

SOUTHWESTERN

LAW SCHOOL
Los Angeles, CA

ADDENDUM TO CATALOG

DATED NOVEMBER 21, 2023

Pg. 7

Added JD Learning Outcomes to this page from page 211

Pg. 10

Added LLM Program Outcomes to this page from page 110

Page 12

Added the following:

The Library is generally open 100 hours per week. Hours are extended during final exam periods and may be reduced between sessions or on holidays. A full-time Public Services staff member is available during most open hours. Generally, the Library is open:

Monday - Thursday: 7:30 a.m. to 11:00 a.m.

Friday: 7:30 a.m. to 9:00 p.m.

Saturday: 9:00 a.m. to 9:00 p.m.

Sunday: 9:00 a.m. to 11:00 p.m.

Due to the various programs Southwestern offers, hours vary more than in other schools. For example, the Library offers extended hours to accommodate the final exam schedule of students in the SCALE program. The Library is very mindful that it does not provide services to only daytime traditional students. Every effort is made to ensure all students, regardless of their program, have access to the Library when they need it.

Along with providing formal and informal training sessions and classes, when the library is fully staffed, reference services are provided by a reference librarian approximately 77 hours a week, seven days a week:

Monday - Thursday: 8:00 a.m. to 9:00 p.m.

Friday: 8:00 a.m. to 5:00 p.m.

Saturday – Sunday: 9:00 a.m. to 5:00 p.m.

In addition to in-person service at the Reference Desk, librarians are available to assist via Zoom, by phone, and by email. Librarians have an open-door policy and are available to students, faculty, and members of the Law School community anytime they are in

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Added the following:

Professional Licensure by Program

The degree program listed in the chart below may lead to a professional license. Professional licensure requirements vary from state to state, which may affect a student's ability to apply for a professional license after completing the program. U.S. Department of Education regulation 34 CFR 668.43(a)(5)(v) requires an institution to disclose whether each degree program will fulfill educational requirements for licensure in each state. The table below lists all U.S. states and jurisdictions, including the District of Columbia, the Commonwealth of Puerto Rico, and other U.S. territories.

As an ABA-accredited school, Southwestern Law School prepares students who earn a J.D. to take the bar examination in any U.S. jurisdiction. For states listed as "meets requirements" in the table below, a J.D. from Southwestern Law School entitles graduates to apply to sit for the bar examination, subject to individual state requirements for character and fitness, state-specific requirements, and distance-education limitations. In jurisdictions listed as "does not meet requirements," the jurisdiction may permit a student or graduate to petition to waive certain requirements.

In addition to a bar examination, each jurisdiction requires applicants to complete a character-and-fitness process and meet other qualifications. Before beginning a J.D. program, we recommend that students and prospective students contact the appropriate bar admission agency in the jurisdiction where they plan to sit for the bar examination or intend to work to seek the most up-to-date information about state licensure and certification requirements. The National Conference of Bar Examiners, in collaboration with the American Bar Association, annually publishes a Comprehensive Guide to Bar Admission Requirements that provide information, including a directory of state bar admissions agencies, about bar admission requirements in all U.S. jurisdictions.

Degree Program	Meets requirements	Does not meet requirements	A determination has not been made
J.D. (Full-time day and PLEAS/Part-time day)	AL, ¹ AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY ² , NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY, DC		Puerto Rico, Guam, U.S. Virgin Islands, Northern Mariana Islands, Marshall Islands, Federated States of Micronesia, Palau
J.D. (Part-time evening)	AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY, DC	AL, ¹ NY ²	Puerto Rico, Guam, U.S. Virgin Islands, Northern Mariana Islands, Marshall Islands, Federated States of Micronesia, Palau
SCALE	AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI ³ , MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY ² , NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY, DC	AL, ⁴ New Hampshire ⁵	Puerto Rico, Guam, U.S. Virgin Islands, Northern Mariana Islands, Marshall Islands, Federated States of Micronesia, Palau
Online J.D. (Full-time and part-time)	AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY, DC	AL ¹ , NY ²	Puerto Rico, Guam, U.S. Virgin Islands, Northern Mariana Islands, Marshall Islands, Federated States of Micronesia, Palau
LL.M.		Not designed to meet licensure requirements	

¹As of June 2023, [Rule IV.B\(2\)\(a\)](#) of the Rules Governing Admission to the Alabama State Bar requires an applicant to have completed a course of legal studies as a “resident student.” The Alabama State Bar Admissions Director has informed Southwestern that “resident student” means a student who has attended law school completely in person, versus all or part of it online.

²Students should be aware that if they take “distance education courses” before completing 28 credit hours in the J.D. program, they may be ineligible to sit for the New York bar examination. Rules of the New York Court of Appeals for the Admission of Attorneys and Counselors at Law, [Section 520.3\(c\)\(6\)](#). In addition, the New York Bar has a cap for distance education credit hours. *Id.*

³Although [Michigan's rules](#) (Rule 2) say that it “requires for graduation 3 school years of study for full-time students,” the Michigan Board of Law Examiners office, in September 2023, informed Southwestern that as long as the school/program is ABA accredited, as Southwestern and SCALE are, then the “3 school years of study for full-time students” requirement is satisfied.

⁴As of June 2023, Alabama requires that an applicant must have “completed . . . a course of law studies that extended for at least 3 academic years of at least 30 weeks each[.]” [Rule IV.B\(2\)\(a\)](#).

⁵As of August 2023, New Hampshire requires that a “full-time law school” have a “three year course[.]” Rules of the Supreme Court of the State of New Hampshire, [Rule 42.V.b](#).

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Added the following:

PROGRAM STANDARD OCCUPATION CLASSIFICATION CODES

The JD Program at Southwestern Law School prepares its students for the following:

23-1011 Lawyers

23-1012 Judicial Law Clerks

23-2099 Legal Support Workers, All Other

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Added the following:

Estimated charge for the entire full-time program is \$182,275.00

Estimated charge for the entire part-time program is \$185,000.00

ESTIMATED TOTAL FEES/CHARGES ARE SUBJECT TO THE FOLLOWING: (1) FOLLOWING THE CURRENT PERIOD OF ATTENDANCE, TUITION AND REQUIRED FEES ARE SUBJECT TO CHANGE, AND STUDENTS ARE REQUIRED TO PAY THE THEN-CURRENT RATES FOR PROGRAM TUITION AND REQUIRED SCHOOL FEES EACH PERIOD OF ATTENDANCE. (2) TUITION TYPICALLY INCREASES EACH ACADEMIC YEAR BY NOT MORE THAN 5%. THE AMOUNT QUOTED ASSUMES TUITION WILL INCREASE BY 4% EACH ACADEMIC YEAR. (3) ACTUAL TUITION EACH ACADEMIC YEAR MAY BE LESS IF TUITION DOES NOT INCREASE BY THAT PERCENTAGE; THE AMOUNTS QUOTED DO NOT INCLUDE ANY SCHOLARSHIPS OR SIMILAR AWARDS THAT HAVE BEEN OR MAY BE AWARDED TO THE STUDENT PURSUANT TO THE STUDENT'S OFFICIAL OFFER LETTER(S) FROM SOUTHWESTERN LAW SCHOOL; AND (4) THE AMOUNT OF STRF ACTUALLY DUE FROM THE STUDENT MAY BE LESS THAN THE AMOUNT OF STRF INCLUDED IN THE ABOVE QUOTE.

Estimated charge for the entire SCALE program is \$176,000.00

ESTIMATED TOTAL FEES/CHARGES ARE SUBJECT TO THE FOLLOWING: (1) FOLLOWING THE CURRENT PERIOD OF ATTENDANCE, TUITION AND REQUIRED FEES ARE SUBJECT TO CHANGE, AND STUDENTS ARE REQUIRED TO PAY THE THEN-CURRENT RATES FOR PROGRAM TUITION AND REQUIRED SCHOOL FEES EACH PERIOD OF ATTENDANCE. (2) TUITION TYPICALLY INCREASES EACH ACADEMIC YEAR BY NOT MORE THAN 5%. THE AMOUNT QUOTED ASSUMES TUITION WILL INCREASE BY 4% EACH ACADEMIC YEAR. (3) ACTUAL TUITION EACH ACADEMIC YEAR MAY BE LESS IF TUITION DOES NOT INCREASE BY THAT PERCENTAGE; THE AMOUNTS QUOTED DO NOT INCLUDE ANY SCHOLARSHIPS OR SIMILAR AWARDS THAT HAVE BEEN OR MAY BE AWARDED TO THE STUDENT PURSUANT TO THE STUDENT'S OFFICIAL OFFER LETTER(S) FROM SOUTHWESTERN LAW SCHOOL; AND (4) THE AMOUNT OF STRF ACTUALLY DUE FROM THE STUDENT MAY BE LESS THAN THE AMOUNT OF STRF INCLUDED IN THE ABOVE QUOTE.

Pg. 59

Added the following:

Estimated charge for the LLM Program is \$46,821.50

ESTIMATED TOTAL FEES/CHARGES ARE SUBJECT TO THE FOLLOWING: (1) FOLLOWING THE CURRENT PERIOD OF ATTENDANCE, TUITION AND REQUIRED FEES ARE SUBJECT TO CHANGE, AND STUDENTS ARE REQUIRED TO PAY THE THEN-CURRENT RATES FOR PROGRAM TUITION AND REQUIRED SCHOOL FEES EACH PERIOD OF ATTENDANCE. (2) TUITION TYPICALLY INCREASES EACH ACADEMIC YEAR BY NOT MORE THAN 5%. THE AMOUNT QUOTED ASSUMES TUITION WILL INCREASE BY 4% EACH ACADEMIC YEAR. (3) ACTUAL TUITION EACH ACADEMIC YEAR MAY BE LESS IF TUITION DOES NOT INCREASE BY THAT PERCENTAGE; THE AMOUNTS QUOTED DO NOT INCLUDE ANY SCHOLARSHIPS OR SIMILAR AWARDS THAT HAVE BEEN OR MAY BE AWARDED TO THE STUDENT PURSUANT TO THE STUDENT'S OFFICIAL OFFER LETTER(S) FROM SOUTHWESTERN LAW SCHOOL; AND (4) THE AMOUNT OF STRF ACTUALLY DUE FROM THE STUDENT MAY BE LESS THAN THE AMOUNT OF STRF INCLUDED IN THE ABOVE QUOTE.

Pg. 62

Added the following:

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Pg. 63 Revisions

Replaced "Graduate Plus" with "GradPLUS"

Changed the deadline to complete the financial aid application process for Continuing Students from March 15 to March 31

Pg. 64 Revisions

Added the following:

Veteran Benefits

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs(VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Go to the [Department of Veteran Affairs](#) for details about the Yellow Ribbon program and eligibility requirements.

Southwestern will discontinue educational benefits paid to a student when the VA finds the student's attendance, progress, or conduct is unsatisfactory according to the regularly prescribed standards and practices of Southwestern.

Added "requesting aid" in the section, Southwestern Financial Aid Application

Pg. 66 Revisions

Deleted "Stafford" from the section Direct Unsubsidized Loan Master Promissory Note

Replaced Graduate PLUS with GradPLUS

Replaced www.studentsloans.gov with www.studentaid.gov

Deleted "Stafford" from Federal Direct Stafford Loans

Pg. 67 Revisions

Removed "and loans" from Disbursement of Awards section

Replaced "Stafford" with "Unsubsidized"

Replaced "Grad PLUS" with "GradPLUS"

Deleted "by check or"

Deleted "**WebAdvisor (Need Link)** (go to Financial Information > Bank Information" and Replaced with "**SWLAW>SelfService**".

Pg. 68 Revisions

Replaced "Stafford" with "Unsubsidized"

Replaced "Grad PLUS" with "GradPLUS"

Pg. 69 Revisions

Replaced "Grad PLUS" with "GradPLUS"

Deleted "submit a Loan Change Form to request those changes. The Loan Change Form is available on the student portal or can be picked up in" from the answer to the question "What if I need to adjust my offer?"

Deleted ",," from the answer to the question "When are my funds disbursed?"

Pg. 71 Revisions

Replaced "Stafford" with "Unsubsidized"

Replaced "Grad PLUS" with "GradPLUS"

Replaced "co-signer" with "endorser"

Added "CREDIT" to the answer of the question "Will I need a co-signer?"

Deleted the following:

"Q: What if I can't get a co-signer?"

A: Institutional loans may be available in the event you cannot obtain a co-signer. Please note, however, that institutional loans are not federal loans and are not eligible for federal consolidation."

Pg. 72 Revisions

Replaced "Stafford Loans" with "Undergraduate Loan"

Replaced "Stafford" with "Unsubsidized"

Added "Federal Direct Unsubsidized Loans"

Deleted "on" and replaced with "at"

Replaced "Direct PLUS" with "GradPLUS"

Pg. 73 Revisions

Replaced "Direct PLUS" with "GradPLUS"

Replaced "Stafford" with "Unsubsidized"

Pg. 125

Add the following:

Foreign applicants must take the TOEFL examination and receive a score of 100 or higher.

Pg. 165

Added the following:

Southwestern does not have dormitory facilities but offers a limited number of apartments for Southwestern law students to rent, known as "The Residences @7th." There are several additional apartment buildings near Southwestern that some students choose to live in. These buildings are not owned by Southwestern. In addition, Southwestern has no responsibility to find or assist a student in finding housing.

Pg. 222

Deleted the following:

Jay W. Gendron, B.A., J.D., Associate Professor of Law and Director, Entertainment and the Arts Legal Clinic⁶

Pg. 235

Deleted the following:

Christine Caldwell, Esq., Assistant Director

Ms. Caldwell counsels students and alumni on career planning, job search strategies, networking, professionalism, resume and cover letter drafting, and interview preparation with a special focus on Public Interest Law.

Prior to joining the Career Services Office, Ms. Caldwell represented children, non-minor dependents, and parents in the juvenile dependency court as a staff attorney with the Children's Law Center of California. She is designated a Certified Child Welfare Law Specialist by the National Association of Counsel for Children. Ms. Caldwell also represented children in high-conflict custody cases in family and probate court and practiced as a mediator in family law and juvenile dependency cases.

Ms. Caldwell earned a Certificate in Alternate Dispute Resolution from the Straus Institute for Dispute Resolution at Pepperdine University School of Law. She received her Juris Doctor from the University of California, Hastings College of the Law. She obtained

her Bachelor of Arts in Psychology and Social Behavior from the University of California, Irvine graduating cum laude. Ms. Caldwell is a member of the California State Bar.

Pg. 424

Replaced the Smoke-Free Campus Policy with the following:



Smoke-Free Campus Policy

Administrative policy announced August 6, 2021 and codified December 16, 2021. Effective immediately.

