

# SOUTHWESTERN

LAW SCHOOL  
Los Angeles, CA

## ADDENDUM TO CATALOG

Dated April 18, 2024

### Pg. iix

Added the following statement:

For the students participating in the 2024 London Study-Abroad Program this catalog is effective for the period April 17, 2024 through July 24, 2024.

### Pg. 147

Replaced 2023 London Study-Abroad Program information with the following 2024 London Study Abroad Program information:

#### London Study Abroad Summer Program

<https://www.swlaw.edu/curriculum/study-abroad-summer-session/summer-abroad>

IMPORTANT NOTICE: If a COVID-19 surge occurs in the U.K. or U.S. near the program start date, we reserve the right to convert the program to an online format. As always, our first priority is protecting the health and safety of the Southwestern community.

Welcome to the 20th Annual Summer Law program in London, U.K., hosted and presented by Southwestern Law School. Studying law in London is an experience of a lifetime. At Southwestern, we are thrilled to present two distinctive tracks of study: the Entertainment Law Track and the Public-Interest Law Track. This 5.5-week program provides an exceptionally unique and inspiring educational and international networking experience. No matter where you study law, we encourage you to take advantage of this career-enhancing opportunity.

For law students looking for a deeper global perspective, Southwestern offers a study abroad program in London.

- 2024 Application ([PDF](#))
- 2024 Consortium Agreement ([PDF](#))
- [Online Application and Seat Deposit Payment Form](#)

## ENTERTAINMENT LAW | REFUGEE AND PUBLIC-INTEREST LAW 2024 Annual London Summer-Abroad Program

To apply for either track in Southwestern's 2024 Annual London Summer-Abroad Program, please submit this completed form along with the following:

1. Application Fee of \$250 that can be made online to Southwestern Law School. The fee is nonrefundable but will be applied toward the tuition.
2. Copy of your official, current law school transcript (non-Southwestern students).
3. Letter of good standing from your law school (non-Southwestern students).
4. A completed, password-protected application.

Email the completed password-protected application form to Tamara Moore at [tmoore@swlaw.edu](mailto:tmoore@swlaw.edu) or [institute@swlaw.edu](mailto:institute@swlaw.edu). A \$750 Seat Deposit Fee will be due immediately after acceptance. The fee is nonrefundable but will be applied toward tuition. Until the Seat Deposit Fee is received, the student's spot in the program will not be reserved and may be offered to another applicant. Each admitted student who pays a Seat Deposit Fee will be asked to sign an Enrollment Agreement, which Southwestern will deliver by mid-April, along with an account statement of tuition and fees due. A student must pay all outstanding amounts or confirm financial aid by May 1.

PLEASE TYPE OR PRINT CLEARLY

Pronouns \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Law School \_\_\_\_\_ Date of Birth (mm-dd-yy) \_\_\_\_\_ Email \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Current Address Valid Until \_\_\_\_\_

Permanent Address \_\_\_\_\_

Telephone \_\_\_\_\_ Dates at Permanent Address \_\_\_\_\_

Emergency Contact 1 \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contact 2 \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

### COURSE SELECTION

Students must take at least three units but may take up to six units. Track 2 students may select two single unit courses under Track 1.

#### Track 1: International Entertainment Law

Mon–Thurs: 9:00 a.m. to 11:00 a.m.

- International Business Affairs Negotiations (1 unit)\*
- International Live Theatre Business and Legal Affairs (2 units)\*
- International Art Law (3 units)

Mon–Thurs: 11:10 a.m. to 1:10 p.m.

- Comparative Media Law (3 units)
- International Sports Law (3 units)

#### Track 2: Public-Interest Law

Mon–Thurs: 9:00 a.m. to 11:00 a.m.

- Race, Culture, and Law (3 units)

Track 2 students may select one three-unit course from Track 1 at 11:10 a.m.–1:10 p.m.

All students must take at least three units and may take six units.

\*Must be taken with the Int'l Business Affairs Negotiations course.

### FINANCIAL AID

Please indicate if you plan to apply for financial aid:  Yes  No If yes, please note the following:

- Financial aid students: payment in full must reach Southwestern before the beginning of the program.
- Please apply for financial aid through the 2024-2025 FAFSA (available January 1, 2024) as soon as possible to ensure timely funding for your study-abroad program.
- Non-Southwestern students must apply for financial aid through their home institutions, not through Southwestern. A consortium agreement to take to your financial aid administrator is available at <https://www.swlaw.edu/GoToLondonLaw>
- Contact Southwestern's Financial Aid Office at 213.738.6719 or [finaid@swlaw.edu](mailto:finaid@swlaw.edu) if you have any questions regarding financial aid.

ACKNOWLEDGMENT: I understand and agree that, although I may apply for financial aid, my application for financial aid does not relieve me of my responsibility for payment of tuition and fees as described herein.

Signature \_\_\_\_\_ Date \_\_\_\_\_



# CONSORTIUM AGREEMENT LONDON SUMMER-ABROAD PROGRAM

Host School  
**Southwestern Law School**  
**Financial Aid Office**  
**3050 Wilshire Boulevard**  
**Los Angeles, CA 90010**  
**T: (213) 738-6861**  
**F: (213) 738-6899**  
**E: [finaid@swlaw.edu](mailto:finaid@swlaw.edu)**

Home School (School Name, Address, Fax Number)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The institutions named above agree to enter into an agreement as allowed by part 668.19, Student Assistance General Provisions, for the purpose of providing financial assistance to the student listed below:

**Section A – To be completed by STUDENT**

_____	_____	_____
Student's Name	SW Student ID Number	Phone Number

**Section B – To be completed by FINANCIAL AID OFFICE AT HOST SCHOOL**

Name and Location of Program: <b>Southwestern Law School – Summer Law Program in London, England, U.K.</b>
Loan Period: <b>June 16, 2024, to July 19, 2024</b>
Enrollment will be: Full Time

