

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

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; technical edits, including related to the Online J.D. Program made in May 2024; revised May 2025 given creation of standalone policies for repeated courses and course sequence; revised July 2025 given creation of a standalone policy for switching J.D. programs; revised September 2025 given creation of standalone policies for length of study and leave of absence, and to remove material now covered in other policies; revised October 2025 given creation of standalone good academic standing policy; revised December 2025 to remove computation of units now covered in the Grading and Scholastic Honors Policy; revised December 2025 to remove certification for the bar exam now covered in a standalone bar examination certification procedures policy.

Related policies: SCALE Program Policies; Master of Laws Program Policies; Student Honor Code; Incomplete Grade Policy; Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Registration Policies and Procedures

Scheduled Review Date: February 2026 (Student Services Office)

A. General Policies

This policy is designed to support and enhance each student's legal education. 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*.

B. 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.

C. Policy Revisions

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