SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Catalog

June 2026 – May 2027

This catalog is updated at least annually and posted to Southwestern Law School's website (www.swlaw.edu) before the start of each academic year and is updated as needed. This catalog is effective for the period June 1, 2026 through May 31, 2027. Last updated September 2026.

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Welcome

Thank you for your interest in Southwestern Law School. And to our new students, welcome! We look forward to working with you throughout your law school journey. This catalog is designed to comply with state requirements and is provided to new students before they sign the required Enrollment Agreement. If you have any questions, please contact the Office of Institutional Effectiveness at institutionaleffectiveness@swlaw.edu.

Catalog Overview

This catalog is intended to provide information for prospective and current Southwestern Law School students, regardless of degree or program. Each student is responsible for reading and understanding the catalog. As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

This catalog is not exhaustive and is subject to revision at any time by Southwestern. Southwestern maintains a robust institution website (www.swlaw.edu), including a centralized location for all the law school's policies (www.swlaw.edu/SWPolicies). Enrolled students also have access to additional information on the internal portal, which is available with your assigned email address and your password from the website homepage.

Students with disabilities may request this catalog in other formats by contacting the Student Services Office at studentservices@swlaw.edu.

Contact Information & Addresses Where Class Sessions Are Held

Southwestern Law School is a private, independent law school located in Los Angeles, California.

The school's contact information is:
Southwestern Law School
3050 Wilshire Blvd.
Los Angeles, CA 90010
Telephone: 213-738-6700

Website: swlaw.edu

Most instruction for the residential J.D. and LL.M. programs occurs at the Southwestern campus, 3050 Wilshire Avenue and 675 S. Westmoreland Avenue, Los Angeles, CA 90010. In addition, some courses or portions of courses are offered via distance education. Most instruction for the Online J.D. Program will occur asynchronously via the Canvas platform, although some instruction will occur virtually via Zoom. After they complete the required curriculum, students in the Online J.D. Program may opt to take some courses at the Southwestern campus, 3050 Wilshire Avenue and 675 S. Westmoreland Avenue, Los Angeles, CA 90010. Also, while not required, many students opt to enroll in externships for credit. The field portion of those courses often occurs, in whole or in part, at an off-site placement location. Students may opt to complete externships outside of Los Angeles and the State of California. Many students also opt to participate in clinics. To complete their work, clinical students may be required to complete tasks, such as making appearances before a court or agency, conducting fact investigation, and meeting with clients, at various off-site locations.

Notices

Southwestern Law School is accredited by the WASC Senior College and University Commission (WSCUC), 1080 Marina Village Parkway, Suite 500, Alameda, CA 94501, 510.748.9001.

Southwestern Law School is approved by the American Bar Association (Council of the American Bar Association Section of Legal Education and Admissions to the Bar, 321 North Clark Street, Chicago, IL 60654, 312-988-6738) and is a member of the Association of American Law Schools

Southwestern Law School is exempt from approval by the California Bureau for Private Postsecondary Education (BPPE) under California Education Code section 94874(i), based on its accreditation by the WASC Senior College and University Commission (WSCUC). BPPE verified Southwestern's exemption on September 16, 2026. Southwestern maintains a state authorization agreement with BPPE under California Education Code section 94874.9 for BPPE to review and act on complaints concerning the institution, as provided in that agreement.

Notice Concerning Transferability of Credits and Credentials Earned at Southwestern

The transferability of credits you earn at Southwestern Law School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits you

earn in the J.D., J.D./M.B.A., or an LL.M. program is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Southwestern Law School to determine if your credits will transfer.

Bankruptcy Statement

Southwestern Law School does not have a pending petition in bankruptcy, is not operating as a debtor-in-possession, has not filed a bankruptcy petition within the preceding five years, and has never had a petition in bankruptcy filed against with, including within the preceding five years, that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

The Office of Student Assistance and Relief (OSAR)

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private post-secondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting www.bppe.ca.gov.

Filing Complaints

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The Bureau may be contacted at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, https:/ / www. bppe. ca. gov, Telephone: (916) 574-8900, Fax: (916) 263-1897.

Complaint instructions and the online filing option are available at https:/ / www. bppe. ca. gov/ enforcement/ complaint. shtml. Written complaints may be mailed as directed by BPPE to P.O. Box 980818, West Sacramento, CA 95798-0818. BPPE's toll-free number is (888) 370-7589.

Mission

Mission Statement

For more than a century, Southwestern has educated lawyers ready to serve clients, the profession, and our society with excellence. We empower students to reach their potential. We cultivate inclusion and belonging. We promote equity and justice. We champion trailblazers, develop dealmakers, and inspire intellectual curiosity. We innovate. We shape the law and public policy through teaching, scholarship, and service. We are the difference.

Core Values

We are deeply committed to the following values:

Profession-Readiness. We equip students with the knowledge, values, and skills to enter, succeed, and thrive in the legal profession and related fields. We value diligence, adaptability, creativity, and ethical problem-solving. Through doctrinal and experiential learning, our students develop a deep understanding of the law and a wide range of foundational skills.

Teaching Excellence. Through a student-centered and supportive approach, we deliver rigorous and comprehensive education and training for the profession that integrates theory, policy, doctrine, and practice.

Scholarship. As a community centered on research and understanding, we rigorously study important law-related issues and produce transformative scholarly works to propel necessary reforms and serve the public. Our scholarship strengthens legal structures vital to democracy and deepens intellectual discussions inside and outside the classroom. As such, our scholarship contributes powerfully to our success.

Community Service. We serve the complex needs of Los Angeles and society more broadly by promoting community engagement and encouraging a strong sense of personal obligation to serve the communities in which we live and practice.

Innovation. We innovate legal education by providing opportunities for diverse individuals to study law. We create an environment that encourages our students and graduates to introduce novel viewpoints and approaches to the law.

Integrity. We expect all community members to act with the highest levels of integrity, ethics, civility, and professionalism, and treat others with mutual respect.

Diversity. We are committed to reflecting the rich diversity of Los Angeles through our students, faculty, staff, trustees, and clinic clients. We enrich our community through our diverse lived experiences and viewpoints, creating a compassionate and dynamic learning and working environment.

Equity. We foster equitable access to legal education for those with differing backgrounds and needs. We acknowledge inequities and strive to dismantle them within our community and beyond. We create new opportunities for members of systemically marginalized and historically excluded communities. We promote social justice through our teaching, scholarship, and service.

Accessibility. We strive to create access and justice for people with disabilities at Southwestern and beyond. We aim for excellence in creating accessible programs and services for all Southwestern community members.

Belonging. We cultivate a culture of belonging where all community members are welcomed, included, and valued. We provide venues for critical and respectful dialogue across a range of perspectives.

Wellness. We support the physical, mental, and emotional well-being of our community members. We strive to enhance resilience through a holistic approach to wellness. We provide meaningful access to wellness resources, facilitate positive connections with other community members, and encourage healthy practices for sustainable well-being and self-fulfillment.

Continuous Reflection, Dialogue, and Growth. We embrace the responsibility to continuously reflect, engage in dialogue, and grow as we strive to fulfill our values.

Academic Programs Offered

J.D. Programs

Southwestern Law School offers the following degree programs. All J.D. programs, which are designed to prepare individuals to sit for a bar examination and become a licensed attorney or to work in a related field, are accredited by the Council of the Section of Legal Education and Admission to the Bar of the American Bar Association (ABA). The ABA does not accredit LL.M. programs. LL.M. programs are designed to provide individuals who hold a first degree in law with additional training in a specific area or to introduce foreign-trained lawyers to the U.S. legal system. More information about these programs is available on Southwestern's website, www.swlaw.edu, and in this catalog.

