



Loyola Law School
Loyola Marymount University

Los Angeles

2019-2020
Juris Doctor
Student Handbook

Mission Statement

The mission of Loyola Law School is legal education within the context of Loyola Marymount University and its goals as a Catholic Institution in the Jesuit and Marymount traditions. In carrying out this mission, it is the particular responsibility of Loyola Law School to:

- ***Achieve and maintain excellence in the instruction of law and promote legal scholarship and research in the context of academic freedom;***
- ***Seek to educate men and women who will be leaders of both the legal profession and society, demonstrating in their practice of law and public service the highest standards of personal integrity, professional ethics and a deep concern for social justice;***
- ***Act at all times as an institution in a manner consistent with those values.***
- ***The Law School should be distinguished by its concern for social justice. It should continue its efforts to provide opportunities for legal education to the poor, the underprivileged, women and minorities. Loyola Law School has a long-standing commitment to affirmative action and adheres to and supports all legal requirements for non-discrimination and equal opportunity in all of its programs. As a Jesuit-related institution, the Law School recognizes its moral and ethical obligation to provide opportunities for a quality legal education to qualified applicants of diverse backgrounds, interests and professional objectives.***

IMPORTANT NOTICES

The provisions of this Handbook, the academic rules, and Law School policies and procedures cannot be modified or waived except in writing signed by a dean or the appropriate department head responsible for the particular rule or policy. Students should not rely on any other written or oral statement purporting to modify or waive these provisions.

Students are responsible for ascertaining and following all rules, policies and procedures contained in this *Student Handbook* and, where referenced, on the Law School Intranet.

The Law School Intranet (my.lls.edu) is the on-line resource for information, policies, and services referenced in this *Handbook*. In addition, there are links to classroom assignments, campus e-mail, academic and administrative calendars and schedules, and other utilities. The Intranet is generally accessible from either on-campus or off-campus. To get started, a student should click the "Students" link from the Law School home page or browse to <https://my.lls.edu/currentstudents>. Certain information is only accessible once a student has logged in using their LLS username and password.

Students are responsible for maintaining valid contact information (e.g., phone number, address). Students may update contact information on the Web at <https://prowl.lls.edu>.

STUDENT HANDBOOK ONLINE

The applicable regulations are published in the *Student Handbook*, which can be accessed on the Web at <https://my.lls.edu/currentstudents>.

RESERVATION OF RIGHTS

The provisions of this *Student Handbook* are informational in character and are subject to change at any time, including the right to correct any errors and omissions. The Law School expressly reserves the right to change the requirements for admission or graduation, the right to modify the offering, timing, and content of courses, and the right to change regulations affecting the student body including, but not limited to, the requirements relating to grading, academic standing, and disqualification.

The Law School does not assume responsibility for loss or damage to personal property belonging to students. Students should inspect their own insurance policies to determine whether limits are sufficient to cover their belongings.

Loyola Law School adheres to a policy of nondiscrimination in its educational programs, admissions policies, financial aid and other school-related programs on the basis of sex, age, race, color, religious creed, national origin, sexual orientation, disability, marital, parental or veteran status. (See also the full [Statement of Non-Discrimination](#)) The Law School complies fully with the provisions of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and related administrative regulations and executive orders promulgated thereunder.

2018-2019 ACADEMIC CALENDARS

FALL 2019

Monday, August 19	Classes Begin
Monday, September 2	Labor Day Holiday Observed - No Classes *
Monday, October 7	First Year Mid-term Examinations**
Monday & Tuesday, October 7 & 8	Open Class Days**
Tuesday, October 8	Yom Kippur Observed - No Evening Classes
Wednesday, October 9	Yom Kippur Observed - No Classes
Thursday, November 14	Last Thursday Class
Friday, November 15	Last Friday Day Class
Tuesday, November 19	Last Tuesday Day Class
Wednesday, November 20	Last Wednesday Class
Thursday, November 21	Monday Classes Meet, Last Monday Class
Friday, November 22	Flex Day for Day and Evening Classes***
Monday, November 25	Flex Day for Day and Evening Classes***
Tuesday, November 26	Reading Period Begins
Thursday, November 28	Thanksgiving Holiday Observed - No Classes *
Friday, November 29	Day after Thanksgiving - No Classes*
Monday, December 2	Reading Period Ends
Tuesday, December 3	First Day of Examination Period
Thursday, December 18	Last Day of Examination Period
Monday, December 23	Winter Break Begins*
Wednesday, January 1, 2020	Last Day of Winter Break*

* Administrative offices are closed and auxiliary services are not available. For Library hours/schedule, please go to

<https://www.lls.edu/library/aboutthelibrary/hours/>.

**Advanced day and evening students may meet at the faculty member's discretion, and students are required to be available to participate in class-related academic activities, e.g., class session, review, examination. First-year classes will not meet on open class days as they are designated for first year day and first year evening mid-term examinations.

*** Designated for make-up classes, review sessions, and other such academic activities.

SPRING 2020

Monday, January 6	Intersession Begins
Friday, January 10	Intersession Ends
Monday, January 13	Classes Begin
Monday, January 20	Martin Luther King Jr. Holiday Observed - No Classes*
Monday, March 2	First Year Day Mid-term Examinations**
Monday & Tuesday, March 2 & 3	Open Class Days**
Wednesday & Thursday, March 4 & 5	Spring Break – No Classes** (Except for make-up classes)
Friday, March 6	Spring Break – No Classes*
Thursday, April 9	Cesar Chavez Holiday Observed - No Classes *
Friday, April 10	Good Friday Observed - No Classes *
Tuesday, April 14	Last Tuesday Class
Wednesday, April 15	Last Wednesday Class
Monday, April 20	Last Monday Class
Tuesday, April 21	Thursday Classes Meet; Last Thursday Class
Wednesday, April 22	Friday Classes Meet; Last Friday Class
Thursday, April 23	Flex Day for Day and Evening Classes***
Friday, April 24	Flex Day for Day and Evening Classes***
Saturday, April 25	Reading Period Begins
Monday, April 27	Reading Period Ends
Tuesday, April 28	First Day of Examination Period
Wednesday, May 13	Last Day of Examination Period
Sunday, May 19	Graduation (Westchester Campus)

* Administrative offices are closed and auxiliary services are not available. For Library hours/schedule, please go to

<https://www.lls.edu/library/aboutthelibrary/hours/>.

**Advanced day and evening students may meet at the faculty member's discretion, and students are required to be available to participate in class-related academic activities, e.g., class session, review, examination. First-year classes will not meet on open class days as they are designated for first year day and first year evening mid-term examinations.

*** Designated for make-up classes, review sessions, and other such academic activities.

TABLE OF CONTENTS

Mission Statement	
Important Notices	i
Reservation of Rights	i
Academic Calendar for 2019-2020	ii
1.0. GRADUATION REQUIREMENTS AND RELATED MATTERS	1
1.1. Graduation Requirements	1
1.1.1. Satisfactory Completion of the Required Units	1
1.1.2. Academic Good Standing	1
1.1.3. Required Courses	1
1.1.4. Five Year Rule	3
1.1.5. Residence Requirement	3
1.1.6. Proper Admission to the Law School	4
1.1.7. Satisfaction of Financial Obligations	4
1.1.8. Standards of Conduct Clearance	4
1.1.9. Graduate Employment Survey	5
1.2. Degree Audit	5
1.3. Graduation with Honors	5
1.4. Intersession	5
2.0. COURSE LOAD AND WORK LIMITATIONS	6
2.1. Maximum Units per Semester - Day Division	6
2.2. Maximum Units per Semester - Evening Division	7
2.3. Minimum Units per Semester - Day Division	7
2.4. Minimum Units per Semester - Evening Division	8
2.5. Maximum Units for Summer Session - Day and Evening Divisions	8
2.6. Minimum Units for Summer Session - Day Division	8
2.7. Minimum Units for Summer Session - Evening Division	8
2.8. Maximum Units for Intersession	8
2.9. Maximum Work Hours for Full-Time Day Division Students	8
3.0. REGISTRATION, COURSE AND DIVISION CHANGES, AND RELATED MATTERS	8
3.1. In General	8
3.2. Class Attendance	9
3.3. Fulfillment of Course Requirements	9
3.4. Required Units, Graded Units, and Pass/Fail Units	9
3.5. Directed Research	10
3.6. Registration: Priority System	11
3.7. Adding Courses	11
3.8. Dropping and Withdrawing from Courses	11
3.9. Procedure for Adding and Dropping or Withdrawing from Courses	12
3.10. Tuition Liability for Withdrawing from (Dropping) Courses	12
3.11. Internal Transfer (Day and Evening Division Transfers)	12
3.12. 3.5 Program (Evening Division -- Completion of Degree Program in 3-1/2 Years)	13
3.13. Academic Success Program	19

TABLE OF CONTENTS

4.0.	GRADE POINT AVERAGE REQUIREMENTS	20
4.1.	Academic Standing.....	20
4.2.	Academic Good Standing.....	21
4.3.	Academic Probation.....	21
4.4.	Academic Disqualification.....	21
4.5.	Academic Standing - Reference Chart.....	21
4.6.	Grade Point Average Standards.....	22
4.7.	Academic Probation Policies and Procedures.....	23
4.8.	Reinstatement Policies and Procedures.....	24
5.0.	GRADING SYSTEM AND RELATED REGULATIONS	28
5.1.	In General.....	28
5.2.	Grading Rules for First Year Courses.....	28
5.3.	Grading Rules for Advanced Courses.....	29
5.4.	Interim (Mid-Term and Mid-Year) Grades in Five-Unit, First Year Courses.....	29
5.5.	Definition of Grading Notations.....	29
5.6.	Grading Range.....	30
5.7.	Incompletes.....	30
5.8.	Repeating Courses.....	32
5.9.	Consideration of Class Participation in Grading.....	33
5.10.	Challenging a Grade.....	34
5.11.	Change of Grade.....	34
5.12.	Class Rank.....	34
5.13.	Dean's Honor List.....	35
5.14.	Sayre Macneil Scholars Program.....	35
5.15.	Alpha Sigma Nu.....	35
5.16.	First Honors Award.....	35
6.0.	EXAMINATIONS	36
6.1.	Mid-Term and Mid-Year Evaluations in Five-Unit, First Year Courses.....	36
6.2.	Examination Schedule.....	36
6.3.	Examination Rescheduling Policy.....	36
6.4.	Use of Computers for Examinations.....	38
6.5.	Administrative Examination Penalties.....	38
6.6.	Examination Procedure.....	38
6.6.1.	Use of Student Identification Numbers.....	38
6.6.2.	Procedure Prior to an Examination.....	38
6.6.3.	Procedure During an Examination.....	40
6.6.4.	Procedure to Conclude an Examination.....	40
6.7.	Distribution of Graded Examination Materials.....	41
7.0.	LEAVE OF ABSENCE AND WITHDRAWAL FROM LAW SCHOOL	41
7.1.	Voluntary Leave of Absence (Student Initiated).....	41
7.2.	Administrative Leave of Absence.....	42
7.3.	Withdrawal from the Law School.....	42

TABLE OF CONTENTS

8.0.	STUDY ABROAD PROGRAMS AND TRANSFER CREDITS	43
8.1.	Law Courses.....	43
8.1.1.	Participation in Loyola Law School International Summer Study Abroad Program.....	43
8.1.2.	Visiting Student Status at Another Law School for 1 or 2 Semesters	43
8.1.3.	Special Student Status at Another Law School for a Summer Term.....	44
8.1.4.	Special Student Status at Another Law School During the Fall or Spring Semester.....	46
8.2.	Non-Law Courses.....	46
9.0.	CURRICULAR MATTERS	47
9.1.	Course Descriptions	47
9.2.	Required Courses	47
9.3.	Pro Bono Graduation Requirement	47
9.4.	Upper Division Writing Requirement Courses.....	47
9.5.	Experiential Course Requirement.....	48
9.6.	Bar Examination Courses	48
9.7.	Concentration Programs.....	48
9.7.1.	Goals of the Concentration Programs	48
9.7.2.	Policies, Application Procedures, and Administrative Requirements	48
9.8.	Student Law Reviews	49
9.8.1.	Organization.....	49
9.8.2.	Selection of Students for Participation in Student Law Reviews	49
9.8.3.	Academic Credit	50
9.8.4.	Student Writing for Law Reviews.....	52
9.9.	Scott Moot Court Honors Program	53
9.10.	Byrne Trial Advocacy Program.....	54
9.11.	Field Placement Program	54
9.11.1.	Goals of the Field Placement Program.....	54
9.11.2.	Policies, Application Procedures, Administrative Requirements, and Field Placement Opportunities.....	55
9.12.	J.D./M.B.A. Dual Degree Program	55
9.13.	J.D./Tax LL.M. Joint Degree Program.....	57
9.14.	LL.M. Degree Programs.....	57
9.15.	Other Graduate Degree Programs	57
10.0.	PLAGIARISM POLICY	58
10.1.	General Policy.....	58
10.2.	Plagiarism Defined.....	58
10.3.	Responsibility for Plagiarism	59
10.4.	Plagiarism: Why It Matters and How to Avoid It.....	59
10.4.1.	Plagiarism, Quotes and Citations	59
10.4.2.	It's Not Like that in Practice	59
10.4.3.	Special Considerations with On-Line Research	59
10.4.4.	Illustrative Examples.....	60
10.4.4.1.	Direct Use of Another's Language.....	60
10.4.4.2.	Paraphrasing	60

TABLE OF CONTENTS

10.4.4.3. Use of Another’s Ideas.....	61
10.4.4.4. Tips for Good Scholarship.....	61
11.0. STANDARDS OF CONDUCT.....	61
11.1. Prohibited Conduct.....	61
12.0. DISCIPLINARY CODE.....	62
12.1. Sanctions.....	63
12.2. Preliminary Disposition of Allegations.....	64
12.3. Student Conduct Committee.....	66
12.4. Hearings of Committee.....	67
12.5. Action by Dean.....	69
12.6. Appeal to Provost.....	69
12.7. Miscellaneous.....	69
12.8. Effective Date and Application.....	70
13.0. DISCRIMINATORY HARASSMENT POLICIES.....	70
13.1. Student-on-Student Sexual & Interpersonal Misconduct Policy & Protocol (Appendix B).....	70
13.2. Discriminatory Harassment and Complaint Process (Appendix C).....	70
14.0. OFFICIAL ACADEMIC RECORDS’ DISPOSITION POLICY.....	70
14.1. The Family Educational Rights and Privacy Act of 1974.....	70
14.2. Release of Information.....	71
14.3. Students’ Access to Records.....	71
14.4. Parents or Third Party Access to Records.....	72
14.5. Challenges to Student Records.....	72
15.0. ADMISSION TO THE BAR.....	73
16.0. IMPORTANT INFORMATION.....	74
16.1. Official Notices.....	74
16.2. Alcoholic Beverages.....	74
16.3. Audio/Video Recording of Classes.....	74
16.4. Bookstore.....	76
16.5. Bulletin Boards.....	76
16.6. Campus Food Service.....	76
16.7. Certification of Law Students -- Practical Training of Law Students.....	77
16.8. Campus Ministry.....	77
16.9. Computer Lab.....	77
16.10. Computer Usage – Acceptable Use Policy.....	77
16.11. Accommodations for Students with Disabilities.....	78
16.12. Drug-Free School and Campus.....	78
16.13. E-mail.....	79

TABLE OF CONTENTS

16.14.	Ethics Reporting.....	80
16.15.	Facilities Usage.....	80
16.16.	Graphics/Reprographics/Business Cards, Information and Support Services.....	80
16.17.	Grievances and Complaints.....	80
	16.17.1 Complaints Implicating ABA Standards Policy – ABA Standard 510.....	81
16.18.	Headnotes Meetings.....	82
16.19.	Health Insurance Plan.....	82
16.20.	Student Health Services.....	82
16.21.	Housing.....	84
16.22.	Identification Cards.....	84
16.23.	<i>In Brief</i>	84
16.24.	Laptop Computer Usage.....	85
16.25.	Lockers.....	85
16.26.	Lost and Found.....	85
16.27.	Loyola Name and Logo.....	86
16.28.	Mail Center.....	86
16.29.	Parking and Transportation.....	86
	Parking.....	86
	Electrical Vehicle (EV).....	87
	Carpooling.....	87
	Public Transportation.....	87
16.30.	Pets.....	88
16.31.	Posting Policy.....	88
16.32.	Psychological Counseling Services.....	89
16.33.	Universal Religious Holiday Observance Policy.....	89
16.34.	Safety and Security.....	89
16.35.	Smoking.....	89
16.36.	Student Evaluations of Faculty.....	89
16.37.	Interfaith Prayer & Meditation Room.....	89
16.38.	Multi-Cultural Room.....	89
16.39.	Weapons.....	90
17.0.	EMERGENCY AND SAFETY PROGRAMS.....	90
	17.1. Emergency Notification of a Student.....	90
	17.2. Fire.....	90
	17.3. Earthquakes.....	90
	17.4. First Aid Kits.....	90
	17.5. Medical Emergency Facilities.....	91
	17.6. Disturbances of the Peace/Law Violations.....	91
	17.7. Communication During and After Emergencies.....	91
18.0.	WILLIAM M. RAINS LIBRARY.....	91
	18.1. Regular Schedule: Library Hours.....	91
	18.2. Facilities and Services.....	91
	18.3. Library Rules.....	92
19.0.	FINANCIAL AID.....	93

TABLE OF CONTENTS

20.0.	STUDENT ACCOUNTS / STUDENT FINANCIAL SERVICES	93
21.0.	PUBLIC INTEREST LAW DEPARTMENT	94
22.0.	CAREER DEVELOPMENT OFFICE	94
22.1.	General Policies	94
22.2.	Non-Discrimination.....	95
22.3.	Complaint Procedures	95
22.4.	Services	95
22.5.	First Year Students	95
22.6.	Graduate Employment Survey.....	95
22.7.	Employment Outcomes	96
APPENDIX A—<i>Acceptable Use Policy</i>.....		97
APPENDIX B— <i>Student-on-Student Sexual & Interpersonal Misconduct Policy & Protocol</i>		100
APPENDIX C— <i>Discriminatory Harassment and Complaint Process</i>		114

1.0. GRADUATION REQUIREMENTS AND RELATED MATTERS

1.1. Graduation Requirements

In order to be eligible for the degree of Juris Doctor, a student **MUST** complete each of the following requirements:

- 1.1.1. Satisfactory Completion of the Required Units. A minimum of eighty-seven (87) units must be completed with a passing grade. At least fifty-eight (58) units must be completed at Loyola, subject to the maximum number of units permitted for pass/fail elections, field placements, and directed research.

All work must be completed by the conclusion of the Fall semester to be eligible for certification to take the February bar examination and by the conclusion of the Spring semester for certification to take the July bar examination. Students completing their degree requirements at the conclusion of the Summer Session or Intersession are ineligible for certification to take the succeeding bar examination.

The Juris Doctor is conferred only at the conclusion of the Summer Session, Fall semester, Intersession, and Spring semester.

- 1.1.2. Academic Good Standing. In order to be in academic good standing and eligible for graduation, a student must have a weighted cumulative grade point average of 2.33 or above. If a student completes 87 units and does not have this average, the student is governed by the appropriate rules on Disqualification.

- 1.1.3. Required Courses. A student must successfully complete each of the following requirements: **all of the mandatory courses listed in Rule 1.1.3.1; the Upper Division Writing Requirement as described in Rule 1.1.3.2; the pro bono requirement as described in Rule 1.1.3.3; and the experiential course requirement as described in Rule 1.1.3.4.** All required courses must be completed at Loyola (except as approved in writing for transfer students).

- 1.1.3.1. Mandatory First-Year and Advanced Bar-Related Courses. A student must successfully complete each of the following required courses:

- Civil Procedure
- Constitutional Law
- Contracts
- Criminal Law
- Ethical Lawyering
- Evidence
- Legal Research and Writing
- Property
- Torts

Students admitted as first year Day Division students whose grade point average following the fall semester is above 2.85 must also undertake an elective course in the Spring semester of their first year. Those first year Day Division students whose fall semester grade point average is 2.85 and below must enroll in Law and Process: Privacy Torts in the spring semester of their first year.

Students admitted as first year Evening Division students whose first year grade point average is 2.85 and below must enroll in Law and Process: Privacy Torts in the fall semester of their second year.

Students whose grade point average following the first year for day students and the fall semester of the second year for evening students is 2.85 or below must satisfy additional bar-

related course requirements as explained in Section 3.13, as part of the Academic Success Program (“ASP Course Requirements”).

Note on Course Credit: The minimum passing grade for all courses is C. A grade of D or F is a failing grade and no unit credit is awarded. (Reference should be made to the sections on Definition of Grading Notations, 5.5.).

Note on Repeat Rule for Mandatory First-Year and Advanced-Bar Related Courses: A student who receives a grade of D or below in one of the Mandatory First-Year or Advanced-Bar Related courses (in the bulleted list above) **must** repeat that course until the student earns a passing grade. (Reference should be made to the section on Repeating Courses, 5.8.) The mandatory repeat rule (Section 5.8.1) does not apply to the first-year spring elective, the Law and Process: Privacy Torts course, or ASP Course Requirements.

- 1.1.3.2. Upper Division Writing Requirement. A student must successfully complete the Upper Division Writing Requirement. This requirement may be fulfilled at any time after completion of the first year day or evening. In order to fulfill the requirement, the student must complete a 2-unit research paper or papers, as more specifically set forth below.

The Upper Division Writing Requirement may be satisfied in one of three ways:

- (a) Completion of a directed research paper, as described in section 3.5. (Directed Research), that the supervising faculty member certifies satisfies the writing requirement.
- (b) Completion of an upper division course in which at least one-third of the grade is based upon the completion of one or more papers requiring substantial research. The total length of the paper or papers must be no less than 7,500 words of main body text, exclusive of footnotes, bibliography, and any appendices. If the professor assigns only one paper in the course, it must be rewritten in response to the professor’s comments on an earlier draft. If the professor assigns multiple papers in the course, at least one of the papers should be no less than 3,750 words of main body text, exclusive of footnotes, bibliography, and any appendices, and it must be rewritten in response to the professor’s comments on an earlier draft. If multiple papers are being used to satisfy the requirement, they cumulatively must satisfy the 7,500 word minimum. **Note: Only a course with the designation “U” on the course offerings page (or as “WRITING” in the course catalog descriptions) can be used to satisfy this requirement, and the professor must certify that the student’s paper or papers satisfy the writing requirement.** Courses that satisfy the Upper Division Writing Requirement may be found on the Office of the Registrar’s web page at <http://www.lls.edu/academics/officeoftheregistrar/registrationcourseinformation/> by referencing the course offerings for the desired semester/term.
- (c) Completion of a substantial writing project comprising one or more notes, case comments, or sections of a multi-author student-written work for one of the Law Reviews (“Law Review Project”), provided that the text in the aggregate meets the length requirements for a directed research paper as described in section 3.5.1, and the Project is supervised by a faculty member and satisfies the faculty feedback requirements for a directed research paper as described in section 3.5.1 (Directed Research).

Students participating in the Scott Moot Court Honors Program may use material prepared in conjunction with a moot court competition as a basis for a directed research paper. However, the final paper must be written by the student alone and must meet all of the requirements listed in section 3.5. (Directed Research).

Note: If a course is used to satisfy the Upper Division Writing Requirement, that same course may not be used to also satisfy the Experiential Course requirement (Rule 1.1.3.4).

1.1.3.3 Pro Bono Requirement. Students may satisfy this graduation requirement in one of three ways:

- (a) Completion of an approved public interest field placement or public interest practicum (not at a private law firm) equaling a minimum of two (2) units or more. (Field Placements from a government, judicial, private placement, or entertainment agency will not fulfill the pro bono requirement.), or
- (b) Completion of forty (40) unpaid hours of legal services in an approved pro bono placement, or
- (c) Completion of forty (40) hours of unpaid legal services supplemental to a Loyola summer public interest employment program (SPIEP) placement.

Beginning Fall 2018, students may not commence satisfying the pro bono requirement until the first semester of studies is completed (after the last day of the fall final exam period). Upon completion of the first semester, students are eligible to earn up to ten (10) hours of pro bono credit during the time remaining in their first year. (Students cannot receive any credit for pro bono work performed before the end of the fall semester of the first year, and students cannot receive credit for more than 10 hours of pro bono work performed prior to the end of the spring semester.) Any remaining hours of pro bono work must be completed in subsequent semesters. **All upper division students must complete the forty-hour pro bono requirement prior to the first day of classes of the last semester before graduation.** Legal services performed to complete the requirement cannot be work for which a student receives compensation.

For more detailed information on the pro bono graduation requirement, reference should be made to <http://www.lls.edu/academics/experientiallearning/publicinterestprobonoservices/probonograduationrequirement/>

1.1.3.4. Experiential Course Requirement. A student must successfully complete **one or more experiential course(s) totaling at least six units**. This requirement may be satisfied through a simulation course, a law clinic, a Loyola Law School approved field placement or practicum, an approved competition team course (i.e., moot court, trial advocacy, negotiations, arbitration), or some combination of these. **Note: Only a course with the designation “E” on the course offerings page (or as “EXPERIENTIAL” in the course catalog descriptions) can be used to satisfy this requirement.** Courses that satisfy the Experiential Course Requirement may be found on the Office of the Registrar’s web page at <http://www.lls.edu/academics/officeoftheregistrar/regISTRATIONcourseinformation/> by referencing the course offerings for the desired semester/term.

The experiential course requirement may be fulfilled at any time after completion of the first year day or evening. Activities performed to complete the requirement cannot be work for which a student receives compensation.

Note: If a course is used to satisfy the Experiential Course Requirement, that same course may not be used to also satisfy the Upper Division Writing Requirement (Rule 1.1.3.2).

- 1.1.4. Five Year Rule. All courses must be completed and graduation requirements satisfactorily met within a five year period, commencing from first enrollment in the Law School through graduation from the Law School. For transfer students, the Five Year Rule includes any time spent at a law school from which advanced standing was awarded.
- 1.1.5. Residence Requirement. Regular and punctual class attendance is necessary to satisfy the residence requirement.

Day Division -- Full-Time Students:

A full-time student must be in residence for 6 semesters during each of which a minimum of twelve (12) units are completed.

Evening Division -- Part-Time Students:

A part-time student must be in residence for eight (8) semesters during each of which a minimum of eight (8) units are completed (except as approved in writing for those students meeting graduation requirements through the 3.5 Program). (For more detailed information regarding the 3.5 Program, reference should be made to section 3.12.)

Students who are permitted to transfer divisions must complete sufficient semesters with appropriate minimum unit loads to fulfill the residence requirement. Summer Sessions may be utilized in these circumstances to meet residence requirements, but only by attending Summer Session(s) at the Law School. For example, a student who transfers from the Evening Division to the Day Division at the conclusion of the first year may satisfy the residence requirement by completing, in addition to the first two semesters as a part-time student, four semesters during each of which a minimum of 12 units are completed **and** two Summer Sessions during which an aggregate total of eight units are completed. (Reference should be made to the section on Internal Transfer, 3.11.) Units earned in Intersession **may** be used in combination with summer units earned over two Summer Sessions to fulfill the residence requirement.

Evening students who are permitted to participate in the 3.5 Program must complete a minimum of seven semesters and a minimum of two Summer Sessions at the Law School to fulfill the residence requirement. Students on the 3.5 Program may complete the degree program in one of two ways: 1) enroll in part-time loads for each of seven semesters and complete a minimum of 14 units during a minimum of two Summer Sessions; or 2) enroll in part-time loads for each of six semesters, undertake one semester of a full-time course load (but only in the seventh and final semester, provided the student meets and adheres to the requirements established for full-time enrollment), and complete a minimum of 10 units during a minimum of two Summer Sessions. (Reference should be made to the section on the 3.5 Program, 3.12.) Units earned in Intersession may be used in combination with summer units earned over two Summer Sessions to fulfill the Summer Session residence requirement of the 3.5 Program.

- 1.1.6. Proper Admission to the Law School. The student must have been properly admitted to the Law School; willful and material misrepresentation or nondisclosure concerning qualifications for admission to the Law School are sufficient grounds for denial or revocation of the Juris Doctor.
- 1.1.7. Satisfaction of Financial Obligations. A student who has not satisfied all financial obligations to the Law School may be subject to a billing hold. A student with a billing hold who does not pay the balance on the student account by the last day of scheduled classes of the student's graduating term may be administratively withdrawn and not permitted to take final examinations. If a student is prohibited from continuing due to non-payment, the Five Year Rule requirement will remain in effect. A student's account must be paid in full before grades, transcripts, and diploma will be released to the student or other outside agencies/institutions. The Law School, however, will comply with all reporting required by law.
- 1.1.8. Standards of Conduct Clearance. A student may not have a Standards of Conduct issue pending. The Law School will not grant a degree to a student who is the subject of a pending administrative or disciplinary action. Any Standards of Conduct issue must be satisfactorily resolved and the student certified as eligible for conferral of the degree.

A student has an obligation to disclose any and all felony or misdemeanor criminal convictions (excluding minor traffic violations). This obligation includes those convictions which were not

disclosed in the Application for Admission and for any convictions which occur during the student's tenure at the Law School. (Reference should be made to 11.1.9., Prohibited Conduct.)

- 1.1.9. Graduate Employment Survey. Students must complete a Graduate Employment Survey and (if required) a Graduate Appointment with the Career Development Office.

Note: Any student who takes a State bar examination, before satisfactorily completing all requirements for the Juris Doctor, will not be permitted to graduate.

For information regarding Graduation, reference should be made to <http://www.lls.edu/academics/officeoftheregistrar/graduation/>.

1.2. Degree Audit

The degree audit function includes current enrollments, final grades that have been posted, and transfer credits. Students should regularly complete a degree audit, especially prior to each registration. Although efforts have been made to ensure the report's accuracy, the student is responsible for ensuring the completion of all graduation requirements. **The degree audit is subject to change and verification; it must not be construed to waive or in any way exempt a student from meeting the minimum graduation requirements in place upon the student's admission to the Law School or year of graduation, as applicable.** Students with any concerns or questions should consult the Office of the Registrar.

Second year day students with a cumulative grade point average of 2.85 or below at the conclusion of their first year, and second year evening students with a cumulative grade point average of 2.85 or below at the conclusion of the Fall semester of their second year of study must supplement their degree audit by referencing the [Academic Success Program requirements](#) described in Section 3.13. Students with a cumulative grade point average of 2.85 or below are strongly encouraged to contact the Office of the Registrar to schedule a degree audit appointment.

1.3. Graduation with Honors

All students with a weighted cumulative grade point average of 4.23 and higher at graduation will be graduated *summa cum laude*. All students with a weighted cumulative grade point average of 4.03-4.22 at graduation will be graduated *magna cum laude*. Students with a weighted cumulative grade point average below 4.03 but ranking in the top ten percent of the graduating class will be graduated *cum laude*. Those students ranking in the top ten percent of the graduating class will be graduated *Order of the Coif* provided that 75% of the 87 units (*i.e.*, 66 units) required for completion of the degree program were comprised of letter—not pass/fail—graded courses taken at the Law School. Transfer students' graded coursework from the previous law school will be considered when calculating the 75%.

1.4. Intersession

Those eligible to enroll in Intersession courses are: Loyola Day and Evening Program students (limited to upper division students); Loyola LLM, MLS and JSD Program students; students currently enrolled in a JD, LLM, MLS, MT or JSD programs at other qualified institutions; and working professionals who have successfully completed a JD program (members of the bench and bar).

1.4.1 Courses:

Course offerings may be found on the Office of the Registrar website at <http://www.lls.edu/academics/officeoftheregistrar/>

1.4.2 MCLE Credit

MCLE Credit will be available as indicated below

- 1 unit course - 13 hours of MCLE
- 2 unit course – 26 hours of MCLE

Note: LLS students may enroll in 1 or 2 units in any given Winter Intersession. However, LLS students may only apply a maximum of 4 units toward meeting graduation requirements during their academic career.

1.4.3 Application and Tuition

There is no application fee for the Intersession. Tuition information can be obtained by contacting the office directly at 213-736-1021 or by email at studentaccounts@lls.edu.

1.4.4 Add/Drop Period

Participants may not add a class after the first meeting of each course. Enrollees may drop at any time, but will be subject to the refund policy established by the Office of Student Accounts.

1.4.5 Attendance

If a student misses one class during Intersession, the student automatically will be dropped from the course. Students will be subject to the refund policy established by the Office of Student Accounts.

1.4.6 Grading

All grading will be pass/fail. No exam or reading period will be built into the schedule.

1.4.7 Degree Completion

LLS students who are short units at the end of the Fall semester may take courses during the Intersession to earn those units but will not be able to sit for the February bar exam.

Please direct all questions and concerns related to the Intersession to the Office of the Registrar, at registrar@lls.edu or 213-736-1130. For Intersession billing and payment questions please contact the Student Accounts Office at 213-736-1021 or studentaccounts@lls.edu.

2.0. COURSE LOAD AND WORK LIMITATIONS

2.1. **Maximum Units per Semester - Day Division**

First year Day Division students may only register for the required courses offered in the first year Day curriculum with one exception. First year Day Division students will undertake one first year elective course in the Spring semester as part of their required course load. Day Division students, after the first year, will be permitted to register for a maximum of 16 units per semester.

2.1.1. Extra Units. Upper division students, in good academic standing, who have completed all basic required courses, may submit a General Petition to the Office of the Registrar for permission to take up to one additional unit, (*i.e.*, 17 units) in no more than two semesters. Permission will be given by the Office of the Registrar if the student satisfactorily demonstrates:

- a. the additional course load is academically justified; and
- b. the student will not engage in outside work for more than 15 hours per week; and,

- c. the student's academic achievements are sufficiently superior such that the student will be able to meet the burdens of the increased load with no detriment to scholastic performance; or
- d. the student is in the final two semesters of the degree program.

2.2. Maximum Units per Semester - Evening Division

The Office of the Registrar will enroll all First year Evening Division students in the required courses offered in the first year Evening curriculum. After the first year, Evening Division students, will be permitted to self-register for a maximum of 11 units per semester.

Evening Division students are generally not permitted to register for more than 11 units in any semester, with two exceptions. Students participating in the 3.5 program, who have completed a minimum of six semesters, may carry a full-time load (a minimum of 12 units to an absolute maximum of 16 units) in their seventh and final semester provided that the student:

- a. certifies in writing that the student will not work more than 20 hours per week during the semester; and,
- b. enrolls in a schedule that reflects a substantial number of day classes across a relatively broad spectrum of days and times. (It would not be considered in keeping with the spirit of this condition if a student were to enroll in a schedule of classes that essentially freed the student for large blocks of time, such as all morning or afternoon. As a guideline, the Registrar will consider if the student's schedule could be reasonably interpreted as freeing significant blocks of time that would allow the student to work over 20 hours per week.); and
- c. submits a final class schedule for the Registrar's approval to ensure that the student is essentially taking day classes which meet the concerns expressed in item b.

A graduating student seeking such an exception should file a [*General Petition*](#) with the certified statement related to employment (item b.) to the Registrar.

2.2.1. Extra Units. Evening Division students who are **not** participating in the 3.5 Program, are in academic good standing, who have completed all basic required courses, may submit a General Petition to the Office of the Registrar for permission to take up to 2 additional units, (i.e., 13 units) in the student's final semester. Permission will be given by the Office of the Registrar if the student satisfactorily demonstrates:

- a. the additional course load is academically justified; and
- b. the student will not engage in outside work for more than 18 hours per week; and,
- c. the student's academic achievements are sufficiently superior that the student will be able to meet the burdens of the increased load with no detriment to scholastic performance; or
- d. the student is in the final semester of the degree program.

Students permitted to enroll in 12 or 13 units are still considered Evening Division, part-time students and are required to meet all Evening Division criteria. Tuition will be assessed as part-time for the first 11 units with any additional units assessed at the per unit rate (i.e., part-time, flat rate tuition plus the per unit fee). This tuition rate does not apply to students participating in the 3.5 Program.

2.3. Minimum Units per Semester - Day Division

Day Division students must register for **and** remain enrolled in a minimum of 12 units per semester. First year students must register for and remain enrolled for the required courses offered in the first year Day curriculum, including the elective course in the Spring semester.

2.4. Minimum Units per Semester - Evening Division

Evening Division students must register for **and** remain enrolled in a minimum of eight units per semester. First and second year students must register for and remain enrolled for the required courses offered in their respective Evening curricula.

2.5. Maximum Units for Summer Session - Day and Evening Divisions

Both Day and Evening Division students will be permitted to register for a maximum of six units during Summer Session. (Students may [petition](#) the Registrar to register for more than the six units but no more than 8 units if they are enrolling in a field placement for the additional 2 units and also wish to take a Summer Session course, or are attending non-overlapping Summer Session programs and otherwise meet conditions of 8.1.1.

2.6. Minimum Units for Summer Session - Day Division

In general, Day Division students need not attend Summer Session in order to graduate in three years. However, students may want to attend a Summer Session to lessen the unit load ordinarily carried during the academic year (approximately 29 units per year). To satisfy the residence requirement, however, students must still enroll in a minimum of 12 units for each of six semesters. (Reference should be made to the section on the Residence Requirement, 1.1.5.)

2.7. Minimum Units for Summer Session - Evening Division

In general, Evening Division students will have to attend at least one Summer Session in order to graduate in four years. Typically, however, most students attend more than one Summer Session. The minimum number of units to be taken can vary for each student; it will depend on the number of units successfully completed each semester.

2.8. Maximum Units for Intersession

First year day and first year evening students may not enroll in Intersession courses. Both Day and Evening Division students with advanced standing will be permitted to register for a maximum of two units during a single Intersession. Students may earn a law school career maximum of 4 units during Intersession.

2.9. Maximum Work Hours for Full-Time Day Division Students

A full-time Day Division student may not work in excess of 20 hours per week during any semester. A full-time student may not work in excess of 15 hours per week when the student is permitted to enroll in a 17-unit course load.

3.0. REGISTRATION, COURSE AND DIVISION CHANGES, AND RELATED MATTERS**3.1. In General**

Inquiries regarding registration and class changes should be directed to the Office of the Registrar.

No student will receive academic credit for any course or field placement unless officially registered in the course through the Office of the Registrar.

Academic credit will be given for courses and directed research papers only during regular academic terms. During Intersession, academic credit will be given for only those courses offered in the Intersession. No credit will be awarded for work completed, in whole or in part, between terms.

Work submitted for credit in one course cannot be submitted in another course. A student may not use a single paper for credit in two courses, or for directed research and course credit.

Every student who registers for academic credit in a course and who does not formally withdraw before the last class day of the term in which the course was taken shall receive a grade in the course. As used here, the word "course" is meant in its most inclusive sense and refers to a class, seminar, directed research, field placement, or any other undertaking whatsoever in which a student is registered for academic credit.

Students seeking a waiver of a rule or policy must submit a *General Petition* to the Office of the Registrar, unless the rule or policy designates a specific individual to whom a petition must be submitted or from whom permission must be obtained. The *General Petition* form is available at the Office of the Registrar or on its web page.

3.2. Class Attendance

A student is required to attend classes regularly. A student may be withdrawn, and/or excluded from an examination, and given a failing grade in any course in which the student has not maintained a satisfactory attendance record.

3.3. Fulfillment of Course Requirements

It is the policy of the faculty of the Law School that all course requirements be completed in a timely fashion.

All students enrolled in a course for which there is a mid-term, mid-year, and/or final examination(s) are required to complete all assignments, if any, made by the professor and are required to take the examinations at the time the examinations are scheduled. If the course does not require an examination, and completion of the course requirement takes the form of a paper, series of papers or reports, or the like, students are required to submit the material at the time specified by the professor. In no event shall this be later than the end of the examination period of the term during which the course was taken.

If any student does not fulfill the course requirements for a course in which the student is enrolled, the professor for the course will not report a grade for that student and the Office of the Registrar will automatically enter a grade of F (failure). If a student fails to take a mid-term or mid-year examination, that student will receive a failing grade (*i.e.*, F) in the course and will not be eligible to complete the course that academic year.

3.4. Required Units, Graded Units, and Pass/Fail Units

- 3.4.1. Students who complete all of their units at Loyola must complete a minimum of 67 letter-graded units to graduate. Students may take their remaining 20 or more units on a pass/fail basis.
- 3.4.2. Fundamentals of Bar Examination Writing, Law Reviews, moot courts, practica (*e.g.*, Entertainment Law Practicum, Immigrant Justice Practicum), clinics, field placements and internships are normally the only courses graded on a pass/fail basis.
 - 3.4.2.1. Except as provided in section 3.4.5 below, the maximum number of field placement units that a student can earn is 14.
- 3.4.3. Except as provided in items 3.4.4. and 3.4.5., grades in courses taken at other schools will be computed in the 20-unit maximum.
- 3.4.4. A student who is permitted visiting or special student status at another institution may not take pass/fail units at Loyola that will exceed 23% of the units which the student completes at Loyola. For example, if a student completes a total of 87 units (29 units at another law school and 58 units at Loyola), the student may only take a maximum of 13 pass/fail units at Loyola. (Reference should be made to the section on Transfer Credits, 8.0.)

Eligibility for receiving the Order of the Coif may be affected by visiting at another institution as 75% of the 87 units (*i.e.*, 66 units) required for completion of the degree program must be comprised of letter—not pass/fail--graded courses taken at the Law School; unit credit—not grades-- is accepted from the other institution.

3.4.5. A transfer student may elect to take courses graded on a pass/fail basis. However, the maximum number of pass/fail units that a transfer student may apply towards the Juris Doctor degree shall be determined in accordance with the following rules:

3.4.5.1. Of the units that a transfer student is required to complete at Loyola, a minimum of 77% of those units must be letter-graded in order to receive the Juris Doctor. Transfer students may take their remaining 23% units on a pass/fail basis. Of the pass/fail units a student is eligible to undertake, no more than 70% may be for field placements or internships or clinics. Units taken at Loyola in excess of the 87 units needed to graduate may be taken pass/fail and may be for field placements, internships or clinics.

Example: It is common for a transfer student who took a full load of courses at the student's prior law school to enter Loyola with 29 units of credit. The student must thus take a minimum of 58 units at Loyola to graduate. Of those 58 units, a minimum of 45 units must be letter-graded. The remaining 13 units may be pass/fail, with a maximum of 9 units being in field placements, internships or clinics. If this student takes more than 58 units at Loyola, those additional units could be pass/fail units and could be in field placements, internships or clinics.

