualification, Academic Probation, and Academic Improvement Program Policies*; or
- b. 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.

## **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.

## **8. Switching from a residential program to the Online J.D. Program and vice versa**

Students wishing to change their program from residential to online or vice versa must meet with the Student Services Office to discuss changing programs. Factors that may be considered include, but are not limited to, whether there is a pathway to complete the program, if the change will violate the ABA standard on distance education, whether there is space in the program the student wishes to join, and how the change may impact the student's GPA.

## **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. Students enrolled in the residential J.D. programs have completed the first year curriculum after completing LAWS I and II, Foundations, Contracts I and II, Civil Procedure I and II (or, for SCALE, Jurisdiction and Civil Litigation), Criminal Law, Property, and Torts. Students enrolled in the Online J.D. Program have completed the first-year curriculum after completing LAWS I and II, Foundations, Contracts I and II, Constitutional Law I and II, 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 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.

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 appropriate Leave of Absence form. If the leave is approved by the Associate Dean for Student Services, the Associate Dean will forward the leave form to the Registrar's Office for handling. A student who is taking a leave must (i) have an exit interview with the Student Services Office and (ii) visit the Financial Aid Office and the Accounting Office to discuss tuition payment consequences, if any.

Students may request a leave of absence once they have completed at least one full semester or, for SCALE students, Period 1. 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.

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 or, for an MHLA (see below), the Vice Dean or other senior administrators. Students should also consult the *Incomplete Grade Policy*.

A student returning from a leave of absence is responsible for registering for the semester, period, or term 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.

Any student who does not return following the expiration of their leave or after their return has been approved 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, period, or term and has not been granted a leave of absence will be deemed to have withdrawn from Southwestern.

### **1. Mandated health leave of absence (MHLA)**

An MHLA is designed to assist in the following situations: (i) when a student presents a substantial risk of harm to self or others or has engaged in threatening or violent activities; (ii) when a student significantly disrupts the educational and other activities of the Southwestern community and that disruption is deemed to be related to a health condition; or (iii) when a student is unable or unwilling to carry out substantial self-care obligations. In the circumstances listed above, the Vice Dean or other senior administrators may determine that a student must take an MHLA before they can function productively within the Southwestern community. Except to attend a meeting or hearing related to their case, a student placed on an MHLA will not be permitted to be on campus or participate in any Southwestern-sanctioned events or activities on or off campus, attend any Southwestern class, participate in academic, co-curricular, or extracurricular activities and on-campus employment unless expressly permitted by the Vice Dean or other senior administrators.

### **2. Administrative leave of absence due to consecutive absences**

Students who are absent for 14 consecutive class days or who fail to log into their online class and complete any academic work for two consecutive weeks 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 Associate Dean for 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.

**4. Leave of absence for students enrolled in the Online J.D. Program who temporarily move to a state where Southwestern is not enrolling students**

Students seeking a leave of absence for a temporary move to a state where Southwestern is not enrolling students should contact the Associate Dean for 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.

Students who are planning a longer change in residence should also contact the Student Services Office to review transfer opportunities and other options.

**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 Los Angeles, CA

### Administrative Withdrawal Policy

**Administrative policy approved August 5, 2022.**

**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; technical edits were made in August 2023; revised in May 2024 to address distance education courses offered in a primarily asynchronous format; revised in December 2024 to clarify the process for a student who is administratively withdrawn from all courses in a term.

**Related policies:** Attendance Policy; Religious and Cultural Observances Policy; Withdrawing from Southwestern

**Scheduled Review Date:** March 2026 (Student Services Office)

#### **A. Definition and Overview**

Under Southwestern’s Attendance Policy, a student enrolled in a course at Southwestern Law School may be administratively withdrawn when absent for more than 20% of regularly scheduled class sessions in a residential course, or the designated equivalents in asynchronous and hybrid courses. Students enrolled in a January intersession or mini-term course must attend all class sessions to receive academic credit.

Being administratively withdrawn means the student will not receive academic credit for a course. The administrative withdrawal will appear as “WA” on the student’s transcript.

Students administratively withdrawn from a required course must repeat that course during the next possible term unless the Associate Dean for Student Services approves the student taking the course in a different term for a compelling reason.

A student who is administratively withdrawn from all courses in a term may be subject to involuntary withdrawal under the Policy on Withdrawal from Southwestern Law School.

#### **B. Process**

When a student has exceeded the permissible absences for a course, the Student Services Office will notify the student in writing (via email) that they have been administratively

withdrawn from the course and give them five business days to appeal the administrative withdrawal.

During the appeal period, the student should continue attending the class and checking in via the Quickly attendance app. A student in a course with an asynchronous component should continue completing their assignments during the appeal period.

A student who wishes to appeal should prepare a detailed written explanation demonstrating compelling circumstances for granting the appeal. The student should submit the appeal to the Student Services Office.

More specifically, the student should provide specific information about the reasons they missed each class session or why they failed to complete the weekly assignments for the asynchronous course—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 a hearing as part of a clinical course). Other reasons also may qualify. Although students are not required to report these absences or missing asynchronous coursework to the Student Services 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 Student Services Office in the first week of the term about anticipated absences due to religious or cultural observances, those will be considered 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 Student Services Office should attach that information to any appeal they may later submit.

Following receipt of an appeal, the Associate Dean for Student Services 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 the students reported any absences in advance or contemporaneously; whether the student contacted the faculty member, the Students Services Office, the Director of Online J.D. Administration, or the Associate Dean for SCALE 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.). For students enrolled in an asynchronous course, additional factors considered include the amount of incomplete coursework and the circumstances why coursework was not completed.

The Associate Dean for Student Services, in consultation with a Vice Dean, has discretion concerning the outcome of the appeal. The Associate Dean for Student Services will also consult the Associate Dean for Online Education if the appeal involves a student enrolled in the Online

J.D. Program and the Associate Dean for SCALE if the appeal involves a student enrolled in the SCALE Program. The determination is final and not subject to further review.

**C. 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 Los Angeles, CA

### Attendance Policy

Faculty policy approved May 12, 2023.

**Revision history:** Substantive revisions made May 12, 2023 and June 2, 2023; revised to include provisions for online courses in May 2024; revised in February 2025 to address emergency situations.

**Related policies:** Registration Policies and Procedures (Section B(2)); Administrative Withdrawal Policy; Withdrawing from Southwestern; 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 2026 (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 each course they are enrolled in.

#### 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 other compelling reasons. Although students are encouraged to keep individual faculty members informed about their absences, 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.

Unless otherwise approved as a disability or pregnancy accommodation, or absent a successful appeal under the Administrative Withdrawal Policy, students who exceed the number of absences or fail to complete sufficient work will not earn academic credit for the course. Students who are administratively withdrawn may appeal under the Administrative Withdrawal Policy.

### **1. Residential/in-person courses**

Students who are absent for more than 20% of regularly scheduled class sessions in a residential course will not have attended sufficient classes to earn credit and may be administratively withdrawn (WA). An absence for any reason counts toward the maximum of the 20% absences permitted.

### **2. Asynchronous courses**

In an asynchronous course, students who fail to complete at least 50% of the assigned work by the due date for any three weeks during the semester or any two weeks during the summer term will not have participated sufficiently to earn credit for the course and may be administratively withdrawn (WA).

### **3. Hybrid courses (residential/online or online synchronous/asynchronous)**

Students enrolled in a class with any weeks of instruction without a required synchronous class to attend will be deemed absent for that week if they fail to complete at least 50% of the required asynchronous coursework by the due date.

Classes with a mix of required synchronous and asynchronous lessons will apply the attendance policy based on the work required each week as described in the course syllabus.

### **4. Intersession and mini-term residential courses**

Students enrolled in any January intersession or summer mini-term must attend all class meetings to receive unit credit.

### **5. London Summer-Aboard Program**

Students enrolled in the London Summer-Aboard Program must abide by the attendance rules in place for that program and distributed as part of registration materials.

## **C. Special Attendance Rules**

### **1. LAWS I and Launch Week**

Attending LAWS I classes during Launch Week is part of the attendance policy. Launch Week is the first week of school for non-SCALE J.D. first-year students before they begin their full course load.

Missing more than two LAWS I classes during Launch Week may result in an administrative withdrawal from LAWS I, subject to review by the Associate Dean for Student Services and the LAWS professor.

Attending Launch Week classes for students in the Online J.D. Program means the timely completion of all asynchronous work and either attending the Zoom classes or watching the Launch Week videos for those Zoom classes within three calendar days of those videos being posted. Failing to complete the LAWS I Launch Week coursework may 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.

## **2. Externships**

Students enrolled in an externship course are subject to the attendance requirements provided in the externship course syllabi.

## **3. 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 discussion topics that would not qualify as attendance include but are not limited to plans about submitting assignments, extension requests on assignment deadlines, notifications of illness, or questions about purchasing course materials.

Academically related activities are 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 insufficient to demonstrate attendance. For example, if a student 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.

## **4. First-day attendance**

As required by federal law, 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 students 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 advance notice. Students must check the course description in Self-Service to determine if a course has a first-day attendance policy.

For the purposes of this section, students taking online or hybrid classes that do not require a live or synchronous session during the first week of the term must complete at least 80% of the asynchronous academically related activities assigned for the first week of the course by the end of the first week. Failing to complete 80% of the assigned asynchronous academically related course activities by the end of the first week may result in the student being dropped from the course.

Students should note that the course Canvas pages open at least two weeks before the term and that individual course professors will set the specific schedule for work to be completed.

#### **D. Attendance Tracking**

##### **1. Qwickly app**

Attendance for in-person and synchronous classes will be taken during class through Qwickly, a digital attendance tracking software. Students who do not check in at the appointed time during class are considered absent. Students may not check in for other students or share Qwickly codes with other students; violations will be referred to the Honor Code Committee.

##### **2. Permission to attend a residential class via Zoom**

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 absences a student may accrue before being administratively withdrawn from the class. Students who check-in without being physically present during an in-person or synchronous class will be referred to the Honor Code Committee.

##### **3. Unprofessional conduct and early departures**

Lack of preparation, early departure, or inappropriate behavior may result in a student being marked absent for a class session.

##### **4. Impact on final course grade**

A professor may consider class attendance when determining course grades in the manner stated on the course syllabus.

##### **5. Student responsibility for absence tracking**

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.

#### **E. Course Roster Verification by Faculty**

As required by federal law, 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. The Student Services Office should check class rolls weekly for all programs other than the Online J.D. Program. The Online Education Office should check class rolls weekly for courses in the Online J.D. Program.

**F. Federal Financial Aid**

Students who receive federal financial aid should consult the Related Policies (listed at the top of this policy) for more information about 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 with questions or concerns should contact the Financial Aid Office.

**G. Emergency situations**

Southwestern can make exceptions to this policy to address emergency situations where in-person attendance may present a risk to the health and safety of significant portions of the community.

**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 Los Angeles, CA

### Policy on Attorneys and Employees Auditing Courses

**Administrative policy approved July 22, 2022. Effective immediately.**

**Revision history:** Formerly a part of the annually revised Student Handbook ("Alums as Visiting Students"); established as a standalone policy in August 2022; substantive and technical edits made in March 2025.

**Related policies and form:** Student's Right to Cancel and Tuition Refund Policy; Disability Accommodations Policy; Registration Policies and Procedures (audit option for current students); Application Form Auditing Attorneys

**Scheduled Review Date:** April 2027 (Office of the President & Dean)

#### **A. Eligibility**

A graduate of Southwestern Law School or an individual who has graduated from another ABA-accredited law school may apply to take courses as a visiting student on an audit basis. Under extraordinary circumstances as determined by the designated Vice Dean, an individual who has earned a foreign law degree or another professional degree may be approved to audit courses. Students currently enrolled in a degree program at Southwestern may audit courses as outlined in the current Registration Policies and Procedures.

No individual who has been expelled from any law school, is on suspension from any law school or university, has had their admission revoked from any law school, or who has had their license to practice law revoked (e.g., disbarred) or been subject to similar professional discipline may audit courses at Southwestern. A criminal record may also bar eligibility to audit courses at Southwestern.

#### **B. Application**

Auditor applications are available through the Registrar's Office (registrar@swlaw.edu) and on the Registrar's Office page on swlaw.edu. The applicant must submit the completed application form, law school transcript, and bar card at least 45 days before the start of the relevant term to registrar@swlaw.edu. An individual seeking to audit a course must submit a new application for each term. The Associate Dean for Student Services, in collaboration with the designated Vice Dean, will determine who is permitted to register as an auditing student. Also, the faculty member must consent to having an auditor in the course.

### C. Academic Credit and MCLE Credit

Southwestern offers the option to audit courses as a personal enrichment opportunity. Auditors will not receive academic credit for audited courses but can receive a Southwestern transcript noting the grade "AU" for audit. Attorneys may be eligible to receive Minimum Continuing Legal Education (MCLE) credit for audited courses in California, if requested as part of the application process.

### D. Course Limitations

Auditors may not register for full or closed courses, courses with a waitlist when the individual's application is approved, courses that meet the experiential or upper-level writing requirements, or other courses that involve direct participation or individualized instruction. Without good cause approved by the designated Vice Dean, an auditor may not retake a course previously taken. In addition, the Vice Dean may refuse any request to audit a specific course.

Auditors may take no more than two courses per term and four courses per academic year. In addition, auditors typically will be limited to enrolling in courses that offer one or two units of credit.

### E. Participating as an Auditor

Permission to audit a course conveys the privilege of listening and observing but not submitting papers or assignments, participating in discussions or activities, or receiving feedback or evaluations. An auditor does not take examinations or receive law school credit for the course.

An auditor must participate in the course in the designated modality. For example, an auditor must attend an on-campus course in person unless the faculty member approves Zoom attendance.

Auditing a law school class is a privilege, not a right. A faculty member may remove an auditor from the class if, in the faculty member's professional opinion, the auditor is disruptive. The faculty member should notify the designated Vice Dean before removing an auditor. The Vice Dean will record the removal for future consideration if the individual seeks to audit additional classes.

Auditors are not eligible for other Southwestern services to which they would not otherwise be entitled, including but not limited to housing, health insurance, Career Services Office and Symplicity access, etc.

Auditors must abide by Southwestern's academic policies, general law school policies, and health and safety protocols. Policies are posted on Southwestern's [Institutional Policies](#) page.

### F. Tuition

**Southwestern alums:** Southwestern graduates will receive a 50% discount from the current [per-credit charge](#) for LL.M. students. [Southwestern](#) graduates who have been out of law school for three years or less or who are working in a public-service or public-interest position will receive a 75% discount from the current per-credit charge for LL.M. students.

**Adjunct faculty members:** Current adjunct faculty members may audit courses at no charge but typically should not audit a course during a term when they are teaching.

**Other Southwestern employees:** A Southwestern employee who holds a J.D. degree from Southwestern or another ABA-approved law school may audit courses at no charge but must obtain written permission from their supervisor and Human Resources. The employee typically should not

audit a course scheduled to meet during Southwestern's designated business hours.

**Others who have served Southwestern:** Non-Southwestern graduates who have served as adjunct professors, externship supervisors, Writing Center Fellows, clinical Fellows, or Honors Program coaches at Southwestern at any point during the preceding five years will also receive a 50% discount from the per-credit charge for LL.M. students. Those who are working in a public-service or public-interest position will receive a 75% discount from the current per-credit charge for LL.M. students.

**Others:** Non-Southwestern graduates will pay a fee equal to the per-credit charge for LL.M. students. However, the Associate Dean for the Biederman Institute, with approval of the Dean, has discretion to award additional discounts for a limited number of auditors each term for selected Entertainment, Media, and Sports Law courses.

#### **G. Financial Aid**

Auditors do not qualify to receive federal financial aid.

#### **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

### Los Angeles, CA

#### Concentrations Policy

##### Faculty policy.

**Revision History:** Formerly a part of the Grading and Scholastic Honors policy; established as a standalone policy in May 2024; also updated in May 2024 to include the Online J.D. Program.

**Related policies:** Academic Policies and Procedures; SCALE Program Policies

**Scheduled Review Date:** June 2025 (Student Services Office)

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\*

The Online J.D. Program currently offers the four concentrations marked with an asterisk. Students enrolled in the Online J.D. Program who are able to complete the concentration requirements for the other concentrations can declare those concentrations even though they aren't officially offered through the Online J.D. Program.

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 but no later than the add/drop deadline of 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>.

Southwestern reserves the right to change the requirements for any J.D. Concentration at any time, with or without notice.

Southwestern 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

#### Criteria for Final Course Grade Policy

##### Faculty policy.

**Revision history:** Formerly a part of the annually revised Student Handbook, then part of the Examination Policy; established as a standalone policy May 2024; revised to provide for the Online J.D. Program.

**Related policies:** Academic Policies and Procedures; SCALE Program Policies **Scheduled**

**Review Date:** July 2025 (Office of the Vice Dean(s))

#### **A. Seminars, Experiential Courses, and Other Non-Doctrinal Courses**

The final grade in all seminars, 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 approved by the faculty to be graded on a different basis, will be determined based on the criteria included in the course syllabus posted as of the first class day. Any change to the criteria after that date must be approved by a Vice Dean.

#### **B. All Other Courses**

In all other courses, subject to the paragraphs below, examinations will determine final grades. The grading methodology used for the final course grade must be delineated in the course syllabus by the first day of class. Any change to the criteria after that date must be approved by a Vice Dean. If a faculty member requests, a Vice Dean may waive the provisions below.

##### **1. Final examination length**

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.



## 2. Final examination questions

The final examination will include an essay-type question or questions that 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.

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.

In **first-year doctrinal courses in residential or hybrid programs** (including those that are part of a part-time program and scheduled in the second year), Southwestern 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 **first-year doctrinal courses in the Online J.D. Program** (including those that are part of the part-time program and scheduled in the second year), the faculty member must base at least 50% of the final grade on the final examination, which must include a proctored essay examination. Online J.D. Program courses require extensive weekly assignments. Weekly assignments may include discussions, reflection papers, learning activities, videos, interactive tutorials, quizzes, group projects, collaborations, and other academic activities.

The weekly assignments, as a whole, must comprise at least 25% of the final grade. The faculty member has discretion to determine how to allocate the remaining 25% of the grade and will provide a clear explanation in the course syllabus.

In **all upper-division required and elective courses**, Southwestern 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 a proctored essay examination.

## 3. Other criteria

Nothing precludes any faculty member from requiring the satisfactory completion of additional ungraded assignments during a semester. Failure to satisfactorily complete any such assignments will result in the student receiving a grade of F in the course.

### C. 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

### Los Angeles, CA

#### 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 Summer-Abroad Program added and other technical revisions made in March 2023; Online J.D. Program added and other revisions made in February 2024.

**Related policies:** Academic Policies and Procedures; SCALE Program Policies; Distance Education Policy for Programs Other Than the Online J.D. Program

**Scheduled Review Date:** Vice Deans, January 2026

#### **A. Credit Hours to Graduate**

J.D. students are required to complete 87 credit hours to graduate.

Regardless of the course modality, one credit hour requires a minimum of 44 hours of coursework.

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. Credit Hours for In-Person and Synchronous Online Courses**

##### **1. Overview**

Section B applies to in-person and synchronous online courses.

With one exception for the first-year Legal Analysis, Writing, and Skills courses (LAWS), each unit of credit is equivalent to 14 (60-minute) hours and totals 840 minutes of instruction. Based on a determination by the LAWS Director and the Vice Deans, LAWS I and II may be based on a 50-minute hour with a total of 750 minutes per credit hour, which still complies with ABA Standard 310.

For each class hour, students will spend a minimum of 2 hours on out-of-class work for 14 weeks, plus at least 2 additional hours 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 that meets 3 hours per week for 14 weeks, a student would be expected to spend a minimum of 6 hours per week on out-of-class work for the course plus a minimum of 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 a SCALE student would be expected to spend 90 hours of out-of-class work, which will be 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 reviews the number of credit hours suggested in the course proposal, 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 instruction 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 before approval.

The Vice Dean's Office is responsible for monitoring this Policy to ensure consistency and compliance with ABA accreditation standards.

## **2. Fall and spring term courses**

A 4-credit course will meet for a total of 3,360 minutes of instruction. Most 4-credit courses are scheduled to meet for 240 minutes each week 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 at least 8 additional hours on end-of-term exams or other assessments.

A 3-credit course will meet for a total of 2,520 minutes of instruction. Most 3-credit courses are scheduled to meet for 180 minutes each week 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 at least 6 additional hours on end-of-term exams or other assessments.

A 2-credit course will meet for a total of 1,680 minutes of instruction. Most 2-credit courses are scheduled to meet for 120 minutes each week 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 at least 4 additional hours on end-of-term exams or other assessments.

A 1-credit course will meet for a total of 840 minutes of instruction. One-credit courses are scheduled to meet for 60 minutes each week over a 14-week semester or the equivalent minutes over fewer weeks. Students are expected to spend a minimum of 2 hours on out-of-class work per week during the semester, plus at least 2 additional hours on end-of-term exams or other assessments.

### **3. Summer term (other than London)**

A 3-credit course will meet for a total of 2,520 minutes of instruction. Most 3- credit courses are scheduled to meet 360 minutes each week over the 7-week summer session, followed by an examination period. Students are expected to spend at least 90 hours on out-of-class work during the term, including on end- of-term exams or other assessments.

A 2-credit course will meet for a total of 1,680 minutes of instruction. Most 2- credit courses are scheduled to meet 240 minutes each week for 7 weeks, followed by an examination period. Students are expected to spend at least 60 hours on out-of-class work during the term, including on end-of-term exams or other assessments.

A 1-credit course will meet for a total of 840 minutes of instruction. One-credit courses are scheduled to meet for 120 minutes over 7 weeks or the equivalent minutes over fewer weeks, followed by an examination period. Students are expected to spend at least 30 hours on out-of-class work during the term, including on end-of-term exams or other assessments.

### **4. SCALE courses**

A 4-credit course includes 14 hours of instruction per credit for a total of 3,360 minutes of instruction. For each hour of classroom instruction, students are expected to spend a minimum of 2 hours (based on a 60-minute hour) on out-of- class work plus at least 2 additional hours on end-of-term exams or other assessments for a total of at least 30 out-of-class work hours per term per credit.

A 3-credit course includes 14 hours of instruction per credit for a total of 2,520 minutes of instruction. For each hour of classroom instruction, students are expected to spend a minimum of 2 hours (based on a 60-minute hour) on out-of- class work plus at least 2 additional hours on end-of-term exams or other assessments for a total of at least 30 out-of- class work hours per term per credit.

A 2-credit course includes 14 hours of instruction per credit for a total of 1,680 minutes of instruction. For each hour of classroom instruction, students are expected to spend a minimum of 2 hours (based on a 60-minute hour) on out-of- class work plus at least 2 additional hours on end-of-term exams or other assessments for a total of at least 30 out-of-class work hours per term per credit.

A 1-credit course includes 14 hours of instruction for a total of 840 minutes of instruction. For each hour of classroom instruction, students are expected to spend a minimum of 2 hours (based on a 60-minute hour) on out-of-class work plus at least 2 additional hours on end-of-term exams or other assessment for a total of at least 30 out-of-class work hours.

### **5. Intersession courses**

An intersession course will require a total of 840 minutes of instruction per credit, and students are expected to spend a minimum of 30 hours of out-of-class work per credit, including on end-of-term exams or other assessments.

## **6. London Summer-Abroad Program courses**

A 3-credit course will meet for 120 minutes each day, over 19 days, for a total of 2280 minutes of instruction, followed by an examination period. Students are expected to spend a minimum of 94 hours on out-of-class work during the term, including on end-of-term exams or other assessments.

A 2-credit course will meet for 120 minutes each day, over 14 days, for a total of 1,680 minutes of instruction, followed by an examination period. Students are expected to spend a minimum of 60 hours on out-of-class work during the term, including on end-of-term exams or other assessments.

A 1-credit course will meet for 120 minutes each day, over 7 days, for a total of 840 minutes of instruction, followed by an examination period. Students are expected to spend a minimum of 30 hours on out-of-class work during the term, including on end-of-term exams or other assessments.

### **C. Credit Hours for Asynchronous Online Courses**

Asynchronous online courses must meet the minimum credit hour requirement of at least 44 hours of student work per credit hour, consistent with ABA Standard 310(b) and Southwestern's credit hour requirement for in-person and synchronous online courses. This coursework may include, but is not limited to, reviewing video presentations, completing quizzes, participating in asynchronous discussions, engaging in collaborative work, and completing other learning activities, end-of-term exams, or other assessments. The 44-hour calculation includes only mandatory activities and not activities designated on the course syllabus as optional.

The Associate Dean of Online Education will annually certify each course approved for the Online J.D. Program and other distance education courses that are more than one-third asynchronous. The Associate Dean of Online Education will review the course syllabus and content to ensure that the course (1) is balanced between video lecture and other coursework and (2) meets the minimum credit hour requirement of at least 44 hours of student work per credit hour.

### **D. Credit Hours for Blended Courses**

Courses that combine in-person or synchronous online instruction and asynchronous online instruction must comply with Sections B and C of this Policy for each respective part of the course. The blended course will be evaluated on a proportional basis. For example, if a 2-unit 14-week fall or spring course is 50% online synchronous and 50% online asynchronous, then (1) the synchronous online portion must include meeting for 60 minutes each week for a total of 840 minutes of instruction, where students are expected to spend a minimum of 2 hours on out-of-class work per week during the semester, plus at least 2 additional hours on end-of-term exams or other assessments and (2) the asynchronous online portion must include at least 44 hours of student work such as reviewing video presentations, completing quizzes, participating in asynchronous discussions, engaging in collaborative work, and completing other learning activities, end-of-terms exams, or other assessments.

### **E. Clinics, Externships, Practica, and Independent Studies**

For clinical courses, externships, and independent studies, an equivalent amount of work with an

appropriate combination of 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 and the Amicus Project Practicum**

Independent studies and the Amicus Project Practicum require 90 hours of work per credit, with 2 credits awarded.

**F. 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

### 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; technical edits made in September 2024.

**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 2025 (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 8 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 students may complete substantially online.

#### **B. Definitions**

##### **1. Distance education course**

Consistent with Definition 8 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 for 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 the 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 backup 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 for 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

#### Full-time J.D. 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; revised May 2024 to address the Online J.D. Program.

**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 will comply with this policy throughout their law school career. The signed statements are required as part of first-year registration and become part of each student's file.

In addition to requiring full-time students to agree to this work limit, the schedule of classes and limited cross-registration into required courses in the evening and online programs also help to ensure that full-time students do not work more than 20 hours per week. Full-time students who need to work more than 20 hours a week should consult with the Associate Dean for Student Services and request to switch to a part-time program.

Southwestern 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 and Scholastic Honors Policy

#### Faculty 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; revised in May 2024 to change Section B, Alphabetical Grading System, to take into account the Online J.D. Program and to create a standalone policy on Concentrations; revised in June 2024 to add the "M" grade, which takes effect as of the start of the SCALE I term in June 2024, and to create a standalone administrative policy on Scholarships, Grants, and Fellowships; revised scholastic honors section in September 2024.

**Related policies:** Master of Laws Program Policies; Incomplete Grade 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:** January 2026 (Office of the Vice Dean)

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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. Grades will be available via Self-Service starting after the last final exam of each examination period, except for the fall semester and Period 6 grades, which will not be available until after the winter break. Grades will be released Monday-Thursday between 12:00-12:30 p.m. and 4:00-4:30 p.m. and Fridays between 12:00-12:30 p.m.

##### **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 Vice Deans Office. 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 Vice Dean assigned to oversee academics 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 GPA computation.

To ensure equity in multiple-section courses and uniformity of grades, the faculty has adopted a grading policy for "first-year" courses and "upper-division" courses.

For purposes of this grading system, the following are "first-year" courses:

- Courses offered during the first year of the Full-Time Residential, Online, and PLEAS/Part-time Day Residential J.D. programs;
- Property and Constitutional Law I and II, when offered in the Online J.D. Program and during the second year of the Evening Program;
- Property and Civil Procedure I and II, when offered in the PLEAS/Part-time Day program; and
- Courses offered during SCALE Periods 1, 2, and 3.

First-year spring electives are not considered "first-year" courses for purposes of the "first-year" grading policy.

"First-year" courses must have a mean of 2.800 (plus or minus 0.05). In addition, at least 15% of grades awarded must be in the A range (A+, A, and A-). 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% of grades must be in the A range (A+, A, A-). 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% 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 in the top 20%.

Students from the part-time Online, Evening, and PLEAS/Part-time day programs are ranked together.

Students from the full-time Online and full-time residential programs are ranked together. SCALE students 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.)

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.

\*F: Administrative grade of F (see *Administrative Fail (\*F)* below) INC:

Incomplete (see *Incomplete Grade Policy*)

M: Multi-term course (See "*M mark*" below)

NC: No Credit (No credit in a Credit/No Credit course. No credit is earned. Equivalent to an F grade 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*.)

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 *Incomplete Grade Policy*.)

An Administrative Fail (\*F), being a final grade, is treated like a final earned grade of F to compute a student's GPA.

### **4. M mark**

An "M" mark is used for courses that span multiple terms. All units and the grade are awarded in the final term of the progression and appear on the transcript for that term. "M" is a permanent transcript notation that remains on transcript for the initial term(s) but has no GPA or unit impact.



### **C. Credit/No Credit Courses**

To receive credit for credit/no credit courses, the student must satisfactorily complete the course and program requirements. Students may take no more than 22 units of Credit/No Credit coursework. The 22-unit Credit/No Credit cap 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**

Southwestern places the notations described in D.1.b and D.2 on the student's transcript.

#### **1. At Graduation**

To compute the percentages for Graduation Rank and Graduation Honors, the graduating class will include students graduating at the end of the spring semester and the preceding July, December, and January.

##### **a. Graduation rank**

All graduating students, regardless of program, are ranked by percentage in 10% increments based on cumulative GPA. Percentiles for the graduation rank are rounded up. For example, 10.01% is considered in the top 20%.

##### **b. Graduation honors**

###### **i. Summa cum laude**

The top 1% of the graduating class qualify for this honor.

###### **ii. Magna cum laude**

The top 5% of the graduating class qualify for this honor.

###### **iii. Cum laude**

The top 10% of the graduating class qualify for this honor.

#### **2. Dean's List**

Students in the top 10% of each program noted in this paragraph, by class year, will qualify for the Dean's List at the end of each academic year. The programs are:

(1) part-time Online, Evening, and PLEAS/Part-time day programs (combined), (2) full-time Online and full-time residential programs (combined), and (3) SCALE students.

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 for this honor. The academic year starts with the summer session and concludes with the spring semester or Periods 4 or 8. Students with an Incomplete on their transcript are not eligible for the Dean's List honor.

Percentiles are rounded up. For example, 10.01% will not receive the Dean's List honor.

### **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) may receive the CALI Excellence for the Future Award or the Distinguished Performance Award. CALI is awarded by the Center for

Computer-Assisted Legal Instruction. The awards are 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 significantly poorer than the top exam, faculty may award the CALI and Distinguished Performance Award to the same student.

#### **E. Scholastic Honors and Class Rank Representations**

In sharing their class rank (see B.1 above) or other scholastic honors described in this policy on their resume or otherwise, students must include an accurate description. For example, the "Graduation Rank" should note that it is the student's rank among all graduating students (not just the student's program). As a second example, the "Class Rank" should note that it is the student's rank among the particular cohort for a given year (e.g., the part-time Online, Evening, and PLEAS/Part-time day 3Ls; the full-time Online and full-time residential 2L; or SCALE 1Ls).

#### **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

Los Angeles, CA

Graduation Requirements Policy

Faculty policy.

**Revision history:** Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; revised in August 2023; technical edits made in May 2024.

**Related policies:** Academic Disqualification, Academic Probation, and Academic Improvement Programs Policies; Academic Policies and Procedures; Financial Aid Satisfactory Academic Progress Policy; and Student Honor Code.

**Scheduled Review Date:** June 2025 (Student Services Office; Registrar’s Office)

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## A. Overview

Requirements for a student to receive the Juris Doctor degree from Southwestern Law School are listed below. See *Academic Policies and Procedures* for the standards 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 *Master of Laws Program Policies* for graduation requirements. SCALE and LL.M. students are subject to the following policies not explicitly delineated in the *SCALE Program Policies* and *Master of Laws Program Policies*.

1. All J.D. students must satisfactorily complete 87 units. If a student receives a grade of "F" in a course, the course is not considered satisfactorily completed, and Southwestern will not grant course or unit credit. A student may not graduate with a grade of Incomplete on their transcript. A student may not extend their degree date after completing 87 units and required courses satisfactorily.
2. All students are required to complete six enrollment terms to graduate. "Enrollment term" is defined in Section C below.
3. All students must maintain a cumulative grade point average (GPA) of at least 2.330 (C+), calculated based on all work completed at Southwestern.
4. All students must satisfy the provisions of *Academic Policies and Procedures*, including "Minimum Number of Classroom Credits Required for J.D. Students" and "Length of Course of Study."
5. All students must enroll in and complete all courses designated by the faculty as required. 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
  - Six units of coursework that satisfy the experiential requirement

Students may not satisfy the upper-division and experiential writing requirements using the same course.

Students must also satisfy the Bar Readiness Curriculum, per Section F of this Policy.

Per ABA Standard 303(c), students must complete the programming provided by Southwestern on bias, cross-cultural competency, and racism at the start of the program of legal education and at least once again before graduation.

6. All students must pass all required courses with a D- or higher grade. A student who fails a required course must repeat that course during the next semester it is offered. See "*Repeated Courses*" in *Academic Policies and Procedures* for information on calculating a passing grade in a two-semester course and the effect of repeated courses on the GPA.
7. Any student who has been academically disqualified and subsequently readmitted to the law school may be required to meet additional requirements determined by the Academic Standards Committee.
8. Each student is responsible for regularly monitoring their academic progress and ensuring they comply with all graduation requirements and academic standards.

## **B. Character and Fitness**

Absent extraordinary circumstances as determined by Southwestern's President & Dean, the student must not have any pending Honor Code, disciplinary, or Title IX matters; unresolved admission application amendments; or criminal charges to receive the Juris Doctor degree.

## **C. Minimum Enrollment Terms**

All J.D. students are required to complete six enrollment terms to graduate. Students complete enrollment terms as follows:

1. Full-time students earn one enrollment term credit for each fall or spring semester completed satisfactorily (6 semesters x 1 enrollment term unit = 6 enrollment term units).
2. Part-time students earn 0.75 of an enrollment term credit for each fall or spring semester completed satisfactorily (8 semesters x .75 enrollment term unit = 6 enrollment term units).
3. SCALE students earn 0.67 of an enrollment term credit for each term or grading period completed satisfactorily. SCALE students attend nine terms, or grading periods, during their program (9 periods x .67 enrollment term unit = 6 enrollment term units).

4. Summer sessions, summer-abroad law programs, and intersession programs do not count as enrollment terms, except for units completed in the required SCALE summer session.
5. Students who complete an approved semester or year-long visit at another institution or who transfer into Southwestern will be awarded enrollment term credit for the terms they completed at the other institution.
6. Additional rules and guidance:
  - a. Enrollment term credits 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 six enrollment terms 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 from this rule.
  - c. If a student has not completed six enrollment terms, 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 completed six enrollment terms, the student will be charged the full flat program rate because tuition for six enrollment terms has not been paid or the 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 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 satisfy both requirements. Students who take a course to fulfill the writing requirement may not use the same course to meet the experiential requirement.