Revision history: Substantive edits December 15, 2021 and October 2023

Scheduled Review Date: August 2023 (Administrative Services Office)

A. Smoke-Free Campus

Southwestern Law School is a smoke-free campus that prohibits smoking, vaping, and using e-cigarettes and similar devices on campus, whether in campus buildings, residential facilities, or outdoor areas. In addition, smoking is not permitted within 25 feet of any campus entrance, operable windows, intake vents, or vehicles parked on property owned or controlled by Southwestern.

B. Definition of "Smoking"

"Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, cigarillo, pipe, hookah, joint, or any other lighted or heated tobacco, plant product, or other product—whether natural or synthetic—intended for inhalation—in any manner or in any form. "Smoking" also includes the use of an electronic smoking device that creates an aerosol or vapor in any manner or in any form or the use of any oral smoking device to circumvent the prohibition of smoking.

C. Questions

For questions or exceptions, please contact Administrative Services at (213) 738-6800.

Pg. 467

Added the following Record and Retention Disposal Policy:



Record Retention and Disposal Policy

Administrative policy approved October 14, 2023. Effective immediately.

Revision history: None; new policy.

Related policies: Data Classification and Handling Policy (posted on the Information Technology page of the Portal)

Scheduled Review Date: (July 2025, General Counsel Office)

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A. Policy Statement

This Policy addresses the retention and disposal of Southwestern Law School’s Records, as the term “Records” is defined in Section C.2. Southwestern requires that Records be retained for specific periods of time, considering legal, accreditation, and other institutional requirements. Southwestern has designated official repositories and record retention schedules to maintain these records.

Given the wide variety of documents and custodians, each office or department has been asked to develop and maintain a records retention schedule as defined in Section C.3. for their office or department. The General Counsel Office will review each schedule, develop an internal repository for all schedules, and remind offices and departments when to review their schedules. The retention periods set forth in the schedules are the minimum retention periods Southwestern requires. After the retention period, the Records should be properly disposed of under this Policy. Requests to deviate from or modify this Policy or these retention periods must be made to and approved by the Records Retention and Disposal Committee, defined below.

To facilitate proper record retention, Southwestern business should be conducted using Southwestern devices, and employees should minimize the use of personal devices. Records should not be stored on personal devices.

B. Reason for the Policy

Southwestern is committed to effective records retention to meet business needs, comply with the law, preserve its history, optimize the use of space, minimize the cost of retaining records, and ensure that outdated and unnecessary records are destroyed. This Policy sets forth procedures to meet those objectives.

C. Definitions

1. Official repository

The office or department listed on the a schedule as being responsible for maintaining Records.

2. Record

Recorded information of any kind created or received in the course of Southwestern's business, including, but not limited to, paper documents, drawings, graphs, charts, images, photographs, microfilms, audio and video recordings, data and data compilations, and electronic media, including email. Teaching materials are not included in the definition of Record and are not subject to this Policy. Each professor will be responsible for storing and disposing of their teaching materials.

a. Active record

Any Record currently being used by an office or department of Southwestern.

b. Archival record

An Inactive Record with permanent or historical value and is not required to be maintained in the office or department in which it was originally generated. Archival Records are retained in the official Archive housed in the Law Library. The Office of the President and Dean and the Law Library Director will determine whether a Record is an Archival Record.

c. Electronic record

A Record (i) kept in an electronic format, such as a word processing document, a spreadsheet, a database, a scanned or imaged document, or any other type of file and (ii) stored on a computer, server, or mainframe storage device or medium, any external or off-site storage medium, or with a third party acting as Southwestern's agent. Electronic Records have the same retention periods as paper and other tangible Records.

d. Inactive record

A Record that is no longer an Active Record but still must be maintained pursuant to a schedule. Inactive Records may be stored on site but also may be maintained at an off-site

storage facility; however, Inactive Records of historical significance are maintained in the official Archive.

e. Record with personal information

A Record that includes an individual's name together with that individual's social security number; driver's license number or other government identification card number; financial account number, credit or debit card number, or any number or code that may be used alone or in conjunction with another piece of information to assume the identity of another person, access financial resources, or obtain credit information. Personal Information is highly sensitive and must be safeguarded and secured at all times.

3. Records retention schedule

A schedule that provides the minimum time that selected Records should be retained before they are deleted or destroyed. Because no document list can cover all situations, questions regarding the retention period for a specific document or class of documents not included in a schedule should be addressed to the General Counsel Office.

4. Retention period

The length of time a Record must be kept before it should be deleted or destroyed.

D. Records Management Program

The primary reasons for retaining Records are that they are required for business or legal purposes or have enduring value. A schedule is a guideline that sets forth the minimum length of time that the Official Repository should retain Records. No one person, office, or department can be directly responsible for all Southwestern Records. Therefore, each office or department managing Southwestern Records is responsible for:

- implementing Record management practices consistent with this Policy;
- educating staff in the Record management practices;
- preserving Records as required under this Policy;
- properly disposing of Inactive Records at the end of the applicable retention period;
- protecting Records against misuse, misplacement, damage, destruction, or theft; and
- monitoring compliance with this Policy.

Offices or departments should review their retention practice with the office or department identified as the Official Repository. Southwestern Records are the

property of Southwestern and not of the faculty or employees who created them or to whom they are entrusted.

E. Email Accounts

1. Key employee email accounts

A key employee under this policy means the following: a member of the Board of Trustees, an Officer (e.g., Chair, President, Chief Financial Officer, Secretary), Vice Dean, Chief Officer (e.g., Chief Information Officer), Department Head, Controller, and General Counsel. If an employee has ever served in a key employee position, upon their separation from Southwestern, Information Technology will preserve their email account and records associated with the email account (e.g., SharePoint and OneDrive) for ten years after the separation date unless the account must be preserved longer due to a Record Preservation Notice.

2. Other employee email accounts

Upon their separation from Southwestern, Information Technology will preserve the email account and records associated with the email account (e.g., SharePoint and OneDrive) for one year after the separation date unless the account must be preserved longer due to a Record Preservation Notice.

F. Records Retention and Disposal Committee

Southwestern will convene on an as-needed basis a Records Retention and Disposal Committee to guide Southwestern in implementing, monitoring, and reviewing this Policy and compliance with this Policy. The Committee will include a representative from the Office of the President and Dean, the Law Library, Information Technology, and the General Counsel Office. The Committee members may add others to the Committee or seek input from non-Committee members as needed.

G. Preservation Holds

Record retention periods for selected Records may be increased for various reasons, including government regulation, judicial or administrative orders, contracts, pending or threatened litigation, or audit requirements. Suspension of Records destruction required for any reason will typically be accomplished by a Record Preservation Notice sent to affected offices or individuals by the General Counsel Office directing that specified Records be retained or produced notwithstanding the retention guidelines set forth in the schedules. Upon receiving a Record Preservation Notice, employees in the affected department must ensure that their schedule is suspended and

that Records are not altered, deleted, or destroyed until further instruction, regardless of whether the Records are stored on a Southwestern device or an employee's personal device (including, but not limited to, emails, text messages, voice messages, photographs, videos, and phone logs). Compliance with Record Preservation Notices and requests for production of Records (regardless of whether the Records are stored on a Southwestern device or personal device) is required of all employees of Southwestern, including faculty and staff. An employee's failure to comply with a Record Preservation Notice or request for production of Records may be cause for disciplinary action.

H. Record Disposal

Records on a schedule with a retention period should be deleted or destroyed by the Official Repository at the end of that period unless there is a business or other reason to retain the Records (e.g., Archival Record or Record Preservation Notice).

Offices or departments other than the Official Repository should delete or destroy any duplicate records promptly unless there is a business or other reason to retain the Records, unless they are in active use, or unless Southwestern has directed the office or department to retain and preserve them.

Records should be deleted or destroyed in ways commensurate with their confidentiality and with methods that do not permit recovery, reconstruction, or future use of confidential information. Before disposing of any Records containing confidential or sensitive information (including, but not limited to, Records with Personal Information), the office or department should consult with the Chief Information Officer and the General Counsel Office regarding the proper method for securely destroying the Records.

Disposal of Electronic Records, including emails, should be made with Information Technology. Formats that hold Electronic Records may be overwritten or physically destroyed, but not placed in the trash.

I. Hard Drives

Upon the return of a Southwestern computer to the Information Technology department, Information Technology will reimage the computer and return it to normal use. Notwithstanding the foregoing, if Information Technology receives instructions from the Office of the President and Dean, the Administrative Services Office, the General Counsel Office, or the Chief Information Officer, the computer will be set aside for preservation, and data on the computer will be saved.

J. Miscellaneous Records

The list below describes Records that will not generally need to be categorized, maintained, or disposed of in accordance with the schedules. These materials may be destroyed at any time if they are no longer needed:

- duplicate materials;
- non-Southwestern published materials;
- published reports produced by other entities and not commissioned by Southwestern;
- data purchased from other sources;
- subject to retaining a copy as an Archival Record as set forth below, blank letterhead or other blank forms;
- routing slips or telephone messages;
- catalogs (except for catalogs compiled as required by the California Bureau for Private Postsecondary Education, which must be retained), journals, or other printed matter used for information purposes;
- routine letters of transmittal and "for your information" notes;
- notices or memoranda that give only timely information, such as a change of venue of a meeting; and
- notes or working papers once a project is complete unless they provide more complete information than the final report.

K. Certain Identified Archival Records

The Records listed in the Archival Records schedule should be maintained as Archival Records. The responsible party identified in the Archival Records schedule will submit the Archival Record to the official Archive in the Law Library in accordance with the frequency set forth in the Archival Records schedule. If available, the responsible party will submit the number of hard copies of the Archival Record as set forth in the Archival Records schedule. In addition, the responsible party will store any available digital copy as instructed by the person responsible for the official Archive.

Pg. 487

Added the following Academic Policies and Procedures:



Academic Policies and Procedures

Faculty policy. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; revised in August 2023.

Related policies: SCALE Program Policies; Master of Laws Program Policies; Student Honor Code; Grading Policies, Honors, and Specialized Courses; Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Registration Policies and Procedures

Scheduled Review Date: February 2024 (Student Services Office)

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A. General Policies

This policy is designed to enhance each student’s legal education and should be referred to frequently. SCALE and LL.M. students should refer to the *SCALE Program Policies* and *Master of LAWS Program Policies* for specific academic policies governing those programs. SCALE and LL.M. students are subject to any of the following policies that are not explicitly delineated in the *SCALE Program Policies* and *Master of LAWS Program Policies*.

1. Submitting transcripts

All students must submit copies of their official transcript(s), with degree conferred, from all undergraduate degree-granting institutions within 30 calendar days of their start term. Per [ABA Standard 502](#), all students must submit copies of their official transcript(s), with degree conferred, from all undergraduate degree-granting institutions. Southwestern requires that students submit all transcripts within 30 calendar days of their start term. Students who fail to submit their official transcript(s) by the deadline are subject to administrative withdrawal from Southwestern. Official transcripts should be submitted directly to the Law School Admission Council. The Registrar at Southwestern has discretion over granting or denying an extension request.

2. Academic status

A student is in good academic standing unless the student:

1. Is on academic probation as defined in the *Academic Disqualification, Academic*

- Probation, and Academic Improvement Program Policies; or*
2. Has been academically disqualified.

3. Grade point average requirements

Students must maintain a cumulative GPA of at least 2.330. See the *Academic Disqualification, Academic Probation, and Academic Improvement Program Policies* for information regarding failure to maintain a GPA of at least 2.330.

4. Computation of units

An academic year for continuing students is based on the summer term (if taken), the following fall semester, the January intersession (if taken), and the spring semester. To compute the GPA, units earned in the summer term and the January intersession are applied to calculate the cumulative GPA. Grades earned in the summer session and intersession are not averaged with semester grades. Grades earned in the summer session and intersession do not count toward determining academic disqualification based on a minimum GPA in two consecutive evaluation periods.

5. Unit overload and underload

Full-time students may enroll in no more than 16 units per semester (or eight units in the summer session) and no fewer than ten units per semester. Part-time students may enroll in no more than 11 units per semester (or six units in the summer session) and no fewer than eight units per semester. Written approval must be obtained from the Associate Dean for Student Services for any deviation. Students must be in good academic standing to receive permission to overload for one semester.

This policy is per [ABA Standard 311\(c\)](#), which prohibits students from enrolling in coursework for credit that exceeds 20 percent of the total credit hours required for graduation.

6. Minimum number of classroom credits required for J.D. students

[ABA Standard 311\(a\)](#) requires that a J.D. student complete at least 64 credit hours that require attendance in regularly scheduled classroom sessions or direct faculty instruction. J.D. students should be aware that not all credits they may take for graduation will count toward this 64-credit requirement. All students seeking the J.D. degree must complete 87 credit hours to graduate. This policy does not alter that graduation requirement. Therefore, if a student takes more than 23 non-classroom credits, the student will have to take more than 87 credit hours to earn the degree.

7. Changing from the part-time program to the full-time program

Students wishing to change their program from part-time to full-time must obtain a cumulative 3.300 GPA. Students must meet with the Student Services Office to discuss changing programs. Students may not switch from part-time to full-time during their first year.

B. Repeated Courses

All required courses must be completed with a grade no lower than D-.

1. A student must repeat a failed required course during the next semester that it is offered in their designated program. Students who fail a required course twice will automatically be academically disqualified.
2. For this rule only, in a two-semester sequential course, e.g., Contracts I and Contracts II, a passing grade for the course is determined by averaging both semester grades together. If the average grade is below 0.5, the student must repeat both semesters. If the average grade is 0.5 or above, the failed semester need not be repeated, but unit credit will not be granted for that semester's course, and the student must complete additional coursework to meet the unit requirement for graduation. However, a student who fails Legal Analysis and Writing Skills (LAWS) I will not be eligible to move on to LAWS II and must repeat the course.
3. Unit credit will not be awarded more than once for a course. If a student must repeat both semesters of a two-semester course, unit credit will be given only for the semester that was not previously passed.
4. When a student repeats any course, both grades appear on the transcript and are given full weight for computing cumulative GPA unless otherwise approved by the Dean in extraordinary circumstances.

C. Course Sequence

Absent extraordinary circumstances, each student is responsible for completing courses in the sequence indicated on the Southwestern website, Self-Service, and registration materials available on the portal.