3.4.5.2. Units which a Loyola student takes at another law school are entered on the student's record at Loyola on a pass basis, and are counted against the maximum number of pass/fail units which a student is permitted to take. However, in order to receive a degree from Loyola, a transfer student must successfully complete a minimum of 58 units of credit at this institution, regardless of the number of units completed at a prior law school. As a result, a transfer student is extremely limited, if not entirely precluded, from taking units towards the Loyola degree at another institution after transfer to Loyola.

3.5. Directed Research

A student may earn academic credit for a research paper completed under the direct supervision of a full-time faculty member. An adjunct faculty member may not supervise a directed research.

A student normally may receive credit for only one (1) directed research paper. Under extraordinary circumstances and upon the recommendation of the faculty member, the Associate Dean for Faculty may waive this rule.

A directed research paper normally may be approved for two (2) units only. Under extraordinary circumstances and upon the recommendation of the faculty member, the Associate Dean for Faculty may approve a 1-unit paper.

3.5.1 Credit will be granted for a directed research paper only upon compliance with the following requirements:

- a. The paper must reflect substantial research in areas that do not duplicate the student's preexisting knowledge.
- b. The student must complete a draft, receive the supervising faculty member's comments thereon, and submit a revised final paper. It is the student's responsibility to ascertain the due dates for both the draft and the final paper, arrange the method by which the draft and final paper will be submitted to the professor, and ensure—by confirming actual receipt by the professor—that the professor receives, in a timely manner, both the draft and the final paper.
- c. The total length of the final paper must be no less than 7,500 words of main body text, exclusive of footnotes, bibliography, and any appendices.

A student may not repeat a directed research paper.

3.5.2 Approval of a directed research paper must be obtained according to the following procedure:

- a. The student shall submit a *Directed Research Request* form to a member of the full-time faculty who has agreed to supervise the paper. This form requires a 250-word description of the paper and the citation of at least five (5) sources (which may include cases, law review articles, or monographs) the student expects to be relevant to the paper. Under extraordinary circumstances, and upon the recommendation of the faculty member, the Associate Dean for Faculty may permit a student to submit the 250-word description and list of five sources no later than one week after the Associate Dean's approval of the *Directed Research Request*.
- b. After the student receives the signed proposal from the faculty member, the student must take the form to the Office of the Registrar. The deadline to submit the *Directed Research Request form* to the Office of the Registrar is the last day to add classes as noted in the Office of the Registrar's Administrative Calendar.
- c. The Office of the Registrar will then forward a copy of the signed proposal to the Associate Dean for Faculty for approval. The Associate Dean will ordinarily approve or disapprove the proposal within five working days after the student has submitted it to the Office of the Registrar.

Ordinarily, a faculty member may not supervise more than four directed research papers in any academic year.

3.6. Registration: Priority System

The registration priority system was adopted to ensure that all students have a reasonably fair opportunity of registering for classes. The priority number is determined by the student's year of study/division/program.

The priorities are as follows, with the top of the list receiving the top priority:

- 1 -- Fifth, fourth, and third year evening students
- 2 -- Fifth, fourth, and third year day students
- 3 -- Second year evening students
- 4 -- Second year day students
- 5 -- All LL.M., JSD, MLS, MT, Visiting JD students, Visiting Scholars and Auditors

3.7. Adding Courses

Once a student registers for classes, courses may be added through the last day of the "Deadline to Add a Class" as noted in the [Office of the Registrar's Administrative Calendar](#). Faculty are not able to grant permission to a student to enroll in a course after the last day to add a class deadline.

Students may only attend classes for which they are enrolled. Waitlisted students may not attend a class if they are on the waitlist. If students are admitted from the waitlist, they must add the class in timely manner to secure their seat in it.

3.8. Dropping and Withdrawing from Courses

Dropping Courses. Once a student registers for classes, courses may be dropped through the last day of the "Deadline to Drop a Class without a W" as noted in the [Office of the Registrar's Administrative Calendar](#).

Withdrawing from Courses. If a student withdraws from a course after the date established by the Office of the Registrar as the last day to drop a class without a "W", a mark of 'W' will be assigned for that course and will remain on the student's transcript. **A student may not withdraw from a required course at any time without prior authorized approval.** This remains the case even in those instances in which a student is taking a required course in a different semester or year than is otherwise required. Withdrawal from a required course may only be permitted for extraordinary and compelling circumstances. **No withdrawal from a course is permitted after the date shown in the Administrative Calendar as the "deadline to withdraw from a class."** **A student may not withdraw from a course after the final examination for the course has been administered, even if the administration of the exam occurred prior to the date shown in the Administrative Calendar as the "deadline to withdraw from a class."**

If a student does not fulfill the course requirements for a course in which the student is enrolled (including, but not limited to, taking a mid-term, mid-year, or final examination[s]) and does not formally withdraw from the course according to the rules above, the student will be assigned a failing grade (*i.e.*, F).

All students are required to review at regular intervals their course enrollments. A student failing to withdraw from a class for which the student had enrolled but subsequently decided not to attend will be subject to the applicable administrative and academic consequences including, but not limited to, being assigned a failing grade.

Day Division students must remain enrolled in a minimum of 12 units per semester and Evening Division students must remain enrolled in a minimum of 8 units per semester.

3.9. Procedure for Adding and Dropping or Withdrawing from Courses

Subject to the rules set forth in Sections 3.7 and 3.8, students seeking to add, drop, or withdraw from classes must do so online using their Prowl account at <https://prowl.lls.edu>. Students are responsible for printing and saving copies of all on-line web transactions. In the event that a dispute should arise thereafter concerning whether or not a transaction has occurred and there is no record of the alleged transaction, the transaction will be presumed not to have occurred unless the student produces a copy of the transaction demonstrating its occurrence. The Law School assumes no responsibility for ensuring that students retain copies of their web transactions with the Law School. Absolutely no class withdrawals will be accepted by telephone.

A student must notify Student Financial Services if an add/drop/withdraw transaction changes the student's enrollment status as it relates to financial aid. For detailed information, reference should be made to <http://lls.edu/studentaccounts/policiesandprocedures/>

3.10. Tuition Liability for Dropping or Withdrawing from Courses

If a student changes academic load after the last day to withdraw from classes without tuition penalty, the student shall be liable for the tuition on all units in which the student is enrolled in accordance with the established Tuition Liability/Refund Policy. Students are advised to review each term the deadline dates prepared by the Student Accounts Office setting forth the percentage of tuition for which a student is liable. For more detailed information regarding tuition liability and the refund policy, reference should be made to <http://lls.edu/studentaccounts/policiesandprocedures/>

For a student paying tuition on a **per unit basis**, the student may be liable for any units added and/or dropped after that date, even though there is no change in the net number of units being taken. (For example, if a student is enrolled in four 3-unit classes and decides to withdraw from one of them and replace it with another 3-unit class, the student would be liable for the tuition for 15 units; there would be a percentage liability for the three units dropped and full liability for the remaining 12 units.)

Note: The last day to withdraw from classes without tuition penalty **does not** correspond with the date established by the Office of the Registrar as the last day to drop a class without a "W." The Tuition Liability/Refund Policy is published every term at <http://lls.edu/studentaccounts/policiesandprocedures/>. Failure to attend a scheduled class on the first day of the term does not relieve a student of any tuition and fee liability.

3.11. Internal Transfer (Day and Evening Division Transfers)

Upon satisfactory completion of the first year of study, a student who wishes to transfer from one division to the other may apply to do so by submitting a [*General Petition*](#) to the Office of the Registrar. The petition must include the reasons why the transfer should be granted, along with any relevant supporting documentation. The *General Petition* (and supporting documentation) must be postmarked no later than June 1 for the succeeding Fall semester. Transferring divisions during the academic year e.g., the Spring semester, is not permitted.

The Law School reserves the right to limit the number of divisional transfers in a given academic year.

Decisions regarding transfer requests are considered only after all grades have been reported as officially finalized. Evening students achieving grades that place them in the top third of the class at the conclusion of the first year may petition to transfer to the full-time program. In deciding whether to grant the petition, the Law School's considerations will include that the student applied by the given deadline and that there is available space in the Day program.

If a student is permitted to transfer divisions, it is expected that in the normal course of events, the student will remain classified in that division through graduation. It would only be for compelling reasons that a student will be permitted to transfer divisions again.

Students who are permitted to transfer divisions should consult with the Registrar to determine the manner in which they will be able to satisfy the residence requirement. In most cases, attendance at Summer Session(s) may be necessary (*e.g.*, students who transfer from the Evening Division to the Day Division at the conclusion of the first year will have to attend a minimum of two Summer Sessions if they wish to graduate in three years). Students who need to satisfy the residence requirement by attending Summer Session(s) may do so only by attending Summer Session(s) at the Law School. Students may not use units earned from either the Intensive Summer Tax program or the Intersession to satisfy this requirement. Students may not fulfill the residence requirement by attending other summer programs, including international programs sponsored by the Law School.

Evening Division students are advised that only those who are devoting substantially all of their time to legal studies may be admitted to the Day Division. Therefore, they must indicate in their petition whether they are employed and, if so, how many hours per week they anticipate working. (A student may not work in excess of 20 hours per week while attending school on a full-time basis.)

Evening Division students who are permitted to transfer to the Day Division at the conclusion of the first year will be required to complete Civil Procedure, Constitutional Law, and Criminal Law in the evening with the second year evening students. Students may also be required to complete Evidence and Ethical Lawyering in the evening.

Evening Division students who are permitted to transfer to the Day Division at the conclusion of the second year may be required to complete Evidence and Ethical Lawyering in the evening with the third year students.

3.12. 3.5 Program (Evening Division – Completion of Degree Program in 3-1/2 Years)

Evening Division students may complete the degree program in 3-1/2 years; the Law School's residence rule has been adapted to allow for accelerated completion of the degree program by one semester.

3.12.1. Format

The 3.5 Program entails a minimum of seven semesters (but the student may elect to delay completion of the degree program and extend the student's tenure for additional terms, not to exceed the Five Year Rule). The student may complete the degree program in 3-1/2 years in one of two ways (both of which require a minimum number of units to be completed by attendance at a minimum of two Summer Sessions): 1) enroll in part-time loads for each of seven semesters or 2) enroll in part-time loads for six semesters and undertake one semester of a full-time course load, but only in the seventh and final semester (provided, the student meets and adheres to the requirements established for full-time enrollment). Units earned in an Intersession course may be applied to the 3.5 Program summer unit requirement.

To accelerate completion of the degree requirements through the 3.5 Program, the student must undertake attendance at Summer Sessions. Students must attend a minimum of two Summer Sessions. However, generally speaking, those who will enroll in part-time loads throughout the seven semesters will attend three Summer Sessions in order to satisfy the minimum number of Summer Session units that are required.

Credit for attendance at Summer Sessions is restricted to Loyola Law School or at an ABA-approved law school—outside of the Southern California region—at which the summer term is

comprised of a minimum of seven weeks of instruction, not including orientation, holidays, reading periods, and examination periods. Summer attendance at Loyola Law School-sponsored international programs (*i.e.*, Beijing and Bologna) is permitted but the student must also attend a minimum of two Summer Sessions at the Law School or at an ABA-approved law school (as just described).— As participation in summer programs with overlapping enrollment periods is not permitted and as Loyola Law School-sponsored international programs ordinarily overlap with the Law School's Summer Session, students should plan on three summers to complete the minimum two-Summer Session requirement. An illustration follows in 1.b.

Provided that the student meets the minimum two-Summer Session attendance policy, a maximum of four units from a Loyola Law School-sponsored international program(s) may be applied towards the minimum Summer Session units that are required. Typically, a maximum of four units of course offerings is available through Loyola Law School-sponsored international programs (although the Beijing program ordinarily offers a maximum of three units). However, if a student earns more than four units, the additional units could be applied towards the overall number of units needed to satisfy the degree requirement. (For example, if a student were completing the degree program in seven part-time semesters, the student would need to complete a minimum of 14 units during Summer Sessions. If the student took six international Summer units: 1) four of the units would apply towards the 14 required in Summer Sessions and an additional 10 units would be required during a minimum of two Summer Sessions and 2) the additional two units--not being applied towards Summer attendance--could reduce that student's academic load for one or two semesters, *i.e.*, nine units in one semester or 10 units for two semesters. An illustration follows in 1.c.)

Summer attendance at an international program sponsored by an ABA-approved law school is permitted but only if the program is comprised of a minimum of seven weeks of instruction, not including orientation, holidays, reading periods, and examination periods. Attendance may apply towards the minimum two-Summer Session requirement and a maximum of six units may be credited towards the minimum Summer Session unit requirement.

Examples of the two options for completion of the degree requirements through the 3.5 Program are illustrated in the following:

Option 1: PART-TIME THROUGHOUT (requiring a minimum of 14 Summer Session units)

	Fall		Spring	=	
1 st yr	9	+	10	=	19
2 nd yr	11	+	11	=	22
3 rd yr	11	+	11	=	22
4 th yr	10			=	<u>10</u>
					73
SSs	14			=	<u>14</u> (required minimum number of SS/Intersession units)
					87

Illustrations of Option 1:

1.a. Maximum Semester Loads and 3 Typical Summer Sessions

	Fall		Spring	=		SS	=	
1 st yr	9	+	10	=	19	+	3	= 22
2 nd yr	11	+	11	=	22	+	5	= 27
3 rd yr	11	+	11	=	22	+	6	= 28
4 th yr	10			=	<u>10</u>			= 10
					73	+	14	= 87

1.b. Maximum Semester Loads, 2 Summer Sessions and a Loyola Law School-sponsored International Program during a Third Summer

	Fall		Spring	=		+	SS	=	Int'l SS	=	
1 st yr	9	+	10	=	19	+	6	=		=	25
2 nd yr	11	+	11	=	22			=	3	=	25
3 rd yr	11	+	11	=	22	+	5	=		=	27
4 th yr	10			=	10			=		=	10
					73	+	11	+	3	=	87

1.c. Extra International Units in a Loyola Law School-sponsored International Program Allowing for Less than Maximum Semester Loads**

	Fall		Spring	=		+	SS	=	Int'l SS	=	
1 st yr	9	+	10	=	19	+	5	=		=	24
2 nd yr	11	+	11	=	22	+	5	=		=	27
3 rd yr	10	+	10	=	20			=	6	=	26
4 th yr	10			=	10			=		=	10
					71	+	10	+	6	=	87

** Only a maximum of four units from a Loyola Law School-sponsored international program(s) may be applied towards the minimum 14 Summer Session units required.

Option 2: ONE FULL-TIME SEMESTER (requiring a minimum of 10 Summer/Intersession units)

	Fall		Spring	=	
1 st yr	9	+	10	=	19
2 nd yr	11	+	11	=	22
3 rd yr	11	+	11	=	22
4 th yr	14			=	14*
					77
SSs	10			=	10 (required minimum number of SS/Intersession units) **
					87

* A student's full-time course load may only be increased to a maximum of 16 units. Increasing the full-time course load by additional units will allow the student flexibility to complete a lesser 9-10 unit course load in a previous semester.

Although a student may be undertaking a full-time course load in the final semester, the student will remain classified as an Evening Division student for purposes of class rank.

** A student may complete additional units during the Summer Sessions and thus decrease the student's course loads during the semesters (but the student must maintain the necessary minimum part-time or full-time loads of eight units and 12 units, respectively).

Illustrations of Option 2:**2.a. Typical Semesters and Summer Sessions**

	Fall		Spring	=		+	SS	=	
1 st yr	9	+	10	=	19	+	5	=	24
2 nd yr	11	+	11	=	22	+	5	=	27
3 rd yr	11	+	11	=	22			=	22
4 th yr	14			=	14			=	14
					77	+	10	=	87

2.b. Maximum Course Load in Final Semester

	Fall		Spring	=		+	SS	=	
1 st yr	9	+	10	=	19	+	5	=	24
2 nd yr	11	+	11	=	22	+	5	=	27
3 rd yr	10	+	10	=	20			=	20
4 th yr	16			=	<u>16</u>			=	<u>16</u>
					77	+	10	=	87

2.c. Typical Semester Loads with 3 Summer Sessions

	Fall		Spring	=		+	SS	=	
1 st yr	9	+	10	=	19	+	3	=	22
2 nd yr	11	+	11	=	22	+	4	=	26
3 rd yr	11	+	11	=	22		3	=	25
4 th yr	14			=	<u>14</u>			=	<u>14</u>
					77	+	10	=	87

2.d. Typical Semester Loads, 2 Summer Sessions, and a Loyola Law School-sponsored International Program during a Third Summer

	Fall		Spring	=		+	SS		Int'l SS	=	
1 st yr	9	+	10	=	19	+	4			=	23
2 nd yr	11	+	11	=	22			+	3	=	25
3 rd yr	11	+	11	=	22	+	3			=	25
4 th yr	14			=	<u>14</u>					=	<u>14</u>
					77	+	7	+	3	=	87

2.e. Extra International Units in a Loyola Law School-sponsored International Program Allowing for Less than Maximum Semester Loads***

	Fall		Spring	=		+	SS		Int'l SS	=	
1 st yr	9	+	10	=	19	+	3			=	22
2 nd yr	10	+	11	=	21	+	3			=	24
3 rd yr	11	+	10	=	21			+	6	=	27
4 th yr	14			=	<u>14</u>					=	<u>14</u>
					75	+	6	+	6	=	87

*** Only a maximum of four units from a Loyola Law School-sponsored international program(s) may be applied towards the 10 Summer Session/Intersession units required for the 3.5 Program.

Sixteen (16) units will be the maximum number of units a student will be permitted to carry in the seventh and final semester. Students planning to enroll in a full-time course load are cautioned about the number of units they intend to carry in that semester. While they are permitted to enroll in a maximum of 16 units, they should seriously consider enrolling in fewer units. A 16-unit course load is considered to be a relatively heavy one.

Students must be prepared to maintain flexibility in order to complete the degree program in an accelerated manner as represented by the 3.5 Program. An effort will be made to continue to offer a wide variety of courses each term. However, students must recognize that enrollment in maximum 11-unit course loads each semester after the first year may be based upon selection of courses for specific unit and time constraints rather than interest. The same may also hold true for attendance at Summer Sessions. While students will be guaranteed enrollment in courses required within their year and division, this is not the case for elective courses, including those considered bar preparation courses as well as those within a particular practice area of interest.

Because of the likelihood that students may determine their course selections based upon specific unit and time factors, students may not be able to undertake all bar preparation courses as well as special electives in which they might be interested. This may result in negative impact on the

chances for bar passage as well as employment opportunities for those students who may not be at the higher spectrum of the class.

Residence rules and standards enabling a student to complete the degree requirements in 3-1/2 years have been formulated specifically for the 3.5 Program and therefore are not otherwise applicable to other means of accelerating graduation within the normal rules and policies of the Law School. As a direct corollary, a student not completing the degree program as established through the conditions, policies and standards of the 3.5 Program will be governed by the normal rules and policies of the Law School. Consequently, any student who is permitted to complete the degree program through the 3.5 Program and who does not do so, will no longer be permitted any concessions made via the Program. The student thus must satisfy all rules, policies and standards that would pertain to any student completing the degree program in the normal manner. (For example, if a student does not complete the required 87 units within the 3-1/2 year period, to satisfy the residence requirement, the student must enroll in and satisfactorily complete an additional semester consisting of a minimum part-time load--even if the student needs less than eight units to meet the required 87 units--and pay the flat rate, part-time tuition charge.)

3.12.2. Eligibility

Students must submit their requests to complete the degree program through the 3.5 Program **by the third Friday in June following the second year**. Unless a student is approved to participate in the 3.5 Program, the student may not be permitted to graduate in less than four years (*i.e.*, less than eight semesters of attendance) even if the student is able to satisfy all of the standards of the 3.5 Program. Residence rules particularly are being adjusted to enable students to complete the degree program through the distinct 3.5 Program.

A student must request to complete the degree program through the 3.5 Program by submitting the *Request to Participate in the 3.5 Program* form to the Office of the Registrar. The student must include a tentative outline reflecting unit loads of how the student anticipates completing the degree program (particularly addressing whether it is the student's intent to undertake a full-time course of study in the seventh and final semester).

If it is the student's intent to complete the program with full-time enrollment for the seventh and final semester, the student must state if the student is currently employed and the date by which the student will leave employment and/or reduce employment to less than 20 hours per week. Prior to the seventh and final semester, the student must complete a minimum of 10 units by attending a minimum of two Summer Sessions at the Law School. The student may not enroll in more than 16 units in the final semester. It will be that student's responsibility to satisfy the conditions necessary to undertake a full-time course load in the final semester.

If it is the student's intent to complete the program with part-time enrollment for the seventh and final semester, the student must complete a minimum of 14 units by attending a minimum of two Summer Sessions at the Law School. Intersession units may be used in combination with Summer Session units to meet the 3.5 Program's summer unit requirement.

Academic performance will be considered in determining whether a petition will be granted for a student to complete the degree requirements through the 3.5 Program. For example, an academic record not consistently and solidly above the graduation level or academic performance that has declined are factors that might result in the denial of a petition. A student who has been on academic probation is ineligible to complete the degree program through the 3.5 Program.

If a student wishes to undertake a full-time course load in the seventh and final semester, the student must meet all conditions necessary to do so. The student must submit the required written certification of employment hours in order to be eligible to register for a full-time course load. As the registration process for a semester takes place substantially earlier than the beginning of that semester (*e.g.*, mid-Summer for the Fall semester), a student may be given initial permission to register for a full-time

course load (based upon the required written certification of employment hours). However, at the beginning of that final semester, the student must again certify in writing that the student will not work more than 20 hours per week.

A student who is approved to complete the degree program through the 3.5 Program will not be required to graduate in 3-1/2 years.

3.12.2.1. Transfer Students

Students who transferred to the Law School after having completed one year of a part-time program at their respective law schools are eligible to request completion of the degree program through the 3.5 Program. Such transfer students must submit a request following their second year (which would be the conclusion of their first year of study at Loyola Law School).

All rules, policies, and conditions of the 3.5 Program will apply to transfer students. This includes the rules, policies, and conditions applicable to Summer Session attendance. However, credit for summer attendance at the previous law school may be awarded even if that law school is in the Southern California region provided that: 1) such attendance took place the summer immediately preceding transfer to the Law School, 2) the summer term at that law school meets the applicable length standard, and 3) the course(s), units, and grades would otherwise meet the Law School's standards for acceptance of them towards the Law School's degree program.

3.12.3. Other Academic Issues

All academic rules and policies of the Law School will apply to students completing the degree requirements through the 3.5 Program, except as set forth in the Program description. Academic rules and policies that remain applicable would include, but not be limited to: graduation requirements (with the exception of the 8-semester residence rule); minimum and maximum course loads (with the exception of the seventh and final semester during which a student may be eligible to carry a full-time load); repeating courses (Note: Students who repeat a course may not be able to complete the degree program through the 3.5 Program as they will not earn unit credit for the initial undertaking of that course. This is also the case for students who fail a course and therefore do not earn unit credit for it.); academic standing (Note: Academic standing is ordinarily determined at the end of the Spring semester of each academic year. However, academic standing will be determined at the time of completion of the degree program if that term is other than the Spring semester.); class rank (**Note:** Ranking is determined at the conclusion of the Spring semester of each academic year. Thus, those students graduating in the Fall semester would not be ranked until the subsequent Spring. Students completing the degree through the 3.5 Program will be ranked with the Evening Division even if they undertook a full-time load in their final semester.); Dean's Honor List; special student status at another law school (with the exception of the length of the summer program); and, participation in co-curricular activities (e.g., Law Reviews, Scott Moot Court Honors Board).

3.12.4. Other Administrative Issues

All administrative rules and policies of the Law School will apply to students completing the degree requirements through the 3.5 Program, except as set forth in the Program description. Administrative rules and policies that remain applicable would include, but not be limited to, charges for tuition and fees (especially with respect to the flat-rate, full-time tuition charge if the student undertakes a full-time course load of 12 or more units).

- 3.12.4.1. Commencement: A student may elect to participate in the graduation ceremony either the spring before or the spring semester following the student's graduation from the Law School. (e.g., A student graduating in December 2019 may elect to participate in the May

2019 ceremony or the May 2020 ceremony.) A student may not elect to participate more than once.

- 3.12.4.2. E-mail and Network Access: In keeping with the Law School's practice to date, e-mail accounts, network accounts, and network access (excluding LEXISNEXIS, Westlaw, and Bloomberg) will be continued for 2 years from the graduating student's degree conferral date. (Printing privileges in the Computer Resource Center are not included as all students pay a fee each semester for such usage.)
- 3.12.4.3. Parking: A student who paid the parking fee in the Fall semester in which the student graduates will be permitted continued access to the parking garage (after the Fall semester concludes) through the Spring semester (thus allowing the student to study at the Law School while preparing for the bar examination). The Spring semester's parking fee (which will allow parking privileges through July 31) must be paid by those who had not paid for the Fall parking fee and do not wish to pay the daily flat-rate charge, and those wishing to continue parking privileges beyond the Spring semester without having to pay the daily flat-rate charge.
- 3.12.4.4. Billing and Financial Aid: As there are billing and financial aid ramifications involved for students graduating a semester early, students must advise Student Financial Services of the change in graduation date as well as enrollment status if they are undertaking a full-time load for the Fall semester of their final year. If a student's request to graduate a semester early is granted, it is the student's responsibility to notify Student Financial Services and ensure that appropriate documents are processed to reflect the change in financial aid eligibility and graduation date.
- 3.12.4.5. Scholarships: Burns Scholars (who receive coverage of Summer Session attendance) will be eligible to complete the degree program through the 3.5 Program. However, as coverage for Summer Session tuition then may be more than anticipated in the normal course of events and as this may impact the availability of scholarship funding for other students, Burns Scholars will be expected to make a good faith effort to graduate in 3-1/2 years as originally presented in their respective unit outline proposals (submitted at the time they applied to complete the degree program through the 3.5 Program).

Other merit and public interest scholars should note their scholarship will change if they enroll to the 3.5 program and they may not be entitled to the original scholarship award. Students should contact Student Financial Services for more information.

3.13. Academic Success Program

In 2010, the faculty adopted the Academic Success Program to: 1) increase the number of students receiving academic assistance and to enhance the overall education experience of those students; and 2) improve students' chances of passing the bar examination.

3.13.1. Day Program

- 3.13.1.1. A first year day student whose first semester grade point average (based on final grades and interim grades) is 2.85 or lower is required in the Spring semester to take and complete Law and Process: Privacy Torts, a 3-unit course designed to develop students' analytical skills by engaging in a series of written projects built around a specific doctrinal area of the law. The student will take Law and Process as the student's first year elective course.
- 3.13.1.2. A day student whose cumulative grade point average is 2.85 or lower at the end of the Spring semester of the first year is required to:

- a. take and pass at least six of the electives listed as “Courses Related to Subjects Tested on the California Bar” on the Registrar’s website at <http://www.lls.edu/academics/officeoftheregistrar/graduation/academicssuccessprogram/graduationrequirements/> and,
- b. take and pass a course that has a substantial drafting component such as Appellate Advocacy, Legal Drafting, or any other drafting course approved by the Academic Success Program Director. While most classes that satisfy the Upper Division Writing Requirement will involve substantial drafting, **Law Review does not meet this requirement;** and,
- c. take and pass Fundamentals of Bar Examination Writing.

3.13.2. Evening Program

3.13.2.1. An evening student whose cumulative grade point average is 2.85 or lower at the end of the Spring semester of the first year is required in the Fall of the second year to take and complete Law and Process, a 3-unit course designed to develop students’ analytical skills by engaging in a series of written projects built around a specific doctrinal area of the law.

3.13.2.2. An evening student whose cumulative grade point average is 2.85 or lower at the end of the first semester of the second year is required to:

- a. take and pass at least six of the electives listed as “Courses Related to Subjects Tested on the California Bar” on the Registrar’s website at <http://www.lls.edu/academics/officeoftheregistrar/graduation/academicssuccessprogram/graduationrequirements/> **and,**
- b. take and pass a course during the second or third year that has a substantial drafting component such as Appellate Advocacy, Legal Drafting, or any other drafting course approved by the Academic Success Program director or authorized administrator. While most classes that satisfy the Upper Division Writing Requirement involve substantial drafting, **Law Review does not meet this requirement; and,**
- c. take and pass Fundamentals of Bar Examination Writing.

4.0. GRADE POINT AVERAGE REQUIREMENTS

4.1. Academic Standing

Each student must maintain satisfactory academic standing as a prerequisite for continued attendance in the Law School.

For purposes of determining academic standing, a student's weighted cumulative grade point average will be computed only as of the end of the Spring semester of each academic year. Academic standing will not be determined for a first year student until after completion of the academic year.

In determining academic standing, the student's weighted cumulative grade point average will be expressed as a number that is rounded to the hundredths of a point and carried out to two decimal places. For example, 3.565 translates to 3.57 grade point average, while 3.564 translates to 3.56 grade point average.

4.2. Academic Good Standing

A student must have a minimum cumulative grade point average of 2.33 as of the end of the Spring semester of each academic year to be in academic good standing. (A minimum cumulative grade point average of 2.33 is necessary for graduation.)

Some students, although in academic good standing, may be required, based on their cumulative grade point average, to take additional courses. Students should refer to sections 3.13. Academic Success Program, 1.1.3. Required Courses, and 5.6. Grading Range. A summary of the rules and conditions is also reflected in Section 4.6., Grade Point Average Standards.

4.3. Academic Probation

A day or evening student who at the end of the Spring semester of the first year has achieved a cumulative grade point average of 2.23 or above, but below 2.33, shall be permitted to continue into the second year of studies on a probationary status.

Reference should be made to section 4.7. for the policies and procedures of academic probation. Other relevant sections are 3.13. Academic Success Program, 1.1.3. Required Courses, and 5.6. Grading Range; a summary of the rules and conditions is also reflected in Section 4.6., Grade Point Average Standards.

4.4. Academic Disqualification

Academic disqualification is a nondiscretionary decision without exception. There is no petition process to override the rule or seek an exemption.

A student is academically disqualified if the student's cumulative grade point average falls below 2.23 at the end of the Spring semester of the first year day or evening.

A student is academically disqualified if the student's cumulative grade point average falls below 2.33 at the end of the Spring semester of the second, third, fourth, or fifth year day or evening.

If a student is disqualified for failure to maintain the required weighted cumulative grade point average, the Office of the Registrar shall send a notice of disqualification to such student. Such notice shall be sent to the most recent mailing and Law School e-mail address as shown on the student's record in the Office of the Registrar.

The academic disqualification and date of such action will be reflected on the student's permanent record (*i.e.*, transcript).

Disqualified students are ineligible for any Law School privileges and services. Privileges and services that will be revoked include, but are not limited to, e-mail account, network access, *Student Identification Card*, and *Parking Card*.

Any student academically disqualified shall be excluded from further attendance, except as permitted by the Reinstatement Policies and Procedures (which follows in section 4.8.).

4.5. Academic Standing -- Reference Chart

The following chart reflects the **minimum cumulative grade point averages** required at the **end of the Spring semester** of each year for the different classifications of academic standing.

DAY and EVENING	Good Standing	Probation	Disqualification
End of 1 st year	Minimum 2.33	2.23 to 2.32	2.22 and below
End of 2 nd through 5 th year	Minimum 2.33	N/A	2.32 and below

4.6. Grade Point Average Standards

The following information condenses the requirements and conditions of the various academic standards adopted by the faculty. Students are responsible for checking the details within the relevant sections of the Handbook.

4.6.1. Day Division

4.6.1.1. First year day (1D), conclusion of the Fall semester

- 2.85 and lower based on Fall semester final grades and midyear grades [weighted by the number of units for the course for that Fall] (Academic Success Program, Section 3.13)
 - Take and complete the Law & Process elective in the Spring semester (of the first year).

4.6.1.2. First year day (1D), conclusion of the Spring semester

- 2.23 -- 2.85 (Academic Success Program, Section 3.13.)
 - Take and pass at least six of the elective courses listed as “Courses Related to Subjects Tested on the California Bar”
<http://www.lls.edu/academics/officeoftheregistrar/registrationcourseinformation/barcourses/>; and
 - Take and pass a course during the second year that has a substantial drafting component such as Appellate Advocacy, Contract Drafting, Legal Drafting, and any other drafting course approved by the Academic Success director (or authorized administrator). **Law Review is not accepted as a drafting course;** and,
 - Take and pass Fundamentals of Bar Examination Writing.
- 2.23 – 2.32 (Academic Probation, Section 4.3. Reference should also be made to Academic Probation Policies and Procedures, Section 4.7.)
 - Same requirements for 2.23 – 2.85 apply.
 - All conditions of academic probation apply.
- 2.22 and below (Academic Disqualification, Section 4.4.)
 - Academically disqualifies from the Law School.

4.6.1.3. Conclusion of the second year day (2D) through fourth year day (4D)

- 2.32 and below (Academic Disqualification, Section 4.4.)
 - Academically disqualifies from the Law School.

4.6.2. Evening Division

4.6.2.1. First year evening (1E), conclusion of the Spring semester

- 2.23 -- 2.85 (Academic Success Program, Section 3.13.)
 - Take and complete Law & Process in the Fall semester of the second year.

- 2.23 – 2.32 (Academic Probation, 4.3. Reference should also be made to Academic Probation Policies and Procedures, 4.7.)
 - Same requirements for 2.23 – 2.85 apply.
 - All conditions of academic probation apply.
- 2.22 and below (Academic Disqualification, 4.4.)
 - Academically disqualifies from the Law School.

4.6.2.2. Second year evening (2E), conclusion of the Fall semester

- 2.23 -- 2.85 (Academic Success Program, 3.13.)
 - Take and pass at least six of the elective courses listed as “Courses Related to Subjects Tested on the California Bar”
<http://www.lls.edu/academics/officeoftheregistrar/registrationcourseinformation/barcourses/> ;
 - Take and pass a course during the second or third year that has a substantial drafting component such as Appellate Advocacy, Contract Drafting, Legal Drafting, and any other drafting course approved by the Academic Success director (or authorized administrator). **Law Review is not accepted as a drafting course;** and,
 - Take and pass Fundamentals of Bar Examination Writing.

4.6.2.3. Conclusion of the second year evening (2E) through fourth year evening (4E)

- 2.32 and below (Academic Disqualification, 4.4.)
 - Academically disqualifies from the Law School.

4.7. Academic Probation Policies and Procedures

A student on probation is subject to the following terms and conditions:

- a. During the year of probation, the student **must** repeat any course in which the student received a grade of D or lower during the preceding academic year; that is, the student must re-register for the course, pay tuition, regularly attend class, and successfully complete all course requirements. The student must re-take the course until a grade of at least a C is achieved as set forth in Section 5.8. The only exception to this rule is with respect to a Day Division first year elective course and Law and Process; Privacy Torts, which for evening students is taken in the second year); these courses cannot be repeated.
- b. Probationary students will be required to take designated courses offered through the Academic Success Program. (For more information, reference should be made to Section 3.13., Academic Success Program.)
- c. Probationary students may not take courses for credit at other schools for transfer to the law school.
- d. While on probation, students may not participate in study abroad programs, field placements, clinics, Law Reviews, the Scott Moot Court Honors Program or other specialized moot court programs, Trial Advocacy Competitions, the Entertainment Law Practicum or other practicum programs, or Concentration Programs.

- e. Selection of all courses to be taken must be approved in advance by the Dean of Students and the Director of the Academic Success Program. Any proposed schedule should demonstrate the student's commitment to perform in core law school classes.
- f. Permission to take a leave of absence must be obtained from the Dean of Students or the designated academic advisor.
- g. Probationary students may not hold any elected office for the Student Bar Association (SBA) or a student organization.
- h. A reduced course load will be imposed by the Dean of Students or the designated academic advisor although it may result in requiring attendance for more than the usual time to complete degree requirements.
- i. The Dean of Students and/or the Director of the Academic Success Program may require participation in remedial programs that do not grant academic credit.
- j. A probationary student must make satisfactory academic progress (SAP) during the year, achieving a cumulative GPA of at least 2.33 or above by the conclusion of the second year, as set forth in Section 4.4 (Academic Disqualification). A student who fails to meet this SAP standard will be academically disqualified at the end of the Spring semester of the probationary year.
- k. Failure to meet any of the terms and conditions of academic probation will result in academic disqualification.
- l. Probation lasts for one academic year. (*e.g.*, A student will be on probation for one academic year even if, at the conclusion of the Fall semester of the probation year, the student's cumulative grade point average is at or above the level for academic good standing.)

4.8. Reinstatement Policies and Procedures

- 4.8.1. The following governs reinstatement of students who academically disqualify at the conclusion of their first year, day or evening.
 - 4.8.1.1. Students may not be reinstated in the academic year following their disqualification. Academic disqualification is a nondiscretionary decision governed by section 4.4 without exception. There is no petition process to override the rule or seek an exemption.
 - 4.8.1.2. A petition for reinstatement, with relevant supporting documentation, must be submitted no later than April 1 of the year following disqualification, and must set forth each of the following:
 - a. the factors (*i.e.*, serious extenuating circumstances) contributing to poor academic performance leading to disqualification;
 - b. whether the factors have been addressed and/or resolved, and how;
 - c. what effect, if any, the factors may have on future performance; and,
 - d. the action(s) that the student proposes to take to improve academic performance.
 - 4.8.1.3. Two copies of the reinstatement petition must be submitted to the Office of Student Affairs.
 - 4.8.1.4. A completed, timely submitted petition for reinstatement will be reviewed pursuant to section 4.8.4.

- 4.8.1.5. A student who is reinstated shall start anew as a first year student and shall do each of the following:
- a. repeat the entire first year course load, with no prior course credit awarded;
 - b. submit a timely application to the Admissions Office so the student can be processed as a member of the first year class;
 - c. submit the requisite seat deposits;
 - d. attend and fully participate in Orientation; and,
 - e. comply with any other requirements applicable to admittees and first year students.
- 4.8.1.6. A student who is reinstated shall have the Five Year Rule started anew.
- 4.8.1.7. A student who is reinstated may elect to participate in Summer Institute, provided that the student meets the criteria for Summer Institute as established by the Admissions Committee. If the student does elect to participate, the student must meet the requirements expected of all Summer Institute participants, or the student's reinstatement will be rescinded.
- 4.8.1.8. A student who is reinstated shall be assigned to a section where the student will have the least number of courses with the same professors.
- 4.8.1.9. Students who are enrolled in Summer Session at the time they are disqualified will be withdrawn from the Summer Session courses with full reversal of tuition charges posted during the Summer term. If payment was received from the student, a full refund will be processed. If payment was received through loan proceeds, the Office of Financial Aid will determine the amount to be returned to the U.S. Department of Education (DOE) in accordance with Federal regulations. If the amount to be returned to the DOE exceeds the credit amount on the account, the student will owe the difference to the Law School. Students who opt to remain enrolled in Summer Session may be ineligible for financial aid for this term and should be prepared to pay for tuition and fees from other sources. This applies even if financial aid was received, prior to the disqualification. In either case, the student is responsible for any prior outstanding balance as well as other non-tuition related charges incurred during the Summer such as health fees. (Reference should be made to <http://lls.edu/studentaccounts/policiesandprocedures/>.)
- Note: Reference should be made to sections 4.8.6., 4.8.7., and 4.8.8. for additional terms and conditions.
- 4.8.2. The following governs reinstatement of students who academically disqualify at the conclusion of their second year day, or second or third year evening.
- 4.8.2.1. Students may not be reinstated in the academic year following their disqualification.
- 4.8.2.2. A petition for reinstatement, with relevant supporting documentation, must be submitted no later than April 1 of the year following disqualification, and must set forth each of the following:
- a. the factors (*i.e.*, serious extenuating circumstances) contributing to poor academic performance leading to disqualification;
 - b. whether the factors have been addressed and/or resolved, and how;

- c. what effect, if any, the factors may have on future performance;
 - d. the action(s) that the student proposes to take to improve academic performance; and,
 - e. a tentative plan as to how the student proposes to complete the degree program (e.g., repeat courses), including: 1) a work sheet showing the calculation(s) of grades, and 2) how the student's proposed plan will achieve the student's goal.
- 4.8.2.3. Two copies of the reinstatement petition must be submitted to the Office of Student Affairs.
- 4.8.2.4. A completed, timely submitted petition for reinstatement will be reviewed pursuant to section 4.8.4.
- 4.8.2.5. A student who is reinstated shall return as a continuing student on academic probation and must meet all conditions of academic probation then in effect.
- 4.8.2.6. The Five Year Rule shall remain in effect for a student reinstated under this section.
- 4.8.2.7. Students who are enrolled in Summer Session when they are disqualified may elect either to remain enrolled, or withdraw from the Summer Session with a complete tuition refund. Students who elect to remain enrolled in Summer Session will receive credit for the courses, but the grades will be computed into their cumulative grade point average only if they later are reinstated to the Law School. A student who previously disqualified and was reinstated, and who is enrolled in Summer Session at the time he/she is disqualified again will not receive credit for Summer Session classes; the student will be withdrawn from the Summer Session courses and tuition charges will be reversed in full. If a credit amount remains on the account, it will be refunded as follows: a) Full refund to the student if payment was received from his/her own funds; b) Funds will be returned to the U.S. Department of Education (DOE) in accordance with Federal regulations if payment was received through loan proceeds. The amount to be returned to the DOE will be determined by the Office of Financial Aid according to Federal regulations. If the amount to be returned to the DOE exceeds the credit amount on the account, the student will owe the difference to the Law School. Students who opt to remain enrolled in Summer Session may be ineligible for financial aid for this term and should be prepared to pay for tuition and fees from other sources. This applies even if financial aid was received, prior to the disqualification. In either case, the student is responsible for any prior outstanding balance as well as other non-tuition related charges incurred during the Summer such as health fees. (Reference should be made to <http://ls.edu/studentaccounts/policiesandprocedures/>.)
- Note: Reference should be made to sections 4.8.5., 4.8.6., 4.8.7., and 4.8.8. for additional terms and conditions.
- 4.8.3. The following governs reinstatement of students who academically disqualify at the conclusion of their third, fourth or fifth year day, or fourth or fifth year evening.
- 4.8.3.1. Students may petition for reinstatement immediately upon receiving their disqualification notice. Students who have not previously disqualified and been reinstated and who are enrolled in Summer Session when they are disqualified may remain enrolled in classes pending a decision on their petition for reinstatement. Students who elect to remain enrolled will receive credit for the courses. However, only students who are later reinstated to the Law School will have their grades computed into their cumulative grade point average. Because those students who are not reinstated disqualified at the conclusion of the Spring semester, grades earned during the subsequent Summer Session may not be used to raise the cumulative grade point average to the level required for graduation.

