University of La Verne
College of Law

MANUAL OF ACADEMIC
POLICIES AND PROCEDURES
(MAPP)

August 2014
# Manual of Academic Policies and Procedures

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I. Scholastic Standards

A. GRADUATION REQUIREMENTS

1. The conferral of the Juris Doctor (J.D.) degree requires that the student
   a. complete a minimum of 88 units (semester hours of credit);
   b. complete the required courses and any other curricular or co-curricular requirements as
      designated by the College of Law for the entering class to which the student belongs;
   c. have a minimum cumulative grade point average (GPA) of 2.0;
   d. satisfy the Upper Division Writing Requirement described in Appendix A; and
   e. satisfy all financial obligations to the University of La Verne.

2. Minimum and maximum unit loads

   The normal unit load for full-time students is 12-16 units per semester (fall and spring), with a
   maximum of 17 units permitted only by prior approval of the Associate Dean for Academic
   Affairs. Full-time students may enroll in a maximum of 8 units in the summer except as described
   in Appendix B (dual degree programs).

   The normal unit load for part-time students is 8-11 units per semester, and up to 5 units in
   the summer (except as described in Appendix B).

   No student may register for, or drop to, fewer than 8 units for more than two semesters.

3. Courses taken on a credit/no-credit basis, whether required or elective, are not included in
   calculating a student’s semester or cumulative GPA. Subject to the applicable ABA
   standards, and this MAPP, there is no prescribed limit to the number of credit/no-credit
   elective units in which a student may enroll.

   a. Courses in other divisions of the University of La Verne

      (i) Students not pursuing a second degree at the University of La Verne are
          eligible to enroll in courses in the graduate division of the University of
          La Verne only after completion of two semesters at the College of Law
          (full-time or part-time).

      (ii) Courses must bear a direct relation to the student’s legal career goals.
(iii) Details on Dual Degree Programs (JD/MBA and JD/MPA) can be found in Appendix B.

b. Courses taken at other law schools

(i) Generally, the course must be one not offered at the College of Law;

(ii) The student must have a cumulative GPA of 2.3 or above;

(iii) The student must earn a grade at least equivalent to the average required for graduation from that institution, or a C (2.0), whichever is higher.

A student with a cumulative grade point average of 2.3 or above, may petition the Office of the Dean for permission to complete up to 30 units of coursework at another ABA-approved law school and apply those units towards the Juris Doctor. Any courses at the other law school that the student wants to count towards fulfillment of College of Law required courses for graduation, must be approved in advance by the Associate Dean for Academic Affairs.

c. Study abroad credit

(i) The student must have a cumulative GPA of 2.3 or above.

4. All requirements must be satisfied within five years of enrollment at the College of Law, and in no event more than 84 months after commencement of law study at a law school from which the College of Law has accepted transfer credit.

5. Until these requirements have been completed, a student shall not be allowed to graduate, a degree will not be conferred, nor will a student be certified by the College of Law to any state bar or other entity as having satisfied the educational requirements for completing the College of Law’s program of legal education or for a Juris Doctor degree.

6. Any student who takes the bar examination of any State before completing all graduation requirements will be denied approval for the award of the degree.

B. GOOD ACADEMIC STANDING

All students are required to maintain good academic standing at all times during the course of their law studies.

Good academic standing requires that a student maintain a cumulative GPA of 2.0 or above, and be in compliance with all terms and conditions imposed by academic warning or probationary status.

“Cumulative grade point average (GPA)” shall include the averaging of all semester-end grades received in courses (weighted by units), whether or not subsequently repeated. Summer grades are included with the following fall semester.

A determination of good standing shall be made after each semester, with the summer term being
considered a part of the fall semester.

Registration and/or enrollment in courses may take place during the prior semester. Neither registration, enrollment, nor class attendance constitutes a waiver by the College of Law of academic requirements of good standing.

C. ACADEMIC WARNING

1. A student shall be placed on academic warning if
   a. the student’s grade point average for the first semester of the first year of study (full time or part time) is below 2.5; OR
   b. the student’s cumulative grade point average is below 2.3 but above 1.99 after any subsequent semester.

2. A student on academic warning is subject to the following terms and conditions for continued study:
   a. The student shall enroll in and complete a normal load (full time or part time) during the period of academic warning unless, for good cause, this requirement is waived by the College of Law;
   b. The student shall meet as directed with College of Law personnel (such as faculty advisors and Center for Academic & Bar Readiness staff);
   c. [Effective January 2015] The student shall not hold office in any student-run organization during the period of academic warning and shall resign from any such office upon being placed on academic warning;
   d. The student shall not represent the College of Law in any extramural competition;
   e. The student may not receive credit for any course taken at another law school or summer-abroad program during the period of academic warning; and
   f. The student shall not be eligible to participate in any law review.

3. Failure to comply with any of the above terms and conditions will result in loss of good standing, and at the discretion of the Dean, the student will not be permitted to continue at the College of Law.

4. Strategic Legal Methods: If a student’s cumulative grade point average is 2.7 or below after the second semester, that student shall take and pass Strategic Legal Methods I in their third semester. If the student’s cumulative GPA is 2.7 or below at the end of the third semester, the student shall take and pass Strategic Legal Methods II in their fourth semester. Strategic Legal Methods (SLM) I and II are one unit each offered on a credit/no credit basis and must be taken along with the other required second-year courses. Students’ with a cumulative GPA above 2.7 may take SLM I and/or SLM II as an
elective. There are no prerequisites for either course.

D. ACADEMIC DISQUALIFICATION

1. After The First Semester

A student whose overall GPA after the first semester (full or part-time) is 1.6 or below is academically disqualified and may not continue. However, such a student may apply for readmission. If readmitted, no credit will be given for any courses taken in the semester which led to disqualification, regardless of grades received.