1. Legal Analysis and Writing Skills (LAWS) I is a prerequisite for Legal Analysis and Writing Skills (LAWS) II. Students who fail LAWS I or do not complete the course may not participate in LAWS II during their first year. Instead, both courses will be required in the second year. Failure to complete LAWS I and II will impact a student's ability to enroll or participate in other courses and programs, such as externships and honors programs.
2. A student has completed the first year after completing LAWS I and II, Contracts I and II, Civil Procedure I and II (or, for SCALE, Jurisdiction and Civil Litigation), Criminal Law, Property, and Torts.
3. All full-time students must complete the required first-year courses, including the first-year elective, and register for the required second-year courses before taking upper-division elective courses. Full-time students, after completing their first year, may enroll in any course offered during a summer term where only first-year courses are prerequisites. Students who have not completed all first-year required courses may be approved to enroll in the summer term and upper-division elective courses with approval from the Associate Dean for Student Services. Only upper-division students may enroll in the January intersession.
4. All part-time students must complete their required first-, second-, and third-year required courses by the end of their third year unless otherwise excused in writing by the Associate Dean for Student Services. Part-time students who have completed their first or second year may enroll in any

summer session course for which they have completed the prerequisites. Only upper-division students may enroll in the January intersession.

5. Students are not permitted to withdraw from required courses except under extenuating circumstances with written permission from the Associate Dean for Student Services.

D. Length of Course Study

SCALE students are expected to complete their course of study in two years, full-time students in three years, and part-time students in four years.

To be eligible for the J.D. degree, a law student must complete the course of study required for the degree in no fewer than 24 months and no more than 84 months after the student has commenced law study at Southwestern or at a law school from which transfer credit has been accepted.

This policy is per [ABA Standard 311\(b\)](#). Exceptions to the 84-month rule must be approved by the Associate Dean for Student Services and per [ABA Standard 311\(b\)](#) for extraordinary circumstances.

Students are expected to maintain continuous enrollment in law school. Failure to enroll in any semester will be treated as a withdrawal unless a student has been granted a leave of absence. See *Withdrawal in Registration Policies and Procedures*. Students should also consult with Section F *General Leave of Absence Information* below.

E. Certification for the Bar Exam

Those students who have completed the requisite units for graduation at the conclusion of the spring semester or second SCALE year will be certified by Southwestern to take the July Bar Examination of that year. Students who complete the requisite units for graduation at the conclusion of a summer term in July or the fall semester in December will be certified by Southwestern to take the Bar Examination the following February.

Those students who have completed the requisite units for graduation at the conclusion of the January intersession may graduate in January and could be certified to take the Bar Examination the following February or July. However, January graduates who wish to take the immediate February bar examination should take note that (1) there may not be enough time to certify them for the bar examination due to the timing of the submission of the January intersession grades and (2) their ability to study for the bar will likely be impacted given their enrollment in January intersession courses.

Certification by Southwestern may be withheld when a student faces an Honor Code Committee (HCC) determination regarding an alleged Honor Code violation or has yet to complete sanctions resulting from such a violation.

F. General Leave of Absence Information

Any student who wishes to take a leave of absence from Southwestern must meet with the Student Services Office to obtain approval. Only a student in good academic standing is eligible for a leave of

absence unless special permission is granted by the Associate Dean for Student Services. Any student requesting a leave of absence must complete the Leave of Absence form and have an exit interview with the Student Services Office and the Financial Aid Office before submitting the paperwork to the Registrar's Office. Those students requesting a leave of absence from Southwestern who have an outstanding tuition balance are required to visit the Financial Aid Office and Accounting Office to schedule repayment arrangements.

A student who has been granted a leave of absence is responsible for registering for the semester following the expiration of the leave. They must notify the Registrar's Office in writing to have their student account reactivated to register. Notation of the leave is recorded on the student transcript.

Students may request a leave of absence once they have completed the first semester of study. A leave of absence will be allowed solely in the discretion of the Associate Dean for Student Services and only under compelling circumstances or as an approved disability or pregnancy accommodation. A leave of absence will generally be granted for no more than one academic year.

Any student who does not return following the expiration of their leave will be assumed to have permanently left Southwestern. They will be readmitted only upon filing a new application for admission with advanced standing following regular admission channels. The application will be considered on the same basis as transfer applications received that year. A student who fails to enroll in any semester and has not been granted a leave of absence will be deemed to have withdrawn from Southwestern.

If granted, a leave of absence does **not** extend the time period of an Incomplete grade unless explicitly approved by the Associate Dean for Student Services. Students should also consult the *Incomplete* section of *Grading Policies, Honors, and Specialized Courses*.

1. Administrative leave of absence for health and safety concerns

An administrative leave of absence for health and safety concerns is a leave that Southwestern requires that a student take due to a potential threat to the safety or welfare of the student or other members of the Southwestern community. A student placed on administrative leave will not be permitted to attend classes or be on Southwestern property without prior written permission from the Associate Dean for Student Services.

2. Administrative leave of absence due to consecutive absences

Students who are absent for 14 consecutive class days will be placed on an administrative leave of absence.

3. Leave of absence for students called to military service

Students seeking a leave of absence to enter U.S. military service should contact the Association Dean of Student Services to coordinate a formal leave of absence from Southwestern.

The student must intend to return to Southwestern within the granted leave period, which typically should not exceed one calendar year. Under extenuating circumstances, an extension can be granted.

A copy of the orders to report or proof of active service must be attached to the leave of absence request form.

For periods of less than 30 days, students should contact the Associate Dean for Student Services to see if appropriate accommodations can be made or whether a leave is necessary.

Pg. 504

Replaced Distance Education Policy for Programs Other Than the Online J.D. Program with the following:



Distance Education Policy for Programs Other Than the Online J.D. Program

Faculty policy approved October 20, 2023. Effective immediately.

Revision history: Formerly a part of the Grading Policies, Honors, and Specialized Courses policy; established as a standalone policy and substantively revised due to a change in ABA Standards in October 2023.

Related policies: Determination of Credit Hours for Coursework; Online Student Identity Verification Policy; Policy Statement on Student Academic Work-Product Originality; Student Honor Code

Scheduled Review Date: August 2024 (Vice Dean's Office)

A. Purpose

Southwestern Law School is committed to developing and delivering innovative, high-quality curricular offerings. To that end, and in accordance with Definition 7 of the ABA Standards and ABA Standards 306 and 511, this policy offers students the flexibility to receive academic instruction leading to the J.D. degree with the use of distance education.

This policy does not apply to Southwestern's ABA-approved Online J.D.

Program, which will start in Fall 2024 and which students may complete substantially online.

B. Definitions

1. Distance education course

Consistent with Definition 7 of the ABA Standards, a "Distance Education Course" means one in which students are separated from all faculty members for more than one-third of the instruction and the instruction involves the use of technology to support regular and substantive interaction between the students and all faculty members, either synchronously or asynchronously.

2. Asynchronous format

"Asynchronous format" refers to a mode of instruction in which students engage with course materials, lectures, and assignments at their own pace and on their own schedules, without the requirement for real-time, simultaneous participation with the faculty member or other students. This format allows students to access and complete coursework at times that are convenient for them while meeting defined course pacing deadlines.

3. Synchronous format

"Synchronous format" refers to a mode of instruction in which students participate in real-time, interactive learning experiences. In this format, students and faculty engage in activities such as live video lectures, discussions, or collaborative activities, all of which require simultaneous participation and interaction at specified times.

4. Blended courses not covered by this policy

Courses where students and faculty are separated from each other for one-third or less of the instruction are not covered by this policy and are not included in the maximum number of distance education units students may take.

C. Accessibility

Courses and programs offered under this policy will be accessible to persons with disabilities in compliance with federal and state laws. We are dedicated to providing reasonable accommodations and support to ensure that all students, regardless of their abilities, can engage in and benefit from our educational offerings.

D. Course Requirements

All Distance Education Courses must satisfy the following requirements:

1. Provide regular interaction between a student and a faculty member that includes:

- a. the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course as defined in ABA Standard 310(b) and set forth in [Determination of Credit Hours for Coursework](#);
 - b. monitoring the student's academic engagement and success; and
 - c. ensuring that the faculty member is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring or upon request by the student.
- 2. Provide substantive interaction in each Distance Education Course that engages students in teaching, learning, and assessment, consistent with the content under discussion, and includes at least two of the following:
 - a. providing direct instruction;
 - b. assessing or providing feedback on a student's coursework;
 - c. providing information or responding to questions about the content of a course; or
 - d. facilitating a group discussion regarding the content of a course.
- 3. Use appropriate and readily accessible technology that effectively supports the learning outcomes of the course.
- 4. Ensure that students, faculty, and others involved in the course receive appropriate training and support for the technology used.

E. Course Approval

Courses that have been approved by the faculty through the regular course approval process may be delivered as Distance Education Courses with the approval of the Vice Dean(s). The Vice Dean(s) will ensure that each Distance Education Course satisfies the requirements in Section D of this policy. Faculty may use distance education tools without the Vice Dean's approval if they do not exceed the limit that would categorize a course as a Distance Education Course. **See Section B(4).**

This section does not impact the regular process for faculty to approve new courses, regardless of the delivery method, except for Distance Education Courses, which must also satisfy Section D above.

F. Credit Approval

In accordance with ABA Standard 306, a student may take a maximum of 50 percent of the credit hours required for the J.D. degree in Distance Education Courses; stated differently, a student may take up to 43 credit hours of Distance Education Courses toward the 87 units required to graduate.

Students may enroll in non-required, non-California-Bar-Exam-subject

Distance Education Courses offered at other ABA-approved law schools only with prior written permission of the Associate Dean of Student Services, and only if any such course is offered on a basis consistent with this policy.

G. Bar Eligibility

Students should be aware that taking Distance Education Courses may impact their eligibility to sit for state bar examinations. Students should contact the appropriate bar admission agency in the jurisdiction where they plan to sit for the bar examination or intend to work to seek the most up-to-date information about state licensure and certification requirements. The National Conference of Bar Examiners, in collaboration with the American Bar Association's Section of Legal Education and Admissions to the Bar, annually publishes a [Comprehensive Guide to Bar Admission Requirements](#) that provides information, including a directory of state bar admissions agencies. In addition, we encourage students to review Southwestern's [Professional Licensure by Program](#).

H. Technology

Students enrolled in a Distance Education Course hosted or approved by Southwestern bear responsibility to anticipate and address actual or potential technology issues by taking reasonable actions or precautions, including but not limited to:

1. Securing access to a back-up electronic device and or software in case of primary device or software failure;
2. Performing assignments expeditiously and not delaying until a deadline;
3. Submitting work in a format or through a mechanism (e.g., Canvas) specified by or acceptable to the professor; and
4. Upon discovering a technology issue, taking reasonable measures to immediately notify the professor and Southwestern's Associate Dean of Student Services of the problem or, if immediate action is not feasible, to provide notice as soon as reasonably possible thereafter.

I. Verification of Student Identity

Students registered in any Distance Education Course will be subject to Southwestern's [Online Student Identity Verification Policy](#).

J. Policy Revisions

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

Replaced Grading, Scholastic and Other Honors, and Specialized Courses Policy with the following:



Grading, Scholastic and Other Honors, and Specialized Courses Policy

Revision History: Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; revised in September 2023 to remove the Incomplete Grade Policy and Independent Study Policy sections, which were established as standalone policies, and to rename the policy; revised in October 2023 to remove the Distance Education Policy which was established as a standalone policy and renamed the Distance Education Policy for Programs Other Than the Online J.D. Program).

Related policies: Master of Laws Program Policies; Incomplete Grade Policy; Examination Policy; Attendance Policy; Policy Statement on Student Academic Work-Product Originality; Student Honor Code; Academic Policies and Procedures; SCALE Program Policies; Distance Education Policy for Programs Other Than the Online J.D. Program
Scheduled Review Date: June 2024 (Student Services Office)

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A. Course Syllabus and Grading Criteria

Course syllabi will be posted by Academic Administration on the portal and by faculty on the course Canvas page and will include a course outline, course learning objectives, a description of course materials, the grading and attendance criteria, and any other information deemed relevant by the faculty member. In the event of an inadvertent conflict between the syllabus and this policy, the provisions of this policy will prevail.

1. Anonymous grading rule

Southwestern uses an anonymous grading system for all written examinations to ensure objectivity. The professor may also use anonymous grading in other parts of each course. A confidential computer-generated anonymous Exam ID number is issued and made available through Self-Service each semester. Faculty members cannot access information matching student names and anonymous student Exam ID numbers. Students may obtain their anonymous Exam ID numbers from the Registrar’s Office upon presentation of proper identification. Students should not share their Exam ID with professors or other individuals.

2. Time limits for submitting grades

Faculty members must submit all grades to the Office of the Vice Dean(s) within four weeks from the date of the final examination, final assignment, final paper, or final trial in a course. The grades submitted are the final grades after they have been approved by the Office of the Vice Dean(s).

3. Issuing final grades

All final grades are made available to students on Self-Service.

4. Policy on changing grades

Once grades are final, they will not be changed except for a documented clerical or computational error or as otherwise explicitly stated in this policy. A faculty member seeking to change a grade must present a Change of Grade form with appropriate documentation to the Office of the Vice Dean(s). No grade can be changed for any reason 90 calendar days after the final grade has been posted or the examination has been made available to the student in the Registrar's Office, whichever is later. The change will become effective only after the petition has been approved by the Office of the Vice Dean(s) and filed with the Registrar's Office.

B. Alphabetical Grading System

Southwestern uses an alphabetical grading system in which the actual grade earned is represented by an alphabetical letter. Grades are assigned from A+ to F. No unit credit is granted when the grade received is an F. All students must maintain a cumulative GPA of at least 2.330. The GPA is a mathematical depiction of a student's law school grade performance carried out to the first three decimal places. The GPA is derived by multiplying the number of grade points earned in each graded course by the number of units assigned to that course. Those numbers are then added, and the resulting figure is divided by the total number of graded units attempted in the applicable period. The quotient is carried out only to the first three decimal places. Courses offered on a Credit/No Credit basis are not included in the computation of the GPA.

To ensure equity in multiple section courses and uniformity of grades, the faculty has adopted a policy requiring that all courses taught in the first-year day, evening, and PLEAS/Part-time day program; second-year evening, part-time day,

and PLEAS Civil Procedure and Property; and SCALE Periods I, II, and III must have a mean of 2.800 (plus or minus 0.05). A minimum of 15 percent of grades in the A range (A+, A, and A-) must be awarded. The minimum standard deviation is .70. All upper-division courses must have a mean of 3.000 (plus or minus one-tenth) and a median of B. As a guideline in upper-division courses, 15 percent grade in the A range (A+, A, A-) will be awarded. In courses with fewer than 30 students enrolled, the mean and median standards are to be used as guidelines. LL.M. students should refer to the Master of Laws Program Policies for applicable grading policies.

1. **Class rank**

Official class rankings by percentage in 10 percent increments are based on cumulative GPA and are computed for each class at the end of each academic year. Southwestern Law School does not provide cumulative GPA breakdowns within the 10% increments, breakdowns beyond the 10% increments, or actual numerical standings. Percentiles for class ranks are rounded up. For example, 10.01% is considered top 20%. Students from the part-time evening and PLEAS/Part-time day programs are ranked together. First-year students also receive an unofficial mid-year class rank. If a student receives a grade change due to an error (e.g., a scoring error on a final examination or paper) after ranks are calculated, the Registrar's Office will manually re-rank the student. Ranks for other students will not be impacted. Students will not receive a rank or manual re-rank for any semester or period in which they received an Incomplete.