4.8.3.2. A petition for reinstatement, with relevant supporting documentation, must be submitted no later than April 1 of the year following disqualification (if disqualified at the conclusion of the Spring semester or Summer Session), or November 1 of the year following disqualification (if disqualified at the conclusion of the Fall semester). If a student is enrolled in Summer Session at the time of disqualification and is eligible and wishes to receive credit for the courses pursuant to section 4.8.3.1., a petition for reinstatement, with relevant supporting documentation, must be submitted prior to the end of the Summer Session. A petition for reinstatement must set forth each of the following:

- a. the factors (*i.e.*, serious extenuating circumstances) contributing to poor academic performance leading to disqualification;
- b. whether the factors have been addressed and/or resolved, and how;
- c. what effect, if any, the factors may have on future performance;
- d. the action(s) that the student proposes to take to improve academic performance; and,
- e. a tentative plan as to how the student proposes to complete the degree program (*e.g.*, repeat courses), including: 1) a work sheet showing the calculation(s) of grades, 2) how the proposed plan will achieve the student's goal, and 3) the terms during which the student will matriculate (*e.g.*, Summer only, Summer and Fall, Fall only, Fall and Spring).

4.8.3.3. Two copies of the reinstatement petition must be submitted to the Office of Student Affairs.

4.8.3.4. A completed, timely submitted petition for reinstatement will be reviewed pursuant to section 4.8.4.

4.8.3.5. A student who is reinstated shall return as a continuing student on academic probation and must meet all conditions of academic probation then in effect.

4.8.3.6. The Five Year Rule shall remain in effect for a reinstated student.

4.8.3.7. The rules and policies with respect to repeating courses will apply to a reinstated student.

Note: Reference should be made to sections 4.8.5., 4.8.6., 4.8.7., and 4.8.8. for additional terms and conditions.

4.8.4. The following governs the review of all petitions for reinstatement.

4.8.4.1. A petition for reinstatement will be decided upon by the Dean, after consultation with designated Associate Deans and staff. The final decision for reinstatement is vested in the sound discretion of the Dean.

4.8.4.2. A petition for reinstatement shall not be granted unless the Dean finds each of the following conditions has been met:

- a. there were serious extenuating circumstances that were of significant impact contributing to the student's poor academic performance;
- b. the situation has either been resolved or is satisfactorily being addressed; and,
- c. the student has a reasonable chance of successfully completing the degree program.

- 4.8.4.3. The Dean may determine that a situation has not been resolved or is not being satisfactorily addressed and for the time being defer a final decision on reinstatement pending the student taking positive action.
- 4.8.4.4. A student may request the Dean to reconsider denial of a petition for reinstatement only upon a showing of additional factors of serious extenuating circumstances (with supporting documentation) that were not raised in the original petition. The written request must be submitted within 10 days of the date of the Dean's letter.
- 4.8.4.5. The Dean's decision on a petition for reinstatement is final.
- 4.8.5. If an upper division student is reinstated, the Dean (or the Dean's designate) will determine the course of action (including the number of terms the student will have) that will govern the student's attempt at completing the degree program.
- 4.8.6. If a student is reinstated, the reinstatement and date of such action will be reflected on the student's permanent record (*i.e.*, transcript).
- 4.8.7. A student may be reinstated only once. A student who disqualifies a second time will not be permitted another opportunity to continue a legal education at Loyola.
- 4.8.8. A reinstated student who needs financial aid must meet financial aid satisfactory academic progress policy requirements and all applicable deadlines.

5.0. GRADING SYSTEM AND RELATED REGULATIONS

5.1. In General

The faculty reserves the right to change the grading system and related regulations at any time.

The Office of the Registrar enters the grades on the transcripts. The Office of the Registrar will only disclose grades through transcripts and the student's Prowl account at <https://prowl.lls.edu>.

Faculty members individually determine the manner in which interim grades (*e.g.*, papers, assignments) are disseminated. Interim grades are not officially kept by the Office of the Registrar as part of the student's record.

It is up to each professor to determine whether to provide students with information pertaining to the grade distribution in the course. The Office of the Registrar will not issue any information regarding grade distributions.

5.2. Grading Rules for First Year Courses

All first year courses, with the exception of Legal Research and Writing and the First Year Elective--including Law and Process--(*i.e.*, Civil Procedure, Contracts, Criminal Law, Property, and Torts) will have a mandatory mean of 81.00 and a mandatory standard deviation of 6.00. This rule applies to both the Day and the Evening Divisions, even though, with respect to the latter, some of these courses will be taken in the second year.

The mean for the First Year Elective, with the exception of Law and Process, will be determined based on the mean grade point average of the students enrolled in the class, as calculated using the final grades from all courses other than the elective course. There will be a mandatory standard deviation of 4.00-6.00 for the First Year Elective.

Legal Research and Writing and Law and Process will have a mandatory mean of 81.00 and a mandatory standard deviation of 4.00-6.00.

5.3. Grading Rules for Advanced Courses

5.3.1. Mandatory Mean and Standard Deviation

The following represents the grading range for the mandatory mean and the mandatory standard deviation (S.D.) for all upper division courses, except as otherwise noted:

Number of Students	Mean	S.D.
31 or more students	82.00	6.00
8 - 30 students	82.00 -- 85.00	None
7 or fewer students	None	None

5.3.2. Exceptions to the Mandatory Mean and Standard Deviation

5.3.2.1. Ethical Lawyering

Ethical Lawyering will have a mandatory mean of 85.00 and a mandatory standard deviation of 5.00.

5.3.2.2. Legal Writing Skills II

Legal Writing Skills II will have a mandatory mean of 81.00 and no mandatory standard deviation.

5.3.2.3. Small Classes

If the mean cumulative grade point average for a class with 8 -30 students exceeds 85.00, a professor may use a class mean above 85.00, but no higher than the mean cumulative grade point average. The mean cumulative grade point average shall be computed using only grade point averages of J.D. students enrolled in the class as of the last day for withdrawing from the course. Grades earned at other institutions will not be included in the grade point average calculation. This exception does not apply to Ethical Lawyering or Legal Writing Skills II.

5.4. Interim (Mid-Term and Mid-Year) Grades in Five-Unit, First Year Courses

In all required 5-unit, first year courses (*i.e.*, Civil Procedure, Contracts, Property, and Torts), at least 25% of a student's grade (exclusive of participation) must be based on graded evaluation(s) other than the final examination. In addition to the grade, students will be provided with feedback on the evaluation(s) (*e.g.*, specific comments on individual examinations, distribution of a sample or model answer).

5.5. Definition of Grading Notations

- D = Non-passing grade for which no unit credit is awarded. However, for purposes of computing grade point averages, point value is earned.
- F = Non-passing grade for which no unit credit is awarded. However, for purposes of computing grade point averages, point value is earned.
- H = Grade withheld.
- I = Incomplete -- the course requirements have not been met.
- NS = No grade was submitted.
- P = Pass -- unit credit is received for the course but the units are not computed in the grade point averages. A pass indicates that the student would have earned at least a C had the course been subject to the letter grades. A pass is not the equivalent of any letter grades.

R = Repeated course -- the new grade replaces the previous one in the computation of the grade point averages; the previous grade remains recorded on the transcript.

W = Withdrew from the course.

YL = No grade is posted as the course is more than one semester. A final grade will be posted upon conclusion of the course, which typically occurs at the end of the spring semester.

5.6. Grading Range

The normal grading range is from 55 to 100. The number grades correspond to letter grades as reflected in the chart below. The minimum passing grade is 70 (C). Grades between 55 and 69 (D and F) are considered failing grades for which unit credit is not earned. While unit credit is not earned for a failing grade, point value is assigned for a D and an F for purposes of computing grade point averages.

Numerical Score	Letter Grade	GPA Value
55-66	F	.333
67-69	D	1.333
70-72	C	2.0
73-75	C+	2.333
76-78	B-	2.667
79-81	B	3.0
82-84	B+	3.333
85-87	A-	3.667
88-90	A	4.0
91-93	A+	4.333
94-100	A+*	4.667

Note: Regardless of a student's cumulative grade point average, a D or F grade is a non-passing grade and no unit credit is awarded. (Reference should be made to the sections on Definition of Grading Notations, 5.5. and Repeating Courses, 5.8.)

5.7. Incompletes

5.7.1. For Paper Courses.

5.7.1.1. A grade of Incomplete may be awarded in paper courses if either of the following two requirements is met:

a. The faculty member grading the paper determines that the student:

- 1) has not written a satisfactory paper by the last day of the examination period, and the faculty member has determined that the paper should be rewritten rather than graded in its current form; or
- 2) is unable to write a satisfactory paper by the last day of the examination period, and the faculty member has determined that the student should be permitted additional time to complete the paper.

This section does not apply to students in their final semester before graduation.

b. There are very extraordinary circumstances as described in section 5.7.2.1.

- 5.7.1.2. For the purposes of this rule, a paper course is a course in which the grade is determined solely on the basis of a paper. Examples of paper courses include: (1) directed research in which the project is a paper; (2) seminar courses in which the grade is based solely on a paper with the exception of participation points. Take-home examinations are not papers for the purpose of this rule.
- 5.7.1.3. An Incomplete in a paper course must be made up by the deadline specified by the faculty member grading the course. In no case may the deadline be later than the last class day of the next succeeding regular semester (Fall and Spring). Failure to make up an Incomplete by the deadline established by the faculty member will result in a grade of F being entered for the course on the student's transcript.
- 5.7.1.4. Graduating students may not receive an Incomplete in a paper course except for very extraordinary reasons as described in section 5.7.2.1.
- 5.7.1.5. The effects of Incompletes on the computation of grade point average and academic standing are described below in section 5.7.2.7. Students should note that academic standing will still be determined for them even if they have an Incomplete grade on their record for the academic year. Students concerned about being academically disqualified should carefully consider what effect an Incomplete grade might have on their academic standing.
- 5.7.2. For All Courses Other than Paper Courses. (Courses do not include field placements, internships or clinics)
- 5.7.2.1. Because of **extraordinary circumstances**, a student may not be able to complete the course requirements in a timely fashion. **For good cause shown**, a student may be permitted to receive an Incomplete. Granting an Incomplete is a rare exception and not the rule. In all cases the burden of justification for not completing the course requirements rests with the student filing the petition.
- 5.7.2.2. The *Petition to Request an Incomplete Grade form* must be used and may be obtained by contacting the Office of the Registrar. The petition for a grade of Incomplete must be filed as soon as possible with the Office of the Registrar after the occurrence of the circumstances on which it is based. Delay in filing the petition, unless otherwise excused, may be grounds for denying the petition.
- 5.7.2.3. A student who receives an Incomplete in a course requiring an examination must complete the course requirements no later than the next time an examination is regularly given in that course, even if the course is being taught by an individual other than the faculty member who granted the Incomplete. Failure to do so will result in a grade of F in the course.
- In the event a course is not offered again during the period of the student's enrollment at Loyola, the Incomplete grade will remain recorded on the student's transcript.
- 5.7.2.4. A student who receives an Incomplete in a course not requiring an examination must complete the course requirements, including submission of all course evaluation materials, no later than the last day of classes of the next succeeding semester. Failure to do so will result in a grade of F in the course.
- 5.7.2.5. A student who receives an Incomplete in a course does not have a right to attend the class when making up the Incomplete.
- 5.7.2.6. An Incomplete grade will not affect the computation of a student's term, annual, or cumulative grade point average. Academic standing (*i.e.*, academic good standing, academic probation, and academic disqualification) will be determined for a student at the conclusion

of the Spring semester of an academic year even if the student has an Incomplete grade on the student's record for that year.

When a grade to replace the Incomplete is determined, that grade will be recorded for the term during which the Incomplete grade was made up. The final grade (which replaced the Incomplete grade) will then affect the computation of the student's grade point averages (*e.g.*, term, annual, cumulative grade point averages).

5.8. Repeating Courses

- 5.8.1. A student who receives a grade of D or lower in a **required** course must repeat the course; that is, the student must re-register for the course, pay tuition, regularly attend class, and successfully complete all course requirements. (For purposes of this rule, a first year Day Division elective course--including Law and Process: Privacy Torts--is not considered a required course.) Upon completion of the course, the new grade will be entered. For purposes of computing the weighted cumulative grade point average, the new grade will be computed and the failing grade previously entered will not be computed.
- 5.8.2. A student who receives a grade of D or lower in an **elective** course need not repeat the course; the units necessary to fulfill graduation requirements may be made up in another course, or, if the student so desires (with the exception of a directed research paper and a first year Day Division elective course, including Law and Process: Privacy Torts), the units may be made up by repeating the course. To repeat a course, the student must re-register for it, pay tuition, regularly attend class, and successfully complete all course requirements. Upon completion of the course, the new grade will be entered. For purposes of computing the weighted cumulative grade point average, the new grade will be computed and the grade previously entered will not be computed.
- 5.8.3. A student who is on academic probation must repeat during the year of probation all required courses in which a grade of D or lower was received in the preceding academic year; that is, the student must re-register for the course, pay tuition, regularly attend class, and successfully complete all course requirements. (For purposes of this rule, a first year Day Division elective course--including Law and Process: Privacy Torts --is not considered a required course.) The student must re-take the course until a grade of at least a C is achieved.

Moreover, if a student receives a grade of D or lower in any additional required course (with the exception of Law and Process: Privacy Torts), the student must repeat the course in the academic year that immediately follows. The student must re-take the course until a grade of at least a C is achieved.

- 5.8.4. A student who is not otherwise required to repeat a course may choose to repeat any course previously has taken (with the exception of a directed research paper and a first year Day Division elective course, including Law and Process: Privacy Torts), regardless of the grade previously received, under the following conditions:
- Students who wish to repeat a course will be permitted to register for the course on a space available basis, with priority being given to students on the basis of their year of study.
 - A student must repeat a course with a different professor. (Reference should be made to item 5.8.6.)
 - A student who elects to repeat a course must re-register for the course, pay tuition, regularly attend class, and successfully complete all course requirements.
 - A student who elects to repeat a course will be subject to the same rules as apply to all other students concerning the maximum number of units which may be taken.

- 5.8.5. Students may not repeat a course with the same professor. However, if repeating a course with the same professor is unavoidable, students must petition for an exception. A [General Petition](#) form must be submitted to the Office of the Registrar, describing in detail why the course cannot be repeated with a different professor. A determination about whether to grant the exception will be made by the Registrar's office in consultation with the Dean of Students.
- 5.8.6. A student who repeats a course will not receive double credit for the course; the units for the most recently completed course will only be counted once (*e.g.*, a student who takes Evidence for four units and then elects to repeat the course will be treated as having taken only four units of Evidence). Repeat units do not count towards the 87 units required for graduation.
- 5.8.7. For purposes of determining the student's weighted cumulative grade point average and class standing, the last grade received in the course will be used, regardless of whether it is higher or lower than the preceding grade received in the course. There is no ceiling or floor imposed upon the grade which may be received in the course the subsequent time. The student's transcript is the historical record of all courses taken at Loyola and will continue to show the fact that the student took the course previously and will continue to show the prior grade. That prior grade, however, will not affect the student's grade point average.
- 5.8.8. A student may not repeat a directed research paper to raise a grade previously received and recorded on the student's transcript.
- 5.8.9. A student may not repeat a first year Day Division elective course as enrollment is limited to first year students. A student may not repeat the Law and Process: Privacy Torts course as enrollment in the day section is limited to first year day students and enrollment in the evening section is limited to second year evening students.
- 5.8.10. In addition to a directed research paper and a first year Day Division elective--including Law and Process; Privacy Torts--other courses may not be subject to repeating. These include, but are not limited to, courses that are offered on a trial basis and therefore not part of the permanent curriculum. A student also may not be able to repeat a course simply because it may not be offered again during the period of the student's enrollment at Loyola.
- 5.8.11. A student may not repeat a class after the term in which the student has graduated.

5.9. Consideration of Class Participation in Grading

For the purposes of this rule, class participation is defined as a student's daily class work in contrast to papers, presentations, assigned critiques, or exercises such as closing arguments and negotiations; a seminar is defined as a small advanced class usually of twenty students or less, in which the student's work, in the form of research papers, class presentation, and/or substantial non-examination oral and written work, in contrast to an examination, constitute a substantial component of the course; seminars shall be identified as such in the registration materials; a practical skills-related course is one which emphasizes the theory and practice of lawyering tasks such as counseling, negotiation, discovery, and trial and appellate advocacy.

A professor may take class participation into account in assigning a final grade. With the exception of seminars and skills-related classes, no more than three points, plus or minus, may be assigned for class participation. A professor who intends to take class participation into account in assigning grades shall make an announcement to that effect at the beginning of the course, and shall submit the class participation points to the Registrar no later than the time the professor submits the final grades for the course. No points will be taken into account once the grades are received by the Office of the Registrar.

In seminars and elective skills-related classes, a professor may count class participation up to one-half of the final grade, provided that:

- a. the lowest grade for class participation is 55 on a 100 scale;

- b. the professor announces in advance that class participation will be counted in accordance with this provision; and
- c. the professor affords all students in the class an equal opportunity to participate and encourages all students in the class to participate.

Nothing in these rules is intended to interfere with or limit a professor's use of graded quizzes, oral presentations, papers, or assigned exercises (other than daily class participation) as parts of the educational and evaluative processes in any course; provided that (1) the requirements of Standard 303 of the ABA Standards for the Approval of Law Schools and AALS Executive Committee Regulation 6-7.8 are met; and (2) the general policy favoring grading anonymity is followed to the maximum extent compatible with the academic goals of the class.

5.10. Challenging a Grade

A student may challenge a recorded grade only on the grounds that it was inaccurately recorded due to clerical error, not on the ground that the student feels the student should have received a higher grade. Where it is believed that a clerical error was made in recording a grade, the student must first contact the professor involved and the Registrar before invoking any challenge procedures.

5.11. Change of Grade

Once submitted to the Office of the Registrar, grades will not be changed except (1) in case of clerical error or (2) in case the grades submitted for a course do not conform to the standards set forth in the Grading Rules for First Year and Advanced Courses (sections 5.2. and 5.3.).

A faculty member who seeks a change of grade for the cause named must present a written petition to the Associate Dean for Faculty. A written petition for a grade change must be rejected by the Associate Dean unless the petition itself contains an explanation of the clerical or computational error involved. If the written explanation is sufficient on its face to show a clerical or computational error, the petition must be approved by the Associate Dean. If it does not, the petition will not be approved. The requested change will become effective only after the petition has been approved by the Associate Dean and filed with the Office of the Registrar.

5.12. Class Rank

Percentile rankings for each class year and division (*e.g.*, first year day, first year evening, etc.) will be computed annually at the conclusion of each Spring semester. The annual rank will be based upon the grades earned in the Summer, Fall, and Spring terms of a given academic year. The cumulative rank will be based upon the cumulative grade point average at the end of the Spring semester. The percentile rankings will be expressed in grade point cut-offs for specific tiers in each class; these tiers are for the top 5, 10, 15, 20, 25, 30, 35, 40, and 50 % of each class.

To be eligible for an annual rank, a student must attend both the Fall and Spring semesters that year, and in each semester carry the minimum number of units required of the student's division. This minimum unit requirement may be waived for students who have accommodations approved by Student Accessibility Services. While grades earned during Summer Session will apply towards the calculation of the annual and cumulative grade point averages, for purposes of annual rank Summer Session units cannot be used to make-up for a deficit in the minimum number of units required either for each semester or for the year.

Only the top 5% of each class within a division (*e.g.*, first year day, first year evening, etc.) will be ranked numerically. Individual students outside the top 5% will not receive a numeric rank.

To be included in the first year class ranking, a student must complete all required first year courses. In the case of students whom the Law School deems disabled, the Committee on Disability Issues has the authority to waive this requirement for inclusion in the ranking for those students whose disability compels them to drop any courses.

With the exception of students who are permitted to rank through a waiver from the Committee on Disability Issues, any student who does not satisfy the requirements for ranking will be listed in a separate, alphabetical list.

Class rank at the time of graduation in the Spring will be computed for Day and Evening Divisions combined as well as separate computations for Day and Evening Divisions. Students to be so ranked will include those who are Spring graduates as well as those who graduated the previous Summer and Fall terms.

Class ranking will not be divulged unless a student specifically requests in writing that the Office of the Registrar provide the information.

Grades received in courses taken after the term in which a student graduates will not be computed into the student's final weighted cumulative grade point average and will not affect the student's final class rank.

5.13. Dean's Honor List

The Dean's Honor List includes students who maintain an average of 3.83 or above for the previous year including Summer Session, Fall semester, and Spring semester. To be eligible, Day Division students must have successfully completed a minimum of 24 units during the Fall and Spring semesters, and Evening Division students must have successfully completed 16 units during the Fall and Spring semesters.

5.14. Sayre Macneil Scholars Program

The Sayre Macneil Scholars Program was established in 1992 in the name of Sayre Macneil, Loyola Law School's Dean from 1941-59. The program honors the top 5% of each class, including both the Day and Evening Divisions. After initial designation as a Scholar, a student must remain ranked in the top 10% of the class to maintain status as a Sayre Macneil Scholar. Each Scholar, in recognition of academic excellence, is invited to attend social and scholarly events during the school year.

5.15. Alpha Sigma Nu

Alpha Sigma Nu is the National Honor Society of Jesuit Colleges and Universities in the United States. Founded in 1915, Alpha Sigma Nu was formed in accordance with the ideals of Jesuit higher education to honor students who distinguish themselves in scholarship, service, and loyalty. Members are selected from the 31 Jesuit colleges, universities, and schools of theology in the United States and Korea.

Graduating students must be in the top 15% of their class for eligibility. In the Spring of each academic year, eligible Loyola Law School students will be invited to submit an application from which a limited number will be selected for membership.

5.16. First Honors Award

A First Honors Award will be conferred upon the student achieving the highest grade in each class (with the exception of pass/fail graded classes) with an enrollment of eight or more Juris Doctor (J.D.) degree-seeking students. Law School-sponsored international programs are not included in the First Honors Award program. The First Honors Award will be designated with 'FH' on the student's academic transcript beneath the course in which the highest grade was earned.

In a class in which there are J.D. Students, Master of Laws (LL.M.), Master of Legal Studies (MLS) and Doctor of Juridical Sciences (JSD) students, the groups will be considered as separate. A First Honors Award will be awarded to the J.D. student receiving the highest grade in the class, provided that the J.D. group has eight or more students. A group with seven or fewer J.D. students will not be eligible for a First Honors Award even if the highest grade in the class is achieved by a student in that group and the class has a combined enrollment of eight or more students.

In the event that more than one student receives the highest grade in a class, the recipient of the First Honors Award will be the student who had the highest grade based on unrounded normalized scores before final grades were

assigned. If the highest scoring student cannot be determined in this manner, the student with the highest term grade point average will receive the First Honors Award, unless the professor instructs otherwise. In the event that the students have identical term grade point averages, the student with the highest cumulative grade point average will receive the First Honors Award.

A student repeating a class is ineligible for the First Honors Award in that class.

Students may list the First Honors Award on a resume only after they have received formal notification from the Office of the Registrar. For additional resume information, refer to <https://www.lls.edu/careerdevelopmentoffice/forcurrentstudents/careerdevelopmentpolicies/> and <https://my.lls.edu/careerdevelopmentoffice/resourcescurrentstudents>.

In order to be eligible for a First Honors Award, a visiting student must be enrolled in and successfully complete the minimum unit load required by Loyola for full-time or part-time students as determined by the student's status at the home school. Accordingly, a student who is classified as full-time at the home school must maintain full-time status at Loyola; a student who is classified as part-time at the home school must be registered for and successfully complete at least the minimum number of units required by Loyola for part-time status.

6.0. EXAMINATIONS

6.1. Mid-Term and Mid-Year Evaluations in Five-Unit, First Year Courses

In all required 5-unit, first year courses (*i.e.*, Civil Procedure, Contracts, Property, and Torts), at least 25% of a student's grade (exclusive of participation) must be based on graded evaluation(s) other than the final examination. In most courses, an examination will be given. However, the evaluation(s) can also be based on other methods including, but not limited to, a paper(s), quizzes, or combination of examination(s) and paper(s).

6.2. Examination Schedule

A tentative examination schedule is published on the Office of the Registrar's website and in each term's registration materials under "Course Offerings" a few weeks prior to registration for that term. The final examination schedule is published on the Office of the Registrar's website shortly before the start of the semester/term.

All students are expected to take their examinations at the time scheduled, except as provided in the Examination Rescheduling Policy (section 6.3.). Students who do not take an examination at the time scheduled (or as provided in the Examination Rescheduling Policy) are subject to an assessment of administrative penalties which may include, but are not limited to, being precluded from taking the examination, or having points deducted from the grade for the examination (for mid-semester examinations) or from the final grade for the course (for final/end of semester examinations). DO NOT schedule any employment or personal travel plans during the examination period. Students are required to be available to sit for the examination throughout the examination period. In the event that a change to the examination schedule is required, the students impacted by the change to their examination schedule will be notified via email by the Office of the Registrar.

For additional examination information, reference should be made to <http://www.lls.edu/academics/officeoftheregistrar/examinations/>.

6.3. Examination Rescheduling Policy

The Law School's rules for rescheduling all examinations are as follows:

- a. Requests to reschedule exams will be denied if for:
 - Travel, vacation, weddings, other personal plans and responsibilities; and
 - Employment reasons for full-time J.D. students.

Dates for all examinations are announced at the time the finalized course schedule is released so that students may anticipate the dates of their exams and schedule personal, travel, and employment plans that do not interfere with these dates. Graduate Law Program and Evening Division J.D. students may for unavoidable and extraordinary circumstances request to have an examination rescheduled for reasons of employment; documentation is required.

Any request to have an examination rescheduled must be handled through the Office of the Registrar. Students must contact the Office of the Registrar for any changes to the examination schedule. The student must contact the Office of the Registrar (by phone at 213-736-1130 or email at registrar@lls.edu) as soon as possible but it must be at least 72 hours prior to the start of the scheduled examination period, except in those situations described in 6.3.c., 6.3.d., 6.3.e., 6.3.f., 6.3.g., and 6.3.h.

If a student's examination is approved to be rescheduled, it is left to the discretion of the Office of the Registrar to determine the day and time that the examination is to be administered.

An examination may only be rescheduled for one of the following reasons:

- a. A time conflict exists between examinations.

A time conflict is defined as two or more examinations scheduled on the same calendar day (not within a 24 hour period). **Examinations that do not occur on the same calendar day are not considered in conflict and will not be rescheduled.** For example, a morning examination that is directly preceded by an evening examination is **not** subject to rescheduling.

If a conflict exists, the Office of the Registrar will reschedule one of the examinations in conflict to the next available examination day. The rescheduled examination date will be sent to the student's LLS email address prior to the beginning of the examination period. If a student does not wish to have the examination rescheduled, the student must notify the Office of the Registrar in writing prior to start of the examination period.

- b. Religious observation prevents the student from taking the examination at a particular time on a particular day.

At least three (3) weeks prior to the beginning of the examination period, **the student must submit and complete the [Petition to Reschedule an Examination form](#) to the Office of the Registrar** with documentation and signed verification by a priest, rabbi, minister or other appropriate member of the clergy. The student need only submit the required documents one time but must submit a petition **each semester** to reschedule their examination as stated above.

- c. The birth of the student's child during the exam period or immediately before or after the exam period. (applies to either parent)

- d. The student has a documented serious illness or other medical emergency.

The student must submit a petition to the Office of the Registrar with documentation and signed verification by a licensed medical professional. The student is advised to first seek medical attention if they are beset by illness at any time prior to the start of the exam. This is also true on the day of the and prior to the start of the exam. The student should alert the proctor of their situation and not attempt to "tough it out". There will be no relief available to the student once the exam has begun and the student has seen the examination.

- e. The student has a death in the student's immediate family, which may include grandparents, step-grandparents, parents, step-parents, siblings, step-siblings, spouse or domestic partner, children or step-children.

The student must submit a *Petition to Reschedule an Examination form* to the Office of the Registrar. Following the rescheduling of the student's examination, a copy of the death certificate obituary or notice must be submitted to the Office of the Registrar before the final grade is released to the student.

- f. A subpoena requiring court appearance at the time of the exam or period immediately preceding the exam;

- g. Military commitment. Written military orders are required.

- h. Other extraordinary and compelling, emergent circumstances beyond the student's control.

The student must complete and submit the [Petition to Reschedule an Examination form](#) to the Office of the Registrar with any pertinent documentation.

6.4. Use of Computers for Examinations

It is the policy of the Law School that computers may be used by students for examinations under the terms and conditions set by the Office of the Registrar, except that: 1) a faculty member may alter those terms and conditions for that faculty member's examinations and 2) a faculty member may disallow student computer use on that faculty member's examinations. Students who elect to use their computer to compose their essay and/or short answer responses **must** use the examination software to record their multiple choice responses.

In the event of a mechanical, software, or hardware malfunction or power failure, students using computers for their examinations must be prepared to continue the examination by hand writing. No extra time or other consideration will be allowed for any mechanical, software, or hardware malfunction or power failure.

For additional information, reference should be made to <http://www.lls.edu/academics/officeoftheregistrar/examinations/>.

6.5. Administrative Examination Penalties

Administrative examination penalties that range from a one point deduction to a failing grade may be given for violations of examination instructions, rules, or procedures. Actions for which penalties can be assessed include, but are not limited to, presence/possession of a cell phone in an examination room; electronic devices that emit an audible sound in an examination room; late arrival for an examination; failure to mark answers on the Scantron form; failure to heed proctor instructions to stop writing on any examination materials after time is called; possession of non-authorized materials/objects at the desk; creating a disruption in the examination room during the examination; removal of examination materials from the examination room; contacting the professor after the examination has begun; not uploading examination answers before leaving campus; and eating or drinking in an examination room.

Some violations of examination instructions, rules, or procedures may require adjudication through the Law School's Disciplinary Code. Reference should be made to the sections on Standards of Conduct, 11.0. and Disciplinary Code, 12.0.

6.6. Examination Procedure

- 6.6.1. **Use of Student Identification Numbers.** Students must **only** use their 7-digit law school student identification number for identification purposes on all examination materials. **Do not use the 9-digit Banner ID number on any exam materials as this may reveal your identity to the professor.** Students **may not** write or type their names on any examination materials. The student identification number and the name of the course, legibly written, **must** be placed on the outside front cover of each examination Blue Book submitted.

Students failing to properly identify their examination materials may not receive credit for the answers contained therein or may be subject to administrative examination penalty.

6.6.2. Procedure Prior to an Examination

- 6.6.2.1. The Office of the Registrar will randomly assign students to a specific classroom for each examination. To locate assigned examination rooms prior to the beginning of an examination, students must log into PROWL at <https://prowl.lls.edu>. [The Office of the Registrar will notify all exam takers and provide instructions for viewing their individual examination schedule.](#) The Regular Examination Schedule (for Final and Midterm Examinations) will also be posted on the Office of the Registrar's web page.

- 6.6.2.2. Students should arrive early as every attempt is made to begin examinations at the scheduled start time. Students are required to arrive 30 minutes prior to the scheduled examination time. Approximately 30 minutes before the scheduled time for beginning the examination, students will be permitted to enter the examination room only when instructed to enter by the proctor.
- 6.6.2.3. No eating, drinking, or smoking is allowed in the examination room.
During the examination, including scheduled breaks, students may not possess, use, or access any electronic device that stores or receives data except for a laptop used in connection with the examination software. This includes, but is not limited to, Smartphones, Smartwatches, digital watches, and any other device having data storage or telecommunications capabilities. Students may not access their backpacks or notebooks during any scheduled or restroom breaks during an examination.
- 6.6.2.4. For closed book examinations, students are advised that only writing implements (and such items as erasers, small packets of tissues, eye drops, etc.) may be left at the desk; papers, books, book bags, etc. are not allowed at the desks. Students must place all other personal items, including handbags, at the front of the room before choosing a seat. Sweaters and jackets, if not worn, must be hung on the chair backs--nothing is permitted to be placed on chair seats. In an examination where code books or other such material are allowed, only these and the writing implements may be left at the desk. Unauthorized materials that are left at the desks may be removed by the proctor; students may be subject to an administrative penalty. Students concerned about leaving personal items unattended should not bring them into the examination room. Head wear may not be worn in the examination room without prior approval from the Office of the Registrar. Students must present the approval letter to the proctor upon entering the examination room.
- 6.6.2.5. For open book examinations, students may bring all items specified by the faculty member. Student notes, outlines, etc., will only be permitted in paper form. **Students may not access materials from their computers during the examination or during any scheduled breaks in an examination.**
- 6.6.2.6. Each student must present the *Student Identification Card bearing their 7-digit ID number* to the proctor upon entering the examination room.
- 6.6.2.7. Students may only sit at pre-determined examination stations; they may not move examination materials to another seat unless given permission by the proctor.
- 6.6.2.8. The student may arrange the student's examination books and computer, etc., but is not permitted to look at the questions until instructed to do so by the proctor.
- 6.6.2.9. When prompted by the examination instructions video or the proctor in the room, students must complete the gold colored *Examination Verification Form* placed at their seats. The form will be collected immediately after the examination begins.
- 6.6.2.10. Prior to the beginning of the examination, students will also be prompted by the examination instructions video or the proctor in the room to write their student identification numbers on the examination materials and to fill out the information sections of the answer sheet for an objective examination. All students are advised that they must bring two or three of their own sharpened #2 pencils to the examination if an objective test is being administered. Students using the examination software are strongly encouraged to bring a #2 pencil in the event they should have a computer malfunction. **Nothing other than the student identification number and course name should be written on examination materials except notations that appear in the professor's instructions, i.e., ambiguities.**

- 6.6.2.11. The proctor will identify the location of the official examination clock in the room. Students should not rely on personal time pieces or any other clocks that may be in the room.

If a student becomes ill before arriving to the examination room, they must contact the Office of the Registrar or the Office of Student Affairs to report their illness. **If a student becomes ill in the examination room prior to or during the start of the examination, the student should alert the proctor immediately.** To avoid any assessment of administrative examination penalties to their midterm or final grade, the student will be required to see a doctor and obtain a letter from their healthcare provider substantiating their illness.

6.6.3. Procedure During an Examination

All examinations are monitored by a proctor in the examination room and/or by observation of the examination room through electronic surveillance.

- 6.6.3.1. Each student must follow the instructions given for a particular examination. Students must follow the proctor's instructions. Violation of any proctor's instruction may result in an administrative examination penalty to the student's midterm or final grade.
- 6.6.3.2. Unless otherwise instructed by the proctor, only one student at a time may leave the examination room. A student wanting to leave the examination room will be given an identification badge that must be worn in an easily visible place during the entire period the student is out of the examination room. Using the official examination clock as designated by the proctor, the student must note the time the student leaves and then returns to the room. The badge must be returned to the proctor upon return to the examination room. Failure to adhere to these requirements may result in an administrative examination penalty.
- 6.6.3.3. Once an examination begins, students are not allowed to talk in the examination room. This prohibition refers to all elements of an examination, including any breaks that may occur in between multiple examination parts or that are scheduled into the examination time by the professor. However, if, during a scheduled break, students are permitted to leave the examination room, they are permitted to talk to one another but are prohibited from discussing any issue related to the examination or materials covered in the course.
- 6.6.3.4. The proctor may, at any time, examine a student's examination books, computer, or case or take other appropriate action to preserve the integrity of the examination procedure. Head wear, jackets and sweaters may also be subject to proctor inspection during the examination. Any infraction will be reported to the Office of the Registrar.

6.6.4. Procedure to Conclude an Examination

The proctor will give a 10-minute warning prior to the end of the examination. Students **must remain** in their seats once the 10-minute warning is given; students finished with the examination **prior** to the 10-minute warning may turn in the necessary materials to the proctor and leave the room. A final 3-minute warning will also be given by the proctor prior to the end of the examination. Students must remain seated until the examination concludes.

At the end of the examination period **all writing or typing must stop**. Students must also **immediately stop filling in their answer sheet** for an objective examination. Students are advised to utilize the time when either the 10-minute or 3-minute warning is given to number or write their identification number on their examination materials, etc., if not completed prior to the start of the examination. **No excuses will be accepted for continuing to write when time is called.** Students who write, erase, or mark anything on test materials after the "stop" announcement has been made will be subject to an administrative examination penalty. If a student does need to write the identification number on examination materials, the student **must** alert the proctor and ask for permission to do so. The student is permitted to write the identification number only with the proctor's permission and then only under the proctor's supervision.

Students using examination software must upload their examination answer file and should receive an e-mail response confirming that it was successfully accomplished. **Students must confirm that their examination uploaded successfully before they leave campus.** Failure to do so will subject the student to an administrative examination penalty.

Students must heed the instructions given by the proctor for organizing and submitting the examination materials. Examinations and examination materials are the property of Loyola Law School. Students may receive a failing grade if an examination or any pages from an examination are removed from the examination room.

All examination materials must be turned in (*e.g.*, examination, scratch paper, bluebooks, and Scantron form) at the end of the examination. Students will be subject to an administrative examination penalty for removing any examination materials, including scratch paper, from the examination room.

6.7. Distribution of Graded Examination Materials

Faculty members individually determine how their graded examination materials will be made accessible to students. Faculty members may either distribute the materials to the students or meet with students on an individual basis to review the examination. Faculty members are NOT required to return examinations to students.

Graded examination materials to be distributed to students will ordinarily be returned through the Graphics Department. A student must present the student's *Student Identification Card* in order to receive graded examination materials.

Students are urged to collect their graded examination materials from the Graphics Department as soon as possible after they are made available as examination materials are only retained for a limited period of time. For additional information, reference should be made to <https://my.lls.edu/graphics>.

Professors may distribute or put on file in the Library, sample student answers to examination questions. The names of the student authors will not be revealed. In the event a student does not want the student's examination answer to be used in this manner, advanced written notice must be given to each professor for each course in question.

Students may view their grades and grade point averages on Prowl <https://prowl.lls.edu> during the examination period. **However, grades, grade point averages and transcripts are not finalized and therefore official until they appear on the official transcript. The Office of the Registrar will notify students when grades have been finalized.** Students should take precautions when reporting to a third party their grades that appear in PROWL during the examination and grading periods.

7.0. LEAVE OF ABSENCE AND WITHDRAWAL FROM LAW SCHOOL

7.1. Voluntary Leave of Absence (Student Initiated)

An upper division student may request a leave of absence for up to one year. After the leave of absence has been granted and the student does not return or seek an extension of the leave, it will be deemed that the student has withdrawn from the Law School.

The Five Year Rule will continue to be enforced during the time a student is on a leave of absence. (Reference should be made to the section on the Five Year Rule, 1.1.4.)

Students are not entitled to any Law School privileges and services during the period they are on a leave of absence. Privileges and services that will be suspended include, but are not limited to, e-mail account, network access, On-campus Interview program, and usage of the *Student Identification Card* and *Parking Card*.

Leaves of absence are not granted to students who have not successfully completed at least one year of studies at the Law School. Transfer students are eligible to take a leave of absence after successfully completing at least one semester of studies at the Law School.

Students on academic probation must receive permission from the Dean of Students or the designated academic advisor before they may take a leave of absence. The Dean of Students must sign the form before the Office of the Registrar will accept it for processing.

To take a leave of absence:

- a. A student must obtain the official [Leave of Absence/Withdrawal Form](#) from the Office of the Registrar or its website. Students unable to access the form should contact the Office of the Registrar directly to make appropriate arrangements. **The date the form is returned with all of the required signatures to the Office of the Registrar is the official recorded date of the leave of absence.** The student's Loyola Law School *Student Identification Card* must be submitted at the time the student submits a *Leave of Absence/Withdrawal Form*.
- b. A student's record must be cleared of all obligations to the Law School (as determined by the Registrar, Library, Office of Financial Aid, and the Student Accounts Office).

A student is ineligible to return to the Law School until the student's obligations to the Law School (as determined by the Registrar, Law Library, Office of Financial Aid, and the Student Accounts Office) are satisfied.

Students who return from a leave of absence should give written notice to the Registrar (registrar@lls.edu), of their intent to return at least 60 days prior to the beginning of the term.

A leave of absence is not necessary for Evening Division students who do not attend a Summer Session. Such students, however, should review their course load and residence requirements, keeping in mind the Five Year Rule requirement.

7.2. Administrative Leave of Absence

An upper division student may be placed on Administrative Leave of Absence if there is an outstanding balance on the student's account, and the student is therefore ineligible to complete the term and take final examinations.

A student may be placed on Administrative Leave of Absence if, in the opinion of the Dean, such a leave is necessary or appropriate for the welfare of the student or of the Law School. For example, the Dean may determine that, due to the student's physical or mental health or for other reasons, the student is not able to benefit from attendance at classes, or that the student's continued attendance at the Law School would be harmful to the interests of the student or to the physical safety and well-being of other persons in the Law School community.

7.3. Withdrawal from the Law School

To officially withdraw from the Law School, a student must satisfy the following:

1. A student must obtain the official [Leave of Absence/Withdrawal Form](#) from the Office of the Registrar or its website. Students unable to access the form should contact the Office of the Registrar directly to make appropriate arrangements. The date the form with all of the required signatures is returned to the Office of the Registrar is the official date of withdrawal on record. The student's Loyola Law School *Student Identification Card* must be submitted at the time the student submits the *Leave of Absence/Withdrawal Form*.
2. A student's withdrawal request must be cleared with the Law Library, Student Financial Services, and the Office of Financial Aid.

The Dean of Students must sign the *Leave of Absence/Withdrawal Form* before the Office of the Registrar will accept it for processing.

A student's account balance must be paid in full before transcripts or other documents will be released to the student or other outside agencies. The Law School, however, will comply with all reporting required by law.

A student on a leave of absence will be administratively withdrawn from the Law School if the student does not return or seek an extension of the leave.

A first year student will be administratively withdrawn from the Law School if it has been determined that the student is no longer attending school.

After withdrawing from the Law School, a student will not be readmitted without submission of an application for admission; a student must reapply through the Admissions Office and be admitted through the formal competitive admissions process.

8.0. STUDY ABROAD PROGRAMS AND TRANSFER CREDITS

8.1. Law Courses

8.1.1. Participation in a Loyola Law School International Summer Study Abroad Program

Please visit <https://www.lls.edu/academics/summerabroad/> for information on LLS summer abroad programs.

8.1.2. Visiting Student Status at Another Law School for One or Two Semesters

After successful completion of the first year, a student in academic good standing who wishes to request to visit for one or two semesters at another law school, fully accredited by the American Bar Association and the American Association of Law Schools, may apply to do so by filing a [General Petition](#) with the Office of the Registrar. The petition should include 1) the reasons why the student is requesting to spend a semester or two at another institution, 2) the semester or semesters for which the student proposes to visit at another law school, and 3) the institution at which the student is proposing to visit. The law school at which a student wishes to visit must be outside the Southern California area.

