I. Academic Rules and Regulations

A. Purpose

These Academic Rules and Regulations have been developed, and shall be enforced, in order to maintain those standards of student achievement and performance requisite for the successful study and practice of law; to impose a fair and consistently applied system of course grading which accurately reflects individual student performance both objectively and in relation to the performance of other students; to provide for academic notice; to forewarn students of potential academic problems; to disqualify students whose performance fails to meet minimum standards of law school performance; to reward students for high levels of achievement; and to determine honor status upon graduation.

B. Good Standing, Probation, and Disqualification from the Law School

1. Good academic standing

Students at the law school are required to achieve and maintain good academic standing.

a. Except as provided in Rule I.B.1.c., the determination of good academic standing is made after the first two semesters of a student’s course work, and every semester thereafter, based upon the students’ cumulative grade point average. (For spring admission students, the summer shall be considered their second semester of course work.)

b. To be in good standing, a student (both full-time and part-time) must have a cumulative grade point average (CGPA) of at least 77 at the end of the second semester and each subsequent semester.

c. To be in good academic standing, a transfer student admitted with advanced standing also must have a CGPA of at least 77 at the end of the first semester in residence.

2. Disqualification and Probation

a. A student shall lose good academic standing, and shall be disqualified from
further attendance at the law school, if his/her:

1) CGPA falls below 77; or

2) the student while on academic probation fails to comply with the terms of probation:

b. The Registrar shall notify a student of disqualification from further attendance at the law school. A copy of the notice of disqualification shall be placed in the student's file, and entered on the face of the student's permanent transcript. This notation will be removed from the face of the transcript if the student is reinstated, satisfies the terms of probation and is returned to good academic standing. The Registrar shall notify the Academic Standards Committee of students disqualified from further attendance at the law school.

c. A student who has not previously completed two semesters of coursework in good academic standing at Whittier Law School prior to the time of notice of disqualification is ineligible to petition for reinstatement. If a student is eligible to petition for reinstatement, that student's petition for immediate reinstatement must be in writing, and must be delivered to the Office of the Associate Dean for Student Services no later than the date set forth in the letter of disqualification, which shall be at least seven days after the date of mailing. A student who has been academically disqualified and who is eligible to petition for reinstatement, may petition within one (1) year from the date of the letter of disqualification to the Dean (or the Dean's designate) for reinstatement no earlier than the semester following receipt of the disqualification letter under the standards set forth in Section I. B.2.d. below. A student who has been academically disqualified, and who is ineligible to petition for who seeks reinstatement, or who is eligible but seeks reinstatement after more than one (1) year from the date of the mailing of a disqualification notice, must re-apply to the Admissions Committee for admission to the law school as an entering student.

d. In order to be reinstated on academic probation, a student must demonstrate by clear and convincing evidence the following:

   (1) That the student’s C.G.P.A. is at least 76.5;
   (2) That the student was faced with extraordinary circumstances;
   (3) That there is a causal connection between these extraordinary circumstances and the student’s performance in law school;
   (4) That these extraordinary circumstances will not continue to create a barrier to the student’s success if the student is permitted to continue in law school; and
   (5) That the student has the ability, willingness, and capacity to achieve acceptable law school performance standards.
The Dean will review and evaluate all student petitions for reinstatement and will notify the Academic Standards Committee of his/her conclusion, based on the criteria set forth above, as to whether each student should or should not be reinstated. The Committee shall convene as soon thereafter as possible to determine whether or not each disqualified student has established grounds meriting reinstatement, and advise the Dean of its determination. If the Committee disagrees with the Dean’s conclusion that a student should not be reinstated, the committee shall request reconsideration by the Dean. If the Committee determines that a student should not be reinstated, and that determination is not acceptable to the Dean, he/she may recommend that the full faculty at its next regularly scheduled meeting approve the student's reinstatement petition. The faculty may deny or grant the student’s reinstatement petition on such terms as it deems appropriate.

e. A student disqualified from further attendance at the law school under the operation of this Section remains disqualified pending the outcome of his/her appeal for reinstatement. However, students should continue to attend classes pending a final decision.

f. A student whose appeal for reinstatement is granted or who is reinstated on automatic probation pursuant to Section I.B.2.e. above, shall be reinstated on academic probation, according to the applicable terms set forth in Section I.B.2.h.-m., below. A student whose appeal for reinstatement is finally denied is disqualified from further attendance at the law school, without further recourse.

g. A student on academic probation is prohibited from holding office or otherwise actively participating in any school-related organization or extracurricular activity. Students on probation normally are not permitted to enroll in externships, independent studies or non-graded electives. However, students may petition the Academic Standards Committee for permission to enroll or remain enrolled in such courses.

h. To be restored to academic good standing, the student must raise his/her CGPA to a level sufficient to meet the good standing requirements.