Because writing instruction requires a low student-faculty ratio and out-of-classroom supervision of students' research and writing, enrollment in seminars and similar courses typically will be limited to 20 students.

For more information regarding seminar standards and guidelines, see Appendix B.

A course may be specifically approved and designated by the faculty as meeting the upper-division writing requirement according to the following criteria:

1. The course must require the student to timely submit 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 include 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 bare pleadings, discovery requests, and documents not involving substantial original research and writing by the student.
4. Under these criteria, a course can be designated as meeting the writing requirement upon request of the professor to the faculty Curriculum Committee. The writing requirement designation does not attach to a course title but to the specific course requirements described in the registration materials distributed to the students. The designation of a course meeting a writing requirement must occur before 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 full-time students and second-, third-, and fourth-year part-time students.

#### **E. Experiential Requirement**

Per [ABA Standard 303](#), Southwestern has adopted an experiential requirement for graduation. Students must complete at least six credit hours of coursework specifically approved and designated as meeting the experiential requirement. Students must take at least one unit in oral communications-focused courses. Registration materials will outline courses meeting the experiential requirement each semester. Some courses that 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 meet 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 other bar-related courses. Students in the Online J.D. Program are required to complete Practical Lawyering Skills instead of Remedies as part of the Bar Readiness Curriculum.

Students with a GPA of 3.33 or above at the end of their second year in bar-tested courses completed as part of their first or second year may opt out of the Bar Readiness Curriculum. For full-time 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 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.

Regardless of GPA, required courses for all SCALE students and students enrolled in the Online J.D. Program include Cal Bar Writing: Skills and Strategies, MBE: Skills and Strategies, Wills and Trusts, Community Property, and Remedies for SCALE students and Practical Lawyering Skills for students in the Online J.D. Program.

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.

The Student Services Office will publish the Bar Readiness Curriculum each spring 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**

To be awarded the J.D. degree, all graduating students must complete a Graduate Employment Survey and an Exit Interview with the Career Services Office. The ABA and NALP require all law schools to collect this information, which is reported anonymously to protect the graduate's privacy.

#### **H. Awarding Diplomas**

After confirming with the Registrar's Office that graduation and other requirements have been met, Southwestern Law School will award diplomas at the conclusion of the fall and spring semesters, the summer term, and the January intersession. 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.

#### **I. Commencement**

Southwestern Law School holds one commencement per year following the conclusion of the spring semester. Eligible students are permitted to participate in one commencement ceremony only.



Students graduating in May can participate in the commencement scheduled immediately after graduation.

Students graduating in December or at other times can participate in the commencement scheduled immediately before or after graduation. December graduates must notify the Administrative Services Office at least six months before the scheduled commencement date if they intend to participate in the commencement before their graduation. Otherwise, it is assumed that December graduates will participate in the commencement following graduation, and no notification is required.

If a student eligible for graduation has an extenuated circumstance and cannot participate in the commencement program on the regular schedule, the Dean has authority to grant an exception.

#### **J. Policy Revisions**

Southwestern reserves the right to change or modify any aspect of this policy at any time, with or without prior notice.

## Appendix A

### Early Graduation Request

Early graduation requests apply only to non-SCALE students who wish to complete their legal studies early but would be short no more than one enrollment term unit and would not have paid the expected six enrollment term units of tuition. Based on enrollment terms, early graduation would not be allowed unless a student who wishes to finish early:

1. requests a waiver (no later than one semester before the student's last semester) of the missing enrollment term, **and**,
2. if approved, pays an early graduation fee of one term's tuition, based on the student's academic program, which would be added to the last semester's charges. However, for full-time students, this early graduation fee subtracts all summer tuition paid by the student, and for part-time students, the early graduation fee subtracts all summer tuition paid by the student above the ten units expected that part-time students take during the summer sessions.

In addition, some students may switch academic programs as their needs and conditions allow. Below are some examples of when students changing programs may also need or want to request early graduation. All examples assume that the student completes each semester, i.e., does not take a leave of absence during a semester. Please note that to switch from the part-time to the full-time day program, a student's cumulative GPA must be at least 3.300, and the Associate Dean of Student Services must grant approval. In Scenarios 1 and 2, a student may formally switch their academic programs and meet the enrollment term requirements. In Scenarios 3 to 5, the student would not meet the enrollment term requirements and would need to complete the items listed above for an early graduation request.

<b>Scenario 1: <i>Changing from Full-Time to Part-Time</i></b>	<b>Year</b>	<b>Program</b>	<b>Enrollment Term Earned Fall</b>	<b>Enrollment Term Earned Spring</b>	<b>Total Enrollment Terms</b>	<b>Cumulative Enrollment Terms</b>
<b>No Early Graduation Request Needed</b>	1	Full-Time	1	1	2	2
	2	Part-Time	0.75	0.75	1.5	3.5
	3	Part-Time	0.75	0.75	1.5	5
	4	Part-Time	0.75	0.75	1.5	6.5

<b>Scenario 2: Changing from Part-Time to Full-Time</b>	<b>Year</b>	<b>Program</b>	<b>Enrollment Term Earned Fall</b>	<b>Enrollment Term Earned Spring</b>	<b>Total Enrollment Terms</b>	<b>Cumulative Enrollment Terms</b>
<b>No Early Graduation Request Needed</b>	1	Part-Time	0.75	0.75	1.5	1.5
	2	Full-Time	1	1	2	3.5
	3	Full-Time	1	1	2	5.5
	4	Full-Time	1	0	1	6.5

<b>Scenario 3: Graduating Early While Remaining Part-Time</b>	<b>Year</b>	<b>Program</b>	<b>Enrollment Term Earned Fall</b>	<b>Enrollment Term Earned Spring</b>	<b>Total Enrollment Terms</b>	<b>Cumulative Enrollment Terms</b>
<b>Early Graduation Request Is Needed</b>	1	Part-Time	0.75	0.75	1.5	1.5
	2	Part-Time	0.75	0.75	1.5	3
	3	Part-Time	0.75	0.75	1.5	4.5
	4	Part-Time	0.75	0	0.75	5.25

<b>Scenario 4: Changing from Part-Time to Full-Time</b>	<b>Year</b>	<b>Program</b>	<b>Enrollment Term Earned Fall</b>	<b>Enrollment Term Earned Spring</b>	<b>Total Enrollment Terms</b>	<b>Cumulative Enrollment Terms</b>
<b>Early Graduation Request Is Needed</b>	1	Part-Time	0.75	0.75	1.5	1.5
	2	Full-Time	1	1	2	3.5
	3	Full-Time	1	1	2	5.5
	4	Full-Time	0	0	0	5.5

<b>Scenario 5: Changing from Full-Time to Part-Time</b>	<b>Year</b>	<b>Program</b>	<b>Enrollment Term Earned Fall</b>	<b>Enrollment Term Earned Spring</b>	<b>Total Enrollment Terms</b>	<b>Cumulative Enrollment Terms</b>
<b>Early Graduation Request Is Needed</b>	1	Full-Time	1	1	2	2
	2	Part-Time	0.75	0.75	1.5	3.5
	3	Part-Time	0.75	0.75	1.5	5
	4	Part-Time	0	0	0	5

**Appendix B**  
**Seminar Standards and Guidelines**

- A. A seminar paper will be required for each student enrolled in a seminar.
- B. The seminar requires the timely submission, at points throughout the semester to be established by the professor, of a topic outline, including a bibliography, and at least one draft of the seminar paper before submission of the final paper. The writing must display substantial legal writing skills and reflect in-depth research and cogent legal analysis. It must be original work, and all sources must be properly footnoted. To promote academic integrity, papers must be submitted through Turnitin.
- C. Except with the professor's prior written approval, all research papers submitted for credit will have been prepared and researched solely for the course for which they are submitted.
- D. Each student must submit their final seminar paper by email to Faculty Support Services at [facultysupport@swlaw.edu](mailto:facultysupport@swlaw.edu). The professor will return one graded copy of each seminar paper to the Registrar's Office when the final grades for the seminar are submitted. A second unmarked copy will be forwarded to the law library, specifically indexed and placed in locked files, available only to faculty.
- E. Since active oral participation is a seminar goal, each student can engage in oral analysis and argument of issues with other seminar members. This may be accomplished in a variety of ways within the discretion of the professor.

# SOUTHWESTERN

## LAW SCHOOL Los Angeles, CA

### Incomplete Grade Policy

#### Administrative 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; revised May 2024 to address emergencies and the Online J.D. Program.

**Related policies:** Financial Aid Satisfactory Academic Progress Policy; Academic Policies and Procedures; SCALE Program Policies; Grading, Scholastic and Other Honors, and Specialized Courses Policy; Criteria for Final Course Grade Policy; Examination Administration Policy; 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 (1) the student has completed at least 80% of the class sessions or, for a mostly asynchronous course, the student has completed at least 80% of the required asynchronous coursework, (2) the student has submitted passing work on substantially all completed assignments, and (3) the student has complied with attendance requirements, but, (4) due to extraordinary circumstances, (a) in courses in which the final grade does not include a final examination, the student is unable to complete the remaining coursework within the required time frame; or (b) in courses in which the final grade includes a final examination, a student is unable to take a final examination before the end of the examination period.

### **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 examination 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.

A student may receive an extension to submit a written request to be considered for an Incomplete only by submitting a written petition demonstrating extraordinary circumstances beyond the student's control, such as hospitalization. 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) or other senior administrators.

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 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, other graded assessments, or required coursework 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, assessment scores, or required coursework 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) or other senior administrators. 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 Los Angeles, CA

### Interdisciplinary Programs Policy

**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; edits made in October 2024 following updates to the Joint J.D./M.B.A. Program Information.

**Related policies:** Maximum J.D. Units Policy

**Scheduled Review Date:** June 2025 (Student Services Office)

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## **A. Joint J.D./M.B.A. Program**

### **1. Overview**

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

This Policy sets forth the terms of the dual-degree J.D./M.B.A. program (Program). Subject to the provisions below, the Program is available to Southwestern students and graduates regardless of their J.D. program.

### **2. The CGU M.B.A. program**

The CGU Master of Business Administration (M.B.A.) degree is a 48-credit degree offered by the Peter F. Drucker and Masatoshi Ito Graduate School of Management at CGU. Eligible dual degree students may pursue the degree in various modalities (in-person, hybrid, online) including the Flex MBA program that requires 6 years of full-time professional work experience. The Online MBA is 50% asynchronous and 50% synchronous and does not require any on-campus residency.

### **3. Transfer of units**

- a. CGU will accept up to 12 units of appropriate transfer credit toward its 48-unit M.B.A. program. To transfer credit from a course completed in a Southwestern J.D. program, students must receive a B grade or higher in the course.
- b. Southwestern will accept up to 12 units from the CGU M.B.A. program toward Southwestern's J.D. programs. To transfer credit from a course completed in CGU, students must receive a B grade or higher in the course.
- c. If a student withdraws from the Program voluntarily or involuntarily, the student may still count up to six credits earned at the other school toward the degree in which the student continues to be enrolled.

### **4. Admissions**

Students interested in degrees from both schools must apply separately for admission to each degree program. Southwestern students may apply for admission to the CGU degree program concurrently with their application to the Southwestern degree programs or anytime during their time at Southwestern.

When applying during their time at Southwestern, students must be in good academic standing (i.e., their last term GPA and their cumulative GPA must be at least 2.330 or higher). CGU students may apply for admission to Southwestern concurrently with their application to the CGU degree program or anytime during their time at CGU. When applying during their time at CGU, students must be in good academic standing (i.e., their last term GPA and their cumulative GPA must be at least 3.0 or higher).

Additionally, within five years of graduation, Southwestern alums may apply for admission to the CGU degree program and transfer credits from their Southwestern

J.D. program to the CGU degree program. Similarly, CGU students and alums can have credit from their CGU degree count toward the J.D. degree if the CGU credit was earned no more than three years before the student enrolled in a Southwestern J.D. program.

CGU and Southwestern will admit students to their degree programs based on the typical and regular entry requirements that each has established for that program.

## **5. Starting the program**

Students admitted to the Program must complete one academic year at either school before beginning classes at the other school. After completing one academic year in the Southwestern or CGU degree program, students admitted into the Program may begin the other school's program during a fall semester.

Continuing Southwestern students may petition to start the CGU degree program during the summer term; approval is required by Southwestern and CGU.

Entering Southwestern students may start the CGU program during the summer before starting the fall semester at Southwestern. Approval is required by Southwestern and CGU.

## **6. Timing of degrees and bar certification**

The Southwestern and CGU degrees are awarded separately and will be conferred by each school independently after a student completes all course and unit requirements in that school's program.

Students must complete the M.B.A. degree before or concurrently with the J.D. degree to be eligible to transfer the 12 units from CGU to Southwestern.

Southwestern will complete a student's bar certification after the student completes the J.D. degree.

## **7. Academic and disciplinary policies and data sharing**

Each school maintains the right to apply its own policies to administer its degree program; this right includes but is not limited to issues arising from allegations of misconduct, academic integrity, or fitness to participate in the Program.

Each school will promptly report to the other school any issues involving students admitted or enrolled in the Program and cooperate in any investigation, if necessary. This sharing and cooperation includes reports by CGU to Southwestern so Southwestern may track information for licensure purposes.

Dismissal from one degree program may lead to dismissal from the Program and the other degree program.

A student who develops academic difficulty (e.g., placed on academic probation or academically disqualified) while participating in the Program may be required to discontinue the Program and concentrate on a single degree to improve their chances for successful completion.

The schools will share information about a student enrolled in the Program who has withdrawn or requested or taken a leave of absence.

## **8. Tuition payments and financial aid**

Students must pay tuition and fees to each school according to the number of units taken and based on each school's tuition and fee schedule.

Scholarships awarded by one school will not be applied to courses or credits a student completes at the other school.

Students enrolled in classes only at Southwestern in a given financial aid award year will apply for and receive financial aid through Southwestern.

Students enrolled in classes only at CGU in a given financial aid award year will apply for and receive financial aid through CGU.

Students enrolled in classes at both schools in a given award year can apply for and receive financial aid through either school.

## **9. Students' education and other records**

For purposes of FERPA compliance and compliance under other privacy laws, CGU and Southwestern hold a "legitimate educational interest" as to the education and other records and information of Program students.

## **10. Students outside of California**

Southwestern and CGU each maintain information on their websites about the states and jurisdictions outside of California where they are authorized to do business. Southwestern's list can be found at <https://www.swlaw.edu/jd-llm-programs/online-jd/application-details>. CGU's list can be found at <https://www.cgu.edu/academics/cgu-online/state-authorization/>.

Before admitting any student into an online degree program, each school will determine whether the applicant lives in a jurisdiction where that degree program may be offered. If the student later moves into a jurisdiction where that degree program cannot be offered, the student must withdraw from the Program or take a leave of absence from the Program. Each school must approve the leave, which typically will not be extended beyond one calendar year.

Before a student matriculates into the Program with an online component, the schools will provide the student with information about the jurisdictions in which each school may offer courses and the consequences of a student switching jurisdictions during the Program.

### **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 interested in intellectual property, for example, could take courses at KGI in 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 they apply to health care and the bioscience industry.

The certificate program is small and highly competitive, with approximately two to four students from each school participating each year. 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 completing their first or second year of law school. KGI students may enter the certificate program after completing 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 they complete the certificate requirements concurrent with earning their J.D. or MBS degree.

More information about this program may be found at <https://www.swlaw.edu/curriculum/interdisciplinary-study/keck>. The Associate Dean for Student Services or a Vice Dean must approve a joint-degree student's courses at the beginning of each semester.

### **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

### Los Angeles, CA

#### Master of Laws Program Policies

Faculty policy.

**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; technical edits performed in June 2024; technical edits made in May 2025.

**Related policies:** Academic Policies and Procedures; International Students Policy

**Scheduled Review Date:** July 2025 (LL.M. Offices; Vice Deans' Office)

#### Table of Contents

- A. [Master of Laws Program, the General LL.M.](#)
- B. [Master of Laws in Entertainment and Media](#)
- C. [Policy Revisions](#)

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. The two programs have distinct policies and requirements. Neither program is accredited by the ABA or another Department of Education-recognized accreditor, which means that students in these programs cannot be awarded federal financial aid. Admissions into the General LL.M. for 2025–2026 have been suspended, except for the Sideman Human Rights Fellow and Armenia/Artsakh Fellows.

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 best meet individual professional goals. Students work closely with faculty to develop a comprehensive curricular plan and may take classes in day, evening, and Online J.D. 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 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 LL.M. program director (Program Director) and faculty to develop a comprehensive curricular plan and may take classes in the day or evening program. International students may take up to three distance education units per semester. 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. Full-time students 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 Southwestern's Student Exchange Visitor Information System (SEVIS) Designated School Officer (DSO) and the Program Director, based upon situations approved by SEVIS. (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 as outlined in [Academic Policies and Procedures](#). International students may be eligible to take a single one-semester leave of absence, but only following current U.S. immigration law and based upon situations approved by SEVIS. A leave of absence must be authorized by the Southwestern DSO and the Program Director. 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. See [Professional Licensure by Program](#) on Southwestern's website. For information on California bar certification, see the [Foreign Education](#) page on The State Bar of California website.

Southwestern will award a Certificate of Completion to an LL.M. student with a foreign law degree who 1) takes graded courses to sit for the California Bar Exam and 2) does not attain a GPA of 2.330 but receives a passing letter grade (D- or above) in at least 24 units. 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 student must opt to change to the non-letter Grading System 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 Program Director 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) 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**

Through its LL.M. degree in Entertainment and Media Law, Southwestern 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.

### **1. 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 and be comprised of entertainment and media law courses as designated by Southwestern. Courses taken for credit for a J.D. degree (whether at Southwestern or otherwise) and courses at an institution other than Southwestern will not count toward the LL.M. degree, except as determined by the Associate Dean of Southwestern's Donald E. Biederman Entertainment, Media, and Sports Law Institute. However, only 24 credits will count toward the LL.M. degree.

### **2. 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, evening, and Online J.D. 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 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 DSO and the Program Director, based on situations approved by SEVIS. (See the *International Students Policy* for more information.)

### **3. Leave of absence**

U.S. students may take up to a one-year leave of absence per Southwestern's leave of absence policy as outlined in [Academic Policies and Procedures](#). 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 DSO and the Program Director and based upon situations approved by SEVIS. 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.

### **4. Grading, academic success, and bar eligibility**

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 DSO and the Program Director and based upon situations approved by SEVIS. 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.

Students enrolled in Southwestern Law School's program for the LL.M. degree in Entertainment and Media 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. See [Professional Licensure by Program](#) on Southwestern's website. 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.

### **5. Transfer students**

Individuals who have attended an LL.M. program at another law school approved by the American Bar Association (ABA) may apply for admission to the LL.M. in Entertainment and Media 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.

**C. 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 Los Angeles, CA

### Maximum and Minimum J.D. Units Policy

#### Faculty policy.

**Revision history:** Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; technical edits were made in August 2023 and May 2024; edits were made in April 2025 to include minimum J.D. unit requirements (previously in the Academic Policies and Procedures).

**Related policies:** Transfer and Visiting Students Policy; Graduation Requirements Policy; SCALE Program Policies; Federal Financial Aid Eligibility Policy; Academic Policies and Procedures; Interdisciplinary Programs Policy

**Scheduled Review Date:** June 2026 (Student Services Office)

#### A. Full-Time (non-SCALE) J.D. Students

##### 1. Maximum units

A full-time (non-SCALE) student pursuing the J.D. degree may not enroll in more than 16 units in a fall or spring semester without the Associate Dean for Student Services' permission; in no case may a student enroll in more than 17 units in a fall or spring semester.

A full-time (non-SCALE) student may not enroll in more than eight units in a summer term without the Associate Dean for Student Services' permission.

The Associate Dean for Student Services will not approve an overload request unless a student is in good academic standing and will not approve more than one overload for a student absent exceptional or unusual circumstances.

## **2. Minimum units**

A full-time (non-SCALE) student must enroll in at least ten units per semester unless (i) approved by the Associate Dean for Student Services due to extraordinary circumstances (e.g., the student experiences a significant, unexpected health issue), or (ii) the student requires fewer than ten units to reach the graduation requirement of satisfactorily completing 87 units.

No minimum unit requirements exist for summer. But full-time J.D. (non-SCALE) students should be aware that a minimum number of units is required to be eligible for federal student aid (see the Federal Financial Aid Eligibility Policy).

## **B. SCALE Students**

This policy does not pertain to SCALE students. SCALE students should refer to the *SCALE Program Policies* for SCALE program maximum and minimum J.D. unit requirements.

## **C. Part-Time J.D. Students**

### **1. Maximum units**

A part-time student pursuing the J.D. degree may not enroll in more than 11 units in a fall or spring semester without the Associate Dean for Student Services' permission; 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 a summer term without the Associate Dean for Student Services' permission.

The Associate Dean for Student Services will not approve an overload request unless a student is in good academic standing and will not approve more than one overload for a student absent exceptional or unusual circumstances.

### **2. Minimum units**

A part-time student must enroll in at least eight units per semester unless (i) approved by the Associate Dean for Students Services due to extraordinary circumstances (e.g., the student experiences a significant, unexpected health issue), or (ii) the student requires fewer than eight units to reach the graduation requirement of satisfactorily completing 87 units.

No minimum unit requirements exist for summer. But part-time J.D. students should be aware that they may be ineligible for federal student aid if they take too few units (see Federal Financial Aid Eligibility Policy). Part-time students should expect to take some units over the three summer sessions to graduate within four years.



**D. Minimum Number of Classroom Credits**

ABA Standard 311(a) requires J.D. students to complete at least 64 credit hours through regularly scheduled classroom sessions or direct faculty instruction. Although 87 total credits are required for graduation, students who take more than 23 non-classroom credits (e.g., externships, clinics, Intersession courses, etc.) will need to exceed the 87-credit minimum to graduate (see Academic Policies and Procedures).

**E. Concurrent-Degree Students**

A student in an approved concurrent-degree program (e.g., J.D./M.B.A. Program with The Drucker Graduate School of Management, part of Claremont Graduate University (CGU)) must receive approval from the Associate Dean for Student Services to enroll in more than 17 units in a term or semester for both degree programs combined (e.g., a student who desires to take 14 units at Southwestern and six units at CGU in one semester must seek approval since this is 20 units combined). A student must be in good academic standing to receive permission to exceed 17 combined units.

A student in a concurrent-degree program should note the maximum cross-credits allowed in each degree program (e.g., CGU will accept up to 12 units of appropriate transfer credit toward its 48-unit M.B.A. program, and Southwestern will accept up to 12 units from the CGU M.B.A. program toward the J.D. degree; see Interdisciplinary Programs Policy for more information, including the grades required to transfer credit).

**F. January Intersession**

The January intersession program is held for one week each year, typically over four days, following the fall semester's conclusion and before the spring semester's start. J.D. students may not enroll in more than one unit in any single intersession, although students may take courses in multiple intersessions.

**G. 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 A and C above. Only units from the classroom component of an Honors Program will count toward the 64 credit hours of regularly scheduled classroom sessions described in Section D.

**H. Limits on Distance Education Course Credits for Residential Students**

Students who are not enrolled in the Online J.D. Program may earn no more than 43 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, whether synchronously or asynchronously.

**I. Course Work at Other Law Schools**

Except as detailed in the Transfer and Visiting Students Policy, Southwestern will accept up to 6 units of coursework taken at another approved school toward the 87 units required to earn the J.D. This 6-unit maximum includes all coursework completed during any term, including study-abroad programs, summer sessions, or intersessions.

**J. Study-Abroad Programs**

Southwestern will accept credit for study-abroad programs completed through other ABA-approved law schools only if the Associate Dean for Student Services has approved the program before the student's departure. 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 may be applied toward the J.D. degree.

**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

Los Angeles, CA

### Online Student Identity Verification Policy

**Administrative policy approved June 30, 2023.**

**Revision history:** Technical edits made in May 2024.

**Related policies and forms:** Computer and Network Use Policy; Examination Administration 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](mailto: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. Online platform:** Most online examinations are administered using an online platform with features designed to verify student identity and ensure exam security. These features may include live or AI proctoring and facial recognition technology.
- 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 their Southwestern ID card 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 shows 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. 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

### 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

#### Administrative policy.

**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; technical edits made in May 2024; revised December 2024 to remove procedures for withdrawing from Southwestern, now covered in a standalone policy.

**Related policies:** SCALE Program Policies; Master of Laws Program Policies; Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Attendance Policy; Maximum J.D. Units Policy; Student's Right to Cancel and Tuition Refund Policy; Religious and Cultural Observances Policy; Student Health-Related Leave of Absence and Return Policy; Withdrawing from Southwestern

**Scheduled Review Date:** April 2026 (Student Services Office and Registrar's 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 before the student can take the desired action.

1. Adding a course after the add period
2. Withdrawal from a course after the drop period
3. Adding an Honors Program
4. Adding and dropping 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., full-time to part-time or online to residential)
10. Request to exceed Credit/No Credit limit



## **B. Registering for Courses**

Students should consult the relevant [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 via Self- Service. 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.

### **1. Registration priority**

Students register for courses under a priority start time system to ensure equitable access to courses during the registration process. The priority system is designed to facilitate course availability based on graduation date to help students with limited enrollment opportunities as they near graduation. In accordance with ABA Standards, J.D. students are given priority registration into bar examination preparation courses and courses required for bar admissions over students in other programs, such as the LL.M. programs

The registration priority start time is a random, computer-generated time. Once assigned, registration priority start times will not be changed. Students will have approximately 15 minutes from the start of their registration priority start time before the next group of students can begin registering.

Students will be able to take all required courses before their scheduled graduation and should not be discouraged by a later priority registration time. However, it is incumbent on each student to comply with their registration priority start time.

### **2. 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.

### **3. 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 withdraw from Southwestern after the last drop date should refer to the *Policy on Withdrawal from Southwestern Law School*.

The effective date of the course drop is usually 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. Cross-registration also occurs when a student in a residential or hybrid J.D. program registers for a required course in the Online J.D. Program and when an Online J.D. Program student registers for a required course in a residential program.

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 for Student Services approves cross-registration, students may enroll in the course 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 must obtain approval from the Associate Dean for Student Services after receiving written approval from the Externship Office. This request must state why cross-registration is necessary. Cross-registration to accommodate part-time externships is unlikely to be approved.

No approval is required for students to register for electives in the Online J.D. Program, although students in a residential program should consult the limits on online or distance-education courses they may take under Southwestern's *Maximum J.D. Units Policy* and determine how taking distance-education courses may impact their ability to sit for a bar examination in their jurisdiction of choice by consulting the [Professional Licensure by Program](#) webpage and the board of bar examinations in that jurisdiction.

### **D. Auditing Courses**

Southwestern students 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. 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. SCALE students should refer to the *SCALE Program Policies* for the rules on auditing courses in the traditional program.

#### **E. 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 Los Angeles, CA

### SCALE® Program Policies

**Mixed faculty and administrative policy.**

**Revision history:** Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; revised in August 2023; technical edits were made in June 2024 and July 2024; edits made in August 2024 to clarify add/drop deadlines and processes; edits made in April 2025 to refer to the Lawyering Practicum course and quarters, update the academic disqualification process, clarify the academic probation policies, and add maximum unit policy for SCALE.

**Related policies:** [Academic Disqualification](#), [Academic Probation](#), and [Academic Improvement Program Policies](#); Attendance Policy; Academic Policies and Procedures; Externship Program Policies and Guidelines; Grading and Scholastic Honors Policy; Criteria for Final Course Grade Policy; Graduation Requirements Policy; [Incomplete Grade Policy](#); Financial Aid Satisfactory Academic Progress Policy; Student's Right to Cancel and Tuition Refund Policy; Policy on Alcohol and Other Drugs, Code of Student Professionalism and Conduct; Policy Statement on Student Academic Work-Product Originality; Student Honor Code; Interim Sexual Misconduct Policy; Withdrawing From Southwestern.

**Scheduled Review Date:** March 2026 (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. Attendance**

SCALE requires significant student collaborative effort. Students complete assignments and perform roles to benefit themselves and their classmates. A student's failure to complete required assignments 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 (i.e., Quarters 1, 2, 3, and 4) is administratively withdrawn from all courses in a given term, that student will be considered as having withdrawn from Southwestern 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 term, that student will be considered on an involuntary leave of absence and must return for the next term, or they will be withdrawn from Southwestern.

See *Attendance Policy* for other attendance requirements.

**B. Evaluation Terms and Schedules**

The SCALE two-year program comprises four evaluation terms in the first year, a mandatory summer session, and four evaluation terms in the second and final year. The SCALE 2.5-year modified curriculum, which is optional, has an added evaluation term during the fall semester of the third year.

At the start of each academic year, the schedule of classes, final examinations for all SCALE courses, and the SCALE Curriculum Charts are posted on [SCALE – Current Students CANVAS page](#). The SCALE Curriculum Charts specify the units allocated to each SCALE course 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. Students should expect the SCALE schedule to change as circumstances dictate. Any changes will be communicated to students in a timely fashion via email.

### **C. Grading**

SCALE 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.

Exceptions to the alphabetical grading system are Foundations of Law & Practice, Trial Advocacy, the Lawyering Practicum, and the SCALE II Quarter 8 externship, which are graded Credit/No Credit. See *Grading and Scholastic Honors Policy*. Unless otherwise provided in this policy, courses offered on a Credit/No Credit basis are not included in the computation of the GPA.

In courses that span multiple terms, the mark of "M" will appear for each term, other than the final term, where the course grade will appear. The "M" mark does not impact a student's GPA.

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 term. The quotient is carried out only to the first three decimal places.

To ensure equity in multiple-section courses and uniformity of grades, all alphabetical grades awarded for Quarter 1, Quarter 2, and Quarter 3 must be calculated based on 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 grades awarded for the SCALE summer session, Quarters 4, 5, 6, 7, and 8 must be calculated based on a mean of 3.000 (plus or minus one-tenth) and a median of B. A minimum of 15 percent of grades in the A range

(A+, A, and A-) will be awarded. In courses with fewer than 30 students enrolled, the mean and median standards are to be used as guidelines.

The GPA for each SCALE term is calculated based on the points earned for each grade and the number of units allocated to each course. See *Grading and Scholastic Honors Policy*. This GPA is comprised of both SCALE and non-SCALE residential courses.

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

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 Quarter 1 and 2 grades.

#### **D. Incomplete Work**

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 the approval from the Associate Dean for SCALE and Associate Dean for Student Services.

The appropriate use of an Incomplete grade, the process for requesting, converting, or removing an Incomplete grade, and the impact of an Incomplete grade on financial aid, graduation, and class rank, as well as other policies relevant to an Incomplete grade can be found in Southwestern's *Incomplete Grade Policy*. SCALE students are subject to Southwestern's *Incomplete Grade Policy*, with the addition that any policy that requires approval by the Associate Dean for Student Services will also need to be approved by the Associate Dean for SCALE.

#### **E. Externships**

##### **1. Summer externships**

SCALE students may participate in the Externship Program during the SCALE summer session described below. Please see the [Externship Office](#) portal page for more information. SCALE students who elect to participate in the optional summer session externship must adhere to the *Externship Program Policies and Guidelines*.

A student on academic probation may not apply for externships. A student placed on academic probation while participating in an externship may continue the placement barring extraordinary circumstances.

##### **2. SCALE II Quarter 8 externships**

The SCALE II Quarter 8 externship completes the SCALE experience and begins in March, following the completion of Quarter 7. The Externship Office administers

Quarter 8 externships. For more information, please visit the [Externship Office](#) portal page.

The Co-Directors of the Externship Program must approve each externship before the commencement of the externship. Externships are graded Credit/No Credit. A grade of Credit is not included in the computation of the term grade point average (GPA) or the cumulative GPA. (See Section M(4) (*Academic disqualification and probation*) in this policy for an explanation of the term and cumulative GPA requirements.) A grade of No Credit is computed as a SCALE course with a grade of F and will be included in the computation of the term and cumulative GPA.

Unlike the elective externships in the non-SCALE residential program, the Quarter 8 externship is required for all SCALE students. Each student must complete 40 hours per week during the Quarter 8 externship, totaling 300 hours.

Each student must attend and complete the required hours for the Quarter 8 externship. A student who fails to complete the Quarter 8 externship with a grade of Credit is not eligible for graduation.

The Co-Directors of the Externship Program may require students to complete additional written or oral assignments in response to absences. See *Attendance Policy* and *Externship Program Policies and Guidelines* for other attendance requirements.

## **F. Summer Session**

The summer session for SCALE students will occur following Quarter 4 and before the commencement of Quarter 5. In addition to taking the multi-term 2-unit course Lawyering Practicum (see Section G below), SCALE students are required to complete a minimum of 4 units during the summer session consisting of one or a combination of the following options:

- enrolling in an externship course;
- taking at least one Southwestern summer session course; or
- participating in a Southwestern summer-abroad program or non-Southwestern ABA-approved summer-abroad program.

In addition to taking the Lawyering Practicum, SCALE students may take a maximum of six units in the summer session, absent special permission granted by the Associate Dean for SCALE. For the purpose of academic standing calculations, grades earned during the SCALE summer session will be part of the SCALE Quarter 5 term GPA. Academic standing calculations are calculated at the end of Quarter 5. Grades earned during the SCALE summer session will also be part of the student's cumulative GPA calculation.



#### **G. Upper-Division Writing Requirement**

SCALE students are required to fulfill Southwestern's upper-division writing requirement. Absent extraordinary circumstances and approval by the Associate Dean for SCALE, all SCALE students must enroll in and satisfactorily complete the Lawyering Practicum. The Lawyering Practicum takes place during Quarter 4, the SCALE summer session, and Quarter 5 and is a Credit/C/No Credit course. A grade of Credit is not included in the computation of the term grade point average (GPA) or the cumulative GPA. Students who earn a grade of C in the course will receive two units of credit and will satisfy the requirements of the course; a grade of C will be included in the computation of the term and cumulative GPA. Students who earn a grade of No Credit will not be awarded units for the course and will not have satisfied the requirements of the course; a grade of No Credit is computed as a SCALE course with a grade of F and will be included in the computation of the term and cumulative GPA. As the Lawyering Practicum satisfies the upper-division writing requirement, SCALE students are not required to enroll in a seminar or equivalent writing course in the non-SCALE residential program.

#### **H. Experiential Requirement**

Per ABA Standard 303, Southwestern has adopted an experiential requirement for graduation. SCALE students must complete at least six credit hours of coursework specifically approved and designated as meeting the experiential requirement. Students must take at least one unit in oral communications-focused courses. Select courses in the SCALE curriculum may be eligible to meet the experiential requirement; however, in some cases, students must complete courses in the non-SCALE residential program to fulfill the required six units. The SCALE II Quarter 8 externship provides five units toward the experiential requirement if completed satisfactorily. See the *Experiential Requirement* section of the *Graduation Requirements Policy*.

#### **I. Enrolling in and Dropping Non-SCALE Residential Courses**

Subject to course availability, SCALE II students may register for courses in the non-SCALE residential fall and spring semesters and one course in the January intersession (subject to the maximum unit limitations in Section M(1) below). The non-SCALE residential course grades will be averaged with the SCALE grades and become part of the student's cumulative grade point average. The grade in a non-SCALE residential course will be awarded when the non-SCALE residential course grade is awarded. Students will not be charged for the added non-SCALE residential electives.