2. **Transcript symbols**

Grades are assigned on an alphabetical basis. Listed below are the letter grades with the grade point equivalent.

A+ : 4.33	C : 2.00
A : 4.00	C- : 1.67
A- : 3.67	D+ : 1.33
B+ : 3.33	D : 1.00
B : 3.00	D- : 0.67
B- : 2.67	F : 0.00
C+ : 2.33	

The grades of A+, A, and A- denote outstanding scholarship and intellectual initiative; the grades of B+ and B denote above average work; the grade of B- indicates full satisfaction of the law school's requirements;

the grade of C+ represents minimal competency sufficient for good standing and satisfactory progress towards graduation; the grades of C and C- represents work below minimal competency; the grades of D+ through D- reflect unsatisfactory work, sufficient only for credit; and the grade of F designates failing work that is insufficient for credit.

In addition to the alphabetical grades, the following letters are used on student transcripts:

AU: Audit (No credit is earned and permission to enroll is required. Used when a student or non-student enrolls in a course at the regular unit tuition rate.)

INC: Incomplete (See *Incomplete Grade Policy*.)

CR: Credit (Credit in a Credit/No Credit course when a student performs work equivalent to D- or above. Credit is earned toward graduation. No alphabetical equivalent. Not included in GPA.)

CRW: Credit in an honors program that also meets the writing requirement.

NC: No Credit (No credit in a Credit/No Credit course. No credit is earned. Equivalent to a grade of F in a graded course. Not included in

GPA.) W: Withdrawal

WA: Administrative Withdrawal (Withdrawal for insufficient attendance. May be assigned when a student misses more than 20% of class sessions.)

(See *Attendance Policy*.)

*F: Administrative grade of F (see *Administrative Fail (*F)* below.)

Other notations that may be placed on the transcript as appropriate include, but are not limited to: Dean's List, Honors at Graduation, Concentrations, Concentrations with Honors, Law Review, Journal of International Law (Law Journal), Moot Court Honors Program, Negotiation Honors Program, Trial Advocacy Honors Program, Public Service Distinction, Leave of Absence, Withdrawal, Academic Disqualification, Reinstated, Readmitted, Disciplinary Action, Disciplinary Probation, Disciplinary Leave, Disciplinary Suspension, Withdrawal with Disciplinary Investigation Pending, and Disciplinary Expulsion.

3. Administrative Fail (*F)

An Administrative Fail (*F) is a final grade assigned by the administration as noted below and cannot be changed:

- a. A student drops a course without approval;
- b. An official Incomplete is not made up within the one-year period allowed by the Incomplete policy (see *Incomplete Grade Policy*);
- c. The Associate Dean for Student Services denies a petition for an Incomplete; or
- d. A student violates the Honor Code regarding signing the attendance roster.

An Administrative Fail (*F) is subject to correction when:

- a. A student puts an incorrect anonymous number on an examination;
- b. There has been a faculty or clerical error in entering a grade or conveying a grade, or when an examination is lost through no fault of the student; or
- c. The Associate Dean for Student Services receives documentation supporting an Incomplete. (See *Examination Policy*.)

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

C. Credit/No Credit Courses

To receive credit for credit/no credit courses, the student must satisfactorily complete the course and/or program requirements. Students may take no more than sixteen 16 units

of Credit/No Credit coursework. This does not include units completed at other law schools for a letter grade, such as summer-abroad programs or units awarded as transfer credit, for which a Credit/No Credit grade is assigned at Southwestern. In rare cases and for compelling reasons where a student can demonstrate that additional Credit/No Credit units would substantially enhance their educational program, the student may obtain permission for additional Credit/No Credit units from the Student Services Office before registration, but rarely will more than 22 Credit/No Credit units be permitted. Students cannot request that letter-graded courses be changed to Credit/No Credit.

D. Scholastic Honors

1. Graduation honors

a. Summa cum laude

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

b. Magna cum laude

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

c. Cum laude

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

For purposes of computing the percentages for graduation honors, the graduating class will include July and December graduates, as well as those students graduating in January or at the end of the spring semester.

2. Dean's List

The top 10% of each class, based on the annual GPA for the academic year as described below and the overall number of students in the class, will qualify for the Dean's List at the end of each academic year.

Each class will be computed separately for day, evening, PLEAS/Part-time day, and SCALE divisions to award this honor. This honor will be based on the annual GPA for that academic year. Full-time students must complete at least 20 units of graded courses and part-time students must complete at least sixteen 16 units of graded courses per academic year to qualify.

The scholastic honor system is subject to annual revision. Notations of the above are placed on the student transcript.

3. Other academic honors

In recognition of academic excellence and at the professor's discretion, the top student or top two students in a course (i.e., those students who receive the highest letter grades in the course) receive the CALI Excellence for the Future Award and/or the Distinguished Performance Award. CALI is awarded by the Center for Computer-Assisted Legal Instruction and is distributed twice a year, with the summer session and fall semester distribution in April and the spring semester distribution in August.

When the second-best exam is of significantly poorer quality than the top exam, faculty may award the CALI and Distinguished Performance Award to the same student.

E. Scholarships, Grants, and Fellowships

1. General scholarships

Southwestern offers a number of scholarships from income provided by gifts from donors, foundations, and its own general funds. Qualifications for and amounts of scholarships vary, but award determination is generally based on financial need, scholastic achievement, and the amount of funds available. It is the general policy of Southwestern that no student receives scholarship or gift aid from Southwestern or any of its benefactors in excess of tuition charged. If a student receives other scholarship or gift aid that would cause those funds to exceed the student's full tuition charged, Southwestern reserves the right to reduce the scholarship so that the full annual tuition amount is not exceeded. Information about select scholarships is listed below. Please refer to the scholarship information page on the Southwestern portal for additional and the most current information.

a. Entering students

Southwestern awards a select number of merit scholarships providing up to full tuition to members of the J.D. entering class or concurrent degree programs who have demonstrated exceptional academic

promise. Awards may be renewable or non-renewable scholarships. If renewable, students must meet the continuing academic performance requirements. Based upon the information submitted in their admission application files, all accepted Southwestern first-year J.D. applicants are considered for these scholarship types. There is no separate application for the programs; however, each admitted applicant who qualifies for one of these scholarships may be invited to participate in an individual interview (on-campus or via telephone) to complete the process.

Additional information regarding continuing eligibility for scholarships is found on the Southwestern portal. Students must consult the version of the eligibility rules from the academic year in which they entered Southwestern.

b. General LL.M. students

Southwestern awards up to five General LL.M. Program Scholarships each semester, providing partial tuition to entering General LL.M. students. Scholarship determination is based on the admissions application, including an applicant's interests and goals as stated in their personal statement, their professional experience, and law school grades, letters of recommendation, and other factors the admissions committee may wish to consider. No additional materials are required. All admitted students will automatically be considered.

c. Continuing students

Southwestern awards a number of scholarships to continuing students. For a complete and current list of scholarships available to continuing students, please visit the scholarship information page on the Southwestern portal. Below is a select list of scholarship awards:

i. Dean's Academic Leadership Award

The Board of Trustees established the Dean's Academic Leadership Award to provide full-tuition scholarships to the highest-ranking upper-division students (typically the top 1% of the class). Eligibility is calculated based on class ranks as determined at the end of the academic year and based on the cumulative GPA.

ii. **Dean's Merit Award**

The Board of Trustees established the Dean's Merit Award to provide partial tuition scholarships to upper-division students who have demonstrated academic excellence and are in the top 30% of their class. Award amounts are commensurate with class rank.

Eligibility is calculated based on class ranks which are determined at the end of each academic year based on the cumulative GPA.

2. Institutional scholarships

Continuing students may be eligible for scholarships from more than 80 funds with specific criteria established by the donors. For further information, visit the scholarship information page on the Southwestern portal.

3. Public interest law grants and fellowships

Students interested in working for public interest law/civil legal aid agencies may apply for stipends created through Southwestern Grant and Fellowship programs. These programs provide the matching amount for Federal Work Study funds applied to positions off campus, thereby providing students practical experiences and career opportunities in public service while offering legal services organizations the assistance necessary to service indigent communities and clients. Other programs are also available to support work in the public interest, living up to the dual goals of enhancing the educational experience of its students and furthering the work of public entities serving underrepresented communities and individuals. Please refer to the Southwestern portal for the most current information for grants and fellowships that are available. Below is a short listing of available summer fellowships and grant awards for graduating students:

- George and Katrina Woolverton Public Service Award
- Harvey L. and Lillian Silbert Public Interest Fellowship Program
- Judge Harry Pregerson Public Service Fellowship
- Leigh H. Taylor Public Interest Endowment Fund
- Public Interest Law Service Award
- Summer Public Interest Law Grant

4. Outside scholarships

A number of other scholarships are available each year from a variety of outside organizations. Eligibility is usually based on need, academic achievement, and extracurricular activities. The necessary supplemental applications and specific requirements for these scholarships are on file in the Financial Aid Office, and the most current information is available on the outside scholarship information page on

<https://www.swlaw.edu/admissions-financial-aid/financial-aid/scholarships-grants-fellowships/outside-scholarship>

5. Jose Siderman Human Rights Fellowship

The Fellowship brings an Argentine law graduate to Los Angeles to complete an LL.M. degree in Civil Liberties and Human Rights or Advocacy at the law school, including an externship with a civil rights organization. The program complements Southwestern's association with Argentina for many years through summer programs, judicial externships, and exchange programs in Buenos Aires.

6. Outside fellowships

a. American Board of Trial Advocates (ABOTA)

Every year, the Los Angeles County Chapter of the American Board of Trial Advocates (ABOTA) offers a unique fellowship program to local graduating law students who will be sitting for the July Bar Exam. Fellows spend one month with a civil defense firm, one month with a plaintiff firm, and another month with various judges at the Los Angeles Superior Court. This fellowship is open to students who have a strong interest in civil jury trial practice and intend to practice law in Los Angeles County.

b. Presidential Management Fellowship Program (PMF)

The Presidential Management Fellows Program (PMF) is known as the

training ground for future government leaders. It is a two-year paid post-graduate program where Fellows have the opportunity to work in high-level federal government agencies. Through this Program, Southwestern graduates have worked at places like the Missile Defense Center and the U.S. Department of Housing and Urban Development.

7. Writing competitions

A list of writing competitions provided by various organizations is located on the scholarship information page on the Southwestern portal. This information can also be found on Symplicity, a web-based platform the Career Services Office uses to list employment opportunities.

F. J.D. Concentrations

Southwestern offers seven J.D. Concentrations in the following areas of law:

- Civil Litigation & Advocacy
- Critical Race, Gender, and Sexuality Studies
- Criminal Law & Advocacy
- Entertainment & Media Law
- Labor and Employment Law
- Public Interest Law
- Technology Law & Entrepreneurship

Students must submit a Declaration of Intention form to the Registrar's Office to declare their intent to fulfill a J.D. Concentration. Students may submit the Declaration of Intention at any time before completing their final semester.

Information regarding the J.D. Concentrations and their requirements can be found on the Southwestern Law School website at <https://www.swlaw.edu/curriculum/concentrations-and-customizations>.

G. Policy Revisions

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

Pg. 525

Replaced Incomplete Grade Policy with the following:

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Incomplete Grade Policy

Revision history: Formerly a part of the Grading Policies, Honors, and Specialized Courses policy (now called the Grading, Scholastic and Other Honors, and Specialized Courses Policy); established as a standalone policy in October 2023.

Related policies: Financial Aid Satisfactory Academic Progress Policy; Academic Policies and Procedures; SCALE Program Policies; Master of Laws Program Policies

Scheduled Review Date: August 2025 (Registrar's Office and Student Services Office)

A. Definition

An "Incomplete" or "INC" grade is a temporary, non-evaluative grade indicating the student has not yet completed assigned work in the course. The grade may be assigned only with approval from the Associate Dean for Student Services.

B. Appropriate Use

Except in extraordinary circumstances as determined by the Dean or Vice Dean(s), an Incomplete grade may be issued only when the student has completed at least 80% of the class sessions, the student has done passing work in all completed assignments, and the student has complied with attendance requirements, but, due to extraordinary circumstances, (1) in courses in which the final grade is not based on a final examination, the student is unable to complete the remaining coursework within the required time frame; or (2) in courses in which the final grade is based on a final examination, a student is unable to take a final examination at the scheduled time.

C. Requesting an Incomplete

A student who has experienced extraordinary circumstances beyond the student's control and wishes to be considered for an Incomplete in one or more courses must submit a written request to the Student Services Office before the end of the final exam

period for the semester or term. The written request must explain why the student cannot complete the remaining coursework or take the final examination and include appropriate supporting documentation. An Incomplete grade is often a solution of last resort; the law school will work with the student to explore other solutions.

D. Removing an Incomplete/Automatic Conversion to an Administrative Fail “*F”

To remove an Incomplete from their transcript, a student does not need to register for the course again but will be permitted to unofficially audit the course in which the student is making up an Incomplete. When the student completes the course requirements to complete the course at issue, the credits and grade are assigned to that semester or term in which the student initially enrolled in the course. Incomplete grades must be changed to an evaluative grade as soon as possible, but by the end of one year from the issuance of the Incomplete or the next time the course is regularly offered, whichever occurs first. Except as described in Sections E and F, if the Incomplete has not been changed within this time frame, the student will receive a grade of Administrative Fail (*F), which is not subject to change.

E. Midterm Exams and Other Graded Assessments in Incomplete Courses

Courses in which a student takes an Incomplete or makes up an Incomplete may have a midterm exam or other graded assessments as part of the final grade for the course. In this situation, the student must meet with an advisor in the Student Services Office before the start of the term in which they are making up the Incomplete to determine what midterm or assessment scores will be part of the final grade for the course. The Student Services Office will consult with the faculty member for the course in which the student is making up the Incomplete. If the student does not meet with an advisor in the Student Services Office, the default will be that the final exam for the course will comprise 100% of the final grade.

F. Extending the Time Limit

A student may receive an extension on time to complete an Incomplete grade only by submitting a written petition demonstrating extraordinary circumstances beyond the student’s control, such as continued illness. Absent extraordinary circumstances determined by the Associate Dean for Student Services, the student must submit the petition at least four weeks before the original deadline to make up the Incomplete.

The student must present adequate and appropriate documentation to verify the extraordinary circumstances. The petition must be submitted to the Associate Dean for

Student Services, who may grant the petition in whole or in part, deny the petition in whole or in part, request additional information, or consult with the Vice Dean(s). It will be rare for a petition that seeks to extend an Incomplete for more than one semester or year beyond the original deadline to be granted.