i. Terms of probation must generally be satisfied within one semester. If a student is placed on probation for two semesters, terms of probation must be satisfied by the end of the second semester. If a student on a two-semester probation attains a cumulative grade point average of at least 77 by the end of the first semester of academic probation, the student will not be continued on probation for the second semester. The Academic Standards Committee may, in its discretion, require the student to meet with the Director of the Academic Success Program during the second semester.
j. A student on probation shall not be permitted a semester course load in which seminar course units are greater than one-half of the total course units for the semester.

k. A student on academic probation who complies with all applicable terms of academic probation is restored to good academic standing. The Registrar shall notify the student of his/her return to good academic standing and place a copy of the notice in the student’s file.

l. A student who fails to meet all applicable terms of academic probation is disqualified from further attendance at the law school.

m. The Registrar shall notify the Academic Standards Committee of those students who have complied with, and those who have failed, their terms of probation. The Committee is responsible for overseeing the effective administration of and compliance with the terms and procedures for probation set forth in this section. The Committee, as its discretion and for good cause, may impose additional or supplemental terms of probation for a student on academic probation. In extraordinary circumstances, and at its discretion, the Committee may waive one or more of the terms of probation which otherwise apply automatically to a student placed on probation.

3. First-Year Academic Notice

Special provisions apply to students whose first semester of course work indicates a difficulty in maintaining those standards of performance necessary for the study of law. A first-semester student will be placed on Academic Notice as set forth in this Section, and allowed a second semester in which to adjust to the demands of law school and demonstrate a capacity for law study.

A student whose grade point average is less than 77.0 at the end of his/her first semester of course work shall be placed on Academic Notice. The Registrar shall notify the student of his/her academic status. The Registrar shall place a copy of the Academic Notice in the student’s file; however, no record of the notice shall appear on the face of the student’s transcript. The Registrar shall notify the Academic Standards Committee of students placed on Academic Notice.

4. Academic Standards Committee Oversight: Student Petitions

The rules and regulations governing good standing, academic notice, probation, and disqualification from the law school shall be administered by the Academic Standards Committee. Certain student petitions, submitted in due course to the Associate Dean, also may require Committee attention and resolution. In such cases, the Committee will render a decision in response to the student’s petition,
in conformance with the following guidelines for Committee action.

a. When a student petition requires Academic Standards Committee action, the Committee shall act on it as speedily as possible, considering the number of requests, the necessity for careful consideration of difficult cases, and the desirability of reaching comparable results in comparable cases. It should be understood, however, that each case is considered on its own merits, and that it is not possible to discuss with one student the resolution of another’s case.

b. The Committee may request a meeting with a student, if it believes a personal appearance by the student will assist the Committee in reaching a decision or in counseling a student. Similarly, a student may request a personal appearance before the Committee to speak in his or her own behalf and to answer questions from members of the Committee. The Committee in its discretion may grant or deny the request.

c. Any decision of the Committee which substantially adversely affects a student’s academic standing may be appealed by that student in writing to the Dean. The student’s appeal must be in writing, and must be delivered to the Dean’s Office within five business days after the student receives notice of the Committee’s decision. After due consideration of the facts and basis of the Committee's decision, the Dean may recommend that the Committee review its initial decision. After having conducted such review, the Committee shall inform the Dean of the outcome of its review. This section does not apply to matters subject to Section I.B.2.c.

d. If the reconsidered decision of the Committee should still prove unacceptable to the Dean, he/she may recommend that the full faculty at its next regularly schedule meeting approve the student's petition appealing the decision of the Committee.

e. The Dean shall have no power to overturn a decision by the Committee which grants the relief sought by the student in his/her petition.

5. Interpretations of These Rules

Except as specifically set forth in these Rules and Regulations, students are not entitled to rely on oral statements of individuals regarding the interpretation and application of these rules. A student may submit a written request to the Academic Standards Committee for a written clarification of the application of these rules to his or her situation, and a student is entitled to rely on that written clarification.
C. Grading and Grade Normalization

1. General Grading Policy

a. Grading scale

Final and interim numerical grades for all courses shall be issued according to the following scale of point values:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95 to 100</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>85 to 94</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>77 to 84</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C-</td>
<td>75 to 76</td>
<td>Below Average</td>
</tr>
<tr>
<td>D</td>
<td>65 to 74</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>55 to 64</td>
<td>Failure</td>
</tr>
</tbody>
</table>

The highest possible grade on the grading scale is an "A" having a value of 100 points. The lowest possible grade is an "F" having a value of 55 points.

b. Anonymous grading for written examinations

In order to insure objectivity, an anonymous grading system is used for all written examinations. Students will be issued two random examination numbers per semester - a midterm number and a final examination number. Examination numbers are confidential and students must use their assigned exam numbers only as identification on all exam materials. It is the responsibility of students to preserve their anonymity during the exam taking and grading process. Any attempt on the part of students to identify themselves to the instructor by means of personal information or notes on the exam or by compromising their anonymity in any way before final grades are issued may constitute a violation of the Code of Student Conduct.

c. Final grades

1) The final grades for all courses other than seminars, Legal Skills and courses designated by the Faculty as Lawyering Process Courses and Programs, shall be determined primarily on the basis of student performance on sequestered, written final examinations.