The student will be expected to maintain Loyola classification as a full-time or part-time student while visiting at another institution. A student who wishes to change classification while at another institution must request this in the petition and state the reasons for the change.

The petition must be submitted in ample time for it to be reviewed and a decision made. Students are advised that petitions ordinarily will not be considered until after all grades for the academic year have been recorded. A student should not submit application materials to the other law school(s) until after the petition has been granted. Students are advised that it is likely that petitions will be denied if students have not successfully completed all of the required courses at Loyola (including the Upper Division Writing Requirement and the pro bono requirement; these requirements may not be fulfilled at another institution).

Academic performance will be considered in determining whether a petition will be granted. For example, an academic record not consistently solid with grades at the mean level or academic performance that has significantly declined are factors that might result in the denial of a petition.

If a petition to visit at another institution is approved, the student must receive approval in advance for all courses for which the student wishes to enroll. Students will not be granted

permission to take required courses at another law school. In addition, credit will not be given for externships, directed or independent research projects, or competition teams conducted by other law schools.

Credit will not be granted for a course taken at another institution that substantially duplicates course work for a course for which the student received credit at Loyola. Conversely, credit will not be granted for a course taken at Loyola that substantially duplicates course work for a course for which the student received credit at another institution.

Full-time students must enroll in and successfully complete a minimum of 12 units and may not enroll in more than 15 units. Part-time students must enroll in and successfully complete a minimum of eight units and may not enroll in more than 11 units.

As a minimum of 58 units must be completed at Loyola, a maximum of 29 units may be completed at another institution.

The total number of pass/fail units that a student will be permitted to take at Loyola shall not exceed 23% of the units which the student completes at Loyola. For example, if a student completes a total of 87 units (29 units at another law school and 58 units at Loyola), the student may only take a maximum of 13 units of pass/fail courses at Loyola.

Eligibility for Order of the Coif may be affected by visiting at another institution as 75% of the 87 units (*i.e.*, 66 units) required for completion of the degree program must be comprised of letter—not pass/fail—graded courses taken at the Law School; unit credit—not grades—is accepted from the other institution.

Credit will be transferred to a student's Loyola record only if a grade of C or better (not C-), as defined by the other law school, is received in the course. In some instances, a minimum grade of B or better, as defined by the other law school, will be required for units to transfer. Where the other law school has a grading system within which its grades are not clearly defined (*e.g.*, grading range of 70-79 is a C), it will be the responsibility of the student to seek clarification from the Office of the Registrar at Loyola as to what minimum grade the student must achieve to receive credit for any course undertaken. Units accepted for transfer will be transferred on a "pass" basis. Courses must be taken for a grade; no pass/fail or credit/no credit courses are permitted. The actual grade received in the course, however, will not appear on the Loyola transcript and will not be used in computing the student's weighted cumulative grade point average.

If a student receives financial aid to visit away at another law school, Student Financial Services will process payment to the host school from the student's loan proceeds provided the student has completed all the necessary paperwork to receive a loan. If the amount of the loan exceeds the amount owed to the host school, the difference will be refunded to the student. If the amount of the loan is less than the amount owed, Student Financial Services will send the entire amount received to said school and the student is responsible to pay the difference directly to the host school.

8.1.3. Special Student Status at Another Law School for a Summer Term

A number of other law schools operate summer sessions, including programs abroad. Students are advised that many summer programs are short in duration and that those programs that do not have regularly scheduled class meetings for a minimum of at least three weeks will not be approved. (Evening students participating in the 3.5 Program are able to participate in another law school's summer session, including a study abroad program, only if it is comprised of a minimum of seven weeks of instruction, not including orientation, holidays, reading periods, and examination periods. Reference should be made to the section on the 3.5 Program.)

Students endeavoring to participate in more than one summer program, including Loyola Law School's, must be sure that enrollment periods for each program run exclusive of one another – including orientation, all scheduled class meetings, and the examination period. Any overlapping enrollment periods will not be permitted.

Students in academic good standing who wish to request to participate in another law school's summer session or program abroad must submit a [General Petition](#) to the Office of the Registrar describing the program and the courses to be taken, their unit value, and the dates of the program. When possible, students should submit a copy of the other law school's published information materials. A student should not submit registration or application materials, or a deposit to the other law school, until after the petition has been granted.

The law school and/or program at which a student wishes to visit must be outside the Southern California area. Students may be permitted to take a course at a local area law school but permission is only granted if that course is not ordinarily offered at Loyola.

Academic performance will be considered in determining whether a petition will be granted. For example, an academic record not consistently solid with grades at the mean level or academic performance that has significantly declined are factors that might result in the denial of a petition.

Students will not be granted permission to take required courses at another law school. In addition, credit will not be given for externships, directed or independent research projects, or competition teams conducted by other law schools.

Credit will not be granted for a course taken at another institution that substantially duplicates course work for a course for which the student received credit at Loyola. Conversely, credit will not be granted for a course taken at Loyola that substantially duplicates course work for a course for which the student received credit at another institution.

If permission is granted to attend another law school's summer session, course credit will be transferred to a student's Loyola record only if a grade of C or better (not C-), as defined by the other law school, is received in the course. Where the law school has a grading system within which its grades are not clearly defined (e.g., grading range of 70-79 is a C), it will be the responsibility of the student to seek clarification from the Office of the Registrar at Loyola as to what minimum grade the student must achieve to receive credit for any course undertaken. Units accepted for transfer will be transferred on a "pass" basis. Courses must be taken for a grade; no pass/fail or credit/no credit courses are permitted. The actual grade received in the course, however, will not appear on the Loyola transcript and will not be used in computing the student's weighted cumulative grade point average. Courses taken at other law schools will count towards the 20 pass/fail unit maximum.

Because there is a 29-unit maximum for transfer credit to Loyola, students who have transferred to Loyola may not be able to count units taken in summer programs at other law schools towards their degree requirements at Loyola. (Reference should be made to the section on Graduation Requirements.)

If a student receives financial aid to participate in another law school's summer session or summer abroad program, Student Financial Services will process payment to the host school from the student's loan proceeds provided the student has completed all the necessary paperwork and the loan is approved. If the amount of the loan exceeds the amount owed to the host school, the difference will be refunded to the student. If the amount of the loan is less than the amount owed, Student Financial Services will send the entire amount received to said school and the student is responsible to pay the difference directly to the host school.

8.1.4. Special Student Status at Another Law School During the Fall or Spring Semester

Special student status at another law school applies if a student takes only one or two courses at that institution, for a maximum of seven units.

Students may be permitted to take a course at a local area law school but permission is granted only if that course is not ordinarily offered at Loyola.

Students in academic good standing who wish to request to take a course at another law school must submit a [*General Petition*](#) to the Office of the Registrar describing the course and its unit value. When possible, students should submit a copy of the other law school's published information materials. A student should not submit registration or application materials to the other law school until after the petition has been granted.

Academic performance will be considered in determining whether a petition will be granted. For example, an academic record not consistently solid with grades at the mean level or academic performance that has significantly declined are factors that might result in the denial of a petition.

Students will not be granted permission to take required courses at another law school. In addition, credit will not be given for field placements, directed or independent research projects, or competition teams conducted by other law schools.

If permission is granted to take a course at another law school, course credit will be transferred to a student's Loyola record only if a grade of C or better (not C-), as defined by the other law school, is received in the course. In some instances, a minimum grade of B or better, as defined by the other law school, will be required for units to transfer. Where the law school has a grading system within which its grades are not clearly defined (*e.g.*, grading range of 70-79 is a C), it will be the responsibility of the student to seek clarification from the Office of the Registrar at Loyola Law School as to what minimum grade the student must achieve to receive credit for any course undertaken. Units accepted for transfer will be transferred on a "pass" basis. Courses must be taken for a grade; no pass/fail or credit/no credit courses are permitted. The actual grade received in the course, however, will not appear on the Loyola transcript and will not be used in computing the student's weighted cumulative grade point average. Courses taken at other law schools will count towards the 20 pass/fail unit maximum.

If a student receives financial aid to visit at another institution, the Student Accounts Office will process payment to the host school from the student's loan proceeds provided the student has completed all the necessary paperwork and the loan is approved. If the amount of the loan exceeds the amount owed to the host school, the difference will be refunded to the student. If the amount of the loan is less than the amount owed, Student Accounts will send the entire amount received to said school and the student is responsible to pay the difference directly to the host school.

8.2. **Non-Law Courses**

An upper division student in academic good standing who, while a student at Loyola Law School, wishes to take a non-law course at another accredited university may request to do so. A student may receive up to six units of academic credit for non-law courses towards the 87 units necessary for graduation. These courses can be taken during a student's second or third year of law school if a day student and during a student's third or fourth year of law school if an evening student.

The non-law courses must be courses offered by a graduate school on a graduate level, and with the exception of foreign language courses, cannot be undergraduate courses taught at the undergraduate or graduate level. Non-law courses may include study of a foreign language designed to assist a student pursuing comparative or international law research.

Students may only attend an accredited institution that grants baccalaureate and/or advanced degrees. Courses taken through an extension program (even at an accredited four-year institution) are not permitted.

A student who wishes to receive credit for a non-law course must submit a [General Petition](#) to the Office of the Registrar requesting permission to take the course chosen at the other university. The petition should indicate the nature of the course and its relevance to the student's legal education. In addition, the petition should include the course's unit value and the dates of the program. A student should not submit registration or application materials to the other institution until after the petition has been granted.

Academic performance will be considered in determining whether a petition will be granted. For example, an academic record not consistently solid with grades at the mean level or academic performance that has significantly declined are factors that might result in the denial of a petition.

Course credit will be transferred to a student's Loyola record only if a grade of B or better, as defined by the other school, is received in the course. Where the school has a grading system within which its grades are not clearly defined, it will be the responsibility of the student to seek clarification from the Office of the Registrar at Loyola as to what minimum grade the student must achieve to receive credit for any course undertaken. Units accepted for transfer will be transferred on a "pass" basis. Courses must be taken for a letter grade; no pass/fail or credit/no credit courses are permitted. The actual grade received in the course, however, will not appear on the Loyola transcript and will not be used in computing the student's weighted cumulative grade point average. Courses taken at other institutions will count towards the 20 pass/fail unit maximum.

The unit value credited by Loyola for non-law courses may, depending upon the amount of work required, be less than the unit value given by the graduate school involved. In most instances, credit ranges from one-half to two-thirds of the unit value assigned by the graduate institution.

If a student receives financial aid to visit at another institution, Student Financial Services will process payment to the host school from the student's loan proceeds provided the student has completed all the necessary paperwork and the loan is approved. If the amount of the loan exceeds the amount owed to the host school, the difference will be refunded to the student. If the amount of the loan is less than the amount owed, Student Accounts will send the entire amount received to said school and the student is responsible to pay the difference directly to the host school.

9.0. CURRICULAR MATTERS

9.1. Course Descriptions

For course descriptions, reference should be made to <https://webdb.lls.edu/courses/>.

9.2. Required Courses (also noted in section 1.1.3.)

For required course information, reference should be made to <http://www.lls.edu/academics/officeoftheregistrar/>

9.3. Pro Bono Graduation Requirement (also noted in section 1.1.3.)

For more detailed information regarding the pro bono graduation requirement, including Qualified Public Interest Organizations, the placement approval process, placement enrollment and registration, and program requirements and policies, reference should be made to <http://www.lls.edu/academics/experientiallearning/publicinterestprobonoservices/probonograduationrequirement/>

9.4. Upper Division Writing Requirement Courses (also noted in section 1.1.3.)

Students must successfully complete the Upper Division Writing Requirement per section 1.1.3.2.

Courses that satisfy the Upper Division Writing Requirement may be found on the Office of the Registrar's web page at <http://www.lls.edu/academics/officeoftheregistrar/> by referencing the course offerings for the desired semester/term. **Be advised that any course used to satisfy the Upper Division Writing Requirement may not be used to also satisfy the Experiential Course requirement described in Rule 1.1.3.4.**

9.5 Experiential Course Requirement.

Students must successfully complete the Experiential Course Requirement per section 1.1.3.4. Courses that satisfy the Experiential Requirement may be found on the Office of the Registrar's web page at <http://www.lls.edu/academics/officeoftheregistrar/> by referencing the course offerings for the desired semester/term and looking for courses with the designation "E". **Note: Only a course with the designation "E" on the course offerings page (or as "EXPERIENTIAL" in the course catalog descriptions) can be used to satisfy this requirement. Be advised that any course used to satisfy the Experiential Requirement may not be used to also satisfy the Upper Division Writing Requirement (Rule 1.1.3.2).**

9.6. Bar Examination Courses

For information regarding courses that cover substantive material tested on the California Bar Examination, reference should be made to <http://www.lls.edu/academics/officeoftheregistrar/registrationcourseinformation/barcourses/>

9.7. Concentration Programs

9.7.1. Goals of the Concentration Programs

The Concentration Programs allow students with an expressed interest in specific legal practice areas the opportunity to pursue a focused course of study that will provide them a breadth of legal knowledge, skills training, and a hands-on experience in a chosen field of law or practice area. The curriculum for each Concentration is intended to provide students with the knowledge and skills to be of immediate value in practice. The curricula were developed by faculty with advice from practitioners and other experts.

- Each Concentration has a required course of study, an offering of advanced electives, and a required experiential learning component. Each Concentration has a Concentration Faculty Advisor. The Concentration Faculty Advisor is available to assist students in course counseling and provide advice regarding publishing opportunities, networking, and practice preparation.
- Students who complete a Concentration with at least an A- average in all courses which are eligible for credit within the Concentration curriculum are eligible for honors recognition on their transcripts upon completion of their Juris Doctor.

The faculty has approved the following Concentrations: Civil Litigation and Advocacy, Corporate, Criminal Justice, Cybersecurity and Data Privacy, Entertainment & New Media Law, Entrepreneurship, Immigrant Advocacy, Intellectual Property Law, International and Comparative Law, Public Interest Law, and Tax Law.

Additional inquiries should be addressed to the Director of Concentrations or for additional detailed information, reference should be made to <http://www.lls.edu/academics/concentrationsspecializations/>.

9.7.2. Policies, Application Procedures, and Administrative Requirements

For descriptions and additional information regarding each individual Concentration Program's policies, application procedures, administrative requirements, and responsibilities of participants,

reference should be made to

<https://www.lls.edu/academics/concentrationsspecializations/jdconcentrationcoursesofstudy/>.

Students may also contact the appropriate Concentration Faculty Advisor. The name of each Advisor, along with contact information, may be found at the Concentrations site.

9.8. Student Law Reviews

The Law School's curricular program includes three student-edited publications or "Student Law Reviews": the *Loyola of Los Angeles Entertainment Law Review*, the *Loyola of Los Angeles International and Comparative Law Review* and the *Loyola of Los Angeles Law Review*. It is the policy of Loyola Law School to treat all three Student Law Reviews as being equal in quality, and those students invited to join a Law Review on the basis of first year grades may elect the Review of their choice. The Student Law Reviews are publications of Loyola Marymount University. They are included in the curriculum to provide students with intensive research, writing, and editing experiences, and to provide for the dissemination of scholarly writings that contribute to the study of law. Students who satisfactorily serve as staff members or editors of one of these publications receive academic course credit. (For additional information regarding the individual Law Reviews, students should visit <http://elr.lls.edu>, <http://ilr.lls.edu>, and <http://llr.lls.edu>.)

9.8.1. Organization. Within the Law School, ultimate responsibility for Student Law Reviews resides with the faculty and Dean, who have delegated this responsibility to the Faculty Advisors, the Associate Dean for Faculty, and the Editor-in-Chief and Editorial Board of each Law Review.

9.8.1.1. The Faculty Advisor. Each publication shall have a Faculty Advisor who provides academic supervision and consults with the Editor-in-Chief and the Editorial Board about operations and policy. The Faculty Advisor shall ensure that the publications are operated in a manner consistent with Law School policy and is responsible for awarding course credits to student members. The Faculty Advisor, as academic supervisor, may remove any student staff member or editor from a Law Review for misconduct or failure to complete Law Review assignments or responsibilities in a satisfactory manner. Each Law Review may adopt internal procedures for disciplining editors and staff members, and it may impose sanctions such as additional assignments or changes in editorial position pursuant to such internal procedures. Only the Faculty Advisor may remove an editor or staff member or deny an editor or staff member academic credit. With the consent of the faculty of the Law School, membership on a Law Review may be conditioned on satisfaction of additional requirements, such as completion of certain courses.

9.8.1.2. Student Editors. The Student Law Reviews are student-edited, and each shall have an Editor-in-Chief or equivalent chief executive officer who is charged with ultimate student responsibility for all aspects of the editing and publication process, including the making of assignments and the supervision of student work. The Editors-in-Chief are assisted by the Editorial Boards of each Law Review and may have an executive board. The internal division of authority among student editors shall be decided by the by-laws or other governing rules of each Law Review, subject to the ultimate responsibility of the Editors-in-Chief to comply with the policies and directives of the Dean and faculty of the Law School.

9.8.1.3. Reports. At the end of each semester, the Editor-in-Chief of each Law Review shall submit a report on the Law Review's activities. The report shall be delivered to the Associate Dean for Research and Academic Centers and to the Law Review's Faculty Advisor by the first Friday following the last day of the examination period of the semester. The report shall describe the activities that have occurred during the semester and shall include the scheduled publication date and the actual publication date of each issue that was published or was scheduled to be published during the semester.

9.8.2. Selection of Students for Participation in Student Law Reviews. Student Law Reviews are curricular activities. Students shall be selected for participation on Student Law Reviews on the basis of procedures and criteria adopted by the editors of each Law Review, subject to disapproval or

amendment by the faculty. Each Law Review may adopt by-laws or other rules governing this process.

- 9.8.2.1. Eligibility. Any day student who has completed the first year of law school or evening student who has completed the first two years of the evening program may apply for a position as a staff member on a Law Review. Students who transfer from the Evening Division to the Day Division at the end of their first year in the evening program shall also be eligible to apply for a staff position.

Transfer students, students who have completed the second year day or third year evening program, and evening students who are completing the degree program through the 3.5 Program may apply for a position as a staff member on a Law Review, but each Law Review may limit the number of advanced students it selects, consistent with its needs.

Students who are on academic probation are not eligible to become staff members or editors.

- 9.8.2.2. Selection of Staff Members. Students who wish to be considered for staff membership on any of the Law Reviews must submit a completed packet for the writing competition. One writing packet shall be prepared for use by all of the Law Reviews. Copies of each student's submission to the competition shall be sent to each Law Review for which the student wishes to be considered. Each Law Review shall then conduct its own ranking of the papers.

Twenty-one students, consisting of the top four with the highest cumulative grade point averages from each of the four day first year sections and from the evening second year section, plus the one student with the next highest cumulative grade point average regardless of section, will be offered the opportunity to be placed on the staff of the Law Review of their choice, provided that they also submit a writing packet which the Faculty Advisors determine represents a good faith effort. If it appears that an initial offer of Law Review membership pursuant to this rule will yield fewer than twenty-one students, the Associate Dean for Faculty may authorize an offer of membership to more than one student with the next highest cumulative grade point average at the same time the initial offers are made, provided that each such student submitted a writing packet which the Faculty Advisors determine represents a good faith effort.

The remainder of the staff members of each Law Review shall be chosen on the basis of their ranking in the writing competition, which is comprised of a student's submission score and grade in Legal Research and Writing.

The faculty must approve any changes in the criteria for selection of Law Review staff members. To propose revisions, the Editors-in-Chief shall submit a plan, adopted by the editors of all three Law Reviews, to the Faculty Advisor and the Associate Dean for Faculty at least three weeks prior to the April meeting of the faculty.

- 9.8.2.3. Selection of Editors. Only staff members of a Law Review may apply for positions on that Law Review's Editorial Board. The incoming Editorial Board of each Law Review shall be selected during the Spring semester in accordance with the by-laws or other governing rules of each Law Review.

- 9.8.3. Academic Credit. Academic credit shall be awarded for satisfactory completion of the assignments and other responsibilities of both staff members and Editorial Board members. Credit shall be in the form of a "Pass" rather than a letter grade. The Faculty Advisor of each Law Review shall make the final determination whether work is satisfactory for the purpose of awarding credit. Unsatisfactory performance on the part of an editor or staff member shall be addressed as provided below in 9.8.3.3. Units received for any semester of service as a staff member or Editorial Board member shall be awarded at the conclusion of the Spring semester.

9.8.3.1. Requirements of Participation Both Semesters. In order to receive credit for Law Review participation, staff members and editors must normally enroll for and exhibit satisfactory performance in both semesters of the academic year, unless the student is graduating at the conclusion of the Fall semester. A student who is graduating at the conclusion of the Fall semester may receive credit for satisfactory performance as an editor in that semester provided:

- (a) Prior to applying for an editorial position the student receives permission from the current Editor-in-Chief and Editorial Board (or, if permitted by the by-laws or other governing rules of the Law Review, the executive board) of the relevant Law Review to serve as an editor for the Fall semester only; and
- (b) Prior to Fall enrollment the student:
 - (1) receives written permission from the newly elected Editor-in-Chief and Editorial Board (or, if permitted by the by-laws or other governing rules of the Law Review, the executive board) to serve for the Fall semester only;
 - (2) submits a *General Petition* to the Office of the Registrar requesting permission to enroll as a Law Review editor for the Fall semester only; and,
 - (3) the Associate Dean for Faculty reviews the petition and, after consultation with the Dean of Students, determines that the petition will be granted.

A student is ineligible to participate on a Law Review as a staff member in the Fall semester if the student is graduating at the conclusion of that semester.

9.8.3.2. Units Received for Law Review Participation. The following rules governing units received for law review participation shall apply for students applying for membership on law review beginning in the fall of 2018. Students who are already on law review and continuing their service in the fall 2018 semester will receive credits under the law review credit rules established in the 2017-2018 student handbook. Staff members shall receive one unit of academic credit for each semester of satisfactory Law Review participation. Except as provided below in 9.7.3.2.2 and 9.7.3.3, editors shall receive two units of academic credit for each semester of satisfactory Law Review participation, except for the Editor in Chief, who may elect to receive a total of either four or five units of academic credit for a year of satisfactory service as Editor in Chief, in recognition of the increased responsibilities and time commitments inherent in that role. If a student is graduating at the conclusion of the Fall semester and serves as editor for that semester, the student may only receive a maximum of two units for that semester.

During an academic year, students must normally participate on a Law Review for the maximum number of units assigned (*i.e.*, two units for staff members and four units for editors), except as provided below in 9.8.3.2.2. Law Review participants may not change the per semester unit value assigned, except in two circumstances:

- 9.8.3.2.1. Evening students may assign a maximum of two units of credit for Law Review participation from Fall to Spring or Spring to Fall provided:
- (a) the student submits a *General Petition* to the Office of the Registrar stating the reason(s) why the change in credit received is necessary;
 - (b) the Dean of Students, after consultation with the Law Review faculty advisor, determines that the petition will be granted; and
 - (c) the maximum unit load for each of the two semesters will not exceed 11 units.

9.8.3.2.2. Editors may enroll for fewer than four credits for the academic year with the permission of their law review's faculty advisor after consultation with the journal's editorial board. Approval will be based upon the student demonstrating that enrollment for the normal two credits per semester will preclude them from taking full advantage of other curricular or co-curricular activities, and that they are fully capable of handling all of their concurrent academic and professional obligations in a satisfactory manner.

A student who is permitted to enroll for fewer than four (4) credit units for the academic year will be expected to satisfactorily fulfill all responsibilities as an editor of the respective Law Review during the entire academic year. A "Pass" grade will be recorded on the student's transcript for satisfactory completion of responsibilities. Unsatisfactory performance will result in the recording of a "Fail" grade on the student's transcript regardless of credit unit enrollment, in addition to whatever other sanctions are provided for by the respective Law Review policy.

A student may only enroll for fewer than four (4) credit units for the academic year as an editor if the student receives approval to do so from the student's Law Review Faculty Advisor. The student should submit a written request to the Faculty Advisor, with a copy to the Law Review's Editor in Chief, prior to the first semester for which the student desires to receive less than the normal two credits. This request should indicate the number of credit units the student plans to enroll for in each remaining semester of Law Review service (which may range from zero (0) to two (2) units per semester), provide the rationale behind the request, and include a brief explanation of how the student intends to balance the resultant workload.

9.8.3.3. Unsatisfactory Performance. If a staffer/editor is not adequately fulfilling that person's responsibilities, the Law Review's Editorial Board (or, if permitted by the by-laws or other governing rules of the Law Review, the executive board) may, consistent with the Law Review's internal discipline policy, recommend to the Faculty Advisor that the staffer/editor be sanctioned. Such sanctions may be levied at the Faculty Advisor's discretion and may include, but are not limited to: (a) an award of a "Fail" grade for each semester of unsatisfactory performance; or (b) removal from the Law Review at the end of the Fall semester, with no further opportunity to participate in the Law Review or earn Law Review credits. A student choosing to list Law Review service on the student's resume may claim Law Review service only during the semesters of satisfactory performance.

9.8.4. Student Writing for Law Reviews. The following rules governing student writing for law reviews shall apply for students applying for membership on law review beginning in the fall of 2018. Students who are already on law review and continuing their service in the fall 2018 semester are governed by the law review rules established in the 2017-2018 student handbook.

Students on law review shall be encouraged to complete a substantial writing project comprising one or more notes, comments, or sections of a multi-author student-written work for one of the Law Reviews ("Law Review Project") and sufficient to earn credit on its own as explained further below; but satisfactory completion of such a project shall not be required for participation in law review and the awarding of credit as described in section 9.8.3. A Law Review Project may be used to satisfy the Upper Division Writing Requirement if it meets the requirements described in section 1.1.3.2 (Upper Division Writing Requirement). In addition, such a project shall receive credit in the same manner as and be graded in the same manner as a Directed Research paper under section 3.5, except that:

- (a) A student on law review normally may receive credit for one (1) directed research paper in addition to one (1) Law Review Project;

- (b) A student may complete a Law Review Project according to procedures developed by each law review and the law review's Faculty Advisor, and will not be subject to the specific approval rules for initiating a Directed Research paper under section 3.5.2;
- (c) Feedback on the Law Review Project will be provided by student editors pursuant to a schedule approved by the law review Faculty Advisor, **but in any Law Review Project submitted for credit, such feedback shall not substitute for feedback from the supervising faculty member required per section 3.5.1;**
- (d) The Law Review Project submitted for credit may be subject to length and style limitations developed by each law review, but shall in no instance be less in the aggregate than the number of words required for credit for a Directed Research paper under section 3.5.1; and
- (e) A student seeking credit units for a Law Review Project shall enroll for credit covering the last semester of the project, and if such project is satisfactorily completed, a grade for the credit units shall be awarded at the conclusion of the last semester of the project.

Nothing in this rule shall preclude a law review from choosing to require smaller writing projects, insufficient for credit on their own, as a condition of participation on law review and the awarding of credit as described in section 9.8.3.

9.9. Scott Moot Court Honors Program

The Scott Moot Court Honors Program (named in honor of the late Joseph Scott, second Dean of the Law School) is an on-campus, student-run program administered by the Scott Moot Court Honors Board.

Appellate Advocacy, a 3-unit course offered only during the fall and summer semesters, is a prerequisite for participation in the Spring semester on-campus Scott Moot Court Competition ("Competition"). A student who achieves a minimum grade of B in the Appellate Advocacy course may register to participate in the Spring semester's Competition course.

Students may not participate in the Competition more than once, without approval from the Scott Moot Court Honors Program academic advisor.

The Competition, for which two units of academic credit is awarded, requires the preparation of a competent appellate brief and competent participation in oral argument. There are four rounds of oral argument before the final round, with eliminations after each round. Those students who participate in but are eliminated from the Competition after each round of oral argument will receive full academic credit for participation. To receive academic credit for the Competition, unless a student is eliminated after a round of oral argument, the student must compete in the round of the oral competition for which the student qualifies.

The top four oralists compete in the final round for the award of Best Oralist. In addition, the student writing the Best Brief, and the Best Advocate, the student with the highest combined brief and oral scores, are also recognized at the conclusion of the Competition.

The top competitors from the Scott Competition and other students who have achieved the minimum grade of a B in the course in Appellate Advocacy and have participated on other competitive moot court teams as designated by the Scott Moot Court Honors Program academic advisor will be invited to apply to the 10-20-member Moot Court Honors Board for the following academic year. The final number of Board positions and selection of Board members will be determined by Scott Moot Court Honors Program academic advisor.

The Honors Board consists of a Chief Justice, 1-3 Associate Justices and the members of the Law School's competitive teams. Incoming Honors Board members may state preferences for the positions they would like to fill on the Honors Board during the following year. However, competitive team members are determined by the Scott Moot Court Program academic advisor based on performance during the Competition as well as an application process which

may include try-outs and personal interviews. Participation on the Honors Board requires that the students serve for the entire academic year in which they are invited to join the Honors Board.

Students not returning to the Law School for the full academic year are ineligible to serve on the Honors Board. In addition, students must be in academic good standing to serve on the Honors Board.

The members of the Honors Board serve as teaching assistants for the Appellate Advocacy classes. In addition, the Honors Board administers the on-campus Scott Moot Court Competition from which the following year's Honors Board is selected.

9.10. Byrne Trial Advocacy Program

The Byrne Trial Advocacy Program (named in honor of the late Honorable William M. Byrne, Sr., a 1929 alumnus of the Law School) is a co-curricular program designed to provide law students with extensive, individualized training in all aspects of trial advocacy, preparing them to participate in regional and national trial advocacy competitions. Over the last ten years, the Byrne Team has been extremely successful, ranking as one of the top 10 trial advocacy programs in the nation by *U.S. News & World Report* and winning numerous regional and national championships.

Each Spring, an intramural competition is held to select the members of the Byrne Team for the following academic year. There are no course prerequisites to compete. Day students who have completed their first year in good academic standing and evening students who have completed their second year in good academic standing are eligible. Students are ineligible to compete if they will not be enrolled for both the Fall and Spring semesters.

The Byrne Trial Advocacy Team members compete in a series of mock trial tournaments throughout the year. In recent years, these competitions have included the Tournament of Champions, in which the top 16 trial teams in the country are invited to compete; the National Trial Competition; and the Student Trial Advocacy Competition, sponsored by the American Association for Justice. At the conclusion of the Spring semester, the four top ranked students from the Byrne summer boot camp participate in the annual Byrne Trial to select Loyola's best advocates. Students in their first year on the team earn six pass / fail units for the year. Returning team members earn 4 pass / fail units for the year.

9.11. Field Placement Program

- 9.11.1. Goals of the Field Placement Program in judicial chambers, public interest agencies, government agencies, and private entities.

Loyola Law School has set the following goals for the Field Placement Program:

- a. To provide students with an opportunity to put their academic training to practical use in real life situations;
- b. To provide students with an opportunity to apply the practical training and insights received in the Field Placement Program to the academic problems in other law school courses;
- c. To expose students to the actual operation of the legal institutions they are studying;
- d. To enable students to appreciate and understand the legal and socio-economic problems of the urban community;
- e. To teach lawyering skills, such as interviewing, negotiation, drafting, research, and counseling; and,
- f. To better enable the Law School, its students, faculty, and administration to fulfill their obligation to serve the legal needs of their community.

Students have a choice of a variety of field placement opportunities. Field Placements expose students to the general practice of law in a community setting. Field Placements afford students the opportunity to experience the day-to-day operation of various legal institutions, including civil and criminal agencies as well as judicial chambers.

Additional inquiries should be addressed to the Field Placement Department or for additional detailed information reference should be made to

<http://www.lls.edu/academics/experientiallearning/fieldplacementspractica/fieldplacements/fieldplacementdepartment/>

9.11.2. Policies, Application Procedures, Administrative Requirements, and Field Placement Opportunities

For descriptions and additional information regarding individual field placement opportunities, policies, application procedures, administrative requirements, and responsibilities of externs and supervising attorneys, reference should be made to

<http://www.lls.edu/academics/experientiallearning/fieldplacementspractica/fieldplacements/fieldplacementdepartment/>

9.12. J.D./M.B.A. Dual Degree Program

Loyola Law School and the Graduate Program of the College of Business Administration of Loyola Marymount University offer a dual degree program in law and business. Graduates of the dual degree program receive the Juris Doctor degree from the Law School and the Masters of Business Administration from Loyola Marymount University. The dual degree program provides for the achievement of both degrees in four years instead of the five years normally required to complete the degree programs separately. Students who have completed substantial undergraduate course work in business may be able to complete the program in less than four years.

Applicants to the dual degree program must apply separately to both the Law School and the M.B.A. Program. Only after a student is admitted to both the Law School and the M.B.A. Program will the student's application to the J.D./M.B.A. Program be considered. Acceptance to both schools does not guarantee admission to the J.D./M.B.A. Program.

Applicants may apply to the J.D./M.B.A. Program, through the Law School's Admissions Office, prior to or immediately after completing their first year of law school. The application deadline is July 1. Only students who will have completed their first year of law school are eligible to apply for the program.

Students accepted to the dual degree program will have already completed their first year of legal studies and thus spend their second year completing courses at the Business College. The courses that must be completed by individual students depend on the student's prior undergraduate education in business administration. Students who have majored in business may be allowed to waive certain of the "core courses" in the M.B.A. Program and take advanced electives instead.

Classes during the third and fourth year are taken at both the Law School and at the Business College. A maximum of 16 units total (in both programs) may be completed in a single semester. Students must complete all advanced courses required at the Law School to earn the J.D. degree (*i.e.*, Constitutional Law, Ethical Lawyering, Evidence, the Upper Division Writing Requirement, the Experiential Course Requirement and the pro bono requirement). Students may not enroll in a class in one program that could reasonably be construed as posing a time conflict with a class for which the student is enrolled in the other program. (Students must consider the amount of time it would take to get to and from classes between the two campuses.)

Students will be allowed to transfer a maximum of 12 units of business classes toward the 87 units that are required to earn a J.D. degree; these units will transfer as elective units on a pass/fail basis (and are exclusive of the maximum 15 units of pass/fail units permitted to be taken at the Law School by students in the dual degree program). These 12 units may also be applied toward Loyola's residence requirement. (In order to meet the Law School's residence requirement, a full-time student must be in residence for six semesters during each of which a minimum of 12 units is attempted. Units earned at the Business College may be used to satisfy the residence requirement in any given semester provided that the units designated to meet the residence requirement are designated to transfer back to the Law

School and count toward the 12 units of business classes applied to earn the J.D. degree.) Students will be allowed to apply a maximum of 12 units of Law School classes toward the 54 units that the student needs to receive a M.B.A. degree.

Students may only take a maximum of 15 units on a pass/fail basis at the Law School, no more than 10 units of which can be for field placements. Students who are permitted to visit at another law school(s) may only have a maximum of 15 units from that institution(s) applied towards the Law School's degree program. Eligibility for Order of the Coif may be affected as 75% of the 87 units (i.e., 66 units) required for completion of the degree program must be comprised of letter—not pass/fail--graded courses taken at the Law School and their previous law school.

Both the Law School and the M.B.A. Program will apply their normal probation and disqualification rules to the student's performance in the respective schools.

Academic performance will be considered in determining admission to the J.D./M.B.A. Program. A cumulative grade point average lower than the mean level will likely result in denial of the application. No student who has a cumulative grade point average of 2.75 or lower will be allowed to enter the J.D./M.B.A. Program.

Students must maintain full-time status throughout their participation in the dual degree program. The Law School's Five Year Rule with respect to meeting graduation requirements will remain in effect for students on the program.

Students participating in the J.D./M.B.A. dual degree program who have been offered a position on a Law Review (*Loyola of Los Angeles Entertainment Law Review*, *Loyola of Los Angeles International and Comparative Law Review*, and *Loyola of Los Angeles Law Review*) should consult with the Law Review's editorial board prior to accepting the position to determine whether the requirements for participating on the Law Review will conflict with the J.D./M.B.A. dual degree program requirements. J.D./M.B.A. Program participants who accept a position on a Law Review must complete all assignments and responsibilities required for Law Review participation.

Eligibility to participate in the Fall On-Campus Interview Program (OCI) requires that students participating in the J.D./M.B.A. dual degree program attend the Law School during the Fall semester and that their actual anticipated graduation date be either the immediate Spring/Summer/Fall terms or Spring/Summer terms of the following year. For example, a JD/MBA student who is attending the Law School in Fall 2019 with a graduation date of Spring 2020, Summer 2020, Fall 2020, Spring 2021 or Summer 2021 will be eligible to participate in OCI.

Other than the waiver of the academic rule which only allows a student to receive a maximum of six units of non-law course credit towards the J.D. degree, students in the dual degree program are responsible for meeting and following all requirements, standards and policies as outlined in the Law School's *Student Handbook* and, where referenced, on the Law School Intranet.

Participants in the dual degree program must successfully complete the requirements for both programs in order to be awarded the degree for either program. Accordingly, students may not sit for the California bar examination (or that of any other jurisdiction) until they have successfully completed the requirements for both programs.

Students must meet with an academic advisor in the Office of Student Affairs at least once each Fall to devise a plan to complete the dual degree program.

Whether students are enrolled at either the Business School or the Law School or concurrently enrolled in both during a given term, a single bill will be generated reflecting all account activity (Business School and Law School). The bill will be payable either in full or in installments on the due dates established by the Law School. At the Law School, tuition will be charged on a per unit basis rather than the flat rate basis. Students will be required to pay all mandatory fees as well as any other fees for services for which the student might have opted (e.g., Extended Payment Plan, parking fee).

Students in the dual degree program must have their financial aid application processed through the Financial Aid Office. It is the student's responsibility to fulfill any requirements to receive financial aid. In addition, the

student must pay any portion of the balance not covered by financial aid by the deadlines established at the Law School.

A student otherwise enrolled in the dual degree program who does not wish to complete the dual degree program must submit a *General Petition* to the Office of the Registrar requesting permission to withdraw from the program. If the student wishes to receive credit towards the Juris Doctor for any courses previously undertaken at the Business College through the dual degree program, the student must also petition for such credit to be awarded and include relevant information regarding the course(s) (e.g., title of the course, description and syllabus for the course, term in which the course was taken, grade earned). Students are advised that petitions are not automatically granted; rather they are requests for permission. Further, students are advised that if they are permitted to withdraw from the dual degree program, the Law School's policies governing non-law courses will be applied towards the awarding of unit credit for any courses undertaken at the Business College. Accordingly, no more than six units of academic credit for non-law courses are permitted. And, if students are permitted to receive academic credit for non-law courses undertaken at the Business College, unit value credited for these courses will be less than that given by the Business College (i.e., maximum unit credit for a 3-unit course at the Business College would be two units). Reference should be made to the section on Non-Law Courses, 8.2.

Students not otherwise admitted to the dual degree program who plan to concurrently enroll at the Law School and in the M.B.A. Program, must petition the Office of the Registrar prior to any enrollment if they wish to have credit for graduate courses from the College of Business Administration transfer to the Law School. (Students should refer to section 8.2., Non-Law Courses, for information on receiving transfer credit for M.B.A. courses.)

9.13. J.D./Tax LL.M. Joint Degree Program

Loyola's joint J.D./Tax LL.M. program offers students the opportunity to earn a J.D. and an LL.M. degree in three years. The program is designed to make students practice-ready in tax immediately upon graduation. A Tax LL.M. degree certifies competence in a discipline central to transactional practice.

Students attend an intensive summer tax session (12 units of advanced tax courses over 10 weeks) during their first or second summer, then take 12 additional units of tax courses during their second and third years of law school.

Students in the 3-year joint program are subject to all rules and requirements applicable to Loyola J.D. and Tax LL.M. students generally.

In addition, to complete the joint J.D./Tax LL.M. program in three years, students must complete both the intensive summer tax session courses and 12 additional units of Tax LL.M. courses (Tax Practice and Procedure plus 10 additional units of Tax LL.M. elective courses, including either Advanced Tax Research and Planning or the Tax Law Practicum) during their second and/or third years of law school. In any event, students in the program must complete the requirements for each degree within five years after matriculation.

Because of the intensive nature of the instruction, students enrolled in the intensive summer tax session may not undertake any significant competing commitments, e.g., working, taking other courses, or sitting for the bar examination. Violation of this prohibition may result in denial of course credit.

9.14. LL.M. Degree Programs

Reference should be made to the *LL.M. Degree program* at <http://www.lls.edu/admissionsaid/degreeprograms/>.

9.15 Other Graduate Degree Programs

Reference should be made to the respective Graduate Degree Program at <http://www.lls.edu/admissionsaid/degreeprograms/>.

10.0. PLAGIARISM POLICY

10.1. General Policy

Loyola Law School is dedicated to upholding the highest standards of professionalism in legal education and practice. For this reason the school considers acts of plagiarism a serious breach of its academic code. Plagiarism in student work for class, journals, moot court, or externships will be subject to severe disciplinary action.

10.2. Plagiarism Defined

10.2.1. For purposes of this policy, **plagiarism is defined as: taking the intellectual work of another and representing it as that of the author.** There are three major forms of plagiarism.

10.2.1.1. Use of the Published Work of Another Without Attribution

This is perhaps the most common form of plagiarism, where the author takes the language, the research, or the ideas of another without giving credit to the original author. In law the most commonly plagiarized publications are law review articles and books, but almost any form of formal expression can be the basis for plagiarism. Such sources include, but are not limited to: cases, commercial outlines, magazines, newspapers and other periodicals, on-line sources, commercial law outlines, lectures and speeches, movies, videos, and radio and television programs. Plagiarism may involve direct quotation without attribution, paraphrasing without attribution, or use of the ideas of an author without attribution.

A related form of plagiarism involves sources. Footnotes and endnotes may be plagiarized in the same way as any source. It is also unethical practice for an author to take citations from other works without consulting the cited works directly. This represents to the appropriation of the research work of another, without attribution. A student **may** use the same citations that appear in another work, without attribution to that work, as long as the author has directly consulted the source and determined that the source stands for the proposition for which the student uses it. When the author has personally done the research, the research becomes his/her own. If the cited work is unavailable, but the student still wants to make use of it, he/she may do so as long as he/she indicates that the citation is indirect, *i.e.*, “as cited in” or “as quoted in” the work the student consulted.

10.2.1.2. Using the Unpublished Work of Another Student, Lawyer or Other Person, Without Authorization and Without Attribution

This form of plagiarism involves an author's use of another person's work on a student paper or other law school work beyond what is authorized by the assignment and without fully acknowledging the other person's contribution.

Many law school assignments permit some degree of collective interchange. Students may be encouraged to discuss the assignment with each other or with instructors. Students may be encouraged to have others read over drafts and give comments. As long as authorized by the instructor, these practices are permissible and need not be specially noted in the student work. If the student has any doubt about what is authorized, he/she should consult the instructor.

