

Summer 2023 Syllabi – Institutional Policies

Table of Contents

[Accessibility](#)

[Attendance](#)

[Maximum absences](#)

[Qwickly Attendance app](#)

[Conduct that can result in an absence](#)

[Remote students](#)

[Course Requirements](#)

[Class preparation](#)

[Guidelines for participating in class online](#)

[Using laptops in class](#)

[Credit Hours and Anticipated Work Outside the Classroom](#)

[Exam-related Emergencies](#)

[Grades](#)

[Policy on Preventing Discrimination and Harassment](#)

[Policy on Recording Classes — Summer 2023](#)

[Reasonable Accommodations](#)

[Religious and Cultural Observance](#)

[Special Rules Regarding Electronic Devices](#)

Accessibility

Faculty are committed to creating a course that is inclusive in its design. If you encounter barriers, please let your professor know immediately so they can determine if there is a design adjustment that can be made. Creative solutions can be considered if they do not compromise the intent of the assessment or learning activity.

Attendance

Law schools approved by the American Bar Association must require regular class attendance, as per [ABA Standard 308\(a\)](#). Regular attendance also helps you test and deepen your understanding of the material and key concepts.

Maximum absences

Students are expected to attend all scheduled sessions of their courses. Under the school's policy, a student may be administratively withdrawn from a course if they are absent from more than 14% of the regularly scheduled class sessions. We do not have "excused" absences. If you are ill or have another emergency, please contact Dean of Students Office at deanofstudents@swlaw.edu.

Quickly Attendance app

Faculty take attendance using Quickly Attendance. To "check in" for each class session:

- Go to the Quickly Attendance section on the Canvas course page.
- Enter the four-digit code that your professor gives you.

Faculty typically take attendance at the beginning of class, but may choose to take attendance during the middle of class or the end of class.

Conduct that can result in an absence

If a student is not in their seat (or logged into Zoom with the camera on, if remote) at the beginning of class and does not check into Quickly during the allotted time, the student is considered absent. You may check in only for yourself. Checking in for someone else violates the Student Honor Code.

Faculty reserve the right to count students as absent if they come to class unprepared and have not communicated with the professor about their situation before class, leave class early, leave

class repeatedly, or engage in inappropriate conduct, such as distracting other students with unrelated videos.

Remote students

Faculty expect students who have been approved for remote attendance to keep their cameras on. If a remote student experiences a low-bandwidth or other internet issue or has a specific reason they need to participate with the camera off for all or part of the class session, they should make every effort to coordinate with the professor in advance. If the professor notices that the camera is off and the student has not communicated with the professor in advance, the professor will contact the student to discuss the matter—especially if the professor called on the student during class and the student did not respond. And as explained above, the professor may choose to mark the student absent if it appears that student was not engaged in the class.

Course Requirements

Class preparation

Faculty expect students to review the assigned materials thoroughly before the corresponding class session. You will learn more if you come to class prepared. Coming to class prepared is also part of students' responsibility to our community of learners. Lack of preparation can impact other students' experience.

Guidelines for participating in class online

If a student is approved to attend class via Zoom, below are tips to enhance participation:

- Position the camera to avoid glare in the background.
- Eliminate visual, auditory, and distractions around you.
- Mute your microphone when you are not speaking.
- Log in early and stay after our class for the same kind of discussion and questions that happen before and after our in-person class sessions.

You can use a [virtual background](#) to enhance privacy or reduce some distractions in your workspace. The law school has created [several Southwestern Law-themed backgrounds](#) that students are welcome to use.

Using laptops in class

Please remember that non-class-related internet use on laptops during live classes is unprofessional and detrimental to students' own learning. For those in the physical classroom, you may also distract other students. Please do not access non-course materials during class. Please silence all cell phones, tablets, and other electronic devices.