The JD Programs at Southwestern Law School prepares its students for the following occupations as defined by the federal Standard Occupational Classification (SOC):

23-1011 Lawyers
23-1012 Judicial Law Clerks
23-2099 Legal Support Workers, All Other

Full-Time Day J.D. Program/Juris Doctor J.D. (Residential, Full Time)

Students who choose Southwestern's Full-Time Day program commit to three academic years of full-time study. Full-Time Day students devote substantially all their time to the study of law. Students complete a core curriculum of 31 units during their first year and 10 to 16 units each semester thereafter. Students must complete 87 units to earn the Juris Doctor (J.D.) degree. Additional graduation requirements for all J.D. students, regardless of program, are described in the Graduation Requirements Policy.

SCALE Accelerated J.D. Program/Juris Doctor J.D. (Residential, Accelerated)

SCALE, officially known as Southwestern's Conceptual Approach to Legal Education, is the nation's first ABA-accredited, two-year accelerated J.D. program, with its inception in 1975. The SCALE curriculum operates on a quarter system, with classes held year-round, and has been carefully designed to deliver the same 87 units of legal education in two years. The program combines substantive instruction with hands-on learning, allowing students to develop the judgment, confidence, and skills needed to step into the profession ready to practice law. The carefully designed schedule allows students to take advantage of the same opportunities available in the three-year program, including electives, honors programs, externships, clinics, and study-abroad experiences. While most students complete SCALE in 2 years, students may also extend the program to 2.5 years if it better aligns with their academic or professional goals, such as traditional Big Law clerkship opportunities.

Online J.D. Programs/Juris Doctor J.D. (Online, Full Time) and (Online, Part Time)

Southwestern's ABA-accredited Online J.D. Programs offer a flexible and convenient way to become a skilled attorney. Our cutting-edge curriculum is taught by outstanding faculty and will equip you with the legal, analytical, and practical skills that are key to becoming a successful lawyer. All classes in the program are offered online, and most are offered asynchronously with optional Zoom sessions to allow you maximum scheduling and geographic flexibility. The full-time option is designed to be completed in three years, while the part-time option extends the program to four years. Full-time students take 10-16 units each semester. Part-time students take 8 to 11 units each semester. Students must complete 87 units to earn the J.D. degree.

PLEAS and Part-Time Day J.D. Programs/Juris Doctor J.D. (Residential, Part Time)

PLEAS (Part-Time Legal Education Alternative at Southwestern) and Part-Time Day J.D. programs are typically completed over four years. PLEAS was designed to accommodate students with caregiving responsibilities; PLEAS students take morning classes that end by 12:30 p.m. Other Part-Time Day students may take classes throughout the day as their schedules permit. Part-Time Day students take the core curriculum during the first two years and a mix of required and elective courses during the third and fourth years. They take 8 to 11 units each semester, including two required summer sessions. Students must complete 87 units to earn the J.D. degree.

Part-Time Evening J.D. Program/Juris Doctor J.D. (Blended)

Southwestern's Part-Time Evening Program is a four-year program designed for students who are unable to study law full-time. Most students work full-time. Part-time evening students take the core curriculum during the first two years and a mix of required and elective courses during the third and fourth years. They take 8 to 11 units each semester, including two required summer sessions. Students must complete 87 units to earn the J.D. degree. This program is hybrid, meaning that students attend classes twice a week on campus and twice a week online (with a mix of synchronous and asynchronous work). Southwestern is not admitting new students into this program.

Dual-J.D. Degree Programs

3+3 B.A./J.D. Program with California State University Northridge (CSUN)

Southwestern and CSUN have established a dual-degree program through which students can earn their Bachelor of Arts (B.A.) and J.D. degrees in six years rather than the usual seven. Students participating in the 3+3 B.A./J.D. Program have their first year of law school count as the fourth year of their undergraduate education. Students must earn 87 units at Southwestern. Students in this program typically opt for the Full-Time Day J.D. program, but have completed the SCALE program, and also could opt into a part-time program. Students can also opt into the full-time or part-time Online programs.

J.D./M.B.A. Program with The Drucker Graduate School of Management

Southwestern and The Drucker School of Management offer a dual-degree program to expand students' educational and career options. Students at Southwestern and the Drucker School of Management, part of Claremont Graduate University (CGU), can concurrently earn a J.D. and a Master of Business Administration (M.B.A.).

Students in any Southwestern J.D. program may participate in this degree program. Full-time students typically complete the program in 3.5 to 4 years.

Southwestern students pursuing the J.D./M.B.A. degree can apply **up to 12 units** earned at Southwestern to the 48 units required for the M.B.A. They will complete **at least 36 additional units** at Drucker. Law students will also be able to apply **up to 12 units** earned at Drucker toward the 87 units required for the J.D. degree, leaving **at least 75 units** to be completed at Southwestern. **A grade of B or higher is required for coursework transferred in either direction.**

Students admitted to the program must complete one academic year at either Southwestern or CGU before beginning classes at the other school. After completing one academic year at either school, students may begin the other school's program during a fall semester. Continuing Southwestern students may petition to begin the CGU degree program during the summer, subject to approval by Southwestern and CGU. Entering Southwestern students may also receive approval to begin the CGU program during the summer before starting the fall semester at Southwestern.

LL.M. Programs

For law graduates who wish to pursue a post-J.D. degree, Southwestern offers two Master of Laws programs—a General LL.M. and the Entertainment and Media Law LL.M. (Southwestern's General Master of Laws (LL.M.) Program is not currently accepting applications.)

Entertainment & Media Law LL.M. (pursuant to ABA acquiescence and WSCUC accreditation)

Students in Southwestern's Entertainment & Media Law LL.M. program must have earned a first degree in law and then complete at least 24 credit hours in this program. Of these credits, 18 credit hours must be in courses within the entertainment and media law curriculum, and 18 credit hours must be earned at Southwestern. Graduate students are free to elect up to 6 credits from any other courses offered by Southwestern. Students may attend on either a full-time (usually completed in one year) or part-time (usually completed in two years) basis. Students enrolled in the LL.M. program must attain a cumulative grade point average of 2.33 to earn the LL.M. degree. A graduate student who earns 24 credits with a cumulative GPA of 2.0 or greater, but less than 2.33, will be awarded a Certificate of Completion and may be eligible to take certain state bar examinations and, if successful, be admitted to practice. Starting in Fall 2027, students who matriculate into this program may be eligible for federal financial aid.

General LL.M. (pursuant to ABA acquiescence and WSCUC accreditation)

Southwestern's flexible General LL.M. Program in Individualized Studies is designed for students who have already earned a law degree in the United States or abroad and would like to extend their legal studies in line with their personal and professional goals.

Students in this LL.M. program can create their curriculum from a selection of Southwestern's J.D. courses and focus on an area of law that will benefit their careers. The

LL.M. degree requires 24 credit hours of post-J.D. coursework and may be completed full-time or part-time, and begin in the fall or spring.

We have suspended general admissions into this program as we study its future, but continue to enroll students from Argentina pursuant to a special fellowship program.

Non-degree Programs

Juris Doctor J.D. Courses Visiting (Transfer Credits) (Hours Vary)

Southwestern allows a limited number of students in good standing in a J.D. degree program at another ABA-approved law school to take courses at Southwestern and transfer those credits back to their home school. Visiting students typically enroll for one or two semesters.