SCALE students are required to fulfill course attendance requirements as outlined in the

*Attendance Policy.* SCALE II students registered in non-SCALE residential courses must abide by the add/drop dates published in the non-SCALE residential 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 (i) filling out a Student Action Report (SAR), (ii) obtaining approval from the Associate Dean for Student Services and Associate Dean for SCALE, and (iii) submitting the completed and signed SAR to the Registrar's Office.

Any non-SCALE residential course dropped before the non-SCALE residential course "drop" deadline using the correct process will not appear on the student's transcript.

Any non-SCALE residential course dropped after the non-SCALE residential course "drop" deadline using the correct process will result in a mark of a "W" on the student's transcript.

Any non-SCALE residential course dropped after the non-SCALE residential course "drop" deadline without the correct process 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.

#### **J. Academic Good Standing**

A student is in good academic standing unless the student:

- is on academic probation, as defined in *Academic probation* of Section M(4) of this policy; or
- has been academically disqualified under *Academic disqualification* in Section M(4) of this policy.

#### **K. Graduation Requirements**

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

- have satisfactorily completed all required courses in the SCALE curriculum;
- have satisfied the upper-division writing requirement;
- have satisfied the 6-unit experiential course requirement, including the 1-unit oral communication requirement;
- be in good academic standing;
- have a cumulative GPA of at least 2.330 or higher at the end of the 2 or 2.5 years of SCALE;
- have completed 87 units;
- have removed any approved Incomplete grade; and
- have met any other requirements outlined in the *Graduation Requirements Policy* not explicitly delineated in this policy.

## **L. SCALE Program Honors**

Eligibility for the invitation to Law Review, Law Journal, the Moot Court Honors Program, and the Negotiation Honors Program is based on (i) class standing or GPA at the end of the first year of SCALE (i.e., Quarters 1, 2, 3, and 4), (ii) participation in the summer write-on competition, intramural competitions, or try-outs, as applicable; and (iii) any other considerations and requirements set forth by the individual honors programs. Students may be invited to participate in the Trial Advocacy Honors Program in their first year of SCALE. Students may be invited to participate in Law Review, Law Journal, the Negotiation Honors Program, and Moot Court Honors Program in their second year of SCALE.

To participate in an honors program, students must be in good academic standing and meet all other requirements required by the individual honors programs. A student on academic probation may not participate in any Honors Program (e.g., Law Journal, Negotiation Honors Program, etc.). Students on academic probation may not hold or continue in leadership positions in any student organization, including mentoring roles through any student organization. Students on academic probation also may not participate as a Peer Mentor in the SCALE Peer Mentor Program.

SCALE students are eligible for scholastic honors as outlined under the *Scholastic Honors* section of the *Grading and Scholastic Honors Policy*.

## **M. SCALE Academic Policies**

### **1. Maximum and minimum units**

The chart below sets forth the minimum and maximum units per term for SCALE students. If a course takes place over two Quarters, the number of units assigned to each Quarter for the purposes of this policy will be determined by the Associate Dean for SCALE. A student who seeks to deviate from the minimum and maximum units in a term must seek and receive advanced written approval from the Associate Dean for SCALE. Only students in good academic standing may seek permission to deviate.

<b>Term</b>	<b>Minimum Units</b>	<b>Maximum Units</b>	<b>Other Restrictions</b>
<b>Summer</b>	4 units + Lawyering Practicum	6 units + Lawyering Practicum	
<b>Quarters 5 &amp; 6</b>	5 units (per Quarter) + Lawyering Practicum	20 units (over both Quarters) + Lawyering Practicum	
<b>Quarters 7 &amp; 8</b>	5 units (per Quarter)	19 units (over both Quarters)	Students may not take more than one non-SCALE course that has class meetings or assignments due in Quarter 8.

## **2. Adding and dropping SCALE courses**

### ***a. Electives***

SCALE I students are not permitted to add or drop an elective SCALE course absent extraordinary circumstances. In extraordinary circumstances, SCALE I students may be permitted to add or drop an elective SCALE course by (i) completing a SAR form, (ii) obtaining approval from the Associate Dean for Student Services and Associate Dean for SCALE, and (iii) submitting the completed and signed SAR to the Registrar's Office.

SCALE II students may add an elective SCALE course before the SCALE add deadline using Self-Service. SCALE II students are not permitted to add an elective SCALE course after the add deadline without (i) completing a SAR form, (ii) obtaining approval from the Associate Dean for Student Services and Associate Dean for SCALE, and (iii) submitting the completed and signed SAR to the Registrar's Office. The ability to add an elective SCALE course is subject to enrollment availability, including waitlist order.

SCALE II students may drop an elective SCALE course before the SCALE drop deadline (see Section M(3)) using Self-Service. SCALE II students may drop an elective SCALE course after the SCALE drop deadline only by (i) completing a SAR form, (ii) obtaining approval from the Associate Dean for Student Services and Associate Dean for SCALE, and (iii) submitting the completed and signed SAR to the Registrar's Office. See Section I for information about dropping a non-SCALE elective.

Any elective SCALE course dropped before the SCALE drop deadline using the correct process will not appear on the student's transcript.

Any elective SCALE course dropped after the SCALE drop deadline using the correct process will result in a mark of a "W" on the student's transcript.

Any elective SCALE course dropped after the SCALE drop deadline without the correct process will be recorded as an Administrative Fail (\*F) unless otherwise approved by the Associate Dean for Student Services and the Associate Dean for SCALE.

Students are responsible for ensuring they register for and complete sufficient credits to graduate.

**b. Required courses**

SCALE I students are not permitted to add or drop a required SCALE course absent extraordinary circumstances. In the event of extraordinary circumstances, SCALE I students may be permitted to add or drop a required SCALE course by (i) completing a SAR form, (ii) obtaining approval from the Associate Dean for Student Services and Associate Dean for SCALE, and (iii) submitting the completed and signed SAR to the Registrar's Office.

SCALE II students may add a required SCALE course before the add deadline using Self-Service. SCALE II students are not permitted to add a required SCALE course after the SCALE add deadline without (i) completing a SAR form, (ii) obtaining approval from the Associate Dean for Student Services and Associate Dean for SCALE, and (iii) submitting the completed and signed SAR to the Registrar's Office. The ability to add a required SCALE course is subject to enrollment availability, including waitlist order.

SCALE II students are not permitted to drop a required SCALE course before or after the SCALE drop deadline without (i) completing a SAR form, (ii) obtaining approval from the Associate Dean for Student Services and Associate Dean for SCALE, and (iii) submitting the completed and signed SAR to the Registrar's Office.

Any required SCALE course dropped before the SCALE drop deadline using the correct process will not appear on the student's transcript.

Any required SCALE course dropped after the SCALE drop deadline using the correct process will result in a mark of a "W" on the student's transcript.

Any required SCALE course dropped after the SCALE drop deadline without the correct process will be recorded as an Administrative Fail (\*F) unless otherwise approved by the Associate Dean for Student Services and Associate Dean for SCALE.

Students are responsible for ensuring they register for and complete all required courses.

### 3. **Add/drop deadlines**

The add/drop deadlines for SCALE courses are below. See Section I for add/drop deadlines for non-SCALE residential courses.

- a. *Deadline to add SCALE courses:*** The add deadline for SCALE courses is before the start of the second class session of the SCALE course unless a course is subject to the first class attendance policy. The add deadline for SCALE courses, subject to the first class attendance policy, is before the start of the first class session of the SCALE course. See Section M(2) above for the correct process to add SCALE courses.
- b. *Deadline to drop SCALE courses:*** The drop deadline for SCALE courses is fourteen calendar days after the start of each SCALE term. See Section M(2) above for the correct process to drop SCALE courses.

### 4. **Academic disqualification and probation**

SCALE students are required to abide by the rules governing academic disqualification and academic probation as indicated below. A student who has been academically disqualified from SCALE will be deemed to have been academically disqualified from Southwestern. For the purpose of academic standing calculations in SCALE II, (i) grades earned during the SCALE summer session will be part of the SCALE Quarter 5 term GPA, (ii) grades earned during the fall semester for non-SCALE courses will be part of the SCALE Quarter 6 term GPA, and (iii) grades earned during the spring semester for non-SCALE courses will be part of the SCALE Quarter 8 term GPA.

#### **a. *Academic disqualification***

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

- ***A minimum cumulative GPA***

SCALE students are disqualified if they do not maintain a cumulative GPA of at least 2.330 at the end of each evaluation term, excluding the mandatory summer session and the January intersession. The minimum cumulative GPA requirement is initially calculated at the end of Quarter 3. Thereafter, the minimum cumulative GPA is calculated at the end of each Quarter.

- ***A minimum GPA in two consecutive evaluation terms***

SCALE students are disqualified if they do not achieve a GPA of at least 2.330 in each of two consecutive evaluation terms, excluding the

mandatory summer session and the January intersession. The minimum GPA in two consecutive evaluation terms is initially calculated after the completion of Quarters 2 and 3. Thereafter, the minimum GPA in two consecutive evaluation terms is calculated at the end of each remaining Quarter. This provision does not apply if the disqualification occurs in a student's final evaluation term of law school and the student has already completed the minimum requirements for graduation, including, but not limited to, maintaining a cumulative GPA of at least 2.330.

The following two exceptions to academic disqualification also apply:

For all SCALE II students: A student will not be academically disqualified based on their Quarter 7 performance if the following two requirements are met: (i) the student's cumulative GPA is at least 2.500 after Quarter 7; and (ii) the student earned fewer than eight graded units in Quarter 7.

For students enrolled in the SCALE 2.5-Year Modified Curriculum: A student will not be academically disqualified based on their Quarter 8 and "Continuing Spring – SCALE" performance if the following two requirements are met: (i) the student's cumulative GPA is at least 2.500; and (ii) the student earned fewer than eight graded units in "Continuing Spring-SCALE" and Quarter 8 combined (including any graded units from Quarter 7 that were included in the Quarter 8 GPA). If both requirements are met, any graded units earned in "Continuing Spring-SCALE" and Quarter 8 will be included in the term and cumulative GPA calculation for the following term.

- ***Fail a required course two times:*** Students are disqualified if they fail a required course a second time.

***b. Academic probation***

A SCALE student is placed on academic probation when the student's term or cumulative grade point average (GPA) is less than 2.330 in any evaluation term commencing at the end of Quarter 2 and thereafter, excluding the mandatory summer session and the January intersession, or when the student has been academically disqualified and readmitted. SCALE students with a GPA less than 2.330 after Quarter 1, while not on academic probation, are required to (i) meet with the Associate Dean for SCALE to discuss their academic performance and (ii) fulfill the requirements of an Academic Improvement Program (see Section M(5) below).



Students placed on academic probation must (i) meet with the Student Services Office and (ii) fulfill the requirements of an Academic Improvement Program (see Section M(5) below).

Students on academic probation and students with a GPA less than 2.330 after Quarter 1 may not participate in externships, honors programs, or leadership positions unless and until the student raises their term and cumulative GPA to a minimum of 2.330. This restriction does not apply to the mandatory SCALE Externship in Quarter 8.

The following two exceptions to academic probation apply:

- For all SCALE II students: A student will not be placed on probation based on their Quarter 7 performance if the following two requirements are met: (i) the student's cumulative GPA is at least 2.500 after Quarter 7; and (ii) the student earned fewer than eight graded units in Quarter 7.
- For students enrolled in the SCALE 2.5-Year Modified Curriculum: A student will not be placed on academic probation based on their Quarter 8 and "Continuing Spring – SCALE" performance if the following two requirements are met: (i) the student's cumulative GPA is at least 2.500 after Quarter 8; and (ii) the student earned fewer than eight graded units in "Continuing Spring-SCALE" and Quarter 8 combined (including any graded units from Quarter 7 that were included in the Quarter 8 GPA). If both requirements are met, any graded units earned in "Continuing Spring-SCALE" and Quarter 8 will be included in the term and cumulative GPA calculation for the following term.

## **5. Academic Improvement Program (AIP)**

An Academic Improvement Program ("AIP") is designed to assist students who are on academic probation or at risk of being placed on academic probation by requiring them to participate in structured co-curricular and curricular academic success programs. A student may be required to participate in an AIP when the student's cumulative GPA is 2.700 or below following any academic term. The duration of AIPs may vary depending on the program, regardless of whether a student's cumulative GPA improves in subsequent terms.

An AIP has three objectives: (1) to require students to attend curricular and co-curricular academic support offerings; (2) to require students to follow a curriculum structured to improve academic performance 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. Various curricular and co-curricular programs are offered 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.

Students with a GPA 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 if they do not interfere or conflict with the student's mandatory participation and enrollment in an AIP.

## **6. Academic disqualification procedure**

Southwestern reviews student grades at the end of each SCALE Quarter, beginning in Quarter 3, to determine whether a student has been academically disqualified. The Student Services Office will notify students by letter (via email) if they have been disqualified and withdrawn ("Disqualification Letter").

A student with a cumulative GPA of at least 2.200 who believes their grades do not reflect their academic ability may petition Southwestern's Academic Standards Committee (the "Committee") and the Vice Deans' Office for readmission. A student with a cumulative GPA of less than 2.220 may petition the Committee and the Vice Deans' Office only if one of the following two exceptions applies: (i) the student achieved a term GPA of at least 2.500 in one evaluation term before the disqualification, or (ii) the student has completed at least 40 units.

Procedures following academic disqualification for students who are ineligible to petition are set forth below in the section titled "*Procedures for students who are ineligible to petition or whose petition for readmission is denied.*"

No student, regardless of cumulative GPA, may petition for readmission if they fail to meet the conditions of a previous readmission (see "*Procedures following readmission*" below).

If a student believes their grades do not reflect 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,

gender identity or expression, reproductive health decision-making, pregnancy (including pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth, or breastfeeding), sex stereotyping (including assumptions about a person's appearance or behavior, gender roles, gender expression, or gender identity), sexual orientation, parental status, marital status, age, disability (mental or physical), medical condition, citizenship status, military status or service, veteran status, genetic information, or any other classification protected by federal or California law, or any combination of any status protected by law in the educational programs (including retention of students) or activities Southwestern operates, the student may file a complaint under Southwestern's Policy to Prevent Discrimination, Harassment, and Retaliation.

## **7. Readmission petition procedure**

The Committee and Vice Deans' Office are 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 Student Services Office. Exceptions to this deadline are allowed solely at the discretion of the Associate Dean for Student Services 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 Student Services Office of the decision on the student's petition. 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 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 all requirements set forth in the *Petition for Readmission following Academic Disqualification* (the "Petition"), which will be provided to all eligible students at the time of the Disqualification Letter. The student must email an electronic copy of their Petition (in PDF format) to [studentservices@swlaw.edu](mailto:studentservices@swlaw.edu) by the deadline listed in the Disqualification Letter. The Committee and the Vice Deans' Office will only consider Petitions in writing; personal appearances are prohibited.

## 8. Standards for readmission

The Committee and the Vice Deans' Office will review all timely submitted written Petitions from eligible students. A positive recommendation from the Committee and the Vice Deans' Office is required for readmission. In evaluating Petitions, the following factors will be considered:

- (i) Reasons offered for the academic performance that led to disqualification, including any supporting documentation and any communications with the Student Services Office related to the student's offered reasons;
- (ii) Likelihood that the student will successfully complete law school and be admitted to the bar;
- (iii) Student's participation in Southwestern's academic success programming;
- (iv) Pattern of the student's law school grades that contributed to disqualification;
- (v) Attendance records and attendance warnings;
- (vi) Documented instances of disciplinary warnings and reprimands related to a violation of any Southwestern institutional policy, including but not limited to the Policy on Alcohol and Other Drugs, Code of Student Professionalism and Conduct, Policy Statement on Student Academic Work-Product Originality, Student Honor Code, and Interim Sexual Misconduct Policy;
- (vii) Feedback from the student's past professors set forth on the *Faculty Feedback Form*; and
- (viii) Any other factors related to the items listed above.

Petitions from students who were assigned to and failed to participate in any component of a required Academic Improvement Program will be presumptively denied absent exceptional circumstances. Letters of support from faculty will not be accepted as each of a student's past professors will be asked to complete a *Faculty Feedback Form*. A voting member of the Committee is not permitted to share their personal experiences with a student beyond what is stated in the *Faculty Feedback Form*. Letters of support from staff, alumni, or other students will not be accepted.

The following examples provide guidance on circumstances that may support or weaken a Petition for readmission. These examples are illustrative and not exhaustive. Including a particular type of circumstance does not guarantee approval or denial, as the Committee and Vice Deans' Office consider the totality of the student's Petition, supporting documentation, and demonstrated readiness to succeed if readmitted. The Committee and Vice Deans' Office will evaluate each Petition on its own merit.

### **a. Examples of circumstances indicative of stronger Petitions**

- Serious medical condition: A student was diagnosed with a serious medical condition that directly impacted their ability to complete coursework. The student demonstrates that they are now in a position to complete law school successfully.
- Unforeseen personal hardship with resolution: A student experienced the death or serious illness of an immediate family member, resulting in significant emotional and logistical burdens that impacted their studies. The Petition includes an explanation of how the hardship affected their performance and how their circumstances have changed.
- Temporary and significant financial hardship that has been resolved: A student faced a temporary and significant financial crisis that severely impacted their ability to focus on coursework. The student demonstrates that their financial situation has stabilized and will not interfere with their ability to succeed going forward.
- Undiagnosed disability with accommodations in place: A student struggled academically due to an unknown disability but subsequently received accommodations and significantly improved their academic performance in the following semester.

***b. Examples of circumstances indicative of weaker Petitions***

- General difficulty with coursework without mitigating circumstances: The student's Petition states that they found law school challenging or struggled to keep up; the student indicates they have learned how to manage the workload and overcome challenges but does not provide a compelling external reason for their poor academic performance.
- Foreseeable work or personal commitments: The student was balancing work, family responsibilities, or other personal obligations and does not demonstrate why these circumstances were unavoidable. Claims of family responsibilities, work obligations, or extracurricular commitments that existed before a student enrolled in law school are not compelling, even if the responsibilities are significant, as the circumstances are foreseeable.
- Failure to address the likelihood of future success: The Petition sets forth circumstances leading to the student's poor performance but does not clearly demonstrate how those circumstances have changed or why the student is likely to succeed if readmitted.

- Failure to seek academic and other support despite personal hardship:  
The student experienced a personal crisis that made it difficult to focus on coursework. However, the student did not take advantage of available academic success programming, seek help from the Student Services Office, attend office hours, meet with Dean's Fellows, or meet with Teaching Assistants, and the Petition does not provide a compelling explanation for why they did not take advantage of programming or reach out for assistance.

Following a decision on a student's Petition, the student will be notified in writing, generally within three weeks of submitting the Petition for readmission, unless unusual or complex circumstances exist. Decisions are final and not subject to further appeal.

Procedures for students whose Petition is granted are set forth below in the section titled, "*Procedures following readmission.*" Procedures for students whose Petition is denied are set forth below in the section titled, "*Procedures for students who are ineligible to petition or whose petition for readmission is denied.*"

## **9. Procedures for students who are ineligible to petition or whose petition for readmission is denied**

A student who is ineligible to petition or 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 will be placed on the student's transcript when a student has been academically disqualified. The grades for courses taken at Southwestern by any academically disqualified student will remain on the transcript as a part of the student's permanent academic record.

A student who is ineligible to petition or whose Petition is denied may apply to Southwestern as a first-year law student through the regular admission procedures and deadlines.

- If the student is disqualified after Quarters 5 or 6, the student may apply during the current or any future admissions cycle.
- If the student is disqualified after Quarters 3, 4, 7, or 8, the student may not apply during the current admissions cycle but may apply in any future admissions cycle.

In evaluating the student's application as a first-year student, the Admissions Committee will consider, among other factors, (i) the student's previous academic

performance, (ii) the personal circumstances leading to the academic disqualification, (iii) whether the nature of the student's work, activity, or studies since disqualification indicate a stronger potential for law study, and (iv) the student's overall potential for law study despite the student's previous performance. The student must affirmatively demonstrate that they possess the requisite ability to succeed in law school despite their prior disqualification. Admission as a first-year student is within the discretion of the Admissions Committee. If a student is accepted as a first-year student at Southwestern, no credit will be given for the student's previous coursework. For students who are disqualified and seek admission as a first-year law student, financial aid eligibility may be impacted. Students should carefully read Southwestern's [\*Financial Aid Satisfactory Academic Progress Policy\*](#) before applying as a first-year law student.

## **10. Procedures following readmission**

The Committee and Vice Deans' Office have broad discretion and can impose conditions for readmission after an academic disqualification. A readmitted student is automatically placed on academic probation, which is typically at least the following evaluation term. However, probation for an extended period may be required as a condition of readmission. Students readmitted after academic disqualification may also be assigned to an Academic Improvement Program.

The Committee and Vice Deans' Office 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, meeting with the Student Services Office, engaging in professionalism conferences, etc.). If a student's Petition is granted, the Committee and Vice Deans' Office may allow the student to continue in currently enrolled courses or require the student to drop a course(s). The Committee or Vice Deans' Office may dismiss a student for breaching the conditions of readmission.

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 who is readmitted 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 per ABA Standard 501(c). For students who are readmitted following disqualification, financial aid eligibility may be impacted. Readmitted students should carefully read Southwestern's [\*Financial Aid Satisfactory Academic Progress Policy\*](#).

Students who fail to meet the reinstatement conditions will be academically disqualified and not eligible to petition for readmission. The academic disqualification will be final, and the student will be withdrawn from the law school.

**N. Federal Financial Aid Eligibility Impact**

The satisfactory academic progress standards under federal regulations governing federal student aid may differ from Southwestern's academic policies (see *Financial Aid Satisfactory Academic Progress Policy*). Students receiving federal student aid with questions about the potential impact of academic probation and academic disqualification under this policy should contact the Financial Aid Office.

**O. 2.5-Year Modified Curriculum**

Under the 2.5-year 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. To participate in the 2.5-year modified curriculum, SCALE students must timely petition the Associate Dean for SCALE. The petition must be made after the completion of Quarter 4 and, absent extraordinary circumstances, before the completion of Quarter 5. Students will only be permitted to participate in the 2.5-year modified curriculum with approval by the Associate Dean for SCALE.

**P. Leave of Absence**

**1. Petition for a leave of absence**

A student must have completed Quarters 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, pregnancy, or Title IX accommodation. SCALE students are subject to all leave of absence policies stated in 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 term for failure to remove an Incomplete grade 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, resulting in a delay in graduation.

**Q. Admission into a Non-SCALE Residential Program**

**1. Withdrawing from SCALE**

If a student wishes to withdraw from SCALE and enroll in the non-SCALE residential program but is unable to transfer under the *Transfer into non-SCALE residential program* rules below 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 admitted, such students are not eligible for unit credit for work completed in the SCALE program.

**2. Transferring into a non-SCALE residential program**

A student currently enrolled in the SCALE program may petition to transfer into the non-SCALE residential program when the student is in good academic standing and has completed at least Quarter 4. The Associate Dean for SCALE and the Associate Dean for Student Services must approve the transfer decision. If the petition is granted, the transfer will become effective starting with the following non-SCALE residential academic year. Transfer before successful completion of Quarter 4 or when the student is not in good academic standing 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 Quarter 4 are governed by the *Leave of Absence* and *Withdrawing 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 non-SCALE residential program must enroll in the law school within one year of their withdrawal to receive unit credit for work completed in SCALE.

**R. 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 Los Angeles, CA

### Student Health-Related Leave of Absence and Return Policy

**Administrative policy approved December 2, 2024. Effective immediately.**

**Revision history:** Revisions made in January 2025 to reference the Code of Student Professionalism and Conduct and to address withdrawals; revised April 17, 2025 to address transfer requests and letters of good standing.

**Related policies and forms:** Disability Accommodations Policy (Including Standards for the Study of Law); Student Honor Code; Code of Student Professionalism and Conduct; Federal Financial Aid Eligibility Policy; Financial Aid Satisfactory Academic Progress Policy; Return of Title IV Funds Policy; Incomplete Grade Policy; Academic Policies and Procedures; SCALE Program Policies, Student Records Policy – FERPA; Withdrawing from Southwestern; Voluntary Health-Related Leave of Absence Request Form; Student Readiness to Return Form; Request to Re-Enroll Form

**Scheduled Review Date:** June 2026 (Student Services Office)

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**A. [Overview and Scope](#)**

Southwestern Law School encourages students to prioritize their health and safety and take steps toward recovery, even if they must delay their academic progress.

Southwestern provides two types of health-related leaves: a Voluntary Health Leave of Absence (VHLA) and a Mandated Health Leave of Absence (MHLA). This policy describes both health-related leaves and the process for returning from them. It also describes an Interim Health Restriction and when one may be imposed. These leaves apply to all Southwestern programs, whether residential or online.

## **B. Health Leave Coordinator**

Each student requesting a health-related leave will be assigned a Health Leave Coordinator from the Student Services Office who will administer the leave and support the student through the administrative and logistical issues associated with the leave, possible appeal, and return processes. A Health Leave Coordinator will work with the student, their healthcare providers, and other appropriate professionals and campus officials to develop a leave of absence plan. This plan will address the student's needs and the considerations of the Southwestern community.

## **C. Voluntary Health Leave of Absence (VHLA)**

A VHLA is a temporary and voluntary leave from Southwestern due to a student's own health needs. A VHLA is available when a student's health condition significantly interferes with their ability to function successfully within Southwestern's programs.

Typically, a VHLA lasts for one full term (e.g., a semester or SCALE quarter) or one academic year.

Although a VHLA typically will not exceed one academic year, the Associate Dean for Student Services may extend the leave when the student provides sufficient documentation supporting the continuation. This policy does not apply to a student requesting a leave of absence due to another person's health-related issue; for those situations, students should follow the General Leave of Absence Information section of the Academic Policies and Procedures.

### **1. Requesting a VHLA**

A student may request a VHLA after they have completed at least one full semester or, for SCALE students, at least Quarter 1. A student who does not meet this threshold may withdraw from Southwestern and reapply at a later date.

Only a student in good academic standing is eligible for a VHLA unless the Associate Dean for Students Services grants special permission. A student involved in a potential disciplinary process, on academic probation, or facing academic disqualification may still request a VHLA, although Southwestern will make an individualized determination in consultation with the student about whether the discipline or academic process should proceed or wait for the student's return.

An eligible student may request a VHLA by (i) speaking with the Associate Dean for Student Services, who will assign a Health Leave Coordinator and (ii) completing the Voluntary Health-Related Leave of Absence Request Form.

If the student cannot meet with the Health Leave Coordinator or complete the Voluntary Health-Related Leave of Absence Request Form due to an emergency like hospitalization or inability to function independently, a parent, spouse, guardian, or individual holding a power of attorney that covers health decisions may do so on the student's behalf.

The deadline to apply for a VHLA is the last day of the term, as specified in the academic calendar. A VHLA request made after the student has completed the term will be considered for the upcoming term.

The Associate Dean for Student Services will provide the student (or the person acting on the student's behalf) with their assigned Health Leave Coordinator's name and contact information.

The Health Leave Coordinator will review the completed form and forward the request with a recommendation to the Associate Dean for Student Services. If approved by the Associate Dean for Student Services, the Associate Dean will notify the student and forward the form to the Registrar's Office for processing.

The Health Leave Coordinator and other Southwestern personnel will exercise discretion in sharing with each other only the minimum details about the student's medical condition as necessary to facilitate the student's health-related leave or to protect the Southwestern community's health, safety, or educational interests. In some situations, the student may be asked to sign a release that will permit the Health Leave Coordinator to communicate with the student's healthcare providers during the student's leave or facilitate internal discussions about implementing the student's health-related leave.

## **2. Creating a VHLA plan**

After the Associate Dean for Student Services approves a VHLA, the student and the Health Leave Coordinator will create an individualized health-related leave plan that the student will complete while on leave or as otherwise set forth in the plan. The plan may refer to medical treatment recommended by the student's healthcare provider and other requirements to return to Southwestern, such as how incomplete grades will be resolved and recertifying admission application certifications and representations (e.g., criminal record). Whether the student completed the plan is a factor Southwestern will consider when a student seeks to return to Southwestern after the leave.

## **3. Additional components of the VHLA process**

A student who is taking a VHLA must (i) complete an exit interview with the Student Services Office and (ii) complete meetings with the Financial Aid Office and the Accounting Office to discuss tuition payment consequences, if any.

If the student cannot complete these components of the VHLA, the Associate Dean for Student Services may delay or waive them or allow the person approved to act on the student's behalf to complete the meetings.

## **D. Interim Health Restriction**

The Associate Dean for Student Services, Vice Dean, or Dean may institute an Interim Health Restriction upon a student's health-related hospitalization or emergency or during a health-related evaluation period. In addition, the senior Southwestern official, using their professional judgment and considering all reasonably available information, may institute an Interim Health Restriction when they determine that the student presents a substantial threat of immediate harm to themselves or others within the Southwestern community.

This interim period allows a student to receive needed medical or psychological care and for all parties to consider an evaluation of readiness to remain at Southwestern. Except with the advance written

permission of the Associate Dean for Student Services, Vice Dean, or Dean, a student placed on an Interim Health Restriction is temporarily not allowed to participate in any Southwestern-sanctioned events or activities on or off campus, attend or participate in any Southwestern class, participate in academic, co- curricular, or extracurricular activities and on-campus employment, reside in or visit The Residences, or be on campus. A student on an Interim Health Restriction will retain access to their Southwestern email. The Associate Dean for Student Services, Vice Dean, or Dean will determine whether a student on an Interim Health Restriction may retain access to Canvas.

Southwestern will notify a student placed on an Interim Health Restriction in writing. The written notice will include the reason(s) why the Interim Health Restriction is being instituted and a copy of or link to this policy.

The student may request an opportunity to meet with the Vice Dean to discuss the basis for the Interim Health Restriction and the reliability of the information concerning the basis for the Interim Health Restriction. The Vice Dean will meet with the student within two business days of receiving the meeting request; the Vice Dean may determine whether the meeting will be in person or via Zoom and if other members of Southwestern's senior leadership should participate.

Following this meeting, the Vice Dean may continue, modify, or cancel the Interim Health Restriction. The Vice Dean should consult with the Dean before communicating a decision to the student. Regardless of the Vice Dean's decision, other procedures in this policy may continue.

An Interim Health Restriction may remain in effect until Southwestern completes the process for a Mandated Health Leave of Absence or other action. The Vice Dean or Dean has the discretion to cancel the Interim Health Restriction at any time based on new information received.

Given implications for federal financial aid, the Interim Health Restriction cannot last for more than 14 calendar days from the student's last day of class attendance. Thereafter, the student must choose a VHLA, be placed on an MHLA, or be allowed to return to class.

A student who withdraws from Southwestern during an Interim Health Restriction and who wants to return to Southwestern must follow the process for returning from a health-related leave in **Section I** below. It is recommended but not required that the student desiring to return follow the specific provisions in **Section I** applicable to a student seeking to return from an MHLA.

#### **E. Mandated Health Leave of Absence (MHLA)**

An MHLA is designed to assist in the following situations:

- When a student presents a substantial risk of harm to self or others or has engaged in threatening or violent activities;
- When a student significantly disrupts the educational and other activities of the Southwestern community and that disruption is deemed to be related to a health condition; or
- When a student is unable or unwilling to carry out substantial self-care obligations.

A student in one of the above-listed situations should be referred to the Associate Dean for Student Services, who will work with the Vice Dean to assess the student's situation and determine how Southwestern will proceed. In the circumstances listed above, the Vice Dean or Dean may determine that a student must take an MHLA before they can function productively within the Southwestern community.

Any Southwestern community member with reason to believe that a student poses a violent threat or a threat to public safety should contact Campus Security or the local police department.

An MHLA is an administrative and safety process, not a disciplinary process. This policy is not intended to be punitive or replace disciplinary actions under the Student Honor Code or other policies or directives. This policy does not preclude the removal or dismissal of students from Southwestern programs because of violations of other Southwestern policies. Nothing in this policy relieves a student of any financial obligations to Southwestern that were in place when an MHLA was imposed.

Typically, an MHLA will be instituted for one or more full terms (e.g., a semester or a quarter for SCALE students) or one academic year.

A student placed on an MHLA while on academic or disciplinary status will return on that same status.

## **1. Notification**

If, after conferring with the Associate Dean for Student Services, the Vice Dean or Dean determines that Southwestern will consider placing the student on an MHLA, the Associate Dean will notify the student in writing. The written notice will include the reason(s) why the MHLA is being considered and a copy of or link to this policy. The written notice will include a deadline to respond; after that date, the school may decide whether to impose an MHLA. When reasonably possible, the student may confer with the Student Services Office to provide additional information for consideration. A member of the Student Services Office may meet with the student, but a meeting at this point is not required.

## **2. Assessment**

In determining whether the student presents a serious health or safety threat, the Student Services Office will assess the student's situation by considering factors such as the following:

- the nature, duration, and severity of any risk;
- the probability that potential injury or harm will occur;
- whether the student substantially impeded the educational process or functions of other members of the Southwestern community; and
- whether reasonable modifications of policies, practices, or procedures might significantly mitigate the risk.

### **a. Evaluation**

As part of this individualized assessment, if the Student Services Office believes it will facilitate a more informed decision, Southwestern may require the student to undergo an evaluation, including a medical or psychological evaluation, by an independent and objective healthcare professional



designated by Southwestern and at no cost to the student. The student will be directed to share the Standards for the Study of Law to the provider. The student may also be required to execute necessary releases so that the report from the evaluation may be provided to appropriate Southwestern administrators. Southwestern may also request that the student execute releases for other outside health records as part of the evaluation process. If a student refuses to execute a release or respond within the timeframe set by the Student Services Office, the Student Services Office may proceed with the assessment based on information in its possession.

**b.      *Student information***

The Student Services Office will consider any medical or other relevant information submitted by the student, including but not limited to a medical or psychological evaluation by a healthcare professional of the student's choice.

The Student Services Office will give significant weight to the opinion of the student's treatment provider(s) regarding the student's ability to function academically and safely at Southwestern with or without reasonable accommodations. If the Student Services Office determines that the information provided by the treatment provider(s) is incomplete, requires further explanation or clarification, or is inconsistent with other information in the student's record, the Student Services Office may ask the student to provide additional documentation from the healthcare professional or, if the student provides proper authorization, the Student Services Office may contact the treatment provider(s) to obtain additional information.

**c.      *Reasonable accommodation***

Inherent to the decision-making process is Southwestern's commitment to consider an individual's past and ongoing condition, which may have contributed to the risk of harm. The Student Services Office may seek the assistance of other resources, as needed, to determine if the student is a qualified individual with a disability and whether a reasonable accommodation will allow that student to meet their essential academic and other Southwestern community responsibilities while abating the risk of harm and maintaining a safe environment for all students. This determination will also evaluate whether the accommodation can be provided without fundamentally altering the essential functions of the educational program provided by Southwestern, lowering academic standards, or creating an undue hardship for Southwestern.

**d.      *Other resources***

The Student Services Office will also confer, as feasible and when appropriate in a particular matter, with individuals regarding the need for an MHLA. Although each case will vary, conferring individuals could include (i) the Vice Dean, (ii) the Associate Dean of a program in which the student is enrolled (e.g., Online or SCALE), (iii) faculty members, (iv) with appropriate authorization, the student's treatment provider(s) or other healthcare professionals, (v) members of Southwestern's behavioral intervention team, (vi) a resource with expertise in mental health disabilities, and (vii) other individuals as may be appropriate in a particular matter.