Credit Hours and Anticipated Work Outside the Classroom

Under [ABA Standard 310](#), at a minimum, students need to devote at least two hours per week, per credit hour, outside of class, to each course. Please note that ABA Standard 310 provides a floor. Class preparation will vary by student and the amount of effort the student chooses to devote to the course. Southwestern encourages student to put in the amount of work each student needs to meet the learning objectives, understand the material, and meet their personal goals.

Exam-related Emergencies

In the event of an exam-related emergency (e.g., illness), immediately contact Dean of Students Office at deanofstudents@swlaw.edu. Please also review Southwestern's [Examination Policy](#).

Grades

In accordance with law school policy, assigned grades cannot be changed, except due to a mathematical or clerical error. Also, no grade can be changed—for any reason—ninety days after the final grade has been posted or the final examination/assessment has been made available to the student, whichever is later.

Policy on Preventing Discrimination and Harassment

Southwestern Law School prohibits discrimination and harassment on the basis of race (including hairstyle and hair texture), ethnicity, color, religion, creed, ancestry, national origin, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, parental status, marital status, age (40 and over), disability (mental and physical), medical condition, citizenship status, military status or service, veteran status, genetic information, or any other classification protected by law in matters of admissions, employment, housing, or services, or in the educational programs (including retention of students) or activities Southwestern operates. Please direct all inquiries regarding Southwestern's nondiscrimination policies to:

General Counsel
3050 Wilshire Boulevard

Los Angeles, CA 90010
(213) 738-6626

Policy on Recording Classes — Summer 2023

All Southwestern faculty have been asked to audio record their classes this term via Zoom and to post the recordings on Canvas (some may choose to video record). Limited exceptions to this policy exist, and your professor will let you know if all or some of the class sessions for the course will not be recorded.

Southwestern strives to safeguard the intellectual property of its faculty and the privacy of its students, prospective students, and employees in online learning environments and other online events and activities hosted or sponsored by the law school.

To protect these interests, students and other participants may not copy, record, reproduce, screenshot, photograph, or distribute any content, including documents, audio, video, images, and other visual content from online courses and events.

This restriction on copying and distribution includes but is not limited to:

- Recorded and live lectures (including images derived from such recordings, like screenshots)
- Live discussions or meetings;
- Discussion boards;
- Simulations;
- Posted course materials;
- Exams, quizzes, and other assessments (whether graded or ungraded);
- Faculty feedback forms;
- Visual materials that accompany lectures/discussions, such as slides;
- Virtual whiteboard notes, etc.; and
- Images of students, faculty, or other participants.

Reasonable Accommodations

Students who need accommodations should contact the Accessibility Office within Dean of Students and Diversity Affairs Office. The office is located in W102, and can be reached at (213) 738-6888 or accessibility@swlaw.edu.

Southwestern Law School strives to comply with the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities. Southwestern will make every effort to provide reasonable accommodations for students with medical, attentional, psychological, learning, or temporary disabilities.

Accommodations are not provided to give a student an unfair advantage over other students, but simply to allow a student with disabilities to have an equal opportunity to be successful. A student has the responsibility to meet with the Dean of Students and Diversity Affairs Office as early as possible to discuss their request for special accommodations. Students who do not seek accommodations need not make their disabilities known.

Further information regarding procedures, policies and documentation required is available in the [Accessibility Services](#) section of the Southwestern website, as well as the on the [Institutional Policies](#) page.

Religious and Cultural Observances

The Dean of Students Office handles student requests for accommodations for religious and cultural observances, including holidays. Students seeking an accommodation should contact the Dean of Students Office as early in the semester as possible. Students should carefully review their course syllabi early in the semester and note potential conflicts. Any accommodation for a religious or cultural observance cannot compromise or fundamentally alter the essential components, substance, or requirements of a particular course or program of study. For more details, please review Southwestern's [Religious and Cultural Observances Policy](#).

Special Rules Regarding Electronic Devices

Students may not record a class or other session with the professor without the professor's prior permission. If a professor grants permission to record, that permission is conditional upon the student's agreement to share it with any classmate who makes a reasonable request.