London Study-Abroad Program (Visiting Students for Transfer Credits)

Southwestern Law School, under the auspices of the Biederman Entertainment and Media Law Institute, hosts a 5.5-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 21 to July 24, 2026.**

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

Academic Calendars

You may find the most current academic calendars on our website: https://www.swlaw.edu/curriculum/academic-calendar

Summer 2026*

Date	Event
Tuesday, May 18	Extended Summer Term Begins
Wednesday, May 27	Regular Summer Term Begins; Online J.D. Summer Term Begins; Mini-Term A Begins; Mini-Term A – Last Day to Add/Drop Classes
Wednesday, June 3	Regular Term – Last Day to Add/Drop Classes; Online J.D. Term – Last Day to Add/Drop Classes
Wednesday, June 17	Mini-Term A Ends
Friday, June 19	No Classes — Observed Federal Holiday for Juneteenth
Monday, June 22	Mini-Term B Begins Mini-Term B – Last Day to Add/Drop Classes
Tuesday, June 23	Early Summer Term Grades/Feedback Due†
Friday, July 3 to Monday, July 6	No Classes – Observed Federal and Southwestern Holiday for Fourth of July
Tuesday, July 14	Last Day of Online J.D. Summer Term Classes
Wednesday, July 15	Last Day of Regular Summer Term Classes
Thursday, July 16 to Friday, July 17	Study Days
Saturday, July 18 to Thursday, July 23	Final Exams – Online J.D. & Regular Summer Terms
Thursday, July 23	Extended Summer Term Ends; Regular Summer Term Ends; Online J.D. Summer Term Ends; Mini-Term B Ends; Mini-Term A Grades/Feedback Due†
Tuesday, August 25	Extended Summer Term Grades/Feedback Due†; Regular Summer Term Grades/Feedback Due†; Online J.D. Summer Term Grades/Feedback Due†; Mini-Term B Grades/Feedback Due†

* The London Study-Abroad Program has its own calendar. Students interested in that program should contact tamoore@swlaw.edu.

† This due date is subject to change for a particular course due to exigent circumstances.

Fall 2026

Residential and Online Full-Time and Part-Time Programs

Date	Event
Monday, August 10	Fall 2026 Semester Begins;
Monday, August 10 to Tuesday, August 11	First-Year Orientation
Wednesday, August 12 to Friday, August 14	First-Year *Launch Week* Curriculum
Monday, August 17	First-Year Study Day; Graduating Students Day
Tuesday, August 18	Upper-Division Classes Begin; First-Year Full Curriculum Begins
Wednesday, August 19	Online J.D. Program —First-Year Full Curriculum Begins; Online J.D. Program —Upper-Division Classes Begin
Tuesday, August 25	Last Day to Add/Drop Classes – Residential Program
Wednesday, August 26	Last Day to Add/Drop Classes – Online J.D. program
Monday, September 7	No Classes — Labor Day
Tuesday, November 3	No Classes — Election Day
Wednesday, November 11	No Classes — Veterans Day
Thursday, November 19	Last Day for Thursday Classes*
Friday, November 20	Last Day for Friday Day Classes*
Saturday, November 21	Last Day for Saturday Classes*
Sunday, November 22	Last Day for Sunday Classes*
Tuesday, November 24	Last Day for Tuesday Classes* Last Day of Online J.D. Program Classes
Wednesday, November 25 to Sunday, November 29	No Classes — Thanksgiving Break
Monday, November 30	Last Day for Monday Classes*
Tuesday, December 1	Last Day for Tuesday Classes*

Wednesday, December 2 to Sunday, December 6	Study Days
Saturday, December 5	First Day of Final Exams for Online J.D. Program Classes
Monday, December 7	First Day of Final Exams for Residential Programs
Friday, December 18	Last Day of Final Exams Fall 2026 Semester Ends
Saturday, December 19 to Sunday, January 3	No Classes – Winter Break
Wednesday, January 20, 2027	Fall Grades/Feedback Due†

*This is the last day of classes for residential courses.

† This due date is subject to change for a particular course due to exigent circumstances.

January Intersession and Spring 2027

Residential and Online Full-Time and Part-Time Programs

January Intersession 2027

Date	Event
Monday, January 4	Residential and Online J.D. Programs — January Intersession 2027 Begins First Day of Classes; Last Day to Add/Drop Classes
Thursday, January 7	Residential and Online J.D. Programs — Last Day of Intersession Classes; January Intersession 2027 Ends
Tuesday, February 9	January Intersession Grades/Feedback Due

Spring 2027

Date	Event
Monday, January 11	Spring 2027 Semester Begins; Residential Programs – First Day of Classes
Wednesday, January 13	Online J.D. Program – First Day of Classes
Monday, January 18	No Classes – M.L. King Jr.
Tuesday, January 19	Last Day to Add/Drop Classes – Residential Programs
Wednesday, January 20	Last Day to Add/Drop Classes – Online J.D. Program
Monday, March 1 to Sunday, March 7	Residential Programs – No Classes – Spring Break
Friday, April 16	Last Day for Friday Classes*
Saturday, April 17	Last Day for Saturday Classes*
Sunday, April 18	Last Day for Sunday Classes*
Tuesday April 20	Last Day for Tuesday Classes* Last Day for Online J.D. Classes

*This is the last day of classes for residential courses.

† This due date is subject to change for a particular course due to exigent circumstances.

2026-2027 SCALE I

Date	Event
Monday, June 15	SCALE I Orientation
Tuesday, June 16	SCALE I Quarter 1 Begins
Friday, June 19	No Classes – Juneteenth Observed
Friday, July 3	No Classes – Fourth of July Observed
Wednesday, August 27 to Friday, September 4	SCALE I Quarter 1 Study Days & Final Exams
Friday, September 4	SCALE I Quarter 1 Ends
Monday, September 7	No Classes – Labor Day
Tuesday, September 8	SCALE I Continued Orientation
Wednesday, September 9	SCALE I Quarter 2 Begins
Tuesday, October 6	SCALE I Quarter 1 Grades/Feedback Due†
Tuesday, November 3	No Classes – Election Day Observed
Monday, November 9 to Friday, November 20	SCALE I Quarter 2 Study Days & Final Exams
Tuesday, November 11	No Classes – Veteran's Day Observed
Friday, November 20	SCALE I Quarter 2 Ends
Monday, November 23	SCALE I Quarter 3 Begins
Wednesday, November 25 to Sunday, November 29	No Classes – Thanksgiving Holiday
Tuesday, December 22	SCALE I Quarter 2 Grades/Feedback Due†
Saturday, December 19 to Wednesday, January 6	No Classes – Winter Break
Monday, January 18	No Classes – Martin Luther King, Jr. Day
Wednesday, February 10 to Friday, February 19	SCALE I Quarter 3 Study Days & Final Exams
Friday, February 19	SCALE I Quarter 3 Ends
Monday, February 22	SCALE I Quarter 4 Begins
Tuesday, March 23	SCALE I Quarter 3 Grades/Feedback Due†
Wednesday, April 28 to Friday, May 7	SCALE I Quarter 4 Study Days & Final Exams
Friday, May 14	SCALE I Quarter 4 Ends
Tuesday, June 15	SCALE I Quarter 4 Grades/Feedback Due†

† This due date is subject to change for a particular course due to exigent circumstances