Lawyering Process Courses and Programs are:

1. Advanced Appellate Advocacy
2. Alternative Dispute Resolution
3. Appellate Advocacy
4. Arbitration
5. Clinic Program
6. Environmental Justice
7. Externship Program
8. Intellectual Property Litigation
9. International Business Litigation
10. Interviewing, Counseling & Negotiation
11. Lawyering Skills
12. Legal Drafting
13. Legal Skills I and II
14. Legislative Drafting
15. Pretrial Litigation Skills & Strategy
16. Professional Responsibility Practicum Skills
17. Street Law
18. Trial Advocacy
19. Writ and Appellate Practice

The grade on the final examination shall constitute at least 50% of the student's grade for that course, before adjustment for class participation as provided in I.C.1.c.4) & 5), unless the Academic Standards Committee approves a request by the faculty member to set a lower percentage for a particular course in a particular semester. The instructor for a course may take into account certain additional factors in determining a student's final grade, including performance on midyear and/or midterm examinations, quizzes, and assigned presentations and projects. Penalties for excessive absences and credit for class participation other than for assigned presentations and projects may be given in accordance with subsections 4) and 5).

2) Within the first three weeks after the beginning of a course, the course instructor shall notify enrolled students of the grading policy of the course, including the relative values and percentages to be assessed for examination and course work performance. This requirement does not apply to subsection 5) below.

A professor who intends to use unannounced quizzes which count toward the final grade must give students notice of this policy at least one class session in advance of the first quiz.

3) Regular class attendance and preparation are essential to a satisfactory understanding of a course of study. Therefore, students are expected to attend class, to give recitations when called upon to do so, and to submit all written projects on the date assigned. Class attendance policy is set forth in Part F ("Class Load and Attendance."), Section 2 ("Attendance and Class Preparation."), below.
4) An instructor may, without notice, reduce or increase a student's final grade [not including interim first year grades] by up to two points based upon the student's classroom performance or attendance. This grade adjustment is not appealable. Participation points may be added to or subtracted from interim first year grades provided the maximum effect on the final grade does not exceed 2 points. All participation point adjustments in interim and final grades will be reported as whole numbers and not as fractions or percentages. The adjustment provided in this subparagraph is the maximum adjustment for ordinary class participation except as provided in subsection 5). This limit does not apply to assigned presentations or projects, or to seminars or Lawyering Process Courses and Programs.

5) Notwithstanding subsections 2) and 4), above, an instructor with notice may reduce a student's final grade by one to eight additional points to reflect repeated instances of a lack of class preparation, or as a penalty for disrupting class or for excessive absences without good cause. Notice of the intent to implement this policy should be announced by the instructor at least one class session before it is implemented. The instructor should clearly document each imposition of such penalty, and inform the individual student of each actual imposition. A student may appeal such penalty to the Associate Dean, for decision by the Academic Standards Committee as set forth in I.B.4. ("Academic Standards Committee Oversight: Student Petitions.") above.

d. Interim grades

Interim grades, rather than final grades, are issued at the end of the first semester of those two-semester courses routinely included in the full-time, first-year curriculum: Torts, Contracts, Property, Civil Procedure, and Legal Skills. A student’s interim grades are included in computing the student’s CGPA, for purposes of determining whether a first year student receives academic notice, and in determining a continuing student’s academic standing, academic honors, probationary status or disqualification and may be included by the instructor in computing the final grade for the course. Interim grades are not subject to the normalization requirements of this section; however, the final grades which supersede interim grades for a course are subject to normalization as set forth in Section 2 ("Grade normalization"), below.

1) Special provisions for part-time, spring admission, and transfer students

Schedules of part-time students, of students commencing law school
in the spring admission semester, and of certain transfer students, often require that courses routinely part of the full-time, first-year curriculum be taken in the student's second year. The Introduction to Legal Skills course is such a first-year course, in which students receive an interim grade at the end of the first semester regardless of when taken. Part-time, spring admission and transfer students taking other two semester first-year courses in their second year (currently, Civil Procedure and Property) will be issued final grades, rather than interim grades, at the end of the first semester of such courses, if the section in which such students are enrolled consists primarily of students of those designations.

2) Withdrawal from a two-semester course after first semester

If a student's interim (i.e., first semester) grade is less than 77.0, it will be included as a semester grade in all determinations of the student's academic status until it is displaced by a final grade. If the interim grade is equal to or greater than 77.0, it will not be included in any determination of the student's academic status made after withdrawal from the course.

e. Failing Grades

1) In general

Any final grade below 65 shall be treated as a "Fail", and the grade so received shall be included in any calculation necessary for the determination of academic standing. If the course is repeated, both grades shall be included in all calculations, but only the course units earned when the student passes the course will count toward the graduation requirement. Courses with grades earned at the "D" level, between 65 and 74 points inclusive, do count toward the graduation requirement, and may not be repeated.