### **3. Determination**

In consultation with the Student Services Office, the Vice Dean, and Dean will review the relevant documentation and available information and decide how to proceed. The decision may include the following:

- that the student remains enrolled with no conditions;
- that the student remains enrolled subject to conditions (including a description of those conditions); or
- that the student be placed on an MHLA.

#### **a. *Enrolled subject to conditions***

If Southwestern allows the student to remain enrolled subject to conditions, then the student's failure to comply with the conditions may, after appropriate consideration, result in the imposition of an MHLA. If a student is permitted to remain enrolled subject to conditions, the Vice Dean will inform the student in writing of the effective date and the duration of the modified attendance.

#### **b. *MHLA***

If Southwestern requires an MHLA, the Vice Dean will inform the student in writing of the leave decision and the basis for the decision, the effective date of the leave, the length of the leave, and conditions or requirements for return (if applicable). The length of the leave will be determined on an individual basis. The written notice will include information about the student's right to appeal.

### **F. Possible Actions**

In responding to a situation listed in **Section E**, Southwestern reserves the right to determine appropriate responses including, but not limited to, the following options:

- Allow the student to remain in school but require a specific mental or physical health evaluation within a certain period (typically 10 days) by a provider designated or approved by Southwestern at no cost to the student. The student may also be required to execute necessary releases so that the report from the evaluation may be provided to appropriate Southwestern administrators. Southwestern may also request that the student execute releases for other outside health records as part of the evaluation process. Evaluation results will be provided to the Associate Dean for Student Services, who will determine next steps.
- Invoke an Interim Health Restriction or MHLA.
- Notify the student's designated emergency contact and appropriate Southwestern officials about a mental or physical health or safety emergency. Notifications are made on a need-to-know basis.

A student typically will be allowed to take a VHLA before Southwestern initiates an Interim Health Restriction or MHLA process.

Nothing in this policy limits the power of Southwestern to take administrative action to ensure the safety of the Southwestern community.

## **G. Implications of a Health-Related Leave**

This Section applies to a VHLA or MHLA unless a specific provision is expressly limited to one type of health-related leave.

### **1. Association with Southwestern**

Unless expressly permitted by the Vice Dean or Dean for a MHLA or the Associate Dean for Student Services for a VHLA, except to attend a meeting or hearing related to their case, a student on a health-related leave will not be permitted to be on campus or participate in any Southwestern-sanctioned events or activities on or off campus, attend or participate in any Southwestern class, participate in academic, co-curricular, or extracurricular activities and on-campus employment.

Southwestern's foremost goal for students on a health-related leave is to allow the student to address the medical condition that caused the health-related leave. A student on a health-related leave will retain access to their Southwestern email.

### **2. Leadership positions**

A student on a health-related leave cannot participate or hold a leadership position in a Southwestern student organization or Honors Program during the leave period.

### **3. Services and student status**

Students on a health-related leave typically retain their admitted student status; however, they are not registered and do not have the rights and privileges of registered students. For example, students on a health-related leave will not have access to the Career Services Office, including Symplicity, individual career counseling, on-campus interviewing, and on- or off-campus Career Services Office events or programs. Students on a health-related leave will have access to BisonCares and, subject to eligibility and payment requirements, student health insurance. Exceptions to this general rule will be addressed on a case-by-case basis by the Vice Dean for an MHLA and the Associate Dean for Student Services for a VHLA.

### **4. Transcript notation**

The notation "Leave of Absence" will be entered on the student's transcript. The student will receive a "W" on their academic transcript if the health-related leave is taken after the add/drop period. If the health-related leave occurs during the add/drop period, the student will be dropped from classes without any notation on the transcript of having left for health reasons. Thus, a health-related leave will not affect the student's grade point average.

### **5. Character-and-fitness certification**

Southwestern may report a student's health-related leave to any board of bar examiners that a student applies for if required in response to character-and- fitness certification questions of that jurisdiction.

## **6. Tuition, financial aid, and scholarships**

A portion of the tuition paid by the student for courses not fulfilled during the term in which the health-related leave occurs may be refunded per Southwestern's Student's Right to Cancel and Tuition Refund Policy and Return of Title IV Funds Policy, if applicable. Southwestern will send any refunds not required to be returned to the Department of Education to the student via direct deposit. Subject to the specific terms of the scholarship, if a student goes on a health-related leave, Southwestern will reinstate their scholarship if they return to Southwestern and are still eligible for it. A student on a health-related leave will not receive a class rank for the year of the leave and will not be considered for Dean's Merit Scholarships.

## **7. Housing**

Unless expressly permitted by the Vice Dean for an MHLA or the Associate Dean for Student Services for a VHLA, if the student resides in The Residences, Southwestern may terminate the lease according to the terms and conditions of the lease and provide notice to vacate to the student. Southwestern may also prohibit the student from visiting The Residences. Students may be eligible to receive refunds of portions of their housing charges. The Vice Dean and the Associate Dean for Student Services will consult with the Chief Operating Officer when considering exceptions to this section.

## **8. Incomplete grade**

A health-related leave may extend the time period of an Incomplete grade if approved by the Vice Dean for an MHLA and the Associate Dean for Student Services for a VHLA.

## **H. Transfer Requests and Letters of Good Standing**

A student who (i) is placed on an Interim Health Restriction or MHLA or takes a VHLA and (ii) withdraws from Southwestern before the Interim Health Restriction has been lifted or resolved or before they have returned from the VHLA or MHLA will retain the academic status they held at the time of withdrawal (e.g., academic probation or good standing). However, because the Interim Health Restriction, VHLA, or MHLA process was incomplete at the time of departure, the student is not eligible to automatically re-enroll at Southwestern. Any future return requires an individualized readiness assessment and administrative approval in accordance with **Section I** of this policy.

If a student in a situation described in this section requests a letter of good standing or similar document to transfer to another institution or another purpose, Southwestern will generally confirm:

- the student's academic standing at the time of departure;
- the fact that the student's withdrawal is voluntary;
- that the student is not eligible to automatically re-enroll; and
- if applicable, any past disciplinary sanctions imposed by Southwestern and any disciplinary proceedings pending at the time of withdrawal.

Southwestern will not disclose the existence or nature of an Interim Health Restriction, VHLA, MHLA, or any related health information unless the student provides informed, written consent pursuant to the

Family Educational Rights and Privacy Act (FERPA) and other applicable privacy laws. Even with consent, Southwestern reserves the discretion to disclose only what is necessary to accurately reflect the student's record and institutional obligations.

## **I. Process for Returning from a Health-Related Leave**

This Section applies to returning from a VHLA or MHLA unless a specific provision is expressly limited to one type of health-related leave.

### **1. Student responsibilities**

Students who wish to return from a health-related leave must demonstrate that they can safely resume their program and not disrupt the community. Students must be well enough to carry out substantial self-care obligations and participate meaningfully in their educational activities. Southwestern will consider whether the student has completed their leave plan when evaluating readiness to return.

A student seeking a return from a health-related leave must take the following steps:

#### ***a. Request to return***

Typically, a student will not be allowed to return until the full leave period has elapsed and the student has met all conditions and requirements of the leave plan.

To return from a health-related leave, a student must submit (i) a Student Readiness to Return Form completed by their treating provider(s) to the Health Leave Coordinator; and (ii) a completed Request to Re-Enroll Form.

To return from an MHLA, the student must write a personal statement describing what the student did while on leave; what the student perceives were the reasons for the leave; and what changes, if any, the student plans to implement that will allow the student to safely and effectively meet the requirements of their academic program. The student must also describe how they have satisfied all conditions for return and must submit an updated resume with the statement.

To allow ample time for the review process, the deadlines to submit the Student Readiness to Return form, Request to Re-Enroll Form, and personal statement with resume (for a MHLA) to the Student Services Office are as follows:

- October 31 for possible return for the January intersession, spring semester, or SCALE Quarter 7;
- February 15 for possible participation in the London Study-Abroad Program;
- April 15 for possible return for the regular summer session;
- June 30 for possible return for SCALE Quarter 5 or the fall semester; or
- Thirty calendar days for possible return for any other term or SCALE period.

If the student submits all needed materials outside these deadlines, Southwestern will attempt to be flexible and review the student's request to return for the desired semester, period, or term. But an expedited review is not guaranteed.

***b. Additional information about student readiness***

Depending upon the nature and individual circumstances of the health-related leave, the Student Services Office may request additional information demonstrating that the student has reasonable capability of day-to-day functioning, with or without accommodations. The decision to require a student to provide this information will be made on an individualized basis and conveyed to the student in writing, along with an explanation about why the information is needed. The student may also voluntarily submit this information with their other materials.

A student might be able to demonstrate their day-to-day functioning in various ways. For example, a student may provide documentation from a reliable community observer who can comment on their activities and readiness to resume their studies. A reliable community observer could be a mentor, a member of the clergy, a work or community service supervisor, co-worker, personal trainer, athletic coach, or some other individual in a position to have observed the student during the leave and who is not related to the student by blood, marriage, or law. Where possible, the letter should be submitted on letterhead stationery, signed, dated, and describe the student's daily activities and the extent to which the writer feels the student is ready to resume studies and participate productively at Southwestern. Alternatively, a student may provide the name and contact information of a reference who can provide information concerning the student's daily activity and readiness to resume studies. The student need not disclose the reason for the leave of absence to the letter writer or reference.

**2. Review by the Student Services Office**

The Student Services Office gives significant weight to the documented opinion of the student's treatment providers regarding the student's ability to function academically and safely at Southwestern with or without accommodations. When reviewing a request to return, if the Student Services Office determines that information provided by the treatment provider is incomplete, requires further explanation or clarification, or when there is a disconnect between the medical information provided by the treatment provider and other information in the student's files, the Student Services Office will, if the student provides proper authorization, contact the treatment provider to obtain additional information. In extraordinary circumstances (e.g., Southwestern is concerned about the medical provider's credentials), the Student Services Office may request that the student undergo an additional assessment to allow Southwestern to decide about the student's readiness for return. In those rare instances, the Student Services Office will notify the student of its rationale for making this request. The student will not be responsible for the costs of additional assessments that Southwestern requests.

**3. Review by the Associate Dean for Student Services and Vice Dean**

After the Student Services Office receives and reviews all documents related to the requested return, (i) for an MHLA, the Associate Dean for Student Services will review all relevant materials with the Vice

Dean and Dean; they will decide whether it is appropriate for the student to return for the requested semester, quarter, or term or a later semester, quarter, or term and (ii) for a VHLA, the Associate Dean for Student Services will review all relevant materials and will decide whether it is appropriate for the student to return. Southwestern may place restrictions on the student's return. Restrictions might include a reduced course load, limits on co-curricular or extracurricular activities, requirements to work with a member of the Academic Success and Bar Preparation department, requirements for regular check-ins with the Student Services Office, etc. The decision, including any restrictions, should be sent to the student in writing along with a copy of or link to this policy.

#### **4. Request to return approved**

Once a student receives a decision allowing their return, the Student Services Office or Health Leave Coordinator will contact the student to request a check-in visit to review their safety and plan for sustained health, including recommendations for ongoing treatment. Students with disabilities may be eligible for reasonable accommodations and should follow the provisions of the Policy Statement Regarding Students and Applicants with Disabilities. The Student Services Office or Coordinator will also help the returning student coordinate with other offices, such as Financial Aid, Registrar, etc.

A student returning from a health-related leave is responsible for registering for the semester, quarter, or term following the expiration of the leave. They must notify the Registrar's Office in writing to have their student account reactivated to register.

#### **5. Request to return denied and appeal**

If Southwestern denies the student's request to return from leave, the student may appeal that decision. See **Section K** below.

#### **6. Failure to return**

If the student does not plan to return to Southwestern, the student should notify the Health Leave Coordinator at their earliest convenience. Any student who does not return following the expiration of their leave or after their return has been approved will be assumed to have permanently left Southwestern. They will be readmitted only upon successfully completing the return process above (i.e., receiving approval to return) and then filing a new entering student application for admission using regular admission channels. There is no guarantee that the student will be readmitted. A student who fails to enroll in any semester, quarter, or term and has not been granted a leave of absence will be deemed to have withdrawn from Southwestern.

#### **J. Individualized Assessment**

Southwestern will base any decision under this policy on objective criteria, not speculation, stereotypes, or generalizations. Before placing any student with a disclosed or known disability on an MHLA, Southwestern will perform an individualized assessment to determine if a reasonable accommodation would permit the student to continue participating in Southwestern's community without an MHLA.

## **K. Appeal**

A student subject to an action under this policy (e.g., placement on an MHLA, placement on an Interim Health Restriction, denial of a VHLA request, denial of a request to return) may appeal any decision of the Associate Dean for Student Services or Vice Dean to the Dean. A student who wishes to appeal must submit a written appeal to the Dean within 10 business days of receiving a decision. The Dean may extend this time for good cause shown, such as a student's continued hospitalization.

The appeal must specify the substantive or procedural basis for the appeal and must be made on grounds other than general dissatisfaction with the decision. The appeal process is designed to remain individualized and interactive. At any point before the final determination, the student may submit additional information relative to the student's care or progress.

The Dean will review relevant documents and any additional information submitted by the student and may confer with Southwestern officials. In addition, the Dean may meet or speak with the student. The Dean has 10 business days from receiving the appeal to decide. The Dean may extend the time limit for good cause.

The review by the Dean will be limited to the following considerations:

- Were the proper facts and criteria brought to bear on the decision?
- Has the student or another person provided material, relevant new information not previously available?
- Did any procedural irregularities materially affect the outcome to the student's detriment?
- Was the decision reasonable given the proper facts, criteria, and procedures?

The Dean may (a) uphold the decision, (b) reverse the decision, (c) modify the decision (e.g., reinstating the student subject to specified conditions), (d) return the matter to the decision maker, or (e) take other action consistent with this and other Southwestern policies. The Dean will transmit a written decision to the student, the Vice Dean, and the Associate Dean for Student Services. Unless the Dean returns the matter to another decision maker, the Dean's decision is final and not subject to further appeal.

## **L. Confidentiality**

Southwestern recognizes the sensitive and confidential nature of a health-related leave. Southwestern's use and disclosure of information related to a student's health-related leave will be guided by laws governing the privacy of student information, such as FERPA, and the limited exceptions for disclosure provided by law.

## **M. Recordkeeping**

Documentation generated in connection with administering this policy will be kept in a secure file accessible only to the Student Services Office, Vice Dean, and Dean. If related to a disability, documentation will also be kept in a student accommodation file. The Voluntary Health-Related Leave



of Absence Request Form will be retained in the official student file.

**N. 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

#### Summer-Abroad Law Programs Policy

##### Administrative 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; technical edits made in June 2024.

**Related policies:** Financial Aid Policy; Maximum J.D. Units Policy; and Transfer and Visiting Students Policy

**Scheduled Review Date:** March 2026 (Student Services Office)

#### A. Participating in Summer-Abroad Law Programs

Southwestern Law School sponsors a summer-abroad law program in London. To be eligible to participate, students must have completed their first year of study and be in good academic standing before the program's start. The program director may also consider a student's academic performance when determining enrollment.

Students may generally attend Southwestern's summer-abroad law program once during their time at Southwestern. Students may attend a second time at the program director's discretion in consultation with the Associate Dean for Students Services.

A maximum of eight units from Southwestern summer-abroad programs may be applied toward the J.D. degree. The program director 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 the program a second time, the program director will consider whether the student would displace another student who has not yet participated 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 summer-abroad programs and are strongly advised to contact the Financial Aid Office before registering or paying any program fees.

#### C. Policy Revisions

Southwestern reserves the right to change or modify any aspect of this policy at any time, with or without prior notice.



## Time Limits for Grading and Feedback in Distance Education Courses

**Faculty policy. Effective as of June 1, 2024.**

**Revision history:** New policy required by California Code of Regulations 71715(d)(7).

**Related policies:** Distance Education Policy for Programs Other Than the Online J.D. Program; Grading, Scholastic and Other Honors, and Specialized Courses Policy; Examination Administration Policy

**Scheduled Review Date:** May 2025 (Office of the Vice Dean(s))

### A. Application

This policy applies to all Distance Education courses offered at Southwestern Law School. Consistent with Definition 7 of the ABA Standards and of the California Code of Regulations, 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.

### B. Returning Grades and Feedback to Students

1. Within 10 days of the due date listed on the course syllabus, a faculty member will provide to students a response or an evaluation of the following assignments and assessments:
  - a. Graded discussions;
  - b. Graded case briefs or similar materials;
  - c. Quizzes;
  - d. Short essays;
  - e. Oral reports or presentations;
  - f. Video reports or presentations;
  - g. Other types of weekly assignments; and
  - h. Other work related to weekly lessons.

2. Within 21 days of the due date or examination administration date listed on the course syllabus or in official Registrar's Office announcements, a faculty member will provide to students a response or an evaluation of the following assignments and assessments:
  - a. Midterm examinations;
  - b. LAWS I initial and draft memos;
  - c. LAWS II draft brief;
  - d. First complete or substantial drafts of seminar papers, law review or law journal notes, or similar papers; and
  - e. Any assignment worth at least 15% of the final course grade.
3. The following assignments and assessments must be returned to students on the date listed on the relevant academic calendar for the release of final course grades:
  - a. Final course grades;
  - b. Grades and feedback on final examinations;
  - c. Grades and feedback on final LAWS I and II final written projects;
  - d. Grades and feedback on final seminar papers, law review or law journal notes, or similar papers;
  - e. Grades and feedback on final simulation projects (e.g., final trial); and
  - f. Grades and feedback on final class project, whether group or individual.

### **C. 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 Los Angeles, CA

### Withdrawing from Southwestern

#### Administrative policy.

**Revision history:** Formerly a part of the Registration Policies and Procedures; established as a standalone policy in December 2024; technical edits made in May 2025.

**Related policies:** Academic Policies and Procedures; Registration Policies and Procedures; Return of Title IV Funds Policy; Student's Right to Cancel and Tuition Refund Policy; Administrative Withdrawal Policy; Student Honor Code; Code of Student Professionalism and Conduct; Student Health-Related Leave of Absence and Return Policy; Grading and Scholastic Honors Policy; Attendance Policy; Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; SCALE Program Policies; Master of Laws Program Policies

**Scheduled Review Date:** July 2025 (Registrar's Office; Student Services Office)

#### **Purpose**

The purpose of this policy is to establish clear guidelines and procedures for students who wish to withdraw from Southwestern Law School. It also addresses situations in which Southwestern may involuntarily withdraw the student. The policy aims to ensure a fair and transparent process for students while maintaining academic integrity and Southwestern's standards.

#### **Eligibility for Withdrawal**

##### **Voluntary withdrawal**

A student may voluntarily withdraw from Southwestern at any time during their academic program. Voluntary withdrawal includes situations where a student decides to leave the program for personal, academic, or other reasons.

##### **Involuntary withdrawal**

In cases where Southwestern deems it necessary, Southwestern may initiate an involuntary withdrawal. Grounds for involuntary withdrawal may include academic disqualification, violating the Student Honor Code or Code of Student Professionalism and Conduct, failing to adhere to attendance requirements, failing to provide college transcripts showing undergraduate degree completion, failing to return from a leave of absence as scheduled, and other circumstances determined by Southwestern's administration.

## **Withdrawal Procedures**

A student who wishes to withdraw from Southwestern voluntarily must submit a written request to the Student Services Office. The written request must include the student's full name and student identification, reason(s) for withdrawal, and proposed effective date of withdrawal.

Upon receiving the withdrawal request, the Student Services Office will provide the student with information about any financial implications, academic consequences, and the process for returning any Southwestern property, including library materials and identification cards. The effective date of withdrawal will be (i) the date Southwestern receives the withdrawal request or (ii) if later, the date the student indicates on the withdrawal request.

### **D. Academic and Financial Implications**

#### **Academic consequences**

A student who voluntarily withdraws from Southwestern before the end of a grading period (e.g., semester, quarter, etc.) will receive a "W" grade for each course in which they are enrolled. The "W" grade does not affect the student's GPA. A student who is involuntarily withdrawn due to academic misconduct may receive "F" grades for the affected courses, which will be factored into their GPA.

Withdrawing from Southwestern does not prevent Southwestern from issuing a grade or any resulting academic determinations for a completed term or course.

#### **Financial implications**

Tuition refunds, if applicable, will be determined based on the Student's Right to Cancel and Tuition Refund Policy in effect at the time of withdrawal. A student who received financial aid or scholarships should consult with the Financial Aid Office to understand the impact of withdrawal on their financial aid package or scholarship eligibility.

#### **Other consequences**

Withdrawing from Southwestern does not prevent Southwestern from continuing its investigation of an open matter (e.g., under the Student Honor Code, Code of Student Professionalism and Conduct, Title IX, etc.) or issuing sanctions.

#### **Readmission**

A student who has voluntarily withdrawn from Southwestern may apply for readmission through Southwestern's regular admissions process. If the student is academically disqualified, or if Southwestern learns after the withdrawal that a student violated a Southwestern policy or code, the student may apply for readmission if they are eligible. The Admissions Office will provide reapplication procedures and deadlines.

If Southwestern involuntarily withdraws a student, the student may not be eligible to apply for readmission.

If a student is readmitted as a first-year student after a voluntary or involuntary withdrawal, the grades that the student received at Southwestern before the withdrawal or that the student earned and Southwestern issued after the withdrawal will be listed on their transcript as part of their academic record. The unit credits, however, will be removed, and the student's grade point average will start anew. Students should

confer with the Financial Aid Office about how and whether the readmission impacts their ability to receive student financial aid.

**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 Policies

# SOUTHWESTERN

## LAW SCHOOL

### Los Angeles, CA

### Examination Administration Contingency Plan

**Administrative policy approved October 11, 2023.**

**Revision history:** Edited May 2024 to address online, remote examinations; May 2024 edits are effective as of August 1, 2024; revised November 2024 to add references to Exemplify for fully online courses.

**Related policies:** Examination Administration Policy; Online Student Identity Verification Policy

**Scheduled Review Date:** July 2025 (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 online examinations when Exemplify or ProctorU 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, inability of Exemplify or ProctorU to offer services, 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 the third-party platform provider, 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. Examinations for Courses with an On-Campus Component**

### **1. Exemplify is unavailable**

Southwestern uses Exemplify for in-person examinations. 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. 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 Exemplify 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.

### **3. Exemplify is unavailable and Southwestern's campus is closed due to an emergency**

If Exemplify 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.

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.

### **4. Emergency during an examination in progress**

If an emergency occurs while an in-person 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 scheduled 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.

## **D. Examinations for Fully Online Courses**

Southwestern uses ProctorU to administer online, remote examinations. ProctorU is a reliable online platform and proctoring service used around the world. The examination is created in Canvas, and students will connect to the examination through ProctorU's Guardian browser.

### **1. ProctorU is unavailable**

If ProctorU is not available, students will complete their examinations using Exemplify with ExamID and ExamMonitor. Southwestern may also make any of the following accommodations:

Southwestern may work with the professor to change the examination's composition (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) or may convert the examination, reschedule the examination, or take other steps that are fair and equitable to those who may have

already taken the examination and those who must still take the examination.

The examination may be administered as an open-book, open-note take-home examination. "Take-home" means an examination is 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).

## **2. Exemplify is unavailable**

If Exemplify is not available, Southwestern may make any of the following accommodations:

Southwestern may work with the professor to change the examination's composition (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) or may convert the examination, reschedule the examination, or take other steps that are fair and equitable to those who may have already taken the examination and those who must still take the examination.

The examination may be administered as an open-book, open-note take-home examination. "Take-home" means an examination is 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).

Southwestern will release the examination on the Exam Administration Canvas course. Students will complete the examination in Canvas and submit their completed examination through the Exam Administration Canvas course.

Students must begin the exam during the scheduled or rescheduled examination window. Canvas will track each student's examination time and end the exam after the examination duration has elapsed.

## **3. Canvas is unavailable**

If Canvas is not functioning, students will be instructed to email [exams@swlaw.edu](mailto:exams@swlaw.edu), with the course name and professor in the subject line, to receive their examinations. They will complete the examination using Word and return it by email. If a student returns an examination answer after the permissible time period, including a 10-minute grace period for downloading and emailing, the professor has discretion to reject the examination, accept the examination, or accept the examination subject to 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 Student Services Office will determine whether the professor should grade the examination for a letter grade or on a Credit/No Credit basis.

## **4. Emergency while an examination is in progress**

If an emergency occurs while an online examination is in progress (e.g., a fire; health emergency requiring immediate medical attention, etc.), students should let the live proctor know. The proctor will have instructions on how to deal with some emergencies. If the proctor cannot handle the student's situation, the student can request that the proctor contact an intervention specialist. If the intervention

specialist cannot resolve the problem, the student should do their best to complete the examination. If after working with the intervention specialist, the student still cannot complete the examination due to an emergency, the student should contact the [exams@swlaw.edu](mailto:exams@swlaw.edu) immediately. Southwestern will evaluate the situation and assess options on a student-by-student 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 (e.g., in the event of a fire alarm sounds but the exam room is safe to re-enter); grading the examination on the basis of work completed at the time of the disruption; and granting an Incomplete.

#### **E. 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

#### Examination Administration Policy

Administrative policy approved July 22, 2022.

**Revision history:** Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; revised October 2023; renamed “Examination Administration Policy” and revised in May 2024 to address courses that are offered in a primarily online format, incorporate the formerly separate Examination Policies, and create a freestanding Criteria for Final Course Grade Policy and a freestanding Examination Review Policy; revised November 2024 to add Exemplify in place of ProctorU.

**Related policies:** Religious and Cultural Observances Policy; Incomplete Grade Policy; Grading, Scholastic and Other Honors, and Specialized Courses Policy; Online Student Identity Verification Policy; Student Honor Code; Policy Statement Regarding Students and Applicants with Disabilities; Criteria for Final Course Grade Policy; Examination Review Policy; Examination Administration Contingency Plan

**Scheduled Review Date:** April 2025 (Registrar’s Office and Associate Dean for Online Education)

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## A. General Examination Procedures

1. **Final examination schedule:** The Law School will publish the final examination schedule on the [Registrar's Office page](#) on Southwestern's Portal. Each upper-level student is responsible for registering for courses that allow for an examination schedule that the student can manage without alteration.
2. **Courses with an on-campus component:** For courses that have an on-campus component, all midterm and final examinations will be administered in person and on campus. The course syllabus will include any exceptions to the in-person and on-campus midterm and final examination procedure. In addition, the Law School reserves the right to change exam administration from on-campus to remote or make other adjustments when circumstances render on-campus exam administration unsafe or unfeasible.
3. **Fully online courses:** For courses that are fully online, including courses delivered fully via Zoom, all midterm and final examinations will be administered online with proctoring. In Self Service, fully online courses are identified by a  symbol. Southwestern reserves the right to administer an examination for a fully online course in person and on campus.
4. **Being late for an examination and missing an examination:** Except in limited circumstances outlined below or in another Southwestern policy, each student must take the examination on the date and time scheduled for the course in which the student is enrolled. Students who are late for an examination will not be allowed additional time, and students who miss the examination will not be allowed to sit for the examination.
5. **Open-book or closed-book examinations:** With a small number of exceptions, final examinations will be closed-book. Unless a final examination is specifically approved for open-book administration, it will be administered in a closed-book format. Students should consult their professor or professor's syllabus to determine if the exam will be open-book or closed-book. Students should speak to their professors regarding specific instructions for examinations.

In a closed-book examination, you are not permitted to have access to any books, notes, outlines, other printed materials, or scratch paper during the examination. In an open-book examination, you can use books and other materials that the professor allows, but they must be physical copies or printed and cannot be in digital form. Examplify will disable all documents on your computer while taking the exam.

Your professor may choose to provide you with a supplement to use while taking the examination. Supplements will be provided to you electronically through the Examplify platform. If applicable, supplements will be included in the exam attachment along with any essay questions accessed through

the Tool Kit.

## **B. Exceptions to General Examination Procedures**

Exceptions to the General Examination Procedures in Section A will be made only in extraordinary circumstances as determined by the Associate Dean for Student Services or, in the Associate Dean's absence, by a Vice Dean. Listed below are the most anticipated exceptions and their related procedures. Students must also follow the procedures in Section C. *Importantly, a student should never discuss an exception or the possibility of an exception with their course professor; contacting the professor may compromise anonymity.*

### **1. Administrative change of exam date or time**

If the Law School changes the date or time of an examination and the change results in a conflict, the Law School may reschedule one of the student's examinations. For final examinations, relief will be granted only when the conflict was not apparent during course registration or when the potential conflict was discussed with the Associate Dean for Student Services during course registration and an exception was granted in writing. A conflict exists only when two or more examinations are scheduled on the same date and time.

### **2. Religious or cultural observance**

The Law School may reschedule an examination that conflicts with a student's religious or cultural observance under Section 5 of the *Religious and Cultural Observances Policy*. Student requests for exam accommodations must be directed to the Student Services Office as early in the semester as possible. Requests made late in the semester or close to an examination date may be denied.

### **3. ADA or pregnancy accommodation**

The Law School may change an examination time or testing conditions for a student pursuant to the *Policy Statement Regarding Students and Applicants with Disabilities*.

### **4. Student illness or injury**

A student who believes they cannot sit for an examination due to an illness or injury should immediately contact the Student Services Office.

The student must visit and obtain appropriate documentation from a treatment provider, such as a physician. The student must also obtain a written statement from the treatment provider about the student's illness or injury and fitness to return to school. The Associate Dean for Student Services will determine if the note is sufficient and timely. 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 Law School 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" (\*F) grade in the course.

Depending on when the illness or injury occurs during the examination cycle, when the appropriate



documentation is received, and other factors, the student may need to accept an Incomplete grade and take the examination the next time the course is offered.

#### **5. Death or serious illness**

The Associate Dean for Student Services may reschedule an examination when a student experiences the death or serious illness of a person in their immediate family or another person with whom the student has a similarly close relationship. 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 an examination that falls several days after the funeral. In that situation, the Associate Dean may consider an Incomplete grade and allow the student to sit for an examination the next time the course is offered.

#### **6. Unavoidable conflict with clinical obligations or Advocacy Honors Program**

The Associate Dean for Student Services may reschedule an examination that conflicts with a court hearing or administrative proceeding connected to the Law School clinical programs. The student must demonstrate they have exhausted all means of avoiding the conflict by attempting to reschedule the hearing or to have another attorney handle the hearing if feasible. The Associate Dean may contact the supervising attorney to verify the unavoidable nature of the conflict.

The Associate Dean for Student Services may reschedule a midterm examination that conflicts with the dates that a student on a traveling Advocacy Honors Program is scheduled to travel or participate in an interscholastic competition. The Associate Dean may contact the program director to verify the conflict.

#### **7. Unavoidable military commitment**

If a student is called to military duty or has an unavoidable military commitment, the Law School may reschedule an examination. The student must provide official paperwork to the Student Services Office as soon as possible.

#### **8. Time zone difference**

Students enrolled in the Online J.D. Program who reside in a time zone that makes the scheduled exam window unreasonable or places the student at a disadvantage (e.g., a time zone that would result in a student taking the exam in the middle of the night) may request the Associate Dean for Student Services to reschedule the examination. The request must be made as early in the semester as possible, but typically at least one month before the examination. This exception typically will be available only to students outside of the continental U.S. or a time zone that corresponds to those in the continental U.S. (e.g., Hawaii).

#### **9. Online J.D. Program considerations**

Students enrolled in the Online J.D. Program who have a significant conflict that is not otherwise noted above must contact the Student Services Office as soon as possible but typically at least one month before the examination to request an accommodation and provide appropriate documentation.

### C. Deferring an Examination for Extraordinary Circumstances

When an extraordinary circumstance prevents a student from taking an examination at the scheduled time, the student must follow the procedures below.

1. The student must notify the Student Services Office and the Registrar's Office (213-738-6871/213-738-6705 or [exams@swlaw.edu](mailto:exams@swlaw.edu) or [onlineexams@swlaw.edu](mailto:onlineexams@swlaw.edu)) of the circumstances preventing the student from taking the exam. Whenever feasible, the student must provide notice before the exam. The student should never contact the course professor about an examination deferral.
2. As soon as possible, the student must submit to the Student Services Office via email ([studentservices@swlaw.edu](mailto:studentservices@swlaw.edu)) a [Special Exam Administration Form](#) requesting a deferred examination and appropriate documentation supporting the request.
3. If, after considering the request, the Associate Dean for Student Services grants permission 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.
4. 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 policy. That date may be on a weekend or a date immediately after the examination period. All rescheduled exams must be completed by the end of the week immediately following the end of the exam period in which the Law School is in operation. The Law School closes for Winter Break immediately after the fall examination period.
5. Absent extraordinary circumstances approved by a Vice Dean, no examination will be rescheduled for a time before the regularly scheduled examination. Within these parameters, the Registrar's Office or the Student Services Office can select the date, time, and location of the deferred examination.
6. 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.
7. 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 will be taken to make up an Incomplete mark. The Student Services Office will forward the approved form to the Registrar's Office to make appropriate arrangements for the deferred exam.
8. 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 an Incomplete mark on their transcript.

9. A student who is denied permission to take a deferred exam or 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.

#### **D. Examination Policies**

Southwestern students are responsible for reading and abiding by all examination policies. Failing to follow examination policies, including oral and written instructions while the exam is in session, may constitute misconduct under Southwestern's Student Honor Code.

Students are expected to maintain a professional attitude toward other students, staff, proctors, and other exam personnel at all times.

In most instances, on-campus exams will be proctored. Exemplify by ExamSoft is Southwestern Law School's examination software for on-campus and online exams.

##### **1. Before the examination**

**Minimum system requirements:** Each student is responsible for downloading the most recent version of the Exemplify app to their computer. Students must ensure their computer meets the minimum system requirements. For more information on system requirements, visit the [ExamSoft webpage](#).

**Mock exam:** Students are urged to complete the mock exam that is available on Exemplify. Doing so will help students become familiar with the Exemplify features and ensure their computer is properly set up to complete exams. The password for the mock exam templates is "Practice1." If a student cannot see the mock exam template available for download, they should contact [exams@swlaw.edu](mailto:exams@swlaw.edu).

**Anonymous numbers:** Students will be able to view their anonymous exam ID via Self Service and should never write their name on exams or other submissions. Students should use only their exam ID number on their packet. Students are responsible for saving and securing their anonymous number.

**Exam template:** Students must download the examination file immediately when notified to avoid problems on the day of the

examination.

**Internet connection:** Students do not need the internet to take their examination; instead, they need an internet connection only to download and upload the examination answer file. The proctor will give students the exam password during the examination on the day of the examination.

## **2. Items prohibited in the examination room/space**

The items listed below are expressly prohibited in the examination room/space unless permitted by the professor in the examination instructions or in writing by the Associate Dean for Student Services or the Accessibility Office.

For on-campus exams, students must leave prohibited items at home or in their car; they may also reserve a locker on campus by visiting the Administrative Services Office before the examination. Proctors may confiscate items listed in this subsection. Items will be returned to students after the examination is complete.

Students may also be referred to the Honor Code Committee for bringing any item in this subsection into the examination room.