2026-2027 SCALE II
SCALE Summer 2026

Date	Event
Monday, May 18	SCALE Summer Begins
Monday, May 25	No Classes – Memorial Day Observed
Friday, June 19	No Classes – Juneteenth Observed
Friday, July 3 to Monday, July 6	No Classes – Fourth of July Observed
Friday, July 24	SCALE Summer Ends
Tuesday, August 25	SCALE Summer Grades/Feedback Due†

2026-2027

Date	Event
Monday, July 27	SCALE II Quarter 5 Begins
Monday, September 7	No Classes – Labor Day Observed
Monday, September 21 to Friday, October 2	SCALE II Quarter 5 Study Days & Final Exams
Friday, October 2	SCALE II Quarter 5 Ends
Monday, October 5	SCALE II Quarter 6 Begins
Tuesday, November 3	No Classes – Election Day Observed; SCALE II Quarter 5 Grades/Feedback Due†
Wednesday, November 11	No Classes – Veterans Day Observed
Wednesday, November 25 to Sunday, November 29	No Classes – Thanksgiving Holiday
Monday, December 7 to Friday, December 18	SCALE II Quarter 6 Study Days & Final Exams
Friday, December 18	SCALE II Quarter 6 Ends
Saturday, December 19 to Sunday, December 27	No Classes – Winter Break
Monday, December 28	SCALE II Quarter 7 Begins
Monday, January 18	No Classes – Martin Luther King, Jr. Day
Tuesday, January 19	SCALE II Quarter 6 Grades/Feedback Due†
Friday, February 26 to Friday, March 5	SCALE II Quarter 7 Study Days & Final Exams
Friday, March 5	SCALE II Quarter 7 Ends
Monday, March 8	SCALE II Quarter 8 Begins
Monday, March 15 to Monday, May 10	SCALE II Quarter 8 Externship Fieldwork
Tuesday, April 6	SCALE II Quarter 7 Grades/Feedback Due†
Monday, May 10	SCALE II Quarter 8 Ends
TBD	Commencement
Monday, June 7	SCALE II Quarter 8 Grades/Feedback Due†

† This due date is subject to change for a particular course due to exigent circumstances.

Consumer Information

ABA Required Disclosures

Southwestern Law School is approved by the American Bar Association (Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association, 321 North Clark Street, Chicago, IL 60654, 312-988-6738) and is a member of the Association of American Law Schools.

Bar Admission Disclosure for Incoming Students

In addition to a bar examination, there are the character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.

Standard 509 Disclosure Report

The following information is provided in accordance with the American Bar Association Standards 310 and 509.

Standard 509 Disclosure Report (PDF) includes:

- Faculty profile
- Class profile
- Enrollment and ethnicity profile
- GPA/LSAT profile
- Attrition rates and other law school details
- Summary of informational and library resources

Southwestern Law School - 2025 Standard 509 Information Report

3050 Wilshire Blvd., Los Angeles, CA 90010

(213) 738-6700 https://www.swlaw.edu/

https://www.abarequireddisclosures.org Report Generated on: 12-15-2025

AMERICAN BAR ASSOCIATION
Legal Education and Admissions to the Bar
Council Approved Since 1970

The Basics

Type of school	Private
Application deadline	April 1
Application fee	$60
Financial aid deadline	April 1

1L Tuition and Fees 2025 - 2026

Per Annual:	Resident	Annual Fees	Non-Resident	Annual Fees	Other	Annual Fees
Full-Time	$63,160	$0	$63,160	$0	$88,724	$0
Part-Time	$42,124	$0	$42,124	$0		
Per Credit:	Resident	Annual Fees	Non-Resident	Annual Fees	Other	Annual Fees
Full-Time	$0	$0	$0	$0	$0	$0
Part-Time	$0	$0	$0	$0		

Tuition Guarantee Program N

Living Expenses 2025-2026

Estimated Living Expenses for single students

Living on Campus	$36,413
Living Off Campus	$38,033
Living on a Military Base	N/A
Living At Home	$25,073

Academic Calendar

Term	Semesters
Months students may begin studying law	June and August
Months the Law School confers degrees	January, May, July, and December
# of credit hours required to earn the JD	87

2025 First Year Class (Oct 6th 2024-Oct 5th 2025)

Completed Applications	3584
Offers of Admission	1307
Acceptance Rate (Percent)	36.47%
Enrollees from Applicant pool	458
Enrollment Rate from Completed Applications	12.67%
Enrollment Rate from Offers of Admission	34.74%
Enrollees who deferred admission from a previous year and were not part of the current-year applicant pool	1

	All	Full Time	Part Time
Total in First-year class	459	383	76
UGPA	**All**	**Full Time**	**Part Time**
75th Percentile	3.72	3.73	3.68
50th Percentile	3.51	3.51	3.48
25th Percentile	3.23	3.25	3.17
# not included in UGPA calculation*	7	6	1

*Matriculants who attended an undergraduate institution without a numerical grading system and matriculants who were fully or partially internationally educated may not have comparable UGPAs.

LSAT	All	Full Time	Part Time
LSAT Admissions Enrollees	459	383	76
75th Percentile	160	160	160
50th Percentile	157	157	158
25th Percentile	154	154	155

Under ABA Standard 503, law schools are required to use a valid and reliable admission test to help assess an applicant's preparedness for the study of law. Because schools may choose what admission tests they will consider for admission, this section may look different for individual law schools. Only law schools with a variance from Standard 503 allowing them to use JD Next are able to report JD Next scores. Test score data for first year enrollees is presented for each type of test accepted by the law school, with one exception: where the number of students who were accepted using a particular test is fewer than 10, score percentile data is collected but not published in order to protect student privacy. In all other cases, statistical data will be presented for each test that is accepted by the particular law school.
The UGPA data is aggregated across the law school's entire first year class, regardless of admission test.

J.D Enrollment as of October 5th 2025																					
	JD1					JD2					JD3					JD4					Total
	T	M	W	AGI	PNR	T	M	W	AGI	PNR	T	M	W	AGI	PNR	T	M	W	AGI	PNR	T
Hispanics of any race	115	43	71	1	0	99	25	74	0	0	76	31	45	0	0	19	6	13	0	0	309
American Indian or Alaska Native	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian	61	20	40	0	1	33	13	20	0	0	29	11	16	0	2	4	1	3	0	0	127
Black or African American	12	4	8	0	0	11	5	6	0	0	7	1	6	0	0	1	0	1	0	0	31
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Multiracial	25	15	10	0	0	14	9	5	0	0	16	4	12	0	0	1	0	1	0	0	56
Total People of Color	213	82	129	1	1	157	52	105	0	0	128	47	79	0	2	25	7	18	0	0	523
White	239	101	135	1	2	192	82	108	1	1	114	51	63	0	0	17	6	11	0	0	562
Race and Ethnicity Unknown	7	2	5	0	0	6	3	3	0	0	9	6	3	0	0	1	1	0	0	0	23
Total	459	185	269	2	3	355	137	216	1	1	251	104	145	0	2	43	14	29	0	0	1108

Since reports in 2024, "US nonresident" is no longer a separate category, and nonresidents have been added in the appropriate race/ethnicity and gender categories.