### COST OF ATTENDANCE

EXPENSE [All amounts are in USD]	6 units
<b>Tuition</b>	\$10,050
<b>Course Materials</b>	Included in tuition
<b>Housing (breakfast included)</b>	Included in tuition
<b>Other Meals</b>	\$2,750
<b>Airfare (approx. LAX-LHR-LAX)</b>	\$2,200
<b>Personal/Misc. Expenses</b>	\$3,000
<b>Global Travel &amp; Health Insurance</b>	Included in tuition
<b>TOTAL</b>	<b>\$18,000</b>

### CERTIFICATION

The above-named HOST SCHOOL and HOME SCHOOL, do hereby certify the following:

1. The Home School is the parent institution for all financial aid matters and will confer a degree upon the above-named student.
2. The Home School considers the above-named student to be enrolled on at least a half-time basis, accepted as a degree candidate and meeting satisfactory academic progress standards.
3. The Host School agrees NOT to provide financial aid to the above-named student for the term specified without first notifying the Home School.
4. The Host School agrees to notify the Home School of any change in the enrollment of the above-named student for the term specified.
5. The Host School certifies that the above-named student is registered for \_\_\_\_\_ units during the Summer 2024 term.

_____	Suzanne Kunz –Financial Aid Director	_____	(213) 738-6861
SOUTHWESTERN Signature	Name and Title	Date	Phone

_____	_____	_____	_____
HOME School Signature	Name and Title	Date	Phone

Southwestern Law School, under the auspices of the [Biederman Entertainment and Media Law Institute](#), will host a four-week Summer Program in International Entertainment and Media Law and International Humanitarian and Refugee Law at The University of London SOAS, Brunei Gallery from June 16 to July 17, 2024.

This unique and exciting program offers a variety of academic, cultural, and social experiences through:

- Courses on international entertainment, art, music, negotiating and drafting international entertainment contracts, and public-interest law.
- Instruction provided by U.S. and British faculty with extensive international experience,
- Guest lecturers on course-related topics
- Field excursions to the Royal Courts of Justice and other legal, entertainment, media, and cultural institutions in London

### **Program Details:**

**Sunday, June 16, 2024, through Friday, July 19, 2024.**

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### **Calendar**

**Saturday, June 15** — Students check into dorm rooms at College Hall

**Sunday, June 16** — Mandatory Orientation followed by Thames River Cruise

**Monday, June 17** — Classes Begin

**Tuesday, June 25** — Last Day for Int'l Entertainment Business Affairs Negotiations

**Wednesday, June 26** — First Day of Class for Int'l Live Theater Business & Legal Affairs

**Wednesday, July 17** — Last Day of Classes

**Thursday, July 18** — Final Exams for Int'l Live Theatre Business & Legal Affairs, Int'l Art Law, and Race, Culture and Law

**Friday, July 19** — Final Exams for Comparative Media Law and Int'l Sports Law | Farewell Dinner Party

**Sunday, July 21** — Last day to vacate College Hall

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## Course Schedule

### Track 1: International Entertainment Law

Monday –Thursday 9:00 a.m. – 11:00 a.m.	International Business Affairs Negotiations (1 unit) and International Live Theatre Business and Legal Affairs (2 units)*  OR  International Art Law (3 units)
Monday –Thursday 11:10 a.m. – 1:10 p.m.	Comparative Media Law (3 units)  OR  International Sports Law (3 units)

### Track 2: Public-Interest Law

Monday –Thursday 9:00 a.m. – 11:00 a.m.	Race, Culture, and Law (3 units)
Monday –Thursday 11:10 a.m. – 1:10 p.m.	Track 2 students may select one three-unit course from Track 1 at 11:10 a.m. – 1:10 p.m.  Comparative Media Law (3 units)  OR  International Sports Law (3 units)

All students must take at least three units and may take six units.

*\*Must be taken with the Int'l Business Affairs Negotiations course.*

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## 1. Course Descriptions

### **International Entertainment Business Negotiations** (1 unit)

This course will provide students with the opportunity to learn negotiation principles, techniques, and tactics before negotiating an actor agreement with other students in the class. Immigration and talent guild jurisdiction will also be covered as they may relate to the negotiation of the actor deal. Students will be asked to draft a deal memo outlining the terms of the deal. The deal memos will be reviewed and compared to those of the other negotiation teams in the class. The course will include a mandatory visit to a related facility, such as a theatre stage.

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### **Comparative Media Law** (3 units)

This course explores the intersection of media and the law, focusing on the impact that the law has upon the press as it gathers information and publishes the news. Students will become familiar with cases addressing the issues of prior restraint, libel, incitement to violence, privacy, reporter's privilege, access to court proceedings, rights of reply, and cultural taboo. Students will compare U.S. law to the law of other jurisdictions to examine different legal approaches used in a free and democratic society to balance the interests of government accountability, press freedoms, and individual rights. By the conclusion of the course, students should be able to identify and apply the relevant common law, statutory, and constitutional rules affecting the gathering and publishing of the news. They should be able to strategize and make legal arguments in cases emerging from restraints on publication, defamatory publication, alleged violations of privacy rights, and governmental refusals to grant press access. Students will also have a better understanding of our current era of "information disorder," caused in part by the rise of disinformation and misinformation on social media and by orchestrated state-supported propaganda initiatives.

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### **International Art Law** (3 units)

Artworks reflect the cultures of their creators, but artworks themselves know no boundaries. Perhaps for this reason, the most interesting and newsworthy issues in art law today are international law issues. This course will address international legal issues related to art as a creative endeavor, art as an article of commerce, and art as a significant cultural artifact. Issues to be examined include international jurisdictions and choice of law conflicts; legal aspects of international sales and resales; legal duties of international

dealers and auctioneers; international sales and import taxes required on cross-border shipment of artworks; international recovery of artworks plundered during wartime; and international copyright (and other) protections for artists and their work.

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### **International Sports Law** (3 units)

This course surveys current legal issues relating to the global sports industries, with a special emphasis on sports in the European Union. Among the topics to be studied are the following: the nature of the sports industries; sports law as a distinctive discipline of study; the business structures of team versus individual sports; player transfers; cheating, including the use of performance-enhancing substances; licensing of international broadcasting rights; international merchandising; effective sports governance; and dispute resolution by national courts and the International Court of Arbitration for Sports.