- Bags, backpacks, briefcases, laptop bags or sleeves, luggage, purses, and similar items
- Wallets or similar items
- Electronic watches or smartwatches
- Electronic devices other than the laptop being used for the exam and related chargers, cords, and mouse; examples of prohibited devices include, without limitation, cellphones, fitness trackers, tablets, iPods, pagers, handheld computers, email and text messaging devices, PDAs, scanners, language translators, radios, electronic storage devices including CDs, DVDs, memory sticks, thumb drives and other flash drives, calculators, cameras or other picture-taking devices, audio or video recorders, and sound receptors, including headphones, earbuds, AirPods, and headsets.
- Eyeglasses with communication or recording devices
- Sunglasses
- Books, notes, outlines, printed materials, post-it notes, outside scratch paper or bluebooks, or similar items
- Pencil sharpeners and separate erasers
- Hats and headwear, other than those being worn for religious or medical purposes

- Food
- Any beverage other than water
- Cigarettes, smoking and vaping devices, and smokeless tobacco
- Any item not listed below in subsection 3

### **3. Items allowed in the examination room/space**

During an examination, only the items below in this subsection are allowed in the exam room without prior written approval from the Student Services Office.

For on-campus exams, students should bring any permitted personal items, e.g., prescription medication, foam earplugs, pens, etc., into the exam area in a gallon- size or smaller clear plastic bag. Larger items, such as laptop chargers, do not need to fit into the clear plastic bag that holds their smaller items. *All items brought into the examination room are subject to inspection by the proctors.*

- Nondigital pens (if you are handwriting the exam, you must bring your own pens with blue or black ink)
- Sharpened pencils
- Pen-style highlighters
- Silent timers: While the proctor is the official timekeeper, students may refer to a silent, analog watch, nondigital timers, or clock measuring 4 inches by 4 inches or smaller. Timers of any kind that make noise are prohibited.
- Eyeglasses (no cases or sunglasses)
- Foam earplugs (must not be connected)
- Menstrual products
- Prescription medication
- Inhalers
- Diabetes-related equipment
- Eye drops
- Southwestern ID and/or government-issued photo ID
- Cash (must not have writing on it) and/or credit/debit card (wallets are not allowed in the exam room)
- Keys
- Extension cord
- Laptop (not in a carrier or sleeve)
- Laptop external mouse and connector
- Solid-color mousepad without any writing on it
- Laptop charger

In addition, students are permitted to bring the following items into the examination room:

- Jackets, sweaters, sweatshirts, and other cloth wraps (without anything in the pockets) they are wearing or intend to wear

- Religious headwear
- Assistive medical devices such as crutches and wheelchairs
- Casts, splints, and braces without any writing
- Hearing aids (students are strongly encouraged to get a note from the Accessibility Office or Associate Dean for Student Service to avoid any day-of issues with proctors)
- Back support, orthopedic cushion, or pillow without a case
- One footrest
- Water in a clear, sealable container

If a student brings an item into the exam room intentionally or inadvertently, and the item is not listed in this subsection, the student may be reported under Southwestern's Student Honor Code. For on-campus exams, the item will be confiscated.

Students who wish to bring items not listed in this subsection into an exam room/space must contact and receive advance written approval from the Student Services Office. Permission to use specific items will not be granted as a matter of convenience or preference.

#### 4. During the examination

Examplify backs up all responses up to the last 60 seconds.

Students must immediately report exam issues that occur during the exam to the proctor for on-campus exams and to [onlineexams@swlaw.edu](mailto:onlineexams@swlaw.edu) for online exams.

Most proctored exams are closed-book exams. For open-book exams, students may use only those materials indicated in the exam instructions. Open-book does not mean that students are allowed to leave the exam room or use any kind of electronic communication devices (including cell phones, smartwatches, etc.) that are not allowed in the exam room.

#### 5. On-campus examinations

##### a. Before the examination

- **Room assignment:** Room locations will be made available on Self Service at least one week prior to a scheduled exam.
- **Timely arrival:** Students must arrive at their assigned exam room at least 30 minutes before the start of the exam; announcements will start approximately 15 minutes before the start time of the exam.
- **Late arrival:** If a student arrives within 30 minutes from the start of the exam, the student must take the exam in the assigned exam room. Students who arrive late should begin their exam immediately and will not receive extra time to download exam files or finish the exam. If a student arrives more than 30 minutes late, the student must go to the Student Services Office in Suite W102 for further instruction and to

determine if the student can sit for the exam.

**b. Exam room environment**

While every effort will be made to keep the environment of the exam room comfortable and quiet, there are times when events, conditions, or actions of third parties occur beyond Southwestern's control. For instance, the temperature of the exam room may fluctuate due to the weather. Students should be prepared for either warm or cold temperatures in exam rooms. Students should come prepared to accommodate noises, such as those made by other applicants taking the exam, proctors carrying out their duties, people entering and exiting the exam room, equipment inside or outside the exam room that may make sounds while operating, nearby construction, etc. Earplugs, in the form specified above, are strongly recommended and available in the Registrar's Office.

**c. Examinations taken outside the regularly scheduled exam room**

To safeguard exam integrity, the ExamID and ExamMonitor features in Exemplify (software settings to authenticate exam-taker identity and digitally observe the exam-taker with video and audio monitoring) will be enabled for all examinations taken outside of the regularly scheduled exam room. Along with Exemplify's other security measures, these tools help ensure a fair and equal assessment for all students.

**d. During the examination**

Written or electronic activities, including reading notes saved on a computer, are not allowed once announcements begin. Students are not allowed to write or type until instructed to do so by the proctors.

Students who experience computer or Exemplify issues before the start of the exam or distribution of exam questions may leave the room and attempt to resolve their issue. If the exam has commenced when they return, students will be treated as a late arrival (see Late Arrival subsection above).

Students cannot leave the exam room to resolve technical issues once the exam has started. If the Exemplify software freezes or shuts down, students should try to restart their computer, which may require a forced shutdown and restart. In most cases, restarting the computer will resolve the issue, and students will be able to continue with the exam. If restarting the computer does not resolve the technical issue within 2 or 3 minutes, students should quietly ask the proctor for a bluebook (for essay responses) or Scantron form (for multiple choice). Additional time will not be given to complete the exam. Proctors cannot provide technical assistance to students.

Three pages of scratch paper will be included at the end of the essay portion of the exam. All pages must be placed in the appropriate envelope at the conclusion of the exam. The digital notepad in Exemplify will be disabled.

Proctors will not contact faculty with student exam questions. Instead, the student is responsible for noting any perceived error on an Exam Discrepancy Form provided at the end of each exam. Technical issues do not apply to this form. All Exam Discrepancy Forms must be returned to the proctors at the end of each exam. The Registrar's Office will provide the forms to the professor following the exam.

Students may not leave the exam room while the exam is being administered other than to use the restroom. To use the restroom, students must sign out of the exam room, one student at a time, noting the departure time, and only with a proctor's permission. When exiting the room to use the restroom, students will be issued a badge that reads TESTING. This badge will serve as a notice to the campus community that the student is currently testing and is prohibited from communicating with anyone in any manner. The student must then sign back into the exam room, noting the arrival time. Leaving the exam room floor before completing the exam is prohibited. No one is allowed to leave the exam room after the five-minute warning has been announced.

Students who experience a medical or other emergency during the examination must immediately notify the proctor and follow the proctor's instructions. The proctor most typically will contact the Registrar, who in turn will work with the Associate Dean for Student Services or a Vice Dean to determine how to proceed. A student who does not report a medical or other emergency during the examination may not raise the issue later.

***e. Ending the examination***

The proctors will alert students when five minutes remain to complete the exam. No other time notification will be provided.

When proctors say "stop," students must stop writing and typing immediately, including writing on bluebook covers or envelopes. If a student fails to stop writing or typing instantly, the proctor will complete an Irregularity/Misconduct report.

Upon completing an exam, students must immediately exit the exam room as quietly as possible. If a student finishes with five or fewer minutes remaining, the student may not leave the exam room early.

***f. Assistance with exams***

For questions related to exam rooms, anonymous ID numbers, and Exemplify, please email [exams@swlaw.edu](mailto:exams@swlaw.edu).

For exam emergencies, please contact [Studentservices@swlaw.edu](mailto:Studentservices@swlaw.edu).

Students should review the Exemplify Information document located on the [Registrar's Portal page](#).

**6. Online examinations**

In most instances, online exams will be proctored using either live or AI proctoring. Students must have a front-facing camera and microphone embedded in a laptop or monitor or a freestanding camera with a microphone mounted on top of the screen.

***b. Exam room environment***

Students taking an online proctored exam must have a quiet, well-lit, private, enclosed room in which to take the test. The room should have a table, desk or other hard writing surface, and a chair. The testing space can be in a home, workplace, library, or anywhere the student can guarantee privacy.



Students taking online proctored exams must ensure that their space is clear and free from clutter and study materials. A sheet or other covering can be used to hide clutter or work materials during the examination.

Students must also ensure that the exam will be uninterrupted. No one may enter the testing area during an exam; therefore, the student must take precautions to ensure that a child or other person does not enter the testing room.

Students who do not have access to an appropriate testing space should work with the Student Services Office at least one month before the examination to locate an alternative space. Students should be prepared to travel to a test center.

Students cannot have unauthorized materials in the testing room.

#### ***c. Assistance with issues that arise during an examination***

If an emergency occurs while an online examination is in progress (e.g., a fire, health emergency requiring immediate medical attention, etc.), and the student cannot complete the examination due to the emergency, the student should contact [onlineexams@swlaw.edu](mailto:onlineexams@swlaw.edu) immediately. Southwestern will evaluate the situation and assess options on a student-by-student 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 (e.g., in the event of a fire alarm sounds but the exam room is safe to re-enter); grading the examination on the basis of work completed at the time of the disruption; or granting an Incomplete.

For questions related to exam room rules, anonymous ID numbers, and general questions about Exemplify, please email [onlineexams@swlaw.edu](mailto:onlineexams@swlaw.edu). Emergencies not raised during the examination may not be raised later.

#### ***d. Technical issues***

If a student experiences an internet or power outage before starting the examination, they should immediately contact [onlineexams@swlaw.edu](mailto:onlineexams@swlaw.edu) for assistance with rescheduling an examination.

If a student experiences computer issues or in the unlikely event that the Exemplify software freezes or shuts down, students should first try to restart their computer. This may require a forced shutdown and restart. In most cases, restarting the computer will resolve the issue and students will be able to continue with the exam. Exemplify saves your progress every 60 seconds, so the most content a student can lose is a maximum of one minute. Email [onlineexams@swlaw.edu](mailto:onlineexams@swlaw.edu) if you are prompted to enter a continuation code.

If unable to reopen Exemplify or the computer becomes inoperable, students should immediately contact [onlineexams@swlaw.edu](mailto:onlineexams@swlaw.edu). A staff member will contact students via email or phone to determine available options.

If a student experiences an issue during an examination and is unable to send an email using their exam laptop, they should use a second device or cell phone to email [onlineexams@swlaw.edu](mailto:onlineexams@swlaw.edu).

Students may be referred to ExamSoft support in cases where a technical issue requires their specific support. ExamSoft support can be reached at (866) 429-8889.

Options to resolve exam issues become very limited following the completion of an examination. It is critical that students reach out immediately to [onlineexams@swlaw.edu](mailto:onlineexams@swlaw.edu). Failure to do so may preclude a student from consideration of a resolution.

#### **E. Timing of Midterm and Final Examinations in the Online J.D. Program and Other Courses That Are Fully Online**

Students taking a midterm or final examination in a course that is designated as part of the Online J.D. Program (including Southwestern students not in the Online J.D. Program) and other courses that are fully online will start the online proctored exam during a designated timeframe that equals the time designated to complete the examination plus two hours.

For example, in a course where the final examination is three hours, Southwestern will designate a five-hour window during which students must start that examination. If the exam period begins at 1:00 p.m. PT, students may start the exam between 1:00 p.m. and 6:00 p.m. The student will then have three hours to complete the examination (unless they have an accommodation for additional time, in which case they will have a longer period to complete the exam).

Students with extraordinary circumstances may request an alternative timeframe through the Student Services Office (see Sections B and C above). Students with accommodations may receive a different timeframe within which to complete the examination.

#### **F. Examination Return and Retention**

Upon student request and once the grade for a course is published, the results from the multiple-choice score section will be returned to the student via email. 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 during the 90-day period during which a student may challenge a grade based on mathematical or clerical error.

Upon student request, bluebooks and typed examinations will be 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.

Faculty members are encouraged to conduct a "post-mortem" review of the fall exam in a two-semester course early in the spring semester.

#### **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

Los Angeles, CA

### Examination Review Policy

#### Faculty policy.

**Revision history:** Formerly a part of the annually revised Student Handbook, then part of the Examination Policy; established as a standalone policy May 2024.

**Related policies and forms:** Criteria for Final Course Grade Policy; Examination Administration Policy; Grading, Scholastic and Other Honors, and Specialized Courses Policy

**Review date:** June 2025 (Chief Information Officer and Associate Dean for Online Education)

#### A. Introduction

Faculty typically review final examinations with students upon individual student request. All written examinations will indicate raw points for each question and the total raw points earned. Students should be aware that the faculty may change grades only as provided in the Grade Change section of the Grading and Scholastic Honors Policy. The purpose of the review is solely to enhance the student's education.

#### B. 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.

#### C. 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.

#### D. Policy Revisions

Southwestern reserves the right to change or modify any aspect of this policy at any time, with or without prior notice.

## Finance and Financial Aid 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 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](mailto: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 Los Angeles, CA

### 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; technical edits made August 18, 2023.

**Scheduled Review Date:** August 2025 (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:

<b>Semester or Period*</b>	<b>Full-time status</b>	<b>Part-time status</b>
<b>Fall or Spring</b>	5 credits	5 credits
<b>Summer 2024 and beyond</b>	3 credits	3 credits
<b>SCALE (Periods 1-8, excluding Summer)</b>	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 Associate Dean of Student Services 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; 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 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.

# 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; revised to include provisions for online courses in May 2024; technical revisions made in September 2024.

**Related policies:** Federal Financial Aid Eligibility Policy; Student's Right to Cancel and Tuition Refund Policy; Attendance Policy; Enrollment Reporting Policy (under development)

**Scheduled Review Date:** Financial Aid Office and General Counsel 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 unwilling 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.

For purposes of this policy, attendance is defined by the *Attendance Policy*. For an online course (or the online portion of a hybrid course), the last day of attendance is the last day a student engages in an asynchronous academically related activity or attends a required synchronous session. An asynchronous academically related activity includes but is 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.

For a residential course, the last date of attendance is the last date a student checks into the attendance system (currently Qwickly) for a class session, the last date the student takes an exam, or the last date of the term if the student completed the term.

## **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 3 units in the summer.

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 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.

#### **I. 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

### Los Angeles, CA

#### Student Tuition Recovery Fund (STRF) Policy

**Administrative policy approved August 6, 2023. Effective immediately. Revision**

**history:** New policy necessitated by BPPE approval 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](http://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



**Revision history:** Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; name changed from “California State Bar Information” to “Bar Admission Information” in July 2024; other substantive and technical edits made in July 2024; edits made April 2025 to add a reference to the Code of Student Professionalism and Conduct.

**Related policies:** Graduation Requirements Policy; Student Honor Code; Code of Student Professionalism and Conduct

**Scheduled Review Date:** March 2026 (Academic Success and Bar Preparation Office)

### A. Applying for Admission to a State Bar

#### 1. Professional Licensure by Program

Each student who intends to seek admission to a state bar (including the District of Columbia bar) is responsible for researching, understanding, and complying with that bar’s requirements. Each student is urged to review Southwestern Law School’s [Professional Licensure by Program](#) disclosure to understand whether the

J.D. program in which the student is enrolled meets the requirements to sit for the bar where the student intends to seek admission. Southwestern updates the disclosure each summer.

#### 2. Criteria, Requirements, and Deadlines

Each state has different criteria, requirements, and deadlines for bar admission. Most but not all states require a candidate to pass a written bar examination and a character-and-fitness evaluation. Some states have additional restrictions or requirements. The National Conference of Bar Examiners, in collaboration with the American Bar Association, annually publishes a [Comprehensive Guide to Bar Admission Requirements](#) that provides information, including a directory of state bar admissions agencies, about bar admission requirements in all U.S. jurisdictions. Each student is encouraged to review this publication during their first semester and note important requirements and deadlines, some of **which may occur within 90 days of enrolling or matriculating**. For example, all individuals who intend to practice law in California must register with the Committee of Bar Examiners within three months after commencing the study of law. Other states have similar deadlines.

### **3. Topics Tested**

Each student should learn which subjects are tested on their state's bar examination and consider those topics when selecting courses in the elective curriculum. Students should note that many jurisdictions are in the process of changing the topics tested on their examination and the method of testing. Students are encouraged to follow their specific state's situation carefully.

### **4. Multistate Professional Responsibility Examination (MPRE)**

Virtually all states require that candidates pass the Multistate Professional Responsibility Examination (MPRE). The application for this examination, which may be taken before graduation, is available at <http://www.ncbex.org/exams/mpre>. Southwestern encourages students to take this examination soon after completing the Legal Profession course.

### **5. Costs and Commercial Bar Preparation Courses**

Each student is encouraged to research the costs of applying to and sitting for the bar examination in their state of choice and develop a financial plan to cover those costs and the costs of a commercial bar preparation course. Southwestern does not endorse any specific commercial bar preparation course but strongly recommends that each graduate complete such a course. Students are welcome to consult with the Academic Success and Bar Preparation faculty to discuss different bar preparation courses, Southwestern's bar preparation curriculum and resources, and other bar preparation matters.

### **B. Dean's Certificates**

Southwestern must provide the bar examiners in a student's selected state with an assessment of the student's character and fitness for law practice.

The Student Honor Code and Code of Student Professionalism and Conduct include standards students are expected to meet and exceed. In all dealings during law school, whether on-campus, off-campus, or online, students are also expected to conform their conduct to the Code of Professional Responsibility and meet their obligations as citizens and members of the legal profession. The school is often required to report on these matters. Students should be aware that most bar applications will require the student to report any sanctions imposed on the student by an educational institution, regardless of whether the sanctions were for conduct suggesting unfitness for legal practice.

This process also requires Southwestern to provide the board of bar examiners with portions of the student's academic file, including their original admissions application and any amendments. Students are reminded that their duty to amend their application is ongoing and compare answers on the admissions application to answers on their bar application.

For students who plan to take the California bar examination, the Registrar's Office automatically transmits the required information to the board of bar examiners. Students who need a Dean's Certificate or similar document to sit for the bar examination in another state should submit that document to [registrar@swlaw.edu](mailto:registrar@swlaw.edu) with sufficient advance notice before the deadline. Please note that it can take up to seven business days to process this type of document.

# SOUTHWESTERN

## LAW SCHOOL Los Angeles, CA

### 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; technical edits made in January 2025.

**Related policies:** Academic Policies and Procedures; SCALE Program Policies; and Course Cancellation Policy in the Faculty Manual

**Scheduled Review Date:** Vice Deans January 2026

#### **A. Circumstances When Courses May Be Cancelled**

The Vice Dean(s), in consultation with the Dean, may cancel the following courses:

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 or the faculty member becomes unavailable and Southwestern cannot secure a qualified substitute. 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 SCALE Quarter 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 SCALE Quarters 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 Los Angeles, CA

### International Students Policy

#### Administrative 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; revised in May 2024 to address the Online J.D. Program.

**Related policies:** Academic Policies and Procedures

**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 residential 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.

This policy does not apply to international students enrolled in the Online J.D. Program who plan to reside outside the United States for the program's duration. Any international student who matriculates into the Online J.D. Program but wishes to switch to a residential program must receive permission from the Associate Dean of Student Services.

#### B. Student Responsibilities

##### 1. Change of address

An international student enrolled in a residential program 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

An international student enrolled in a residential program 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 at least 10 units per semester and no more than 16 units per semester. An LL.M. student is required to enroll in at least 8 units per semester and no more than 16 units per semester. 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) 738-6733  
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 Los Angeles, CA

### Student Concerns Policy

#### Administrative 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; technical edits made in June 2024; technical and substantive edits made in April 2025.

**Related policies:** Policy to Prevent Discrimination, Harassment, and Retaliation; Sexual Misconduct Policy; Student Honor Code; Code of Student Professionalism and Conduct; Academic Freedom Policy; Free Expression Policy.

**Scheduled Review Date:** February 2027 (Student Services Office)

#### A. General Student Concerns

Southwestern Law School takes concerns and complaints regarding the institution seriously.

Southwestern encourages students with a concern to attempt to resolve the concern informally by communicating directly with the individual or department involved before pursuing a formal complaint.

A student with a concern or complaint not otherwise addressed by a specific Southwestern policy or procedure may meet with 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](mailto:housing@swlaw.edu) or Ext. 5500.

#### B. Complaints Implicating ABA Standards (ABA Standard 510)

As an ABA-accredited law school, Southwestern complies 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](http://www.americanbar.org/groups/legal_education/resources/standards.html).

##### 1. Filing a complaint

Any Southwestern student, prospective student, or former 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 a Vice Dean is unavailable, the complaint should be submitted to the Associate Dean for Student Services (the Vice Deans or the Associate Dean for Student Services is referred to as the “administrator”). The writing may be submitted via e-mail, U.S. mail, or 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 one or more specific ABA Standards.
- c.** The writing must provide the student’s name and e-mail address for further communication about the complaint.

## **2. Addressing a complaint**

If the administrator determines that the complaint does not directly implicate the law school’s compliance with an ABA standard, the administrator will inform the student in writing. If the administrator determines that the complaint directly implicates the law school’s compliance with an ABA Standard, Southwestern will follow the steps noted below.

- a.** The administrator will acknowledge receipt of the student’s complaint in writing via e-mail, U.S. mail, or personal delivery within 5 business days. The administrator, or the administrator’s designee, will meet with the student or respond in writing. In this meeting or writing, the administrator will respond to the complaint’s substance or describe 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 submitting the complaint.
- b.** Within 60 calendar days of receiving a decision, a student may appeal a decision on a complaint to the President & Dean (Dean). The appeal must be in writing and explain the basis of the appeal; it should be submitted to the Dean via e-mail, U.S. mail, or personal delivery to the Dean’s Office. The Dean will 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 submitting the appeal. The Dean’s decision will be final.
- c.** Southwestern’s Student Services Office will retain a copy of the complaint and a summary of the response and resolution of the complaint for at least 10 years or until the next regular comprehensive review by the Council of the Section of Legal Education and Admissions of the American Bar Association.
- d.** Starting in June 2025, every three years, the Vice Deans will review all complaints received during the prior three years to determine if a pattern of

complaints exists that implicates compliance with an ABA Standard. The Vice Deans will conduct a similar review in connection with Southwestern's preparation of any ABA Site Evaluation Questionnaire. The Vice Deans will report their findings to the Dean no later than August 15.

### **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, here](#) (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 Dean will determine whether an internal or external investigator should be appointed. Any investigator will coordinate with Southwestern's General Counsel.

### **D. Complaints by Students Residing Outside of California**

Students in Southwestern's Online J.D. Program who reside in a state other than California should refer to [Southwestern's State Student Concern Contact Information](#) chart for additional information on filing complaints in their jurisdiction.

### **E. Confidentiality**

Southwestern treats student complaints and concerns as confidential matters and shares information about the complaint or concern only with individuals who have a legitimate need to know (e.g., the person against whom the concern or complaint is made, witnesses, or others with information needed to investigate or resolve a concern or complaint, individuals who would help implement any resolution).

### **F. Protection Against Retaliation**

Southwestern will not retaliate against or 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.

### **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 Los Angeles, CA

### Student Lived Name and Pronouns Policy

**Administrative policy approved March 4, 2024. Effective immediately. Revision**

**history:** Updated March 2025.

**Related policies and form:** Student Records Policy—FERPA; Policy to Prevent Discrimination, Harassment, and Retaliation; Student Lived Name and Pronouns Form

**Scheduled Review Date:** June 2026 (Student Services Office)

#### **A. Overview and Definitions**

Southwestern recognizes that some students use first names other than their legal name to identify themselves. For this reason, Southwestern has created this policy, which enables students to use a lived first name and pronouns where possible. Southwestern provides these options to foster a more inclusive, supportive, and respectful campus climate.

Under this policy, students may use a lived first name and their legal name. A student's lived first name is a self-chosen, personal, or professional name used instead of a legal first name; it is the name a student wishes to be known by within the law school community. A student's legal name is the name that appears on an official, government- issued document, such as a passport, driver's license, birth certificate, or U.S. Social Security Card.

Southwestern recognizes that designating a lived first name may interest many students, including but not limited to those who are transgender, whose gender identity differs from that indicated on official documents, who are survivors of abuse, or whose lived first name is a variation or a shortened version of their legal name (including those who use a middle name as their lived first name and international students who have adopted Anglicized first names).

Southwestern recognizes that an individual's pronouns are more than a preference and, therefore, allows students to indicate or update their pronouns in Southwestern's information system. Southwestern desires to create an environment in which we do not assume how individuals want to be referred to in the third person by actively giving them opportunities to self-identify. Southwestern will strive to display designated pronouns in systems (e.g., Quickly, Canvas, etc.) that allow for that form of identification.

## **B. Requirements and Restrictions**

Any student who wishes to use a lived first name or change their pronouns may do so by following the process outlined in Section C below. The student's lived first name and pronoun will be reflected in Southwestern's database. Southwestern will strive to use the student's lived first name in law school communications and reporting, except where the legal name is necessary due to business or legal requirements. Examples of documents on which Southwestern must use a legal name include, but are not limited to, enrollment verifications, transcripts, financial aid documents, visa documents, W-2 forms, third-party reports, and 1098-Ts.

Southwestern will strive to use a student's lived first name whenever possible in the course of law school business and education; however, some systems do not support both a legal and lived first name.

## **C. Lived First Name and Pronouns Designation Process**

Students who wish to update their lived first name or pronouns on Southwestern's database must complete the Student Lived Name and Pronouns Form. Southwestern's information systems support the selection of She/Her, He/Him, or They/Them pronouns. Although Southwestern acknowledges that individuals may be gender-fluid, the systems will not facilitate multiple choices. A student may, however, change their pronouns as desired by using this policy. The form must be submitted to the Student Services Office, which will endeavor to process the request within 10 business days. It may then take another business week for the change to take effect in Southwestern's systems.

## **D. Using Lived First Name and Pronouns**

Once processed, Southwestern will strive to automatically use the student's updated information for the following:

- Seating charts;
- Qwickly Attendance;
- Canvas; and
- Self Service.

If requested on the form, Southwestern will strive to use the student's lived first name for:

- ID card;
- Diploma and Commencement program;
- Email address; and
- Southwestern-generated materials for on-campus interviews.

A non-exhaustive list of when Southwestern must use a student's legal name includes transcripts, financial aid documents, transfer and external credit processes, payroll, and communications with bar examiners.

## **E. Disclaimer**

While Southwestern strives to honor requests as outlined in this policy, we acknowledge the following limitations:



### **1. System complexities**

Southwestern relies on multiple interconnected systems, platforms, and databases to manage student information. Some systems have technological constraints that may not fully accommodate updates to student lived first names and pronouns.

### **2. Third-party technology**

Certain systems used by the school rely on external vendors for update and support. These third-party technologies may have limitations or delays in processing updates to student information.

### **3. Human error**

Despite our best efforts, processes involved in updating records can occasionally lead to inconsistencies.

Due to these factors, we cannot guarantee that the updated information will consistently appear across all platforms and documents referred to in this policy. If you encounter any issues or discrepancies regarding the use of your lived first name and pronouns, please contact the Registrar's Office so we can address the matter to the best of our ability. We appreciate your understanding as we continue to work towards seamless and respectful integration of student identity information across our school systems.

## **F. Family Educational Rights and Privacy Act (FERPA)**

Under FERPA, a student's full legal name and a lived first name, may be disclosed as directory information unless the student blocks public disclosure of their directory information by notifying the Registrar's Office in writing.

## **G. Legal Name Change Process**

While students may add a lived first name, a request to change a middle or last name will require the student to change their legal name. The process for an individual to change their legal name varies by state. More information about the name change process in California may be found [here](#).

If a student has completed the legal name change process with their resident state, they may submit documentation of their name change to the Registrar's Office via Self Service or a Student Action Report (SAR). The Registrar's Office will endeavor to update the student's legal name in Southwestern's database within ten business days of submission.

## **H. Reporting**

Students experiencing noncompliance or harassment concerning the use of their designated lived first name or designated pronouns should contact the Student Services Office.

## **I. 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 Los Angeles, CA

### Student Records Policy — FERPA

#### Administrative Policy.

**Revision history:** Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; technical edits made in December 2023; edits made in December 2024 to clarify the process for students to inspect education records; edits made in January 2025 to reference Code of Student Professionalism and Conduct.

**Related policies and form:** Student Honor Code; Code of Student Professionalism and Conduct; Student Records Request Form

**Scheduled Review Date:** June 2026 (Registrar's Office)

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## **A. Purpose**

Under the Family Educational Rights and Privacy Act (FERPA), students have the right to access their education records, seek to have the records amended, and have some control over the disclosure of personally identifiable information. Southwestern recognizes the importance of safeguarding sensitive information contained in student records. This policy outlines the guidelines and procedures governing education record maintenance and disclosure. This policy also outlines the specific information considered "directory information" and the instances in which non-directory information may be disclosed. Southwestern is committed to maintaining the confidentiality and integrity of student records while facilitating the legitimate educational needs of our community.

## **B. Records Maintained by Southwestern**

Southwestern maintains records for each student, including but not limited to personally identifiable information, academic records, financial records, disciplinary records (e.g., Student Honor Code violation, Code of Student Professionalism and Conduct violation, Title IX violation, etc.), and admissions records.

While the Registrar's Office maintains many student records, some records may be created and maintained by other offices or individuals. For example, the Financial Aid Office maintains financial aid records, the Student Services Office maintains disciplinary records and accommodations records, and faculty or administrators may maintain other records as part of their professional responsibilities. All student records are available to the Registrar, the Dean, the Vice Deans, and all other school officials with a legitimate educational interest.

Southwestern may share student records with other institutions for legitimate academic purposes connected with joint academic degrees or programs or as otherwise stated in this policy. These records are also available to other organizations and persons entitled to them under Part 99 of Title 34 of the Code of Federal Regulations.

The Director of Financial Aid maintains financial aid records, which are available to the Director and staff, the Dean, the Chief Financial Officer, the Vice Dean(s), and the Associate Dean for Student Services to grant and administer the law school financial aid program. These records are also available to other organizations and individuals entitled to them under Part 99 of Title 34 of the Code of Federal Regulations.

## **C. School Officials**

Students have the right to provide written consent before Southwestern or its representatives disclose 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 Southwestern who performs an institutional service or function for which Southwestern would otherwise use its own employees and who is under the direct control of Southwestern with respect to using and maintaining personally identifiable information from education records (e.g., 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 Southwestern 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 they need to review an education record to fulfill their professional responsibilities for Southwestern. Upon request, Southwestern also discloses education records without consent to officials of another school where a student seeks or intends to enroll or has already enrolled.

#### **D. Disclosure of Student Education Records**

FERPA permits Southwestern and its representatives to disclose personally identifiable information from students' education records without the student's consent if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. These situations include the following:

1. disclosure to other school officials, including faculty, within Southwestern whom the law school has determined to have legitimate educational interests;
2. disclosure to a contractor, consultant, volunteer, or other party to whom Southwestern has outsourced institutional services or functions, provided certain conditions are met;
3. disclosure to an authorized representative 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 state postsecondary authority that is responsible for supervising Southwestern's state-supported education programs;
4. 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 and conditions of the aid, or enforce the terms and conditions of the aid;
5. disclosure to organizations conducting studies for, or on behalf of, Southwestern to:
  - a. develop, validate, or administer predictive tests;
  - b. administer student aid programs; or
  - c. improve instruction;
6. disclosure to accrediting organizations to carry out their accrediting function;
7. disclosure to comply with a judicial order or lawfully issued subpoena; and
8. disclosure to appropriate officials in connection with a health or safety emergency.

Southwestern 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 Southwestern's compliance.

Southwestern employees must consult with the Registrar's Office before releasing information from a student's record to a third party.

#### **E. Access to Records**

A student may inspect their academic transcript during normal working hours according to Registrar Office protocols. To see other education records, the student must submit the Student Records Request Form to the Registrar's Office at registrar@swlaw.edu. A mutually convenient time will be arranged within 15 business days after Southwestern receives the request. 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. All reasonable requests for explanations or interpretations of the records will be honored. If a student believes that a record is inaccurate, misleading, or otherwise inappropriate, the student may submit a written request to the Registrar to correct the record. The student also has the right to insert a written explanation respecting the contents of such records into the records.

If Southwestern denies the student's request to correct a record, the student may submit a written request to the Vice Dean assigned to supervise academic programs for a hearing to challenge the content of the record that they believe is misleading, inaccurate, or violates their privacy rights. The Vice Dean will schedule the hearing within 30 calendar days after receiving the request and provide the student with reasonable notice of the hearing date, time, and place (which could be via Zoom). The hearing will be before a panel composed of the Vice Dean, the Associate Dean for Student Services, or their designated alternates, and at least one disinterested full-time faculty member appointed by the Dean.

No one 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. However, no Southwestern employee may assist or represent a student at the hearing. The panel's decision on the correctness of the record, as determined by a majority vote, will be rendered in writing within ten calendar days after the hearing and will be final.

This decision will be based solely upon the evidence presented at the hearing and include a summary of the evidence and the reasons for the decision.

If the hearing panel decides that the information in the files is inaccurate, misleading, or violates the student's privacy rights, Southwestern will amend the records accordingly and inform the student in writing. Southwestern will endeavor to amend the records within 30 calendar days. However, if the hearing panel decides that the information is not inaccurate, misleading, or in violation of the student's privacy rights, it will inform the student of the right to place in the records a statement commenting on the information in the records or setting forth reasons for disagreeing with Southwestern's decision.

## **F. Directory Information**

Southwestern may provide "directory information" in accordance with the provisions of FERPA. Directory Information is defined as information that 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 numbers, Southwestern email address, photograph, date and place of birth, dates of attendance, grade level, enrollment status (e.g., full-time or part-time and program, like SCALE or Online J.D. full-time program), 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 carefully consider the consequences of requesting to withhold directory information. A non-disclosure block means Southwestern will not release any Directory Information. 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 for contacting the student 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 by the student, in writing. Regardless of the effect upon a student, Southwestern assumes no liability for honoring a student's instructions to withhold directory information.

## **G. Waiver of Rights**

No student can be required to waive rights under Part 99 of the Code of Federal Regulations. However, a student may voluntarily waive the right to access confidential statements made by third parties regarding admission to educational agencies or institutions (e.g., letters of recommendation), applications for employment, or receiving an honor or honorary recognition. When a student voluntarily waives rights, Southwestern will use the confidential statements solely for the purposes for which they were specifically intended. Upon request, the student will be notified of the names of all persons making such confidential statements. If a student desires to waive the right of access, they should contact the Registrar's Office.

## **H. Record Disposal**

Southwestern reserves the right to destroy records that it maintains on a student, except to the extent that the law requires their maintenance for a specific period. Southwestern will not destroy records requested under Part 99 of the Code of Federal Regulations until Southwestern grants access or decides to deny access, as described in Section E of this policy.

## **I. Filing a Complaint**

Any student has 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: U.S. Department of Education Student Privacy Policy Office, 400 Maryland Avenue, SW Washington, DC 20202-8520.

#### **J. Changes in Vital Data**

It is the student's responsibility to promptly advise the school of any change in vital data, such as a change of temporary or permanent mailing address, telephone number, sex, gender, or name. Such information may be needed to contact the student in case of an 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. A student should submit these data changes through a Student Action Report (SAR) as soon as any such changes occur. The form can be found on the Registrar's Office page in the portal or in the Registrar's office on campus.