2) Required courses

If a student receives a failing grade in a required course, the course must be repeated or the student is ineligible for graduation. The course must be repeated at the earliest possible time, unless the Academic Standards Committee agrees to a postponement of the requirement.

3) Interim failing grade in a two-semester course

If a student receives an interim failing grade in the first semester of a two-semester course, the grade shall be included in calculating the
student's semester GPA and CGPA for the purposes of determining the student's academic standing. However, the interim grade will not be included in such calculations once the final grade is received, and the final grade shall then have the weight of the total number of units in two semesters.

4) Final failing grade in the first semester of a two-semester course

If a student receives a failing grade in the first semester of a required two-semester course in which each semester grade is treated as a final grade, the student may only continue into the second semester of the course with the written consent of the instructor and the approval of the Academic Standards Committee. In the event that consent is granted, the student shall still be required to repeat the first semester of the course, as set forth in subsection 2), above. If a student receives a failing grade in the first semester of an elective two-semester course in which each grade is treated as final grade, the student may continue in the second semester of the course only with the express permission of the instructor.

f. Pass/Fail/No Credit Grades

Independent study projects conducted under the supervision of a faculty member, teaching assistantships and research assistantships, as well as such other courses as may from time to time be designated by the faculty, shall be graded on a "Pass/Fail/No Credit" basis. The independent study supervisor or course instructor shall assign a "Pass" grade to a student when the student has performed work at the equivalent of an 85.0 numerical grade or better, with due regard for the quality of work he/she should be expected to produce under conditions of continuing supervision and guidance. Otherwise, the independent study supervisor or course instructor shall have the option of assigning a grade of "No Credit" or a grade of "Fail," based upon the extent of the student's effort and the detrimental effect of the student's conduct, if any, upon the independent study supervisor or course instructor or other students. "Pass" and "No Credit" grades shall be reflected on the student's transcript but shall not be included in the computation of a student's grade point average. "Fail" grades shall be assessed a point value of between 55.0 and 64.0 by the independent study supervisor or course instructor and shall be included in the computation of a student's grade point average.

g. U.S. Legal Studies LL.M. Program Grading [Revisions to LL.M. grades approved through 2004/2005 academic year]

A course instructor shall assign the following grades to an LL.M. student in the U.S. Legal Studies Program:
1) an “Honors” grade when the student has performed work at the equivalent of an 85.0 numerical grade or better.

2) a “Pass” grade to an LL.M. student when the student has performed work at the equivalent of between 65.0 and 84.0

3) a “Fail” grade to an LL.M. student when the student has performed work at the equivalent of between 55.0 and 64.0.

2. Grade normalization

Final course grades must conform to normalization standards established by distribution and mean average requirements, with distinctions made between first-year courses, upper-level courses with twenty-one students or more, upper-level courses with fewer than twenty-one students, and seminars.

a. Distribution

Final grades for all courses, except seminars, upper-level courses with fewer than twenty-one students, and all Lawyering Process Courses and Programs, including first-year Legal Skills, shall conform to the following pattern of distribution:

<table>
<thead>
<tr>
<th></th>
<th>First-year Courses</th>
<th>Upper-level Courses with 21 students or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>A's</td>
<td>0 - 10%</td>
<td>0 - 10%</td>
</tr>
<tr>
<td>B's</td>
<td>15 - 25%</td>
<td>15 - 25%</td>
</tr>
<tr>
<td>Cumulative A’s and B’s</td>
<td>15 - 30%</td>
<td>20 - 30%</td>
</tr>
<tr>
<td>C's</td>
<td>35 - 65%</td>
<td>50 - 75%</td>
</tr>
<tr>
<td>D’s</td>
<td>20 - 35%</td>
<td>5 - 20%</td>
</tr>
<tr>
<td>F’s</td>
<td>0 - 10%</td>
<td>0 - 10%</td>
</tr>
<tr>
<td>Cumulative D’s and F’s</td>
<td>20 - 35%</td>
<td>5 - 20%</td>
</tr>
</tbody>
</table>

When the application of these percentages to the number of students in a class results in a fractional number of students required to receive a grade, the fractional number of students will be rounded to the nearest whole number, with .5 rounded up.

Seminars, upper-level courses with fewer than twenty-one students, and all Lawyering Process Courses and Programs, including first-year Legal Skills, are not subject to distribution requirements. (See Section I.C.1.c.1 for Lawyering Process Courses and Programs.) All courses except seminars are subject to the course mean requirement of subsection b.
b. Course mean

1) First Year Courses

The mean for final grades for all first-year courses except Legal Skills shall be standardized within the range of 77.0 to 81.0 points (alternatively expressed as 79 points +/- 2 points). For the sole purpose of computing the mean, final course grades greater than 90.0 will be reduced by one-half of the point value by which they exceed 90.0. This provision does not affect either the actual value of the grades to which it applies, or the distribution pattern requirements set forth in subsection a. ("Distribution"), above.