2. After the Second Semester

A student whose overall GPA after the second semester is below 2.0, is academically disqualified and may not continue. However, such student may apply for readmission. If readmitted, no credit will be given for any courses previously taken, regardless of grades received.

3. After Three or More Semesters

A student is academically disqualified and will receive a notice of exclusion from the College of Law if

a. The student’s cumulative GPA falls below 2.0; OR

b. The student’s semester GPA falls below 2.0 AND the student’s cumulative GPA (including the most recent semester) is below 2.5.

E. PETITIONS FOR READMISSION

As stated in D.1 and D.2, supra, a student academically disqualified after the first or second semester may not continue, but may only apply for readmission to re-start the program of legal education.

A student academically disqualified after the third or subsequent semester shall have the right to petition for readmission, permitting continuation of the program of legal education.

A petition for readmission must be filed no later than 10 calendar days following the student’s receipt of a notice of academic disqualification.

A petition for readmission must include the name of the petitioning student; the effective date of the notice of academic disqualification; the student’s complete transcript; and a statement of facts and reasons on the basis of which the student believes he or she should be allowed to continue the course of study at the College of Law.

Petitions for readmission will be considered and decided by the faculty of the College of Law, or by delegation to the Academic Standards Committee, based on written submissions only, in a timely fashion, but no less often than twice a year.
If a student filing a petition for readmission is also challenging one or more examinations or grades (see II.H, infra), this information must be included in the petition for readmission, so the examination or grade challenged may be resolved first.

F. READMISSION ON PROBATION

In granting a petition for readmission, the faculty may impose any terms of probation that it judges to be academically warranted.

In addition, students who are readmitted on probation are subject to the terms and conditions associated with academic warning status, I.C.2, supra.

A student on probation is not eligible to participate in a dual degree program. (For details on dual degree programs, see Appendix B.)

The conditions of probation generally remain in force until

1. Two semesters have elapsed (with the summer term considered a part of the following fall semester);
2. The student’s cumulative GPA is 2.5 or above after the first semester of probation; OR
3. The student has completed all degree requirements with a cumulative GPA of 2.0 or above.

The faculty may, in its sound discretion, waive non-academic terms and conditions of probation as these would otherwise apply to a graduating senior.

G. ACADEMIC DISQUALIFICATION FOLLOWING PROBATION

Any student on probation, including any student originally admitted on probation, will be academically disqualified without eligibility for readmission if

1. The student’s semester GPA falls below 2.0 for any semester included within the period of probation; OR
2. The student’s cumulative GPA is below 2.0 at the end of the period of probation; OR
3. The student fails to meet any condition of probation imposed at the time of (re)admission.

H. ATTENDANCE POLICY

1. There are no excused absences.
2. Tardiness, leaving early, and/or lack of preparedness may, in the instructor’s discretion, constitute an absence or partial absence.
3. Students in circumstances which they anticipate may lead to excessive absences are encouraged to officially withdraw from their classes and/or reduce their unit load, rather than waiting to be automatically withdrawn.
4. Absences in excess of 20% of regularly-scheduled class meetings result in automatic withdrawal from the course, ineligibility to take the final exam, and a grade of F/0.0 unless, upon petition by the student, the Dean determines that the student should receive an IWF.

I. ACADEMIC HONORS

1. The Dean’s List is compiled after the fall and spring semesters and includes all students who
   a. Have a semester GPA of 3.0 or above or are in the top fifteen percent of their combined full-time and part-time class.

2. CALI (Computer-Assisted Legal Instruction) Awards are given to the student(s) receiving the highest grade in each section of a class.

   A student who is repeating a class is not eligible for the CALI Award.

3. The students in the top 15% of the graduating class, or a greater percentage as determined by the discretion of the faculty, shall receive honors at graduation, designated as summa cum laude, magna cum laude, and cum laude, as determined by the faculty. The “graduating class” includes all students who complete their graduation requirements during the academic year immediately preceding the commencement ceremony. Until all spring semester grades are received (after commencement), final cumulative GPAs and class rankings cannot be calculated. Honors at graduation (including honors appearing in the commencement materials) are therefore provisional and subject to change.

4. The student with the highest cumulative GPA in the graduating class as of the conclusion of the fall semester immediately preceding commencement shall be designated as Class Speaker and shall be invited to deliver the class address.

II. EXAMINATIONS

A. IDENTIFICATION NUMBER

   Written examinations, and papers submitted in lieu of written examinations, except for writing courses such as LAW, Appellate Advocacy, and Seminars, shall be identified and graded through the use of a student identification number on the examination or paper. (See also section K. 3. below.)

B. SCHEDULED EXAMINATIONS

   1. Examinations will be taken at the time and place scheduled, except as provided below.

   2. Variances

      a. Advance Permission for Variance in Time or Place of Examination.
Normally, any student seeking a variance in time or place of examination shall file a petition for such variance (together with appropriate documentation) with the Associate Dean for Academic Affairs within two weeks of the posting of the final final-exam schedule.

b. Emergency Permission for Variance in Time or Place of Examination

Where circumstances beyond the student's control prevent a timely petition for a variance in time or place of examination as provided above, the student shall contact the Dean or Associate Dean for Academic Affairs and provide adequate evidence to establish the need for such variance. If, in the opinion of the Dean or Associate Dean for Academic Affairs, such evidence is insufficient to justify a variance, the student shall be required to take the exam as scheduled. If satisfied that a variance is necessary and appropriate, the Dean or Associate Dean for Academic Affairs shall proceed as follows:

i. If the Dean or Associate Dean for Academic Affairs finds that the variance in time or place of examination can be accomplished without significantly compromising the integrity of the examination process, she or he may authorize such variance on terms and conditions that accomplish this result.

ii. If the Dean or Associate Dean for Academic Affairs finds that the variance in time or place of examination will compromise or threaten to compromise the integrity of the examination process, she or he may:

   (1) Give permission to the student to take the examination when next regularly given, permitting an incomplete to be entered until such examination results are reported; or

   (2) If the instructor, upon inquiry from the Dean or Associate Dean for Academic Affairs, expresses a willingness to draft a special examination for the student, the Dean or Associate Dean for Academic Affairs may permit the special examination on such terms and conditions as are appropriate. In order to preserve anonymity, a student shall not communicate his or her need for any examination accommodation directly to the instructor.