10.2.1.3. Inventing or Misrepresenting Sources

This form of plagiarism involves giving a citation to a publication that does not exist, or misrepresenting the content of a publication. In law, the source of an idea or a rule often plays an important role in evaluating that idea or rule. Authors who invent sources that do not exist commit a serious act of deception on the reader. Authors who misrepresent what the sources say not only may deceive the reader but may do professional damage to the original author.

10.3. Responsibility for Plagiarism

All authors are responsible for ensuring that their work contains no plagiarism. **Plagiarism, especially in the age of on-line research, may be inadvertent, but it is still plagiarism.** Students need to be scrupulous in note-taking and in citation to avoid the possibility of plagiarism.

Penalties for plagiarism include the most serious that the School may apply for any disciplinary infraction. Although lack of intent will not be a defense to plagiarism, it may be considered in the imposition of a penalty.

10.4. Plagiarism: Why It Matters and How to Avoid It

No one wants to be accused of plagiarism. In the academic world, plagiarism is a fancy word for cheating - and no one likes cheaters. But in law school, plagiarism is more than just stealing another student's paper and putting one's name on it. Plagiarism implicates the special rules and considerations of citation in legal writing. For that reason, it requires some special attention for the beginning legal writer.

10.4.1. Plagiarism, Quotes, and Citations

There is a simple way to avoid plagiarism. Attribute one's sources. Quotations should be indicated by quotation marks and their source cited. Citations should be given to language that is paraphrased or information or ideas taken from another source. In general, legal discourse is highly derivative - lawyers and courts draw on prior sources a great deal in order to bolster their own persuasiveness. Thus there is nothing wrong with using other people's words or ideas in one's legal writing; indeed an individual must. However, the source must be acknowledged.

10.4.2. "It's Not Like that in Practice"

Those students who have had contact with the practice of law will notice that citation concerns in law offices are somewhat different from those in law school.

In the practice of law, accurate citation of authority is critical, but the rules about overall authorship of work are much looser. It is, for example, accepted practice for a partner to submit papers drafted by an associate who may or may not be formally credited for his/her work. The motion paper may contain writing taken directly from another motion written by another attorney some time ago, again without any attribution. In law practice the identity of the person who drafts the words or comes up with the ideas is not of paramount importance. What counts is that the person signing the document is held accountable for its legal accuracy.

Legal accuracy is also important in law school writing, but in addition, students must pay close attention to who should be credited with language and ideas. In academics, arguments do not win or lose cases so much as they establish the abilities of their authors. Who comes up with a turn of phrase or a concept in academics can have material consequences - it can affect grades and professional reputation. Thus what in the practice of law might be considered a permissible borrowing of ideas or material, in the academic world may be considered stealing.

10.4.3. Special Considerations with On-Line Research

The advent of on-line computer data services such as Lexis-Nexis, Westlaw, and the daunting resources of the Internet have been a boon to legal researchers, bringing to one location, quickly and cheaply, a variety of legal sources. Never has it been as easy for students to do legal research. But there are downsides to the information revolution. Among them - never has it been as easy to plagiarize. Before on-line services, the copying of text and its use without attribution took deliberate effort. Now copying large amounts of text from other sources into a student's files can be done with the twitch of a wrist and thumb. Inadvertent, but nevertheless quite serious acts of plagiarism can result. How to avoid this dire possibility? The author must take some special precautions with on-line research.

One rule of thumb is never to download text directly from an on-line service to the file containing the author's draft paper. Instead, a student should create a separate file for downloaded text which is then integrated as needed - and with proper attribution - to the text of the paper. Another precaution is for the student to make sure that all work obtained off-line contains information about its source.

10.4.4. Illustrative Examples

The following examples illustrate some basic forms of plagiarism, how to avoid them and provide suggestions on developing careful citation habits. (The law review excerpt and examples that follow are used by permission of the Wake Forest University School of Law. Part of the discussion of the examples comes from a pamphlet produced by the Legal Writing Institute in Tacoma, Washington.)

Assume a student is writing a paper about the law of disabilities and comes across the following law review excerpt which provides information he/she wishes to use in the paper. (The following example uses the outdated term "handicapped" rather than the preferred language, "person with a disability.")

Original Source

“A ‘handicap’ could be defined by listing certain traditionally-recognized handicapping conditions, or a legislature may choose to provide a more comprehensive list of the types of disabilities that will be considered 'handicapping conditions' in that state. These approaches are problematic, however, because they can lead to legislation that does not include certain groups of handicapped people simply because the legislature was not aware of a particular handicap.”

Maureen O'Connor, Note, Defining “Handicap” for Purposes of Employment Discrimination, 30 ARIZ. L. REV. 633, 636 (1988).

10.4.4.1. Direct Use of Another's Language

To avoid plagiarism, any direct use of another author's language must be indicated by quotation marks and citation.

Student Text

The term “handicap” may be defined in general terms, or **a legislature may choose to provide a more comprehensive list of the types of disabilities that will be considered “handicapping conditions” in that state.**

Here the student must place quotation marks around the words printed in bold, and a citation at the end of the sentence. Otherwise the passage will be considered plagiarized from the O'Connor law review article.

10.4.4.2. Paraphrasing

Any paraphrasing of another's language must acknowledge the contribution of the original source.

Student Text

It is problematic to define a handicap by providing a list of the types of disabilities that will be covered because certain groups of handicapped people might be excluded. The legislature might simply be unaware of certain handicaps.

Here the student needs only a citation to avoid plagiarism. The paraphrasing of the O'Connor excerpt is unobjectionable as long as the source of the underlying idea is acknowledged.

10.4.4.3. Use of Another's Ideas

Any use of another's ideas, even if in different language and phrasing, must be acknowledged by citation.

Student Text

The term “handicap” is difficult to define in a statute. Any attempt to provide a complete list of covered disabilities, however, will be inadequate; some conditions will inevitably be omitted.

This passage requires a citation because it expresses the same idea as the O'Connor article. Unlike the first two examples, comparing the two statements side by side might not yield conclusive proof of plagiarism, but if the student took this idea from O'Connor, intellectual honesty requires giving credit where credit is due. If in doubt, the author should cite; in legal writing, citations generally increase persuasiveness.

10.4.4.4. Tips for Good Scholarship

Going beyond concerns with plagiarism, students should learn to be careful scholars and give credit for the more subtle, though still important influences of other authors on their work.

Student Text

When defining statutory terms, legislators should not attempt to draft a complete list specifying everything the statute is intended to cover. Such lists will inevitably be incomplete; someone will later make a claim that the legislators did not anticipate. Further, the statutory list may quickly become outdated.

This text should be followed by a “See” citation to the O'Connor law review article. Legal writers often build on other sources to arrive at their own analysis or conclusion. Sometimes a source may trigger a related idea. In these instances, even when there is no inference of plagiarism, citation to the original source, with an appropriate signal should be included.

Student Text

Arline illustrates that it is possible for the statutory definition included in section 504 of the Rehabilitation Act to be construed in such a way as to bring many handicapped individuals within its reach. School Board v. Arline, 480 U.S. 273 (1987).

Here the student should cite not only to the case but also to O'Connor's law review article and page number where she discusses the case. When citing to a case mentioned in a law review article or referenced within another case (even if the writer goes on to read the case as he/she should), the compilation of the case and the idea should be attributed to the author of the article.

11.0. **STANDARDS OF CONDUCT**

11.1. **Prohibited Conduct**

For any of the following causes, a student may be subject to disciplinary action by the Law School:

- 11.1.1. Willful violation of a rule of the School requiring him/her to do or refrain from doing an act connected with or in the course of his/her conduct as a student of the School. All rules of the School shall be issued by the School and distributed or posted in such a manner as to furnish adequate notice of

contents to students. All students have the responsibility to read the same, and all students shall be deemed to have actual knowledge of rules so distributed or posted.

- 11.1.2. Interference with the orderly conduct of the educational or administrative functions of the School.
- 11.1.3. Willful physical abuse or threat of such abuse to: a faculty member, administrator, official, or employee of the School; another student of the School; another person on the School premises; or at a School approved, sponsored, or supervised function.
- 11.1.4. Theft or willful abuse of School property or property of another on the School premises.
- 11.1.5. The distribution or possession for purposes of distribution of any controlled substance or illegal drug on School premises or at School sponsored activities. In addition, the use or possession of any controlled substance or illegal drug on School premises or at School sponsored activities.
- 11.1.6. Misrepresentation on resume. The student is particularly cautioned to display his/her grade point average(s) and ranking(s) only as set forth in the policies and procedures of the Career Development Office.
- 11.1.7. Willful and material misrepresentation or nondisclosure concerning qualifications for admission to the School.
- 11.1.8. Plagiarism. (Reference should be made to the Plagiarism Policy, 10.0.)
- 11.1.9. Commission of any criminal act, including computer crime or copyright infringement, that reflects adversely on the student's honesty, trustworthiness, or fitness for admission to the bar. This provision shall not be construed to apply to any conduct that is protected by the Constitution of the United States or the State of California. If there has been a conviction in a criminal proceeding, the record of conviction shall be conclusive evidence of guilt of the crime of which the student has been convicted. A plea or verdict of guilty or a conviction after a plea of *nolo contendere* is deemed to be a conviction within the meaning of this section.
 - 11.1.9.1. A student has an obligation to disclose any felony or misdemeanor criminal convictions (excluding minor traffic violations). A plea of guilty or a conviction after a plea of *nolo contendere* is deemed to be a conviction within the meaning of this section. Written disclosure must be made to the Office of Student Affairs.

This obligation includes those convictions which were not disclosed in the Application for Admission and for any convictions which occur during the student's tenure at the Law School.
- 11.1.10. Engaging in any law school related conduct, whether on or off-campus, actual or virtual, whether or not criminal, which reflects negatively upon the student's moral character and fitness as a prospective member of the legal profession. This includes, but is not limited to, acts of harassment, disorderly conduct, dishonesty, fraud, deceit or intentional misrepresentation. (Reference should be made to <https://my.lls.edu/socialmediapolicy> and the Acceptable Use Policy.)
- 11.1.11. Violation of examination instructions, rules, or procedures, whether or not such violation was committed with the intent to gain an unfair advantage for the student or anyone else.

12.0. **DISCIPLINARY CODE**

The following constitutes the Disciplinary Code of Loyola Law School. It is established by the Dean, pursuant to his/her authority over disciplinary matters of the Law School. It may be modified or rescinded by the Dean whenever the Dean deems it necessary in the best interests of the School. However, any matters referred to the

Student Conduct Committee shall be administered to conclusion in accordance with the provisions of the Disciplinary Code as they existed at the time the Associate Dean for Faculty began his/her review of the matter.

12.1. Sanctions

12.1.1. The following are among the authorized sanctions for violating the Standards of Conduct:

12.1.1.1. Expulsion: Complete and permanent termination of an individual's status as a student, with the loss of all rights and privileges appurtenant thereto.

12.1.1.2. Indefinite Suspension: Complete termination of an individual's status as a student, with the loss of all rights and privileges appurtenant thereto, during the period of suspension. However, suspension may be lifted provided the suspended individual can demonstrate to the Dean that such action serves the best interests of the School. The Dean shall have authority to lift the suspension and to impose such conditions on the student's reinstatement as he/she deems advisable under the circumstances.

12.1.1.3. Suspension Until Specified Date: Complete termination of an individual's status as a student, with the loss of all rights and privileges appurtenant thereto, until a specified date.

12.1.1.4. Formal Censure: A letter of reprimand, explaining the reasons for censure.

12.1.1.5. Oral Censure: An oral reprimand, explaining the reasons for the censure.

12.1.1.6. Academic penalty: Whole or partial withdrawal of credit for a course, a course assignment or an examination, or the determination or the lowering of a grade for a course, a course assignment or an examination (including the awarding of a failing grade for that course, assignment or examination), or a combination of such penalties. An academic penalty may be imposed only with respect to the course(s) in which the violation has occurred.

12.1.1.7. Disciplinary Probation: After a final determination is made by the Dean, Associate Dean for Faculty, or the Student Conduct Committee that a violation has occurred, the student may be on probation for a specified period of time, usually the remainder of his/her law school career. Disciplinary probation may be used alone or in conjunction with other sanctions.

12.1.1.8. Revocation of Degree: Recommendation to the Board of Trustees of Loyola Marymount University, for appropriate action by that body, that any degree awarded to the student for work undertaken at the Law School be revoked.

12.1.2. The foregoing sanctions are not mutually exclusive, and may be imposed in combination. Other appropriate sanctions may also be imposed (*e.g.*, completion of an appropriate rehabilitation program).

12.1.3. A sanction or any part of a sanction may be postponed for a specified period, upon conditions imposed at the time that the sanction is determined.

12.1.4. Record of a prior violation of the Standards of Conduct may be considered in determining the appropriate sanction for a subsequent violation.

12.1.5. In the event of an expulsion or suspension which terminates a student's right to attend class during a term, the School shall retain only that portion of the total term tuition as the number of weeks of class completed

before termination bears to the total number of weeks of class in the term. The balance, if any, paid by or on behalf of the student, shall be returned to the student or lender, or in the case of a scholarship, to the funding source. Where tuition is paid partially by the student and partially by scholarship, refund proceeds shall first be paid to the scholarship funding source, and the balance, if any, shall be paid to the student. The term "scholarship" used herein shall include grants.

12.2. Preliminary Disposition of Allegations

The following procedures apply to violations of the Standards of Conduct except violations of section 11.1.11. With respect to such violations under section 11.1.11., academic penalties may be imposed under section 12.1.1.6. at the discretion of the Associate Dean for Faculty.

12.2.1. Informal Investigation

Upon receiving notice of a credible alleged violation of the Standards of Conduct, the Associate Dean for Faculty shall initiate an informal investigation to determine whether one or more of the Standards of Conduct (section 11.0.) have been violated. The investigation may involve meeting with the person making the allegations, any faculty, student or staff member who may have information about the alleged violation, and the student or students alleged to have violated the Standards.

12.2.2. Notice of Infraction or Notice of Formal Disciplinary Action

At the conclusion of the informal investigation, the Associate Dean for Faculty shall determine whether an infraction has occurred, and if so, whether the infraction is sufficiently serious to warrant the initiation of formal disciplinary proceedings. If it is not serious enough to initiate such proceedings, then the procedures set forth in section 12.2.3 for Notice of Infraction shall apply. If the Associate Dean for Faculty determines that the infraction warrants formal disciplinary proceedings, then the procedures outlined in section 12.2.4. for Formal Disciplinary Action will apply.

12.2.3. Determination of Infraction

a. General

In cases in which the Associate Dean for Faculty determines in his/her discretion that an infraction by a student is not sufficiently serious to warrant the initiation and imposition of formal discipline, then the Associate Dean for Faculty may deal with the matter by issuing a Notice of Infraction.

b. Notice of Infraction

A Notice of Infraction will include:

1. A statement of the infraction, including the specific Standard(s) of Conduct violated;
2. A copy of the Disciplinary Code; and
3. A statement of the Associate Dean for Faculty's disposition of the matter, including any sanction imposed.

c. Effective Date of Disposition

The Associate Dean for Faculty's disposition will become effective five (5) business days from the date of the Notice.

d. No Public Disclosure

The Notice of Infraction will be placed in the student's file held by the Associate Dean for Faculty. However, it will not be reported outside of the Law School so long as the student engages in no additional violations of the Law School's Standards of Conduct. If there are no additional violations, the Notice of Infraction will be removed from the student's file and destroyed upon graduation of the student.

e. Additional Infraction

If a student who has previously received a Notice of Infraction is later found to again violate the Law School's Standards of Conduct, in the Dean's discretion the initial infraction may be disclosed outside the Law School. Additionally, the Dean or Associate Dean for Faculty may impose a more serious sanction for the subsequent violation than might otherwise have been imposed.

12.2.4. Formal Disposition of Disciplinary Cases - Formal Disciplinary Action

Should the Associate Dean for Faculty determine that the infraction is serious enough to warrant Formal Disciplinary Action, or if the student chooses to invoke the formal disciplinary procedures after the Associate Dean for Faculty issues a Notice of Infraction, then the matter will be subject to the following procedures:

12.2.4.1. Student-Initiated Proceedings

A student who invokes the process for Formal Disposition of Disciplinary Cases is entitled to have the matter reviewed by the Dean or, in the Dean's sole discretion, his/her designee. The student may request review by the Dean without a formal hearing. In that event, the Dean may review the matter under any reasonable procedure that he/she selects. At the end of that procedure, the Dean will decide the matter, and that decision is final, unless the Dean, in the Dean's sole discretion, declines to render a final decision, and instead decides to refer the matter to the Student Conduct Committee for hearing and determination. In the event of such a referral, the matter will be heard under the rules and procedures set forth in 12.4.-12.7. The Dean, or his/her designee, shall notify the student in writing of the Dean's decision. Alternatively, the student may request a formal hearing under the procedures outlined below.

12.2.4.2. Associate Dean-Initiated Proceedings

If the Associate Dean for Faculty determines that the infraction is serious enough to warrant formal disciplinary action, he/she shall issue a Notice of Formal Disciplinary Action.

- a. The Notice of Formal Disciplinary Action shall include:
1. A statement of the charge, including the specific Standard(s) of Conduct violated;
 2. A copy of the Disciplinary Code;
 3. A statement of the Associate Dean for Faculty's recommended resolution; and

4. A statement that the student has the following options:
 - a. To accept the resolution recommended by the Associate Dean for Faculty;
 - b. To have the matter referred to, heard and resolved by the Dean, who retains the ability to refer the matter to the Student Conduct Committee; or
 - c. To have the matter referred to, heard and resolved by the Student Conduct Committee.

b. The student must notify the Associate Dean for Faculty within five (5) business days from the date of the Notice of Formal Disciplinary Action of his/her decision. If the student does not notify the Associate Dean within that time period, then the resolution recommended by the Associate Dean for Faculty becomes final and effective within seven (7) business days from the date of the Notice of Formal Disciplinary Action.

c. Public Disclosure

All Formal Disciplinary Actions become a part of a student's official Law School records and will be subject to disclosure to the public if, at the conclusion of the proceeding, it is determined that the student has violated the Law School's Standards of Conduct.

12.3. Student Conduct Committee

12.3.1. Composition. The Student Conduct Committee shall be composed of the following members:

12.3.1.1. Chairperson, appointed by the Dean, to preside over the Committee, without vote except to break a tie;

12.3.1.2. Three (3) members of the full-time Law School faculty appointed by the Dean; and,

12.3.1.3. Three (3) members of the Law School student body (Day or Evening Division) in good standing and not on academic or disciplinary probation. The Student Bar Associations may select ten (10) candidates and submit their names in writing to the Dean who shall make the appointments of members and alternates from the list. Absent submission of such a list, the Dean may appoint the student members.

12.3.2. Term. The Committee shall be appointed for an academic year, including the Summer Session, and shall serve from the date of its appointment until a new committee is appointed.

12.3.2.1. At the time of membership appointment, three (3) alternate full-time faculty and three (3) alternate student members shall be selected.

12.3.2.2. Temporary or permanent vacancy of the Chairperson shall be filled by selection of the Dean as the need arises. Temporary or permanent vacancy of other members shall be filled by selection of the Dean as the need arises, first from the alternates. If further vacancies occur, the Dean may select the student member(s) directly from the student body, and the faculty member(s) from the full-time faculty.

12.3.2.3. If the Committee has commenced a hearing on a matter prior to the end of the academic

year, but has not reached a decision by that date, the Committee as constituted shall retain authority over the matter until a decision has been reached.

12.4. Hearings of Committee

12.4.1. Representation. If the student elects to go before the Student Conduct Committee or if the matter is referred to the Student Conduct Committee for hearing and determination by the Dean or his/her designee, the student may be represented by himself/herself, or by outside counsel at the student's sole expense.

12.4.2. Notice. The Chairperson shall set the date, time and place for hearing, and shall give written notice thereof, together with notice of the specific Standards of Conduct alleged to be violated and the specific alleged act(s) of violation, to the student, the person who is to present evidence in support of the charge, and the Committee members. Such notice of initial hearing shall be given not less than fourteen (14) days before the hearing date.

12.4.3. Student Rights. The student charged shall have the following rights at the hearing:

12.4.3.1. To be personally present during the taking of all evidence, provided, however, if the student refuses or fails to appear, the Committee may nevertheless proceed to hear and determine the matter;

12.4.3.2. To confront and cross-examine witnesses giving evidence against him/her or about the matter;

12.4.3.3. To testify and present other evidence on his/her own behalf;

12.4.3.4. To decline to testify, and such declination shall not be considered by the Committee as an inference of or evidence of culpability;

12.4.3.5. To have a copy of all written documents submitted to the Committee.

12.4.4. Privacy.

12.4.4.1. Hearings will be held in private, provided, however:

12.4.4.1.1. The student, in addition to his/her rights with respect to representation, may have a non-participant observer present during the hearings;

12.4.4.1.2. The student may send a written request to the Chairperson of the Committee not later than three (3) days before the date set for the hearing, to have the hearing be open. If a majority of the Committee concurs, the hearing shall be open. The Committee, however, shall have the right to exclude potential witnesses or later close the hearing by majority vote.

12.4.4.2. Matters presented during the hearings and the decision of the Committee shall be kept in confidence by all persons present, provided, however, that the Dean may make such disclosures as the Dean deems appropriate.

12.4.5. Presentation of Charge. Evidence in support of the charge shall be presented by an individual designated by the Dean, normally a full-time member of the Law School faculty.

12.4.6. Disqualification.

12.4.6.1. A member of the Committee shall disqualify himself/herself if he/she determines that he/she will be unable to render an impartial decision in the matter.

12.4.6.2. Any member of the Committee shall be subject to challenge for cause, either by the student or the person appointed to present evidence of the violation, upon a showing of a reasonable probability that he/she will be unable to render an impartial decision in the matter.

12.4.6.2.1. The student or the student's representative, and the person appointed to present evidence in support of the charge shall be given reasonable opportunity to ask questions of the members of the Committee to determine if grounds for challenge exist.

12.4.6.2.2. Removal by challenge shall be by majority vote of the Committee, with the challenged member abstaining.

12.4.7. Quorum. A quorum shall consist of at least four (4) voting members of the Committee.

12.4.8. Evidence and Procedure.

12.4.8.1. The Committee may receive any evidence relating to the violation that it deems proper. Rulings on the evidence by the Chairperson shall be subject to objection by any member, in which event a majority vote shall control. The Committee shall have the opportunity to question all witnesses and may, on its own motion, call additional witnesses or request the production of additional evidence.

12.4.8.2. The order of proceeding shall be as follows: 1) evidence in support of the charge; 2) student's evidence in rebuttal; 3) any other evidence requested by the Committee; and 4) oral arguments. The Committee shall then close the hearing and decide whether the student has committed a violation. If the Committee decides that the student has committed the violation charged, the order of the remaining proceeding shall be as follows: 1) evidence on the appropriate sanction by the person who presented evidence on the charge; 2) evidence by the student on the subject of the appropriate sanction; and 3) arguments on sanction. The Committee shall then decide an appropriate sanction for the violation.

12.4.9. Decision.

12.4.9.1. The Committee shall arrive at its decisions in private deliberations and, by majority vote, based only upon the evidence received at the hearing. The Chairperson shall be without vote except to break a tie.

12.4.9.2. A decision that the student has committed the violation charged shall be in writing and supported by clear and convincing evidence to a reasonable certainty. The decision shall be supported by written findings of fact adopted by the Committee, and shared with the Dean, the student, the student's representative, and the person appointed to present evidence in support of the charge.

12.4.9.3. In rendering its decision, the Committee is not bound by the Recommended Sanction issued by the Associate Dean, if any, and may impose any sanction set forth in Section 12.1.

12.4.10. Record. The Committee shall cause a record of the hearing to be kept, as property of the Law School. At the conclusion of the proceeding, the record shall be made available to the student at his/her expense.

12.5. Action by Dean

12.5.1. The Dean shall review the decision of the Student Conduct Committee as set forth in Section 12.5.2. and take final action thereon.

12.5.2. The decision of the Committee shall be followed by the Dean. However, when the Dean deems it advisable in the interests of justice, the Dean may reduce the sanction imposed by the Committee.

12.5.3. The student and the person appointed to present evidence in support of the charge shall be notified by the Dean of the final action taken.

12.6. Appeal to Provost

12.6.1. In cases where the sanction imposed is expulsion, indefinite suspension, suspension until specified date, or revocation of degree, the student upon whom such sanction is imposed may appeal to the Provost of Loyola Marymount University on the basis that the action by the Dean (either on determination without formal hearing or after hearing by the Student Conduct Committee) is arbitrary and unreasonable.

12.6.2. Appeal must be submitted in writing to the Provost, with a copy to the Dean, within three (3) days after receipt of notice of action taken by the Dean. The written appeal shall specifically set forth every reason for the contention that the action by the Dean is arbitrary and unreasonable.

12.6.3. If timely appeal is presented, the action by the Dean shall be held in abeyance until disposition of the appeal is completed.

12.6.4. The action by the Dean shall be upheld unless deemed to be arbitrary and unreasonable.

12.6.5. The Provost shall give written notice of the decision on appeal to the Dean, the student, and the person appointed to present evidence in support of the charge.

12.6.6. The decision by the Provost shall be final and there are no further appeals available to the student.

12.7. Miscellaneous

12.7.1. Notices. Notices required or permitted in this code shall be in writing and may be delivered personally or by United States Postal Service. Notice given by mail shall be deemed received forty-eight (48) hours after posting in the United States Mail. Notices by mail to the student shall be addressed in accordance with the address of record in the Office of the Registrar, and it shall be the student's responsibility to maintain a current address with the Registrar.

12.7.2. Witnesses. It is the obligation of every employee and student of the School to give testimony or evidence relevant to the charged violations upon request by the Dean, the Associate Dean for Faculty, the

student facing disciplinary charges (or his/her representative), the person appointed to present evidence in support of the charge, or the Student Conduct Committee. A person may, however, refuse to give testimony or other evidence that may tend to incriminate him/her in violation of the Standards of Conduct herein, or a violation of a public penal law, provided, however, that the Committee may excuse any person from testifying for just cause.

12.8. Effective Date and Application

12.8.1. This code shall be effective commencing Fall 2013.*

12.8.2. Conduct occurring prior to admission to the School shall not be a disciplinary action under this code, except as provided in 11.1.9. of "Prohibited Conduct" (Section 11.1.).

*This code was amended effective August 1, 2013.

13.0. **DISCRIMINATORY HARASSMENT POLICIES**

13.1 **Student-on-Student Sexual & Interpersonal Misconduct Policy & Protocol**, please refer to Appendix B.
See also

https://my.lls.edu/system/files/student_affairs/student_on_student_sexual_and_interpersonal_misconduct_policy_and_protocol.pdf.

13.2. **Discriminatory Harassment and Complaint Process**, please refer to Appendix C.

See also https://my.lls.edu/system/files/student_affairs/disc_harassment_08_01_19 consolidated.pdf.

14.0. **OFFICIAL ACADEMIC RECORDS DISPOSITION POLICY**

14.1. **The Family Educational Rights and Privacy Act of 1974**

The Family Educational Rights and Privacy Act of 1974, as amended ("Buckley Amendment"), is a federal law which states that a written institutional policy must be established and that a statement of adopted procedures covering the privacy rights of students be made available. The following is Loyola Law School's policy:

The Law School will maintain the confidentiality of student education records. Therefore, only the Dean, the Dean of Students, and the Registrar of the Law School have the power to authorize release of official records to any agent external to the University or to permit any such agent access to these records. The ordinary official practice of the Law School will be to release the material indicated as "Directory Information" unless students expressly notify the Registrar that it not be released. Any other information will be released only upon written request and with the written consent of the subject of those records. Extraordinary cases will be subject to the discretion of the officials mentioned above.

Directory Information includes: the student's name; local address and telephone number; permanent address and telephone number; LLS e-mail address; current enrollment status; dates of attendance; photograph; date and place of birth; most recent previous school attended; division; degree program; candidacy for degree; expected date of graduation; year in school; participation in officially recognized Law School activities; degrees, honors, and awards received; employment status as a research assistant; rankings; and other information encompassed by the federal law.

Students should carefully consider the consequences of withholding directory information. Requests for such information from an individual or organization (*e.g.*, prospective employers, scholarship entities) not specifically sanctioned by the Law School and federal regulations will not be honored.

The education records of the Law School will be accessible, in whole or in part, to authorized Law School officials with legitimate educational interests. Such an official includes those employed in an administrative, supervisory, academic, research, or support staff position (including security personnel and health staff); a person or company with whom Loyola Law School has contracted (such as an attorney, auditor, collection agent, degree conferral & transcript processing agent, document managing agent, and placement sites for internship or similar student work/study opportunities); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks; consultants, volunteers, or other outside parties to whom Loyola Law School has outsourced institutional services or functions that it would otherwise use employees to perform. As allowed within FERPA guidelines, the Law School may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.

14.2. Release of Information

Information about students may be released to external agents in any of the following ways:

- a. To anyone designated by the student if the student provides signed FERPA Authorization Form in writing.
- b. Without obtaining the specific consent of the student, to the following parties, as defined by federal law:
 - 1) Officials of other schools in which the student seeks to enroll.
 - 2) Specified government officials in connection with the audit and evaluation of federally supported educational programs. This includes the U.S. Attorney General (law enforcement only).
 - 3) Specified government officials in connection with the student's application for receipt of financial aid.
 - 4) State or local officials to whom such information is specifically required to be reported pursuant to local laws.
 - 5) Certain research organizations in connection with their ongoing research.
 - 6) Accrediting organizations.
 - 7) Parents of a dependent student as defined by §152 of the Internal Revenue Code.
 - 8) Anyone in compliance with judicial orders; provided that the Law School makes a reasonable effort to notify the student of the order or subpoena in advance of compliance therewith.
- c. Non-Consensual Disclosures for Health and Safety Emergencies

If the Law School determines that there is an articulable and significant threat, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health and safety of the student or other individuals. The Law School will, however, make a record of (1) the articulable and significant threat that formed the basis for such disclosure and (2) the parties to whom information was disclosed.

The Law School will maintain records of access granted without the expressed consent of the student, except for Directory Information and information released to administrative and instructional officers of the School, and pursuant to subpoena or court order which specifies nondisclosure; these records will be made available to the student upon request.

14.3. Students' Access to Records

Academic files are maintained by the Office of the Registrar. These files contain admissions credentials, records of current and previous academic work, supporting documentation, and assorted correspondence.

Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. Federal law requires that the request for access must be granted within 45 days.

Students will have access to all materials and documents contained in their files, except the following records which are excluded by federal law:

1. Financial records of the parents of the student or any information contained therein; these records are maintained by the Office of Financial Aid;
2. Confidential letters and statements of recommendation that were placed in the records prior to January 1, 1975;
3. Confidential letters and statements for which the student has signed a waiver of access with respect to admission to any educational institution or agency, an application for employment, or the receipt of an award;
4. Records of administrative personnel which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute; and
5. Student health records maintained by the Loyola Marymount University Student Health Service; these records are not part of the student's academic file unless submitted by the student to the Associate Dean for Student Affairs expressly for the file.

If circumstances effectively prevent the eligible student or parent from exercising the right to inspect and review, students may request that copies be made of documents contained in their files except for the above-stated excluded records. However, students may not obtain a copy of any academic record or document if an administrative or financial "hold" exists, or of an original or source document that exists elsewhere (e.g., a transcript from another school).

14.4. Parents or Third Party Access to Records

If a student wishes to authorize parents or another party to have access and/or make inquiries concerning the student's academic or financial records, the student must complete a [FERPA Authorization Form](#) and submit it to the appropriate office. (When parents or other parties submit payments for a student's account, it does not entail authorization to access the student's information unless the parent(s) or other party is named on the *FERPA Authorization Form* signed by the student.) Under no circumstances will information be released unless the *FERPA Authorization Form* is on file. Any release of information will be limited to the specifications contained therein. The Law School, however, will comply with all reporting required by law.

14.5. Challenges to Student Records

If students contest the content of their records, alleging inaccuracies or misrepresentations, they have the right to informal and, if necessary, formal proceeding to correct or delete such information. Students should address initial challenges to the contents of educational records to the Law School Registrar. Informal discussion between the student and the Law School official will resolve most difficulties. If the student's request for removal or amendment is denied, the student then has the right to petition for a formal hearing before a committee established for that purpose by the Dean.

Student requests for formal hearings must be made in writing to the Dean, must contain a brief explanation of the item being challenged and the basis for the challenge, and must contain a statement that the student's initial request to a Law School official was denied, naming the official and stating the date of the denial. The request must specify what relief the student is requesting. Within a reasonable time after receiving such request, the Dean will advise the student of the date, time, and place of the hearing.

The hearing shall be closed to the public. At the hearing, there will be an informal presentation of arguments from both sides; evidentiary rules shall be disregarded. Each committee member must disqualify himself/herself if there is any indication of personal bias. Additionally, the student has the right to disqualify any member of the committee for cause; in such cases, an alternate shall be appointed.

Decisions of the committee shall be final, will be based solely on the evidence presented at the hearing, and will consist of a written statement summarizing the evidence and stating the reasons for the decision. The written decision will be delivered to all parties concerned.

The education records of the student will be corrected or amended in accordance with the decision of the committee, if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place with his/her education records a statement commenting on the information in the records, or a statement setting forth any reasons for disagreement with the decision of the committee. The statement will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

This procedure for challenging the contents of educational records cannot be used to question substantive educational judgments that are correctly recorded. A student may challenge a recorded grade only on the ground that it was inaccurately recorded due to clerical error, not on the ground that the student feels that the student should have received a higher grade. Where it is believed that a clerical error was made in recording a grade, the student must first contact the professor involved and the Registrar before invoking any of these challenge procedures.

A student who thinks that the Law School has failed to protect his/her rights under the Family Educational Rights and Privacy Act (FERPA), may file a written complaint with the FERPA office, Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202, or FERPA@ed.gov.

15.0. ADMISSION TO THE BAR

Each student should secure information regarding character and other qualifications for admission to the bar in the state in which the student intends to practice.

Any student who takes a bar examination before satisfactorily completing all requirements for the Juris Doctor **will not be permitted to graduate.**

Sections 6060 through 6069 of the California Business and Professions Code govern admission to the State Bar of California. Questions concerning admission to the State Bar of California should be directed to the Committee of Bar Examiners, 845 South Figueroa Street, Los Angeles 90017-2515; telephone (213) 765-1000.

- a) Each student who plans to seek admission to the State Bar of California must assume responsibility for complying with all requirements.

All students commencing law study who plan to take the California bar examination should, within 90 days after beginning the study of law, register with the Committee of Bar Examiners. *Registration Forms* for students commencing the study of law are available from the State Bar of California website at <http://www.calbar.ca.gov>.

Copies of past California bar examination questions are available on-line at <http://www.calbar.ca.gov>.

As of July 2017, the California bar examination is administered over a 2-day period in July and again in February.

A separate Professional Responsibility examination must also be completed. The Multistate Professional Responsibility Examination (MPRE) is given three times a year, in March, August, and November. Students are encouraged to take the MPRE examination after completion of Ethical Lawyering. MPRE application packets, deadline dates, and fees are available at <http://www.ncbex.org/exams/mpre/>.

As part of the MPRE examination process, each applicant is required to submit a photograph.

A checklist for admission to the State Bar of California is available at <http://www.lls.edu/academics/officeoftheregistrar/californiabarinformation/checklistforadmissiontothecaliforniabar/>.

16.0. IMPORTANT INFORMATION

The provisions of this Handbook, the academic rules, and Law School policies and procedures cannot be modified or waived except in writing signed by a dean or the appropriate department head responsible for the particular rule or policy. Students should not rely on any other written or oral statement purporting to modify or waive these provisions.

16.1. Official Notices

The Law School's e-mail system (through a moderated list, officialnotice@lists.lls.edu) is utilized to publish official notices and inform students of Law School-related issues. **Any such notice will be considered to have been transmitted to all students. Students are required to access and read e-mail messages at least once a week**, but are strongly urged to do so on a daily basis. Students may not unsubscribe or be removed from the official notice listserv.

Students are responsible for maintaining valid contact information (e.g., phone number, address). Students may update contact information at <http://prowl.lls.edu>.

In addition to the moderated list, official notices may be conveyed through *In Brief*, an electronic newsletter of Loyola Law School. It is published at <http://inbrief.lls.edu>.

Headnotes meetings, at which important administrative information will be discussed, will also be held for first year day and evening students, and second year evening students. Students will be required to attend mandatory Headnotes meetings and will be accountable for all information disseminated.

Reference should be made to the sections on E-mail (16.13), Headnotes Meetings (16.18) and *In Brief* (16.23) for more information.

16.2. Alcoholic Beverages

Ad hoc consumption of alcoholic beverages by students is not allowed on campus. To serve alcoholic beverages at any campus function, student organizations must receive prior approval from the Office of Student Affairs. Organizations should seek such approval by electronically submitting a *Reservation Form* on-line at <https://mastercalendar.lls.edu/reservation-form>. <https://25live.collegenet.com/lls/>

Only individuals over the age of 21 -- the legal drinking age in California -- will be permitted to consume alcoholic beverages at any Law School event.

Alcohol abuse is a serious national problem. Substance abuse and chemical dependency prevent a student from taking full advantage of the educational and social opportunities offered at the Law School. The use of alcohol and/or drugs can also affect the student's chances of success in employment and interpersonal relationships. Any student experiencing difficulty with alcohol or other drugs should contact the On Campus Psychological Counseling Office, Student Health, or the Office of Student Affairs for resources that assist with treating alcohol or substance abuse.

16.3. Audio/Video Recording of Classes

16.3.1. Audio recording by the Instructional Design & Technology Department:

The Instructional Technology Department audio records **all** courses listed by the Office of the Registrar. To accommodate, all classrooms and seminar rooms are audio recorded Monday through Friday, 8am-11pm. However, access to course audio recordings is not automatic. Professors have the option of releasing recordings in the following ways:

1. Release all audio recordings (links will be posted on the course page on TWEN)
2. Release audio recordings if requested by the student (student will need to use the [Class Recordings Request](#) form to receive a link)

3. Release audio recordings if requested by the student *and* approved by the professor (student will need to use the [Class Recordings Request](#) form and wait for professor approval to receive a link)

If a student experiences a serious illness or family emergency, he/she may contact the professor to request that the class recordings be made available, regardless of the professor's original policy. If the professor is unavailable, the student may contact the Office of Student Affairs. In addition, some professors require that a student receive verification and approval from the Office of Student Affairs before the professors will permit recording of a class be released.

1. For further information, reference should be made to the individual instructor's recording policy posted on the class website (TWEN). Students should allow up to two business days for the Instructional Technology Department to process the files and upload them. Most audio recordings are available within 24 hours, however.
2. If a student feels he/she has a disability for which audio recording is an appropriate accommodation, the student should contact the Office of Student Affairs to discuss his/her situation. The Office of Student Affairs can advise the student regarding the accommodation request procedure.
3. Examples of a special situation for which a professor might request audio recordings be released include the professor wishing to have a class session available for students to review or observation of a religious holiday which requires students to miss class.

Some professors may choose to have their courses video captured. If so, the recordings will be released in accordance with the professors chosen recording release policy.

Class and event audio and video recordings are the intellectual property of Loyola Law School and the speaker/professors. **Recordings may only be used by the students who have access through a course home page or have been given permission by a professor through the Class Recordings App. Sharing of recordings with others who are not authorized or storing recordings past the duration of the course for which they were requested is strictly prohibited.** Contact instructional.technology@lls.edu for more information.

16.3.2. Audio Recording by Students

Students must obtain permission from the professor of the class or speaker at an event before creating a personal recording (video or audio) of the class or event. It is generally assumed by professors that the official course recordings are the only recordings to be created of a course, so explicit permission to create a personal recording must be obtained and documented. If a student is granted permission to create their own recording, they must provide their own video or audio recording equipment.

Students are reminded that audio recording or listening to class recordings is not a substitute for regular class attendance. A student is required to attend classes. A student may be excluded from an examination and given a failing grade in any course in which he/she has not maintained a satisfactory attendance record, even if the student has been able to listen to class recordings. A student should contact the professor to ensure that he/she is in compliance with the professor's attendance policy.

16.3.3. Event recordings

Student organizations may request that their event be audio or video recorded when they submit their room reservation request through the Information & Support Services system (<https://mastercalendar.lls.edu>). Any questions or specific requests about event recordings may be sent to the Office of Instructional Design & Technology (instructional.technology@lls.edu).

Digital Signs. Digital signs throughout campus display news and event information from a variety of sources. Events listed in the Calendar of Events at <http://events.lls.edu> are accessible via those screens.

16.4. Bookstore

The Law School bookstore, operated by a private concession, is located on the main level of the Burns Building. All textbooks required for courses at Loyola Law School can be obtained there, as well as study aids, other school supplies, Loyola branded items, snacks, graduation supplies, and miscellaneous computer supplies. Items may be ordered on-line for shipping or in-store pickup. Additional information may be found at <http://lls.bncollege.com/>. Suggestions or comments about the service or the facility should be brought to the attention of the Bookstore Manager at (213) 736-1032 and/or the Director of Finance at (213) 736-1020.

16.5. Bulletin Boards

The Law School's electronic boards and bulletin boards located throughout the campus will have information materials posted on them. Students are encouraged to check them regularly.

Administrative Boards. The Career Development Office and Office of the Registrar each have a bulletin board. Important announcements, office hours, etc. are posted on these boards.

Assignment Postings. Instructors post assignments and other notices relevant to their classes on-line at <http://classes.lls.edu/>. Students should check class assignments and notices on a daily basis.

Digital Signs. Digital signs throughout campus display news and event information from a variety of sources. Events listed in the Calendar of Events at <http://events.lls.edu> are accessible via those screens.

Student Bar Association Boards. The Student Bar Associations (SBAs) have bulletin boards located in the basement level of the Casassa Building and the exterior of the Rains Law Library. While the Day and Evening SBAs have priority in posting notices on these bulletin boards, other student organizations may post approved notices on these boards on a space available basis. (Reference should be made to the posting policy, item 16.31. below, for guidelines regarding posting notices for student organization events.)

Student Use Bulletin Boards. The following bulletin boards are for general student use:

- Esplanade kiosk
- SBA Bulletin Boards, Burns Building lobby and exterior of the Rains Law Library (approved student organization notices only)
- Second floor of the William M. Rains Library (foyer above the stairs)

Reference should be made to the posting policy (item 16.31.) for guidelines regarding the posting of notices on these boards.