Academic Attrition 2024-2025

	JD1						JD2					JD3					JD4					UL
	T	M	W	AGI	PNR	%	T	M	W	AGI	PNR	T	M	W	AGI	PNR	T	M	W	AGI	PNR	%
Hispanics of any race	14	3	11	0	0	13.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.0
American Indian or Alaska Native	0	0	0	0	0	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Asian	6	3	3	0	0	15.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Black or African American	4	1	3	0	0	29.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	3.0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Multiracial	2	2	0	0	0	11.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Total People of Color	26	9	17	0	0	14.0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	1.0
White	23	13	9	0	1	10.0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Race and Ethnicity Unknown	2	1	0	1	0	25.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Total	51	23	26	1	1	12.0	3	1	2	0	0	0	0	0	0	0	0	0	0	0	0	1.0

Academic attrition refers to those students who discontinued their education at a time when they were not in good academic standing as defined by the Law School. It includes both students who have been dismissed because they did not satisfy the minimum standards of progress established by the Law School to continue their legal studies at that school, and students who discontinued their enrollment at the school at a time when their GPA was below that required for good academic standing as of the end of the first year.
Since reports in 2024, "US nonresident" is no longer a separate category, and nonresidents have been added in the appropriate race/ethnicity and gender categories.

Other Attrition 2024-2025

	JD1						JD2					JD3					JD4					UL
	T	M	W	AGI	PNR	%	T	M	W	AGI	PNR	T	M	W	AGI	PNR	T	M	W	AGI	PNR	%
Hispanics of any race	1	1	0	0	0	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
American Indian or Alaska Native	0	0	0	0	0	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Asian	1	1	0	0	0	3.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Black or African American	0	0	0	0	0	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Multiracial	0	0	0	0	0	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Total People of Color	2	2	0	0	0	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
White	2	1	1	0	0	1.0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0.0
Race and Ethnicity Unknown	0	0	0	0	0	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Total	4	3	1	0	0	1.0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0.0

Since reports in 2024, "US nonresident" is no longer a separate category, and nonresidents have been added in the appropriate race/ethnicity and gender categories.

Transfers 2024-2025	
JD1 Transfers Out	9
Transfers In*	0
75th Percentile JD1 GPA	N/A
50th Percentile JD1 GPA	N/A
25th Percentile JD1 GPA	N/A

*GPA Percentiles provided if School has 12 or more transfers in. If more than 5 but less than 12 transfers in only 50th percentile will be provided.

2026 Bar Passage Outcomes report includes:

- First-time Bar Passage (2023-2025)
- Ultimate Bar Passage (2021-2023)

Southwestern Law School - 2026

Phone: (213) 738-6700

Website: https://www.swlaw.edu/

AMERICAN BAR ASSOCIATION
Legal Education and Admissions to the Bar

First-Time Bar Admission

Calendar year of graduation	Graduates in the calendar year	Graduates who took the bar exam before graduation	Graduates who took bar exam after graduation	Grads who have not taken the bar	Grads with no bar info	First time takers from prior grad years	Total first-time takers	Total who passed the bar	Law school bar pass rate	Council weighted average bar pass rate	Difference in bar pass rate	Graduates admitted via alternative pathways to licensure	Total First Time Bar Admission Rate: first time takers and alternative pathways
2025	308	0	269	36	3	21	290	209	72.07%	82.67%	-10.60%	0	72.07%
2024	288	0	262	25	1	26	288	187	64.93%	77.76%	-12.83%	0	64.93%
2023	255	0	227	21	7	34	261	167	63.98%	72.34%	-8.36%	0	63.98%

Details 2025:

Jurisdiction	Takers	Passers	Pass %	State Pass % for Council-accredited law schools	Difference
CALIFORNIA	276	197	71.38%	82.67%	-11.29%
9 REMAINING JURISDICTIONS	14	12	85.71%	81.18%	4.53%

Details 2024:

Jurisdiction	Takers	Passers	Pass %	State Pass % for Council-accredited law schools	Difference
CALIFORNIA	280	181	64.64%	77.62%	-12.98%
6 REMAINING JURISDICTIONS	8	6	75.00%	82.56%	-7.56%

Details 2023:

Jurisdiction	Takers	Passers	Pass %	State Pass % for Council-accredited law schools	Difference
CALIFORNIA	252	162	64.29%	72.33%	-8.04%
8 REMAINING JURISDICTIONS	9	5	55.56%	73.35%	-17.79%

Two-Year Ultimate Bar Admission

Calendar year of graduation	Total graduates in calendar year	# of grads with no info	# who did not take a bar	Graduates who sat for a bar exam within two years of their date of graduation			Graduates who have been admitted via an alternative pathway to licensure	Ultimate Bar Admission Rate Total % (incl. alternative pathways)
				# of takers	# who passed	% who passed		
2023	255	0	3	252	233	92.46%	0	92.46%
2022	308	2	2	304	267	87.83%	0	87.83%
2021	223	2	0	221	198	89.59%	0	89.59%

Employment Summary Reports

- **2025 Graduates**

EMPLOYMENT SUMMARY FOR 2025 GRADUATES

EMPLOYMENT STATUS	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Employed – Bar Admission Required/Anticipated	228	3	0	2	233
Employed - J.D. Advantage	12	1	0	5	18
Employed - Professional Position	2	0	1	0	3
Employed - Other Position	0	0	0	0	0
Employed - Undeterminable	0	0	0	0	0
Enrolled in Graduate Studies					0
Employed – Start Date After March 16, 2026					0
Unemployed - Not Seeking					12
Unemployed - Seeking					22
Employment Status Unknown					2
Total Graduates **Each graduate is counted only once in this section.**					290

EMPLOYMENT TYPE	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Law Firms					
Solo	3	0	0	0	3
1 - 10	61	1	0	2	64
11 - 25	40	0	0	1	41
26 - 50	21	2	0	1	24
51 - 100	16	0	0	0	16
101 - 250	12	0	0	1	13
251 - 500	4	0	0	0	4
501 +	12	0	0	0	12
Unknown Size	0	0	0	0	0
Business & Industry	25	1	1	2	29
Government	14	0	0	0	14
Public Interest	28	0	0	0	28
Clerkships - Federal	1	0	0	0	1
Clerkships - State, Local, and Territorial	4	0	0	0	4
Clerkships - Tribal	0	0	0	0	0
Clerkships - International	0	0	0	0	0
Education	1	0	0	0	1
Employer Type Unknown	0	0	0	0	0
Total	242	4	1	7	254

LAW SCHOOL FUNDED POSITIONS	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Employed – Bar Admission Required/Anticipated	0	0	0	0	0
Employed - J.D. Advantage	0	0	0	0	0
Employed - Professional Position	0	0	0	0	0
Employed - Other Position	0	0	0	0	0
Total Employed in Law School Funded Positions	0	0	0	0	0

EMPLOYMENT LOCATION	LOCATION	Number
State/U.S. Territory - Largest Employment	CALIFORNIA	243
State/U.S. Territory - 2nd Largest Employment	PENNSYLVANIA	3
State/U.S. Territory - 3rd Largest Employment	TEXAS	2

EMPLOYMENT LOCATION	NUMBER
Employed in Foreign Countries	0

A one-page summary of key category definitions can be found under the Consumer Information section of: https://www.americanbar.org/groups/legal_education/resources/employment-questionnaire-resources/

If there are ties in the Employment Location section, locations are prioritized and displayed alphabetically. As a result, some tied locations may not be included in the report.

This data reflects graduates' post-graduate status as of March 16, 2026.