C. MISSED EXAMINATIONS

If a student, without permission for a variance as provided in Sections III.B.2 above, misses a regularly scheduled exam, the missed exam shall be accorded a failing grade of “0.0” unless, within 7 days of the examination date, the student petitions the Dean or Associate Dean for Academic Affairs for permission to take a special examination. The Dean or Associate Dean for Academic Affairs, upon a showing of justifiable cause for missing the examination and upon a showing that circumstances prevented the student from obtaining
permission for a variance as provided in Sections III.B.2. above, may grant such relief as he or she deems appropriate including (but not limited to) denying any relief, granting permission to take the examination when next regularly given, granting permission for a special examination with the consent of the instructor as provided above, or such other relief as may be justified by the circumstances.

D. SPECIAL EXAMINATIONS

A special examination is any examination given other than during a regularly scheduled examination.

There are two types, as follows:

1. Scheduled Special Examinations

   A scheduled special examination allows the student who has been permitted to do so under III.B.2. to take a subsequent examination in the same subject when the subject is next regularly examined.

2. Unscheduled Special Examinations

   An unscheduled special examination is administered on an ad hoc or irregular basis not as part of the regular scheduling of examinations at the College of Law. Such examinations, which must be substantially different than regularly scheduled examinations, may be drafted and administered in order to address an exigent situation that cannot be properly remedied through examination at the time when the examination in the subject is next regularly given.

E. REVIEW OF EXAMINATIONS

Following the release of grades, students may inspect all of their essay examination answers and, if desired, make copies of any essay portion. (No multiple-choice examinations may be inspected or copied except as specially permitted by the instructors.)

Examination answers remain the property of the College of Law and shall not be returned permanently to any student. While instructors may retain possession of examination answers for a reasonable period of time, the Office of the Registrar will have ultimate custody of them.

F. RE-EXAMINATION

Re-examination is not permitted.

G. GRADE CHALLENGES, RE-READING, OR REVIEW OF EXAMINATION ANSWERS

Except as provided herein or as initiated by the Dean or Associate Dean for Academic Affairs, the review of examination answers after publication of grades shall be by the student who wrote the answer and the examining professor only. (See Section IV.F., below.)
H. COURSEWORK CREDIT

In courses assessed by examination, professors have the discretion to base up to 30% of a course grade on student work other than the final examination. Faculty may use all of the 30% for written work other than the final examination. In no event, however, shall more than 10% of this assessed work be in the form of oral exercises, and all oral exercises must be conducted in class. Class participation credit is prohibited in all classes assessed by examination. Skills-based courses are not covered by this provision.

Skills-based courses are not required to have a written final examination and the course grade may be based on alternative assessment criteria, including, but not limited to, class participation, written projects, oral argument, and/or collaborative team-work.

I. MANDATORY EXAMINATION REQUIREMENT

Students' grades in all courses, unless otherwise specified and notice given, as herein provided, shall be based upon examination grade(s).

When a professor chooses to use the 30% coursework grade allocation permitted in Section III.H above, the professor shall, not later than the first week of class, advise the class as to any such component to his or her grading, and the weight to be given to any such component.

Such information should be included in the syllabus for the course and the syllabus should be amended whenever the grading approach has been changed.

J. COMPOSITION OF EXAMINATION

1. Each faculty member shall be solely and exclusively responsible for the preparation, content, and grading of the examinations and exam answers in the courses such faculty member teaches.

2. The time allowance for a final or mid-term examination should be approximately one hour for each unit of credit for which the course is offered.

3. At the discretion of the instructor, up to fifty percent of the exam may consist of objective questions in any course with the exception Professional Responsibility, in which course one hundred percent (100%) may consist of objective questions.

4. Open-book or open-code examinations are prohibited, except as expressly permitted by the Dean or Associate Dean for Academic Affairs based upon written explanation and request.

5. Take home examinations counting toward a grade for any courses are prohibited for the foundation courses of Torts, Contracts, Property, Civil Procedure, and Criminal Law. The Dean or Associate Dean for Academic Affairs may permit take home examinations for other courses based upon written explanation and request.

6. In no event shall an exam, which has previously been made public, be taken for credit.
K. ADMINISTRATION OF EXAMINATION

1. Generally

The examination for each subject taught by a faculty member shall be given at the same time to all students who took the course from that faculty member. The scheduling of examinations shall be the responsibility of the Dean. The Dean shall have the responsibility to provide security for all examination questions and to have the exams reproduced and furnished to the faculty members for distribution to students at the time the examination is administered. Each instructor is required to be present on campus, or upon permission of the Dean based on exigent circumstances, available via phone, whenever students take an examination in his or her course and for the entire time during which students are taking the examination. The administration may provide proctors, if necessary, who shall be under the control of the Registrar.

2. Bluebooks

The Administration will provide an ample supply of bluebooks, and/or typing paper for all examinations. No student may furnish or have his or her own bluebooks or typing paper.

3. Anonymous Grading

The personal identity of a student shall not appear anywhere on the examination papers. Each student will be assigned a number by the Registrar that shall be used for examination identification.