16.6. Campus Food Service

The Law School cafeteria, operated by a private concession, is located on the first floor of the Burns Building. A variety of food items are available including grill items, daily hot meal specials, sandwiches, salads, beverages, and snacks. Suggestions or comments about the service or the facility should be brought to the attention of the Chef/General Manager at (213) 736-1133 and/or the Director of Finance at (213) 736-1020.

Vending machines are also located on the first floor of the Casassa Building and in the lower level of Founders Hall. For immediate refund of lost monies, students should visit the Security Office located in the garage. For service difficulties, students should contact the vending company, Premier/Downey, whose number appears on the front of the machine. Suggestions or comments about the service should be brought to the attention of the Director of Campus Operations at (213) 736-8156.

16.7. Certification of Law Students -- Practical Training of Law Students

Students needing to be certified as part of their participation in a field placement or those students seeking to be certified, but not as a part of a field placement program, should obtain the *Application for Certification in the Practical Training of Law Students Program*.

The *Application for Certification in the Practical Training of Law Students Program* consists of three pages: a *Student Application*, a *Declaration by the Supervising Attorney*, and a *Declaration by the Dean*. The *Application* and information materials are available at the State Bar of California website at <http://www.calbar.ca.gov>. Instructions and links to the necessary forms are also available on the Loyola Law School website at <https://my.lls.edu/studentaffairs/practicaltraininglawstudentsptls>

The *Student Application* and the *Declaration by the Supervising Attorney* must be submitted to the Office of Student Affairs in order for the *Declaration by the Dean* to be completed. The Office of Student Affairs will provide the *Declaration by the Dean*. Students should ensure that the *Student Application* and the *Declaration by the Supervising Attorney* are fully completed when they submit the *Application* to the Office of Student Affairs.

16.8. Campus Ministry

Campus Ministry provides pastoral and spiritual support for the Loyola Law School Community through pastoral counseling, liturgy, spiritual accompaniment, a chapel, and mission formation events.

The Chapel of the Advocate, located at the south end of the campus, is opened from 7:30 a.m. until 9:00 p.m. for prayer and quiet reflection. Mass is celebrated on Wednesdays at 12:10 p.m.

For more information, please contact the Chaplain in Burns 230, call (213) 736-8193, or visit: <https://www.lls.edu/studentlife/campusministry/>

The Chapel of the Advocate, located at the south end of the campus, is opened from 7:30 a.m. until 9:00 p.m. for prayer and quiet reflection. Please visit <https://www.lls.edu/studentlife/campusministry/> for more information.

16.9. Computer Lab

For detailed information, reference should be made to <http://www.lls.edu/library/services/computerlabcr/>

16.10. Computer Usage – Acceptable Use Policy

Reference should be made to Appendix A for the *Acceptable Use Policy* in its entirety. Only authorized personnel shall publish to websites maintained on Law School Web servers. All published material shall conform to applicable standards of conduct, including standards contained in the *Student Handbook*, *Faculty Handbook* and *Acceptable Use Policy*.

The Law School exercises no direct control over websites housed on non-Law School Web servers. However, persons maintaining those sites are advised as follows:

- a. The Law School name, likeness, logo, and domain name are the property of the Law School and may not be used without permission.
- b. Any pages containing a reference to Loyola Law School, where the reference could reasonably lead to a perception by a viewer that he/she has accessed an official Law School site, should indicate that the site is not an official Loyola Law School site.
- c. Material posted on off-campus sites that might reasonably be attributable to the Law School, its administration, faculty, staff, or students, is subject to the applicable standards of conduct.
- d. All computer use on the campus of Loyola Law School is subject to the applicable standards of conduct.

- e. Any questions concerning the *Acceptable Use Policy* should be directed to the Associate Dean for Faculty at Loyola Law School.

Current versions of policies covering various technology services provided at the Law School that each user of a given service is required to read are available on-line at the URL, <http://its.lmu.edu/whatwedo/>

16.11. Accommodations for Students with Disabilities

Loyola Law School adheres to a policy of nondiscrimination in its educational programs, admissions policies, financial aid and other school-related programs on the basis of sex, age, race, color, religious creed, national origin, sexual orientation, disability, marital, parental or veteran status. The Law School complies fully with provisions of Title IX of the Education Amendments of 1972, Title III of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and related administrative regulations and executive orders promulgated thereunder.

Reasonable accommodations are available to meet the needs of individual students. In providing reasonable accommodations, the Law School reserves the right not to waive any requirements essential to the curriculum or the Law School's educational mission.

Student Accessibility Services (SAS) in the Office of Student Affairs works with licensed professional consultants to review requests for disability accommodations at the Law School.

Applying with Student Accessibility Services (SAS) in the Office of Student Affairs is on a voluntary, self-identifying basis. SAS works to ensure that accommodations are provided to students who have established a disability that limits them in a major life activity. Accommodations are granted to provide a fair and equal opportunity to access the law school curriculum and program.

Students registered with SAS, as well as those who want to apply for accommodation, should use the SAS Online portal. For additional information regarding disability accommodations and to access the Online portal, reference should be made to <https://my.lls.edu/studentaffairs/disabilityaccommodations>.

The process of reviewing the application and accompanying documentation can be a lengthy one, especially where the accommodations requested are extensive. Because of the time needed for processing and approving accommodations requests, students should use all reasonable efforts to submit an application and documentation no later than six weeks prior to a scheduled midterm or six weeks prior to the first day of the final examination period. While the Law School will make its best effort to process a student's application for accommodation if submitted beyond that deadline, applications received less than two weeks prior to these times may be denied if there is insufficient time to gather and review the appropriate documentation, evaluate possible accommodations or to implement an accommodation.

All forms, documentation, and correspondence related to the application for accommodations are confidential and kept separately from the student's official record. Limited information is only shared with other Law School Departments to effectuate the accommodations (e.g., staff in the Office of Student Affairs, staff members involved in examination and accommodation arrangements).

Loyola Law School reserves the right to request independent evaluations before granting or extending a request for reasonable accommodation. In addition, the Law School reserves the right to deny a request if the accommodation sought is not supported by the data in the assessment or documentation.

16.12. Drug-Free School and Campus

The Drug-Free Schools and Communities Act Amendments of 1989 is a government response to growing concern over substance abuse among college and university students. This Act mandates that students be informed of

government and university regulations regarding substance abuse. The information provided below is an overview of these policies. More detailed information can be obtained through the on-campus psychological counseling program or in the Office of Student Affairs.

There are serious physical and psychological effects to the use of drugs, including alcohol. The use of alcohol and other drugs can impair an individual's ability to function rationally and responsibly. Although different drugs exhibit a variety of symptoms, common effects of drug use include loss of motor control, nausea, impaired vision, and a lessened capacity to think clearly and control behavior. Continued and frequent use of drugs can lead to physical and/or psychological dependence and may result in permanent organic damage. Moreover, abuse of drugs is associated with incidents of violent and irresponsible behavior: assault, rape, vandalism, reckless driving, etc.

The Law School offers assistance to any student experiencing drug abuse or dependency problems. Short-term individual counseling to students can be provided through the on-campus counseling service. The counselor will also refer students to support groups, outside counselors, and treatment programs.

The use, possession, or distribution of illicit drugs is prohibited by state, federal, and local laws and the Law School's Standards of Conduct also reflects this. This prohibition includes the use and possession of alcohol at any Law School event by any person under the age of 21 and the serving of alcohol to those under the age of 21. Students who violate the policies are subject to disciplinary action by the Law School. Possible sanctions for prohibited conduct include suspension or dismissal from the Law School.

In addition to Law School and University sanctions, there are federal and state criminal penalties for the sale and/or possession of illegal drugs.

Drug abuse is a serious national problem. Substance abuse and chemical dependency prevent a student from taking full advantage of the educational and social opportunities offered at the Law School. The use of alcohol and/or drugs can also affect the student's chances of success in employment and interpersonal relationships. Any student experiencing difficulty with alcohol or other drugs should contact the On Campus Psychological Counseling Office, Student Health, or the Office of Student Affairs for resources that assist with treating alcohol or substance abuse.

16.13. E-Mail

16.13.1. Officialnotice@lists.lls.edu is utilized to publish official notices and inform students of Law School-related issues. **Students are required to access and read messages at least once a week but are strongly urged to do so on a daily basis. Official notices published through the official notice e-mail list will be considered to have been transmitted to all students.** Students will not be able to unsubscribe from this list.

16.13.2. Events@lists.lls.edu is utilized for events, programming notices, and announcements. Departments, recognized student organizations, student bar associations, and local bar associations will be permitted to send messages on this list. Messages on this list should not be of an official nature but be Law School-related, promoting events, programs, functions, or announcements which are planned by the various authors. All messages are reviewed before sending.

Students seeking assistance on e-mail usage should contact the Computer Lab Helpdesk. The phone number is (213) 736-1426 and the e-mail address is crc.help@lls.edu. Information handouts are also available from the Computer Lab.

Reference should be made to the section on Computer Usage (16.10) and the *Acceptable Use Policy* (Appendix A or on-line at <https://its.lmu.edu/gethelp/itspolicies/>). Individual student e-mail can be accessed at mail.lls.edu. Loyola Law School e-mail accounts will be valid and continue to function for two years after graduation.

16.14. Ethics Reporting

In its endeavor to maintain the highest ethical standards in all of its operations, the University has a confidential reporting mechanism for vendors and the entire University community. *Ethics Reporting Line* provides a confidential and anonymous means to report suspected misconduct at the University. The system can be accessed on the Law School's webpage at <http://www.lmu.edu/about/contact/ethicsreporting/>.

16.15. Facilities Usage

Law School facilities are available for Law School-related events. Facilities must be reserved in advance of an event and are available on a first-come, first-served basis.

Information and Support Services Office - Scheduling (213-736-1001) is responsible for scheduling and reserving locations for on-campus events. Events must be scheduled at least two weeks in advance. In order to schedule an event, students must electronically submit a *Reservation Form*. **Before an event is confirmed or publicized, the *Reservation Form* must be approved by the Office of ISS/Scheduling.** Students will receive an e-mail confirmation indicating the event booking is finalized. **It is ultimately the responsibility of the event requestor to follow up and ensure everything is finalized prior to the event.** All special requests such as tables, additional chairs, or microphones must be made using the *Reservation Form*. The *Reservation Form* can be located, completed, and submitted on the ISS/Scheduling web page at <https://mastercalendar.lls.edu/reservation-form-instructions>.

Event requestor must work directly with an event coordinator in the Information and Support Services Office - Scheduling.

For more information regarding special events, students should refer to the *Student Organization Handbook* which may be viewed on-line at https://my.lls.edu/system/files/student_affairs/docs/student-org-manual.pdf

16.16. Information and Support Services - Graphics/Business Cards

Course Materials. Course materials are distributed from the Graphics Center (Founders Hall). Course material availability can be found at <https://my.lls.edu/graphics>.

The Information and Support Services - Graphics Center is located in the lower level of Founders Hall. Reference can be made <https://my.lls.edu/graphics>. Suggestions or comments about the service should be brought to the attention of the Director of Campus Operations (213) 736-8156.

Business Cards. Business cards can be purchased using the on-line form located at: <https://my.lls.edu/graphics/businesscards>. The price for business cards is \$25.00 for 250 and \$30.00 for 500. Students should submit cash (exact change required) or a check to the Information and Support Services - Graphics Center, payable to Loyola Law School.

Payment is due upon placement of order. An on-line order is not complete until payment is submitted -- in person -- **to the Information and Support Services - Graphics Center. Delivery requires up to two weeks.** Students will be notified by e-mail when their business cards are ready for pick-up in the Information and Support Services - Graphics Center.

Color Copies. Color copies may be purchased from the Information and Support Services - Graphics Center. The price for color copies printed on regular white paper is \$0.15 single-sided and \$0.24 double-sided.

16.17. Grievances and Complaints

If a student has a grievance or a complaint regarding a faculty member, it should be brought to the attention of the Associate Dean for Faculty. If the Associate Dean determines that there is a basis for formal inquiry and the grievance cannot be resolved informally, it will be forwarded to the Dean's Advisory Committee for appropriate action. The Dean's Advisory Committee will make a recommendation to the Dean regarding the disposition of the matter.

If a student has a grievance or a complaint regarding a disability accommodation or related matter, it should be reported to the Office of Student Affairs. If the Office of Student Affairs is unable to resolve the matter informally, the student will have the opportunity to present his/her concerns to the Dean of Students. If the student is dissatisfied with the resolution of the matter by the Dean of Students, the student should submit a written complaint to the Associate Dean for Faculty. If the Associate Dean is unable to resolve the matter or if the student is dissatisfied with the resolution, the written complaint will be forwarded to the Vice President for Human Resources for investigation and decision.

A student having a grievance or a complaint regarding an issue other than an academic or disability one should present that issue to the Office of Student Affairs. If the Office of Student Affairs is unable to resolve the matter informally, it will be forwarded to the Dean of Students for appropriate action. If the matter cannot be satisfactorily resolved by the Dean of Students, the student may make a written appeal to the Dean.

16.17.1 Complaints Implicating ABA Standards Policy – ABA Standard 510

As an ABA-accredited law school, Loyola Law School must comply with the American Bar Association Standards for Approval of Law Schools (“ABA Standards”). The ABA Standards may be found at http://www.americanbar.org/groups/legal_education/resources/standards.html. Any Loyola student who wishes to bring a complaint to the attention of the law school of a significant problem that directly implicates the school’s program of legal education and its compliance with the ABA Standards should take the following steps:

1. Submit the complaint in writing to the Dean of Students. The writing may be in the form of an e-mail, U.S. mail, or by personal delivery.
2. 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 program of legal education and its compliance with a specific ABA Standard or Standards.
3. The writing must provide the student’s name and e-mail address for further communication about the complaint.

If the Law School determines that the complaint directly implicates its program of legal education and its compliance with an ABA Standard, the Law School will respond according to the following process:

1. The administrator will acknowledge in writing receipt of the student’s complaint by e-mail. The administrator, or the administrator’s designee, will either meet with the student or respond to the substance of the complaint in writing. In this meeting or in this writing, the administrator will provide a substantive response to the complaint, or information about steps being taken by the law school to address the complaint or further investigate the complaint. Usually a student can expect a meeting or written response to the complaint within two weeks of the submission of the complaint.
2. Within 30 days of this response, the complaining student may appeal the decision to the Dean of the law school. The appeal must be in writing and explain the basis of the appeal; it should be in the form of an e-mail, U.S. mail, or by personal delivery. The Dean will either meet with the student or respond to the substance of the appeal in writing. Usually a student can expect a meeting or written response to the appeal within three to four weeks of the submission of the appeal. The Dean’s decision will be final.
3. A copy of the complaint and a summary of the response and resolution of the complaint will be recorded and archived by the Office of Student Affairs in compliance with the ABA Standards for a period of eight years from the date of final resolution of the complaint.

16.18. Headnotes Meetings

Headnotes meetings are brief in-class information sessions by which administrative departments communicate with first year day and evening students, and second year evening students. Sessions will be announced typically two weeks in advance via the official notice e-mail listserv and in class by the faculty. Meetings will be taped and archived for the academic year.

Headnotes meetings may be mandatory or optional. Students unable to attend a mandatory meeting must submit a written request to the Office of Student Affairs asking to be excused and providing an explanation. Students missing a mandatory meeting will be held accountable for all information disseminated; it will be the student's responsibility to obtain the information.

16.19. Health Insurance Plan

Loyola Law School requires that all students have health insurance. Students are required to purchase health insurance through the Law School provided by AETNA Student Health, unless they are covered by another personal health insurance plan.

Students covered under a personal health plan must waive the SHIP coverage. To **WAIVE** the Loyola Law School health insurance plan provided by AETNA Student Health please visit <https://webdb.lls.edu/ship>.

For more information on the cost, coverage, and enrollment in the AETNA Student Health plan, students should visit <https://www.aetnastudenthealth.com/en/school/474945/index.html> or reference can be made to <https://my.lls.edu/studentaffairs/studenthealthoptions>.

16.20. Student Health Services (SHS) (at the Westchester Campus) for Loyola Law School (LLS) Students

Loyola Marymount Student Health Center (SHC) is a full-service medical office and is accredited by the Accreditation Association for Ambulatory Health Care (AAAHC).

16.20.1. Location, Hours, and Appointments

Student Health Services (SHS) is located on the Westchester Campus on the first floor north side of the Burns Recreation Center (BRC) building opposite the Life Sciences Building. For parking information, a campus map is available on-line. The Health Center is open Monday through Friday from 8:00 a.m. - 5:00 p.m., with extended hours on Wednesday until 7:00 p.m. during the academic year. Services are available by appointment only. To make a confidential appointment online visit the "MyHealth Portal." For same-day appointments, students are advised to call 310-338-2881 before 9:00 a.m. Failure to keep an appointment or cancel two hours prior to it will result in a \$25.00 office charge (assessed to the student's account). Generally, patients are advised of the cancellation policy at the time the appointment is made. The LLS Student Identification Card must be presented when service is requested.

16.20.2. The SHS staff includes:

- Board certified internist
- Certified nurse practitioners
- Registered nurses
- Medical assistants
- X-ray technologist
- Administrative staff

16.20.3. SHC offers a wide range of primary healthcare services, including the following:

- Treatment for common acute illness and injuries

- Women's healthcare
- Skin care problems
- Prescription refills
- Immunizations and allergy shots
- Laboratory and X-ray services
- Referrals to specialists

SHS does not provide services related to workers compensation or most work-related physicals.

16.20.4. Eligibility and Cost

Loyola Law School students who are enrolled in at least six units per term are eligible to seek care through SHS. A \$50.00 per term access fee is assessed at the first visit of each term. There is no charge for the health care provider's professional services, *i.e.*, no office visit fee. Expenses may be incurred for laboratory tests, dispensed prescription medications, medical supplies, and certain procedures such as X-rays. Charges are billed directly to the student's account. SHS does not assume any responsibility for medical costs incurred by the students.

SHS does not bill health insurance carriers directly. Therefore, proof of insurance is not required to access care at the SHC. With a written request from the student (via the Authorization For Release of Medical Records form), SHS can provide an itemized list of charges which will include the diagnosis and procedure codes as required by health insurance companies for reimbursement. This document, with an insurance claim form, can be submitted by the insured to his/her plan for reimbursement.

16.20.5. Confidentiality

Health information is protected information and the student's health/medical records are kept strictly confidential and separated from all other University records. Medical records will not be released without the student's written consent.

16.20.6. Outside Health Services

Outside of office hours, students with medical insurance seeking **emergency medical care** should go to the nearest emergency room. The following medical facilities are in the vicinity of the Law School.

California Hospital Medical Center- Los Angeles
1401 South Grand Avenue
Los Angeles, CA 90015
General Information: 213-748-2411
<https://www.dignityhealth.org/socal/locations/californiahospital>

Good Samaritan Hospital
1225 Wilshire Boulevard
Los Angeles, CA 90017
General Information: 213-977-2121
www.goodsam.org

St. Vincent Medical Center
2131 W. 3rd Street
Los Angeles, CA 90057
General Information: 213-484-7111
www.stvincentmedicalcenter.com

Keck Hospital of USC
1500 San Pablo Street
Los Angeles, CA 90033
800-872-2273
<http://www.keckmedicine.org/>

For other health care services, students may contact the following:

The Saban Community Clinic
8405 Beverly Boulevard (@ Orlando)
Los Angeles, CA 90048
Appointments: 323-653-1990
www.sabancommunityclinic.org

South Bay Family Health Care
For medical and dental appointments: 310-802-6170
Appointment center hours: Monday, Wednesday, and Friday: 8:00 AM – 4:30 PM
Tuesday and Thursday: 9:00 AM – 5:30 PM
www.sbfhc.org

For additional information regarding student health services, students should call 310-338-2881 or visit the SHS website at lmu.edu/health

16.21. Housing

As a resource to assist students in search of housing, the Law School provides a roommate referral service. During the summer and the beginning of the Fall semester, a listing of students who desire to share housing with other students are maintained by the Law School. This includes both those who have housing they wish to share, and those who wish to find someone with whom to share housing. In addition, a listing of a limited number of housing vacancies in the immediate vicinity of the Law School is available for students to consult.

Students wishing to use any of the services listed above should visit <https://my.lls.edu/information-support-services/information-students> or contact the Information Desk at (213) 736-1001.

16.22. Identification Cards

Each entering student is issued a *Student Identification Card* and a *Parking Card* if the parking fee is paid. These cards, which are ordinarily issued during Orientation, are to be used throughout a student's attendance at the Law School. There is a \$25.00 replacement fee for lost or stolen cards. Any lost cards should be reported to Campus Operations at 213-736-8391.

16.23. In Brief

The Law School's e-mail system (through a moderated list, officialnotice@lists.lls.edu) is utilized to publish official notices and inform students of Law School-related issues. **Any such notice will be considered to have been transmitted to all students. Students are required to access and read e-mail messages at least once a week**, but are strongly urged to do so on a daily basis. Students may not unsubscribe or be removed from the official notice listserv.

Students are responsible for maintaining valid contact information (e.g., phone number, address). Students may update contact information at <http://prowl.lls.edu>.

In addition to the moderated list, official notices may be conveyed through *In Brief*, an electronic newsletter of Loyola Law School. It is published at <http://inbrief.lls.edu>.

Headnotes meetings, at which important administrative information will be discussed, will also be held for first year day and evening students, and second year evening students. Students will be required to attend mandatory Headnotes meetings and will be accountable for all information disseminated.

Reference should be made to the sections on E-mail (16.13); and Headnotes Meetings (16.18).

16.24. Laptop Computer Usage

Use of laptop computers in the classroom is permitted at the discretion of the professor. Individual faculty members may restrict the location in the classroom of students using laptop computers. Faculty members who grant permission for the use of laptop computers may suspend their usage in class if such usage is distracting or disruptive. Computers may be used during examinations in accordance with Section 6.4., Use of Computers for Examinations.

16.25. Lockers

A limited number of lockers are available to students at the Law School. The lockers are located on the first floor of the parking garage at the north end. The locker size is approximately 12" x 15" x 24".

There is no charge for lockers, but students must provide their own locks. All lockers are available on a first-come, first-served basis for the academic year. Students may use no more than one locker.

A student can take possession of a locker the first week of orientation but they **MUST** be cleaned out by July 31 each year.

For additional information regarding locker policies and procedures, reference should be made to <https://my.lls.edu/studentaffairs/lockers>.

16.26. Lost and Found

The campus Lost and Found is located in and operated by the Information Center. This department is on the first floor of the Burns Building. Business hours are 8:30 a.m. to 6:30 p.m. from Monday through Thursday, and 8:30 a.m. to 4:00 p.m. on Friday. Reference should be made to the Information Center – home page for additional contact information at <https://my.lls.edu/information-support-services/lostandfound>.

Articles should be turned in to the Information Center if found during business hours.

Articles found after the Information Center is closed should be turned in to the Circulation Desk in the Library, or the Security Office located by the garage entrance. These locations serve as a temporary Lost and Found while the Information Center is closed.

The Library and Security Office take found articles to the Information Center on at least a weekly basis. Articles are delivered to Information Center at least every Friday during normal business hours.

Students who have lost an article should contact the Information Center using the Request Form found at <https://my.lls.edu/information-support-services/lostandfound>. They can visit the Information Center located in the Burns Building or call 213-736-1001. If the Information Center does not have the article, students may contact the Library's Circulation Desk at 213-736-1117, and/or Security at 213-736-1121.

Many articles take a few days to be turned in. If the article is not turned in immediately, students should contact the Information Center after 48 to 72 hours have passed.

Found articles are kept in the Information Center based on the following schedule:

Articles found from the first day of Fall classes until the first day of the next Fall term (one year) are kept until the first day of the next Spring term.

16.27. Loyola Name and Logo

The sale or distribution of items on which the name “LMU Loyola Law School” or “Loyola Law School” or any variation thereof, the Law School logo, the LMU ceremonial mark or any portions thereof, or school owned images, is not permitted unless prior permission has been granted by the LLS Marketing and Communications Office. Officially recognized student organizations seeking to use the Law School name or logo must do so in accordance with the guidelines articulated at <https://brand.lls.edu/>. Usage questions may be directed to media@lls.edu.

16.28. Mail Center

The Law School will not receive personal packages, bills, or mail addressed to students. If such items are received, they will be refused and returned to the sender.

16.29. Parking and TransportationParking

Parking is available in the parking facility located at 919 Albany Street.

The parking fee for the 2019-2020 academic year is for the period August 19, 2019 through August 3, 2020. The parking fee is \$348.00 per semester (which includes the 10% City parking tax) and will be billed to the student's account. **PARKING FEES ARE NON-REFUNDABLE. If a student elects parking in the Fall semester, it will be renewed automatically for the Spring semester and charged to his/her account. A student who does not elect parking must advise Campus Operations in writing by August 30, 2019 for the Fall semester and by January 31, 2020 for the Spring semester.** Any changes to a student's parking status must be in writing and filed with Campus Operations by the appropriate aforementioned dates for that semester.

Students may park in all spaces except:

- a) Faculty
- b) Carpool (unless registered for carpool through Campus Operations)
- c) Disabled (blue coded)
- d) Motorcycle (motorcycles only)

Parking spaces are available for disabled members of the Law School community. To park or enter these spaces, a valid Loyola Law School parking card is required as well as a special placard which must be obtained through the Department of Motor Vehicles or AAA. The California placard must be displayed at all times while you are parked in the structure. The California placard is required under California law; there can be no exceptions to this policy. Individuals are also subject to separate citation by local authorities. *Anyone parking a vehicle in the disabled area must have a valid Law School parking card or pay the daily parking rate.*

A limited number of special motorcycle parking spaces are available. The parking fee for these spaces is \$216.00 per semester, (which includes the 10% City parking tax). All parking rules apply. Motorcycle parking stickers will be provided and must be prominently displayed on the motorcycle. Take extra care when entering and exiting the parking gates. As with regular parking, a spot is not guaranteed and is subject to availability at the time of parking. Should those with a motorcycle permit desire to also park a car, they must either purchase a full price parking permit or pay the daily parking rate on the days they park a car. A document indicating the location of the designated motorcycle parking spaces will be provided by Campus Operations when/if a permit is purchased. These spaces are also specifically marked as such in the garage. A \$50.00 citation will be given for the following:

Parking over the line
Unauthorized parking in Carpool Area
Unauthorized parking in Faculty Area
Parking in Loading Dock

Parking in Disabled Area

City also cites for parking in disabled space – City decides on amount

Moving violation

Unauthorized Motorcycle Parking

Detailed information is available using the link at <https://my.lls.edu/campusplanning/parkingandtransportation/parking>

Electric Vehicle (EV)

- A limited number of EV Charging locations begin on level B1 of the garage.
- Please handle the charging cables carefully and return them to the correct position on the charging unit. The cable should never be tightly wound around the charging unit housing.
- There is a four (4) hour maximum per day of charging. We will not stipulate a specific four (4) hour period as to when an electric vehicle can plug in; but will rely on the honor system for compliance unless that causes problems and/or complaints. Security will monitor and citations will be issued as appropriate.
- Please send in your name and vehicle information to the Campus Operations Office (License #, Color, Make & model).

The purchase of a parking permit does not guarantee a space in the garage at any given time. Significant effort is made through scheduling of classes and the commuter incentive program to manage the number of parking spaces required at a given point in time. However, on occasion the garage may be full.

The Law School is not responsible for and assumes no liability for damage or theft of any vehicle or its contents. Those parking in any of the Law School designated parking facilities are strongly advised not to leave valuables in their vehicles. **Overnight parking is not allowed.** Disabled vehicles and those left overnight will be towed at the expense of the registered owner/operator.

As part of the consideration for the parking services furnished, students confirm and agree to the following statement:

"I agree to pay Loyola Law School all of the amount(s) for which I am liable/responsible by the appropriate due date(s) and any late fees or fines that I may incur. I understand that if I elect to purchase parking in the Fall semester, I will **automatically** be charged the parking fee in the Spring semester unless otherwise specified."

Additional information is available using the link at <https://my.lls.edu/campusplanning> or by contacting Campus Operations.

Carpooling

Carpooling to school not only reduces inconvenience and helps the environment, but can save money on gas, car repairs, tune ups, and general wear and tear on an individual's car. The cost to carpool is \$240. If you intend to carpool, all carpool partners must register **TOGETHER** in the Campus Operations office. Carpool registration must be completed by the end of the second week of **EACH** semester.

Detailed information is available using the link at <https://my.lls.edu/campusplanning/parkingandtransportation> or by contacting Campus Operations.

Public Transportation

Transportation Incentive Program. The Law School actively encourages students to take alternative transportation through ride sharing and public transit options. The Transportation Incentive Program (TIP) benefits students, the Law School, and the environment.

The Law School will pay a significant portion of the transportation costs should a student agree to ride share or take public transportation. Students are eligible to receive an additional 50% discount from the currently reduced Metrolink Train, Metrorail (Red, Green, Blue, Orange, and Gold) and Metro bus rates.

Detailed information is available using the link at <https://my.lls.edu/campusplanning/parkingandtransportation> or by contacting Campus Operations.

Shuttle Service Operations. A private Law School shuttle service operates daily, Monday through Friday (except on holidays), and at specially designated times between the Law School and the 7th Street Metro Station (shuttle pick up and drop off is located at 616 S. Figueroa Street). Students may obtain departure schedules from the shuttle driver, at the Security Office, or in Campus Operations.

The shuttle service departs from the exterior of the main entrance of the parking facility on Albany Street.

Additional information is available using the links at <https://my.lls.edu/campusplanning/parkingandtransportation/shuttle> or by contacting Campus Operations.

16.30. Pets

NO PETS, with the exception of service animals (*e.g.*, guide dogs), are permitted on campus. Please refer to the guidelines regarding service animals for students with disabilities at <https://my.lls.edu/studentaffairs/disabilityaccommodations/guidelinesregardingserviceanimalsstudentsdisabilities>

16.31. Posting Policy

In order to keep postings on bulletin boards and kiosks current, the Law School community is required to follow these guidelines:

1. All announcements (including student organization special events and personal advertisements) must be date-stamped by the Information Desk (Burns Building, first floor). Student personal advertisements can include notices such as “roommate wanted,” lost items, etc. For-profit business advertisements are not permitted.
2. Promotional announcements will be removed by staff following the event. Notices and advertisements will be removed after 10 days.
3. All bulletin boards and kiosks are for general campus community use. Only up to a maximum of six announcements per any single student organization special event, or advertisements will be date-stamped by the Information Desk for posting in the following areas:

Burns Building – lobby bulletin board – 1 flyer may be posted

Esplanade kiosk – 4 flyers may be posted

Library – second floor, student message board, in foyer – 1 flyer may be posted

Items posted in areas other than those listed will be removed.

4. Banners advertising pre-approved special events sponsored by student organizations may be hung on the railing located on the south side of the Rains Library Building, and on the retaining wall located to the northeast of Merrifield Hall. No banner can be permanently affixed to Law School buildings. **Banners must be approved by the Office of Student Affairs prior to being hung.**
5. Notices and banners not approved will be removed by a staff member.
6. One poster per pre-approved activity may be enlarged by Graphics and charged to the student organization account. Posters will be placed by staff on the Burns lobby bulletin board 10 days prior to the promoted event, and removed within 24 hours following the event. Student organizations should submit an 8 ½ x 11”

flyer suitable for enlargement (flyer must have 1" margins) to the Information and Support Services - Graphics Center.

16.32. Psychological Counseling Services

Loyola Law School supports an on-campus psychological counseling program. Students can participate in a maximum of three confidential counseling sessions per semester, provided that counseling hours are available. Students can be seen either individually or with a partner in couples counseling.

If an off-campus psychotherapist or counseling center is preferred, or if on-going therapy is recommended, the Loyola Law School counselor will work with students to locate appropriate referrals.

Students wishing to arrange an appointment should call the counseling service directly at (213) 736-1122. Phone messages are confidential. Telephone calls will be returned and handled with sensitivity to the student's privacy.

16.33. Universal Religious Holiday Observance Policy

The Law School respects the right of all students to observe holidays as their respective religions require. Any student who plans to miss a regularly scheduled class session for religious reasons may request that that class session be audio recorded and that the recording be made available to him/her on a streaming basis. A student who notifies the professor in advance that he/she will be unable to attend a particular regularly scheduled class session for religious reasons will not be marked absent for that session. This policy is intended to permit students of all faiths to reconcile their attendance obligations with the bona fide requirements of their respective faiths. Individual faculty members have the discretion to respond to students who abuse this policy.

16.34. Safety and Security

The annual Security Report can be viewed at <https://my.lls.edu/campusplanning/publicsafety>.

16.35. Smoking

Smoking, including but not limited to cigarettes, cigars, e-cigarettes or a hookah, is not permitted in any enclosed area within the confines of Loyola Law School. This includes, but is not limited to, the cafeteria, Burns Lounge, Student Union, faculty and administrative offices, the Law Library, or faculty and staff lounges. Smoking is only permitted in designated outdoor areas: 1) the breezeway between the Law Library and Casassa Building 2) the breezeway between Girardi Building and Donovan Hall and 3) the flagpole on the Southeast corner of campus.

16.36. Student Evaluations of Faculty

For each course, the Office of the Registrar conducts the evaluation of faculty member performance and is completed by students at the conclusion of each term. The results of those evaluations from the most recent term are typically available for review at the Circulation Desk in the Law Library in the latter half of the following term.

16.37. Interfaith Prayer & Meditation Room

Located in Casassa C405, the room is quiet space designed for students to pray, reflect and/or meditate. This room is available for use by the entire community. It cannot be reserved and is open generally for use. For more information, please visit:

<https://www.lls.edu/thellsdifference/diversityinclusion/multiculturalandinterfaithprayermeditationrooms/>

16.38. Multi-Cultural Room

Located in Casassa C404, the room is designed to celebrate our diverse student body and provides an intimate location to share ideas impacting our communities of diversity. The room may be reserved for functions that advance the mission of the Multi-Cultural Room. For more information, please visit:

<https://www.lls.edu/thellsdifference/diversityinclusion/multiculturalandinterfaithprayermeditationrooms/>

16.39. Weapons

The law prohibits the possession of weapons on campus.

17.0. EMERGENCY AND SAFETY PROGRAMS

FOR ON-CAMPUS EMERGENCIES, CALL 213-736-1121 (or x1121 from campus telephones).

17.1. Emergency Notification of a Student

An emergency notification is a situation in which human life or property is in jeopardy. The Office of the Registrar (213-736-1130), Office of Student Affairs (213-736-8151), and Office of the Dean (213-736-8154 or 213-736-1038) have a listing of class schedules for all students so that a student's location in class can be determined. Emergency messages shall be delivered to the person concerned if the student is in class.

17.2. Fire

In the event of a fire, the nearest fire alarm located near the building exit doors should be pulled. Immediately call Security at x1121 (213-736-1121). In case of a fire, students, faculty, and staff should leave the building by walking (not running) to the nearest exit.

Students should know where the fire extinguishers are located. Fire extinguishers should be used only by those trained to use them and if the fire is no larger than a small trash can. Students should also listen for possible announcements over the School's public address system.

17.3. Earthquakes

In case of a strong earthquake, refuge should immediately be sought under a sturdy desk or heavy table. When tremors cease, students should remain where they are. An Emergency Response Team has been established to deal with an emergency situation such as this. A team of individuals wearing designated clothing will provide further instructions. Students should also listen for possible announcements over the School's public address system.

17.4. First Aid Kits

The location of first aid kits are as follows:

Burns Building:	first floor - Cafeteria first floor – Information Center second floor - Staff Lounge third floor - Faculty Lounge
Casassa Building:	first floor – Conflict Resolutions Office fifth floor – Human Resources Office
Founders Hall:	basement level - Physical Plant Office - Housekeeping Office - Graphics Office second floor - Staff Lounge second floor – Clinic Receptionist Area
Girardi Advocacy Center:	third floor - Instructional Technology Staff Office
Parking Garage:	Security Office

18.3. Library Rules

- 18.3.1. The Library has a gated electronic security system which protects all Library materials against unauthorized removal. If a student activates the alarm, he/she should return to the Circulation Desk. The Library reserves the right to examine all book bags, briefcases, parcels, and the like.
- 18.3.2. Students are expected to be courteous and show respect to other Library users and the Library staff. The Library has a reputation as a quiet, comfortable place to study. It is unlikely that any disputes will arise if everyone avoids noisy, smelly snacks, cleans up his/her own food/drink messes, and conducts conversations (cell phone and otherwise) outside the Library. This is the same type of considerate, cooperative, and professional behavior that will someday be expected of all students after they graduate and pass the bar. See more on civility and courtesy at the California Bar web site: <http://ethics.calbar.ca.gov/LinkClick.aspx?fileticket=mPBEL3nGaFs%3d&tabid=455>
The Library also has a reputation for having a very organized collection. Students will be helping themselves and their colleagues if they reshelve the materials they use.
- 18.3.3. In order to protect the security of circulation records and the integrity of the collection, Library materials can be checked out only with a student's *Identification Card*.
- 18.3.4. Any Library user with borrowing privileges may request the recall of material that has been checked out; however, all Library circulation records are confidential.
- 18.3.5. Group study room use is restricted to Loyola Law School students and faculty. Rooms may be reserved on a first-come, first-served basis for groups of two or more (three or more for larger rooms) and for a maximum of four hours per day. Reservations can only be made online at <http://lls.libcal.com/>. For more information see <http://www.lls.edu/library/forstudents/studyrooms/>
Media Center rooms may also be reserved as group study rooms.
- 18.3.6. Use of the Computer Lab is restricted to currently enrolled Loyola Law School students and faculty. The Lab is also used for group computer-assisted legal research training. Such training will preempt individual use. Students should plan their word processing and on-line research needs accordingly. Notices will be posted on Computer Lab doors indicating dates and times for this training.
- 18.3.7. Students are provided an annual allotment of free printing in the Computer Lab. Students may purchase additional printing in the Computer Lab. Students should carefully note the status of their printing account as students cannot print if they have an insufficient balance in their account. For additional information about printing in the Computer Lab, students should visit <http://www.lls.edu/library/services/computerlabrc/>
- 18.3.8. Students may borrow Library materials as follows:

• One-volume treatises which are not updated	14 days
• Videotapes and DVDs	2 days
• Audiotapes	1 day
• Reserve collection materials	2 hours
• Wellness & Convenience Collection	3 hours

All other materials may be used in the Library only.

Any circulating item may be renewed by phone (x1117), in person, or on-line by going to "My Library Record" without limit, unless another user or Library staff member has asked for it to be recalled. Renewal periods are for the same amount of time as the item's original circulation period. Materials are not considered returned unless they are brought to the Circulation Desk.

The Library bills for lost or seriously damaged materials at the actual replacement cost plus a \$25.00 processing fee.

A student's Library account must be cleared prior to registration, examinations, graduation, or withdrawal from the Law School (whichever comes first after the charge is added to the student's Library account). Failure to return Library materials, or damage to or destruction of Library materials may result in disciplinary action.

- 18.3.9. Photocopiers for student use are located in the Computer Lab on the second floor of the Rains building.

PHOTOCOPIER USERS ARE RESPONSIBLE FOR DUPLICATING COPYRIGHTED MATERIALS IN ACCORDANCE WITH 17 USC 107 et seq. FAILURE TO COMPLY WITH THE STATUTE MAY RESULT IN CIVIL AND CRIMINAL PENALTIES AS WELL AS DISCIPLINARY ACTION BY THE LAW SCHOOL.

- 18.3.10. Instructions for use of the microform readers are posted on or near the machines in the Media Center. Students are encouraged to ask for assistance in using the equipment if they do not understand these instructions. Students can scan, save, print, and/or e-mail directly from the microform readers.

- 18.3.11. Access to the Library is restricted to Loyola Law School students, faculty, staff, alumni, and members of the bar. Students should be prepared to present their *Student Identification Card* to access the facility. For exceptions to the access policy, students should contact the Library's Director at 213-736-1197. For further detailed information regarding the Library's access policy, students should visit <http://www.lls.edu/library/aboutthelibrary/accesstothelibrary/>.

19.0. FINANCIAL AID

Financial aid proceeds are intended to be used exclusively for educational expenses which a student incurs while attending the Law School. Financial aid is administered through programs which include scholarships, student loans, and student employment. Aid is awarded on an annual basis and recipients must reapply each year. Counseling and information concerning specific aid programs are readily available in the Office of Financial Aid along with necessary application forms.

Students should be aware that the provisions of all financial aid programs are subject to change at any time due to legislative and/or administrative regulations and funding limits. Although every effort is made to provide students with complete and accurate information, the Law School's published financial aid materials are not intended to be contracts.

Students may contact the university's Financial Aid Office at finaid@lmu.edu or 310-338-2753. The LLS Student Financial Services Office is the LLS liaison with the Financial Aid Office at the main campus. Student Financial Services is located on the first floor of Founders Hall, Room 140. This office may also be reached at studentfinancialservices@lls.edu or 213-736-1140.

Note: The office may occasionally close for special projects. Student cooperation is appreciated during these occasions.

For detailed information regarding award disbursements, satisfactory academic progress, refund/repayment policies, full-time and part-time enrollment status, scholarships, employment programs, Federal Direct Loan Programs, loan deferment procedures, and student's financial aid rights and responsibilities, reference should be made to <http://financialaid.lmu.edu/lawstudents/>.

20.0. STUDENT ACCOUNTS / STUDENT FINANCIAL SERVICES

The Student Financial Services Office is available to assist students with questions concerning the student billing process including tuition and fees charges, receipt of payments in person, and refunds from loan proceeds.

The Office is open Monday - Thursday from 10:00 a.m. to 6:00 p.m., and Friday from 9:00 a.m. to 4:00 p.m. (office hours are subject to change). Inquiries about a student's account, holds or billing may be made to (213) 736-1021.

For detailed information regarding tuition charges, returned checks, payment plans, tuition liability and refund policy (as it pertains to dropping classes and withdrawal/leave of absence), health services, and parking fees, reference should be made to <http://www.lls.edu/studentaccounts/>. Students may view their accounts and make payments at the Student Accounts Center, accessed via PROWL: <https://prowl.lls.edu>.

21.0. PUBLIC INTEREST LAW DEPARTMENT

Overseeing several different programs, the Public Interest Law Department works to assist all students, including those wishing to make a career in public interest law, offering scholarship programs, post-graduate fellowships, summer stipends, loan forgiveness assistance, and general guidance. Also, as the first ABA-accredited school in California to have a mandatory pro bono graduation requirement, all Loyola students have the opportunity to experience the satisfaction of fulfilling their professional obligation to the community at large.

The Public Interest Law Department oversees a number of specific programs, including the pro bono graduation requirement, the Summer Public Interest Employment Program (SPIEP), the Public Interest Loan Assistance Program (PILAP), the Post-Graduate Fellowships in Public Interest Law, and the Public Interest Scholars Program. The Department also sponsors seminars, special events, and workshops.