#### **K. Post-Admissions Disclosures and Continuing Duty to Disclose**

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 or 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 Associate Dean for Students Services for evaluation and possible disciplinary action under Southwestern's Code of Student Professionalism and Conduct, the Honor Code Committee for evaluation and possible disciplinary action under Southwestern's Student Honor Code, or both.

Following admission and before degree conferral, students have an ongoing responsibility to inform the Student Services 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.

#### **L. 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 Los Angeles, CA

### Transfer and Visiting Students Policy

#### Administrative and faculty policy.

**Revision history:** Formerly part of the annual revised Student Handbook; established as a standalone policy in August 2022; substantive edits made in April 2024; revised May 2024 to address ABA Standard 311(b)(2); technical edits made March 2025.

**Related policies:** Student Honor Code; Sexual Misconduct Policy; Code of Student Professionalism and Conduct; Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Maximum J.D. Units Policy; Academic Policies and Procedures; Distance Education Policy for Programs Other Than the Online J.D. Program; Grading and Scholastic Honors Policy.

**Scheduled Review Date:** January 2026 (Student Services Office)

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#### **A. Scope**

This policy applies to (1) Southwestern Law School students who seek to visit at another ABA-approved law school or foreign law school and have credits transferred back to Southwestern, (2) students from another ABA-approved law school seeking to transfer to Southwestern and have credits from their prior institution accepted by Southwestern, (3) students from another ABA-approved law school seeking to visit at Southwestern during an academic year or study-abroad program, and (4) students seeking to transfer from Southwestern to another law school.

Except as provided for in this policy, to earn a J.D. degree from Southwestern, a student must complete the final 44 hours of course credit at Southwestern. Students who take courses (1) as part of an official dual-degree program of Southwestern or (2) at a foreign institution with which the Law School has an official exchange program are considered to be taking Southwestern courses.

#### **B. Southwestern Students Visiting Another ABA-Approved Law School**

##### **1. Semester-long study-abroad and semester/year-long visit to another ABA-approved law school**

Under compelling circumstances, the Associate Dean for Student Services or Vice Dean may grant permission for a Southwestern student to participate in a semester-long study-abroad program or complete one or two semesters of their second, third, or fourth year at another school and receive a degree from Southwestern. Students will be required to document the compelling circumstances on which the request to visit is based.

Examples of compelling circumstances include a significant change in the student's family situation (e.g., a spouse/partner transfers to another state; serious illness of a close family member that requires the student's ongoing physical presence as a caretaker); an extended military assignment more than 50 miles from Los Angeles; a student's serious medical condition that requires treatment at another location; or for one semester only, a student demonstrating that they will sit for the bar in another jurisdiction and will benefit from visiting a law school in that state to take state-tested bar examination topics. An additional example of compelling circumstances for a semester-long study-abroad program is a student's demonstrated educational interest in studying the law in the region where the program is located.

Visits for reasons of career exploration or personal convenience at another U.S. law school will not be approved. If a leave of absence can address the situation, the student will be placed on leave of absence. If a switch to the Online J.D. Program can address the situation, that option will be considered before a visit to another law school. A visit to a law school within 50 miles of Southwestern typically will not be approved.

Students who have already transferred 30 or more credit hours from another law school to Southwestern are not eligible to visit at another ABA-approved law school.

Requests to visit another law school must be made in writing and directed to the Associate Dean for Student Services. The Associate Dean for Student Services must approve all courses for which the student registers. Requests typically could be submitted at least one month before a term or semester begins.

Grade requirements outlined in Section C.6, Minimum Performance Required for Transfer Credit, apply.

## **2. Limited visit to another school for select coursework**

The Associate Dean of Student Services may grant permission for a Southwestern student to visit another ABA-approved law school for up to six units of select, elective coursework (e.g., electives that Southwestern does not offer) following the student completing their first year at Southwestern. Students will be required to document the circumstances on which the request to visit is based.

### **C. Visiting-Out Logistics**

#### **1. Good standing**

Students must be in good academic standing to be eligible to visit another law school (see *Academic Policies and Procedures* for information on good academic standing).

#### **2. Transcript request**

To request a transcript for purposes of visiting another law school, the student must submit a Transcript Request form available via 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 Study Abroad Request form](#), along with the following information to the Student Services Office:

- The name and location of the school or program the student is considering visiting;
- A detailed reason for why the student is requesting to visit another school;
- The duration of the visit request;
- The name and detailed description of each course the student is requesting to take;
- Whether any course qualifies as a distance education under the current ABA Standards;

- The number of units for each course the student is requesting to take;
- The other school's grading system; and
- Confirmation that each course is graded (if Credit/No Credit, confirmation that the non-letter grade is equivalent to at least a "C" on the other school's grading scale).

Please allow at least 10–15 business days to complete the request. If the request to visit is approved, Southwestern will mail or email a letter of good standing to the registrar of the host 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 regarding (i) an alleged Student Honor Code violation or (ii) an alleged Code of Student Professionalism and Conduct violation that has been referred to the Honor Code Committee.

### **3. Coursework**

Required courses, including the Bar Readiness Curriculum, and courses that might satisfy Southwestern's writing and experiential course requirements, will not be approved absent a compelling circumstance. In addition, for students who request to visit another school for select coursework under Section B.2, elective courses that Southwestern offers will not be approved absent an extraordinary circumstance (e.g., the elective is not scheduled to be offered before the student's graduation) as determined by the Vice Dean.

### **4. Enrolling at the host school and course changes**

Students should be aware that visiting students often are not permitted to register for classes at the host school until all of that school's continuing students have registered. Popular and small-enrollment courses, therefore, may not be available. The student should speak with the Registrar or Associate Dean for Academic Affairs at the host school to determine the likelihood that the student will be able to register for the classes they have been approved by Southwestern to take.

The Associate Dean for Student Services must approve any changes to the student's schedule. Southwestern reserves the right to refuse to accept transfer credits for each unapproved course.

### **5. Maximum units accepted**

In general, for students who started their J.D. at Southwestern, Southwestern will not accept more than six credit hours from another law school toward the Southwestern J.D. degree. This six-unit maximum includes all coursework, including work completed in study-abroad programs, summer sessions, or intersessions.

Students approved to visit out for a semester or a year, whether domestic or abroad, should refer to Section B.1.

Southwestern will accept up to twelve credit hours from the Drucker School of Management for students participating in the J.D./M.B.A. concurrent degree program. Pursuant to ABA Standard

311(b)(2), this includes credits earned no more than three years before the student's matriculation in a Southwestern J.D. program.

## **6. Minimum performance required for transfer credit**

Courses taken by Southwestern students at other law schools with prior approval can earn credit toward a Southwestern degree only if the student earns a minimum grade of "C." Except for situations approved in advance by the Vice Dean, Credit/No Credit (including Pass/Fail or other non-letter graded) courses will not be accepted for transfer credit. If approved by the Vice Dean, a student must earn Credit for a Credit/No Credit Course, Pass for a Pass/Fail course, at least an S in an S/U course, or a passing non-letter grade equivalent to at least a "C" on the other school's scale for the credit to transfer. The Vice Dean may accept the representation of an authorized official from the other school about what designation would be equivalent to at least a "C" grade at that school.

Any credit accepted from another ABA-approved law school, foreign school, or the Drucker School of Management will not be included when computing the student's grade point average for a Southwestern degree. The units are transferred with a "Credit" designation but without a grade-point entry on the Southwestern transcript.

## **7. Refunds, scholarships, and financial aid**

Students approved to attend study-abroad, summer sessions, or intersession programs at another law school, whether domestic or foreign, 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, many schools do not issue full refunds when students withdraw after the program begins.

Scholarships awarded by Southwestern will not apply to credits taken at another law school or other institution, even if Southwestern accepts transfer credits from that school.

If a student depends on federal financial aid for tuition, fees, or living expenses, the student must visit with the Southwestern's Financial Aid Office before registering at the other law school so that the student and Southwestern can determine what steps must be taken, and when, for the student to qualify for financial aid while visiting at the other law school. The student must also contact the Financial Aid Office at the other law school to determine that school's policy concerning financial aid for visiting or transient students.

Information regarding financial aid eligibility and procedures for study-abroad, summer sessions, or intersessions at other law schools can be obtained by emailing the Financial Aid Office at [finaid@swlaw.edu](mailto:finaid@swlaw.edu).

## **8. Status at Southwestern during the visit**

Unless the student has received prior approval from the Associate Dean for Student Services, a student who is visiting at another school during a fall or spring semester (or the SCALE equivalent) will not be permitted to participate in an Honors Program, hold office in a student organization, or apply for any travel or similar funding to be used during the period the student is away. A student visiting at another school remains subject to the Law School's Student Honor Code and Code of Student Professionalism and Conduct and likely will also be subject to the other school's disciplinary policies. The student is also

not eligible for Dean's List honor if they fail to complete sufficient units at Southwestern (see *Grading and Scholastic Honors Policy*). They typically will retain their Southwestern email address and access to Career Services and some Library resources. Access to legal research databases like Westlaw and Lexis, may be impacted; students should contact Southwestern's law librarians to review their situations.

## **9. Official transcript from host school**

After the visit, the student must request that an official transcript from the host school be sent to Southwestern's Registrar's Office. Visiting during a student's last semester could delay the determination of whether the student has met all graduation requirements, issuance of a diploma, and certification to sit for a bar examination.

### **D. 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 Associate Dean for Student Services has approved the program before the student's departure.

Only programs approved by the ABA that fulfill all [Criteria for Programs Offered by ABA- Approved Law Schools in a Location Outside the United States](#) are eligible for approval by the Associate Dean for Student Services. In accordance with ABA requirements, no study-abroad programs will be approved that does not comply with the following: (1) the educational program must provide adequate time for class preparation, reflection, and intellectual maturation similar to that provided in the regular semester, (2) the number of credits a student may receive in the program must comply with [ABA Standard 310](#) regarding credit hours, and (3) in no event will a student receive more than 1.5 semester credit hours for each week of the program.

A maximum of six 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 study-abroad program and a study-abroad program sponsored by another ABA-approved law school, a maximum of eight units from study-abroad programs of any kind, whether Southwestern-sponsored or otherwise, may be applied toward the J.D. degree. A Southwestern-sponsored study-abroad law program director and the Associate Dean for Student Services must approve any deviation from the eight-unit maximum requirement in writing. Deviations are rarely granted and will be granted only for Southwestern programs.

Studying 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. Studying 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 study-abroad program is located.

Students participating in study-abroad programs must adhere to all provisions of Southwestern's policies and applicable policies of the host school, including those related to the Student Honor Code, Code of Student Professionalism and Conduct, and sexual misconduct policies.

Students should be aware that there might be a limitation on financial aid for study- abroad programs. Students are strongly advised to consult the Financial Aid Office as early as possible before registering

for any study-abroad program or paying any program fees.

#### **E. Transfer to Southwestern**

Southwestern welcomes transfer applications from students who (1) are in good academic and disciplinary standing at an ABA-accredited law school and (2) have completed their first year of legal education at their current ABA-accredited law school. The Associate Dean for Student Services, in collaboration with the Vice Dean where appropriate, will determine courses that may be accepted as transfer credit for admitted transfer students. For students transferring into the residential program, units accepted for transfer credit that were completed in distance education courses will be counted toward the maximum 43 units in distance education courses that can be applied toward the 87 units required to graduate (see *Distance Education Policy for Programs Other Than the Online J.D. Program*). Applications and all other required application materials listed at <https://www.swlaw.edu/admissions-financial-aid/admissions-jd/transfer-visiting-students> must be submitted to the Admissions Office. Southwestern's general policy regarding transfer students is as follows:

1. Southwestern will accept up to 43 semester units 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. Unless approved by the Vice Dean, Credit/No Credit (Pass/Fail or other non-letter graded) courses will not be accepted for transfer credit. If approved by the Vice Dean, a student must have earned Credit for a Credit/No Credit Course, Pass for a Pass/Fail course, at least an S in an S/U course, or a passing non-letter grade equivalent to at least a "C" on the prior school's scale for the credit to transfer.
4. Transfer students will receive unit-only credit at Southwestern approved transfer credits.
5. Southwestern may need to review a course syllabus to determine course equivalency for required courses completed at a transfer student's prior school.
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 prior school.
7. Transfer credit will not be granted for any course not reflected on the official transcript from the transfer student's prior school.
8. Transfer students will receive enrollment term credit at Southwestern commensurate with the equivalent number of terms the student completed at their prior school.
9. A student's class rank and grade point average at Southwestern are computed solely based on grades achieved while enrolled in courses at Southwestern. Official class rankings by percentage in ten-percent increments are based on

cumulative GPA and are computed for each class level (e.g., 2L, 3L) at the end of each academic year. Students in the part-time Online, Evening, and PLEAS/Part-Time Day programs are ranked together. Students in the full-time Online and residential Day programs are ranked together. SCALE students are ranked by cohort (i.e., SCALE I and SCALE II and 2.5).

10. Southwestern does not give advanced standing or award transfer credit toward completing a J.D. degree for coursework completed at a foreign law school.

#### **F. Visiting Students at Southwestern**

Students from other ABA-approved law schools visiting Southwestern must complete an application for admission. To be eligible to visit Southwestern, an applicant must be in good academic and disciplinary standing at an ABA-accredited law school. Approval is based on receipt of a letter of good standing granting permission to attend from the student's home school and all other required application materials listed 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.

After receiving all grades for a term, the Registrar's Office will send one free official transcript to the home school designated by the student on their application form. The visiting student must complete a transcript request form and pay the appropriate fee for additional transcripts.

All visiting students must abide by Southwestern's academic and general law school [policies](#). Visiting students are responsible for ascertaining that these policies, including the time frame for Southwestern to provide an official transcript to their home school, are acceptable to the home school, as Southwestern cannot deviate from its customary policies to meet other schools' deadlines.

#### **G. Transfer from Southwestern**

Students wishing to transfer from Southwestern to another law school must notify the Student Services Office of their intent to transfer. Typically, letters of good standing are required for admission to another school. Information regarding the student's current standing, whether they are in good standing with the law school, and whether there are open disciplinary matters (e.g., open matter under the Sexual Misconduct Policy, Student Honor Code, Code of Student Professionalism and Conduct, etc.) at the time of transfer will be included in the letter.

Some law schools will not accept transfer credit for courses taken as part of an online or two-year J.D. program. Accordingly, students should check in advance with the schools they are considering about which credits the new school might accept.

#### **H. Policy Revisions**

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without notice.

## Honor and Conduct Codes

# SOUTHWESTERN

## LAW SCHOOL

### Los Angeles, CA

#### Code of Student Professionalism and Conduct

Administrative policy approved December 5, 2024. Effective January 1, 2025.

Revision history: None; new code.

**Related policies:** Student Honor Code, Student Conduct Policy and By-Laws of the Honor Code Committee (HCC), Policy Statement on Student Academic Work-Product Originality, Sexual Misconduct Policy, Policy to Prevent Discrimination, Harassment, and Retaliation, Policy on Alcohol and Other Drugs, Campus Safety & Security Policies, Policy on Minors, Intimate and Familial Relationships Policy, Smoke-Free Campus Policy, Workplace Violence Prevention Plan, Campus Access Policy

**Scheduled Review Date:** March 2026 (Associate Dean for Student Services)

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**I. Purpose**

Southwestern Law School has two codes and multiple policies that govern student conduct, including this Code of Student Professionalism and Conduct (Conduct Code), the Student Honor Code (Honor Code), the Policy to Prevent Discrimination, Harassment, and Retaliation (DRH Policy), the Policy Statement on Student Academic Work-Product Originality (which defines plagiarism and expectations for LAWS courses), and the Sexual Misconduct Policy.

Although both the Honor Code and the Conduct Code include rules, guidelines, and expectations for appropriate and professional conduct, the Honor Code primarily concerns academic issues, and the Conduct Code primarily concerns nonacademic and behavioral issues. While Honor Code issues proceed under the Student Conduct Policy and By-Laws of the Honor Code Committee (HCC), most matters

under the Conduct Code will be handled administratively and in a way that advances professional development.

Some situations may involve conduct that implicates both codes. If a matter involves conduct covered by both codes, the law school may choose to proceed under either or both codes.

Consistent with Southwestern's mission and core values, this Conduct Code is based on the philosophy that individual and group responsibility is an important part of the educational process and preparing to enter the legal profession. This Conduct Code is designed to encourage individual and group responsibility, protect the rights, freedoms, and safety of Southwestern community members, and promote professionalism, civility, and respect for the rights of others.

The Conduct Code provides an educational and non-adversarial process designed to resolve matters concerning student professionalism or conduct. It is not designed to be a legal or judicial process. Accordingly, it is inappropriate for counsel to attend or participate in meetings or other proceedings under this Conduct Code.

## **II. Scope**

The Conduct Code applies to all students admitted to Southwestern. It covers conduct that occurs from the time an individual applies to Southwestern through the time a student graduates. If a matter under the Conduct Code is pending when a student is scheduled to graduate, Southwestern may withhold the student's degree at least until the matter is resolved. Southwestern also retains jurisdiction after a student graduates or completes a program to address matters that occurred while the student was enrolled at Southwestern.

The Conduct Code applies to on-campus conduct, conduct within Southwestern programs and at Southwestern events, and to off-campus, online, and virtual conduct when the law school's mission, programs, activities, or reputation, a student's character and fitness or ability to practice law, the student's safety or well-being, or the safety or well-being of other Southwestern community members are implicated. The law school has a vital interest in the character of our students and may regard off-campus behavior as a reflection of the student's character or fitness to continue as a member of the student body or to practice law.

This Conduct Code also applies to students enrolled in courses or programs sponsored or co-sponsored by Southwestern, such as the London Study-Abroad Program and the concurrent degree program with the Drucker School of Management. Aspects of this Conduct Code also apply to student organizations, whether they are formally recognized by Southwestern or receive funding, directly or indirectly, from Southwestern.

This Conduct Code does not diminish or modify a faculty member's authority to formulate grades. Although faculty may choose to defer academic assessments pending decisions made under this Conduct Code, they have the authority to assign reduced or failing grades when, in their professional judgment, student work deserves such a grade based on a lack of professional competency or insufficiency in performing course requirements.

### III. Definitions

- A. **“Day”** means any regular business day of the law school and does not include weekends, school holidays, Winter Break, or any day the law school is not open to conduct regular business.
- B. **“Dean”** refers to the President and Dean of Southwestern Law School.
- C. **“Investigator”** refers to the person charged with gathering facts and information about a referral under this Conduct Code and imposing sanctions. The Investigator will typically be an employee in the Student Services Office. The Dean reserves the right to appoint another person, including a person who is not a Southwestern employee, as an Investigator. If the Dean appoints or approves the appointment of an Investigator from outside Southwestern, the law school will enter into a written agreement with that individual or the individual’s employer indicating that they will abide by relevant law school policies and procedures. The Dean also reserves the right to appoint multiple investigators or co-investigators to a matter. Others may assist the Investigator in work under this Conduct Code. The Investigator is distinct from the Examiner under the Honor Code.
- D. **“Notice”** means written notice and includes email messages.
- E. **“Property”** includes physical property, intellectual property, and computing and communication files and resources.
- F. **“Writing”** includes email messages sent to a student’s Southwestern account.
- G. Other terms are defined within this Conduct Code at the point where they are introduced.

### IV. Administration of the Conduct Code

The Associate Dean for Student Services is responsible for administering and enforcing the Conduct Code. The Associate Dean may delegate responsibility under the Conduct Code to another professional employee of the Student Services Office or, with the permission of the Dean, to another Southwestern employee or an appropriate external organization or individual.

### V. Dean’s Authority

In addition to the standards and procedures set forth in this Conduct Code, the Honor Code, and other Southwestern policies, the Dean has the authority to provide for the safe and orderly administration of the law school’s academic affairs, student life, and campus safety and security.

### VI. Prohibited Conduct

Students are expected to conduct themselves in a manner that supports the law school’s educational mission and core values, which include acting professionally and respectfully. The following non-exhaustive list of inappropriate conduct may result in disciplinary action:

**A. Violating institutional policies or rules:** Violating policies or rules posted on Southwestern's institutional policies webpage or otherwise provided to students, including, but not limited to:

- Policy on Alcohol and Other Drugs
- Campus Access Policy
- Computer and Network Use Policy
- Full-time J.D. Student Employment Policy
- Indoor Masking Policy
- Intimate and Familial Relations Policy
- Policy on Minors
- Peer-to-Peer File Sharing Policy
- Policy to Prevent Harassment, Discrimination, and Retaliation
- Political Activity Policy
- Sexual Misconduct Policy
- Smoke-Free Campus Policy
- Workplace Violence Prevention Plan
- Posted Campus Safety & Security policies
- Posted Career Services policies
- Posted Law Library policies
- Posted Student Affairs policies

**B. Engaging in violent, threatening, or dangerous behavior**

- Engaging in violence. "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. "Violence" also includes any intentional act, whether physical, verbal, or nonverbal, designed to cause intimidation or emotional or psychological harm. Examples include, but are not limited to:
  - physical assault or battery, such as hitting, slapping, pushing, or kicking another individual;
  - threatening or intimidating behavior, such as 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 intended to belittle, humiliate, or undermine a person's sense of dignity or self-worth;
  - stalking or following someone in a manner that reasonably 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;
- acts of self-harm, including self-inflicted injury or self-destructive behavior;
- disrupting or interfering with normal school operations or academic activities; and
- encouraging or inciting others to engage in violent or aggressive behavior.

Note: Self-defense that appears to be reasonably necessary to prevent injury and remove oneself from the situation is not prohibited.

- Threatening violence. A "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 or to members of an identifiable group. 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 or apprehension of fear or concern for one's safety or the safety of others, and includes threats of self-harm.
- Hazing. "Hazing" is conditioning new or continued membership in a group or organization on any act that violates the Conduct Code or recklessly endangers a person's mental or physical safety.
- Engaging in conduct that endangers the student's health and safety within the law school community or at school-sponsored events.
- Engaging in conduct that endangers the health and safety of other Southwestern community members or visitors within the law school community or at law school-sponsored events.
- Engaging in disorderly conduct, including but not limited to public intoxication; lewd, indecent, or obscene behavior; or other conduct that interferes with the orderly and efficient administration of Southwestern's academic and student life programs, that impacts Southwestern's reputation, or that interferes with emergency services

(e.g., campus security, fire, police, EMT, etc.).

- Participating in or promoting a disturbance of the peace or unlawful assembly in the Southwestern community or at Southwestern events, which may include violating noise ordinances and regulations.
- Initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.
- Misusing or tampering with fire alarms, fire systems, fire extinguishers, or other safety and security equipment.
- Altering campus lighting or projecting lights or lasers into campus buildings, onto campus properties, or at members of the Southwestern community or guests without advance written approval of the Chief Operating Officer.
- Failing to evacuate during a fire alarm, whether the alarm was activated falsely, during a drill, or during an actual emergency.
- Possessing, without authority, firearms or replicas, ammunition, fireworks, explosives, knives, or other weapons on Southwestern property or at Southwestern events.
- Inappropriately using flammable substances or equipment or using these items without proper authorization.
- Engaging in dangerous behavior in Southwestern's parking areas (e.g., speeding, disregard for the physical safety of others, etc.).
- Obstructing the free flow of pedestrian or vehicular traffic.

**C. Misusing property or resources, misrepresentations, and unauthorized actions**

- Destroying, defacing, erasing, altering, hiding, limiting access to, possessing, accessing, entering, or using—without authority—law school property, the property of others located on Southwestern property, or property related to a Southwestern activity.
- Camping or erecting tents or other structures on Southwestern property or the Promenade unless part of an authorized Southwestern event or without the advance written permission of Southwestern's Chief Operating Officer, Associate Dean for Student Affairs, or Associate Dean for Student Services.
- Stealing or misappropriating law school funds or services or funds of a student organization.
- Publishing, posting, or distributing on Southwestern property or at authorized Southwestern activities or by using Southwestern resources (e.g., computers, telephone lines, email services, internet connections, bulletin boards, etc.) material that violates any law, including the laws of defamation, copyright, or obscenity, or any Southwestern policy.

- Posting flyers, banners, signs, or similar materials on Southwestern property, campus sidewalks, or in the Promenade without the advance written approval of the Student Affairs Office or Chief Operating Officer.
- Falsely presenting oneself as an authorized Southwestern representative to gain or attempt to gain privilege, convenience, goods, or services.
- Giving or sharing a Southwestern student ID or parking permit with another person.
- Facilitating unauthorized access to law school property or programs.
- Possessing, manufacturing, or distributing false student IDs.
- Using Southwestern's name or logo for commercial purposes without written authorization.
- Providing false information to Southwestern or forging or falsifying records or signatures before or after admission.
- Misrepresenting your own or another student's presence or absence from class. This section includes but is not limited to signing into Qwickly or another attendance when you are not present in class or sharing Qwickly or other attendance codes.

**D. Digital and social media misconduct**

- Creating or maintaining a social media site, app, or other online presence that uses Southwestern's name or logo without appropriate written authorization. Students may refer to their Southwestern affiliation in professional contexts, such as LinkedIn, provided the use is accurate, professional, and does not imply official representation or endorsement by the school.
- Publishing or circulating false information (on any platform, in any format, and in any medium) that is damaging to the reputation of any member of the Southwestern community.
- Creating or publishing an audio or video recording without the subject's consent if that person has a reasonable expectation of privacy or if the recording is prohibited by state law or other Southwestern policy.

**E. Misconduct at The Residences:**

- Violating regulations or policies governing residence in Southwestern-owned housing.
- Causing repeated disruptions in the Residences @7th. A non-exhaustive list of "disruptions" includes repeated and ongoing noise violations and repeatedly disturbing individuals using study rooms and common areas.
- Entering the dwelling of another in the Residences @7th without permission.

- F. Legal and professional ethics violations:** Southwestern's disciplinary process is independent of any criminal or administrative proceedings. Actions that violate the Conduct Code may result in Southwestern disciplinary action regardless of whether the acts occur on or off campus or are subject to prosecution. Southwestern reserves the right to proceed under the Conduct Code even if criminal or administrative charges are reduced, dismissed, resolved through a plea agreement, result in acquittal, or are otherwise adjudicated.
- Violating any federal, state, city, or county law, ordinance, or regulation, regardless of whether the conduct occurred, in the following circumstances:
    - If necessary to protect the rights and safety of the Southwestern community;
    - If the act bears a substantial nexus to the law school's programs, property, community, mission, or reputation; or
    - The conduct also violates another part of the Conduct Code, Honor Code, or other Southwestern policy.
  - Engaging in conduct that, if the individual were a licensed attorney, violates the California Rules of Professional Conduct.
  - Engaging in the unauthorized practice of law.

**G. Failing to comply and retaliation**

- Failing or refusing to comply with the lawful order of any clearly identified law school official performing their duties.
- Failing to complete requirements associated with clinics and externships that affect Southwestern's reputation or ability to place students into those programs in the future.
- Failing to participate fully and truthfully in law school investigations.
- Knowingly violating the terms of any citation or order issued or any sanction imposed under any Southwestern code or policy.
- Attempting to discourage any individual's participation in an investigation or proceeding under a Southwestern code or policy.
- Directly or indirectly harassing or attempting to influence any Investigator, witness or potential witness, person making a referral, or any other person involved with a procedure under a Southwestern code or policy.
- Knowingly submitting a false or vexatious complaint under this Conduct Code or the Honor Code.
- Threatening, attempting, or committing retaliation against anyone who, in good faith, brings a concern or complaint under any Southwestern code or policy, participates in an investigation under a Southwestern code or policy,



or protests in good faith alleged discrimination, harassment, or retaliation against another. Retaliation may include but is not limited to the following:

- coercion, intimidation, interference, harassment, or vexatious behavior;
- excluding or blocking someone from an activity, organization, or course participating because that person filed a complaint or has been a witness; or
- spreading negative information about the individual.

## **VII. Student Organization Responsibility**

### **A. Group conduct**

Student organizations are expected to adhere to all applicable institutional policies or procedures to the extent feasible. Failing to do so may result in action being initiated against the group; consequently, policies, procedures, and penalties set forth in this Conduct Code apply to student organizations collectively. Members of organizations, honors programs, groups, or clubs should understand that group culpability may occur when any one of the following situations exist, regardless of whether the activity is co-organized or co-sponsored with another Southwestern or non-Southwestern group:

1. Members act in concert to violate Southwestern codes or policies.
2. A code or policy violation arises out of a group-sponsored, -financed, or -endorsed event.
3. A group leader has knowledge of the inappropriate act or conduct before or while it occurs and fails to take corrective action or report it to an appropriate law school official.
4. The incident occurs at an off-campus facility leased, rented, or used by the group for an off-campus event.
5. A pattern of individual violations is found to have existed without proper or appropriate group control, remedy, or sanction.
6. Group members attempt, cover up, or fail to report the improper conduct to an appropriate law school official.

### **B. Organization representative**

Each year, each organization should designate one officer to represent the organization when a referral against the organization is made under the Conduct Code. The organization must email the representative's name, position within the organization, school email address, and phone number to the Student Services Office and the Student Affairs Office by September 30.

## **VIII. Sanctions**

### **A. Sanctions for individuals**

Sanctions are intended to be corrective and educational, to protect the safety and security of the Southwestern community, and to reflect Southwestern's core values. Each Conduct Code violation will constitute a separate violation. For each violation, the law school may impose appropriate sanctions, including but not limited to one or more of the following:

1. Oral or written warning
2. Oral or written reprimand
3. Written apology
4. Community or law school service
5. Assessment (e.g., a mental-health assessment) or training
6. Educational task or counseling (such as writing a research or reflective paper, planning and presenting a program, or attending an educational program)
7. Referral to an assistance program (e.g., BisonCares or lawyer assistance program)
8. Meetings with individuals, departments, or groups
9. Loss or suspension of privileges or benefits (e.g., exclusion or restriction from one or more activities, events, functions, platforms, systems, or physical locations of or within the law school)
10. Living unit suspension or expulsion (temporary or permanent separation from housing owned by Southwestern)
11. Restitution (compensation for loss, damage, or injury; compensation may take the form of appropriate service or monetary or material replacement)
12. Disciplinary probation for a specific or indefinite term.

**B. Additional sanctions for individuals**

For individuals, the Investigator may also recommend other measures, including but not limited to the following:

1. Adding a letter to the student's permanent file; the Dean must approve this measure.
2. Referring the matter to the Honor Code Committee for enhanced sanctions, including but not limited to suspension; suspending or revoking admission or a degree, concentration, award, or other

recognition conferred by Southwestern; or expulsion.

### **C. Sanctions for groups**

Each Conduct Code violation will constitute a separate violation. For each violation, the law school may impose appropriate sanctions, including but not limited to one or more of the following, which would not be placed in an individual student's file:

1. Oral or written warning
2. Oral or written reprimand
3. Written apology
4. Community or law school service
5. Training
6. Meetings with individuals, departments, or groups
7. Educational task (such as members planning and presenting a program)
8. Property restrictions (organization may be restricted from certain law school facilities, property, or platforms)
9. Restitution (compensation for loss, damage, or injury; compensation may take the form of appropriate service and/or monetary or material replacement)
10. Suspension of recognition or registration of the organization
11. Budget reductions for a specified period

### **D. Effective date of sanctions**

Unless stayed or otherwise set by the Investigator, all sanctions are effective immediately.

### **E. Mitigating and aggravating factors**

In determining sanctions, the Investigator may consider mitigating and aggravating factors. A non-exhaustive list of factors that the Investigator may consider include the following:

#### **1. Pre-referral admission**

When a student voluntarily admits conduct before learning that someone has referred the matter or is about to refer the matter, the Investigator may consider the admission as a mitigating factor. A student who has the courage and integrity to come forward with a good-faith admission has reaffirmed a personal commitment to integrity and professionalism. Admissions should be made to the Associate Dean for Student Services.

#### **2. Other admissions**

Even an admission made after a referral may have some mitigating value.

This type of admission acknowledges the inappropriate conduct and acceptance of responsibility.

### **3. Cooperation**

The Investigator may consider how cooperative or uncooperative the student was during the process, including whether the student responded timely and professionally to inquiries and requests for meetings and information and whether the student dealt honestly and civilly with the Investigator and others involved in the process.

### **4. Intent**

Conduct falls on an intent continuum that ranges from malicious, willful, intentional, reckless, and grossly negligent on the more serious end to negligent, careless, and accidental on the less serious end. The Investigator may consider where conduct falls on this continuum when determining sanctions.

### **5. Degree of harm or seriousness of the offense**

The degree of harm to others and the seriousness of the conduct are relevant factors in determining sanctions.

### **6. Prior violations**

The Investigator may consider prior violations of the Honor Code, this Conduct Code, or other Southwestern policies in setting sanctions.

### **7. Nexus to professional standards**

The nexus between the student's conduct and the question of the student's character and fitness to practice law is a relevant factor in determining sanctions.

### **8. Willingness to make restitution**

A student's willingness to make restitution may be a mitigating factor in appropriate cases. Restitution refers to compensation for loss, damage, or injury and may take the form of appropriate service or monetary or material replacement.

### **9. Discriminatory motive**

If a student engaging in conduct prohibited under the Conduct Code is found to have intentionally directed the conduct toward a person or group because of race, 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, that discriminatory motive may be considered an aggravating factor in determining sanctions.

## **F. Amnesty**

### **1. Medical**

Any student may bring an intoxicated or drug-impaired person to the attention of a law school official, campus security, or any emergency service provider (e.g., police, fire, EMT). Neither the student who is impaired nor the student assisting the impaired student will face disciplinary action under this Conduct Code for possessing, using, or providing alcohol (see exception below) or possessing or using other drugs, so long as the student(s) receiving the amnesty completes a mandatory follow-up with the Associate Dean for Student Services.

Amnesty does not apply to other prohibited conduct, including but not limited to providing alcohol to persons under 21 or distributing illegal substances. Amnesty may still be extended under these circumstances but will be determined by the Associate Dean for Student Services on a case- by-case basis, with consideration given to the student's intent, proactive steps taken to ensure the safety of the intoxicated peer, and other relevant factors.

Amnesty will not apply in any case of assault, violence, or property damage.

Failure by a student, organization, or college to contact a Southwestern official, campus safety, or local emergency responders when faced with an alcohol- or other drug-related emergency is a serious violation and may be sanctioned under this Conduct Code.

To receive amnesty, a student must initiate a request for assistance before being confronted by a Southwestern official or campus security for possible alcohol or drug violations. Students may receive amnesty on more than one occasion. Because cooperation is crucial during emergency responses, any interference with the emergency response or others trying to provide care to an injured person is unacceptable. An intoxicated or drug-impaired student who is belligerent toward emergency responders will not receive amnesty.

### **2. Sexual assault**

A student who, in good faith, reports being the victim of, or a witness to, an incident of sexual assault will not face disciplinary action under this Conduct Code for misconduct related to the incident. This amnesty does not apply to a student who reports their own commission of a sexual assault or assistance in committing a sexual assault.