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### **Race, Culture, and Law** (3 units)

Race, Culture, and Law will examine the complex relationships between the legal system and intersectional structural inequalities, exploring how culture, race, racism, law, and policy interact in the UK. Students will learn the principles of critical race theory and apply them to an examination of current events, multimedia engagement, debates, in-depth discussions, and the production of a high-quality paper or project. Students will develop excellent skills in writing, speaking, problem-solving, cultural competency, and legal analysis. They will explore how stereotypes communicated through film, television, books, news and social media, music, art, and other forms of culture influence society, law, and policy. The class will include guest lectures, field trips, and community engagement.

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### **International Live Theatre Business and Legal Affairs** (2 units)

Bringing a live stage production to Broadway, the West End, a regional theatre, or on the road is a challenging feat. Developing the environment and atmosphere for audiences to immerse themselves in the story presented takes a great deal of creativity, artistry, patience, and money! Live stage performance comes together because of the collaboration of many people. This course will explore these relationships in International Live Stage Business & Legal Affairs. The course moves from an overview of professional communication, copyright implications (specifically in the United States and the United Kingdom), and financing commercial theatre and entities in the US vs. the UK to a deep dive into the people who make theatre happen – producers, playwrights, directors, performers, designers, stage crew, location and box office managers, and marketing

teams. For each of these groups of people, the course will review (a) any trade unions or associations that are involved in the fair labor negotiations and deals that are made through collective bargaining agreements and (b) other typical deal terms and agreements governing talent contracts. The course will explore ethical marketing practices that derive from potential legal implications. After reviewing Theatre BLA under the Broadway/West End spotlight, we'll turn our study to other forms of theatre that producers must utilize or plan for, including pre-Broadway/West End try-outs, Off-Broadway/West End runs, touring companies, regional and local productions, and replica vs. non-replica productions. Finally, we'll tie it all together to understand how the whole live theatre ecosystem functions (and how the ecosystem relates to other entertainment mediums) and apply what we've learned to develop a Production Launch Checklist of business and legal considerations for live theatrical productions.

## Faculty

1. [Professor Michael Epstein](#) will co-teach the Comparative Media Law course.
2. [Professor Andrea Freeman](#) will teach the Race, Culture, and Law course.
3. [Professor Simon Gardiner](#) will teach the International Sports Law course.
4. [Professor Jay Gendron](#) will teach the International Business Affairs Negotiations course.
5. **Professor RonNell Andersen Jones** will co-teach the Comparative Medial Law course.
6. [Professor Henry Lydiate](#) will teach the International Art Law course.
7. **Professor Stephen Pidcock** will co-teach the International Live Theatre Business and Legal Affairs course.
8. **Professor Perry Poussard** will co-teach the International Live Theatre Business and Legal Affairs course.

## Additional Details

### 1. Admissions, Fees, and Deadlines

#### Admission and Course Credit

Southwestern is approved by the American Bar Association and is a member of the Association of American Law Schools. The ABA has approved the International Summer Law Program in London. Most applicants must be students in good standing at an American or Canadian law school. Applicants with sufficient English proficiency from law schools in European Union and other countries will also be considered for admission. Before starting the summer program, each student must have completed the first year of law study and submit a transcript and a letter of good standing from his/her home institution. If applications are received from more students than the program can



accommodate, applicants' academic performance (as shown by their transcripts) may be considered in deciding which applications will be accepted.

Students may register for four courses for a maximum total of six-semester units of credit. Any requests for class change must be made in writing to the Biederman Institute. Each professor will administer a written final exam and assign grades. Grades will conform to Southwestern's grading policies. Southwestern utilizes an alpha grading system in which the actual grade earned is represented by an alphabetical letter. Grades range from A+ (4.33) to F (0.00). No unit credit will be granted if the grade received is an F. Additional information can be found in Southwestern's [Institutional Policies](#). Students are advised to consult their home institution's policies concerning the transfer of credit for coursework. There are no prerequisite courses for any of the courses offered in this program.

Southwestern will send a transcript to the student's home institution following completion of the program and final payment of all tuition and fees. Acceptance of transfer credit is subject to determination by the student's home institution. Students should be aware that participation in a summer program is unlikely to accelerate their graduation date; students interested in acceleration should consult their home institution.

*NOTE: Acceptances to the program will be offered to applicants on a rolling basis, beginning in February*

*Applications will be accepted until maximum enrollment is reached. Enrollment in each course is limited due to classroom size, so early application is strongly encouraged.*

*A seat deposit fee of \$750 will be due immediately after acceptance. Until the seat deposit fee is received, the student's spot in the program will not be reserved and may be offered to another applicant.*

## **2. Fees**

### **Program Cost**

- Application Fee: **\$250** (nonrefundable; applied toward tuition)
- Seat Deposit Fee: **\$750** (nonrefundable; applied toward tuition)
- Block Tuition (for up to six units): **\$6,350** (includes educational excursions in the London area and all applicable course materials and books)
  - Course Materials and Books (provided at no additional cost): **\$0**
- The following mandatory fees are 50% nonrefundable within 30 days of the program start date (May 17, 2024) and 100% nonrefundable after the program start date:
  - On-Campus Housing Fee: **\$3,500**

- Global Travel Insurance Fee: **\$200**
- STRF Fee:<sup>1</sup> \$0 (nonrefundable following the Cancellation Period, which is defined below)

**Total \$10,050**

Students are solely responsible for costs not listed above. Examples of costs that students are responsible for include but are not limited to:

- airfare to and from London;
- lunch, dinner, snacks, drinks;
- transportation in London;
- entertainment;
- travel expenses for weekend, out-of-London trips;
- phone calls; and
- personal items, including toiletries, clothes, and souvenirs.

*1. This fee is required only for California residents or those enrolled in a California residency program.*

**3. Deadlines**

Confirmation notice and enrollment agreement	Mid-April
Payment in full or financial aid confirmation	May 1

**4. Travel and Living Accommodations**

Students will be responsible for their own travel arrangements to and from London.