For detailed information on staff, pro bono graduation requirements, Summer Public Interest Employment Programs (SPIEP), Public Interest Loan Assistance Program (PILAP), Post-Graduate Fellowships, and Public Interest Scholars Program, reference should be made to <https://www.lls.edu/academics/experientiallearning/publicinterestprobonoservices/>

22.0. CAREER DEVELOPMENT OFFICE

The Career Development Office serves all Loyola Law School students and graduates in their search for employment. Professional staff members are available in the Office for career counseling. The support staff provides general information and introduces those using the Office to the services and resources available.

For more information, refer to <http://www.lls.edu/careerdevelopmentoffice/>.

22.1. General Policies

The services of the Office, including the events and programs it hosts, are for the exclusive use of currently enrolled Loyola Law School students and alumni of Loyola Law School. Those utilizing Office resources should be prepared to produce proper identification upon request by a staff member.

Policies address the following areas:

- Non-discrimination (Law School policy for employers)
- Resumes
- On-Campus Interview (OCI) Program
- Recruitment Policies
- Part-time work restrictions for full-time students
- Standards for Use of Placement Services & Complaint Procedures
- Reciprocity

All students utilizing the Office are required to read and comply with Career Development policies and acknowledge that they have read and understand the policies in their Loyola Law School Symplicity account. To review the Career

Development policies, refer to

<http://www.lls.edu/careerdevelopmentoffice/forcurrentstudents/careerdevelopmentpolicies/>.

22.2. Non-Discrimination

Loyola Law School is a member of the National Association for Law Placement (NALP) and the Association of American Law Schools (AALS) and adheres to a policy of non-discrimination in the hiring, compensation, work assignment, or promotion of any person on the basis of sex, gender identity, gender expression, sexual orientation, age, race, color, religious creed, national origin, disability, marital, parental or veteran status or the prejudice of clients.

NOTE: An exception to the Loyola Law School Career Development Office non-discrimination policy and AALS bylaws is granted to representatives of the U.S. Department of Defense who discriminate on a basis not permitted by Loyola's non-discrimination policy or AALS bylaws. The exception is currently made in order to avoid the loss of funds that would otherwise be imposed under the Solomon Amendment (enacted by Congress in 1996).

22.3. Complaint Procedures

For information regarding informal complaints and resolutions, the formal complaint procedures, the initial disposition of formal complaints, the Placement Complaints Committee, Placement Complaints Committee hearings, remedies, and other such related issues, refer to

<https://www.lls.edu/careerdevelopmentoffice/forcurrentstudents/careerdevelopmentpolicies/>.

22.4. Services

The Career Development Office offers students and graduates career counseling, resume and cover letter review, and mock interviews. The Office also provides students and graduates access to the Loyola Law School Symplicity system where users can review employment and experiential learning opportunities, RSVP for events, read announcements, and view event recordings. Symplicity is for the exclusive use of Loyola Law School students and graduates, as well as those who have been granted reciprocity. In order to use Symplicity, users must acknowledge the Career Development policies as outlined in the "Privacy" tab of their "My Account" section.

The Office alerts students of new career opportunities, events, deadlines, and other important announcements via individual emails and its weekly e-newsletter. Students are expected to read these messages regularly.

22.5 First Year Students

First year day students are required to meet with a career counselor during their first year, preferably in the latter half of their first semester (mid-October and later). First year students should focus on their academics at the start of their law school career. Therefore, the Office discourages first year day students from meeting with a career counselor prior to their first semester midterms. First year day students are also required to attend Career Development programming exclusive to first year students. Additionally, first year day students must attend two networking events and complete one informational interview during their second semester, and report these activities to the Office before the end of their first academic year.

While the Office strongly encourage first year evening students to make a career counseling appointment, attend programs, and to network, they are not required to complete these activities since they may have obligations during the day that may limit their availability.

22.6. Graduate Employment Survey

The American Bar Association (ABA) Standards for Approval of Law Schools require schools to collect and report data on law school graduate employment outcomes. As such, the Career Development Office requires all J.D. students to complete the Career Development graduate employment survey before they graduate and to update the Office regarding any changes to their employment after graduation. Students who have not yet secured full-time, long term, legal employment prior to graduation are also required to complete a Graduate Appointment with a career counselor before the end of their last semester.

22.7. Employment Outcomes

Career Development abides by Standard 509 of the American Bar Association (ABA) Standards and Rules of Procedure for Approval of Law Schools by publicly disclosing on the Loyola Law School website the employment outcomes of J.D. graduates. To view the outcomes, refer to <https://www.lls.edu/careerdevelopmentoffice/forcurrentstudents/employmentstatistics/>.

APPENDIX A

ACCEPTABLE USE POLICY

Introduction

Loyola Marymount University (LMU) provides a variety of computing and networking resources to members of the university community. All users of these resources must comply with specific policies and guidelines governing their use, and act responsibly while using shared computing and network resources. The purpose of this policy is to promote the efficient, ethical and lawful use of Loyola Marymount University's computer and network resources on all campuses.

Scope

This Acceptable Use Policy applies to all users of University information technology resources. This includes the resources under the management of Information Technology Services (ITS), including LMU Westchester Campus, Loyola Law School and any off-site centers. This policy also applies to any user of University information technology resources regardless of technology device used to access such resources (i.e. wireless network, University email, etc.).

A "user" is defined as any individual who uses, logs into, or attempts to use or log into, a system; or who connects to, or attempts to connect to or traverse a network, whether by hardware or software or both, whether on campus or from remote locations. The term "user" thus includes faculty, staff, students, and others such as alumni, contractors, employees of business affiliates, guests, and conference attendees. "Information technology resources" are those facilities, technologies, and information resources required to accomplish information processing, storage, and communication, whether individually controlled or shared, stand-alone or networked. Included in this definition are all information technology centers (e.g., departmental labs, conference rooms, classroom technologies, and electronic communication devices and services, such as, but not limited to, computers, mobile devices, kiosks, printers, email, fax transmissions, video, multimedia, instructional materials, and administrative systems). Personal devices connected to the University network or information systems are also subject to this policy.

Individual Responsibility

Users of information resources are responsible for protecting (i) their online identity from use by another individual, (ii) the integrity of information resources they use, and (iii) the privacy of electronic information they have access to. Additionally, users should refrain from seeking to gain unauthorized access, honor all copyrights and licenses and respect the rights of other users of information technology resources. Furthermore, all users are expected to abide by all applicable state and federal laws that pertain to accessing electronic resources and data privacy.

Respect for Intended Use of Resources

Incidental personal use is permissible to the extent that it does not violate other provisions of this policy, interfere with the performance of employee's duties, or interfere with the education of students at LMU. Use of a computer account or the network for commercial activities that are not approved by appropriate University personnel consistent with applicable policy, or for personal financial gain (except as permitted under applicable policies and/or Loyola Marymount University (LMU) Faculty Handbook and Handbook Addenda or Loyola Law School Faculty Handbook, hereinafter referred to as "LMU Faculty Handbooks") is prohibited. Examples of prohibited uses include using computer accounts for engaging in unauthorized consulting services, software development, advertising, and/or other private commercial activity. Resources assigned or issued to faculty are exempt to any personal or commercial use restrictions as allowed by the LMU Faculty Handbooks.

Respect for Privacy of Others

Authorized university personnel (e.g. system, network and database administrators, among others) may have access to data beyond what is generally available. Privileged access to data may only be used in a way consistent with applicable laws, University policies, and accepted standards of professional conduct. Those who have access to databases that include personal information shall respect individual privacy and

confidentiality, consistent with applicable laws and University policies regarding the collection, use and disclosure of personal information.

Respect for Shared Nature of Resources

Information resources at Loyola Marymount University (LMU) are finite and must be shared among all users. LMU retains the right to set priorities on use of information technology resources, and to limit recreational or personal use when such use could reasonably be expected to cause, directly or indirectly, strain on any computing facilities, or to interfere with research, instructional or administrative computing requirements, or to violate applicable policies or laws. Priority of information technology resources are given to instructional and administrative computing needs. Examples of inappropriate use include engaging in unauthorized peer-to-peer file sharing, participating in bandwidth-consuming activities that are not academic or instructional in nature; or sending marketing or spam email messages that are not consistent with the University's mission.

Respect for Rights of Others

Use of information technology systems to harass, intimidate or the use of computer and network resources for unlawful acts is prohibited. (Also refer to Loyola Marymount University's Discriminatory Harassment and Complaint Process policy). Additionally, the use of computer systems to send, post, or display slanderous or defamatory messages, text, graphics, or images constitutes a violation of this policy as well as the LMU Discriminatory Harassment and Complaint Process policy. By using the University's computer and network services, each user accepts the responsibility to become informed about, and to comply with, all applicable LMU policies and state and federal laws.

Respect for Intellectual Property

Users must adhere to all U.S. copyright laws, the terms and conditions of any and all software and database licensing agreements as well as licensed library resources. Any form of original expression fixed in a tangible medium as outlined by U.S. copyright laws (U.S. Title 17) is subject to copyright, even if there is no copyright notice. Examples include music, movies, graphics, text, photographs, artwork and software, distributed in any media including online. The use of a copyrighted work (such as copying, downloading, file sharing, distribution, public performance, etc.) requires either (A) the copyright owner's permission, or (B) an exemption under the Copyright Act.

Respect for Integrity of System or Network

Users must respect the integrity of LMU's information technology resources including but not limited to computers, laptops, mobile devices, network infrastructure, and electronic services. Misuse of university property includes, but is not limited to, theft or damage of equipment or software, knowingly running or installing computer viruses or password cracking programs, installation of unauthorized network devices, attempting to circumvent installed data protection methods that are designed and constructed to provide secure data and information, or in any way attempting to interfere with the physical computer network/hardware, or attempting to degrade the performance or integrity of any campus network or computer system.

University Responsibility

No part of this policy shall infringe upon any faculty rights or principles of Academic Freedom as outlined in the Loyola Marymount University (LMU) Faculty Handbooks. In the event of a conflict between this policy and the LMU Faculty Handbooks, any resolution will be completed in consultation with the Faculty Senate or Loyola Law School Academic Deans where appropriate.

Logging and Auditing

The University employs various measures to protect the security of its computing resources and user accounts. Users should also be aware that their use of University information technology resources are not completely private. While the University does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the University's computing resources require the backup of data and communication records, the logging of activity, the monitoring of general usage patterns, and other such activities.

Monitoring

The University may inspect files or monitor usage for a limited time when there is probable cause to believe a user has violated this policy. Inspections or monitoring related to violations of this policy must be authorized in advance by the VP of Human Resources, or University Counsel for a defined time period not to exceed the duration of the investigation.

In addition, users should be aware that their right to privacy in electronic records may be subject to the University's obligation to respond to subpoenas or other court orders, as well as reasonable discovery requests guided by LMU's General Counsel.

Content filtering

LMU does not make decisions about filtering content except in cases where the content is deemed to be a threat to the electronic resources of the University. Categories of content that are filtered include phishing; malware; botnets, spyware/adware; and spam sites.

Reporting Violations

Users should report violations of this policy to the Information Technology Services department at (310) 338-7777 or helpdesk@lmu.edu and immediately report concerns with system security or suspected unlawful or improper system activities to the Information Security team at (310) 338-5720 or secureit@lmu.edu.

Users who misuse University computing and network resources or who fail to comply with this Acceptable Use Policy are subject to one or more of the following consequences:

- Temporary deactivation of computer/network access
- Permanent deactivation of computer/network access
- Disciplinary actions taken by Human Resources or Dean of Students Office which may include and not limited to expulsion from school or termination of employment
- Faculty disciplinary action as outlined by LMU Faculty Handbooks
- Legal prosecution under applicable Federal and State laws

All disciplinary actions beyond temporary deactivation of computer/network access shall follow disciplinary procedures outlined by Human Resources for faculty and staff. All referrals for disciplinary action for students will be referred to the Dean of Students Office.

These policies may be amended from time to time. All amendments will be announced through normal distribution channels.

Appendix B

Student-on-Student Sexual & Interpersonal Misconduct Policy & Protocol

I. INTRODUCTION

Loyola Law School (“LLS” or law school) recognizes the significant, unacceptable and nationwide existence of sexual and interpersonal misconduct on college and graduate school campuses. LLS is dedicated to the prevention of such misconduct and to providing a caring, supportive and effective response when such misconduct occurs. Accordingly, LLS encourages students and law school community members to report such misconduct so that the law school can take appropriate responsive action.

Title IX of the Education Amendments of 1972 (“Title IX”) is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Under Title IX, discrimination on the basis of sex can include Student-on-Student Sexual Harassment or Sexual Assault including sexual violence, rape, sexual battery, sexual coercion, sexual exploitation and unwelcome intrusion into another’s sexual seclusion or privacy, as well as interpersonal misconduct including Dating Violence, Domestic Violence and Stalking. The law school has established this Student-on-Student Sexual & Interpersonal Misconduct Policy & Protocol to assist and respond to complaints of student-on-student sexual and interpersonal misconduct.

Students should report all forms of sexual misconduct (student-on-student; student and non-student; faculty/staff-on-student) and interpersonal misconduct by filing a report with Campus Safety and Security at 213-736-1121 (x1121 on campus).

In addition, a case for alleged student-on-student sexual misconduct or interpersonal misconduct will be initiated and adjudicated according to Section VIII of this policy, and not according to the process articulated in the law school Discipline Code specified in Student Handbook Section 12.0.

Sexual or interpersonal misconduct involving a Student and any non-student in the LLS community is governed by and adjudicated under the LLS Discriminatory Harassment and Complaint Process.

All persons, including law school faculty and staff, are prohibited from taking any retaliatory action against any other member of the law school community including, but not limited to, the Complainant, Respondent or witnesses to an alleged incident of sexual or interpersonal misconduct. Any student engaging in any retaliatory action(s) will be subject to discipline under the Standards of Conduct and the Discipline Code and appropriate sanctions for determined violations may include dismissal from the Law School. Retaliation by non-students will be adjudicated and determined in accordance with the LLS Discriminatory Harassment and Complaint Process. Any Student who believes that they have been retaliated against for having filed, or being named in, a complaint for sexual or interpersonal misconduct or having participated in the investigation of such a complaint, should promptly notify the Campus Safety and Security at 213-736-1121 (x1121 on campus). Alleged retaliation by a faculty or staff member should also be reported to Deputy Title IX Coordinator.

For additional information on sexual and interpersonal misconduct awareness, prevention and training, including bystander intervention, please visit the LMU CARES office online: <http://studentaffairs.lmu.edu/lmucares/> or contact Loyola Law School Deputy Title IX Coordinator

Sara Trivedi, LMU Title IX Coordinator, (310) 568-6105.

Matthew Riojas, Loyola Law School Deputy Title IX Coordinator, 213.736.8152

II. POLICY

Under Title IX, schools are mandated to respond to two forms of sex-based harassment: Sexual Harassment and gender-based harassment. According to Title IX, Sexual Harassment is broadly defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or

physical conduct of a sexual nature including sexual violence. This policy applies to all students, regardless of sexual orientation or gender identity. Under this policy, Sexual Misconduct includes all forms of sexual harassment under Title IX including sexual violence, such as rape, sexual assault, sexual abuse, sexual battery and sexual coercion. Interpersonal misconduct includes Dating Violence, Domestic Violence and Stalking. All forms of sexual and interpersonal misconduct are unacceptable and will not be tolerated, including acts that occur off campus.

Any allegation that a student has participated in sexual or interpersonal misconduct will be adjudicated through the process described in Section VIII of this policy. Any student found to have violated this policy will be subject to disciplinary action as set forth in the Student Handbook, including disciplinary warnings through suspension or dismissal from the Law School. If a Complainant chooses not to participate in the Law School conduct process, the Law School reserves the right to initiate that process if, in the opinion of the investigating Associate Dean, sufficient evidence exists without the participation of the Student Complainant to make a determination that the policy had been violated by the putative Respondent utilizing the Preponderance of the Evidence standard.

A. Adjudication of alleged incidents under this policy.

All alleged incidents of student-on-student sexual and interpersonal misconduct will be adjudicated in accordance with this policy, utilizing the preponderance of the evidence standard and will involve a hearing with cross examination. These proceedings pursuant to this policy shall be prompt, fair and impartial and adjudicated by officials who have received regular training regarding incidents of this nature.

B. Interim Measures To Ensure Well-Being of Students.

In cases alleging sexual and interpersonal misconduct the Associate Dean for Student Affairs or a designee may take interim measures, including, but not limited to, academic, residential, transportation and/or employment accommodations, intended to ensure the well-being of the Complainant, the Respondent, the investigatory process and/or the law school community while the complaint is being investigated and prior to the determination on the charge. Any such interim measures shall not be referred to or offered as evidence at the hearing on the underlying charge. Any such interim measures shall be designed and implemented in a manner intended to achieve their purpose while at the same time limiting, to the extent practicable, any adverse effect to the Complainant's and/or Respondent's educational program. Any such interim measures shall remain confidential to the extent practicable to achieve the measure. Both Complainant and Respondent will receive written notification of their access to interim measures.

C. Notice.

Both Complainant and Respondent will receive written notification of their rights and options in regards to the Student Conduct Process. Both Complainant and Respondent will also receive written notification of available on and off campus counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services offered by the University and other local organizations.

D. No Contact Orders.

No Contact Orders (NCO) will also be utilized by Campus Safety and Security both during the investigation and through the completion of the disciplinary process. Both parties will be expected to sign a document stating their awareness of the NCO and the stipulations of no contact. Safety and Security will provide information about available community resources.

E. Disclosure of Underage/Excessive Consumption of Alcohol or Possession of Illegal Substances.

Except as required by law, including without limitation, disclosure to licensing boards and agencies, violations of the Discipline Code regarding underage or excessive consumption of alcohol and/or

marijuana; or use or possession of illegal substances will not be utilized to commence disciplinary proceedings against a Complainant if the information is divulged through the process of reporting sexual or interpersonal misconduct. The law school reserves the right to refuse to grant amnesty to reporters under certain extenuating circumstances. Criminal investigations and other police action may still occur at the discretion of the law enforcement agency responding to the incident.

F. Special Training for Investigation and Disciplinary Proceedings.

Disciplinary proceedings regarding alleged incidents of sexual and interpersonal misconduct will be coordinated by an Associate Dean who is regularly trained in the adjudication of these types of incidents. A pre-hearing meeting will be scheduled separately with both the Complainant and the Respondent, where both parties will be permitted to review the investigatory report and supporting evidence, identify additional witnesses and ask questions about the conduct process. All disciplinary proceedings involving allegations of sexual and interpersonal misconduct will include a hearing with cross examination. Complainants and Respondents will be permitted to ask questions of the opposing party and witnesses.

All Judicial Officers receive training regarding the adjudication of allegations of sexual and interpersonal misconduct.

G. Prior Sexual History.

Prior sexual history of Complainant or Respondent with people outside of each other will not be utilized as evidence in these disciplinary proceedings.

H. Determination of Notification. Once a determination of the charges has been made, a determination notification letter will be concurrently sent to Complainant and Respondent.

I. Complainants are encouraged to report all instances of sexual or interpersonal misconduct regardless of the amount of time that has passed since the alleged misconduct occurred. The University reserves the right to take disciplinary action regarding allegations involving current LMU students irrespective of the length of time since the alleged misconduct occurred.

J. Student Conduct Code proceedings are independent from criminal or civil proceedings and will normally proceed without regard to the pendency or potential pendency of criminal or civil proceedings.

III. DEFINITIONS

A. Sexual Assault.

For purposes of this policy, **Sexual Assault** is defined as engaging in sexual intercourse, or any of the sexual activities listed below, with another person without that person's consent. Sexual Assault includes, but is not limited to, rape, sexual battery, anal intercourse, oral copulation or penetration of a body cavity by a foreign object. Sexual intercourse includes the penetration, however slight, of the vagina or anus with any object or body part and of the mouth with a body part and/or object in a sexual manner.

B. Sexual Harassment.

Sexual Harassment is defined as unwelcome conduct of a sexual nature including, but not limited to, unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal, nonverbal, auditory, visual, recording, transmission or display of sexual matters or materials or physical conduct of a sexual nature, such as making contact with an intimate body part (including, but not limited to: the mouth; the sex organs; the anus; the groin; the buttocks and/or the breasts) of another person without that person's consent, including as a result of sexual coercion. A sexually hostile environment exists when Sexual Harassment is so continuous and pervasive that

it interferes with or limits a student's ability to participate in, or benefit from, the Law School's educational program.

For purposes of this policy, **Sexual Harassment** includes, but is not limited to, invasion of sexual privacy, audio or video recording or photographing of a sexual nature utilizing a webcam, camera, Internet exposure, etc., without knowledge and consent of all persons, going beyond the boundaries of consent (such as letting another person hide and watch you have consensual sex without the knowledge of the other party), engaging in unconsented voyeurism, exposing one's genitals in non-consensual circumstances, coercing another against their will to expose their genitals or breasts and prostituting another person.

C. Sexual Exploitation.

For purposes of this policy, **Sexual Exploitation** is defined as sexual misconduct that occurs when a person takes unjust or abusive sexual advantage of another for his or her benefit or for the benefit of anyone other than the exploited party; and that behavior does not otherwise constitute Sexual Assault. Examples of sexual exploitation include, but are not limited to, invasion of sexual privacy, audio or video recording or photographing of a sexual nature utilizing webcam, camera, Internet exposure, etc., without knowledge and consent of all persons; going beyond the boundaries of consent (such as letting another person hide and watch you have consensual sex without the knowledge of the other party), engaging in unconsented voyeurism; coercing another against their will to expose their genitals, and prostituting another person.

D. Consent.

- a. **Consent** is defined as the unambiguous and willing participation or cooperation in act, behavior or attitude that is commonly understood to be consistent with the exercise of free will. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other(s) to engage in the sexual activity. Consent requires participants who are lawful adults, fully conscious, equally free and legally competent to act, have clearly communicated their willingness, cooperation or permission to participate in the specific sexual activity engaged in, are positive and clear about their desires and are able to cease ongoing consensual activity at any time. Refusal to consent does not have to be verbal; it can be expressed with clear gestures, body language or attitude. Lack of protest or resistance does not mean consent, nor does silence mean consent. Prior sexual history between the Complainant and Respondent, by itself, does not constitute Consent, nor does consenting to sexual activity with one person imply consent to sexual activity with another person.
- b. Consent is not freely given if:
 - i. It is obtained through the use of force, through the fear of or the threat of force, through the abuse of a power position over another (such as employment status or position within an organization) or by kidnap; or
 - ii. A reasonable person, in the position of the alleged perpetrator at the time the alleged conduct occurred, should have known that the other person was unable to give consent for any of the following reasons:
 - a. The individual is unable to make an informed decision as a result of the use of alcohol, drugs or other substances (including but not limited to predatory drugs or prescribed medications); or
 - b. The individual is unable to consciously respond for whatever reason including lack of consciousness, sleep, illness or shock; or
 - c. The individual is under the age of eighteen and therefore legally incapable of giving consent; or
 - d. The individual is known by reason of impairment, mental condition or developmental or physical disability to be reasonably unable to consent.
 - iii. The individual has acted or spoken in a manner which expresses a lack of consent or a refusal to consent.

- c. The following are invalid excuses for failing to obtain affirmative consent from the Complainant:
 - i. The Respondent's believe in affirmative consent arose from the intoxication or recklessness of the Respondent; or
 - ii. The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented.

E. Domestic Violence.

For purposes of this policy, **Domestic Violence** is defined as a felony or misdemeanor 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 cohabited with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under California law or by any other person against an adult or youth victim who is protected from that person's acts under California law.

F. Dating Violence.

For purposes of this policy, **Dating Violence** is defined as violence committed by a person:

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the following factors:
 - a. The length of the relationship.
 - b. The type of the relationship.
 - c. The frequency of interaction between the persons involved in the relationship.
3. **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.

G. Stalking.

For purposes of this policy, **Stalking** means engaging in a course of conduct directed at a specific person(s) that would cause a reasonable person under similar circumstances and with similar identities to the Complainant to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

For purposes of this definition, *course of conduct* means two or more acts, including, but not limited to, acts in which the stalker 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.

For the purpose of this definition, *substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

H. Complainant.

Complainant means the individual(s) who files(s) a Discipline Code complaint with the University.

I. Hostile Environment.

Hostile Environment is defined as any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it limits, interferes with or denies

educational benefits or opportunities, from both a subjective (the Complainant's) and an objective (reasonable person's) viewpoint.

J. Respondent.

Respondent means the individual(s) against whom a Discipline Code complaint is made.

K. Retaliation

Retaliation means any adverse, non-permitted action taken against a person who reports a violation of this policy, assists someone with a report of a violation of this policy, or participates in any manner in an investigation or resolution of a report of a violation of this policy. Retaliation may, among other non-permitted conduct or behaviors, include threats, intimidation, coercion, harassment, reprisals, spreading negative information about an individual, exclusions from academic and non-academic programs, and/or adverse actions related to employment.

IV. CALIFORNIA LAW

The following excerpts are only partially explanatory of certain California laws pertaining to sexual and interpersonal misconduct. These excerpts are not intended to be an exhaustive description or list of California laws pertaining to Sexual Misconduct, inappropriate or criminal sexual behaviors or interpersonal misconduct.

A. Excerpts from Sections 11165.1 and 261 of the California Penal Code:

Sexual assault includes rape, statutory rape, rape in concert, incest, sodomy, oral copulation, sexual penetration, lewd or lascivious acts upon a child, child molestation and the following:

1. Penetration, however slight, of the vagina or anal opening of one person by the penis or another person whether or not there is emission of semen. Sexual contact between the genitals or anal opening of one person and the mouth or tongue of another person.
2. Intrusion by one person into the genitals or anal opening of another person, including the use of an object for this purpose, except that it does not include acts performed for a valid medical purpose.
3. The intentional touching of the genitals or intimate parts, including the breasts, genital area, groin, inner thighs and buttocks, or the clothing covering them, of a child, or of the perpetrator by a child, for purposes of sexual arousal or gratification, except that it does not include acts which may reasonably be construed to be normal caretaker responsibilities; interactions with, or demonstrations of affection for, the child; or acts performed for valid medical purpose.
4. The intentional masturbation of the perpetrator's genitals in the presence of a child.

Rape is an act of sexual intercourse accomplished with a person not the spouse of the perpetrator under any of the following circumstances:

1. Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent and this is known or reasonably should be known to the person committing the act
2. Where it is accomplished against a person's will by means of force, violence, duress, menace or fear of immediate and unlawful bodily injury on the person or another
3. Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known, by the accused
4. Where a person is at the time unconscious of the nature of the act, and this is known to the accused

As used in this paragraph, "unconscious of the nature of the act" means incapable of resisting because the victim meets one of the following conditions:

 - (A) Was unconscious or asleep.
 - (B) Was not aware, knowing, perceiving or cognizant that the act occurred.
 - (C) Was not aware, knowing, perceiving or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.

- (D) Was not aware, knowing, perceiving or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.
5. Where a person submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by any artifice, pretense or concealment practiced by the accused, with the intent to induce the belief.
 6. Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat. As used in this paragraph, "threatening to retaliate," means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury or death.
 7. Where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official. The perpetrator does not actually have to be a public official.

California law also states that "The essential guilt of rape consists in the outrage to the person and feelings of the victim of the rape. Any sexual penetration, however slight, is sufficient to complete the crime" (Penal Code section 263). California law further defines both marital rape (Penal Code section 262) and "statutory rape" (Penal Code section 261.5).

Though laws vary from state to state, intercourse in which consent was not obtained or was obtained under coercive conditions will usually be considered rape.

B. Excerpts from Section 67386 of the California Education Code:

The governing boards of independent postsecondary institutions shall adopt a policy concerning Sexual Assault, Domestic Violence, Dating Violence and Stalking, as defined in the federal Higher Education Act of 1965 involving a Student, both on and off campus. This policy shall include an affirmative consent standard in the determination of whether consent was given by both parties to sexual activity. "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

C. Excerpts from Section 261.6 and 261.7 of the California Penal Code:

In prosecutions under Section 261, 262, 286, 287, or 289, in which consent is at issue, "consent" shall be defined to mean positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved.

A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue in a prosecution under Section 261, 262, 286, 287, or 289.

Nothing in this section shall affect the admissibility of evidence or the burden of proof on the issue of consent. In prosecutions under Section 261, 262, 286, 287 or 289, in which consent is at issue, evidence that the victim suggested, requested or otherwise communicated to the defendant that the defendant use a condom or other birth control device, without additional evidence of consent, is not sufficient to constitute consent.

D. Excerpts from Section 646.9 of the California Penal Code:

Any person who willfully, maliciously and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking, punishable by:

1. Imprisonment in a county jail for not more than one year, or
2. A fine of not more than \$1,000, or
3. by both that fine and imprisonment, or by imprisonment in the state prison.

For the purposes of this section, “harasses” means engages in a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, torments or terrorizes the person, and that serves no legitimate purpose. For the purposes of this section, “course of conduct” means two or more acts occurring over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of “course of conduct.”

E. Excerpts from Section 13700 of the California Penal Code and 6211 of the California Family Code:

“Domestic Violence” means abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, person with whom the suspect has had a child or is having or has had a dating or engagement relationship, a child of a party or a child who is the subject of an action under the Uniform Parentage Act, where the presumption applies that the male parent is the father of the child to be protected or any other person related by consanguinity or affinity within the second degree.

For the purposes of this subdivision, “cohabitant” means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to:

1. Sexual relations between the parties while sharing the same living quarters;
2. Sharing of income or expenses;
3. Joint use or ownership of property;
4. Whether the parties hold themselves out as husband and wife;
5. The continuity of the relationship;
6. The length of the relationship.

V. Complainant/Respondent Rights

A. Complainants and Respondents in a sexual or interpersonal misconduct case have the right to:

1. Access to an advisor, if they do not have one of their own, to assist with the conduct process. Complainants and Respondents may select the Advisor of their choice, regardless of family relationship or lack of affiliation to the University (see Section IX for more details);
2. Receive a written notification of available on and off campus counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available as well as notification of the procedures for institutional disciplinary action and their rights and options as defined in sexual and interpersonal misconduct cases;
3. Make a complaint to Campus Safety and Security;
4. File a police report and take legal action separate from and/or in addition to filing a complaint seeking disciplinary action pursuant to this policy;
5. Be informed of the disciplinary finding (responsible or not responsible) in writing;
6. Present material witnesses to the alleged incident;
7. Appeal rights as outlined in this policy (Section VIII);
8. Opportunity to cross examine the opposing party and any Witnesses to determine credibility of information;
9. Refuse any/all of the above. If Complainant refuses to participate in a hearing with cross examination, the University will not proceed with the conduct process unless sufficient evidence exists without the participation of the Student Complainant. If Respondent refuses to participate in a hearing with cross examination, the University will nonetheless proceed with the conduct process and, if supported by the evidence presented, hold the Respondent accountable for proved violations of the subject Student Conduct Code charges.

VI. TITLE IX

Under Title IX, LLS has a responsibility to respond promptly and equitably to address Sexual Harassment, sexual violence and interpersonal misconduct. If LLS knows or reasonably should know about Sexual Harassment, sexual violence or interpersonal misconduct that creates a hostile environment, LLS must take action to eliminate the Sexual Harassment, sexual violence or relationship misconduct, prevent its recurrence and address its effects.

LLS has a Deputy Title IX Coordinator and Loyola Marymount University has a Title IX Coordinator.

LLS encourages prompt reporting of crime to Campus Safety and Security and/or law enforcement. A criminal investigation into allegations of Sexual Harassment or sexual violence does not relieve LLS of its duty under Title IX to resolve complaints promptly and equitably. Even if a Student elects not to file a complaint pursuant to this policy, does not request that LLS take any action on the Student's behalf or is unable to make a report to LLS and/or law enforcement, if LLS knows or reasonably should know about possible Sexual Harassment, sexual violence or interpersonal misconduct, it must promptly investigate to determine what occurred and then take appropriate steps to resolve the situation. In appropriate circumstances, LLS may report crimes to law enforcement when a victim decides not to report or cannot report the crime.

Questions about Title IX or this policy may be directed to the Title IX Coordinator in the Human Resources Department or the Deputy Title IX Coordinator. The Title IX Coordinator and Deputy Title IX Coordinator are notified of reported incidents of sexual and interpersonal misconduct and monitors the Law School's response to such misconduct.

If you believe that Loyola Law School does not respond appropriately to your allegations of sexual assault, harassment, or misconduct after you have filed a report with Campus Safety and Security or gone through the adjudication process, you have the option to file a complaint with the Office of Civil Rights.

1. You may file a complaint in person, online, or by mail
 - a. In person: via telephone (800) 421-3481.
 - b. Online: via email: OCR@ed.gov; or
 - c. By mail: write letter to:
U.S. Department of Education Office for Civil Rights,
Lyndon Baines Johnson Department of Education Building,
400 Maryland Avenue, S.W.,
Washington, D.C. 20202-1100.
2. For more information about filing a complaint please visit:
<https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

VII. REPORTING MISCONDUCT.

A. Reporting Misconduct.

The Law School and LMU encourage prompt reporting of crime to Campus Safety and Security, the Office of Student Affairs and/or law enforcement. Even if a Student elects not to file a Discipline Code complaint, does not request that the Law School or LMU take any action on the Student's behalf or is unable to make a report to the Law School and/or law enforcement, if the Law School knows or reasonably should know about possible Sexual Harassment, sexual violence or interpersonal misconduct, the Law School must promptly investigate to determine what occurred and then take appropriate steps to resolve the situation. In appropriate circumstances, the Law School may report crimes to law enforcement when a victim decides not to report or cannot report the crime. The law school encourages students to report sexual harassment, sexual misconduct or interpersonal misconduct so that the law school can investigate and respond effectively. Once the law school receives a report, it must investigate.

B. Confidentiality.

Title IX requires all universities to identify "responsible employees" as those who are obligated to report all details of an incident, including the identities of those involved, to Campus Safety and Security whenever that information is brought forward to the employee. Responsible employees include faculty, administrative staff and some student staff. Responsible employees do not include the following:

Professional, licensed counselors, such as Dr. Michael Douglas in the Student Affairs Counseling Office (502 Casassa, 213-736-1122), are not required to report any information regarding an alleged sexual or interpersonal misconduct, to Campus Safety and Security, the Title IX Coordinator or any other reporting body, without consent from the student.

Pastoral counselors, such as Catholic priests and women religious, are not required to report any information regarding an alleged sexual or interpersonal misconduct, to Campus Safety and Security, the Title IX Coordinator or any other reporting body, without consent from the student provided they receive the information in performance of their pastoral duties.

Student Health Services (SHS) Staff, such as doctors and nurse practitioners at SHS (310) 338-2881, are not required to report any information regarding an alleged sexual or interpersonal misconduct, to the Department of Safety and Security, the Title IX Coordinator or any other reporting body on campus, without Consent from the Student. SHS Staff will be required to report signs of physical or sexual abuse to law enforcement.

Community Resource Advisor (CRA), whose names can be found on the Student-on-Student Sexual and Interpersonal Misconduct Policy website, may speak with students regarding incidents of sexual and interpersonal misconduct without automatically triggering a University investigation into the matter. These individuals may have time and place reporting responsibilities under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), but are not obligated to report identifying information of the Complainant. If the Respondent's name is presented to a Community Resource Advisor, they will be obligated to report that information to the Deputy Title IX Coordinator. Reports by the Community Resource Advisor will not trigger a University investigation unless the Deputy Title IX Coordinator in consultation with the Associate Dean for Student Affairs or designee determines that an investigation is necessary because:

- a. The Respondent has known prior allegations of sexual or interpersonal misconduct and a potential for a campus safety risk exists; or
- b. The location in which the alleged incident occurred is a location where previous complaints of sexual or interpersonal misconduct occurred creating the potential for a unsafe environment for the LLS community; or
- c. A threat to the campus community at large has been identified; or
- d. A frequency or pattern is detected that suggests an unsafe environment exists for the LLS community or an LLS community member; or
- e. The Sexual or interpersonal misconduct was perpetrated with a weapon; or
- f. The Victim is a minor; or
- g. Some combination of the above factors exists.

C. Law School Employees Are Obligated to Inform Campus Safety and Security.

Any law school employee (other than the confidential resources or Community Resource Advisor identified in the Resources listing) who receives a report is required to inform Campus Safety and Security about the report they have received. Campus Safety and Security and the law school will follow up on any report it receives about possible misconduct, whether from a student, other member of the community or an anonymous source, including informing the Deputy Title IX Coordinator of any reports of Sexual or Interpersonal Misconduct.

Before a student reveals information, University employees will try to ensure that the student understands the employee's reporting obligations—and, if the student wishes to maintain confidentiality, direct the student to confidential resources. A student may choose to make a full report or request confidentiality as he or she determines.

E. Student Requests for Confidentiality.

A complainant may report misconduct pursuant to this section and request that the law school not disclose his or her identity to anyone else, including the person who allegedly committed the

misconduct. While such a request may limit the law school's ability to investigate and respond to the reported misconduct, the Deputy Title IX Coordinator, in consultation with appropriate school officials, will consider the request in light of LLS' commitment to provide a safe and non-discriminatory environment for all students and will honor the request, provided such accommodation can be made consistent with LLS' duties to protect the law school community from sexual and interpersonal misconduct. The Community Resource Advisor with whom the complainant met will promptly notify the complainant making the request whether the law school will be presently able to honor it.

Whether or not LLS is able to grant a request to keep the complainant's identity confidential, law school personnel will reveal information about investigations and disciplinary proceedings related to sexual harassment, sexual misconduct or interpersonal misconduct only to those who need to know in order to carry out their duties and responsibilities.

F. Advisor.

At any time prior to or during proceedings regarding an allegation of sexual or interpersonal misconduct governed by this policy, Complainants and Respondents may choose an advisor of their choice to accompany them during the investigative process or any related meeting that is part Sexual and Interpersonal Misconduct investigative and adjudicative proceedings. An advisor is any individual who provides the complainant or respondent support, guidance, or advice. This advisor may be a parent, a community advocate, or any other person. The advisor's role is purely supportive; the advisor may not speak on behalf of the complainant or respondent.

VIII. VIOLATIONS OF THIS POLICY.

All allegations of student-on-student sexual harassment, sexual misconduct, or interpersonal misconduct as defined in this policy will be reviewed, and action taken as warranted, according to the process delineated in this section. Proceedings shall be prompt, fair and impartial. Like the Discipline Code, the proceedings defined in this section do not, and are not intended to, emulate the criminal justice system, its processes and/or procedures.

A. Investigation and Adjudication.

Once a report has been received, the law school will initiate an investigation.

1. The investigation shall be conducted by an Associate Dean.
2. The law school will notify the respondent in writing that a report of sexual and/or interpersonal misconduct has been made. The notice will generally describe the allegations in the report. The complainant and respondent will be given the opportunity to meet separately with the Associate Dean to review the Policy and these Procedures. The parties shall have the right to present any relevant evidence in support of or in opposition to the allegations of misconduct in the report. Should either party request, s/he may review, in the office of the Associate Dean, the report of misconduct and any information or evidence submitted in support of or in opposition to the report.
3. The Associate Dean conducting the investigation will have successfully completed required University training and may also employ the services of a qualified private consultant investigator (or team of investigators) to assist in the fact-gathering portion of the investigation.
4. The law school's investigation and adjudication of any reports will continue during any law enforcement proceeding. The Associate Dean conducting the investigation may need to temporarily delay an investigation while the police are gathering evidence but will resume the investigation after s/he learns that the police department has completed its evidence-gathering and will generally not wait for the conclusion of any related criminal proceeding.
5. The Associate Dean and/or the investigator (or team of investigators) assisting the Associate Dean will gather pertinent documentary materials (if any) and other information. The Associate Dean will determine the manner of the investigation, but it will typically involve talking to the complainant, the respondent, other involved or observing parties, and reviewing other relevant

information, such as emails, voicemail messages, text messages, photographs, on and off campus conduct, etc.

B. Determination of Discipline.

1. The Associate Dean conducting the investigation will review all evidence regarding the report and make a determination of whether the policy has been violated. Using the preponderance of evidence standard, the Associate Dean will determine whether this policy or any of the Standards of Conduct have been violated.
2. If the Associate Dean concludes that either this policy or the Standards of Conduct have been violated, the Associate Dean will determine the appropriate sanction, pursuant to Section 12.1 of the Student Handbook. Sanctions may include, but are not limited to, expulsion, indefinite suspension, suspension until a specified date, formal censure, oral censure, academic penalty, disciplinary probation, and revocation of the degree.
3. The Associate Dean shall notify the complainant and the respondent of his/her conclusion in writing. Either the complainant or the respondent will have the right to appeal the decision.

C. Appeal.

1. Once written notification of the resolution has been provided, the complainant and the respondent will have the opportunity to appeal the outcome, including any discipline or corrective measure imposed, and/or the issue of whether there has been a Policy violation.
2. Any appeal must be submitted in writing to the Deputy Title IX Coordinator within ten (10) calendar days of being notified of the outcome of the investigation or hearing.
3. Appeals will be heard *de novo*.
4. Appeals will be considered by a hearing board consisting of two members of the law school's Student Conduct Committee. The Deputy Title IX Coordinator will refer the appeal to the chair of the Student Conduct Committee.

IX. RESOURCE ADMINISTRATOR

Prior to the commencement of proceedings regarding an allegation of sexual or interpersonal misconduct governed by this policy, both the Complainant and the Respondent will be assigned Advisors by the Associate Dean for Student Affairs or designee to assist the students as they progress through the process outlined in this policy. Students are not required to utilize their appointed Advisors, and may select a different Advisor. In the unique instance of an incident involving Sexual Harassment/Sexual Misconduct and interpersonal misconduct, Complainants and Respondents may choose an Advisor of their choice.

If the Student chooses an Advisor for incidents involving sexual and/or interpersonal misconduct, the student should inform the Judicial Officer in writing or via e-mail at least two (2) days prior to the scheduled date of the hearing.

What Should You Do if You Experience Sexual Assault, Sexual Violence, Domestic Violence, Dating Violence or Stalking?

A. Go to a safe place as soon as you can

B. Preserve all physical evidence

Do not wash your face or hands, bathe, brush your teeth, drink or eat, douche or change clothes. If you do change your clothes, put all clothing you were wearing at the time of the assault in individual paper bags (not plastic). It is important to preserve as much evidence as possible for investigation and processing of criminal and/or disciplinary charges.

C. Contact LLS Campus Safety & Security at 213-736-1121 (x1121). Public Safety can assist you in reporting a crime that occurred off-campus to the appropriate authorities. You may decline to report your experience to such authorities.