4. Students with Disabilities

Students with disabilities should refer to the policies described in the Handbook for Students with Disabilities. Copies of the Handbook are available through the Office of the Registrar. Any requests for special testing accommodations should be made directly to the Assistant Dean of Students.

5. Students for Whom English is a Second Language

a. Students for whom English is a second language may qualify to receive extra time during written examinations. Any student seeking extra time must submit a written request to the Assistant Dean of Students as early as possible but no later than five working days before the examination.

b. The Assistant Dean of Students will meet with the student to determine whether extra time is appropriate. The decision will be based on recommendations from the student’s professors, the Director of Academic Support, or the Director of Legal Analysis and Writing, the student’s LSAT and TOEFL (Test of English as a Foreign Language) scores, undergraduate or graduate institutions attended, length of time in the country, language accommodations received in the past, and any other relevant information.
c. Accommodations for English as a second language shall apply to any written examination that is administered under timed conditions and is required for completion of a Law School course, including but not limited to final examinations and mid-term examinations. Accommodations for English as a second language will not be provided for any other assignments.

A full-time student who qualifies to receive extra time during written examinations shall receive up to 50 percent more time for each examination during the first two semesters of study and up to 25 percent more time for each such examination during the third and fourth semesters of study. No extra time is permitted during the fifth and sixth semesters.

A part-time student who qualifies to receive extra time during written examinations shall receive up to 50 percent more time for each examination during the first two semesters of study and up to 25 percent more time for each examination during the third to the sixth semesters of study. No extra time is permitted during the seventh and eighth semesters.

d. Students for whom English is a second language will be permitted to use a language dictionary while taking examinations. The dictionary is to be purchased by the student and is to contain no additional writing in any language. Dictionaries that do contain additional writing may not be used in the examination, except when allowed by the examination rules (e.g., for open-book examinations). Students may use a dedicated electronic dictionary provided that it does not have communication capabilities.

L. TYPING EXAMINATION ANSWERS

1. All typed exam answers must be double-spaced with at least one inch of margin at the top, the bottom, and both sides.

2. The College of Law assumes no responsibility for any power failure. Typists must be prepared to hand-write their answers in the event of any power or equipment failure.

3. Typewriters or computers (laptops) with a memory capability or a programmable capability may not be used in completing answers to examination questions at the College of Law.

   a. "Programmable capability" includes typewriters with a calculator, calculation function, dictionary, spell-check function, etc.

   b. "Memory capability" includes typewriters with external plug-in memory modules, even if the module is not brought to the examination. Typewriters that require a battery to maintain memory or any other restricted feature will be rejected, even if batteries are removed and not brought into the examination.
4. Every student who wishes to type examination answers must have his or her typewriter inspected and approved at least one week prior to the commencement of the examination period as directed by the Administration. If the typewriter appears to have either memory or programmable capability, the typewriter will not be approved unless the operating manual for the typewriter establishes clearly that it has no memory or programmable capability. (Typists are urged to bring operating manuals to the inspection.)

5. Computers (laptops) with memory capability may be used only with appropriate examination software under terms and conditions that may, from time to time, be announced by the Office of the Registrar.

M. LAPTOP USE

It continues to be the policy of the College of Law that academic freedom includes the right of each professor to establish a policy regarding laptop usage by students in his or her classroom.

III. GRADES AND GRADING

A. GRADING OBJECTIVES

The grading policies and procedures are designed to achieve a fair, even-handed, and realistic evaluation of academic performance for each student as he or she proceeds through the course of study.

B. GRADING SYSTEM

1. All students will receive grades upon completion of each course, which will be based upon the following system of numeric grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numeric Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>4.0</td>
</tr>
<tr>
<td>Excellent</td>
<td>3.7–3.9</td>
</tr>
<tr>
<td>Very Good</td>
<td>3.3–3.6</td>
</tr>
<tr>
<td>Good</td>
<td>3.0–3.2</td>
</tr>
<tr>
<td>Fairly Good</td>
<td>2.7–2.9</td>
</tr>
<tr>
<td>Adequate</td>
<td>2.3–2.6</td>
</tr>
<tr>
<td>Minimally Adequate</td>
<td>2.0–2.2</td>
</tr>
<tr>
<td>Inadequate</td>
<td>1.7–1.9</td>
</tr>
<tr>
<td>Poor, With No Credit</td>
<td>1.3–1.6</td>
</tr>
<tr>
<td>Very Poor, With No Credit</td>
<td>1.0–1.2</td>
</tr>
<tr>
<td>Extremely Poor, With No Credit</td>
<td>0.7–0.9</td>
</tr>
<tr>
<td>Failing, With No Credit</td>
<td>0.0–0.6</td>
</tr>
</tbody>
</table>

2. When approved in advance by the Dean or Associate Dean for Academic Affairs, certain advanced courses, as identified in the College of Law Catalog, may be offered on a “Credit/No Credit” basis. Such grading basis shall be announced to students no later than the first week of class. A "No Credit" grade shall not be considered in computing numerical grade point averages.
3. Contracts, Torts, and Civil Procedure shall be considered single courses consisting of two semesters each. The grade for each semester of these courses shall account for 50% of the final grade in the year-long course.

4. The following grade distribution requirements shall be applied to Contracts, Torts, Criminal Law, Property and Civil Procedure where the student enrollment is 21 or more. (Where more than one section of the same course are taught by the same professor and the same final examination is administered to all sections, total enrollment shall be used to achieve these grade distribution requirements.)