**State Department Travel Information**

[Visit the United States Department of State website](#) for information about traveling to and within the United Kingdom. If prior to the commencement of the program, a U.S. State Department Travel Warning or Alert is issued for the country(ies) in which the program will be conducted, all registrants will be notified promptly of the warning and be given an opportunity to withdraw from the program. If during the program, a U.S. State Department Travel Warning or Alert is issued for the country(ies) in which the program is being conducted, students will be notified promptly of the warning and given an opportunity to withdraw from the program. If students withdraw from the program as permitted in these criteria during the course of the program, or if the program is terminated, students will be refunded

fees paid except for housing and materials payments utilized prior to the date of withdrawal or termination.

### **Living Accommodations and Classroom Facilities**

Housing has been arranged at the University of London's College Hall and will be provided for program participants from Saturday afternoon, June 18, through Friday morning, July 21. All rooms are single occupancy and have private toilets and showers. Housing includes breakfast. There are no cooking facilities available to students in College Hall, but College Hall is in the University of London/Russell Square/Bloomsbury District of London, where a wide variety of eating establishments are located. Brunei Gallery SOAS, the classroom facility, is located in Russell Square and can accommodate up to 40 students in their classrooms. College Hall and Brunei Gallery are committed to making the necessary adjustments (including physical layouts) to support persons with disabilities wherever possible.

## **5. Liability and Insurance**

Southwestern will not be responsible for personal injuries to students, medical conditions, or for loss or damage to personal property within or in transit to London. Southwestern requires students to obtain health insurance that covers or reimburses for health care abroad. Students participating in Southwestern's summer program are covered under ON Call International global travel insurance, which includes medical evacuation, repatriation, and quarantine coverage and is included with tuition.

## **6. Cancellation and Refund Policy**

### **A. Right to Cancel and Refund During the Cancellation Period**

Students have the right to cancel their enrollment in the London Summer-Abroad Program before the first day of the program (the "Cancellation Period").

To cancel, a student must notify the Director of the London Summer-Abroad Program, Tamara Moore (tmoore@swlaw.edu), in writing, indicating that they no longer wish to attend the program or be bound by the Enrollment Agreement.

Students who cancel before the first day of the London program will receive a 100% refund of the amount paid for institutional charges, except for the following:

- The \$250 Application Fee is nonrefundable;
- The \$750 Seat Deposit Fee is nonrefundable;

- The \$200 Global Travel Insurance Fee is nonrefundable within 30 days of the program start date;
- 50% of the On-Campus Housing Fee becomes nonrefundable within 30 days of the program start date, and 100% of the On-Campus Housing Fee becomes nonrefundable after the program start date.

Southwestern will process the refund within 45 business days of receiving the cancellation notice.

### **B. Refund Following a Withdrawal**

After the program begins, students have the right to withdraw and receive a pro-rata refund for the program (excluding nonrefundable fees), up to and including 60% of the current period of attendance. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

The prorated nonrefundable charge is calculated by counting the number of calendar days starting with the first day of the term and ending with the last date of attendance. That result is divided by the number of calendar days in the term. The resulting percentage is then multiplied by the original tuition charged to determine the prorated nonrefundable charge, less nonrefundable fees.

To withdraw, a student must notify the Director of the London Summer-Abroad Program, Tamara Moore (tmoore@swlaw.edu), in writing, indicating that they wish to withdraw from the program.

Once the student completes more than 60% of the London Study-Abroad Program, the student will be charged 100% of tuition and other charges, and no amount will be refunded.

For purposes of determining a refund under this section, a student will be deemed to have withdrawn when any of the following occurs:

- The student notifies the London Study-Abroad Director in writing of their withdrawal or the actual date of withdrawal, whichever is later.
- Southwestern terminates the student's enrollment for failing to maintain satisfactory progress, abide by the school's rules and regulations, adhere to the attendance policy, or meet other obligations.

To determine when the refund must be paid, the date of Southwestern's determination that the student withdrew should be no later than 14 days after the student's last day of attendance, as determined from the school's attendance records. An R2T4 (federal) refund calculation will be made along with the California Bureau of Private Post-secondary

Education calculation, and if a difference exists, Southwestern will refund the larger amount.

If the student obtains a loan to pay for this educational program, the student will be responsible for repaying the full amount of the loan plus interest, less the amount of any refund. If any portion of institutional charges was paid from the proceeds of a loan or third party, Southwestern will send the refund to the lender or third party that guaranteed or insured the loan. Any refund amount in excess of the unpaid balance of the loan will be used first to repay any student financial aid programs from which the student received benefits, in proportion to the benefits received. Any remaining amount will be paid to the student, or if the student requests, will be sent to the appropriate lender to pay down the student's debt.

### **C. Special Provision Regarding Significant Change in the Program**

Students who cancel their enrollment before the program begins due to a significant change in the London Study-Aboard Program (e.g., change of program dates, change in curriculum, etc.) or program termination, including termination because of a U.S. State Department travel warning or alert, will receive a refund from Southwestern of all monies paid.

Students who withdraw after the program begins due to a significant change in the London Study-Aboard Program (e.g., change of program dates, change in curriculum, etc.) or program termination, including termination because of a U.S. State Department travel warning or alert, will receive from Southwestern a refund of all tuition paid and a pro-rata refund of housing and insurance fees.

### **D. Visiting Students Receiving Financial Aid**

In accordance with the London Law Summer Program Consortium Agreement, the student's home school is the parent institution for all financial aid matters. Visiting students receiving federal financial aid for this program should contact their home school and Southwestern if they intend to or do withdraw from the program so the home school can complete the federally required R2T4 process.

### **E. Responsibility for Loan**

If the student is eligible for a federal or state loan and the student defaults on the loan, both of the following may occur: 1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. 2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Replaced Determination of Credit Hours for Coursework Policy with the following:



## **Determination of Credit Hours for Coursework**

**Faculty policy approved December 2021. Effective immediately.**

**Revision history:** Formerly a part of the annual revised Student Handbook; established as a standalone policy August 2022; London Summer-Abroad Program added and other technical revisions made in March 2023; Online J.D. Program added and other revisions made in February 2024.