3/30/2026 6:08:50 PM

- **2024 Graduates**

SOUTHWESTERN LAW SCHOOL

AMERICANBARASSOCIATION

Legal Education and Admissions to the Bar

ABA EMPLOYMENT SUMMARY FOR 2024 GRADUATES

EMPLOYMENT STATUS	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Employed – Bar Admission Required/Anticipated	194	1	3	0	198
Employed - J.D. Advantage	23	0	3	0	26
Employed - Professional Position	6	0	4	1	11
Employed - Law School/University Funded	0	0	0	0	0
Employed - Other Position	0	0	0	0	0
Employed - Undeterminable	0	0	0	0	0
Enrolled in Graduate Studies					2
Employed – Start Date After March 17, 2025					3
Unemployed - Not Seeking					15
Unemployed - Seeking					31
Employment Status Unknown					4
Total Graduates **Each graduate is counted only once in this section.**					290

EMPLOYMENT TYPE	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Law Firms					
Solo	1	0	0	0	1
1 - 10	58	0	3	0	61
11 - 25	36	0	0	0	36
26 - 50	27	0	1	0	28
51 - 100	4	0	0	0	4
101 - 250	3	0	0	0	3
251 - 500	6	0	0	0	6
501 +	20	0	0	0	20
Unknown Size	1	0	0	0	1
Business & Industry	21	0	5	1	27
Government	18	0	0	0	18
Public Interest	22	1	1	0	24
Clerkships - Federal	0	0	0	0	0
Clerkships - State, Local, and Territorial	4	0	0	0	4
Clerkships - Tribal	0	0	0	0	0
Clerkships - International	0	0	0	0	0
Education	2	0	0	0	2
Employer Type Unknown	0	0	0	0	0
Total	223	1	10	1	235

LAW SCHOOL/UNIVERSITY FUNDED POSITIONS	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Employed – Bar Admission Required/Anticipated	0	0	0	0	0
Employed - J.D. Advantage	0	0	0	0	0
Employed - Professional Position	0	0	0	0	0
Employed - Other Position	0	0	0	0	0
Total Employed by Law School/University	0	0	0	0	0

EMPLOYMENT LOCATION	LOCATION	NUMBER
State/U.S. Territory - Largest Employment	CALIFORNIA	222
State/U.S. Territory - 2nd Largest Employment	NEVADA	2
State/U.S. Territory - 3rd Largest Employment	TEXAS	2
Employed in Foreign Countries		0

A one-page summary of key category definitions can be found under the Consumer Information section of: https://www.americanbar.org/groups/legal_education/resources/employment-questionnaire-resources/

If there are ties in the Employment Location section, locations are prioritized and displayed alphabetically. As aresult, some tied locations may not be included in the report.

This data reflects graduates' post-graduate status as of March 17, 2025.

3/28/2025 7:31:44 PM

- **2023 Graduates**

SOUTHWESTERN LAW SCHOOL

AMERICANBARASSOCIATION
Legal Education and Admissions to the Bar

EMPLOYMENT SUMMARY FOR 2023 GRADUATES

EMPLOYMENT STATUS	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Employed - Bar Passage Required	179	0	1	1	181
Employed - J.D. Advantage	16	1	4	0	21
Employed - Professional Position	6	0	8	0	14
Employed - Other Position	0	0	1	0	1
Employed - Law School/University Funded	0	0	0	0	0
Employed - Undeterminable	0	0	0	1	1
Enrolled in Graduate Studies					1
Employed - Start Date After March 15, 2024					8
Unemployed - Not Seeking					8
Unemployed - Seeking					29
Employment Status Unknown					2
Total Graduates **Each graduate is counted only once in this section.**					266

EMPLOYMENT TYPE	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Law Firms					
Solo	3	0	0	0	3
1 - 10	60	0	4	1	65
11 - 25	28	0	0	0	28
26 - 50	28	0	0	0	28
51 - 100	4	0	0	0	4
101 - 250	9	0	0	0	9
251 - 500	0	0	0	0	0
501 +	5	0	0	0	5
Unknown Size	0	0	0	0	0
Business & Industry	23	0	7	1	31
Government	14	1	1	0	16
Public Interest	23	0	0	0	23
Clerkships - Federal	2	0	0	0	2
Clerkships - State, Local, and Territorial	1	0	0	0	1
Clerkships - Tribal	0	0	0	0	0
Clerkships - International	0	0	0	0	0
Education	1	0	2	0	3
Employer Type Unknown	0	0	0	0	0
Total	201	1	14	2	218

LAW SCHOOL/UNIVERSITY FUNDED POSITIONS	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Employed - Bar Passage Required	0	0	0	0	0
Employed - J.D. Advantage	0	0	0	0	0
Employed - Professional Position	0	0	0	0	0
Employed - Other Position	0	0	0	0	0
Total Employed by Law School/University	0	0	0	0	0

EMPLOYMENT LOCATION	LOCATION	NUMBER
State - Largest Employment	CALIFORNIA	207
State - 2nd Largest Employment	TEXAS	3
State - 3rd Largest Employment	WASHINGTON	2
Employed in Foreign Countries		0

A one-page summary of key category definitions can be found under the Employment Questionnaire section of: https://www.americanbar.org/groups/legal_education/resources/questionnaire/.
This data reflects graduates' post-graduate status as of March 15, 2024.

- 4/3/2024 3:26:00 PM

2022 Graduates

Southwestern Law School - 2022
3050 Wilshire Blvd.
Los Angeles, CA 90010
Phone: (213) 738-6700
Website: https://www.swlaw.edu/

AMERICANBARASSOCIATION
Legal Education and Admissions to the Bar

EMPLOYMENT SUMMARY FOR 2022 GRADUATES

Category definitions can be found here:

EMPLOYMENT STATUS	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Employed - Bar Passage Required	189	0	1	0	190
Employed - J.D. Advantage	38	2	2	4	46
Employed - Professional Position	5	0	2	1	8
Employed - Other Position	0	0	1	0	1
Employed - Law School/University Funded	2	3	0	0	5
Employed - Undeterminable	0	0	0	1	1
Enrolled in Graduate Studies					3
Employed - Start Date Deferred					3
Unemployed - Not Seeking					10
Unemployed - Seeking					31
Employment Status Unknown					1
Total Graduates **Each graduate is counted only once in this section.**					299

EMPLOYMENT TYPE	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Law Firms					
Solo	3	0	0	0	3
1 - 10	90	1	3	3	97
11 - 25	23	0	0	0	23
26 - 50	10	0	0	0	10
51 - 100	8	0	0	0	8
101 - 250	4	0	0	0	4
251 - 500	6	0	0	0	6
501 +	12	0	0	0	12
Unknown Size	1	0	0	0	1
Business & Industry	30	0	2	2	34
Government	13	2	0	0	15
Public Interest	28	2	0	0	30
Clerkships - Federal	2	0	0	0	2
Clerkships - State, Local, and Territorial	3	0	0	0	3
Clerkships - Tribal	0	0	0	0	0
Clerkships - International	0	0	0	0	0
Education	1	0	1	0	2
Employer Type Unknown	0	0	0	1	1
Total	234	5	6	6	251

Southwestern Law School - 2022
3050 Wilshire Blvd.
Los Angeles, CA 90010
Phone: (213) 738-6700
Website: https://www.swlaw.edu/

AMERICANBARASSOCIATION
Legal Education and Admissions to the Bar

EMPLOYMENT SUMMARY FOR 2022 GRADUATES

LAW SCHOOL/UNIVERSITY FUNDED POSITIONS	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Employed - Bar Passage Required	2	1	0	0	3
Employed - J.D. Advantage	0	2	0	0	2
Employed - Professional Position	0	0	0	0	0
Employed - Other Position	0	0	0	0	0
Total Employed by Law School/University	2	3	0	0	5

Employment Location	STATE	TOTAL
State - Largest Employment	CALIFORNIA	235
State - 2nd Largest Employment	NEW YORK	3
State - 3rd Largest Employment	FLORIDA	2

Employed in Foreign Countries	0

Professional Licensure by Program

The degree program listed in the chart below may lead to a professional license. Professional licensure requirements vary from state to state, which may affect a student's ability to apply for a professional license after completing the program. U.S. Department of Education regulation 34 CFR 668.43(a)(5)(v) requires an institution to disclose whether each degree program will fulfill educational requirements for licensure in each state. The table below lists all U.S. states and jurisdictions, including the District of Columbia, the Commonwealth of Puerto Rico, and other U.S. territories, and is current as of June 2024.