G. Conversion to Withdrawal or Administrative Withdrawal

An Incomplete grade may be changed to a "W" (official withdrawal) only in extraordinary circumstances where the student's situation has changed since the Incomplete grade was awarded. In these cases, the request for a change to a "W" must be made in writing, documented, and approved by the Associate Dean for Student Services. At the discretion of the Associate Dean for Student Services, an Administrative Withdrawal (WA) can be assigned for an outstanding Incomplete if a student withdraws from the school due to extraordinary circumstances. Students should understand that withdrawals could have a financial aid impact.

H. Financial Aid Impact

Under Southwestern's *Financial Aid Satisfactory Academic Progress (SAP) Policy*, Incomplete grades will be counted toward enrollment and attempted hours. Students who end a semester with at least one Incomplete grade will be re-evaluated for financial aid eligibility at Southwestern's deadline for the Incomplete grade(s). If the Incomplete grade(s) is not completed by the deadline, the student will automatically be placed on the appropriate SAP status. The student is responsible for notifying the Financial Aid Office to have financial aid eligibility re-evaluated once the Incomplete grade(s) are updated. Students should meet with a counselor in the Financial Aid Office to review the financial aid implications of Incomplete grades.

I. Graduation

A student may not graduate with a grade of Incomplete on their transcript, and Southwestern will not issue a diploma if an Incomplete appears on a student's transcript.

J. Class Rank

When class ranks are calculated, students with an Incomplete on their transcript will not be included in class ranks. Except in extraordinary circumstances as determined by the Dean, when the student completes the course requirements to make up an Incomplete,

the student will not be issued a rank for the semesters or terms in which they took an Incomplete. The student will be included in the next calculation of class ranks, assuming they have no additional Incomplete grades on their transcript when class ranks are calculated.

K. Policy Revisions

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

Pg. 529

Replaced Independent Study Policy with the following:



Independent Study Policy

Revision History: Formerly a part of the Grading Policies, Honors, and Specialized Courses policy (now called the Grading, Scholastic and Other Honors, and Specialized Courses Policy); established as a standalone policy in October 2023.

Related policies: Incomplete Grade Policy; Academic Policies and Procedures; SCALE Program Policies; Master of Laws Program Policies

Scheduled Review Date: May 2025 (Associate Dean for Research, Student Services Office, and Registrar's Office)

A. Purpose

Eligible students with a demonstrated interest in a subject may complete an independent study project under the guidance of a full-time faculty member ("Faculty Supervisor") with expertise in the subject.

B. Eligibility

A student must be in good academic standing to be eligible to take an independent study project. An eligible student may petition to undertake an independent study project for two credit units. A student is not eligible to register for more than one independent study project for credit toward graduation. The student must submit a proposal ("Proposal") consistent with the provisions of this policy and obtain the approvals required under this policy.

No study will be approved retroactively.

An independent study project does not satisfy the upper-division writing requirement.

Adds/drops for an independent study project will be governed by the same deadlines as listed in the current academic calendar.

C. Independent Study Project Proposal

A student must prepare and submit a signed and dated Proposal of three to five pages. The student should prepare the Proposal in close consultation with the Faculty Supervisor and after the student has reviewed samples of past proposals that are available on the Student Services Office portal page.

At a minimum, the Proposal must include:

- 1.** The student's statement that the Proposal was prepared in consultation with the Faculty Supervisor and after reviewing past proposals.
- 2.** A description of a discrete legal question, as opposed to a general topic or issue, that the student wishes to explore or investigate, and an initial thesis or hypothesis regarding this question.
- 3.** An explanation of the academic or professional background that makes the student interested in the question and capable of researching it.
- 4.** An explanation of why the question merits an individual study as opposed to in-depth learning offered by seminars or other elective courses.
- 5.** A brief discussion, in light of the existing academic literature relating to the topic, of the importance of the independent study project, and how producing a written paper would contribute something new or original to that literature. Merely reciting or

summarizing case law, legislation, or existing academic research or literature will not assist the Faculty Supervisor or the Associate Dean for Research in determining whether to approve a Proposal for an independent study project.

6. A bibliography of research materials that the student consulted in preparing the Proposal.
7. The name of the Faculty Supervisor and a discussion of the Faculty Supervisor's expertise as it relates to the Proposal's question.
8. A date by which the student will complete the independent study project, and an appropriate penalty for failure to meet this deadline (e.g., a gradual grade reduction proportionate to the lateness). The Faculty Supervisor may extend the deadline for good cause upon timely request by the student. Please see the Incomplete Grade Policy for additional information.
9. Any other information that would help the Associate Dean for Research determine whether to approve the independent study project.

D. Required Approvals

Students must obtain prior written approval from the Faculty Supervisor and the Associate Dean for Research for an independent study project. Students must submit their Proposal to the Student Services Office with a completed independent study project form signed by the Faculty Supervisor. The Student Services Office will send the Proposal and cover form to the Associate Dean for Research to seek their approval in writing and will confirm in writing that the student is eligible to apply for an independent study project. The Associate Dean for Research will notify the Student Services Office of their decision and, in case of approval, will sign the cover form. The cover form is available on the Student Services Office portal page.

E. Completing an Independent Study Project

The student is expected to devote the time and resources necessary to complete the independent study project set forth in the Proposal. An independent study project requires 90 hours of work per unit of credit; therefore, two units of independent study project credit require a total of 180 hours of work. The Faculty Supervisor alone will determine whether the student has devoted sufficient time and resources to the project.

At the end of the independent study project, the student must timely submit to the Faculty Supervisor an original paper prepared and written solely by the student. To earn credit, the paper must be of at least 12,000 words, including footnotes, and adequately footnoted, similar to articles published by law journals. The Faculty

Supervisor will review and grade the paper, utilizing the same scale used for other courses (e.g., A+, A, etc.) and offering the student constructive comments that explain the grade.

After a grade is assigned and finalized, the student may pursue independent publication of the paper (or some version of the paper) or joint publication with the Faculty Supervisor, if both the student and the Faculty Supervisor agree and the Faculty Supervisor has contributed to the work being submitted for publication. This publication decision belongs to the student alone.

F. Policy Revisions

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

Replaced Examination Policy with the following:



Examination Policy

Administrative policy approved July 22, 2022. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; revised in October 2023.

Related policies: Religious and Cultural Observances Policy; Incomplete Grade Policy; Grading, Scholastic and Other Honors, and Specialized Courses Policy; On-Campus Examination Policies (posted on the Registrar’s Office page of the Portal); Student Honor Code.

Scheduled Review Date: July 2025 (Registrar’s Office)

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A. Examination Procedures

All midterm and final examinations will be in person and on campus, even if the course is being taught remotely. The course syllabus will include any exceptions to the in-person and on-campus midterm and final examinations. The Law School reserves the right to change

exam administration from on-campus to remote at any time where circumstances render on-campus exam administration unsafe or unfeasible. If circumstances allow, the administration will work with students approved for remote attendance to provide appropriate on-campus testing space.

The examination schedule will be published on the Registrar's Office and Course Specific Information pages on Southwestern's portal. Each student is responsible for registering for courses that allow for an examination schedule that can be managed without alteration. Each student must take the examination on the date and time scheduled for the study and section in which the student is enrolled. No allowance will be made for students who are late to the examination or who fail to complete any part of the examination for any reason. Exceptions to this policy will be made only in the following instances:

1. Administrative change of exam date or time

Administrative changes of time or date resulting in a conflict of exam schedules are a basis for changing exam time and date. Relief from such a conflict will be granted when the conflict is not apparent at registration. A conflict occurs only when two or more examinations are scheduled on the same date and time. Any other administrative changes to the time or date of an exam may be made only due to extraordinary circumstances, religious observance, disability, and pregnancy accommodations.

The following are examples of reasons that may qualify under this extraordinary circumstances provision:

a. Student illness

The student will be expected to visit and obtain appropriate documentation from a treatment provider, such as a physician. The student must also obtain a written statement about the student's illness and fitness to return. If the student receives appropriate documentation on a timely basis, the Associate Dean for Student Services may permit the student to take the examination at the time and under the conditions the school administration determines. If the student does not visit or obtain the appropriate documentation on a timely basis, the student risks receiving an "F" or "Administrative F" grade in the course. Depending on when the illness occurs during the examination cycle, when the appropriate documentation is received, and other factors, the student may have to wait until the next time the examination for that course is offered to take the examination.

b. Death or serious illness

Death or serious illness of a person in the immediate family or another person with whom the student has a similarly close relationship, which requires the student's attention away from the Law School. Please note that while the Law School may be able to reschedule an examination that falls on the day of a funeral, it may not be able to reschedule the examination several days after the funeral.

c. Unavoidable conflicts

Unavoidable conflicts with court hearings or other administrative proceedings connected to the Law School clinical programs, but only if the student has exhausted all means of avoiding the conflict by attempting to reschedule the hearing or to have another attorney handle the hearing if feasible.

d. Unavoidable military commitment

Requests for such changes must be directed to the Student Services Office.

2. Deferment of examination for exigent circumstances

When extraordinary circumstances prevent a student from taking an examination at the scheduled time, the following procedures are to be followed:

- a.** The student must notify the Student Services Office and the Registrar's Office **immediately** of the circumstances preventing the student from taking the exam. The student must provide notice **before** the exam.
- b.** The student must submit, as soon as possible, a [Special Exam Administration Form](#) requesting a deferred examination and appropriate documentation supporting the request to the Student Services Office.
- c.** If, after considering the request, permission is granted for a deferred examination, an alternative exam date will be scheduled for that exam period, or a mark of Incomplete will be entered for that course. Absent extraordinary circumstances as determined by the Associate Dean for Student Services or the Registrar's Office, examinations that qualify for rescheduling under this policy will be rescheduled for the next available time that does not create a new conflict under this rule, which may be on a weekend or a date after the official close of the examination period. Absent extraordinary circumstances approved

by the Vice Dean(s), no examination will be rescheduled for a time before the regularly scheduled examination. Within these parameters, the Registrar's Office can select the date, time, and location of the deferred examination.

- d.** In most circumstances, a deferred examination to make up an Incomplete will be taken on the next occasion when the faculty member from whom the student took the course offers an examination in that course. If the faculty member is not offering an exam in that course within one year, the student **must** take the regularly scheduled exam from any other faculty member offering an exam in that course within one year.
- e.** It is the student's responsibility to submit a [Special Exam Administration Form](#) to the Student Services Office for approval at least one month before the exam period in which the deferred exam to make up the mark of an Incomplete will be taken. The Student Services Office will forward the approved form to the Registrar's Office to make appropriate arrangements for the deferred exam.
- f.** A student graduating before the course is offered again may petition the Associate Dean for Student Services for approval to make up the exam to avoid a delay in graduation. The student must **refrain from seeking approval directly from the professor** as such action will compromise the anonymity of the exam. The student may not graduate with a mark of Incomplete on the transcript.

A student who is denied permission to take a deferred exam or a student who fails to take an approved deferred exam within one year will receive an Administrative F (*F) in the course unless the delay was approved in writing by the Associate Dean for Student Services (e.g., in the case of a disability or pregnancy accommodation). An Administrative Fail is calculated as an F in the student's GPA.

3. On-campus examination policies

Students are expected to review and abide by Southwestern's [On-Campus Examination Policies](#), which is located on the Portal. Policy violations may constitute misconduct under Southwestern's Student Honor Code.

4. Exemplify and ExamSoft

Exemplify is the student interface for ExamSoft, Southwestern's computer-based testing software. Students must ensure that their computer systems and software are up-to-date and compliant with Exemplify's requirements before sitting for exams. Students

are responsible for uploading their exam responses correctly and, if there is an issue, working directly with ExamSoft to address it.

B. Criteria for Final Course Grade

The final grade in all seminars will be based on the criteria set out in the course syllabus. In all other courses, subject to the below paragraphs, in-class examinations will determine final grades. An examination's minimum length will equal the number of units allotted to the course; however, faculty may elect to give a three-hour exam for a four-unit course. Any faculty member can increase a two-hour examination to three hours and a three-hour exam to four hours, but no examination will exceed four hours.

Legal Analysis, Writing, and Skills I and II, clinics, externships, practicums, skills courses, courses satisfying the writing requirement, Independent Study, credit/no credit courses, and any course specifically adopted by the faculty to be graded on a different basis, are exempt from this provision.

The final examination will be an in-class examination (unless remote administration of exams becomes necessary) that will include an essay-type question or questions which will require a minimum of 40 minutes to analyze and develop an appropriate answer. Multiple-choice questions may comprise up to 50% of the final examination.

In all first-year doctrinal courses (including those that are part of the part-time program and scheduled in the second year), the Law School encourages faculty to use a variety of pre-final examination assessment methods, subject to the faculty member basing at least 75% of the final grade on the final examination, which must include an in-class essay examination. Each graded formative assessment or type of formative assessment (e.g., all quizzes) may not count for more than 15% of the final grade.

In all upper division required and elective courses, the Law School encourages faculty to use a variety of pre-final examination assessment methods, subject to the faculty member allocating at least 50% of the final grade on the final examination which must include an in-class essay examination.

Faculty may use a variety of formative assessments beyond essay and multiple-choice (e.g., shorter essays focused solely on analysis or multiple-choice with short answer explanation), if the assessment fits with the course learning objectives.

Nothing precludes any faculty member from requiring the satisfactory completion of additional ungraded assignments during a semester. Such work will not have any bearing on a student's final grade, but the failure to satisfactorily complete any such assignments will result

in the student receiving a grade of F.

The grading methodology used for the final course grade must be delineated in the course syllabus by the first day of class.

The above provisions are waivable upon application to the Office of the Vice Dean(s).

C. Examination Review

Faculty typically review final examinations with students upon individual student request. All written examinations will indicate raw points for each question, and a total raw point score will be marked. Students should be aware that the faculty may only change grades as provided in the Policy on Changing Grades section of the Grading, Scholastic and Other Honors, and Specialized Courses Policy. The purpose of the review is solely to enhance the student's education.

1. Grades below C+

A student with a grade of C or below is entitled to an individual conference with the faculty member to determine the causes of the student's poor performance. This conference should not be construed as an opportunity to dispute the grade assigned.

2. Grades of C+ and above

Individual conferences with faculty cannot be expected, but some feedback is appropriate for students with grades of C+ and above. Members of the faculty may devise their methods to provide such feedback.

3. Examination return and retention policy

The multiple-choice score sheet is returned to the student. The law school retains the question-and-answer sheets for multiple-choice questions and prohibits copying, photographing, or duplicating these items. The Law School will make this portion of any examination available to the student during business hours for a reasonable period following the completion of the grading process.