A forced mean of 2.5 and standard deviation of 0.65 shall be applied to the raw grades. The grades that result from the application of the forced mean and standard deviation shall meet the following distribution requirements:

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.4 – 4.0</td>
<td>8 – 14%</td>
</tr>
<tr>
<td>2.8 – 3.3</td>
<td>15 – 24%</td>
</tr>
<tr>
<td>2.3 – 2.7</td>
<td>23 – 36%</td>
</tr>
<tr>
<td>2.0 – 2.2</td>
<td>15 – 29%</td>
</tr>
<tr>
<td>1.7 – 1.9</td>
<td>8 – 16%</td>
</tr>
<tr>
<td>0.0 – 1.6</td>
<td>0 – 9%</td>
</tr>
</tbody>
</table>

So long as the forced mean and standard deviation requirements are met, minor divergences from one or more of the distribution requirements may be waived by the Associate Dean for Academic Affairs. E.g., if a set of grades are slightly high in the 3.4 – 4.0 range, and slightly low in the 2.8 – 3.3 range, but the forced mean and standard deviation requirements are met and the grade distribution requirements are otherwise met, the Associate Dean may waive the minor variance.

5. The following grade distribution requirements shall be applied to all required, upper-division, bar-examined courses where the student enrollment is 21 or more. (Where more than one section of the same course is taught by the same professor and the same final examination is administered to all sections, total enrollment shall be used to achieve these grade distribution requirements.) When the enrollment of a section is fewer than 21 students, the distribution requirements shall be advisory, and the Associate Dean for Academic Affairs shall permit greater instructor flexibility when assigning grades. Appellate Advocacy is excluded from this policy.

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5-4.0</td>
<td>5-10%</td>
</tr>
<tr>
<td>3.0-3.4</td>
<td>10-20%</td>
</tr>
<tr>
<td>2.7-2.9</td>
<td>15-20%</td>
</tr>
<tr>
<td>2.3-2.6</td>
<td>20-40%</td>
</tr>
<tr>
<td>2.0-2.2</td>
<td>10-20%</td>
</tr>
<tr>
<td>1.9 and below</td>
<td>0-20%</td>
</tr>
</tbody>
</table>

The median range for the upper-division grade distribution is 2.3-2.6. The Associate Dean for Academic Affairs may waive minor divergences from one or more of the distribution requirements.

C. OTHER TRANSCRIPT GRADES
In addition to the above grading provisions, grades of Incomplete (IC), Involuntary Withdrawal Fail (IWF), Authorized Withdrawal (AW), and In Progress (IP) shall be posted to the student's transcript by the registrar on the following basis:

1. "Incompletes" (IC) shall be given to students who fail to successfully fulfill all requirements of a given course under circumstances in which the course instructor deems such grade appropriate. In granting an "Incomplete," the instructor shall indicate in writing the nature of the deficiency, the reason for failure to complete the course given by the student and the time within which the instructor is requiring the deficiency to be corrected. No such period shall extend beyond the following academic year without approval by formal action of the faculty. No student shall advance to the next year with more than one outstanding grade of "Incomplete." In such case the student must complete the unfinished courses or refrain from enrolling for further courses unless she or he secures, by appropriate petition, approval of an alternative program from the Faculty.

In addition to the one-year completion requirement, incompletes given because of the failure to complete an examination in the course must be completed by taking the exam when next regularly given (or before, if a special examination has been approved).

Failure to comply with the course completion requirements will result in the incomplete grade being administratively changed to a failing grade, unless relief is given upon appropriate petition to the Faculty, based upon a showing of good cause therefore. Failing grades under this section 1 shall be entered as a numeric grade of "0.0" on the student's transcript, but shall not be computed in the student's grade point average.

2. An "Involuntary Withdrawal Fail" (IWF) shall be administratively entered by the Registrar when a student has been withdrawn from a class by reason of violation of attendance rules in the circumstances in which the Associate Dean for Academic Affairs determines under section II.K.1 above that the withdrawal shall not be treated as an F/0.0.

3. "Authorized Withdrawal" (AW) shall be administratively entered by the Registrar when any student drops a class within the permitted time following the beginning of the semester or if otherwise allowed to withdraw without penalty by action of the Dean or Faculty.

The deadline for withdrawal from a course without petition to the Office of the Dean is the last day of week five of the semester in which the course is offered. The deadline for withdrawal from all courses in a semester without petition, and hence from the College of Law entirely, is the last day of the week eleven of the relevant semester.

D. GRADING PROCEDURES – GENERAL

1. The faculty member teaching the course shall grade the papers in accordance with the provisions for grading set out herein.
2. Within three weeks from the date any examination is given, the faculty member shall deliver to the Registrar a finalized grade list for all examination papers.

3. The grade or score for each written examination question shall be clearly marked on the bluebook or on the front page of a student's answer if bluebooks are not used.

4. Faculty members shall deliver grades to the Registrar, who will post them after review and approval by the Dean as provided herein. Faculty shall not discuss or release grades (either individual grades or class distributions) directly to students prior to such posting.

5. Examination answers shall not be given back to students on a permanent basis. Instead, answers shall be made available for student inspection under the guidance of the instructor or Registrar.

E. REPEAT COURSES

Generally, no student is permitted to repeat a course for credit. However, whenever a student is required or permitted to repeat a course, the new grade, whether higher or lower, will be considered for purposes of compliance with terms of probation or other issues related to scholastic standards. The student's transcript shall reflect all courses taken, whether repeated or not, and both the original grade received and the grade received in the course when repeated shall be used in computing the cumulative grade point average.

F. GRADE CHANGES

1. Individual Grade Changes – After the posting of grades, there shall be no individual grade changes except for clerical error subject to the following provisions.