As an ABA-accredited school, Southwestern Law School prepares students who earn a J.D. to take the bar examination in any U.S. jurisdiction. For states listed as "meets requirements" in the table below, a J.D. from Southwestern Law School entitles graduates to apply to sit for the bar examination, subject to individual state requirements for character and fitness, state-specific requirements, and distance-education limitations. In jurisdictions listed as "does not meet requirements," the jurisdiction may permit a student or graduate to petition to waive certain requirements.

In addition to a bar examination, each jurisdiction requires applicants to complete a character-and-fitness process and meet other qualifications. Before beginning a J.D. program, we recommend that students and prospective students contact the appropriate bar admission agency in the jurisdiction where they plan to sit for the bar examination or intend to work to seek the most up-to-date information about state licensure and certification requirements. The National Conference of Bar Examiners, in collaboration with the American Bar Association, annually publishes a Comprehensive Guide to Bar Admission Requirements that provide information, including a directory of state bar admissions agencies, about bar admission requirements in all U.S. jurisdictions.

Degree Program	Meets requirements	Does not meet requirements	May not meet requirements	Determination has not been made
J.D. **(Full-time day and PLEAS/Part-time day)**	AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY, DC		AL[1], NY[2]	Puerto Rico, Guam, U.S. Virgin Islands, Northern Mariana Islands, Marshall Islands, Federated States of Micronesia, Palau
J.D. **(Part-time evening)**	AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY, DC	AL[3], NY[4]		Puerto Rico, Guam, U.S. Virgin Islands, Northern Mariana Islands, Marshall Islands, Federated States of Micronesia, Palau
SCALE	AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MN, MS, MO, MT, NE, NV, NJ, NM, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY, DC	AL[5], NH[6]	MI[7], NY[8]	Puerto Rico, Guam, U.S. Virgin Islands, Northern Mariana Islands, Marshall Islands, Federated States of Micronesia, Palau
Online J.D. (Full-time and part-time)	AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY, DC	AL[9], NY[10]		Puerto Rico, Guam, U.S. Virgin Islands, Northern Mariana Islands, Marshall Islands, Federated States of Micronesia, Palau
LL.M.		Not designed to meet licensure requirements		

[1] As of June 2025, Rule IV.B(2)(a) of the Rules Governing Admission to the Alabama State Bar requires an applicant to have completed a course of legal studies as a "resident student." The Alabama State Bar Admissions Director has informed Southwestern that "resident student" means a student who has attended law school completely in person, versus all or part of it online.

[2] As of June 2025, students should be aware that if they take "distance education courses" before completing 28 credit hours in the J.D. program, they may be ineligible to sit for the New York bar examination. Rules of the New York Court of Appeals for the Admission of Attorneys and Counselors at Law, Section 520.3(c). In addition, the New York Bar has a cap for distance education credit hours. *Id.*

[3] See note 1.

[4] See note 2.

[5] As of June 2025, Alabama requires that an applicant must have "completed . . . a course of law studies that extended for at least 3 academic years of at least 30 weeks each[.]" Rule IV.B(2)(a)

[6] As of June 2025, New Hampshire requires that a "full-time law school" have a "three year course[.]" Rules of the Supreme Court of the State of New Hampshire, Rule 42.V.b

[7] As of June 2025, although Michigan's rules (Rule 2) say that it "requires for graduation 3 school years of study for full-time students," the Michigan Board of Law Examiners office, in September 2023, informed Southwestern that as long as the school and program are ABA accredited, as Southwestern and SCALE are, then the "3 school years of study for full-time students" requirement is satisfied.

[8] See note 2.

[9] See note 1.

[10] See note 2.

Institutional Accreditation, State Approval, and Complaint Contact Information

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

U.S. Department of Education Disclosures

Scheduled Review Date: May 2026 (Accreditation Reporting & Compliance and General Counsel Office)

Department of Education regulations (34 CFR 668.43) require educational institutions to make certain information regarding accreditation and licensing available upon request to students and prospective students.

Corporate Information

Southwestern is established by name in the State of California as a Nonprofit Public Benefit Corporation for the purpose of conducting and maintaining an educational institution offering legal instruction.

See attached April 12, 2007 Articles of Incorporation.

Accreditation Information

Southwestern Law School is a private institution that is accredited by the Council for the Section of Legal Education and Admissions to the Bar of the American Bar Association, 321 North Clark Street, Chicago, IL 60654, 312-988-6738, an accrediting agency recognized by the United States Department of Education.

See attached February 28, 2023 American Bar Association Letter.

As an ABA-Approved law school, Southwestern is considered accredited by the Committee of Bar Examiners of the State Bar of California.

See attached April 13, 2018 Committee of Bar Examiners of the State Bar of California Letter.

State Administrative Oversight Information

Southwestern Law School is approved to operate by the Bureau for Private Postsecondary Education (BPPE or Bureau). Approval by the Bureau means compliance with state standards as set forth in the California Education Code and 5, California Code of Regulations.

See attached July 21, 2023 Bureau for Private Postsecondary Education Letter.

Contact Information for Filing Complaints

Students may file a complaint under Southwestern's Student Complaint and Grievance Policy and Procedures (Including Complaints Implicating ABA Standards) (under development).

Regulations also require an institution to provide its students or prospective students with con-tact information for filing complaints with its accreditor and with its State approval or licensing
entity and any other relevant State official or agency that would appropriately handle a student's complaint.

That contact information is as follows:

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The Bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, http://www.bppe.ca.gov, (916) 431-6924 (phone), (916) 263-1897 (fax).

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Website at www.bppe.ca.gov.

For complaints alleging non-compliance with American Bar Association Standards, individuals may contact the Managing Director of Accreditation and Legal Education, American Bar Association, 321 N. Clark Street, 21st Floor, Chicago, IL 60654. Additional information is available at https://www.americanbar.org/groups/legal_education/accreditation/complaint_procedures/.

Please refer to the consumer complaint contacts for each state or jurisdiction in which Southwestern is authorized to do business.

A0660302

ENDORSED - FILED
in the office of the Secretary of State
of the State of California
APR 12 2007

Certificate of Restated Articles of Incorporation

Southwestern University

We, the undersigned corporate officers, certify as follows:

1. We are the Chief Executive Officer and Secretary, respectively, of Southwestern University.

2. The name of the corporation has been Southwestern University. Through this amendment and restatement of the Articles of Incorporation, the corporation hereby is changing the name of the corporation to Southwestern Law School, in addition to making other amendments.

3. The address of the corporation has been 675 South Westmoreland Avenue, Los Angeles, California 90005. Through this amendment and restatement of the Articles of Incorporation, the corporation hereby is changing the address of the corporation to 3050 Wilshire Boulevard, Los Angeles, California 90010. This change in address reflects a change only in the designation of the corporation's location, and not any change in the corporation's physical location.

