



Academic Policies and Procedures

Faculty policy. Effective immediately.

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

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

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A. General Policies

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

1. Submitting transcripts

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

2. Academic status

A student is in good academic standing unless the student:

1. Is on academic probation as defined in the *Academic Disqualification, Academic Probation, and Academic Improvement Program Policies*; or
2. Has been academically disqualified.

3. Grade point average requirements

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

4. Computation of units

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

5. Unit overload and underload

Full-time students may enroll in no more than 16 units per semester (or eight units in the summer session) and no fewer than ten units per semester. Part-time students may enroll in no more than 11 units per semester (or six units in the

summer session) and no fewer than eight units per semester. Written approval must be obtained from the Associate Dean for Student Services for any deviation. Students must be in good academic standing to receive permission to overload for one semester.

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

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

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

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

B. Repeated Courses

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

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

that was not previously passed.

4. When a student repeats any course, both grades appear on the transcript and are given full weight for computing cumulative GPA unless otherwise approved by the Dean in extraordinary circumstances.

C. Course Sequence

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

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

D. Length of Course Study

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

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

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

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

E. Certification for the Bar Exam

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

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

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

F. General Leave of Absence Information

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

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

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

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

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

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

1. Administrative leave of absence for health and safety concerns

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

2. Administrative leave of absence due to consecutive absences

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

3. Leave of absence for students called to military service

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

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

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

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