2. Administrative Grade Adjustments – In order to maintain consistency in pursuit of the Faculty grading objectives set out in paragraph IV(A) herein, the grade distributions of all faculty shall be reviewed by the Dean prior to posting for the purpose of assuring compliance with the institutional grading patterns that have resulted from the application of such grading objectives. Upon a determination by the Dean that any set of examination grades substantially deviates from expected grading ranges as determined by existing institutional grading patterns, the Dean shall first make inquiry of the grading professor to determine if there exists an acceptable reason for such variance. If the Dean, through such inquiry and any other evaluation thought appropriate, is satisfied that the variance is justified, no further action shall be taken with respect to grade adjustment. If the Dean determines that sufficient justification does not exist and that the grades represent a significant variance from institutional patterns for grade distribution, he or she shall consult with the grading professor to seek a voluntary adjustment of the grades to bring them into compliance with institutional patterns. If agreement cannot be reached with the grading professor on such an adjustment, the Dean shall make such adjustments as he or she deems appropriate, maintaining in such adjustment the relative ranking of the students arrived at by the grading professor (to the extent possible) while achieving an appropriate grading pattern.
If the Dean determines that the grading pattern is so aberrant that it calls into question the validity of the overall grading process, as distinguished from the pattern of grade distribution, he or she may convert all grades to "pass/fail," eliminate the grade from the overall computation of grades for the course, or have all examinations re-graded by another professor.

3. Clerical Errors – Questions regarding computational or other clerical errors affecting the numerical accuracy of grades should be addressed to the Registrar. The Registrar shall:

   a. verify whether an error was in fact made; and

   b. submit details of the error and the verification thereof to the Dean or Associate Dean for Academic Affairs.

   The Dean or Associate Dean for Academic Affairs shall approve a change of grade to rectify the error or shall refer the matter to the faculty for resolution.

4. Examination and Grading Disputes Regarding Examination Content or Grading Procedures

   a. Preliminary Action Required in All Cases

   Any student questioning the examination content or the grading procedure must first address any such questions to the faculty member responsible for grading the examination.

   b. Procedures for Appeal to the Faculty

   If, after exhausting this remedy, there are grounds for appeal to the Faculty as stated in section (iv) below, then the student may present a petition to the Faculty, via the Academic Standards, Exams & Grading Committee, subject to the following policies and procedures:

   i. Objections to the Content or Administration of the Examination

   If the petition is based on the premise that the content of the examination was unfair or biased, or that the administration of the examination caused unfairness or bias, any such claim must be initiated by petition to the Academic Standards, Exams & Grading Committee before the grades for that examination are posted by the Registrar.

   ii. Objections to the Grading of the Examination

   If the petition is based on the premise that there was bias or unfairness in the grading of the examination, any such claim must be initiated by consulting with the instructor within two weeks of the posting of the challenged grade and, regardless of any other circumstances, by submitting a formal petition to the Faculty, via the Academic Standards, Exams & Grading Committee, within 30
days of the posting of the grade.

iii. Procedures in Cases Affecting Academic Standing

In the event of academic exclusion, any grade-challenge petition must be submitted to the Faculty, via the Academic Standards, Exams & Grading Committee, prior to the hearing of the petition for readmission.

iv. Petition Requirements

The petition must show good cause for review of the examination or the administration of it or the grading of it. This showing must state the facts that support a finding of impropriety in the examination content or that the grant of the disputed exam grade constituted an abuse of professional discretion.

v. Action by Academic Standards, Exams & Grading Committee

1. The Academic Standards, Exams & Grading Committee shall review the petition to determine whether there has been a showing of "good cause" for review. This determination shall be made at the sole discretion of the Committee and only upon such a showing shall the Committee recommend to the Faculty that there be an investigation of the claim.

2. Any such investigation of the claim will be undertaken preliminarily by the Academic Standards, Exams & Grading Committee. The Committee may, at its discretion, interview the petitioner or any person, review any document, take written or oral testimony under oath, keep one or more files which may or may not be permanently retained, add committee members ad-hoc, or undertake any other procedures which may, in the Committee's opinion, aid in the investigation of the claim.

3. The instructor shall be notified by the Committee or by the Dean of the specific nature of the claim and shall be entitled to provide such input as the instructor deems necessary for consideration by the Committee and the Faculty.

4. Based on the findings from this investigation, the Committee shall make a decision, which shall be promptly communicated to the student and the concerned faculty member by the Registrar.

vi. Appeal to the Faculty

The Committee’s decision may be appealed to the full faculty by the student within two weeks of receipt of the Committee’s
action. The Faculty may grant the petition, deny the petition, grant any corrective action it deems fit and proper, and/or take any action it deems appropriate.

5. Instructor-Initiated Grade Change Requests

If, after grades have been finalized and posted, an instructor discovers that he or she made a significant, substantive error in the grading of an answer, the instructor may explain the nature of the error, recommend a grade change, and request approval of same. Grade changes under this provision should not be based upon a re-evaluation of the answer, except to the extent that the instructor clearly missed or overlooked a specific portion of the answer, whereby this erroneously perceived omission was the direct basis for lowering the student's grade.

G. RELEASE OF GRADES

Grades may be released by the Registrar only after they have been finalized and approved in accordance with the foregoing procedures. Prior to the release of grades, the approval of the Financial Officer must be obtained and students found to be in arrears on their financial obligations shall be deleted from the posted lists and shall not receive their grades until satisfactory financial arrangements have been made with the Financial Officer.

H. GRADES OF “0.0”–“1.6”

1. Contracts, Civil Procedure, or Torts:

   If a student receives a course grade of “0.0”–“1.6” in Contracts, Civil Procedure, or Torts, and is otherwise allowed to continue with his or her legal studies, that student must repeat the entire year-long course.