[Example: Student X receives a numerical final grade of 90; Student Y -- 93; Student Z -- 96. Student X's grade is not subject to any reduction for purposes of computing the class mean. Student Y's grade is reduced by one-half of the 3 points by which it exceeds 90, or 1.5 points, such that Student Y’s grade in computing the mean is counted as 91.5. Student Z's grade is reduced by one-half of the 6 points by which it exceeds 90, or 3 points, such that Student Z’s grade in computing the mean is counted as 93. Final grades for students X, Y, and Z remain at 90, 93, and 96, respectively. Student X and Student Y’s grade remains "B"’s, subject to the 20% +/- 5% distribution limits for "B" grades. Student Z’s grade remains an “A”’s subject to the 5% +/- 5% distribution limit for "A" grades.]

2) Upper-Level Courses

The mean for final grades for all upper-level courses with twenty-one students or more, except seminars, shall be standardized within the range of 77.0 to 82.0 points. The mean for final grades for all upper-level courses with fewer than twenty-one students, except seminars, shall be standardized within the range of 77.0 to 83.0 points. For the sole purpose of computing the mean, final course grades greater than 85.0 will be reduced by one-half the point value by which they exceed 85.0. This provision does not affect either the actual value of the grades to which it applies, or the distribution pattern requirements set forth in subsection a. ("Distribution"), above.

[Example: Student X receives a numerical final grade of 85; Student Y -- 90; Student Z -- 95. Student X's grade is not subject to any reduction for purposes of computing the class mean. Student
Y's grade is reduced by one-half of the 5 points by which it exceeds 85, or 2.5 points, such that Student Y's grade in computing the mean is counted as 87.5. Student Z's grade is reduced by one-half of the 10 points by which it exceeds 85, or 5 points, such that Student Z's grade in computing the mean is counted as 90. Final grades for students X, Y, and Z remain 85, 90 and 95, respectively. Student X and Student Y's grades remain B’s subject to the 20% +/- 5% distribution limits for “B” grades. Student Z’s grade remains an “A,” subject to the 5% +/- 5% distribution limit for “A” grades.

3) Lawyering Process Courses

All Lawyering Process courses and programs for which numerical grades are given, including first-year Legal Skills, shall be subject to the same mean requirement as upper-level courses with fewer than twenty-one students. Seminars are not subject to course mean requirements. (See Section I.C.1.c.1 for Lawyering Process Courses and Programs.)

c. Seminars

The distribution and mean average requirements set forth in Sections 1) and 2), above, tend to be distortive when applied to the small size and unique work product of the typical seminar. Therefore, final grades for seminars will only require normalization by use of a median. Final grades for seminars must reflect a median of between 81.0 and 88.0 points. For purposes of applying this requirement, the median shall be defined as the grade point value of the midpoint grade in classes having an odd number of final grades, and as the value half-way between the value of the highest grade in the lower half of grades, and the lowest grade in the upper half of grades, in classes having an even number of final grades.

d. Grade normalization variances

The Academic Standards Committee, at its discretion and upon a showing of good cause by the instructor for a course, may waive or vary one or more of the requirements for grade normalization as set forth in this Section.

e. Grade changes

Once grades are final, they will not be changed except in the case of a documented clerical or computational error. A faculty member seeking to change a grade must submit a written petition with documentation to the
Academic Standards Committee. The change will become effective only after the petition has been approved by Academic Standards Committee.

D. Graduation Eligibility, Requirements and Honors

1. Requirements for Graduation

a. A student is eligible to graduate from law school at the end of the semester in which he/she has accumulated 87 units for graduation, if the student is in good academic standing at the end of that semester and has a CGPA of 77 or greater.

1) Pass/Fail/No Credit Courses

a) At least 68 of the units earned toward graduation must have been earned in graded courses. For purposes of this rule, a course is “graded” if the student receives an alphanumeric grade for the course at the school at which the course is taken.

b) A maximum total of six units of externship, and a maximum total of six units from courses taken at other law schools after matriculation at Whittier, will be counted toward graduation requirements.

c) A maximum total of 12 units earned through a faculty approved student exchange program with a foreign law school will be counted toward graduation requirements.

2) A maximum total of six (6) units from other law schools’ summer abroad programs will be counted toward graduation requirements.

b) A maximum total of either (8) units from summer abroad programs in a single summer will be counted toward graduation requirements. These units may be earned in a combination of two or more Whittier Law School summer abroad programs, or in a combination of Whittier Law School’s and other law schools’ summer abroad programs, so long as the total units from other law schools’ summer abroad programs do not exceed six (6).

C) A cumulative total of twelve (12) units from summer abroad programs will be counted toward graduation requirements. These units may be earned in a combination of Whittier Law School summer abroad programs, or in a combination of
Whittier Law School’s and other law schools’ summer abroad programs, so long as the total units from other law schools’ summer abroad programs do not exceed six (6).