D. Seek immediate or prompt medical treatment (typically within 72 hours)

It is important to seek immediate or prompt and necessary follow-up medical attention for several reasons:

1. To assess and treat any physical injuries you may have sustained.
2. To determine the risk of sexually transmitted diseases or pregnancy and take appropriate medical measures.
3. If you choose, you may have evidence collected and preserved to aid in the investigation and processing of criminal and/or disciplinary prosecution.

It is best for any physical evidence to be collected within the first 24 hours following the incident. (The quality and quantity of evidence collected later than this may be substantially diminished.)

E. Visit the Rape Treatment Center at Santa Monica-UCLA Medical Center – (310) 319-4000 and/or utilize the other resources in closer proximity to LLS, as listed on our website.

The Rape Treatment Center can provide general medical treatment and, if you choose, collection of evidence. A medical exam could include treatment of any physical problems; evaluation of risks; various lab tests for sexually transmitted diseases and pregnancy; appropriate treatment; identification and collection of physical evidence of any Sexual Assault.

A specially trained nurse will perform the evidence collection exam. A Sexual Assault advocate or a support person of your choice may be present throughout the procedure.

The Rape Treatment Center hospital emergency department follows national standards for victim care, Sexual Assault exams and evidence collection procedures. If the decision is made to conduct an evidence collection exam, the anonymous evidence may be held for six months or longer. This means you do not have to decide immediately whether or not you want to press charges.

The Rape Treatment Center also provides long term counseling support for victims of Sexual Assault and Sexual Violence, as well as advocacy and accompanying services.

F. Schedule non-emergency medical treatment

Even if you choose not to go to the hospital or to seek immediate medical attention, it is still important to get medical attention to treat any physical problems and to conduct various lab tests for sexually transmitted diseases and pregnancy. Please consult the list of local resources on the website.

G. Utilize counseling services

LLS's Counseling Office (Dr. Michael Douglas, 213-736-1122, 502 Casassa) is available for students in crisis. Dr. Douglas will quickly make an appointment to see you if you have an emergency.

H. For additional Resources please visit:

[LMU CARES](#)

[Loyola Law School and Community Sexual Assault and Interpersonal Misconduct Resource Contact List](#)

Utilize [Project Callisto](#) a confidential recording, reporting and support resource tool for student survivors.



LOYOLA MARYMOUNT UNIVERSITY
HUMAN RESOURCES POLICIES AND PROCEDURES

DIVISION: Administration/Human Resources	
SUBJECT: Discriminatory Harassment and Complaint Process	Page 1 of 18
Policy Number:	Supersedes: Discriminatory Harassment and Complaint Process
Effective Date: 08/01/19	Previously Issued: 06/15/18

1. STATEMENT OF POLICY:

Loyola Marymount University is dedicated to fostering the education of the whole person and strives to provide an environment that encourages the search for truth and freedom of inquiry. The University recognizes the important contribution a diverse community of students, faculty and staff makes towards the advancement of its goals and ideals. The University is committed to providing an environment that is free of discrimination and harassment as defined by federal, state and local law, as well as under this policy. Any violations of this policy will be treated as serious misconduct and result in appropriate disciplinary action up to and including dismissal from the University.

This policy applies to all students, faculty, and staff including, but not limited to: trainees, unpaid interns, volunteers, non-supervisory staff, supervisors, managers, directors and leadership. It is also the policy of the University to protect its students, faculty and staff from unlawful harassment by vendors, guests and other visitors to the University. It is the responsibility of every student, faculty and staff member to follow this policy conscientiously.

Nothing in this policy should be construed to infringe on the academic freedom of members of the University community and their right to use the academic forum provided by the University either to discuss controversial subjects or to express ideas with which some or most members of the University community strongly disagree.

2. DEFINITIONS:

"Harassment" is unwelcome verbal, non-verbal, physical or visual conduct based on any legally protected characteristic, outlined below in Section 3, that has the purpose or effect of unreasonably interfering with academic or work performance or creating an intimidating, hostile or offensive, living, academic or work environment.

"Sexual Harassment" is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, physical or visual conduct by a person of either the same or opposite sex where:

1. submission to or rejection of the conduct is made either an explicit or implicit condition of academic achievement and/or employment;
2. submission to or rejection of the conduct is used as the basis for an academic and/or employment decision; or

3. the conduct has the purpose or effect of unreasonably interfering with academic, or work performance or creating an intimidating, hostile, or offensive, living, academic, or work environment.

“Hostile Environment” is defined as any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it limits, interferes with or denies educational or employment benefits or opportunities from both a subjective (the complainant) and objective (reasonable person’s) viewpoint.

“Consent” is defined as the unambiguous and willing participation or cooperation in act, behavior or attitude that is commonly understood to be consistent with the exercise of free will. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other(s) to engage in the sexual activity. Affirmative consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. Consent requires participants who are lawful adults, fully conscious, equally free and legally competent to act, have clearly communicated their willingness, cooperation, or permission to participate in the specific sexual activity engaged in, are positive and clear about their desires, and are able to cease ongoing consensual activity at any time. Refusal to consent does not have to be verbal; it can be expressed with clear gestures, body language or attitude. Lack of protest or resistance does not mean consent, nor does silence mean consent. Prior sexual history between the complainant and respondent, by itself, does not constitute consent.

Consent is not freely given if:

1. It is obtained through the use of force, through the fear of or the threat of force, through the abuse of a power positions over another (such as employment status or position within an organization) or by kidnap; or
2. A reasonable person in the position of the alleged perpetrator at the time the alleged conduct occurred should have known that the other person was unable to give consent for any of the following reasons:
 - a. The individual is unable to make an informed decision as a result of the use of alcohol, drugs or other substances (including but not limited to predatory drugs or prescribed medications);
 - b. The individual is unable to consciously respond for whatever reason including lack of consciousness, sleep, illness or shock;
 - c. The individual is under the age of eighteen and therefore legally incapable of giving consent; or
 - d. The individual is known by reason of impairment, mental condition or developmental or physical disability to be reasonably unable to consent.
3. The individual has acted or spoken in a manner that expresses a lack of consent or a refusal to consent.

The following are invalid excuses for failing to obtain affirmative consent from the Complainant:

1. The responding party’s belief in affirmative consent arose from the intoxication or recklessness of the responding party; or
2. The responding party did not take reasonable steps, in the circumstances known to the responding party at the time, to ascertain whether the complaining party affirmatively consented.

“Sexual Misconduct” is defined as Sexual Assault, Sexual Exploitation, Interpersonal Misconduct, or the act of making sexual contact with the intimate body part of another person without that person’s consent including as the result of sexual coercion. Intimate body parts include the sexual organs, the anus, the groin or buttocks of any person, and/or the breasts.

“Sexual Assault” is defined as engaging in sexual intercourse or any of the sexual activities listed below with another person without that person’s consent. Sexual Assault includes, but is not limited to, rape, sexual battery, anal intercourse, oral copulation or penetration of a body cavity by a foreign object. Sexual intercourse includes the penetration, however slight, of the vagina or anus with any object or body part and of the mouth with a body part or object in a sexual manner.

“Sexual exploitation” is sexual misconduct that occurs when a person takes unjust or abusive sexual advantage of another for his or her benefit or for the benefit of anyone other than the exploited party; and that behavior does not otherwise constitute sexual assault. Examples of sexual exploitation include, but are not limited to, invasion of sexual privacy, audio or video recording or photographing of a sexual nature utilizing webcam, camera, Internet exposure, *etc.* without knowledge and consent of all persons; going beyond the boundaries of consent (such as letting another person hide and watch you have consensual sex without the knowledge of the other party), engaging in unconsented voyeurism, coercing another against their will to expose their genitals or breasts, and prostituting another person.

“Interpersonal Misconduct” includes Dating Violence, Domestic Violence and Stalking, as defined below.

“Dating Violence” is defined as violence committed by a person:

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of such a relationship shall be determined based on the complaining party’s statement with consideration of the following factors:
 - a. The length of the relationship
 - b. The type of the relationship
 - c. The frequency of interaction between the persons involved in the relationship.
3. Dating Violence includes, but is not limited to, sexual or physical abuse or threat of such abuse. Dating violence does not include acts covered by the definition of domestic violence.

“Domestic Violence” is defined as a felony or misdemeanor 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 cohabited with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under California law, or by any other person against an adult or youth victim who is protected from that person’s acts under California law.

“Stalking” is defined as engaging in a course of conduct directed at a specific person(s) that would cause a reasonable person to fear for his or her 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 stalker 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.

For the purposes of this definition "substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

"Retaliation" means adverse, non-permitted action taken against a person who reports a violation of this policy, assists someone with a report of a violation of this policy, or participates in any manner in an investigation or resolution of a report of a violation of this policy. Retaliation can include but is not limited to: threats, intimidation, coercion, harassment, reprisals, spreading negative information about an individual, exclusions from academic and non-academic programs, and/or adverse actions related to employment.

"Hate Crimes" are acts of physical force, threats, or intimidation that are willfully or knowingly committed because of the victim's actual or perceived disability, gender, nationality, race or ethnicity, religion or sexual orientation. Hate crimes are expressed in several ways, sometimes physical violence and sometimes violence against property. (California Penal Code, §§422.55 and 422.6).

"Bias-Motivated Incidents" are acts, including but not limited to disseminating racist flyers or defacing a student organization flyer, which do not violate the State Penal Code, but originate in bias against someone's actual or perceived disability, gender, nationality, race or ethnicity, religion or sexual orientation.

These policy definitions are not intended to and do not limit the University's ability to discipline or otherwise respond to conduct which does not necessarily violate the law, but which the University determines is a violation of this policy.

3. **POLICIES/PROCEDURES:**

The University seeks to ensure a positive living, learning and working environment for all LMU community members. Specifically, this policy prohibits unwelcome, harassing conduct on the basis of race, religious creed (including religious dress and grooming practices), color, national origin (including language and language use restrictions), ancestry, disability (mental and physical) including HIV and AIDS, legally protected medical condition (cancer-related or genetic characteristic), denial of Family and Medical Care Leave, marital status, sex (including pregnancy, childbirth, breastfeeding, and related medical condition), gender, gender identity, gender expression, age 40 or over, military or veteran status, sexual orientation, genetic information or any other bases protected by federal (including but not limited to Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990), state or local law. Students, faculty and staff should be aware of and avoid actions that others may construe as unwelcome and/or harassing. [[click here](#) for Student Conduct Code] [[click here](#) for Human Resources Policies & Procedures] [[click here](#) for the Faculty Handbook].

Processes for Enforcing this Policy*Complaints of Student-on-Student Sexual Misconduct and/or Discriminatory Harassment***Complaints of Sexual Misconduct**

Complaints of student-on-student sexual misconduct, including student-on-student sexual harassment, are handled through the Student Conduct Code. A student found to have violated this policy will be subject to the sanctions set forth in the Student Conduct Code up to, and including, dismissal from the University. Violation of this policy may also be subject the offender to criminal prosecution or third party civil litigation.

Complaints of Discriminatory Harassment

Complaints of student-on-student discriminatory harassment are handled through the Student Conduct Code. A student found to have violated this policy will be subject to the sanctions set forth in the Student Conduct Code up to, and including, dismissal from the University.

*Other Complaints of Sexual Misconduct/and or Discriminatory Harassment***Complaints of Sexual Misconduct**

Complaints of sexual misconduct made against a faculty or staff member are subject to the processes described in “Step 1: Intake” and “Step 3: Formal Resolution” set forth in this policy, below. For complaints of sexual misconduct, DPS is charged with the “Intake” procedures set forth below.

Complaints of sexual misconduct by a faculty member, staff member or contract-service provider against a student will be subject to the processes outlined in the Student-on-Student Sexual and Interpersonal Misconduct Policy & Protocol.

A faculty or staff member found to have violated this policy will be subject to disciplinary action up to, and including, dismissal from the University, regarding allegations involving current students, faculty or staff irrespective of the length of time since the alleged misconduct occurred. A student found to have violated this policy will be subject to the sanctions set forth in the Student Conduct Code. Violation of this policy by a student, faculty or staff member may also subject the offender to criminal prosecution or third party civil litigation.

Complaints of sexual misconduct made against an individual who is not a student, faculty or staff member are subject to this policy, but will not proceed through the Formal Resolution processes.

Complaints of Discriminatory Harassment

Complaints of discriminatory harassment made by or against a student, faculty or staff member are subject to the processes described in “Step 1: Intake,” “Step 2: Informal Process,” and “Step 3: Formal Resolution” set forth in this policy, below. A faculty or staff member found to have violated this policy will be subject to disciplinary action up to, and including, dismissal from the University. A student found to have violated this policy will be subject to the sanctions set forth in the Student Conduct Code.

Complaints of discriminatory harassment made against an individual who is not a student, faculty or staff member are subject to this policy, but will not proceed through the Formal Resolution processes.

Reporting Allegations of Discriminatory or Harassing Conduct

The objective of this policy is to prevent an environment from developing which unreasonably interferes with a student's academic endeavors, student work and/or a faculty/staff member's work or has the effect of creating an intimidating, hostile or offensive environment because of such prohibited conduct. It is essential that students, faculty and staff immediately report conduct that is believed to be in violation of this policy. Prompt reporting is necessary in order that timely fact-finding can be conducted about complaints, a problem can be remedied before the situation escalates, and the potential for the spread of harmful rumors can be reduced. Unless the law requires a longer period of limitation, a complaint must be filed within one calendar year of the conduct alleged to be a violation. [Click [here](#) for Complaint of Allegation of Discriminatory Harassment Form.] Prompt reporting will enable the University to investigate the facts, determine the issues and provide an appropriate remedy for any violation of University policies.

All supervisory faculty, administrators and staff are required to report inappropriate conduct against another faculty, administrator or staff member in violation of the University's policies against discrimination and harassment.

All members of the University community, including students, faculty and staff, are encouraged, when appropriate and desirable, to try to resolve issues relating to conduct they believe to be discriminatory or harassing by directly addressing any person(s) engaged(ing) in inappropriate or unwelcome behavior and requesting that the behavior stop or be modified in some mutually satisfactory way.

However, we recognize that not everyone will feel comfortable engaging in such direct conflict resolution and/or that a direct approach will not always result in an acceptable resolution to all persons involved. In those instances where direct resolution is either not desirable or inadequate to resolve the inappropriate or unwelcome discriminatory or harassing behavior, any member of the University community is strongly encouraged to file a complaint of discrimination or harassment with any of the persons or departments listed below.

Reporting Complaints of Sexual Misconduct

Pursuant to the University's "Reporting Sexual Misconduct" policy, all reports of sexual misconduct, as defined above, should be made to the Department of Public Safety at 310.338.2893 [x82893 on campus]/ (Westchester)/Campus Safety & Security at 213.736.1121 (Law School).

Reporting Complaints of Discriminatory Harassment

Students

Westchester

Students may report discriminatory or harassing conduct, as defined in this policy, to any of the following:

- Student Affairs at 310.338.2885 [x82885 on campus];
- Associate Vice President Student Affairs at 310.338.7745 [x87745 on campus];

- University Title IX Coordinator/EEO Specialist at 310.568.6105 [x86105 on campus];
- Deputy Title IX Coordinator (Human Resources) 310.338.4204 [x84204 on campus];
- Deputy Title IX Coordinator (Student Affairs) 310.338.1821 [x81821 on campus]; or
- Deputy Title IX Coordinator (Athletics) 310.338.7645 [x87645 on campus.]

Law School

- Director of Student Affairs at 213.736.8152 [x8152 on campus]
- Associate Dean of Student Services at 213.726.1028 [x1028 on campus].

Faculty**Westchester**

Faculty may report discriminatory or harassing conduct, as defined in this policy, to any of the following:

- Academic Affairs at 310.338.2733 [x82733 on campus];
- Human Resources at 310.338.2723 [x82723 on campus];
- Vice President for Intercultural Affairs at 310.338.7598 [x87598 on campus];
- University Title IX Coordinator/EEO Specialist at 310.568.6105 [x86105 on campus]; or
- Deputy Title IX Coordinator (Human Resources) at 310.338.4204 [x84204 on campus.]

Law School

- Associate Dean for Faculty at 213.726.1038 [x1038 on campus]
- University Title IX Coordinator/EEO Specialist at 310.568.6105.

Staff**Westchester**

Staff may report discriminatory or harassing conduct, as defined in this policy, to any of the following:

- Appropriate University Senior Vice President
- Human Resources at 310.338.2723 [x82723 on campus];
- University Title IX Coordinator/EEO Specialist 310.568.6105 [x86105 on campus] or
- Deputy Title IX Coordinator (Human Resources) 310.338.4204 [x84204 on campus.]

Law School

- Appropriate Associate Dean at 213.726.1038 [x1038 on campus]
- University Title IX Coordinator/EEO Specialist at 310.568.6105.

External Reporting Options

In addition to internal reporting options, students, faculty and staff may file reports with external agencies.

Students may contact the U.S. Department of Education Office for Civil Rights to file a complaint of discrimination or harassment or sexual misconduct:

- In person: *via telephone* (800) 421-3481
- Online: *via email at* OCR@ed.gov
- By mail: *write letter to*

U.S. Department of Education, Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, S.W.
Washington, D.C. 20202-1100.

Faculty and staff may file a complaint of discrimination or harassment with the U.S. Equal Employment Opportunity Commission or the California Department of Fair Employment and Housing.

Faculty and staff may also file complaints related to Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Title IX of the Education Amendments of 1972 (sex discrimination); Section 504 of the Rehabilitation Act of 1973 (discrimination on the basis of disability); the Age Discrimination Act of 1975 (age discrimination), and/or Title II of the Americans with Disabilities Act of 1990 (discrimination on the basis of disability) with the Office for Civil Rights, as described above.

A complaint filed with any outside government agency will not suspend the investigation or resolution of a complaint filed pursuant to the University's internal Discriminatory Harassment Complaint Process.

Confidentiality & Non-Retaliation

Confidentiality will be maintained to the greatest extent possible in view of the method of complaint resolution chosen.

All persons are prohibited from taking any retaliatory action against any other member of the University Community, including the complainant, respondent, or witnesses involved in the complaint. Retaliation may be subject to a separate complaint under this policy and/or appropriate disciplinary action up to and including dismissal from the University. Any person who believes that retaliation for having filed or participated in the investigation of a complaint of discrimination or harassment has occurred should immediately notify the EEO Specialist or designee of the retaliatory conduct.

False or Harassing Complaints Prohibited

It is a violation of this policy to file a false complaint against anyone for the purpose of injuring the reputation of or harassing another. Any person found to have filed a false complaint against another in bad faith or for the purpose of injuring the reputation of or harassing another will be subject to appropriate discipline. This proscription is in no way intended to discourage the filing of good faith complaints of discrimination or harassment, even if those complaints do not result in a finding of misconduct or sanction under the University's policies.

Interim/Remedial Measures

The University may take interim/remedial measures, including, but not limited to, no contact orders, or academic, residential, transportation and/or employment accommodations, intended to ensure the well-being of the complainant, the respondent, the investigatory process and/or the University community while the complaint is being investigated and prior to the determination on the complaint. Any such interim measures shall not be referred to or offered as evidence at a hearing on the underlying charge. Any such interim measures shall be designed and implemented in a manner intended to achieve their purpose while at the same time limiting, to the extent practicable, any adverse effect to the complainant's and/or respondent's educational program or employment. Any such interim measures shall remain confidential, to the extent possible, to achieve the measure. Both the complainant and respondent will receive written notification of their access to interim measures.

The University reserves the right to deny access to campus to former students, alumni, and/or visitors alleged to have engaged in, or who have been found to have engaged in discriminatory harassment, regardless of their status at the time of the alleged misconduct. The University reserves the right to continue interim/remedial measures following determination on the complaint.

Advisors*Complaints of Sexual Misconduct*

All persons involved in a complaint of sexual misconduct may, at any time in the process, request the assistance of an advisor to be appointed by the University or select an advisor of their choice. The advisor may accompany the complainant and/or respondent during the complaint process. The advisor may assist in the presentation of the case to the EEO Hearing Panel (during any Formal Resolution.)

Complaints of Discriminatory Harassment

All persons involved in a complaint of discriminatory harassment may, at any time during the process, request the assistance of an advisor selected from the University community. An advisor is defined as any current student, faculty or staff or religious community member. Off-campus individuals, parents, family members, alumni/ae, and those persons who have no affiliation with the University are expressly excluded from the definition of "Advisor" and cannot serve as Advisors. Current faculty or staff cannot act as an Advisor to their own family members.

The advisor may accompany either the complainant and/or respondent during the complaint process. The advisor may provide support to the complainant or respondent throughout the process. The use of an advisor is not intended as legal representation, and no one acting in the capacity of an attorney will be present during the grievance procedures, except as may be permitted pursuant to the Faculty Grievance Process on appeal.

Resources for Complainants and Respondents – Complaint of Sexual Misconduct

When an allegation of sexual misconduct has been brought to the attention of the University, the University will provide resources to separately assist complainants and respondents in identifying University and external resources that are available to them in the context of alleged sexual misconduct. For student-on-student complaints, the parties are assigned Student Affairs Resource Administrator's (SARA) pursuant to the Student-on-Student Sexual & Interpersonal Misconduct Policy and Protocol.

For all other complaints of sexual misconduct, the EEO Specialist, or designee, assists the parties. The EEO Specialist or designee is trained to assist the parties in identifying University and external resources and explaining the University's investigation, complaint and appeal process; however, the EEO Specialist, or designee, is not an advocate. The EEO Specialist, or designee, will provide the parties written notification of their rights and options in regards to the formal resolution process set forth in the University's Discriminatory Harassment and Complaint Process policy or Student-on-Student Sexual and Interpersonal Misconduct policy when there is a student respondent. The EEO Specialist, or designee, will provide written notification of available on and off campus counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid (where applicable) and other services offered by the University and other local organizations.

The EEO Specialist or designee will:

- A. Provide information, as applicable, regarding on and off campus resources, such as: Student Psychological Services (SPS), Student Health Services (SHS), Office of Student Conduct and Community Responsibility (OSCCR), Employee Assistance Program, Human Resources, Department of Public Safety / Campus Safety & Security (Law School), Los Angeles Police Department, Rape Treatment Center at Santa Monica-UCLA Medical Center, and Campus Ministry.
- B. Explain all stages of the applicable complaint process, including the right to present material witness(es) to the incident, potential outcomes for complainants and respondents, and the right to be informed in writing of the outcome of the complaint process.
- C. Provide information, explanation and review so that the parties can make an informed decision about the options available to them, including reporting to law enforcement, filing a complaint with the Department of Public Safety / Campus Safety & Security (Law School), filing and responding to complaints of sexual misconduct, taking legal action separate and apart from and/or in addition to filing a complaint with the University of sexual misconduct seeking disciplinary action, and documenting their decisions.
- D. Explain that the complaining/responding party can refuse any/all of the above.
- E. Follow up with the complainant and respondent throughout the formal resolution process and thereafter to ensure that no retaliation is taking place and to continue to provide the complainant and respondent access to resources the complainant or respondent require.

Complaining/Responding Party Rights – Complaint of Sexual Misconduct

The complaining and responding parties involved in a complaint of sexual misconduct have the right to:

1. Receive a written notification of available on and off campus existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid (where applicable), and other services available as well as notification of the procedures for institutional disciplinary action and their rights and options as defined in sexual misconduct cases.
2. Make a complaint to the Department of Public Safety / Campus Safety & Security (Law School).
3. File a police report and take legal action separate from and/or in addition to filing a Student Conduct Code complaint seeking disciplinary action.
4. Be informed of the disciplinary finding (responsible or not responsible) in writing.
5. Present material witnesses to the alleged incident.
6. Refuse any/all of the above.

Discrimination and Harassment Complaint Process

For those persons who believe they have been the victim of, or have witnessed, discrimination, harassment, or sexual misconduct by or against any member of the University community, including sexual harassment, this Complaint Process is the exclusive means by which complaints of discrimination and harassment may be investigated and resolved, unless the complaint involves student-on-student discrimination, harassment, or sexual misconduct conduct. This Complaint Process is not intended to, and does not, preclude any member of the University community from addressing and resolving issues of inappropriate or unwelcome conduct directly with any other member of the University community.

Step 1: Intake

All complaints of discrimination or harassment, regardless of how reported, if not resolved directly, will be referred by the person receiving the complaint to the EEO Specialist or designee for Intake and Resolution pursuant to this Complaint Process.

All complaints of sexual misconduct will be made or referred to the Department of Public Safety / Campus Safety & Security (Law School.) In such cases, the Department of Public Safety / Campus Safety & Security (Law School) will perform "Intake" processes, as set forth below.

The EEO Specialist or designee/Department of Public Safety / Campus Safety & Security (Law School) will first meet with the complainant (*i.e.* the person making the complaint) to either make a complaint, if not already made, or, if a written complaint has been made, to verify the accuracy of the allegations contained in the written complaint. The complaint will include, but not be limited to:

1. The name of the complainant;
2. the name(s) of the respondent(s) (*i.e.* the person(s) accused of violating the University's policies against discrimination or harassment or sexual misconduct);
3. the date(s) and nature of all alleged discriminatory or harassing conduct or sexual misconduct;
4. the name(s) of any witness(es) to the alleged discriminatory or harassing conduct or sexual misconduct or person(s) that might otherwise have information relevant to the alleged discriminatory or harassing conduct or sexual misconduct by the respondent; and
5. if appropriate, whether the complainant is amenable to informal resolution of the complaint.

The EEO Specialist or designee/Department of Public Safety / Campus Safety & Security (Law School) will meet with the respondent to notify the respondent of the complaint and the allegations against her/him. During this meeting, the EEO Specialist or designee/Department of Public Safety / Campus Safety & Security (Law School) will also document the response to the allegations of the complaint, including but not limited to:

1. the respondent's version of each of the event(s) of alleged discriminatory or harassing conduct or sexual misconduct identified by the complainant;

2. the name(s) of any witness(es) to the alleged discriminatory or harassing conduct or sexual misconduct or person(s) that might otherwise have information relevant to the alleged discriminatory or harassing conduct or sexual misconduct by the respondent;
3. any additional information that the respondent believes is relevant to a determination of the complaint; and
4. if appropriate, whether the respondent is amenable to informal resolution of the complaint.

Complaints of Discrimination or Harassment

The EEO Specialist or designee will evaluate the allegations of the complaint and the response to determine the following:

1. whether the allegations constitute a claim of discrimination or harassment subject to the University's Complaint Process;
2. whether the claim and the parties are amenable to informal resolution. [Note: Claims that may not be suitable for informal resolution include but are not limited to those that may involve the interests of persons other than the claimant, claims of physical assault or violence or claims that involve other potentially criminal conduct]; and
3. whether there are any immediate actions that should be taken to redress the alleged inappropriate conduct pending further resolution of the complaint.

If the EEO Specialist or designee determines that the complaint does not constitute a claim of discrimination or harassment subject to the Complaint Process, the matter will be referred to the appropriate University personnel or University department for resolution.

If the EEO Specialist or designee determines that the complaint does constitute a claim of discrimination or harassment subject to the Complaint Process, then:

1. If the claims and parties are amenable to informal resolution, the matter will proceed as set forth below in Step 2: Informal Resolution. [Note: Both parties must consent to informal resolution, otherwise the matter must proceed to Step 3: Formal Resolution.]
2. If the claims and/or parties are not amenable to informal resolution, the matter will proceed as set forth below in Step 3: Formal Resolution.

Complaints of Sexual Misconduct

In complaints of sexual misconduct, the Department of Public Safety / Campus Safety & Security (Law School), in consultation with the Title IX Coordinator/EEO Specialist, will evaluate the allegations of the complaint and the response to determine whether there are any immediate actions that should be taken to redress the alleged inappropriate conduct pending further resolution of the complaint.

The Department of Public Safety will provide its reports to the Office of Student Conduct & Responsibility / Campus Safety & Security (Law School) will provide its reports to Student Affairs (Law School), in cases

involving complaints of student-on-student sexual misconduct, or will provide its report to the Title IX Coordinator/EEO Specialist or designee, for all other claims of sexual misconduct.

1. If the claims involve student-on-student sexual misconduct, the matter will proceed as set forth in the Student-on-Student Sexual Misconduct Policy and Protocol / Student-on-Student Sexual Misconduct Policy & Protocol (Law School).
2. If a claim of sexual misconduct is made by a faculty, staff or contract-service provider against a student, the matter will proceed as set forth in the Student-on-Student Sexual Misconduct Policy and Protocol / Student-on-Student Sexual Misconduct Policy & Protocol (Law School).
3. All other claims of sexual misconduct against a faculty or staff member will proceed as set forth below in the “Step 3: Formal Resolution” process.

A Formal Resolution process initiated in response to an allegation of sexual misconduct is independent from criminal or civil proceedings and will normally proceed without regard to the pendency or potential pendency of criminal or civil proceedings.

Step 2: Informal Resolution

Informal Resolution is a process whereby the University attempts to resolve complaints quickly and effectively to the satisfaction of all parties without engaging in a formal fact-finding process or issuing any formal findings, while also providing the greatest protection of confidentiality possible to the parties. At any time during the informal resolution process, either party may elect to terminate the process and proceed with a formal resolution pursuant to Step 3 below.

Informal Resolution may take the form of an interactive resolution by the EEO Specialist or designee. The EEO Specialist or designee will meet with both the complainant and respondent, and any other persons or witnesses determined to be necessary to a full resolution of the complaint, to review the allegations and any response, and assist the parties in reaching a mutually satisfactory resolution.

If resolution is reached by these informal means, the resolution will be documented by the EEO Specialist or designee and the matter will be closed. If resolution is not reached by these informal means, and the EEO Specialist or designee determines that the complaint remains subject and amenable to resolution under the Complaint Process, the complaint will be referred to Step 3 below for Formal Resolution. The University reserves the right to terminate the informal resolution process and to deny formal processing of a complaint if at any time during the informal resolution it is determined that the allegations of the complaint are not subject or amenable to resolution under the Complaint Process.

If resolution is not reached by these informal means, the complainant or respondent may request that the matter be referred to Step 3 below for Formal Resolution. Requests to proceed with Formal Resolution by a complainant or respondent must be submitted in writing to the EEO Specialist within thirty (30) calendar days from the conclusion of the informal process.

Step 3: Formal Resolution

If a complaint is not suitable for informal resolution (the complainant, respondent or both do not agree to resolution of the complaint by informal means, or if informal resolution is not successful in resolving the

matter, or if the complaint involves allegations of sexual misconduct) an EEO Hearing Panel will be constituted to hear and resolve the complaint.

The University reserves the right to initiate an EEO Hearing if a complainant in a sexual misconduct matter chooses not to participate in the Formal Resolution process.

Hearing Panel Composition

Each EEO Hearing Panel will consist of 4 EEO Hearing Panel members and one EEO Hearing Panel Chair who will preside over the hearing and – on the Panel’s behalf – issue findings and a recommended remedy, if any, on each EEO complaint. The EEO Hearing Panel will be constituted as follows:

The complaining party and responding party will each nominate four panelists from an approved list of trained EEO Hearing Panelists. EEO Hearing Panelists receive training regarding the adjudication of complaints made under this policy.

Each individual nominated by the complaining and responding parties must:

- Have satisfactorily completed University required training,
- Not be acting in the capacity of an attorney,
- Not have a personal interest in the EEO complaint or its resolution, and
- If a staff member, have completed his/her introductory period.

The Vice President of Human Resources will make the final selection of the panel members from the nominees by selecting two of the complaining party’s nominees and two of the responding party’s nominees.

The fifth panel member will be an HR Representative who will preside over the hearing as the EEO Hearing Panel Chair. The Vice President of Human Resources will designate the HR Representative who will act as the EEO Hearing Panel Chair. The HR Representative will only act as a voting panelist if there is a split decision between the EEO Hearing Panel members.

Notice of Hearing

Once selected, the EEO Hearing Panel Chair will provide at least ten (10) business days notice to the complaining and responding parties of the date of the hearing. All EEO Hearing Panel members will receive training on the University's anti-discrimination/harassment and sexual misconduct policies and on the administration of this Complaint Process prior to the hearing.

Formal EEO Hearing Process

The function of the EEO Hearing Panel will be to: (1) determine whether any University policy against discrimination, harassment or sexual misconduct has been violated, including any lesser offense than that charged in the complaint; and (2) if so, recommend an appropriate remedy to redress the violation. At the EEO Hearing Panel proceedings, each party will have the right to present testimony and evidence in support of his/her claims or defenses. The EEO Hearing Panel will be empowered to hear and receive evidence and testimony relating to the complaint, including compelling either party to produce a witness

or evidence deemed relevant to the determination of the complaint, and question any witnesses, including the complainant or respondent.

The EEO Hearing Panel Chair will be responsible for presiding over the EEO Hearing Panel proceedings and ensuring the orderly presentation of the evidence and testimony, as well as ensuring that the parties are accorded a fair and full opportunity to present their claims and defenses. The EEO Hearing Panel proceedings will not be governed in accordance with any rules of evidence or procedure, but will be administered in the sole discretion of the EEO Hearing Panel, under the direction of the EEO Hearing Panel Chair. All EEO Hearing Panel proceedings will be closed to general members of the University community. Attendance at EEO Hearing Panel proceedings will be limited to the complainant, respondent, an advisor to either party, witnesses called to testify by either party, and the designated EEO Hearing Panel members.

After the presentation of all testimony and evidence by both parties, the EEO Hearing Panel will convene privately to deliberate on the facts and evidence. Within fifteen (15) calendar days¹ from the adjournment of the hearing, the EEO Hearing Panel will issue a written decision reflecting the panel's finding of whether any of the University's policies against discrimination, harassment or sexual misconduct have been violated, the factual basis for such finding, and the recommended remedy for any violation. The written decision will be made using the preponderance of evidence standard. The findings and recommendation will be based solely on the presentation of evidence and testimony during the hearing and will include sufficient detail in support of the decision to allow adequate review on appeal.

If the decision contains a recommended remedy, the EEO Hearing Panel will forward its written decision to the EEO Specialist or designee and the appropriate University Senior Vice President responsible for enforcing any remedy for review and approval. If the recommended remedy is not approved, the written decision must be supplemented to reflect the reasons for any modification. [Note: A recommended remedy may be modified, for example, on the basis of prior disciplinary action against the respondent to which the EEO Hearing Panel is not privy.] Within five (5) business days from the date of the written decision the EEO Specialist or designee will issue written notice to both the complainant and respondent of the findings of the EEO Hearing Panel, including the determination of whether any University policy against discrimination or harassment has been violated, the factual basis for the finding, and any remedy. In the case where the remedy involves discipline against the respondent, the complainant will be notified only that the respondent will be appropriately disciplined for the violation, but will not receive notice of the specific nature of any discipline, unless required by law. Notice to the respondent will include specific reference to the discipline to be enforced against her/him. The decision of the EEO Hearing Panel is final unless appealed, pursuant to Step 4 below, within ten (10) business days from the date of the written notice to the parties.

¹ If additional time is needed to prepare the written decision, the fifteen (15) calendar day deadline may be extended by the University. If additional time is needed, the EEO Specialist, or designee, will inform the parties of the deadline extension.

Step 4: Appeal

Either party may appeal the decision of the EEO Hearing Panel by providing written notice of appeal as follows:

University Campuses (Not Including the Law School Campus)

Appeal by Complainant

The complainant may appeal the decision of the EEO Hearing Panel to the University Executive Vice President and Provost. A written notice of appeal must be filed in writing with the Office of the University Executive Vice President and Provost. Upon receipt of the written notice of appeal, the Office of the University Executive Vice President and Provost will provide notice of the appeal in writing to the EEO Specialist, the appropriate University Senior Vice President, if any, and the respondent. The University Executive Vice President and Provost will review the record of the case, including but not limited to the written decision of the EEO Hearing Panel and any evidence or other documentation contained in the case file, to determine whether the decision, including the findings and recommended remedy, if any, of the EEO Hearing Panel should be affirmed, reversed, or modified. Within ten (10) business days from the date of the written notice of appeal, the University Executive Vice President and Provost will notify the parties in writing of the decision on appeal.²

In the event the decision of the EEO Hearing Panel is reversed or modified, the notice by the University Executive Vice President and Provost will include an explanation of the grounds on which the decision has been reversed or modified. The decision of the University Executive Vice President and Provost will be final.

Appeal by Respondent

The respondent may appeal the decision of the EEO Hearing Panel as follows:

1. A student respondent may appeal the decision of the EEO Hearing Panel by sending written notice of appeal to OSCCR within ten (10) business days from the date of the notice of the decision. The appeal of the decision of the EEO Hearing Panel will proceed in accordance with the procedures for appeal found in the Student Conduct Code.
2. A faculty respondent may appeal the decision of the EEO Hearing Panel by sending written notice of appeal to the Faculty Grievance Committee within ten (10) business days from the date of the notice of the decision. The appeal of the decision of the EEO Hearing Panel will proceed in accordance with the procedures for review of a faculty grievance of "dismissal or other severe sanction" found in the Faculty Handbook.
3. A staff member may appeal the decision of the EEO Hearing Panel by sending written notice of appeal to the University Executive Vice President and Provost within ten (10) business days from the date of the notice of the decision. The appeal of the decision of the EEO Hearing Panel will proceed in accordance with the procedure set forth above for appeals by complainants.

² If additional time is needed to prepare the written decision on appeal, the ten (10) business day deadline may be extended by the University. If additional time is needed, the EEO Specialist, or designee, will inform the parties of the deadline extension.

Scope of Review on Appeal

All appeals will be based on a review of the record of the case, including but not limited to the written decision of the EEO Hearing Panel and any evidence or other documentation contained in the case file. The scope of review on appeal will be solely to determine if the findings and recommended remedy, if any, are supported by a preponderance of the evidence in the record of the case. No appealing party will be permitted to offer new evidence for consideration on appeal unless the party can demonstrate that the evidence did not exist or the party was reasonably unaware of the evidence at the time of the EEO Hearing. If new evidence is permitted for consideration on appeal, the reviewer will only be permitted to determine whether the additional evidence might reasonably have resulted in a different finding or remedy. If the reviewer determines that the additional evidence might reasonably have resulted in a different finding or remedy, the case will be remanded to the EEO Hearing Panel for reconsideration of the case in light of the new evidence.

Decision on Appeal

Within ten (10) business days from the date of the written notice of appeal, the reviewer will issue a written decision on appeal to both the complainant and respondent, which will state whether the decision of the EEO Hearing Panel, including the findings and remedy, if any, are affirmed, reversed, modified, or in the case of new evidence remanded.³ In the event the decision or remedy of the EEO Hearing Panel is reversed or modified, the notice will include an explanation of the grounds for reversal or modification. Notice to the complainant will not include reference to the specific nature of any discipline to be enforced against the respondent, unless required by law. Copy of the written notice will also be forwarded to the EEO Specialist and the appropriate University Senior Vice President, if any. All appeal decisions are final.

Law School Campus

The complainant and/or respondent may appeal the decision of the EEO Hearing Panel to the Law School Dean. A formal notice of appeal must be filed in writing with the Office of the Dean within thirty (30) days from the date of the decision of the EEO Hearing Panel. Upon receipt of the written notice of appeal, the Law School Dean will provide notice of the appeal in writing to the EEO Specialist, the appropriate Associate Dean, if any, and the respondent. The Law School Dean will review the record of the case, including but not limited to the written decision of the EEO Hearing Panel and any evidence or other documentation contained in the case file, to determine whether the decision, including the findings and recommended remedy, if any, of the EEO Hearing Panel should be affirmed, reversed, or modified.

Scope of Review on Appeal

All appeals will be based on a review of the record of the case, including but not limited to the written decision of the EEO Hearing Panel and any evidence or other documentation contained in the case file. The scope of review on appeal will be solely to determine if the findings and recommended remedy, if any, are supported by a preponderance of the evidence in the record of the case. No appealing party will be permitted to offer new evidence for consideration on appeal unless the party can demonstrate that the evidence did not exist or the party was reasonably unaware of the evidence at the time of the EEO Hearing. If new evidence is permitted for consideration on appeal, the reviewer will only be permitted to

³ If additional time is needed to prepare the written decision, the ten (10) business day deadline may be extended by the University. If additional time is needed, the EEO Specialist, or designee, will inform the parties of the deadline extension.

determine whether the additional evidence might reasonably have resulted in a different finding or remedy. If the reviewer determines that the additional evidence might reasonably have resulted in a different finding or remedy, the case will be remanded to the EEO Hearing Panel for reconsideration of the case in light of the new evidence.

Decision on Appeal

Within ten (10) business days from the date of the written notice of appeal, the Law School Dean will issue a written decision on appeal to both the complainant and respondent, which will state whether the decision of the EEO Hearing Panel, including the findings and remedy, if any, are affirmed, reversed, modified, or in the case of new evidence remanded. In the event the decision or remedy of the EEO Hearing Panel is reversed or modified, the notice will include an explanation of the grounds for reversal or modification. Notice to the complainant will not include reference to the specific nature of any discipline to be enforced against the respondent, unless required by law. Copy of the written notice will also be forwarded to the EEO Specialist and the appropriate Associate Dean, if any. All appeal decisions are final.

Record Keeping

The University will maintain records of all complaints of discrimination, harassment and sexual misconduct filed pursuant to the Discrimination and Harassment Complaint Process for a period of not less than four (4) years. All records will be maintained by the EEO Specialist. Complaint records will not be maintained with the academic or employment records of any student, faculty, or staff, except that some notation of disciplinary action taken against any student, faculty, or staff pursuant to the Complaint Process may be made in the academic or employment record(s) of that individual if required as a condition of the discipline itself or pursuant to administrative record-keeping requirements.

Annually, the University will publish a record of the number of complaints filed pursuant to the Discrimination and Harassment Complaint Process and the basis of each complaint. No information will be published about the identity of persons involved in or the specific nature of any discriminatory harassment complaint.

Training

Pursuant to California law, all supervisory faculty and staff personnel will receive two (2) hours of training on sexual harassment, including specifically the University's policy against discriminatory harassment, once every two years. This training will be coordinated and administered by the University Title IX Coordinator/EEO Specialist in conjunction with the Department of Human Resources. Any individual who has a question regarding this training should contact the Title IX Coordinator/EEO Specialist at the Human Resources Office, x86105.

Questions about this Policy

Students, faculty and staff who have questions regarding the University's Discriminatory Harassment and Complaint Process policy or Title IX should contact the University EEO Specialist, who is the designated Title IX Coordinator for the University, at Human Resources, 1 LMU Drive, Suite 1900, Los Angeles, CA 90045, phone: 310.568.6105. [Click [here](#) for Complaint of Discriminatory Harassment Form.]