

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Policy on Conflicting or Outdated Policies

Administrative policy approved December 20, 2021. Effective immediately.

Revision history: Technical edits made June 2025.

Related policies: Posting Southwestern Policies

Scheduled Review Date: July 2028 (Office of the President and Dean)

A. General Rules

Most Southwestern Law School policies are posted on the Institutional Policies page of Southwestern's website, www.swlaw.edu/SWPolicies. A few policies that are not appropriate for a public-facing website are posted or maintained elsewhere (e.g., the portal or a shared drive). Individuals seeking policy guidance should first check the Institutional Policies page.

Southwestern regularly reviews each official policy, maintains an archive of prior versions of the policy, and ensures new versions are clearly labeled.

Although Southwestern Law School strives to avoid promulgating policies that conflict with other Southwestern policies and reviews policies regularly to ensure they are up-to-date, if an individual discovers a policy conflict or an outdated policy, Southwestern encourages them to report the issue to the Dean's Office (lawdean@swlaw.edu) or the General Counsel (JXanders@swlaw.edu). The law school will investigate and address reported conflicts in a timely manner. When necessary, the Dean will determine whether a conflict exists and will resolve any conflict.

No person should rely on a policy that appears to conflict with another or seems outdated without seeking clarification. Only the most current version of a policy is enforceable; any prior versions or conflicting copies are superseded and may not be relied upon for any purpose, including to excuse non-compliance with a current policy.

B. Specific Rules

1. Electronic version versus paper copy

If an individual discovers a conflict between an electronic version of a policy and a paper copy of a policy on the same topic, while we encourage the individual to seek guidance as described above, the electronic version typically will control.

2. Same policy with different dates

If an individual discovers different versions of the same policy, the policy with the most current date will apply. If one version is not dated, it will be presumed to be older than the dated policy.

3. Conflicts between current policies

If two current policies contain conflicting requirements, the more specific policy will govern. If it's not clear which is more specific or appropriate, the conflict should be referred to the Dean for a binding resolution.

C. Policy Revisions

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without notice.