Bluebooks and typed examinations are distributed to students following the completion of the grading process, typically from the Registrar's Office. Graded exams are retained in the Registrar's Office for one year and then destroyed.

Copies of many older essay examinations are available through Southwestern's Portal.

Faculty members are encouraged, but are not required, to provide either a model answer or an outline of the issues indicating how they were weighted.

Faculty members are encouraged to conduct a "post-mortem" review of the fall exam in a two-semester course early in the spring semester.

D. Policy Revisions

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

Pg. 576

Added the Examination Administration Contingency Plan:



Examination Administration Contingency Plan

Administrative policy approved October 11, 2023. Effective immediately. Revision history:

None; new policy.

Related policies: Online Student Identity Verification Policy

Scheduled Review Date: July 2024 (Associate Dean for Academic Innovation and Academic Administration)

A. Purpose

Southwestern Law School seeks to be prepared for emergencies, including during examinations. This plan is designed to provide notice about how Southwestern intends to proceed with scheduled in-person and remote examinations when Exemplify is unavailable or if the campus is closed due to an emergency. Emergencies include but are not limited to a severe weather event or natural disaster, power loss, epidemic, emergency evacuation of the

examination room, or civil disturbance.

The plan is subject to change based on the specific nature of the emergency, Southwestern's technological ability to communicate with students, guidance from government officials, or for other unforeseen reasons. If Southwestern deviates from the plan below, Southwestern's decisions will consider factors such as examination integrity, the course professor's input, fairness and equity to impacted students, when the examination will occur in relation to the start of the emergency, the anticipated length of the emergency, and potential impact on subsequent examinations, if any, in the examination period.

This policy applies to midterm examinations, final examinations, and other assessments scheduled through the Registrar's Office.

B. Communicating Under This Policy

If Southwestern activates this plan, an appropriate member of the senior leadership team will notify impacted students and faculty members via Southwestern email. Southwestern may also send a message via SW-Alert. Members of the Southwestern community are encouraged to register for SW-Alert on the Emergency & Safety section of the portal.

C. Exemplify Is Unavailable

1. In-person examination

Exemplify has proven to be reliable but could become unavailable due to a power outage, cyber attack, or other emergency.

If Exemplify is unavailable, the examination will proceed at the scheduled time, but students will complete their examinations using Blue Books and Scantron sheets. Any word or page limits established in the examination instructions will not be enforced. If Blue Books and Scantron sheets are unavailable, Southwestern may reschedule the examination.

Students unable to complete the examination using a Blue Book or Scantron (e.g., due to an accommodation that requires the use of software licensed by Southwestern) will complete the examination using a loaner Southwestern device. If a device is not available, Southwestern will work with each affected student to develop an equitable solution.

2. Online, remote examinations

A professor may change the examination's composition from that previously announced to the class (e.g., an examination originally planned to include essays and multiple-choice questions may change to only essay questions or include fewer

multiple-choice questions) and impose a word or page limit.

The examination will be administered as an open-book, open-note take-home examination. "Take-home" means an examination not administered on campus and not proctored. The examination will become available on Canvas, Southwestern's Learning Management System, at the regularly scheduled examination time and will be available for the originally planned duration (e.g., three hours).

More specifically, Southwestern will release the examination on the Exam Administration Canvas course. Students will complete the examination using Word and will upload their completed examination answers to the Exam Administration Canvas course. Canvas will track the time the examination is uploaded. Students will be allowed a 10-minute grace period for downloading, printing, and/or uploading the examination, but are on their honor to use this grace period only for those purposes.

If Canvas is not functioning, students will be instructed to send an email to exams@swlaw.edu, including the course name and professor in the subject line, to receive their examinations. They will complete the examination using Word and will return the examination by email. If a student returns an examination answer after the permissible time period, including a 10-minute grace period, the professor has discretion about whether to accept the examination and if so, whether to impose a grade or point penalty. If the Student Services Office concludes that the failure to return the examination answer on time resulted from an excusable technological difficulty, the Office will determine whether the professor should grade the examination for a letter grade or on a C/NC basis.

D. Southwestern's Campus Is Closed Due to an Emergency

If Southwestern's campus is closed due to an emergency, for examinations that were to be administered on campus, Southwestern will endeavor to administer those examinations remotely at the scheduled time or as close to the scheduled time as possible. Examinations previously scheduled as remote examinations will proceed remotely, as scheduled.

Examinations will be administered remotely via Examplify and comply with the Online Student Identity Verification Policy. Remote exam security features may include ExamID and ExamMonitor (these features provide identity verification via facial recognition and video/audio recording of your examination setting during the examination).

Under these circumstances, a professor may change the examination's composition from that previously announced to the class (e.g., an examination originally planned to include essays and multiple-choice questions may change to only essay questions or include fewer multiple-choice questions) and impose a word or page limit.

For students who complete examinations on Southwestern-provided devices, Southwestern will endeavor to provide a loaner Southwestern laptop for the students to complete their

examinations remotely. If a device is not available, Southwestern will work with each impacted student to develop an equitable solution.

E. Exemplify Is Unavailable and Southwestern's Campus Is Closed Due to an Emergency

If Exemplify is unavailable and Southwestern's campus is closed due to an emergency, all students will complete their examinations remotely. The examination will be administered as an open-book, open-note take-home examination. The administration will follow the process outlined in Section C(2).

A professor may change the examination's composition from that previously announced to the class (e.g., an examination originally planned to include essays and multiple-choice questions may change to only essay questions or include fewer multiple-choice questions) and impose a word or page limit.

For students who complete examinations on Southwestern-provided devices, Southwestern will endeavor to provide a loaner Southwestern laptop for the students to complete their examinations remotely. If a device is not available, Southwestern will work with each impacted student to develop an equitable solution.

F. Emergency During an Examination in Process

If an emergency occurs while an examination is in progress, Southwestern will evaluate the situation and assess options on a course-by-course basis, taking into account how much of the examination time remains and how long the emergency may last. A non-exhaustive list of possibilities includes allowing students to complete the examination at a later point, perhaps shortly thereafter (e.g., in the event of a fire alarm sounds but the campus is safe to re-enter); grading the examination on the basis of work completed at the time of the disruption; administering the examination on a later date, whether as a schedule examination or take-home examination; or grading on a C/NC basis with or without an Incomplete option. Except when the examination is restarted shortly after the disruption, a Vice Dean will make every effort to consult with the faculty member whose examination is impacted by the emergency before selecting the option to apply.

G. Policy Revisions

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

Replaced Financial Aid Satisfactory Academic Progress Policy with the following:



Financial Aid Satisfactory Academic Progress Policy

Administrative policy approved May 1, 2023. Effective immediately.

Revision history: Formerly part of the Financial Aid Policies & Procedures Manual; clarifying language added when established as standalone policy in May 2023; technical revisions in October 2023.

Related policies: Academic Policies and Procedures and Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Grading, Scholastic and Other Honors, and Specialized Courses Policy; SCALE Program Policies

Scheduled Review Date: Financial Aid Office and General Counsel's Office May 2025

A. Background

Federal regulations require financial aid recipients to maintain Satisfactory Academic Progress (SAP) toward a recognized degree program to continue receiving Federal Student Aid (FSA) (e.g., Direct Unsubsidized Loan, Graduate Plus Loan, or Federal Work- Study).

To maintain SAP, a student must earn acceptable grades and complete enough units to keep progressing toward degree completion in an acceptable time frame. This Policy describes Southwestern's standards for measuring whether a student is maintaining SAP and the consequences of failing to maintain SAP.

B. SAP Versus Southwestern Academic Policies

SAP standards may differ from the academic progress policies of a Southwestern program. The Financial Aid Office will notify a student, whether currently receiving FSA or not, who does not maintain SAP about their FSA disqualification

and ability to appeal that disqualification. While Southwestern may allow a student to continue at Southwestern following an appeal of Academic Disqualification, that student may still lose the ability to obtain FSA to pay for their tuition and expenses for one or more terms.

C. Evaluation

A student must meet three standards to demonstrate satisfactory academic progress: Grade Point Average, Pace, and Maximum Timeframe. Southwestern's Financial Aid

Office evaluates student progress under these standards once each academic year for all continuing students, typically at the end of the spring semester or, for SCALE students, after Period 4. Disqualification will begin at the beginning of the fall semester or, for SCALE students, at the beginning of Period 5.

1. Grade Point Average (GPA) Requirement

All FSA recipients must have a cumulative GPA of at least 2.330 at the conclusion of each spring semester or, for SCALE students, at the conclusion of Period 4.

2. Pace Requirement

All FSA recipients must complete at least 66.7% of the units attempted each academic year to keep pace toward graduation. F (Failure), *F (Administrative Fail), INC (Incomplete), NC (No Credit), and W (Withdrawal) grades will count as attempted units but will not be considered as earned units. All other grades will be counted as both attempted and earned.

Transfer credits are included in the SAP calculation regardless of whether the student received FSA for the applicable courses and regardless of how the courses are counted toward the student's current law degree requirements. Transfer credits are counted toward a student's attempted and completed courses. Transfer credits are counted only toward the pace requirement and are not considered when calculating the student's cumulative GPA.

If a student repeats a previously passed course, only the first enrollment will apply toward the completed unit count and SAP evaluation; subsequent repeats will not. When a student completes and passes a previously failed course, both attempts will count toward the pace requirement, and both attempts will be considered when evaluating the cumulative GPA. Students who are restarting their JD program should review **Section E** below.

Credit/No Credit courses, such as an externship or a clinic, are not counted in the student's GPA. Thus, Credit/No Credit classes are included in the pace evaluation but not the GPA evaluation for purposes of determining SAP. If a student receives an INC in a Credit/No

Credit course, the course is included in the pace evaluation but not the GPA evaluation.

Incomplete grades count as an earned unit and will count toward the GPA evaluation once a grade on the 4.0 scale is entered on the student's transcript.

3. Maximum Timeframe Requirement

Southwestern measures a student's timeframe in attempted credits. A student will no longer be eligible for FSA funding once it becomes mathematically impossible for the student to complete their program within the 150% time frame. For example, a J.D. student is required to complete 87 credit hours to graduate. Thus, the maximum allowable credit hours a J.D. student can attempt is 130.5 credits. A student may not extend the degree date after they satisfactorily complete 87 units and all required courses.

An enrollment period from which a student withdraws after the add/drop date counts toward a student's maximum timeframe. "Enrollment period" means spring, fall, and summer terms, and SCALE periods. Enrollment periods in which the student did not receive FSA count toward the maximum timeframe. As a general rule, at the end of the semester or period in which a student earns all credits to complete the J.D. degree, FSA eligibility for that degree ceases.

The ABA Standards and Southwestern's policy require that a J.D. student complete the course of study within 84 months of matriculating, absent extraordinary circumstances.

D. Notification

Within 10 business days of completing the FSA SAP evaluation for an academic year, the Financial Aid Office will email every student who has failed to maintain FSA SAP; the email will be sent to all students at Southwestern (e.g., SCALE, full-time, and part-time students), regardless of whether the student is currently receiving Title IV aid. This email will inform the student that they are no longer qualified to receive Title IV aid until they have cured their cumulative GPA or pace. The email also will describe the steps the student can take to appeal the disqualification of eligibility to receive Title IV aid. The SAP Appeal Form is included with the email. This notification is made to all students (Title IV recipients and those choosing not to use Title IV aid) not making SAP. Those not using Title IV aid will be informed that before receiving Title IV aid, they must either have cured their deficiency or submitted and been granted an appeal to the disqualification should they decide in the future to use Title IV aid.

E. FSA Probation

A student can reestablish FSA eligibility only by (1) meeting SAP requirements in a following academic year or (2) successfully appealing the disqualification and meeting SAP requirements by the end of the SAP probation. Failing to cure the cumulative GPA requirement during probation will result in the student losing FSA eligibility until their cumulative GPA is restored to SAP standards.

A student must reestablish FSA eligibility even if the student is not enrolled for some period after failing to maintain SAP. Restarting a program does not erase the previous grades received. Accordingly, a student who restarts a degree program after earning grades below the SAP cumulative GPA standard is subject to FSA disqualification upon return and must appeal if they wish to obtain FSA. If Southwestern grants the appeal, the student is put on FSA probation and must correct any GPA and pace issues, using their previous units and the units earned during the FSA probationary period, if the student is to continue receiving FSA after that probationary period.

A student who withdraws or takes a leave of absence during the spring semester or, for SCALE students, during period 4 with a cumulative GPA that is less than 2.330 will still have their SAP evaluated at the end of the spring semester or, for SCALE students, period 4. The student would be disqualified from receiving FSA when they return, although they can appeal this disqualification. If Southwestern grants the appeal, the student could be placed on FSA probation and receive FSA for the returning enrollment period. The student must correct the issues that led to the FSA probation before receiving FSA after the FSA probationary period.

F. Appeal Process

Students who fail to maintain SAP may appeal. The appeal process is to provide information to Southwestern's Financial Aid Appeals Committee (Committee) that is not captured on the student's academic record but has impacted the student's academic progress.

Students cannot apply retroactively for FSA eligibility for an enrollment period that has ended. For any appeal to be granted, the appeal must be submitted at least 30 days before the end of an enrollment period.

Students must submit an academic plan as part of the appeal (see **Section F.1**). In addition, as described in **Section F.2**, students must provide a detailed explanation for why they did not maintain SAP, what they have done to fix the issues identified, and present convincing evidence of their ability to meet the SAP standards and to finish their degree program.

The Financial Aid Office will review the appeal for completeness. If the

application is incomplete, the Financial Aid Office will return it to the student with instructions to resubmit once it has been completed. Once the Financial Aid Office determines that an appeal is complete, the Committee will review the appeal. The Committee will determine if a student's FSA should be reinstated or remain canceled. If the Committee approves the appeal, the student will be eligible to receive financial aid for at least one additional enrollment period. The Committee's decision is final and will be communicated to the student within 30 days of the date the Financial Aid Office accepts the appeal.

A student with an academic plan that allows the student to cure within two enrollment periods must earn at least a 2.330 in the first enrollment period to be considered for FSA in the second enrollment period. Failure to earn a 2.330 GPA in the first enrollment period will result in the loss of FSA until the student reestablishes a cumulative 2.330 GPA. This loss of FSA after the initial enrollment period of an academic plan that allows the student to cure within two enrollment periods is not subject to appeal.

This Policy does not limit the number of times a student may appeal SAP status during a student's career; however, the Committee's objective is to ensure that FSA is awarded to students who demonstrate a capacity for completing their degree program. In addition, the reason or rationale for the appeal typically must be different from previous SAP appeals.

1. [Student Services Office and Academic Plan](#)

Before submitting an appeal, the student must seek assistance from the Student Services Office with the goal of establishing a realistic academic plan toward degree completion. An academic plan typically requires the student to reach a 2.330 cumulative GPA within one enrollment period but, in extraordinary circumstances, may allow the student to cure within two enrollment periods.