**Related policies:** Academic Policies and Procedures; SCALE Program Policies; Distance Education Policy for Programs Other Than the Online J.D. Program

**Scheduled Review Date:** Vice Deans, January 2026

### **A. Credit Hours to Graduate**

J.D. students are required to complete 87 credit hours to graduate.

Regardless of the course modality, one credit hour requires a minimum of 44 hours of coursework.

Southwestern will not offer a course that does not meet the minimum minutes of instruction per credit hour or does not involve the appropriate combination of in-class instruction, direct faculty instruction, and out-of-class student work as required by ABA Standard 310.

### **B. Credit Hours for In-Person and Synchronous Online Courses**

#### **1. Overview**

Section B applies to in-person and synchronous online courses.

With one exception for the first-year Legal Analysis, Writing, and Skills courses

(LAWS), each unit of credit is equivalent to 14 (60-minute) hours and totals 840 minutes of instruction. Based on a determination by the LAWS Director and the Vice Deans, LAWS I and II may be based on a 50-minute hour with a total of 750 minutes per credit hour, which still complies with ABA Standard 310.

For each class hour, students will spend a minimum of 2 hours on out-of-class work for 14 weeks, plus at least 2 additional hours on end-of-term exams or other assessments, or the equivalent amount of work over a different amount of time.

For example, in a 3-unit course in the full-time day program that meets 3 hours per week for 14 weeks, a student would be expected to spend a minimum of 6 hours per week on out-of-class work for the course plus a minimum of 6 hours preparing for and completing an exam or other required assessment (for a total of 90 hours of out-of-class work). In SCALE, a 3-unit course may meet 4 hours per week to accommodate the different structure of the term, and a SCALE student would be expected to spend 90 hours of out-of-class work, which will be distributed appropriately within SCALE's shorter term.

The full-time Law Faculty, upon the recommendation of the Curriculum Committee, establishes the number of credit hours allotted for each course. To assess whether a course proposal meets these requirements, the Curriculum Committee reviews the number of credit hours suggested in the course proposal, the course syllabus, reading assignments, and assessments to determine compliance with the accreditation requirements for instruction time and out-of-class preparation time. If it appears the instruction hours or out-of-class preparation time may be insufficient, the Curriculum Committee will request that the course proposal or syllabus be modified to comply with the applicable standards before approval.

The Vice Dean's Office is responsible for monitoring this Policy to ensure consistency and compliance with ABA accreditation standards.

## **2. Fall and spring term courses**

A 4-credit course will meet for a total of 3,360 minutes of instruction. Most 4-credit courses are scheduled to meet for 240 minutes each week over the 14-week semester. Students are expected to spend a minimum of 8 hours on out-of-class work per week during the semester, plus at least 8 additional hours on end-of-term exams or other assessments.

A 3-credit course will meet for a total of 2,520 minutes of instruction. Most 3-credit courses are scheduled to meet for 180 minutes each week over the 14-week semester. Students are expected to spend a minimum of 6 hours on out-of-class work per week during the semester, plus at least 6 additional hours on end-of-term exams or other assessments.

A 2-credit course will meet for a total of 1,680 minutes of instruction. Most 2-credit courses are scheduled to meet for 120 minutes each week over the 14-week semester. Students are expected to spend a minimum of 4 hours on out-of-class work per week during the semester, plus at least 4 additional hours on end-of-term exams or other assessments.

A 1-credit course will meet for a total of 840 minutes of instruction. One-credit courses are scheduled to meet for 60 minutes each week over a 14-week semester or the equivalent minutes over fewer weeks. Students are expected to spend a minimum of 2 hours on out-of-class work per week during the semester, plus at least 2 additional hours on end-of-term exams or other assessments.

### **3. Summer term (other than London)**

A 3-credit course will meet for a total of 2,520 minutes of instruction. Most 3-credit courses are scheduled to meet 360 minutes each week over the 7-week summer session, followed by an examination period. Students are expected to spend at least 90 hours on out-of-class work during the term, including on end-of-term exams or other assessments.

A 2-credit course will meet for a total of 1,680 minutes of instruction. Most 2-credit courses are scheduled to meet 240 minutes each week for 7 weeks, followed by an examination period. Students are expected to spend at least 60 hours on out-of-class work during the term, including on end-of-term exams or other assessments.

A 1-credit course will meet for a total of 840 minutes of instruction. One-credit courses are scheduled to meet for 120 minutes over 7 weeks or the equivalent minutes over fewer weeks, followed by an examination period. Students are expected to spend at least 30 hours on out-of-class work during the term, including on end-of-term exams or other assessments.

### **4. SCALE courses**

A 4-credit course includes 14 hours of instruction per credit for a total of 3,360 minutes of instruction. For each hour of classroom instruction, students are expected to spend a minimum of 2 hours (based on a 60-minute hour) on out-of-class work plus at least 2 additional hours on end-of-term exams or other assessments for a total of at least 30 out-of-class work hours per term per credit.

A 3-credit course includes 14 hours of instruction per credit for a total of 2,520 minutes of instruction. For each hour of classroom instruction, students are expected to spend a minimum of 2 hours (based on a 60-minute hour) on out-of-class work plus at least 2 additional hours on end-of-term exams or other assessments for a total of at least 30 out-of-class work hours per term per



credit.

A 2-credit course includes 14 hours of instruction per credit for a total of 1,680 minutes of instruction. For each hour of classroom instruction, students are expected to spend a minimum of 2 hours (based on a 60-minute hour) on out-of-class work plus at least 2 additional hours on end-of-term exams or other assessments for a total of at least 30 out-of-class work hours per term per credit.

A 1-credit course includes 14 hours of instruction for a total of 840 minutes of instruction. For each hour of classroom instruction, students are expected to spend a minimum of 2 hours (based on a 60-minute hour) on out-of-class work plus at least 2 additional hours on end-of-term exams or other assessment for a total of at least 30 out-of-class work hours.