3) **Credit for repeated course work**

If a student repeats a course, only the course units earned when the student passes the course will count toward the course unit requirement for graduation. If a course is repeated, both the original grade and the grade received when the course is repeated are counted at full value in all relevant calculations. A student may repeat a graded course only if the student received a failing grade in that course.

b. **Semesters in Residence**

To be eligible to graduate from law school, a student must complete the equivalent of six semesters in residence. A semester in residence is a semester in which a student receives a passing grade for at least eight units. Alternatively, a semester in residence may consist of a combination of the following: 1) semesters in which the student receives a passing grade for fewer than eight units and 2) summer sessions. For purposes of calculating a semester in residence, the following ratios shall apply to units taken in the Fall and Spring semesters:

- 8 or more units of passing work = 1 semester in residence
- 7 units of passing work = 7/8 of 1 semester in residence
- 6 units of passing work = 3/4 of 1 semester in residence
- 5 units of passing work = 5/8 of 1 semester in residence
- 4 units of passing work = ½ of 1 semester in residence
- 3 units of passing work = 3/8 of 1 semester in residence
- 2 units of passing work = 1/4 of 1 semester in residence
- 1 unit of passing work = 1/8 of 1 semester in residence

For purposes of calculating a semester in residence, the following ratios shall apply to units taken in summer sessions of at least seven weeks duration:

- 4 or more units of passing work = ½ of 1 semester in residence
- 3 units of passing work = 3/8 of 1 semester in residence
- 2 units of passing work = 1/4 of 1 semester in residence
- 1 unit of passing work = 1/8 of 1 semester in residence

A full-time student who wishes to attend summer sessions of fewer than seven weeks duration, such as summer abroad programs, in order to accelerate their graduation, should see the Associate Dean of Student
Services to assess whether that student will complete the requisite number of semesters in residence for graduation. Generally, however, a full-time student may not graduate in fewer than six semesters by attending one summer session of at least seven weeks duration plus a summer abroad program or two summer abroad programs.

2. Degree

The degree of Juris Doctor is conferred upon all students who have satisfactorily completed the course of study prescribed by the law school, and accumulated 87 units for graduation with a cumulative grade point average of 77 or greater.

3. Graduation honors

Cum laude, magna cum laude, and summa cum laude honors shall be awarded to those students who, at graduation and based upon all course work for which they have been issued final grades, meet the following criteria:

a. Summa cum laude -- CGPA of 90.0 or greater;

b. Magna cum laude -- CGPA of 87.0 or greater;

c. Cum laude -- CGPA of 85.0 or greater;

A student shall receive the single highest academic award for which he/she is eligible according to these standards.

E. Late Examinations

These rules apply only to exams regularly scheduled by the Law School.

1. In general

A student who has failed to take any final examination at the scheduled time will receive a grade of "W/F" (Withdrawal/Failure), which for grade average purposes will be computed as the numerical grade of 55, unless approval to take a makeup examination or grade of "W" is granted.

2. Make-up Examinations

a. If a student believes, in advance of the day of an examination, that he or she is unable to sit for the examination at the regularly scheduled time, the student shall submit a written petition requesting a make-up examination to the Associate Dean for Academic Affairs before the regularly scheduled examination. The petition shall set forth in relevant detail the circumstances which make it impossible for the student to take the final examination as scheduled. The petition should include appropriate
supporting documentation.

b. If, on the day of an examination, a student is unable to take an examination at the regularly scheduled time, the student must contact the Associate Dean for Academic Affairs’ office to inform the Associate Dean of the student’s inability to sit for the examination. As soon as possible thereafter, the student shall submit a written petition to the Associate Dean requesting a make-up examination. The petition shall set forth in relevant detail the circumstances which made it impossible for the student to take the final examination as scheduled. The petition should include appropriate supporting documentation.

c. The Associate Dean for Academic Affairs shall have the discretion to approve petitions for make-up examinations. The Associate Dean may: 1) grant the petition if the student’s petition documents an approved excuse and is submitted in a timely fashion, 2) forward the petition to the Academic Standards Committee for decision, 3) deny the petition and withdraw the student from the course, awarding a grade of “W,” or 4) deny the petition, awarding a grade of “W/F.” Approved excuses are limited to situations involving personal illness or injury, a family emergency of a serious nature, or any other reason of a similar nature; job-related excuses are not approved excuses. In addition, a student’s examination schedule which consists of three examinations in a 24-hour period would constitute an approved excuse; two examinations in one day is not an approved excuse.

d. If the Associate Dean for Academic Affairs denies the petition for a make-up examination, the student may appeal to the Academic Standards Committee. When a student appeals the Associate Dean’s denial or when the Associate Dean forwards the petition to the Committee, the Committee has the discretion to: 1) grant the petition without a penalty if the student’s petition documents an approved excuse, 2) grant the petition assessing a penalty between 3 to 15 points to be subtracted from the exam grade, 3) deny the petition and withdraw the student from the course, awarding a grade of “W,” or 4) deny the petition, awarding a grade of “W/F.”