The academic plan must detail how the student will address and improve their SAP deficiencies:

- If deficient in units, the number of units required for each future enrollment period to meet the minimum cumulative unit or pace requirements by the conclusion of the academic plan.
- If deficient in GPA, the minimum GPA required for the future enrollment period(s) to meet the minimum cumulative GPA requirement by the conclusion of the probationary enrollment period or periods.

- The academic plan will include a deadline by when the student must reach a 2.330 cumulative GPA and meet any pace requirements.

2. Appeal Documentation

Students who wish to appeal must submit a [SAP Appeal Form](#) and a letter to the Financial Aid Office. The SAP Appeal Form is also available in the Financial Aid Office.

All appeals must state the reason(s) for failing to meet the SAP requirements. Students must demonstrate some type of extenuating circumstances during the enrollment period(s) in question that hindered academic performance (e.g., prolonged hospitalization, a death or extreme sickness in the family, etc.).

Circumstances related to the typical adjustment to law school are not considered extenuating circumstances for purposes of an FSA appeal. Students must submit documentation that supports these extenuating circumstances with the SAP Appeal Form and letter.

As part of the appeal, the student must provide information regarding what has changed in their situation that would prevent a reoccurrence of the extenuating circumstances and would now allow them to reestablish SAP within the probationary enrollment period.

3. Review of Academic Plans for Satisfactory Academic Progress

If the Committee grants an appeal, the student will be subject to the terms of an approved academic plan (see **Section F.1**). At the conclusion of the FSA probationary period, which most likely will be the conclusion of the fall semester or, for SCALE students, Period 5, the Committee will evaluate whether the student is meeting SAP and has adhered to the academic plan before spring FSA or, for SCALE students, Period 6 FSA can be disbursed. The student remains eligible for FSA if they have met the conditions of the academic plan (e.g., cumulative GPA is once again at or above 2.330 or, if a pace issue, the student is on track to curing the deficiency).

A SCALE II probationary student **must** carry at least 5 SCALE units so the Committee can evaluate their grades at the end of Period 5. Some SCALE students also cross-enroll in traditional fall units. If the student has cured their cumulative GPA with the Period 5 SCALE grades, even if also enrolled in fall units, the student's probation will end, and they will be eligible for FSA in Period 6. If the student does not cure for Period 5, but with the added fall units does cure, then funding will be restored for Period 7, but

not Period 6. If the student completes 5 SCALE units in Period 5, should their fall grades place them below the 2.330 minimum cumulative GPA, they will not lose FSA for Period 6.

Pg. 608

Replaced Return of Title IV Funds Policy with the following:



Return of Title IV Funds Policy

Administrative policy approved May 15, 2023. Effective immediately.

Revision history: Formerly part of the Financial Aid Policies & Procedures Manual; clarifying language added when established as a standalone policy in May 2023; technical revisions in October 2023

Related policies: Federal Financial Aid Eligibility Policy; Tuition Refund

Policy; Attendance Policy Scheduled Review Date: Financial Aid Office and

General Counsel's Office May 2025

A. Student Withdrawal

Federal regulations require Southwestern to re-evaluate a student's eligibility to receive federal student aid (Title IV Funds) when the student withdraws from Southwestern before the end of an enrollment period (e.g., summer, fall, or spring term or SCALE period).

1. Voluntary withdrawal

A student can voluntarily withdraw from Southwestern by contacting the Student Services Office (studentservices@swlaw.edu). The student will be emailed or given a withdrawal form at that time. The date of determination is the first day the student contacts the Student Services Office and requests to withdraw.

2. Involuntary withdrawal

If a student has failed to attend all classes for a seven-day period, the Student Services Office will make attempts to contact the student. If the student is unresponsive, once the student has failed to attend all classes for 14 calendar days, the student will be involuntarily withdrawn, and the Date of Determination is the fourteenth day of non-attendance. The Student Services Office will make every effort to contact the student so that the student can decide for themselves, but if the student is unable or unwilling to reply to attempts for contact, the student will be involuntarily withdrawn on the fourteenth day.

A student who withdraws from all classes before completing more than 60% of an enrollment period must have their eligibility for aid recalculated based on the percent of the enrollment period completed. The percentage completed must be *more than* 60%; otherwise, a Return of Title IV Funds (R2T4) is required.

Using standard rounding rules, the Financial Aid Office calculates completion percentages to four decimal places and rounds to three decimal places. One exception to the rule is for .6001 to .6004; in this case, the percentage is rounded up, so the result is over 60%, as required. This process means that if the completion calculation comes to exactly 60%, an R2T4 calculation is necessary. If the completion calculation results in 60.001%, an R2T4 calculation is unnecessary.

To determine the percent, the R2T4 calculation considers the number of calendar days the student was scheduled to complete, minus breaks of more than 5 consecutive days, and uses the actual number of days the student attended (e.g., total number of days the student attended divided by total number of days scheduled in the enrollment period). The calculation will determine the amount of Title IV Funds the student has or has not earned and may result in reduced financial aid awards (or an "aid adjustment"). For R2T4 purposes, the law school processes returns on a payment-period basis, which coincides with the student's enrollment period dates. Generally, this basis will be quarters for SCALE students and semesters for traditional and cross-enrolled students (SCALE II students also taking fall or spring classes).

Southwestern is an "Attendance-Taking Institution," and for R2T4 purposes, uses the last date of attendance provided by the Student Services Office to establish how many days a student attended class during an enrollment period. For law school classes offered in mini-terms (or modules), if a student ceases attendance

and is not scheduled to begin another course within an enrollment period for more than 45 calendar days after the end of the module the student ceased attending, the Financial Aid Office must consider that student withdrawn and will perform an R2T4 calculation.

B. Notice of Withdrawal

The Student Services Office has 14 days from the last date of attendance to determine that a student has withdrawn or taken a Leave of Absence. The Student Services Office will record the date that determination is made in the "Academic Date of Determination" field on the Student Action Report (SAR) form. The Student Services Office will notify the Financial Aid Office by email of any student they have determined has withdrawn or taken a Leave of Absence and send a SAR to the Registrar's Office for processing.

C. Return of Title IV Funds Process

The Financial Aid Office will do the following once it has received a SAR from the Registrar's Office with information on a student withdrawal or Leave of Absence:

- 1.** Calculate the amount of the enrollment period completed using the last day of attendance and the last scheduled day of class, as explained above. A student enrolled in mini-term courses (or modules) at the law school is not considered to have withdrawn if they meet either of the following standards:
 - The student successfully completes one module that includes 49% or more of the number of days in the payment period, excluding scheduled breaks of 5 or more consecutive days and all days between modules; or
 - The student successfully completes (e.g., earns a passing grade) a combination of modules that, when combined, contain 49% or more of the number of days in the payment period, excluding scheduled breaks of 5 or more consecutive days and all days between modules.
- 2.** Complete the R2T4 calculation and send the calculation results to the Accounting Office for immediate action; namely, the return of funds to the U.S. Department of Education. The Financial Aid Office must complete the R2T4 calculation within 30 days of the date of the determination. Sometimes, the return amount resulting from the R2T4 calculation is less than the return amount requested by the Student Services Office. Southwestern must first offer these additional funds (typically refunded tuition) to the

student and must obtain the student's permission to return funds that exceed those mandated by the R2T4 calculation. If the student is not responsive, and Southwestern cannot obtain permission from the student to return these additional funds to the U.S. Department of Education, Southwestern must send these funds to the student.

3. The Financial Aid Office will email the student all loan documentation, exit counseling information, loan summaries, and notice of post-withdrawal refund, if any. The Financial Aid Office will ensure that any refund due to the student is made within 180 days of the date of determination.

a. Post-withdrawal disbursements

As graduate students, Southwestern students are not eligible for Pell or FSEOG grants. All loan funds Southwestern receives on behalf of students (not used for institutional charges) are disbursed to students; Southwestern does not hold credit balances for students. But, in the event of a post-withdrawal disbursement (Title IV funds that the student has earned but not yet disbursed), these loan funds would be offered to the student within 30 days of withdrawal, allowing the student 14 days to respond.

b. Credit balance

If an R2T4 calculation results in a credit balance for the student, the funds will be disbursed as soon as possible and no later than 14 days after the calculation of the R2T4.

c. Excess funds

If the R2T4 calculation results in an amount to be returned to the Department of Education that exceeds the school's portion, the student will be notified to return the funds to the school.

4. The Financial Aid Office will encourage the student to make an appointment for exit counseling so they are aware of all available loan repayment plans.

Upon receiving the R2T4 calculation from the Financial Aid Office, the Accounting Office will return all funds resulting from the R2T4 calculation to the U.S. Department of Education within 45 days of the date of determination.

D. Order of Returned Funds

In accordance with federal regulations regarding the return of federal funds, Southwestern will return funds to the U.S. Department of Education in the following order:

1. Federal Direct Unsubsidized Loan (this is always returned first to keep the maximum allowable available for future education)
2. Federal Graduate Plus Loan

The refund to each fund will not be more than the amount disbursed during the award period from that fund.

E. Example of R2T4 Calculation

The following is an example of the R2T4 calculation and process. A full-time day student withdrew ten days after starting spring classes in mid-January of 2022. In early January 2022, Southwestern disbursed \$10,142 in a Direct Unsubsidized Loan and \$28,684 in a Graduate PLUS Loan; these disbursements paid tuition of \$27,658, and the student received a \$11,168 refund from the credit balance. The student attended 10 of 116 class days in the spring, for a total of 8.6% of the scheduled classes. Southwestern returned \$25,279.41 of the aid under the R2T4 calculation. The student kept the \$11,168 refund received in early January 2022 because they were not required to return the refund. The school refunded the student's spring tuition (not part of the R2T4 process, but a decision by the Student Services Office), and the student requested that those funds be returned with the R2T4 funds for a total return of \$27,658. The Financial Aid Office sent a confirmation email to the student's personal email address, along with exit counseling documentation and instructions.

F. Leave of Absence

For academic purposes, a student who takes an approved Leave of Absence is not considered to have withdrawn unless the student does not return from the leave as scheduled. But, for R2T4 purposes, a Leave of Absence is treated in the same manner as a withdrawal. The Financial Aid Office will complete the required exit counseling at the start of the Leave of Absence and does not need to complete it a second time if the

student does not return as scheduled. Southwestern will report the change in the student's enrollment status to the U.S. Department of Education according to the required enrollment reporting process and time frames.

G. Student Drops to Under Half-Time Enrollment

Except for the summer, Southwestern charges students a flat tuition for each enrollment period, regardless of the number of units taken. Southwestern charges students by unit in the summer. The Financial Aid Office will not disburse funds to a student until it has confirmed that the student is enrolled in at least 5 units in any fall or spring term or SCALE period, and 2 units in the summer. Starting with the summer 2024 term, students must enroll in 3 units in the summer to be considered half-time.

After receiving loan funds, if a student drops courses so that they are taking fewer than 5 units per fall or spring term or SCALE period or fewer than 2 units in the summer (or, starting summer 2024, less than 3 units in the summer), no additional loans can be awarded for that enrollment period if they remain less than half time. No R2T4 is required if the student maintains acceptable enrollment in at least one course.

Southwestern will report the student's enrollment status change to the U.S. Department of Education.

H. Failure to Attend Any Classes After Disbursement Occurs

If the Financial Aid Office disburses Federal Direct Unsubsidized Loan or Federal Graduate Plus Loan funds to a qualifying student, but the student does not begin attending any course during the payment period, Southwestern must return all loan funds that were credited to the student's school account for the payment period. For any remaining loan funds disbursed directly to a student, the school must notify the appropriate loan servicer of the outstanding loan funds so the loan servicer can issue a 30-day demand letter to the student.

The Financial Aid Office must return funds related to a student who failed to begin attendance as soon as possible but no later than 30 days after the date the Financial Aid Office becomes aware that the student has not begun and will not begin attendance.

Added the following Work-Study Programs Policy:



Work-Study Programs Policy

Administrative policy approved November 21, 2023. Effective immediately.

Revision history: Formerly part of the Financial Aid Policies & Procedures Manual; clarifying language and new consecutive two-year hours limitation added when established as a standalone policy in November 2023.

Related policies: Financial Aid Eligibility Policy

Scheduled Review Date: Financial Aid Office and General Counsel Office November 2025

A. Work-Study Programs

Work-Study programs at Southwestern Law School are funded by the federal government or Southwestern. To be eligible for the Federal Work-Study (FWS) program, a student must have financial need documented through their Free Application for Federal Student Aid (FAFSA) and Cost of Attendance (the maximum amount of aid allowed for the school year, as determined by federal regulation). Students who are not eligible for FWS may qualify for the Institutional Work-Study (IWS) program. These students may contact the Financial Aid Office to see if IWS funds are available. First-year students are **highly** discouraged from participating in the FWS or IWS programs. SCALE™ students are **highly** discouraged from participating in the FWS or IWS programs before Period Three. The FWS and IWS programs are designed to assist students in meeting their educational expenses through part-time employment and to encourage them to participate in community service activities. FWS

and IWS funds are earned as students work, based on the number of hours the student works. FWS and IWS funds are not a loan.

B. Requirements

1. Eligibility

All FWS and IWS student workers must be eligible to work in the United States and provide a Social Security card and other employment documentation before they can work.

2. Hours

FWS and IWS students may work up to 20 hours per week during the fall, spring, and corresponding SCALE periods, and up to 40 hours per week in summer.

3. Payment and job descriptions

Whether a position is paid through the FWS or IWS program, students are paid a set hourly rate. The Financial Aid Office maintains job descriptions for each position. All wages exceed the federal and California minimum wage requirements. Employment earnings are paid twice monthly directly to the student.

4. Hiring

Once approved for FWS or IWS funds, the student can secure a position by contacting the position's supervisor. The supervisor makes all hiring decisions. Once chosen, the supervisor and the Financial Aid Counselor coordinate to hire the student. Students are not awarded FWS or IWS without first submitting a specific, written request (e.g., application) signed by the supervisor and student. The application is provided when the student or supervisor emails the Financial Aid Office about the hire. Work should not begin before the student is officially hired.

5. Job listings

Job opportunities are posted periodically online at www.swlaw.edu, on the Financial Aid Office bulletin board, and in the Career Services Office.