**5. Intersession courses**

An intersession course will require a total of 840 minutes of instruction per credit, and students are expected to spend a minimum of 30 hours of out-of-class work per credit, including on end-of-term exams or other assessments.

**6. London Summer-Abroad Program courses**

A 3-credit course will meet for 120 minutes each day, over 19 days, for a total of 2280 minutes of instruction, followed by an examination period. Students are expected to spend a minimum of 94 hours on out-of-class work during the term, including on end-of-term exams or other assessments.

A 2-credit course will meet for 120 minutes each day, over 14 days, for a total of 1,680 minutes of instruction, followed by an examination period. Students are expected to spend a minimum of 60 hours on out-of-class work during the term, including on end-of-term exams or other assessments.

A 1-credit course will meet for 120 minutes each day, over 7 days, for a total of 840 minutes of instruction, followed by an examination period. Students are expected to spend a minimum of 30 hours on out-of-class work during the term, including on end-of-term exams or other assessments.

**C. Credit Hours for Asynchronous Online Courses**

Asynchronous online courses must meet the minimum credit hour requirement of at least 44 hours of student work per credit hour, consistent with ABA Standard 310(b) and Southwestern's credit hour requirement for in-person and synchronous online courses. This coursework may include, but is not limited to, reviewing video presentations, completing quizzes, participating in asynchronous discussions, engaging in collaborative work, and completing other learning activities, end-of-term exams, or other assessments. The 44-hour calculation includes only mandatory activities and not activities designated on the course syllabus as optional.

The Associate Dean of Online Education will annually certify each course approved for the Online J.D. Program and other distance education courses that are more than one-third asynchronous. The Associate Dean of Online Education will review the course syllabus and content to ensure that the course (1) is balanced between video lecture and other coursework and (2) meets the minimum credit hour requirement of at least 44 hours of student work per credit hour.

**D. Credit Hours for Blended Courses**

Courses that combine in-person or synchronous online instruction and asynchronous online instruction must comply with Sections B and C of this Policy for each respective part

of the course. The blended course will be evaluated on a proportional basis. For example, if a 2-unit 14-week fall or spring course is 50% online synchronous and 50% online asynchronous, then (1) the synchronous online portion must include meeting for 60 minutes each week for a total of 840 minutes of instruction, where students are expected to spend a minimum of 2 hours on out-of-class work per week during the semester, plus at least 2 additional hours on end-of-term exams or other assessments and (2) the asynchronous online portion must include at least 44 hours of student work such as reviewing video presentations, completing quizzes, participating in asynchronous discussions, engaging in collaborative work, and completing other learning activities, end- of-terms exams, or other assessments.

**E. Clinics, Externships, Practica, and Independent Studies**

For clinical courses, externships, and independent studies, an equivalent amount of work with an appropriate combination of faculty instruction and out-of-class student work is included in the following calculation as required by ABA Standard 310:

**1. Clinical placements**

Clinical placements require 3.5 hours per week of work for each credit granted.

A 3-credit clinical placement requires 10.5 hours of work per week over 14 weeks for a total of 147 hours of work.

A 5-credit clinical placement requires 17.5 hours of work per week over 14 weeks for a total of 245 hours of work.

**2. Externship placements**

Externship placements require approximately 60 hours of work per credit.

**3. Independent studies and the Amicus Project Practicum**

Independent studies and the Amicus Project Practicum require 90 hours of work per credit, with 2 credits awarded.

**F. Policy Revisions**

Southwestern expressly reserves the right to change or modify any aspect of this policy

at any time, with or without notice.

Replaced Transfer and Visiting Students Policy with the following:

**SOUTHWESTERN**  
**LAW SCHOOL**  
**Los Angeles, CA**  
**Transfer and Visiting Students Policy**

**Administrative and faculty policy, formerly part of the annually revised Student Handbook.**

**Revision history:** established as a standalone policy in August 2022; substantive edits made in April 2024.

**Related policies:** Student Honor Code; Sexual Misconduct Policy. **Scheduled**

**Review Date:** January 2025 (Student Services Office)

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**A. Scope**

This policy applies to (1) Southwestern Law School students who seek to visit at another ABA-approved law school or foreign law school and have credits transferred back to Southwestern, (2) students from another ABA-approved law school seeking to transfer to Southwestern and have credits from their prior institution accepted by Southwestern, (3) students from another ABA-approved law school seeking to visit at Southwestern during an academic year or study-abroad program, and (4) students seeking to transfer from Southwestern to another law school.

Except as provided for in this policy, to earn a J.D. degree from Southwestern, a student must complete the final 44 hours of course credit at Southwestern. Students who take courses (1) as part of an official dual-degree program of Southwestern or (2) at a foreign institution with which the Law School has an official exchange program are considered to be taking Southwestern courses.

**B. Southwestern Students Visiting Another ABA-Approved Law School**

**1. Semester-long study-abroad and semester/year-long visit to another ABA-approved law school**

Under compelling circumstances, the Associate Dean for Student Services or Vice Dean may grant permission for a Southwestern student to participate in a semester-long study-abroad program or complete one or two semesters of their second, third, or fourth year at another school and receive a degree from Southwestern. Students will be required to document the compelling circumstances on which the request to visit is based.

Examples of compelling circumstances include a significant change in the student’s family situation (e.g., a spouse/partner transfers to another state; serious illness of a close family member that requires the student’s ongoing physical presence as a caretaker); an extended military assignment more than 50 miles from Los Angeles; a student’s serious medical condition that requires treatment at another location; or for one semester only, a student demonstrating that they will sit for the bar in another jurisdiction and will benefit from visiting a law school in that state to take state-tested bar examination topics. An additional example of compelling circumstances for a semester-long study-abroad program

is a student's demonstrated educational interest in studying the law in the region where the program is located.

Visits for reasons of career exploration or personal convenience at another U.S. law school will not be approved. If a leave of absence can address the situation, the student will be placed on leave of absence. If a switch to the Online J.D. Program can address the situation, that option will be considered before a visit to another law school. A visit to a law school within 50 miles of Southwestern typically will not be approved.