## **IX. Procedures**

### **A. Referrals**

#### **1. Method of referral**

Any member of the Southwestern community may consult with the Associate Dean for Student Services or their designee about possible conduct issues. To determine whether an investigation is necessary, it is helpful for the person to provide specific names, dates, locations, and descriptions of the possible misconduct. Any referral received orally will be memorialized as soon as possible after the communication. Although anonymous referrals may be considered, anonymity may limit the law

school's ability to respond and may be considered when determining whether to appoint an Investigator. We encourage individuals to report issues and suspected violations as promptly as possible. The Associate Dean for Student Services and the assigned Investigator may consider the impact of long delays in determining whether and how to proceed.

## **2. Decision regarding investigation**

After receiving a referral, the Associate Dean for Student Services should promptly consult with the Dean to determine whether an investigation should occur and who will serve as the Investigator.

## **3. Additional violations**

If, in the course of investigating alleged misconduct or in reviewing public records and reports, the Investigator finds information that suggests additional violations of the Conduct Code or the Honor Code by any person, the Investigator may treat this information as an additional referral or may refer the additional matter to the Honor Code Committee.

## **4. Referral to the Honor Code Committee**

In addition, serious violations of the Conduct Code may be treated as violations of the Honor Code and may be referred to the Honor Code Committee.

## **5. Faculty Advisor and Associate Dean for Student Affairs notification**

When a referral is made against a student organization, the Faculty Advisor and Associate Dean for Student Affairs should be notified of that referral.

### **B. Interim action**

After receiving a referral, the Dean or the Associate Dean for Student Services or Investigator in consultation with the Dean, may determine that interim measures are necessary or appropriate. Interim action must be based on a reasonable belief that serious misconduct occurred and that the student's continued presence or participation poses a threat to an individual, property, or law school operations. They should be tailored to the specific situation and based on an objective assessment of the circumstances and the alleged misconduct.

A decision to impose an interim action will be communicated in writing to the student and will become effective at the time stated in the communication.

A student who receives an interim action will be provided with an opportunity to meet with the Investigator to respond to the allegations of misconduct no later than three days following the effective date of the interim action.

The interim action will remain in effect until a final decision has been made on the pending referral or until the Investigator determines that the reasons for imposing the interim action no longer exist.

Interim actions may include but are not limited to the following:

- Restricting the student's access to the law school campus or certain areas of

the law school campus (e.g., library, fitness center, etc.);

- Requiring the student to attend classes, educational activities, or office hours remotely;
- Restricting the student's access to certain events, platforms, or systems;
- Adjusting or restricting the student's participation in nonacademic activities and programs;
- Relocating the student's Residence unit or removing the student from Southwestern housing; or
- Restricting the student's contact with certain individuals.

### **C. Leave or withdrawal**

If a student takes a leave of absence, is placed on a leave of absence, or withdraws from Southwestern after a referral has been made under this Conduct Code but before the matter is resolved, Southwestern may decide whether to continue with the investigation to gather and preserve evidence or to toll the investigation.

In case of a leave, the matter will be revived if and when the student returns. If a student attempts to transfer to another institution during this period,

Southwestern will note the pending investigation if asked to send materials to another institution of higher education.

In case of a withdrawal, Southwestern may note on the student's transcript that they are not eligible to re-enroll; the notation will be "Disqualified for Code of Conduct."

### **D. Investigation and decision**

1. Upon receiving a referral, the Investigator:
  - a. will determine whether the referral primarily reflects academic or nonacademic misconduct and will request the Dean to reassign the matter if necessary;
  - b. will determine whether the referral states a sufficient basis to believe that a violation of the Conduct Code or Honor Code may have occurred;
  - c. may interview the person making the referral and other persons with information or seek additional information regarding the referral.
2. If the Investigator determines that the Conduct Code has not been violated or that a violation cannot be substantiated, the Investigator will end the investigation and will follow the reporting and record-keeping provisions below. The referral will be considered an allegation under the Conduct Code only after the Investigator determines that a sufficient basis exists to believe this Conduct Code may have been

violated.

3. Even if the Investigator determines that the matter should not be pursued, they may recommend that a professionalism conference be held with the student or student group so that the conduct at issue is not repeated or that the student or student group may better understand the effect, impact, and consequences of their actions. The meeting is especially important when the conduct at issue violates the norms of the legal profession, as reflected in the California Rules of Professional Conduct.
  - i. If the Investigator determines that a professionalism conference is appropriate under the circumstances, the Investigator will notify the student or student organization representative in writing about the need for the student to participate and the basis for the conference. The student or student-organization representative must agree to meet with the Investigator within 10 days of receiving the notice and at a time mutually convenient to the Investigator or other law school official employee conducting the conference.
  - ii. No other individuals are entitled to attend the professionalism conference, although the Investigator may permit others to attend but not participate. If necessary, the student may be required to sign a FERPA notice for certain individuals to attend the meeting.
  - iii. The professionalism conference should address why the referred conduct violates the rules of professional conduct, norms of the legal profession, or Southwestern's core values and may include specific action steps for the student or group to take or avoid to improve the student's or group's conduct in the future.
  - iv. During or after the professionalism conference, the Investigator may require the student or student group to enter into a professionalism contract that outlines the conduct or actions the students must avoid or affirmative actions the student or student group may take.
  - v. Failing to respond to the meeting request, failure to attend the meeting, refusal to participate in the meeting in good faith, or failure to comply timely or completely with the action steps may result in a new referral under the Conduct Code.
  - vi. When the student or student group completes all designated action steps, the Investigator will send a letter informing the student or student-group representative of that fact.



4. If the Investigator believes that a Conduct Code violation may have occurred, the Investigator will promptly notify the student or student- group representative about the alleged violation in writing, set a time to meet with the student or student-group representative, indicate who may attend the meeting, provide details about how the meeting will proceed (e.g., if witnesses will be present), and gather any other information needed to resolve the matter. The Investigator may conduct portions of the investigation before meeting with the student or student-group representative.
5. At the meeting with the student or student-group representative, the Investigator will provide the following:
  - An explanation of any Conduct Code sections at issue and the nature of the conduct that is the basis for invoking those Conduct Code sections;
  - A summary of the information gathered;
  - A reasonable opportunity to respond to allegation; and
  - An explanation of the applicable disciplinary procedures.

The Investigator will provide the student or student-group representative with written notice before, during, or within one day of the meeting.

During this meeting, the Investigator and the student or student-group representative may have witnesses available. The witnesses need not be in the same physical or Zoom room as the student or student-group representative. While the student or student-group representative has a right to understand the witnesses' positions, they do not have the right to examine or question the witnesses.

The Investigator may choose to record the meeting and will record it if the student or student-group representative requests it.

An individual student may request to have a support person available. That person may not be an attorney representing the student and generally should not be a law school employee. The student will be asked to sign a FERPA waiver to allow that person to attend the meeting. The support person may not participate actively in the meeting. A student-group representative may ask the faculty advisor to attend the meeting, but the faculty advisor may not participate in it.

6. A student or student-group representative who fails to attend a scheduled meeting with the Investigator will forfeit the right to respond unless excused by the Investigator. If the student or student-group representative fails to attend the meeting, the Investigator may proceed to impose a sanction.
7. After considering the information gathered, the Investigator will determine whether it is more likely than not that a violation of the Conduct Code has occurred and, if so, the appropriate sanction to apply.
8. The Investigator will notify the Dean of the decision and sanction, if any.
9. Then, the Investigator will inform the student or student-organization representative

of the decision in writing. The written decision will describe the alleged violation, the determination, and any sanction to be imposed. When feasible, this information will also be communicated in a face-to-face meeting.

10. The Investigator's decision is final, although the Dean reserves the right to review and amend any decision or sanction.

## **X. Records and Record-Keeping**

### **A. Individual students**

#### **1. Decision issued**

The decision will be placed in the student's file in the Registrar's Office. In addition, a confidential file will be maintained in the Student Services Office.

#### **2. Decision not issued**

If the Investigator determines that the student did not violate the Conduct Code or that a violation cannot be substantiated, the Investigator may prepare a summary of the matter. That summary will be maintained in a confidential file in the Student Services Office. Information in the file will be used only to respond to specific inquiries from the student whose conduct was at issue or from a board of bar examiners or similar organization to which the student has applied.

#### **3. Report to bar examiners**

Southwestern may report a finding of a Conduct Code violation to any board of bar examiners or similar organization to which the student applies. Southwestern will not report referrals that result only in a professionalism conference. Students should be aware that most bar applications will require the student to report any sanctions imposed on the student by an educational institution, regardless of whether the sanctions were for conduct suggesting unfitness for legal practice.

### **B. Student organizations**

The decision and related materials will be maintained in a confidential file in the Student Services Office. The information should not be placed into individual students' files in the Registrar's Office. The faculty advisor for the organization will receive a copy of the decision, which should be kept confidential.

## **XI. Annual Reporting**

Each August, the Associate Dean for Student Services will compile a list of all referrals in which decisions were issued during the immediate past year (June to May). This list should not contain names of students or organizations but should list the type of referral and any sanction issued. The Dean will share the list during an executive session of the September or October faculty meeting.

## **XII. Confidentiality**

Southwestern considers referrals and procedures under the Conduct Code to be

confidential. All participants should respect the confidentiality of this information and disclose it only to those who have a legitimate need to know.

### **XIII. Revisions**

Southwestern reserves the right to revise this Conduct Code at any time and for any reason. Revisions may be enforced on 15 days' notice to the student body. Notice may be made via the student listserv or in another manner deemed by the Dean to reach most students.

# SOUTHWESTERN

## LAW SCHOOL Los Angeles, CA

### Policy Statement on Student Academic Work-Product Originality

**Administrative policy approved July 22, 2022.**

**Revision history:** Technical and substantive edits made in August 2023; substantive edits made in May 2024 to address draft submissions.

**Related policies:** Student Honor Code.

**Scheduled Review Date:** April 2025 (Director of Legal Analysis, Writing, and Skills; Student Services Office)

#### **A. Overview**

Students in law school are expected to learn the law and the tools of legal practice and prepare for the demands and responsibilities 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 Policy**

Plagiarism is the submission or presentation of any work, in any form, that is not a student's own without acknowledging the source. A student must not appropriate ideas, facts, or language from the work of another, including a machine or generative artificial intelligence tool, without proper attribution. All student work must be original. Any sources used must be fully cited. However, unless prohibited by a faculty member for a particular class or assignment and subject to section C.4, students may use spell-checking and grammar-checking tools on the content the student created for a submission without providing a citation. Plagiarism is a serious Student Honor Code violation that may result in expulsion; even lesser punishments may result in career-limiting consequences.

#### **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 Student 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 the school's plagiarism policy set forth above and in the Student Honor Code.

### **1. Collaboration with other LAWS students**

Unless otherwise restricted by your professor, 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 materials that contain 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, as this activity counts as impermissible collaboration.

Students enrolled in SCALE may not discuss thoughts, ideas, or written information with any student enrolled in the LAWS course in the full-time day program, PLEAS, part-time day program, or the Online J.D. Program. Students enrolled in SCALE may discuss thoughts and ideas only with students currently enrolled in the SCALE LAWS course.

Students enrolled in the full-time day program, PLEAS, part-time day program, or the Online J.D. Program may not discuss thoughts, ideas, or written information with any student enrolled in SCALE. Students enrolled in the full-time day program, PLEAS, part-time day program, and the Online J.D. Program may discuss thoughts and ideas only with students currently enrolled in a LAWS course in the full-time day program, PLEAS, part-time day program, or Online J.D. Program.

### **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 other faculty members, staff outside the Writing Clinic, family members, acquaintances, mentors, or tutors, regardless of whether the individual is an attorney or has attended law school. Assistance of any kind is prohibited, including substantive guidance and help with grammar and citation.

### **3. Using court documents prepared by attorneys**

A student can review court briefs and other documents 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, cheating, or improper collaboration, 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 the student created for a submission. However, students may not use generative artificial intelligence tools (e.g., ChatGPT, Jasper, Lex, GrammarlyGO, CoPilot, 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 tool or platform 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.

#### **5. Consequences of academic dishonesty in draft submissions**

Academic dishonesty, including plagiarism, cheating, and improper collaboration, in preparing a draft or other initial work of an assignment compromises the integrity of the initial work and all subsequent submissions of the work. Thus, using content or ideas derived from a draft tainted by academic dishonesty in subsequent submissions will subject a student to discipline for both the initial draft and the subsequent submissions. Each submission of an assignment tainted by academic dishonesty may be treated as separate and additional honor code violations. If Southwestern detects academic dishonesty in a draft, and the student is permitted to continue in the course, the student may be required to submit a new paper on an alternative topic, in addition to facing other penalties.

#### **D. 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

### **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

#### Faculty policy.

**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; edits were made in July 2024 to clarify the use of spelling- and grammar-checking tools; edits were made in April 2025 to harmonize this Code with the new Code of Student Professionalism and Conduct, which was implemented in January 2025.

**Related policies:** Graduation Requirements Policy; Policy to Prevent Discrimination, Harassment, and Retaliation; Sexual Misconduct Policy; Code of Student Professionalism and Conduct; Student Conduct Policy and By-Laws of the Honor Code Committee; Policy Statement on Student Academic Work-Product Originality

**Scheduled Review Date:** March 2027 (Student Services Office)

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#### A. Preamble and Purpose

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.

Southwestern has two codes and multiple policies that govern student conduct, including this Student Honor Code (Honor Code), the Code of Student Professionalism and Conduct (Conduct Code), the Policy to Prevent Discrimination, Harassment, and Retaliation, the Policy Statement on Student Academic Work-Product Originality (which defines plagiarism and expectations for LAWS courses), and the Sexual Misconduct Policy.

Although both the Honor Code and the Conduct Code include rules, guidelines, and expectations for appropriate and professional conduct, this Honor Code primarily concerns academic issues, and the Conduct Code primarily concerns nonacademic and behavioral issues. Some situations may involve conduct that implicates both codes. If a matter involves conduct covered by both codes, Southwestern may choose to proceed under either or both codes.

## **B. Scope**

This Honor Code applies to all students admitted to Southwestern. It covers conduct that occurs from the time an individual applies to Southwestern through the time a student graduates. Absent extraordinary circumstances as determined by the Dean, to graduate and be awarded a diploma, a student must not have any pending Honor Code matter. Southwestern retains jurisdiction after a student graduates or completes a program to address matters that occurred while the student was enrolled at Southwestern.

This Honor Code applies to on-campus conduct, conduct within Southwestern programs and at Southwestern events, and to off-campus, online, and virtual conduct when the law school's mission, programs, activities, or reputation, or a student's character and fitness or ability to practice law are implicated. The law school has a vital interest in the character of our students and may regard off-campus behavior as a reflection of the student's character or fitness to continue as a member of the student body or to practice law.

This Honor Code also applies to students, including students from other schools, enrolled in courses or programs sponsored or co-sponsored by Southwestern, such as the London Study-Aboard Program, the concurrent degree program with the Drucker School of Management at Claremont Graduate University, and the Online J.D. Consortium.

## **C. Academic Misconduct**

All forms of academic misconduct, including violations of academic integrity, 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 Honor Code

is equally violative, whether in cyberspace or through any other electronic device or virtual environment. The following non-exhaustive list of inappropriate conduct may result in disciplinary action:

**1. Academic dishonesty**

Engaging in dishonest conduct concerning examinations, written work, or other academic activity.

**a. Cheating:**

- i. Giving or receiving unauthorized information when taking exams, writing papers, or completing 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. Plagiarism is the submission or presentation of any work, in any form, that is not a student's own without acknowledging the source. See the Policy Statement on Student Academic Work-Product Originality for more information on Southwestern's plagiarism policy.
- ii. Unless prohibited by a faculty member for a particular class or assignment and subject to the Policy Statement on Student Academic Work-Product Originality, students may use spell-checking and grammar-checking tools on the content the student created for a submission without providing a citation.

## **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. Misrepresenting sources in the student's work.
- f. Falsely accusing another student of violating the Student Honor Code.

## **3. Disruptive or unprofessional conduct**

Engaging in acts of disruptive or unprofessional conduct in connection with academic activities and matters.

- a. Conduct that disrupts a classroom or testing environment.
- b. Conduct that interferes with the professor's teaching or students' learning.
- c. Conduct that interferes with scholarly activities.

## **4. 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.

## **5. Other misconduct**

- a. Tampering with or misusing library or other academic materials.

- 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, such as sharing test answers or completing work on their behalf.
- e. Submitting the same or substantially similar work for multiple courses without approval.
- f. Any act or omission which results in the conviction of an offense involving moral turpitude.

#### **D. Nonacademic Misconduct**

Serious violations of the Conduct Code that could lead to enhanced sanctions under the Conduct Code may be referred to Honor Code Committee (HCC) handling (see Sections VIII(B) and IX(A)(4) of the Conduct Code).

#### **E. Interim Measures**

The Associate Dean for Student Services, in consultation with the Vice Dean(s), may, at any time, determine that interim measures are necessary or appropriate. Interim measures must be based on a reasonable belief that serious misconduct occurred and that the student's continued presence or participation poses a threat to an individual, property, or law school operations. The interim measures should be tailored to the specific situation and based on an objective assessment of the circumstances and the alleged misconduct.

A decision to impose interim measures will be communicated in writing to the student and will become effective at the time stated in the communication.

A student who receives interim measures will be provided with an opportunity to meet with the Associate Dean for Student Services to respond to the allegations of misconduct no later than three days following the effective date of the interim measures.

The interim measures will remain in effect until a final decision has been made on the pending referral or until the Associate Dean for Student Services determines that the reasons for imposing the interim measures no longer exist.

Interim measures may include but are not limited to the following:

- Restricting the student's access to the law school campus or certain areas of the law school campus (e.g., library, fitness center, etc.);
- Requiring the student to attend classes, educational activities, or office hours remotely;
- Restricting the student's access to certain events, platforms, or systems;

- Adjusting or restricting the student's participation in nonacademic activities and programs;
- Relocating the student's Residence unit or removing the student from Southwestern housing; or
- Restricting the student's contact with certain individuals.

#### **F. Administration of the Honor Code**

Alleged violations of the Honor Code will typically be referred to the HCC. The functions and procedures of the HCC are described in its By-Laws, which appear in the *Student Conduct Policy and By-Laws of the Honor Code Committee*. 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*.

Any conduct deemed a violation of ethical requirements governing the profession would indicate that an individual is not presently 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.

#### **G. Sanctions**

When the HCC has found a student to have violated the 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;
- suspension or revocation of admissions, a degree, concentration, award, or other recognition conferred by Southwestern;
- expulsion; or
- 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.

## **H. Mitigating and Aggravating Factors**

In determining sanctions, HCC may consider mitigating and aggravating factors. A non-exhaustive list of factors that HCC may consider include the following:

### **1. Pre-referral admission**

When a student voluntarily admits conduct before learning that someone has referred the matter or is about to refer the matter, HCC may consider the admission as a mitigating factor. A student who has the courage and integrity to come forward with a good-faith admission has reaffirmed a personal commitment to integrity and professionalism. Admissions should be made to the Associate Dean for Student Services or a faculty member.

### **2. Other admissions**

Even an admission made after a referral may have some mitigating value. This type of admission acknowledges the inappropriate conduct and acceptance of responsibility.

### **3. Cooperation**

HCC may consider how cooperative or uncooperative the student was during the process, including whether the student responded timely and professionally to inquiries and requests for meetings and information and whether the student dealt honestly and civilly with the HCC and others involved in the process.

### **4. Intent**

Conduct falls on an intent continuum that ranges from malicious, willful, intentional, reckless, and grossly negligent on the more serious end to negligent, careless, and accidental on the less serious end. HCC may consider where conduct falls on this continuum when determining sanctions.

### **5. Degree of harm or seriousness of the offense**

The degree of harm to others and the seriousness of the conduct are relevant factors in determining sanctions.

### **6. Prior violations**

HCC may consider prior violations of the Conduct Code, this Honor Code, or other Southwestern policies in setting sanctions.

### **7. Nexus to professional standards**

The nexus between the student's conduct and the question of the student's character and fitness to practice law is a relevant factor in determining sanctions.



**I. Revisions**

Southwestern reserves the right to revise this Honor Code at any time and for any reason. Revisions may be enforced on 15 days' notice to the student body. Notice may be made via the student listserv or in another manner deemed by the Dean to reach most students.

# 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 in August 2022; updated August 2023; updated August 2024; revised December 2024 to add a timesheet requirement and clarify board responsibilities and grading for Law Review and Law Journal effective Spring 2025.

**Related policies:** Grading and Scholastic Honors Policy; Graduation Requirements Policy; Student Honor Code

**Scheduled Review Date:** April 2025 (Student Affairs Office; Honors Program Faculty Directors)

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- A. [Law Review](#)
- B. [Law Journal](#)
- C. [Moot Court Honors Program](#)
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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. Program overview

Serving on the Law Review affords students the opportunity to study specific areas of the law and a pathway to publish their scholarly articles. The honor of participating on Law Review is offered to students with 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 (for residential and online full-time and part-time students) and after SCALE I Quarter 4. The specific dates for the write-on competition will be announced in advance.

The write-on competition is limited to Southwestern J.D. students who have completed the first or second year of a full-time program, the second or third year of a part-time program, or SCALE I. Transfer students may participate by invitation of the Student Services Office.

Each write-on participant is required to write a paper analyzing an assigned legal problem. The Student Affairs Office will provide instructions on the paper requirements and the criteria the Law Review will use to evaluate each paper. Each participant is allowed a set number of days to complete and submit their paper.

**Membership Selection Criteria:** The Law Review invites students who satisfactorily completed the write-on competition and are in the top ten percent of their ranked cohort to become a candidate.

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 30 percent 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 both Law Review and Law Journal, the student may choose one invitation.

In addition to writing an article of publishable quality, each candidate must complete production and proofreading assignments, which are necessary to publish 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." The candidate may appeal the removal to the faculty advisor(s), who will review the decision using an abuse of discretion standard.

A candidate secures full membership on Law Review by successfully completing the candidacy requirements during their first academic year on the Law Review. In April, the Law Review Executive Board will determine which candidates will be awarded full membership status. Recognition of Law Review membership will appear in the memoranda column on the student's official transcript, in addition to the course credit for applicable semesters. Any candidate or member placed on academic probation after being selected for the Law Review will be excluded from the program.

A vote of three-fourths of a quorum (a quorum is defined as two-thirds of the Law Review Executive Board) to deny membership will prevent a candidate from becoming a Law Review member. No absentee or proxy votes will be allowed. A candidate who is denied membership may appeal the decision to the faculty advisor(s), who will review the decision using an abuse of discretion standard. The faculty advisor(s) can affirm the Executive Board's decision or require the Executive Board to reconsider. Upon reconsideration by the Executive Board, a three-fourths vote of a quorum to again 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 researching topics, reviewing production assignments, and coordinating 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 majority vote from the Executive Board and waivers from the faculty advisors and the President and Dean (Dean).

Additional, non-voting, general Board members may include:

- a.** Associate Editors, who are responsible for performing editorial work on staff members' notes and comments and working closely with staff members throughout the stages of developing 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 they serve. SCALE II students graduating in 2.5 years will be limited to Board membership in their second year and not their final fall semester. The selection is based on performance as a candidate, academic standing, a written application, and an interview.

The outgoing Executive Board must communicate the proposed slate of incoming Board members to the faculty advisor(s), Associate Dean for Student Services, Associate Dean of Student Affairs, and the Dean with clearly articulated and objectively verifiable reasons about the appropriateness of each choice and why each applicant was or was not selected. The communication should include a description for each

Board position. The Associate Dean for Student Services will ensure that each recommended student meets the grade eligibility requirement and will provide the Dean, Associate Dean for Student Affairs, and faculty advisor(s) with each recommended student's disciplinary history, if any. Each appointment is subject to veto or ratification by the faculty advisor(s) or the Dean. The selection is made during the summer for a one-year term and becomes effective on the date assigned by the outgoing Board in consultation with the faculty advisor(s).

### **3. Law review credit**

- a.** Law Review candidates may earn up to 3 units of academic credit for participating in Law Review. Credits will be granted in accordance with the following procedures:
  - i. Students participating in the first year of the program enroll for 2 units of credit in the course titled "Law Review" in the fall semester 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. Completing 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 must also comply with the Timesheet Requirement (see subsection v below). Students who satisfactorily complete all staff assignments, attend program meetings, and comply with the Timesheet Requirement 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, submit a suitable written product, or fail to comply with the Timesheet Requirement will receive No Credit for the fall semester.
  - v. Students must record their Law Review-related activities on a timesheet using the template provided by the Law Review. The timesheet should reflect all Law Review-related activities, except for attending or completing assignments for the Law Review course. The work recorded must relate to producing the Law Review and must have an educational component. On the timesheet, the student must describe in detail the particular activity or activities they engaged in each week and the time spent, using .25-hour increments. Appropriate activities may include, but are not limited to,

researching and writing a student note or comment (after completing the Law Review course); attending regularly scheduled Law Review program meetings; completing production and administrative assignments; selecting articles for publication; editing pieces; preparing substantive correspondence with authors about articles; completing management and supervisory activities; and organizing and putting on symposia. **The student's timesheets for the semester must reflect at least 44 hours of work for every credit the student is to receive that semester for Law Review (apart from the two credits received for the Law Review course). However, most staff members will need to spend substantially more than 44 hours per credit to satisfactorily complete their Law Review work.** Each student must submit their timesheet via the Canvas course page. The designated faculty member will review the timesheets on a regular basis during the semester. At the conclusion of each semester, the faculty member will determine if the student's Law Review-related activities satisfy this Timesheet Requirement.

- vi. Online J.D. Program students have the option to attend the in-person course or participate by watching the recorded class sessions. Online students who participate by watching recorded class sessions will be required to attend at least two synchronous Zoom sessions throughout the term.
- vii. 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 the faculty member(s) teaching the Law Review course record a grade, the faculty advisor will advise the faculty member(s) in writing whether each student has satisfactorily completed staff assignments, attended program meetings, satisfied the Timesheet Requirement, and (if applicable) watched the required class sessions. As noted above, the faculty advisor(s) will review each student's timesheets for the semester, and the Law Review Board will advise the faculty advisor(s) in writing whether each student has satisfactorily completed staff assignments and attended program meetings. The faculty member(s)'s grade determination is final.
- viii. Students who satisfactorily complete all staff assignments, attend regularly scheduled program meetings, and satisfy the Timesheet Requirement will receive Credit for the spring semester. Students who fail to satisfactorily complete staff assignments, attend program meetings, or satisfy the Timesheet Requirement will receive No Credit for the spring semester.
- ix. The faculty advisor(s) will determine whether students receive Credit or No Credit for the spring semester. Before making that determination, the

faculty advisor(s) will review each student's timesheets for the semester, and the Law Review Board will advise the faculty advisors(s) in writing whether each student has satisfactorily completed staff assignments and met the participation requirements. The faculty advisor(s)'s grade determination will be final, subject to Southwestern's grade change policy.

- x. Candidates may add Law Review units only within the one-week "add" period that governs the rest of the curriculum.
- xi. Candidates may drop Law Review at any time until the last day of the semester.

**b.** Students participating on Law Review for a second year may earn 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 for the second year of service.
- ii. Associate Editors and Special Projects Staff may receive 1 unit of credit per semester, for a total of 2 units.
- iii. No student may receive more than 7 units of total credit for Law Review.
- iv. All students must comply with the Timesheet Requirement (see subsection 3.a.v above).
- v. The Executive Board will recommend to the faculty advisor(s) whether each editor should be awarded Credit or No Credit. The Board will regularly advise each editor and the faculty advisor(s) of the quality of work being performed by each editor. The faculty advisor(s) will consider the Executive Board's recommendation but will make their own decision after reviewing each student's timesheets and any other materials the faculty advisor(s) deem advisable.
- vi. If an editor performs unsatisfactory work, the Board may recommend No Credit. If the Board recommends No Credit, it must provide a detailed explanation with a list of work performed in an unsatisfactory manner and representative examples of that work. In addition, the Board, Editor-in-Chief, or Managing Editor should warn both the under-performing editor of their concerns as quickly as possible to afford the editor an opportunity to improve and earn credit and inform the faculty advisor(s) of the situation so they can provide input, guidance, and if necessary, meet with the editor at issue.

- vii. The faculty advisor(s)'s grade determination 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 but chooses not to enroll for credit, Law Review will be indicated on the academic transcript by a

**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. Participating on the Law Journal allows students to develop their legal writing and research skills along with their substantive knowledge of topics covered by the journal.

## **1. Staff member program**

Serving on the 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 participating 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 (for residential and online full- time and part-time students) and after SCALE I Quarter 4. The specific dates for the write-on competition will be announced in advance. The write-on competition is limited to Southwestern J.D. students who have completed the first or second year of a full-time program, the second or third year of a part-time program, or SCALE I.

Transfer students may participate by invitation of the Student Services Office. Each write-on participant is required to write a paper analyzing an assigned legal problem. The Student Affairs Office will provide instructions on the paper requirements and the criteria the Law Journal will use to evaluate each paper. Each participant is allowed a set number of days to complete and submit their paper.

**Membership Selection Criteria:** Law Journal will extend an invitation to become a candidate 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 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 and Note and Comment Editors (6 to 8), with Lead Articles Editors primarily responsible for soliciting and editing lead (non-student) articles, and Note and Comments Editors primarily responsible for supervising second-year staff members and editing student notes; and
- d.** 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 majority vote from the Executive Board, and waivers from the faculty advisors 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 Law Journal course and production work, a statement of interest, academic standing, and writing and editing skills.

The outgoing Executive Board must communicate the proposed slate of incoming Board members to the faculty advisor(s), Associate Dean for Student Services, Associate Dean of Student Affairs, and the Dean with clearly articulated and objectively verifiable reasons as to the appropriateness of the choices and why each student was selected or not selected. The communication should include a description for each Board position. The Associate Dean for Student Services will ensure that each recommended student meets the grade eligibility requirement and will provide the Dean, and faculty advisor(s) with each recommended student's disciplinary history, if any. 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 outgoing Board in consultation with the faculty advisor(s).

### **3. Law Journal credit**

- a.** Law Journal candidates obtain up to 3 units of academic credit for participating 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 graded as Credit/C/No Credit. Credit units for the spring semester will be Credit/No Credit.
  - iii. Candidates may add Law Journal units only within the one-week period that governs the rest of the curriculum.
  - 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 Journal course, and submit a suitable written product. Students must also comply with the Timesheet Requirement (see subsection vi below). Students who satisfactorily complete all staff assignments, attend program meetings, and comply with the Timesheet Requirement 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, submit a suitable written product, or fail to comply with the Timesheet Requirement will receive No Credit for the fall semester.

- v. Completing the Law Journal Course during the fall semester will satisfy Southwestern's upper-division writing requirement. (See *Graduation Requirements Policy*.)
- vi. Students must record their Law Journal-related activities on a timesheet using the timesheet template provided by the Law Journal. The timesheet should reflect all Law Journal-related activities except for attending or completing assignments for the Law Journal course. The work recorded must relate to producing the Law Journal and must have an educational component. On the timesheet, the student must describe the particular activity or activities they engaged in each week and the time spent (using .25-hour increments). Such activities may include, but are not limited to, researching and writing a student note or comment (after completion of the Law Journal course); attending regularly scheduled Law Journal program meetings; completing production and administrative assignments; selecting articles for publication; editing pieces; preparing substantive correspondence with authors about articles; completing management and supervisory activities; and organizing and putting on symposia. **The student's timesheets for the semester must reflect at least 44 hours of work for every credit the student is to receive that semester for Law Journal (apart from the two credits received for the Law Journal course). However, most staff members will need to spend substantially more than 44 hours per credit to satisfactorily complete their Law Journal work.** Each student must submit their timesheet via the Canvas course page. The designated faculty member will review the timesheets on a regular basis during the semester. At the conclusion of each semester, the faculty member will determine if the student's Law Journal-related activities satisfy this Timesheet Requirement.
- vii. Online J.D. Program students have the option to attend the in-person course or participate by watching the recorded class sessions. Online students who participate by watching recorded class sessions will be

required to attend at least two synchronous Zoom sessions throughout the term. To receive Credit for the fall semester, online students must satisfactorily complete all staff assignments, watch all course videos, satisfactorily complete all assignments for the Law Journal course, satisfy the Timesheet Requirement, and submit a suitable written product.

viii. 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, subject to Southwestern's grade change policy.

**b.** Students participating on Law Journal for a second year may earn 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 of credit in the final year of law school.
- ii. Associate Editors may receive 1 unit of credit in each semester, for a total of 2 units of credit in the final year of law school.
- iii. All students must comply with the Timesheet Requirement (see subsection 3.a.vi above).
- iv. The Executive Board may recommend to the faculty advisor(s) whether each editor should be awarded Credit or No Credit. The Board will regularly advise each editor and the faculty advisor(s) of the quality of work being performed by each editor. The faculty advisor(s) will consider the Executive Board's recommendation but will make their own decision after reviewing each student's timesheets and any other materials the faculty advisor(s) deem advisable.
- v. If an editor performs unsatisfactory work, the Board may recommend No Credit. If the Board recommends No Credit, it must provide a detailed explanation with a list of work performed in an unsatisfactory manner and representative examples of that work. In addition, the Board, Editor-in-Chief, or Managing Editor should warn both the under-performing editor of their concerns as quickly as possible to afford the editor an opportunity to improve and earn credit and inform the faculty advisor(s) of the situation so they can provide input, guidance, and if necessary, meet with the editor at issue.

**c.** All incompletes and withdrawals for Law Journal units will be governed by the current academic regulations.

- d.** 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 in any J.D. program who wish to be considered for membership in the Moot Court Honors Program must (1) successfully complete the requirements of the LAWS II course; (2) participate in one of the intramural competitions; and (3) interview with the Moot Court Honors Program.

First-year students have the opportunity to participate in one of three LAWS II courses that introduce them to a type of advocacy in their first-year spring semester: (1) appellate advocacy; (2) negotiation; and (3) trial practice. The focus selected gives the student exposure to a particular skill set. However, a student's choice has no bearing on the intramural competition a student may choose to do. Each honors program has meetings and workshops to help students prepare for the intramural competition of their choice, subject to the rules set by the honors programs.

#### **1. First-year Intramural competition**

The Moot Court Honors Program Intramural Competition is open to all first-year students enrolled in LAWS II. No academic credit is given for participating in the intramural competition. For purposes of this section, first-year students include first-year residential students (full-time, PLEAS/part-time, and SCALE) and first-year online students (online full-time and online part-time).

#### **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 Program Directors. Selections are based on a student's LAWS II final paper, grades, performance in the intramural competitions, an interview with the Moot Court Board of Governors, and interviews with the Program Directors.

Students may interview for only one advocacy honors program. Any student, regardless of LAWS II 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 even if they did not participate in the Moot Court 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 cumulative 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 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 Program Directors. 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, at their discretion and depending on the year, may conduct moot court tryouts for upper-division students who did not get to try out in their first year and are interested in being oralists. If a tryout for upper- division students is held, upper-division students (in any of the J.D. programs) who did not participate in the intramural competition may apply to be oralists provided they have a minimum cumulative 2.9 GPA in LAWS I and II, and a minimum grade of B in LAWS II. All entering members must have a cumulative GPA of 2.9 following the conclusion of their academic year at the time of the application process. Students should contact the Program Directors for more information.

Upper-division students who wish to be writers in the program may apply to Moot Court to be a writer if they received an A or A+ in LAWS II, providing they have a minimum cumulative 2.9 GPA in LAWS I and II. Students should contact the Program Directors for more information. Note, all entering members must have a GPA of 2.9 following the conclusion of their academic year at the time of the application process.