2. Single-Semester and Advanced Courses

   a. A student who receives a course grade of “0.0”–“1.6” in any single-semester course must repeat that course, unless such course is an elective.

   b. A student who receives a grade of “0.0”–“1.6” in the first semester of any year-long course (other than Contracts, Civil Procedure, or Torts) must repeat that semester before enrolling in the second semester of that course. If a student receives a grade of “0.0 – 1.6” in the second semester, then the student must repeat that second semester.

IV. STUDENT DISCIPLINE

A. PROHIBITED CONDUCT

   All students are prohibited from engaging in the following conduct:

   1. Violation of any established rule, regulation, or directive made in pursuit of proper academic or administrative objectives;

   2. Violation of any examination rule;
3. Beginning an examination before the specified time, continuing to write after the conclusion of authorized time, or failing to obey instructions regarding an examination;

4. Participation in any effort to obtain, receive, supply, or use unauthorized information or material in connection with any examination;

(This includes, but is not limited to, looking at or referring to another student's examination answer or answer-related notes during an examination, or intentionally permitting another student to do so. This also includes, but is not limited to, discussing the contents of any examination with another student during the course of the examination.)

5. Possession or use of any unauthorized material (or any unauthorized annotation of permitted material) during any examination;

6. Plagiarism or other fraudulent representation (or material omission) relative to the originality of any part of any academic requirement in any course, including any written assignment or any examination;

Plagiarism is defined as representing, expressly or impliedly, the work of another to be one’s own. Plagiarism includes, but is not limited to:

a. using the words of another without proper attribution;

b. paraphrasing the words of another without proper attribution; or

c. using the ideas of another without proper attribution.

Lack of knowledge of what constitutes plagiarism shall not be a defense to a charge of plagiarism.

7. Giving or receiving any prohibited aid during the course of any part of any academic requirement of any course, including any written assignment or any examination;

8. Breaching or attempting to breach the anonymous grading system at the College of Law by communicating his or her identity to the grader;

9. Intentionally engaging in disruptive behavior that tends to impede the educational objectives of another student, a class, or the College of Law;

10. Theft or purposeful destruction of the property of another while on school grounds;

11. Any act involving library material intended to give the student any unfair advantage over any other student;

(This includes, but is not limited to, hiding, removing, failing to properly return, or destroying library materials.)
12. Intentionally withholding evidence that another student has engaged in conduct prohibited herein when properly requested in the context of a disciplinary investigation or hearing;

13. Knowingly and falsely accusing another student of engaging in conduct prohibited herein; and

14. Conviction of a felony or any willful action not otherwise covered herein and whether or not associated with the University that involves dishonesty or moral turpitude or adversely reflects upon the qualifications of the student to be admitted to the practice of law.

B. SANCTIONS

A student who has been found to have engaged in conduct prohibited in Section A above may be subject to the following sanctions, either separately or in combination:

1. Expulsion from the College of Law;

2. Suspension from the College for up to one year;

3. Receiving a formal letter of censure to be entered into the student's file;

4. Receiving a grade of "0.0" in the class or "No Credit" or "Incomplete," with or without the grade to be part of the student's cumulative grade point average;

5. Exclusion from any or all extracurricular and honors activities, including but not limited to Law Review and Moot Court Honors;

6. Ineligibility for further scholarship aid; and

7. Restitution

Upon a finding of guilt reached through the procedures described in Section C below, the Dean shall notify the California State Bar in writing. In addition, independent of any conclusions reached through the procedures described below, when it is appropriate to do so, the matter shall be referred to the police.

C. INVESTIGATION AND PROSECUTION

1. The Assistant Dean of Students shall be the Judicial Officer and he or she shall:
   a. Receive, preliminarily evaluate, and investigate all complaints of violations of the disciplinary code and shall institute and prosecute disciplinary proceedings or reject such proceedings, in accordance with such preliminary determination;
   b. Issue notices of charges, student's rights, and hearing dates, secure attendance of witnesses, and present evidence at all disciplinary hearings
instituted pursuant to the procedures set forth herein;

(Notice to the student provided herein shall advise of the specific charge or charges, of the right to call witnesses on his or her own behalf, of the right to examine adverse witnesses, and that the Judicial Board will render a final determination in writing, including the basis for the conclusion.)

c. Notify the Judicial Board in writing of all disciplinary charges brought to the attention of the Assistant Dean of Students/Judicial Officer that did not result in disciplinary procedures being instituted, together with a brief written explanation of the reasons for rejecting the institution of such procedures.

Thereafter, the Judicial Board shall either accept the recommendation of the Judicial Officer or refer the matter to the Dean, whereupon the Dean shall either confirm the recommendation of the Judicial Officer or order the initiation of disciplinary proceedings.

D. SUMMARY DISPOSITION

Upon a voluntary admission of guilt by a student charged under the provisions of this section, the student and the Judicial Officer may agree on a plea of guilty and the imposition of sanctions. Upon approval by the Dean or Associate Dean for Academic Affairs, he or she shall then inform the Judicial Board of the agreement. Such consultation with the Judicial Board may occur telephonically or electronically with the individual members; no formal meeting need be called, but all members shall be consulted. Upon concurrence by two-thirds of the members of the Board, the agreement shall be deemed effective. The agreement shall be final and binding on the College of Law, which shall have no right to re-charge the student with the same or any other violation arising from the same facts, and upon the student, who shall have no further right to hearing or appeal.

E. STUDENT RIGHTS

1. The student shall have the right to receive written notice of the charges made against him or her by the Judicial Officer.

2. The student shall have the right to be notified in advance as to the composition of the Judicial Board and to challenge membership on the Board on the basis of bias.

3. The student shall have the right to call witnesses on his or her behalf and the right to confront adverse witnesses before the Judicial Board.