Students who have already transferred 30 or more credit hours from another law school to Southwestern are not eligible to visit at another ABA-approved law school.

Requests to visit another law school must be made in writing and directed to the Associate Dean for Student Services. The Associate Dean for Student Services must approve all courses for which the student registers. Requests typically could be submitted at least one month before a term or semester begins.

Grade requirements outlined in Section C.6, Minimum Performance Required for Transfer Credit, apply.

## **2. Limited visit to another school for select coursework**

The Associate Dean of Student Services may grant permission for a Southwestern student to visit another ABA-approved law school for up to six units of select, elective coursework (e.g., electives that Southwestern does not offer) following the student completing their first year at Southwestern. Students will be required to document the circumstances on which the request to visit is based.

### **C. Visiting-Out Logistics**

#### **1. Good standing**

Students must be in good academic standing to be eligible to visit another law school.

#### **2. Transcript request**

To request a transcript for purposes of visiting another law school, the student must submit a Transcript Request form available via the Registrar's Office and pay the required fees to the Registrar's Office. The student must also submit a [Visiting Out Request form or ABA-Approved Study Abroad Request form](#), along with the following information to the Student Services Office:

- The name of the school or program the student is considering visiting;
- A detailed reason for why the student is requesting to visit another school;
- The duration of the visit request;

- The name and detailed description of each course the student is requesting to take;
- The number of units for each course the student is requesting to take;
- The other school's grading system; and
- Confirmation that each course is graded (if Credit/No Credit, confirmation that the non-letter grade is equivalent to at least a "C" on the other school's grading scale).

Please allow at least 10–15 business days to complete the request. If the request to visit is approved, Southwestern will mail a letter of good standing to the registrar of the host law school. The letter will state certain conditions with which the student must comply. A letter of good standing will not be issued when the student is on probation or when a student is facing an Honor Code Committee determination regarding an alleged Student Honor Code violation.

### **3. Coursework**

Required courses, including the Bar Readiness Curriculum, and courses that might satisfy Southwestern's writing and experiential course requirements, will not be approved absent a compelling circumstance. In addition, for students who request to visit another school for select coursework under Section B.2, elective courses that Southwestern offers will not be approved absent an extraordinary circumstance (e.g., the elective is not scheduled to be offered before the student's graduation) as determined by the Vice Dean.

### **4. Enrolling at the host school and course changes**

Students should be aware that visiting students often are not permitted to register for classes at the host school until all of that school's continuing students have registered. Popular and small-enrollment courses, therefore, may not be available. The student should speak with the Registrar or Associate Dean for Academic Affairs at the host school to determine the likelihood that the student will be able to register for the classes they have been approved by Southwestern to take.

The Associate Dean for Student Services must approve any changes to the student's schedule. Southwestern reserves the right to refuse to accept transfer credits for each unapproved course.

### **5. Maximum units accepted**

In general, for students who started their J.D. at Southwestern, Southwestern will not accept more than six credit hours from another law school toward the Southwestern J.D. degree. This six-unit maximum includes all coursework, including work completed in study-abroad programs, summer sessions, or intersessions.

Students approved to visit out for a semester or a year, whether domestic or abroad, should refer to Section B.1.

Southwestern will accept up to ten credit hours from the Drucker School of Management for students participating in the J.D./M.B.A. concurrent degree program.

## **6. Minimum performance required for transfer credit**

Courses taken by Southwestern students at other law schools with prior approval can earn credit toward a Southwestern degree only if the student earns a minimum grade of "C." Except for situations approved in advance by the Vice Dean, Credit/No Credit (including Pass/Fail or other non-letter graded) courses will not be accepted for transfer credit. If approved by the Vice Dean, a student must earn Credit for a Credit/No Credit Course, Pass for a Pass/Fail course, at least an S in an S/U course, or a passing non-letter grade equivalent to at least a "C" on the other school's scale for the credit to transfer. The Vice Dean may accept the representation of an authorized official from the other school about what designation would be equivalent to at least a "C" grade at that school.

Any credit accepted from another ABA-approved law school, foreign school, or the Drucker School of Management will not be included when computing the student's grade point average for a Southwestern degree. The units are transferred with a "Credit" designation but without a grade-point entry on the Southwestern transcript.

## **7. Refunds, scholarships, and financial aid**

Students approved to attend study-abroad, summer sessions, or intersession programs at another law school, whether domestic or foreign, should contact that school to ascertain that school's refund policy. While it is up to each school to decide how it wishes to handle refunds, many schools do not issue full refunds when students withdraw after the program begins.

Scholarships awarded by Southwestern will not apply to credits taken at another law school or other institution, even if Southwestern accepts transfer credits from that school.

If a student depends on federal financial aid for tuition, fees, or living expenses, the student must visit with the Southwestern's Financial Aid Office before registering at the other law school so that the student and Southwestern can determine what steps must be taken, and when, for the student to qualify for financial aid while visiting at the other law school. The student must also contact the Financial Aid Office at the other law school to determine that school's policy concerning financial aid for visiting or transient students.

Information regarding financial aid eligibility and procedures for study-abroad, summer sessions, or intersessions at other law schools can be found at the following link: [Visiting Out – Financial Aid Information.pdf \(swlaw.edu\)](#).



## **8. Status at Southwestern during the visit**

A student who is visiting at another school during a fall or spring semester (or the SCALE equivalent) will not be permitted to participate in an Honors Program, hold office in a student organization, or apply for any travel or similar funding to be used during the period the student is away. A student visiting at another school remains subject to the Law School's Honor Code and likely will also be subject to the other school's disciplinary policies. The student is also not eligible for Dean's List honors for the semester spent away from Southwestern. They typically will retain their Southwestern email address and access to Career Services and some Library resources. Access to legal research databases like Westlaw and Lexis, may be impacted; students should contact Southwestern's law librarians to review their situations.

## **9. Official transcript from host school**

After the visit, the student must request that an official transcript from the host school be sent to Southwestern's Registrar's Office. Visiting during a student's last semester could delay the determination of whether the student has met all graduation requirements, issuance of a diploma, and certification to sit for a bar examination.