6. Timesheets

Southwestern uses TimesheetX to facilitate the FWS and IWS programs. Students and supervisors can logon to the system (directly onto the Timesheetx website or through Southwestern's Portal) to monitor their department and

student budgets, or to see how many hours are remaining in the account. The Timesheetx website information is provided to each student when hired. Students may ask to have their FWS or IWS award increased or decreased at any time with the supervisor's permission, as long as funds are available. Hours entered on the TimesheetX system are subject to supervisor approval. Students who fail repeatedly to submit their timesheets by the pay period deadline will not be permitted to continue in the FWS or IWS program. All timesheets must be approved by the supervisor, or someone designated by the supervisor to approve timesheets. When the supervisor is unable to log on to TimesheetX by the deadline, approval can be made via email and will be noted on the timesheet, though this is done rarely and only when the supervisor is unable to approve the timesheet.

7. Restrictions

Students are not permitted to work FWS or IWS jobs during class meeting times; schedules are uploaded into the TimesheetX system weekly to prevent working during scheduled class times. Fall, spring, and SCALE employment is allowed **only** if the student is enrolled in a minimum of five units per term.

8. Awards

All students hired will be awarded funds as the position and the student's Cost of Attendance allows. Awards are based on the student's estimated hours and pay rate as listed on the application. Hours may vary from week to week; totals and balance remaining are monitored throughout the term. FWS and IWS funds are awarded on a first-come, first-served basis. Should funding for the work-study programs be limited in the future, students will be allowed to work up to an amount available per student, given the number of students active in the program during that particular award year.

9. Position changes

If students wish to add or terminate a position, they must notify the Financial Aid Office. Students will not be paid until the application with supporting documents if needed (typically acceptable ID including a signed Social Security Card, I-9, EDD-4, and current W-4, possibly an I-20 for IWS) are processed.

10. Summer employment

Even if a student is not completing summer units, summer employment is allowed if the student intends to attend the subsequent fall semester or SCALE Period 5. Students who transfer to another school during the summer must terminate their FWS or IWS employment as soon as their intent to transfer is communicated.

11. Academic probation

Academic Probation does not preclude students from working; however, we strongly encourage students to limit hours worked to focus on academics, which will be communicated to the student. If the employment is deemed valuable to rehabilitating the student's progress, the student will be allowed to continue (e.g., as a Research Assistant, whom the supervising professor feels would benefit from the experience).

12. Consecutive two-year hours limitation

Students cannot work more than 500 total hours in each of two consecutive calendar years. For example, if a student works more than 500 hours in year one, they must work less than 500 hours in the immediately following calendar year.

13. Termination

FWS and IWS employment may end at any time for any reason including when the job or project is complete or if the student violates any of the rules regarding FWS or IWS. Any student who violates the above restrictions or the Off-Campus Terms of Agreement (off-campus employees) may also be terminated from the FWS or IWS program by the Financial Aid Office or their supervisor. Employment can also be terminated when an award is exhausted and cannot be increased due to Cost of Attendance or funding issues.

14. Public Interest Grant (PILF)

PILF recipients are limited to the award amount listed on their offer letter. Students may not increase the amount or earn over the original award amount. The award amount is not negotiable. If students exhaust their grant, any additional work will be considered volunteer work. The Financial Aid Office sends an email to students toward the end of their work assignments with instructions and hour limits listed.

C. Annual Student Worker Hours Review Process

Beginning in calendar year 2023, student worker hours will be tracked each year. In December of each calendar year, the Financial Aid Office will review all student worker hours for that calendar year to calculate the hours worked by each student worker for the calendar year. The Financial Aid Office will notify any student worker with 500 hours or more in a calendar year that they must work less than 500 hours in the immediately following calendar year.

D. Policy Revisions

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

Pg. 630

Replaced Course Cancellation Policy with the following:



Course Cancellation Policy

Administrative policy approved April 17, 2023. Effective as of May 1, 2023.

Revision history: Technical edits made and reservation of rights language added in November 2023.

Related policies: Academic Policies and Procedures; SCALE Program Policies; and Course Cancellation Policy in the Faculty Manual

Scheduled Review Date: Vice Deans January 2025

A. Circumstances When Courses May Be Cancelled

The Vice Dean(s), in consultation with the Dean, may cancel:

1. Any course in which ten or fewer students have registered, or enrollment is significantly lower than anticipated. This provision, however, does not apply to courses where low enrollment is part of the class design, such as clinics.
2. Any course in which the assigned professor becomes unavailable to teach and an appropriate substitute cannot be retained on a timely or financially feasible basis.
3. Any course that has become impossible to offer for reasons beyond Southwestern's control.

B. Timing and Notice

Notices of cancellation will be given at different times before the start of the term to balance the needs of Southwestern, students, and faculty. Southwestern desires to allow students as much choice as possible and provide students with sufficient notice to adjust their schedules as needed. Similarly, Southwestern desires to give faculty as much notice as possible to adjust their work obligations and schedules.

Courses typically will not be canceled during the add/drop period unless enrollment

drops to two or fewer students. The Student Services Office can work with impacted students when a course is canceled.

Typically, Southwestern will employ the following course cancellation approach:

1. For the fall semester and Period 5 electives, initial cancellation decisions will be made two weeks before the specific term begins, although earlier cancellations may be made if it reasonably appears that the course will not achieve the minimum enrollment figures or if another reason listed in Section A occurs. Final cancellations usually will be made one

week before the specific term begins but may be made later if enrollment is close to or dips under the minimum noted in Section A.

2. For the January Intersession, initial cancellation decisions will be made eight weeks before the term begins, although earlier cancellations may be made if it reasonably appears that the course will not achieve the minimum enrollment figures or if another reason listed in Section A occurs. Final cancellations usually will be made immediately before Winter Break but may be made later if enrollment is close to or dips under the minimum noted in Section A.
3. For the spring semester and Periods 4 and 7 electives, initial cancellation decisions will be made eight weeks before the specific term begins, although earlier cancellations may be made if it reasonably appears that the course will not achieve the minimum enrollment figures or if another reason listed in Section A occurs. A second round of cancellation decisions will be made four weeks before the specific term begins. Final cancellation decisions usually will be made one week before the term begins but may be made later if enrollment is close to or dips under the minimum noted in Section A.
4. For the summer session, the initial cancellation decision will be made six weeks before the term begins, although earlier cancellations may be made if it reasonably appears that the course will not achieve the minimum enrollment figures or if another reason listed in Section A occurs. A second round of cancellation decisions will be made three weeks before the term begins. Final cancellation decisions usually will be made one week before the term begins but may be made later if enrollment is close to or dips under the minimum noted in Section A.

C. Policy Revisions

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

Replaced International Students Policy with the following:



International Students Policy

Revision History: Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; technical revisions in October 2023.

Related policies: None

Scheduled Review Date: June 2025 (SEVIS Principal Designated School Official; Registrar's Office)

A. Student Exchange Visitor Information System (SEVIS)

International students enrolled in a J.D. or LL.M. program at Southwestern must adhere to the requirements set forth by the Student Exchange Visitor Information Program (SEVP). SEVIS is an internet-based system Southwestern uses to maintain accurate and current information on international students and scholars with F1 visas and their dependents.

SEVIS allows schools and the U.S. Citizenship and Immigration Services (USCIS) to exchange data on the visa status of international students and scholars.

B. [Student Responsibilities](#)

1. [Change of address](#)

An international student must notify the Registrar's Office of any address change within ten calendar days of moving. Students must provide a physical address;

P.O. boxes or office addresses are not allowed. If it is not possible to receive mail at the residence, the student must also provide a mailing address. Students may not use the Southwestern Law School address as their mailing address.

2. [Enrollment status](#)

A student must always remain in full-time status unless the Registrar's Office has approved an underload before the start of the semester. A J.D. student is required to enroll in a minimum of 10 units per semester and a maximum of 16 units. An LL.M. student is required to enroll in a minimum of 8 units per semester and a maximum of 16 units. Please note that dropping courses can impact a student's visa status if they drop below the units listed in this paragraph.

3. [On-campus check-in](#)

F1 students must check in with the Principal Designated School Official (PDSO) listed in Section E below within seven business days from the first class day of each semester; summer sessions are excluded. Failure to check-in in a timely manner may result in termination of the international student's I-20.

4. [Off-campus employment](#)

A J.D. student must complete one academic year to qualify for off-campus employment. International J.D. students must consult with the PDSO and complete the necessary forms before obtaining and starting off-campus employment.

Approval from the USCIS is required. Application approval may take up to 90 days.

F1 students participating in externships must contact the PDSO for curricular practical training (CPT) authorization on their I-20. Students must secure the externship training opportunity before CPT can be authorized, and CPT must be authorized before the student can begin working at the externship.

5. [Transfer to another institution](#)

A student must notify the PDSO before transferring from Southwestern to another institution. A student must report the new institution's name and the date they will be transferring.

6. [Failure to enroll](#)

If, for any reason, a student does not register for the fall or spring semester, the law school will notify SEVIS that the student is out of status, which will make the student subject to deportation.

7. [Return to home country](#)

If a student plans to travel during current enrollment, a signature is required from the PDSO. A signature from the PDSO is valid for one year.

8. [Passports and visas](#)

The student must inform the PDSO of any change of visa status and/or type within ten calendar days. The I-20 form, visa, and passport must always be kept current.

9. [Graduation date](#)

The student must notify the Registrar's Office of graduation before the program end date indicated on the I-20 form. Each international student must maintain their legal immigration status at all times to remain legally in the United States.

C. [Spouses and Dependents: Full-Time or Part-Time Study](#)

A spouse or dependent of an F-1 student, with an F-2 status, is not allowed to study full- or part-time at the university level. A dependent with F-2 status may only take classes that are considered recreational. Spouses must matriculate and apply for a separate F-1 student visa. Children are allowed to attend primary and secondary school (K-12).

D. [Optional Practical Training \(OPT\) for F-1 students](#)

1. **Application timing**

A student may apply for Optional Practical Training (OPT) 90 calendar days before their graduation. Applications may be submitted up to 60 calendar days after the program completion

date, but no more than 30 calendar days after the PDSO has recommended the student for OPT and signed the new I-20 form. Documents required include the following:

- a.** I-765 form and application fee
- b.** Clear copy of passport and a passport photo
- c.** Updated I-20 form with Designated School Official approval to participate in OPT
- d.** Clear copy of form I-94

2. Timely submission

Documents can be filed online by creating a [USCIS Online Account](#). A student has 30 days to submit all documentation after receiving the new I-20 with recommended OPT. Travel outside the United States after the student's completion date and before the approval of the student's OPT is not recommended.

3. Multiple Optional Practical Training sessions

USCIS regulations affirm that an international student is eligible for 12 months of practical training if they have completed a first or second degree at a higher academic level. A student is not eligible for an additional 12 months if they seek a second degree on the same academic level.

E. Principal Designated School Official (PDSO) and Designated School Official (DSO)

Sylvia Villalpando
Principle Designated School Official Student Services Office,
Room W102
(213) 738-6888
svillalpando@swlaw.edu

Jessica E. Johnson Designated School Official
General Counsel Office, BW361
(213) 738-66733
jejohanson@swlaw.edu

Students can find additional information regarding the responsibilities of international students [here](#).

F. Policy Revisions

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

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Replaced Student Concerns Policy with the following:



Student Concerns Policy

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; revised September 2023 after receiving BPPE approval to operate.

Related policies: Policy to Prevent Discrimination, Harassment, and Retaliation; Sexual Misconduct Policy; and Student Honor Code.

Scheduled Review Date: June 2024 (Student Services Office)

A. General Student Concerns

Southwestern Law School takes concerns and complaints regarding the institution very seriously. A student with a concern or complaint not otherwise addressed by a specific Southwestern policy or procedure may meet with the Associate Dean for Student Services or address them in writing to the Associate Dean for Student Services. A written response will generally be provided within 10 to 15 working days after receiving the written complaint. Concerns or complaints by residents regarding The Residences at 7th should be directed to the property manager at housing@swlaw.edu or Ext. 5500.

B. Complaints Implicating ABA Standards (ABA Standard 510)

As an ABA-accredited law school, Southwestern must comply with the American Bar Association Standards and Rules of Procedure for Approval of Law Schools (“ABA Standards”), including ABA Standard 510 regarding student complaints implicating compliance with the ABA Standards. The ABA Standards may be found at http://www.americanbar.org/groups/legal_education/resources/standards.html.

1. Filing a complaint

Any Southwestern student who wishes to bring a complaint to the attention of the law school about a significant problem that directly implicates the school’s compliance with the ABA Standards should take the following steps:

- a.** Submit the complaint in writing to a Vice Dean. If the Vice Dean is unavailable, the complaint should be submitted to the Associate Dean for Student Services (the Vice Dean or the Associate Dean for Student Services is referred to as the “administrator”). The writing may be in an e-mail, U.S. mail, or by personal delivery.
- b.** The writing should describe in detail the practice, program, or other matter that is the subject of the complaint. The writing should also explain how the matter directly implicates the law school’s compliance with a specific ABA Standard(s).
- c.** The writing must provide the student’s name, e-mail address, and street address for further communication about the complaint.

2. Addressing a complaint

If the administrator determines that the complaint directly implicates the law school’s compliance with an ABA Standard, Southwestern will employ the following process in response:

- a.** The administrator will acknowledge in writing receipt of the student’s complaint; acknowledgment may be made by e-mail, U.S. mail, or by personal delivery at the option of the administrator. The administrator, or the administrator’s designee, will either meet with the student or respond to the complaint’s substance in writing. In this meeting or this writing, the administrator will provide a substantive response to the complaint or information about steps being taken by Southwestern to address the complaint or further investigate the complaint. Usually, a student can expect a meeting or written response to the complaint within three to four weeks of the submission of the complaint.

- b.** Within 60 calendar days of receiving a decision, students may appeal a decision on complaints to the Dean of Southwestern. 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.
- c.** A copy of the complaint and a summary of the response and resolution of the complaint will be kept by Southwestern in compliance with the ABA Standards.

C. Complaints to the Bureau for Private Postsecondary Education

Southwestern is approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution complies with the minimum standards in the California Private Postsecondary Education Act of 2009 and the California Code of Regulations.

Anyone, including students, may file a complaint with BPPE if they believe Southwestern has violated the laws and/or regulations governing the school's operation, including unlicensed activity. Complaints may be filed by using BPPE's online [complaint submission link](#) (preferred) or by downloading the [complaint form](#) and mailing it to

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-

0818 or calling 888-370-7589.

More information concerning BPPE's complaint procedure can be found at: <https://bppe.ca.gov/enforcement/complaint.shtml>.

If Southwestern receives notice of a complaint filed with BPPE, it will respond as and when appropriate. Southwestern will cooperate with any BPPE investigation. Southwestern's response may include an investigation. The President & Dean will determine whether an internal or external investigator should be appointed, and any investigator will coordinate with Southwestern's General Counsel.

D. Protection Against Retaliation

Southwestern will not retaliate against nor tolerate any harassment or retaliation

directed toward an individual who, in good faith, makes a complaint or cooperates in the investigation of a complaint under this policy.

E. Policy Revisions

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