**d.      *Interschool competitions***

Southwestern participates in several competitions throughout the United States, most of which occur during the spring semester. The Board of Governors assigns Moot Court Honors Program members to particular competitions with the assistance and approval of the Program Directors. 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 Quarters 5 and 6, they are generally not permitted to participate in competitions during the subsequent spring semester or SCALE Quarters.

However, if the Program Directors determine that significant preparation has already begun, the Associate Dean for Student Services (in consultation with the Program 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 Program 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 serve on the Trial Advocacy Honors Program or Negotiation Honors Program. Further, a member of the Moot Court Board of Governors may not accept outside full-time employment during the academic year or participate in an externship for more than 3 units without obtaining waivers from the Program 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.

**g. Online J.D. Program & Residential Program**

Students who are enrolled in the Online J.D. Program have the same ability to participate in the Moot Court Honors Program as students who are enrolled in the residential program.

Residential program students who are invited to join the Moot Court Honors Program will attend the Moot Court Appellate Advocacy course in person (if required), attend practice oral argument rounds in person, and meet the program requirements regarding campus events by attending in person. Because residential program students are able to practice at a podium with an in-person bench, those students are eligible to travel to an in-person interscholastic competition.

Online J.D. students who are invited to join the Moot Court Honors Program and can come to campus and meet all of the on-campus requirements listed above, will be eligible to travel to an in-person interscholastic competition.

Online J.D. students who are invited to join the Moot Court Honors Program *and cannot meet **all** of the on-campus requirements will still be vibrant and equal members of the Moot Court Honors Program.* Students will attend the Moot Court Appellate Advocacy course via Zoom, attend practice oral argument rounds via Zoom, and meet all the program requirements via Zoom. Because these students are able to practice online, these students will compete in online interscholastic competitions.

**3. Unit credit**

All Moot Court Honors Program members in their first year of eligibility, whether in- residence or online, will enroll for 2 units of credit in the fall in the course entitled "Appellate Advocacy" and 1 unit of credit in the spring, regardless of when they compete. The grade for the fall semester will be Credit, a letter grade of C, or 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 Honors Program 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 Honors Program 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 semester they do not compete and 2 units of credit in the semester 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 Honors Program 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 the approval of the Program Directors and 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 Honors Program Bylaws. 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 that any student may take during the course of their academic career must not exceed 7.
- g.** In all cases, the Program Directors' determination about 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 (NHP)**

First-year students, in any J.D. program, who wish to be considered for membership in the Negotiation



Honors Program must (1) complete the requirements of the LAWS II course; (2) participate in the Negotiation Intramural Competition; and (3) interview with the Negotiation Honors Program.

Entering first-year students have the opportunity to participate in one of three LAWS II courses that introduce them to a type of advocacy in their first-year spring semester: (1) appellate advocacy; (2) negotiation; and (3) trial practice. The LAWS course focus to which the student is assigned gives the student exposure to a particular skillset. However, a student's LAWS course assignment has no bearing on the intramural competition a student may choose to do. Each honors program has meetings and workshops to help students prepare for the intramural competition of their choice, subject to the rules set by the honors programs.

### **1. Intramural competition**

The Negotiation Honors Program Intramural Competition is open to all first-year law students who are enrolled in the LAWS II course and Upper Division Students who have at least 1 full year of classes remaining prior to graduation. For the purposes of this section, first-year students include first-year residential students (full-time, PLEAS/part-time, and SCALE) and first-year online students (online full-time and online part-time). No academic credit is given for participation in the intramural competition.

The initial rounds of the Negotiation Honors Program will take place remotely. The advanced rounds of the Negotiation Honors Program will take place in person at Southwestern Law School. All first-year students will have the opportunity to participate in the advanced rounds of the competition, subject to their ranking in the initial rounds. Students must be able to participate in person at Southwestern to participate in the advanced rounds. Upper-division students are only permitted to participate in the initial rounds of the competition. Students who participate in the initial rounds of the Negotiation Intramural Competition are eligible to be invited for an interview with the program.

#### **a. Membership**

NHP members are selected by the Program Directors 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 Program Directors, 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 must have a minimum cumulative GPA of 2.5 to be invited to participate in NHP and must maintain a cumulative GPA of 2.5 to remain in the program.

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 Program Directors. 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 Program Directors. 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. Pacific Time for negotiation events (for both fall and spring).

**b.      *Interschool competitions***

Southwestern participates in several competitions throughout the United States during the fall and spring semesters. The Program Directors assign competitors to particular competitions. 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 Quarters 5 and 6, they are generally not permitted to participate in competitions during the subsequent spring semester or SCALE Quarters.

However, if the Program Directors determine that significant preparation has already begun, the Associate Dean for Student Services (in consultation with the Program 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 Program 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 Program Directors 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 Program Directors.

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, or participate in an externship for more than 3 units without obtaining a positive recommendation from the Program Directors. 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 Program Directors.

**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, a letter grade of C, or No Credit. Unit Credit for the spring semester will be Credit, a letter grade of C, or 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 Program Directors and Associate Dean for Student Services.
- f.** Students may drop the 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 Program Directors 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 Program Directors approval and Associate Dean of Student Services approval).

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.

- h.** If a student fails to meet the expectations of the Negotiation Honors Program, the Program Directors 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 Program Directors) 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 Program Directors, no warning will be given prior to removal/suspension. In all cases, the determination of the Program Directors 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 the Trial Advocacy Honors Program (TAHP) must (1) complete the requirements of the LAWS II course; (2) participate in the Trial Advocacy

Honors Program intramural competition; and (3) interview with the Trial Advocacy Honors Program. This is an in-person program only. To be eligible to participate in the Trial Advocacy Honors Program, students must, for example, attend all TAHP events, tryouts, and office hours in person, commit to attending all class sessions in person, participate in all practice rounds in person, and travel to competitions. Online J.D. Program students are eligible to participate in the Trial Advocacy Honors Program provided that they are able to meet all of the in-person requirements. TAHP does not currently offer virtual or remote options.

Entering first-year students have the opportunity to participate in one of three LAWS II courses that introduce them to a type of advocacy in their first-year spring semester: (1) appellate advocacy; (2) negotiation; and (3) trial practice. The focus selected gives the student exposure to a particular skill set. However, a student's choice has no bearing on the intramural competition a student may choose to do. Each honors program has meetings and workshops to help students prepare for the intramural competition of their choice, subject to the rules set by the honors programs.

### **1. Intramural competition**

The Trial Advocacy Honors Program Intramural Competition is open to all residential first-year day and PLEAS/Part-time day students who have completed the requirements of the LAWS II course. A separate tryout is held in the fall for first-year SCALE students. Participants compete for a position as a member. Transfer residential students, by invitation of the Student Services Office, may also participate in the fall tryouts. No academic credit is given for participation in the intramural tryout competition.

#### **a. Membership**

Members are selected by the Trial Advocacy Honors Program Board of Governors with the assistance and agreement of the Program Directors. 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.

Students must have a minimum cumulative GPA of 2.5 to be invited to participate in the Trial Advocacy Honors Program and must maintain a cumulative GPA of 2.5 to remain in the program.

Participating on a TAHP competition team as an advocate requires that a student has completed or is enrolled in Evidence within the same academic year of the competition. This requirement may be waived by the Program Directors. 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 semester they are on academic probation. 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 the spring semester, 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, the Board of Governors invites students who are continuing Trial Advocacy Honors Program members to return to the program and participate as senior advocates.

***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 Program Directors. 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 Program Directors, who, thereafter, determine whether academic credit is to be awarded.

When a student is placed on academic probation following the fall semester or SCALE Quarters 5 and 6, they are generally not permitted to participate in competitions during the subsequent spring semester or SCALE Quarters.

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 under the supervision of the Program Directors. 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 Program Directors 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 Program Directors 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 the 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 Program Directors 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.

## **2. Unit credit**

- a.** Trial Advocacy Honors Program is graded on a Credit/No Credit basis.
- b.** 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.
- c.** Board members receive 1 unit of academic credit for each semester they serve on the Board.
- d.** Students may add Trial Advocacy Honors Program units only during the add period that governs the rest of the curriculum unless the Associate Dean for Student Services approves a late add.
- e.** Students may drop the 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 Program Directors of their intention to drop.
- f.** 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. Removal requires the approval of the Program Directors.
- g.** If a student is accepted as a member of the Trial Advocacy Honors Program and successfully completes 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.
- h.** In all cases, the Program Directors' determination about whether senior advocates and members of the Board of Governors should receive academic credit will be final.

## Accommodations, Accessibility, and Anti-Discrimination Policies



### Disability Accommodations Policy (Including Standards for the Study of Law)

#### Administrative Policy.

**Revision history:** Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; technical revisions made in June 2023; revisions made in August 2024 to update documentation requirements.

**Related policies:** Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Academic Policies and Procedures; Attendance Policy; Examination Administration Contingency Plan; Examination Administration Policy; Distance Education Policy for Programs Other Than the Online J.D. Program; Master of Laws Program Policies; Interdisciplinary Programs Policy; Policy to Prevent Discrimination, Harassment, and Retaliation; SCALE Program Policies; Sexual Misconduct Policy; Student Records Policy – FERPA; Website and Digital Accessibility Policy.

**Scheduled Review Date:** June 2026 (Admissions Office; Career Services Office; Student Services Office)

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#### [Appendix A: Standards for the Study of Law](#)

## **A. Policy Statement**

This policy is designed to ensure that students with disabilities have equal access to educational opportunities, programs and activities, and the physical campus. Our commitment to accessibility extends beyond the physical campus to the Law School's digital environment (e.g., website, learning management system). This policy outlines the procedures for requesting and receiving reasonable accommodations in compliance with applicable state and federal laws, including the California Fair Employment and Housing Act, the Fair Housing Act, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act.

The ADA regards an individual as having a disability if they have a physical or mental impairment that substantially limits one or more major life activities, have a history or record of such an impairment (such as cancer that is in remission), or are perceived by others as having such an impairment (such as a person who have scars from a severe burn). Although Southwestern's legal obligations relate to disabilities as defined by the ADA, Law School's practice is to provide accommodations for temporary disabilities when possible.

While Southwestern is committed to providing reasonable accommodations, the Law School reserves the right to deny unduly burdensome accommodations that fundamentally alter the nature or essential curricular components of the program or activity.

## **B. Admissions**

### **1. Law School Admissions Test (LSAT) requirement**

Without exception, Southwestern will not waive the LSAT requirement as the Law School Admission Council provides extensive accommodations for taking the test.

### **2. Self-identification**

Applicants are not required to self-disclose a disability. But applicants who would like Southwestern to consider their disability during the admissions process must disclose the nature of the disability at the time of the application and describe how it affects the student's candidacy.

### **3. Reconsideration**

It is not Southwestern's practice to reconsider rejected applications unless they present new information that did not exist or was not available to the applicant when they applied.

## **C. Students Requesting Accommodations**

Students seeking accommodations must contact the Student Services Office as soon as possible after admission or upon diagnosis of disability. The Accessibility Office within the Student Services Office will process and coordinate accommodations. Students may initiate a request for accommodations at any point during enrollment. Indicating a disability to a faculty or staff member outside the Student Services Office or on the Law School application or a Law School survey does **not** provide notice of the student's need or request for accommodations. Students who require accommodations are solely responsible for requesting accommodations before academic disqualification or dismissal.

Because of the time needed to arrange accommodations, students must make requests no later than



eight weeks before a scheduled exam or eight weeks before the first day of the final exam period. While the Law School will do its best to process a request for accommodations that are submitted beyond the stated deadlines, requests received less than two weeks before the deadline may be denied if there is insufficient time to gather and review the appropriate documentation, evaluate possible accommodations, or implement an accommodation.

Students must provide documentation outlined in Section E. Challenges such as common exam anxiety and chronic lateness will not ordinarily be considered disabilities justifying accommodation.

## **D. Accommodations**

### **1. Academic accommodations**

Academic modifications include reduced course loads, extending the time for graduation, allowing part-time programming, and similar modifications. In appropriate cases, such as a reduced course load, the adjustment will be made in consultation with the appropriate faculty member or administrator.

### **2. Exam accommodations**

Exam modifications may include additional time to take the exam, time for rest breaks, using a reader or scribe, 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 speak with the faculty member to learn the exam format to determine the appropriate modification. For example, if the student has difficulty writing but not difficulty reading, the need for additional time would be affected if the exam was in a multiple-choice format or essay format.

For logistical reasons, students receiving exam accommodations will regularly be scheduled with exam start and end times different than those on the official exam schedule. Students should be prepared to start and end their exams earlier or later than the officially scheduled times. In some circumstances, exams may also be scheduled for dates different from what appears on the official exam schedule. Students are expected to make themselves available to accommodate their individual exam schedules provided by the Accessibility Office.

#### ***a. Reduced-distraction testing room***

Southwestern' regularly approves accommodations for a reduced- distraction testing environment when the functional limitations caused by a student's disability prevent them from testing in the regularly scheduled classroom. The purpose of providing a reduced-distraction testing environment is to increase control over noise and other environmental factors that can impact student performance in a testing situation. A reduced-distraction testing room at Southwestern accommodates up to 10 students simultaneously; each is assigned to an individual workspace with privacy screens. The workspaces are distanced, and students have access to earplugs or other noise-reduction devices.

#### ***b. Private testing room***

If a student believes they require a testing room accommodation other than a reduced-distraction testing environment, such as a private testing room, they must engage in an interactive process with the Accessibility Office to discuss how the conditions of a reduced-distraction testing environment are not an effective accommodation for the functional limitations caused by their disability. Students must submit documentation from a qualified professional that gives a clear rationale for alternate testing

room accommodations based on the student's functional limitations. Details should be specific; general statements such as the student is "easily distracted" or "distracted by others" are insufficient.

### **3. Auxiliary accommodations**

Auxiliary services may include interpreters, note-taking services, readers, assistance with photocopying and library retrieval, and other support services in connection with the academic program. Southwestern does not provide services for students to use for personal reasons. Purchasing special equipment (such as Dragon Naturally Speaking, a Kurzweil Reading Machine, an image enlarger, etc.) to be used for Southwestern-related activities may also constitute an auxiliary service.

Students may obtain occasional assistance in the library by making a specific request to the library staff. Students who require more extensive or regular assistance should make this need known to the Accessibility Office as soon as possible. The Accessibility Office will work with the library staff to facilitate an appropriate assistance schedule.

### **4. Architectural accommodations**

While most aspects of Southwestern's facilities are accessible, some students may have accessibility needs that require pre-arrangement.

- **Parking.** Southwestern has several designated accessible parking spaces near the Law School buildings for individuals with state-issued handicap parking designations.
- **Ramped entrances.** Entrance into Law School buildings 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 contact the Accessibility Office as early as possible in the registration process so that feasible adjustments can be made.

### **5. Requests to modify the Attendance Policy**

Class attendance is a fundamental aspect of legal education. Reduced course loads, extensions of time for graduation, and other accommodations are available accommodations, so it would be extremely rare that modifying the attendance policy would be a necessary reasonable accommodation. The Accessibility Office will generally not waive the Attendance Policy as an accommodation.

### **6. Service animals**

Service animals are dogs 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. Other animals, including support or comfort animals, are prohibited in Law School buildings.

Service animals do not need to be pre-approved. However, Southwestern strongly encourages

students to voluntarily register their service animals with the Accessibility Office. Registration allows the office to notify relevant staff, faculty, and campus security about the presence of a service animal. Registration also allows the Accessibility Office to notify appropriate campus partners for safety and emergency support for the animal and student.

Service animals must have a harness, leash, or tether unless the handler's disability precludes the use of tethers or the tether would interfere with the service animal's ability to perform its work or tasks safely. In these cases, the service animal must be under the control of the handler (i.e., voice commands, hand signals, or other effective means).

Southwestern reserves the right to deny access to campus or remove from campus any service animal if (1) the animal is disruptive or out of control and its handler does not take action that is effective to control it; (2) the animal is not housebroken; (3) the animal poses a direct threat to the health or safety of others that cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies or procedures; or (4) the handler fails to comply with their responsibilities under this policy.

### **E. Required Documentation**

The diagnosis of a disability or condition alone does not automatically qualify an individual for accommodations. Documentation supporting the requested 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. Southwestern reserves the right to deny unduly burdensome accommodations that fundamentally alter the essential curricular components of the program or activity.

All students are held to the same academic performance and behavior standards. The specific standards for the study of law appear in Appendix A.

Southwestern's provision of reasonable accommodations and services is based on assessing the impact of the student's disabilities on their academic performance at a given time in their life. Because accommodation needs can change over time, the documentation must verify the need for accommodations based on the student's current level of functioning within the Law School setting.

#### **1. Students with a prior history of accommodations**

Students with a record of prior accommodations approved for another educational program or a high-stakes examination (e.g., LSAT, GRE, GMAT, MPRE, etc.) can request that Southwestern approve the same or lesser accommodations if the following conditions are satisfied:

- Southwestern regularly provides the same or equivalent accommodations;
- The student provides a record of the official approval of the prior accommodations; and
- The student provides a Southwestern Qualified Professional Certification Form or equivalent documentation completed by their medical provider that verifies the need for accommodations based on the student's current

level of functioning.

Students requesting accommodations that are new or different from those previously received must submit the following:

- A detailed explanation of why the prior accommodations are insufficient, including any changes in the student's diagnosis or functional limitations.
- Relevant supporting documentation substantiating the student's disability-related functional limitations, their specific access needs, and how those needs relate to the accommodations recommended. Documentation may consist of a comprehensive evaluation; a relevant history; standardized test data from appropriate evaluation instruments; or a written statement describing the applicant's disability, impairment, areas of limitation, effects on activities of daily living, and testing accommodation needs. Self-report questionnaires and interviews are generally insufficient on their own.

## **2. Students without a prior history of accommodations**

Students without a record of prior accommodations are required to provide the following:

- a. Southwestern Qualified Professional Certification Form; and
- b. Relevant supporting documentation substantiating the student's disability-related functional limitations, their specific access needs, and how those needs relate to the accommodations recommended. Documentation may consist of a comprehensive evaluation; a relevant history; standardized test data from appropriate evaluation instruments; or a written statement describing the applicant's disability, impairment, areas of limitation, effects on activities of daily living, and testing accommodation needs. Self-report questionnaires and interviews are generally insufficient on their own.

## **F. Bar Examination and the Multistate Professional Responsibility Exam**

Students with disabilities are encouraged to meet with the Accessibility Office at least one year before taking the Multistate Professional Responsibility Exam (MPRE) or bar examination to discuss the accommodation request process. Information about how to contact bar examiners in all states is available in the law library, the Registrar's Office, the Accessibility 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. The Accessibility Office will provide that information after receiving a written release from the student and will normally be provided within 10 working days after receipt of the written release.

**The National Conference of Bar Examiners and each state bar make an independent determination regarding the approval of exam accommodations. Southwestern's approval of exam**

**accommodations does not guarantee that these other organizations will approve the same or any accommodations, and vice versa.**

#### **G. Temporary Accommodations**

Students seeking accommodations for a temporary disability should provide documentation from a qualified healthcare provider that verifies the student's condition and expected duration and recommends appropriate accommodations. If the initial documentation is insufficient to fully determine the nature of the disability or the appropriate accommodations, the Law School may ask for additional information. The cost of obtaining the initial verification and any further assessments will be the student's responsibility. The documentation should reflect the student's current condition and be no older than 60 days.

#### **H. Pregnancy and Pregnancy-Related Accommodations**

The Law School does not discriminate based on pregnancy or related conditions. Pregnancy-related conditions include childbirth, termination of pregnancy, and lactation. Pregnancy-related conditions also include medical conditions and recovery related to pregnancy, childbirth, termination of pregnancy, or lactation. The Law School will not require a student to take a leave of absence, withdraw from the Law School, or limit the student's legal studies.

Southwestern will provide individualized, reasonable accommodations to pregnant students so they may complete their education program. Reasonable accommodations may include but are not limited to allowing the student to make up tests and assignments that are missed for pregnancy-related reasons, approving a leave of absence, providing a clean and private space for lactation, etc. Reasonable accommodation will also include allowing medically necessary absences.

When a student informs a Southwestern employee of their pregnancy or pregnancy-related condition, the employee is required to share the Title IX Coordinator's contact information and inform the student that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the education program or activity.

#### **I. Privacy and Confidentiality of Records**

Documentation of a student's disability is maintained separately from the student's general academic record. Southwestern treats all information related to a disability as confidential. Southwestern discloses that information only to school employees with a legitimate education interest, consistent with Southwestern's Student Records Policy – FERPA and applicable state and federal law. Law School employees or volunteers apprised of a student's disability are advised that such information is confidential.

Documentation related to a student's disability will be retained for the duration of a student's time at Southwestern and is subject to being destroyed five years after the end of the academic term in which the student no longer attends Southwestern. Students are advised to retain copies of all disability-related documentation submitted to the Accessibility Office since access to this documentation is not guaranteed upon a student's graduation, dismissal, or withdrawal.

#### **J. Academic Dismissal and Readmission**

Students who are academically disqualified sometimes raise a disability as the basis for academic

difficulty. While this basis may sometimes affect the decision for readmission, it is the student's responsibility to explain why the disability was not previously disclosed to the Accessibility Office. If it was disclosed, the student may clarify why accommodations were not requested, or if accommodations were provided, why they were insufficient.

#### **K. Grievances**

Students who request accommodations and believe that reasonable accommodations have been impermissibly denied should bring this matter to the attention of the Associate Dean for Student Services. The Associate Dean for Student Services will try to resolve the matter. Students unsatisfied with the resolution should bring the matter to the attention of the Vice Dean in charge of academics. 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 receiving 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 to the student to present the grievance in writing or in person (including via Zoom), determine whether the grievance has merit in relation to this policy, and provide a written report to the Dean. The Dean's decision will be final.

Students who believe they have been discriminated against because of their disability, pregnancy, or pregnancy-related condition should report the matter to the Diversity, Equity, and Inclusion Office and consult the Policy to Prevent Discrimination, Harassment, and Retaliation and the Sexual Misconduct Policy.

#### **L. Additional Resources**

ABA Commission on Lawyer Assistance Programs [https://www.americanbar.org/groups/lawyer\\_assistance.html](https://www.americanbar.org/groups/lawyer_assistance.html)

ABA Commission on Disability Rights E-mail:

[cdr@americanbar.org](mailto: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](mailto: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)

E-mail: [ahead@ahead.org](mailto:ahead@ahead.org) <https://www.ahead.org/>

Braille Institute of America 741 North  
Vermont Avenue Los Angeles, CA 90029  
(323) 663-1111 (voice)  
E-mail: [la@brailleinstitute.org](mailto:la@brailleinstitute.org)  
<http://www.brailleinstitute.org/>

California Department of Rehabilitation Vocational  
Rehabilitation Services Greater Los Angeles District  
3333 Wilshire Boulevard, Suite 200 Los Angeles,  
CA 90010-4101  
(213) 736-3904 (voice)  
(844) 729-2800 (TTY)  
<https://www.dor.ca.gov/>

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](mailto:info@nami.org) <https://www.nami.org/>

#### **M. Policy Revisions**

Southwestern reserves the right to change or modify any aspect of this policy at any time, with or without prior notice.

## Appendix A: Standards for the Study of Law

To help applicants for admission and current students understand the rigor of Southwestern's academic programs and the minimum essential skills and abilities needed for successful completion, the Law School has developed standards for successful law study. These standards are based in part on the ABA Task Force on Law Schools and the Profession, *Legal Education and Professional Development—An Education Continuum* (1992) (often referred to as the "MacCrate Report" in honor of the chair of the task force), Southwestern's Learning Outcomes, and the American Bar Association's Standards for Approval of Law Schools.

**Intellectual—Conceptual and Integrative Skills:** A student must be able to recall and analyze complex factual information, integrate this information with complex legal theories, and apply to those facts the substantive legal principles that will control the result in a particular case. This form of analytical ability involves the ability to recognize and identify the legal issues that are implicated by specific facts, the ability to sort material facts from immaterial facts, the ability to recognize and evaluate competing legal theories that might apply to the facts, and the use of sound and logical legal reasoning in applying legal principles to material facts to reach a proper result. It also involves the ability to recognize when different legal analysis might lead to a different but logically supportable result. The student must be able to perform legal research. A student must be capable of achieving the designated [learning outcomes](#) for their program.

**Effective Communication Skills:** A student must be able to organize ideas and express them with a high degree of organization, clarity, precision, and persuasive force. A student must demonstrate ability with the English language and commitment to writing well, including appropriate vocabulary, grammar, syntax, spelling, and punctuation. A student must be able to memorialize and organize information in an accessible form. A student must be able to communicate candidly and civilly with others. A student must be honest in advocating a particular result and should not misrepresent facts or the content of any legal principle upon which the student relies.

**Behavioral and Social Attributes:** A student must possess the emotional health required to fully utilize their abilities and possess the interpersonal skills to work with others. The student must possess the ability to

- comply with requirements of applicable federal, state, and local laws, regulations, statutes, and applicable orders of a court or tribunal;
- comply with the ethical norms of the profession as expressed in the Code of Professional Responsibility and the ABA Model Rules of Professional Conduct, including the avoidance of acts that are illegal, dishonest, fraudulent, or deceitful;
- avoid acts that exhibit disregard for the rights or welfare of others;
- avoid acts of self-harm or violence against others;
- use honest and good judgment in financial dealings on behalf of oneself and others; and
- act diligently and reliably in fulfilling one's obligations to others.



**Attendance and Participation:** A student must be able to have regular and punctual class attendance and participate in class discussions.

**Time Management:** A student must possess the ability to comply with deadlines and time constraints and prioritize and manage multiple tasks.

**Participating in Required Administrative Processes:** If issues arise regarding the student's behavior, they must possess the emotional health required to participate in meetings and any required investigation regarding the student's behavior.

# SOUTHWESTERN

## LAW SCHOOL Los Angeles, CA

### Interim Sexual Misconduct Policy

Administrative policy approved August 14, 2020. Effective August 14, 2020, through July 31, 2024; effective again on January 10, 2025.

**Revision history:** Substantive edits were made in July 2024 to comply with federal regulations; reverted to Southwestern's 2020 Sexual Misconduct Policy with some technical edits to comply with revised federal guidance; this policy remains under further development.

**Related policies:** Student Records Policy – FERPA; Policy to Prevent Discrimination, Harassment, and Retaliation; Policy Statement Regarding Students and Applicants with Disabilities; Code of Student Professionalism and Conduct; Student Health-Related Leave of Absence and Return Policy

**Scheduled Review Date:** April 2026 (Title IX Coordinator)

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[Appendix A](#)

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## **A. 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).

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.

## **B. 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.

### **1. 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.

## **2. 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.

## **C. Prohibited Conduct and Definition of Key Terms**

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.

To provide clarity to all individuals as to the kinds of behavior that constitute Sexual Misconduct 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.

### **1. 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 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.

2. **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.
3. **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.
4. **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.
5. **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) 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 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.

## **6. 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.

#### **D. Confidentiality and Privacy**

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.

##### **1. 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 F, below. Note, however, that these confidential resources are required by state law to notify child protective services or local law enforcement of any report which involves suspected abuse of a minor under the age of 18.

### **E. Reporting**

#### **1. 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.

#### **2. 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.

### **3. How to make a report to Southwestern Law School**

**The Law School strongly encourages all individuals to seek assistance from a medical provider 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:

Title IX Coordinator:

Jessica E. Johnson [TitleIX@swlaw.edu](mailto:TitleIX@swlaw.edu)

(213) 738-6733

Deputy Title IX Coordinator:

Sabrina Calica [TitleIX@swlaw.edu](mailto:TitleIX@swlaw.edu)

(213) 738-6788

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.

#### **4. 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.

#### **5. 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 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 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](#).

**F. 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 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 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.

## **1. 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 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.

## **2. Supportive measures**

Upon receipt of a report of alleged sex-based discrimination, sexual harassment or retaliation, non-disciplinary, non-punitive, free of charge individualized services will be offered to the Complainant 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 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 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.

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.

### **3. 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 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 timeframe.

A student Respondent who has been put on interim suspension has the right to a meeting within three days with the Associate Dean for Student Services or designee to appeal the interim suspension. The Associate Dean for Student Services (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.

## **G. Disclosures Required by the Clery Act**

### **1. Timely warnings and emergency notification**

A timely warning is a campus-wide notification of a serious or continuing threat to the Southwestern community. A timely warning does not include identifying information about the Reporting Party or 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.

An emergency notification is a campus-wide notification upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, or staff on campus.

In determining an appropriate communication, Southwestern will consider several factors, including but not limited to the building or segment of the population threatened, the nature of the threat, and the credibility of information received.

### **2. Annual reporting responsibilities**

As an institution that receives federal funding, Southwestern must issue a publicly available Annual Security Report ("ASR") that identifies the number of certain reported crimes on campus property or adjacent to campus. The ASR does not include identifying information about the Reporting Party or Respondent.



### **3. Crime log**

As a higher education institution with a campus security department, Southwestern must maintain a daily crime log that includes entries for all crimes that occur within the Clery geography and the campus safety force's regular patrol route. The crime log does not include identifying information about the Reporting Party or Respondent.

#### **H. Southwestern's Title IX Coordinator and Deputy Title IX Coordinator**

##### **1. Notice of designated Title IX Coordinator and Deputy Title IX Coordinator**

The Law School has designated Jessica E. Johnson to serve as the Law School's Title IX Coordinator. The Law School has designated Sabrina Calica as Deputy Title IX Coordinator. The Title IX Coordinator and Deputy Title IX Coordinator can be contacted by telephone, email, or in person during regular office hours:

**Jessica E. Johnson**

Title IX Coordinator

(213) 738-6733 |

**Sabrina Calica**

Deputy Title IX Coordinator

(213) 738-6788 |

##### **2. Role of the Title IX Coordinator and Deputy Title IX 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 Title IX Coordinator. In addition, based on the relationship of the Complainant and 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 Associate Dean for Student Services Office, and the Administrative Services Office. 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.

#### **I. 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 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 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.

## **J. Additional Provisions**

### **1. 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.

### **2. Training**

The Law School provides training to students and faculty 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.

### **3. 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.

### **4. 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.

### **5. 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.

#### **6. 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.

#### **7. 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 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 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.

#### **8. Consolidation of investigations**

The Coordinator has the discretion to consolidate into one Investigation multiple reports against a Respondent and 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.

#### **9. 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.

#### **10. 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.

#### **11. 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.

#### **K. 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 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 Associate Dean for Student Services Office indefinitely. Conduct files of students who have not been suspended or expelled are maintained in the Associate Dean for Student Services 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.

**L. Policy Revisions**

Southwestern reserves the right to change or modify any aspect of this policy at any time to meet its legal compliance obligations.

## 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.

#### **A. Prohibited Conduct**

##### **1. 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.

##### **2. 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 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 may be 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 or Third Parties who witness or observe harassment and are affected by it.



### **3. 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.

#### **a. 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.

#### **b. 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.

**c. 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 websites, written letters, gifts, or any other communications that are undesired 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, or classmates. To qualify as stalking, the conduct is not required to be sexual in nature.

**d.      *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.

**e.      *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 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.

## **B. 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."

### **1. Complaint and initial assessment**

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 or the Deputy Title IX Coordinator.

Jessica E. Johnson, Title IX Coordinator  
(213) 738-6733 | [TitleIX@swlaw.edu](mailto:TitleIX@swlaw.edu)

Sabrina Calica, Deputy Title IX Coordinator  
(213) 738-6788  
[TitleIX@swlaw.edu](mailto:TitleIX@swlaw.edu)

The Title IX Coordinator will coordinate the resolution of all reports of Prohibited Conduct defined in the Sexual Misconduct Policy, including reports of discrimination, harassment, and retaliation (Title IX prohibited conduct).

#### **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 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 561

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 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 Southwestern'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 Associate Dean for Student Services, 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 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 2, 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.

## **2. Resolution of complaint**

### ***a. 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 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 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 described below.

***b. 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 will 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 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 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.
- 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.

- 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 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 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

### ***c. Hearing***

The hearing is an opportunity for the Parties to address the Hearing Officer in person, to question the other Party and 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 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 567

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 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 be 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 B(3). 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 B(4) below.

### **3. 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.

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 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 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.

#### **4. 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.

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.

### **C. 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.

These procedures will apply in all cases where a Formal Complaint of prohibited conduct under these procedures was made between August 14, 2020 and July 31, 2024. These procedures will also apply in all cases where a Formal Complaint of prohibited conduct under these procedures is made on or after January 10, 2025. These procedures will also apply in all cases where a Formal Complaint of prohibited conduct under these procedures was made between August 1, 2024 and January 9, 2025, and that remained unresolved as of January 10, 2025.

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.**

### A. Scope

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.**

## **B. Covered Conduct: Definitions**

1. **Sexual harassment:** conduct committed by any person upon any other person, regardless of the sex, sexual orientation, 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; 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, 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, 575

the genital or anal opening of the body of another person, forcibly, 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, 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.

### **C. 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.

### **D. 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.

### **E. 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 or handling the matter under Appendix A, or under any other Law School policy.

### **F. 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).

### **G. 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.

#### **H. 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.

#### **I. 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.

#### **J. 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.

#### **K. 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.

#### **L. Reporting**

##### **1. 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.

##### **2. 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.

#### **M. Response To Allegations That Sexual Harrassment Or Gender-Based Misconduct As Set Forth In This Appendix B May Have Been Violated**

##### **1. 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.

## **2. 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 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 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.

## **3. 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 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 Associate Dean for Student Services (or designee); a staff Respondent will meet with the Chief Operating Officer (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.

## **N. Resolution Methods**

### **1. Informal resolution**

When the Complainant requests an Informal Resolution in writing, the Title IX Coordinator will 580



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.

## **2. 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.

## **3. 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.**

#### **4. 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.

#### **5. 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 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 582

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 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 B(3) of Appendix A 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

## **6. Appeals**

At the conclusion of the Formal Resolution Process, either Party may appeal upon the grounds described in Section B(4) of Appendix A of the Law School's Sexual Misconduct Policy. Please see the reference to the section on Appeals in Appendix A of the Southwestern Law School Sexual Misconduct Policy.

## **7. Consolidation of Cases**

In the event that the allegations under this policy involve allegations of a violation of a separate policy, whether Code of Student Professionalism and Conduct, Faculty Handbook, or Employee Handbook, the School shall have the right, within its sole discretion, to consolidate those other allegations within one investigation and hearing. Allegations of a violation of a separate policy are not required to be handled using the procedural requirements set forth in this policy.

### **N. 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.

**O. 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.

Leigh H. Taylor Law Library



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; technical edits made May 2024.

**Related policies:** Law Library Collection Development Policy; Law Library Mission and Goals; Computer and Network Use Policy

**Scheduled Review Date:** June 2025 (Law Library)

The primary function of the Leigh H. Taylor Law Library is to support 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 (e.g., 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 information is available on the library website 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 and 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 ID activates the electronic door release at the library entrance. The card must be carried at all times. The same card also serves as a 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.

### **2. 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.

### **3. 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.

The complete Study Room Reservation Policy is available on the library website at <http://library.swlaw.edu>. 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*, available on the Institutional Policies page of the Southwestern website. Use of library equipment constitutes acceptance of the terms of this policy.

Basic computer troubleshooting assistance is available from library staff. For other questions, please contact the Information Technology department at [ithelp@swlaw.edu](mailto:ithelp@swlaw.edu) or in W410.

#### **F. Policy Revisions**

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without notice.