e. Whenever possible, the Associate Dean for Academic Affairs, acting in consultation with the faculty member or the Academic Standards Committee, will schedule make-up examinations during the same examination period in which the examination was regularly scheduled or as soon thereafter as possible. Ordinarily, make-up examinations will not be administered prior to the regularly scheduled examination. Students taking make-up examinations after the regularly scheduled examination will be subject to disciplinary sanctions under the Code of Student Conduct if, prior to taking the examination, they discuss the nature or content of the examination with anyone who has already taken the examination.

f. Ordinarily, make-up examinations must be administered prior to the fourth
week of the semester following the semester (either spring, summer or fall) in which the student was scheduled to take the examination. Students must be prepared to take make-up examinations on the date and at the time scheduled by the law school administration. Whenever possible, make-up examinations will be administered on a scheduled make-up examination day.

F. Class Load and Attendance

1. Schedule of classes

All students are required to carry a regular schedule of classes. A regular schedule in the Full-time Day Program is a three-year course of study and ordinarily consists of 12 - 15 hours during a Fall and Spring semester. A regular schedule in the Part-time Day and Part-time Evening Program is a four-year course of study and ordinarily consists of three classes per week of three hours each in the Fall and Spring semesters and attendance at two eight-week Summer sessions. A student must acquire 87 units of study to be eligible for graduation.

A student who wishes to take fewer or more units than recommended must obtain permission of the Associate Dean of Student Services. A student who wishes to take 17 units in a single semester must have a cumulative grade point average of at least 85 and must state a persuasive reason for the need to take an overload. Under no circumstances may a student take more than 17 units in a single semester.

2. Attendance and class preparation

Regular class attendance and preparation are deemed essential to a satisfactory understanding of a course of study. Students are required to attend every class meeting, and instructors are required to take attendance. Instructors shall notify the Associate Dean of Student Services when a student has been absent 10% of the class hours and if the student misses any classes subsequently. Absences may result in grade penalties pursuant to rule I.C.I.c.5. A student who is absent from more than 20% of the class hours in any given course will be automatically disqualified from further attendance at that course, and the student will be ineligible to take the final examination.

A student may petition the Associate Dean of Student Services for a waiver of the automatic disqualification based upon a showing of good cause for the absences and an assurance of no future absences.

a. If a good cause for the absences is shown and adequate assurance is given that there will be no further absences, a waiver will be granted.
However, the provisions of Rule I.C.1.c.5 remain applicable.

b. If good cause for the absences is shown, but without adequate assurance of no further absences, the student will be administratively withdrawn from the course and a "W" will be recorded for the course.

c. If good cause for the absences is not found by the Associate Dean of Student Services, then the matter shall be referred to the Academic Standards Committee. If good cause is not found by the Committee, then a W/F ("Withdrawal/Failure") will be recorded for the course and counted as a 64 in the calculation of the student’s GPA. If good cause for the absences is found by the Committee, then it shall determine the student’s status according to the provisions of subparagraphs a) and b) above.

3. Externships, Teaching Assistants, Research Assistants, and Classes at Other Law Schools

a. Students who have completed two semesters of study and at least 30 units are eligible to enroll in an externship. Students must enroll in Lawyering Skills concurrently with the first externship placement. All externship placements are subject to the approval of the Lawyering Skills professor. With the approval of the Lawyering Skills professor, a student may take Lawyering Skills as an independent study if the location of the student’s externship placement makes commuting to the law school unduly burdensome.

b. A maximum of six externship units (in addition to Lawyering Skills) will be counted toward graduation requirements. Students are required to spend sixty (60) hours at the externship placement for each unit of externship credit earned.

c. A student may be a Teaching Assistant for no more than two courses in the same semester, whether the work is done for monetary compensation or for academic credit. For purposes of this rule, the term “course” includes the Academic Success Program. If a student is a Teaching Assistant for two courses in the same semester, the student must inform each teacher of this fact.

Students enrolled for credit as a Teaching Assistant or Research Assistant are required to work a minimum of sixty (60) hours to receive one unit of credit. An instructor may require a student Teaching Assistant or Research Assistant to work more than 60 hours to receive this credit; however, an instructor may not require a student to work more than seventy (70) hours per unit credit without the permission of the Dean or the Dean's designate. Teaching Assistants or Research Assistants...
enrolled for credit will not be granted compensation for hours worked in excess of the minimum required to receive credit. A student who is a Teaching Assistant for two courses in the same semester must work a minimum of 60 hours for each unit of credit. A student may not engage in “double billing” by counting the same hour of work toward two courses, whether the student is receiving credit or compensation.

d. Students seeking to take courses at other law schools, including summer programs at other schools or in foreign countries must first obtain permission, in writing, from the Office of the Associate Dean of Student Services. A maximum of six units for courses taken at other law schools after matriculation at Whittier will be counted toward graduation requirements. Credit will be granted only for work which receives a passing alpha-numeric grade on the scale of the school where the course is being taken. A student may not receive credit for a course at another law school that is substantially similar to a course the student has taken at Whittier Law School, nor may a student receive credit for a course at Whittier Law School that is substantially similar to a course the student has taken at another law school. Required courses and California Bar courses may not be taken at another law school after matriculation at Whittier Law School. Whether a course taken at another law school may be used to satisfy the requirements of a Whittier Law School certificate program is within the discretion of the Director of the certificate program.

e. A student may petition the Academic Standards Committee for a waiver of the unit limits on externships, summer programs, and pass/fail units, in the manner specified in Section I.B.4., above.

