

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; revised May 2025 given creation of standalone policies for repeated courses and course sequence; revised July 2025 given creation of a standalone policy for switching J.D. programs; revised September 2025 given creation of standalone policies for length of study and leave of absence, and to remove material now covered in other policies; revised October 2025 given creation of standalone good academic standing policy.

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: November 2025 (Student Services Office)

A. General Policies

This policy is designed to support and enhance each student's legal education. 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*.

B. 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.

C. 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.

D. 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.

E. Policy Revisions

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