4. No student shall be compelled to discuss charges made against him or her or to testify, but the student may make an oral or written statement if so desired, which statement shall be considered by the Judicial Officer before a decision to prosecute is made. Such statement may be used as evidence at a hearing only if offered into evidence by the Judicial Officer.

F. THE JUDICIAL BOARD

1. A Judicial Board shall consist of at least three faculty members appointed by the
Dean or two appointed faculty members and one student representative. At the beginning of the Fall semester, the Student Bar Association shall name a pool of five students from which the student representative on the Board will be selected. The faculty members of the Judicial Board shall name a Chief Judge who shall rule on all evidentiary and procedural questions. The Judicial Board shall, after hearing, decide by majority vote whether or not the charges made by the Judicial Officer have been proven and shall set forth the sanctions to be imposed.

2. Any member of the faculty who is biased in favor of or against the student charged shall disqualify himself or herself from being a member of the Judicial Board. A challenge in this regard by the student charged may be considered.

G. THE HEARING

1. The hearing shall be held within fifteen days of the mailing of notice of charges to the student. (Such notice should inform the student of the composition of the Judicial Board as well as the time and place of the hearing.)

The time of hearing may be extended for good cause shown to the Chief Judge.

2. The Judicial Officer shall have the burden of proving that the charges are true by clear and convincing evidence.

3. The hearing shall be private. Upon request by either party, the Chief Judge may order the recording of some or all of the proceedings, exclusive of the deliberations of the Judicial Board.

4. Rules of evidence and procedure shall be applied at the hearing in a manner best suited to obtaining a just result.

5. The Board shall issue and serve the student with a written decision about whether or not the charges have been proven and the sanction to be imposed, including the basis for such decision.

6. Upon receipt of the written decision of the Judicial Board, the Dean shall be charged with implementing any sanctions imposed herein.

H. APPEAL

The student may appeal the decision of the Board or the sanction imposed to the Dean.

1. Any such appeal must be made in writing within fifteen days of the mailing of the Board's decision to the student.

2. The Dean may reverse the decision or any part thereof only if the Dean determines that no reasonable person could make this finding or that newly discovered evidence justifies a new hearing.

3. If the Dean determines that newly discovered evidence warrants a new hearing,
the matter shall be referred back to the Judicial Board for further consideration.

4. If the Dean concludes that a different sanction is justified, he or she may impose a greater or a lesser sanction than that imposed by the Judicial Board.
APPENDIX A

UPPER DIVISION WRITING REQUIREMENT

- All students must complete a Research Paper (either an Academic Paper or a Practice Related Paper) after their first year of law school.

- This graduation requirement cannot be satisfied by a paper written for a class required for Graduation.

- Students must achieve a grade of 2.0 or higher for their Research Paper.

- If a student desires to fulfill the requirement through independent study the student must obtain permission from a full-time faculty member willing to supervise the Research Paper before beginning the independent study.

- If no full-time faculty member accepts the student’s request, an adjunct faculty member teaching a course the student is taking may supervise a Research Paper in that subject with advance permission of the Associate Dean. The faculty member must agree to supervise prior to the research paper being written.

- A Research Paper submitted as an Academic Paper must be independent of the grade for the class and written by one student, must exceed 6,000 words, not including the Table of Contents or footnotes, and may be met by a required research paper in a seminar.

- Practice Related Papers may be satisfied by a student or a collaboration of efforts by a team with a series of pleadings and briefs authored by the student or team and submitted to a judicial or administrative tribunal and case related. Each student must be individually responsible for at least 6,000 words of his or her own text. Notwithstanding the foregoing word count minimum, this requirement may be met by a Moot Court Honors brief.

- All papers and documents shall require the submission of multiple drafts, the number and due-dates of which shall be determined by the supervising professor.
APPENDIX B
DUAL DEGREE PROGRAMS: JD/MBA AND JD/MPA

1. A matriculating student at the University of La Verne College of Law is eligible to participate in a dual degree program in either the University of La Verne’s College of Business & Public Management’s Master in Business Administration (“MBA”) Master in Public Administration (“MPA”) programs. In order to qualify, a student must do all of the following:
   a. Obtain written permission from the College of Law to participate in a dual degree program of choice;
   b. Maintain a cumulative GPA of at least 2.3 in the JD program;
   c. Be officially enrolled in the MBA or MPA program at the University of La Verne; and
   d. Obtain written approval from the College of Law in advance of enrolling in a graduate course in which a student intends to obtain transfer credit.

2. Not all graduate courses qualify for elective credit at the College of Law. For example, no on-line courses will be approved for transfer credit. See 1d. above. Only graduate courses pre-approved by the College of Law will qualify for transfer credit.

3. A student on academic probation at the College of Law is not eligible to participate in a dual degree program.

4. The maximum number of credits that are transferable into the JD program is six. Such credit will not be posted until the third year of the JD program for full-time students and the fourth year of the JD program for part-time students, at the time the student is assured of graduating. Only those pre-approved courses wherein a grade of 3.0 or better shall qualify for credit. However, the grade will not be calculated into the student's College of Law grade point average.

5. Students cannot take any combination of graduate and JD courses during the summer that result in more than 11 units or its equivalent. Because of the compressed nature of the summer session, JD units are treated as double during the summer, while graduate units are counted at face value. Thus, a student may take 4 JD units and 3 graduate units during the summer, or 2 JD units and 7 graduate units; or 11 graduate units; or 5 JD units (with advanced permission).

6. Financial arrangements for courses taken in the graduate program must be made directly with the graduate school. Scholarships awarded for study in the JD program are not applicable to units taken outside the College of Law.

7. All graduate course work taken in addition to College of Law course work during any semester must be pre-approved by the College of Law. No more than 3 units of graduate course work in addition to College of Law course work may be taken during any semester unless prior approval is obtained from the College of Law.