### **D. Approval for Study-Abroad Programs Sponsored by Other Law Schools**

Southwestern will accept credit for study-abroad programs completed through other law schools only if the Associate Dean for Student Services has approved the program before the student's departure.

Only programs approved by the ABA that fulfill all [Criteria for Programs Offered by ABA-Approved Law Schools in a Location Outside the United States](#) are eligible for approval by the Associate Dean for Student Services. In accordance with ABA requirements, no study-abroad programs will be approved that does not comply with the following: (1) the educational program must provide adequate time for class preparation, reflection, and intellectual maturation similar to that provided in the regular semester, (2) the number of credits a student may receive in the program must comply with [ABA Standard 310](#) regarding credit hours, and (3) in no event will a student receive more than 1.5 semester credit hours for each week of the program.

A maximum of six units of credit earned at non-Southwestern institutions may be approved and applied toward completing the J.D. degree. In the case of students who attend both a Southwestern-sponsored study-abroad program and a study-abroad program sponsored by another ABA-approved law school, a maximum of eight units from study-abroad programs of any kind, whether Southwestern-sponsored or otherwise, may be applied toward the J.D. degree. A Southwestern-sponsored study-abroad law program director and the Associate Dean for Student Services must approve any deviation from the eight-unit maximum requirement in writing. Deviations are rarely granted and will be granted only for Southwestern programs.

Studying abroad should be an experience in which students gain learning and appreciation for the law as it functions and is taught in a foreign culture. Studying abroad should not be an experience where students study the same law that could be learned in the United States. Programs should include curricula that focus on some study of the law in the region in which the study-abroad program is located.

Students participating in study-abroad programs must adhere to all provisions of Southwestern's policies and applicable policies of the host school, including those related to the Student Honor Code and sexual misconduct policies.

Students should be aware that there might be a limitation on financial aid for study- abroad programs. Students are strongly advised to consult the Financial Aid Office as early as possible before registering for any study-abroad program or paying any program fees.

#### **E. Transfer to Southwestern**

Southwestern welcomes transfer applications from students who (1) are in good academic and disciplinary standing at an ABA-accredited law school and (2) have completed their first year of legal education at their current ABA-accredited law school. The Associate Dean for Student Services, in collaboration with the Vice Dean where appropriate, will determine courses that may be accepted as transfer credit for admitted transfer students. Applications and all other required application materials listed at <https://www.swlaw.edu/admissions-financial-aid/admissions-jd/transfer-visiting-students> must be submitted to the Admissions Office. Southwestern's general policy regarding transfer students is as follows:

1. Southwestern will accept up to 43 semester units toward the 87 units required for graduation.
2. Transfer credit will be granted only for courses completed as a J.D. student with a letter grade of at least "C."
3. Unless approved by the Vice Dean, Credit/No Credit (Pass/Fail or other non-letter graded) courses will not be accepted for transfer credit. If approved by the Vice Dean, a student must have earned Credit for a Credit/No Credit Course, Pass for a Pass/Fail course, at least an S in an S/U course, or a passing non-letter grade equivalent to at least a "C" on the prior school's scale for the credit to transfer.
4. Transfer students will receive unit-only credit at Southwestern approved transfer credits.
5. Southwestern may need to review a course syllabus to determine course equivalency for required courses completed at a transfer student's prior school.
6. A course required by Southwestern for graduation will be deemed fulfilled if the equivalent course has been completed with a letter grade of at least "C" at a transfer student's prior school.
7. Transfer credit will not be granted for any course not reflected on the official transcript from the transfer student's prior school.

8. Transfer students will receive enrollment term credit at Southwestern commensurate with the equivalent number of terms the student completed at their prior school.
9. A student's class rank and grade point average at Southwestern are computed solely based on grades achieved while enrolled in courses at Southwestern. Official class rankings by percentage in ten-percent increments are based on cumulative GPA and are computed for each class level (e.g., 2L, 3L) at the end of each academic year. Students in the part-time Online, Evening, and PLEAS/Part-Time Day programs are ranked together. Students in the full-time Online and residential Day programs are ranked together. SCALE students are ranked by cohort (i.e., SCALE I and SCALE II and 2.5).
10. Southwestern does not give advanced standing or award transfer credit toward completing a J.D. degree for coursework completed at a foreign law school.

#### **F. Visiting Students at Southwestern**

Students from other ABA-approved law schools visiting Southwestern must complete an application for admission. To be eligible to visit Southwestern, an applicant must be in good academic and disciplinary standing at an ABA-accredited law school. Approval is based on receipt of a letter of good standing granting permission to attend from the student's home school and all other required application materials listed at <https://www.swlaw.edu/admissions-financial-aid/admissions-jd/transfer-visiting-students>. Admission of visiting students will be considered and approved on a semester- by-semester basis.

Visiting students are responsible for checking with their home school regarding acceptance and transfer of units, including acceptance and transfer of Credit/No Credit units.

After receiving all grades for a term, the Registrar's Office will send one free official transcript to the home school designated by the student on their application form. The visiting student must complete a transcript request form and pay the appropriate fee for additional transcripts.

All visiting students must abide by Southwestern's academic and general law school [policies](#). Visiting students are responsible for ascertaining that these policies, including the time frame for Southwestern to provide an official transcript to their home school, are acceptable to the home school, as Southwestern cannot deviate from its customary policies to meet other schools' deadlines.

#### **G. Transfer from Southwestern**

Students wishing to transfer from Southwestern to another law school must notify the Student Services Office of their intent to transfer. Typically, letters of good standing are required for admission to another school. Information regarding the student's current standing, whether they are in good standing with the law school, and whether there are open disciplinary matters (e.g., open matter under the Sexual Misconduct Policy, Student Honor Code, etc.) at the time of transfer will be included in the letter.

Some law schools will not accept transfer credit for courses taken as part of an online or two-year J.D. program. Accordingly, students should check in advance with the schools they are considering about which credits the new school might accept.

#### **H. Policy Revisions**

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