4. Dropping and adding courses

a. Before the first day of a semester or a summer session, a student may add or drop a course at his or her option. Within the first two weeks of a semester, or the first week of a summer session, a student may add or drop a course, at his or her option. A withdrawal made pursuant to this section shall not appear on the student’s permanent record.

b. After the second week of the semester or the first week of the summer session, and before the last three weeks of the semester or the last two weeks of the summer session, a student may add or drop a course only by a petition granted by the Associate Dean of Student Services for good cause, for a fee as prescribed in the Registration Bulletin. A recommendation as to disposition from the instructor of the course involved will be given due regard by the Associate Dean of Student Services, but instructor approval will not be considered a condition for granting of the petition. A withdrawal made pursuant to this section shall appear on the student’s permanent record.
c. During the last three weeks of the semester and the last two weeks of the summer session, a student may not add any course and may drop a course only with approval of the Academic Standards Committee. Failure to take the regular examination will result in the assignment to the student of a Withdrawal/Failure which shall be entered upon his record at a numerical grade of 55.

d. Notwithstanding subsection a. above, a student may not withdraw from any required course except by a petition granted by the Associate Dean of Student Services for good cause.

e. When dropping or adding a course would result in a change in the student's status (dropping a full-time student to a semester constituting less than 12 hours of study or a part-time student less than eight hours of study), section I.F.5. below applies.

5. Changing status. A student may change status from full to part time or from part to full time only by a petition granted by the Associate Dean of Student Services for good cause.

6. Taking a leave of absence from school

a. Before the last three weeks of the semester or the last two weeks of the summer session, a student may take a leave of absence from school only by a petition granted by the Associate Dean of Student Services for good cause. During the last three weeks of the semester and the last two weeks of the summer session, a student may take a leave of absence from school only by a petition granted by the Academic Standards Committee for good cause.

b. If a student is granted permission to take a leave of absence from school prior to completing a year-long course, any interim grade the student may have earned will be changed to a "W," and the student must repeat that course when the student returns from the leave of absence.

c. A student may take a leave of absence for up to one year. A student who fails to return from his or her leave of absence will be administratively withdrawn from school.

d. Students taking leaves of absence from school will be subject to the Whittier Law School Refund Policy and Title IV regulations as set forth in the Registration Bulletin.

7. Withdrawing from school

a. Before the last three weeks of the semester or the last two weeks of the
summer session, a student may withdraw from school only by a petition granted by the Associate Dean of Student Services for good cause. During the last three weeks of the semester and the last two weeks of the summer session, a student may withdraw from school only by a petition granted by the Academic Standards Committee for good cause.

b. If a student withdraws from school, the student is not eligible to return to school unless the student is readmitted after reapplication to law school through the Admissions Office.

c. Students withdrawing from school will be subject to the Whittier Law School Refund Policy and Title IV regulations as set forth in the Registration Bulletin. Students who withdraw from school during a semester must petition the Associate Dean for Student Services for a tuition refund.

G. Dean's List and Honor Roll

A student shall be placed on the Dean's List if, after he/she has accumulated at least 19 units toward graduation, his/her GPA for a given semester of 8 or more units is at or above 85.0. A student shall be placed on the Honor Roll, after he/she has accumulated at least 19 units toward graduation, and his/her CGPA is 85.0 or greater at the end of a given semester.

H. Rules of Student Conduct

1. Smoking

Smoking is not permitted during class, in the library areas, or in the cafeteria. Smoking is permitted only in accordance with the School's official smoking policy.

2. Recording of Classes

Students are not permitted to record classroom sessions by use of tape recorders or other recording devices, except as provided in this rule.

a. An instructor may permit or initiate the recording of a class by audiotape or by videotape. The instructor may prescribe the terms, conditions, and limitations relating to the recording or to the availability of the audiotape(s) or videotape(s).

b. The Dean or the Dean's designate may overrule an instructor's refusal to allow the recording of a class under circumstances required by law.

c. This rule does not affect any rule governing student attendance at classes. The same student attendance rules apply for a recorded class as for a non-
d. The term "instructor" (as used in this rule) means anyone who is employed to teach a class at Whittier Law School.
WHITTIER LAW SCHOOL

ACADEMIC RULES & REGULATIONS

(Effective: Fall 2004 Semester, 2nd Revision)

Whittier Law School
3333 Harbor Boulevard
Costa Mesa, California 92626

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