4. Pursuant to Section 5819(a) of the *Corporations Code*, the Articles of Incorporation of this corporation are amended and restated to read in full as follows:

ONE: The name of this corporation is SOUTHWESTERN LAW SCHOOL.

TWO: This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the California Nonprofit Public Benefit Corporation Law for educational, public, and charitable purposes. Among these purposes are the conducting and maintaining of an educational institution offering courses of instruction in the law and related subjects, and other purposes in support of the primary purpose of legal education. This corporation elects to be governed by all of the provisions of the Nonprofit Corporation Law of 1980 not otherwise applicable to it under Part 5.

Notwithstanding any other provision of these articles, the corporation shall not carry on any

activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), or (b) by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

THREE: Subject to any limitations contained in the articles or bylaws of this corporation, and in compliance with other provisions of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, this corporation, in carrying out its activities, shall have all of the powers of a natural person.

FOUR: The income and property of this corporation is irrevocably dedicated to purposes set forth in Article Two above, and no part of the net income or assets of this organization shall ever inure to the benefit of any director, trustee, or officer of this corporation, or to the benefit of any private individual.

FIVE: Upon the winding up and dissolution of this corporation, and after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation that is organized and operated exclusively for public or charitable purposes and that has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986, and no part of the net earnings of which inure to any private individual, and which does not as a substantial part of its activities carry on propaganda or otherwise attempt to influence legislation.

SIX: This corporation shall not have members as such, but the persons constituting its Board of Trustees shall, for the purpose of any statutory provision or rule of law relating to nonprofit

corporations, exercise all rights and powers vested in members by such statutory provision or rule of law.

SEVEN: (a) The net income and other property of the corporation shall be paid or distributed for the purpose specified in Article Two at such times and in such amounts as a majority of the Trustees then serving may determine.

(b) The corporation shall not make accumulations of its income which are unreasonable in amount or duration in order to carry out its purposes as set forth in Article Two.

EIGHT: No substantial part of the activities of this corporation shall consist of the carrying on of propaganda or otherwise attempting to influence legislation, nor shall this corporation participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for political office.

5. The foregoing amendment and restatement of the Articles of Incorporation have been duly approved by the Board of Trustees of the corporation.

6. The corporation has no members.

7. Pursuant to Section 5819(c) of the *Corporations Code*, these Restated Articles of Incorporation supersede for all purposes the corporation's original Articles of Incorporation and all subsequent amendments.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this Certificate are true and correct to the best of our knowledge.

Date: March 30, 2007

Bryant G. Garth
Chief Executive Officer

Date: March 30, 2007

Janis K. Yokoyama
Secretary



Chair
Joseph K. West
Washington, DC

Chair-Elect
Bridget Mary McCormack
Lansing, MI

Vice-Chair
David A. Brennen
Lexington, KY

Secretary
Charles R. Nash
Tuscaloosa, AL

Past Chair
Leo P. Martinez
San Francisco, CA

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San Juan, PR

Joan S. Howland
Minneapolis, MN

Council Members
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Barbara A. Sestak
Portland, OR

Daniel R. Thies
Urbana, IL

Phyllis D. Thompson
Washington, DC

Adrien K. Wing
Iowa City, IA

AMERICAN BAR ASSOCIATION
Legal Education and
Admissions to the Bar

321 N Clark Street
Chicago, IL 60654-7598
312.988.6738
legaled@americanbar.org
www.americanbar.org/legaled

February 28, 2023

Dean Darby Dickerson
Southwestern Law School
3050 Wilshire Boulevard
Los Angeles, CA 90010

Dear Dean Dickerson:

This letter serves to confirm that Southwestern Law School was approved by the American Bar Association in 1970 and is presently on the list of law schools approved by the American Bar Association.

Sincerely yours,

William E. Adams, Jr.

William Adams
Managing Director of Accreditation and Legal Education

WA/DM

THE COMMITTEE OF BAR EXAMINERS OF
THE STATE BAR OF CALIFORNIA
OFFICE OF ADMISSIONS

180 HOWARD STREET • SAN FRANCISCO, CALIFORNIA 94105-1639 • (415) 538-2300

Committee of Bar Examiners

ERIKA HIRAMATSU
Chair
San Diego

DAVID A. TORRES
Vice-Chair
Bakersfield

ANGELI O. AGATEP, M.D., FACP
Los Angeles

JAMES A. BOLTON, Ph.D.
Altadena

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Pasadena

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Sunnyvale

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Staff

AMY C. NUÑEZ
Interim Director III, Admissions

LISA JEONG CUMMINS
Program Manager III, Examinations

GREG S. SHIN
Program Manager III, Operations & Management

MARK TORRES-GIL
Program Manager III, Moral Character Determinations

April 13, 2018

Susan Westerberg Prager, Dean
Southwestern Law School
3050 Wilshire Boulevard
Los Angeles, CA 90010

Dear Dean Prager:

This letter is in response to your office's request for written confirmation that the Committee of Bar Examiners of The State Bar of California (Committee) considers Southwestern Law School accredited.

In accordance with Rule 4.102 of the *Accredited Law School Rules:* "A law school provisionally or fully approved by the American Bar Association is deemed accredited by the Committee and exempt from these rules, unless the American Bar Association withdraws its approval." Since Southwestern Law School is approved by the American Bar Association, it is considered accredited by the Committee. Southwestern Law School's students who have met the pre-legal requirements for admission, who have passed or have established exemption from the First-Year Law Students' Examination, and who have completed the necessary legal education requirements and received their JD degrees are considered qualified to take the California Bar Examination. If they pass that examination and meet all other admission requirements, they would become eligible to be certified to the California Supreme Court as qualified for admission to practice law in California.

If there is anything further that I might be able to assist you with, please do not hesitate to contact me.

Sincerely,

Amy Nuñez
Interim Director III, Admissions

cc: Natalie Leonard, Program Manager

BUSINESS AND CONSUMER SERVICES AGENCY • GAVIN NEWSOM, GOVERNOR
DEPARTMENT OF CONSUMER AFFAIRS • BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
1747 N. Market Blvd., Suite 225, Sacramento, CA 95834
P (916) 574-8900 | Toll-Free (888) 370-7589 | www.bppe.ca.gov

VERIFICATION OF EXEMPTION

September 16, 2026

Darby Dickerson
Southwestern Law School
3050 Wilshire Blvd.
Los Angeles, CA 90010

RE: Verification of Exempt Status – Application Number 260721136515

INSTITUTION: Southwestern Law School

EXEMPTION: Education Code section 94874(i)

BASIS FOR EXEMPTION: WASC - Education Code section 94874(i)

The Bureau for Private Postsecondary Education (Bureau) has completed the review of your Institution's Application for Verification of Exempt Status pursuant to the California Private Postsecondary Education Act of 2009 (Act) based on the application received on July 20, 2026.

The application demonstrates that Southwestern Law School has met the qualifications for exemption from regulation under the Act, pursuant to California Education Code (CEC) section 94874(i): *"An institution that is accredited by the Accrediting Commission for Senior Colleges and Universities, Western Association of Schools and Colleges, or the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges".*

Pursuant to CEC §94874.7, this verification of exemption shall remain valid until September 16, 2028, as long as the institution maintains full compliance with the requirements of this exemption. Any of the following conditions will deem the institution ineligible for this exemption:

- there is a change/loss in accreditation;
- the institution is approved to participate in veterans' financial aid programs pursuant to Section 21.4253 of Title 38 of the Code of Federal Regulations unless the institution is *an independent institution of higher education, as defined in subdivision (b) of Section 66010;*

- or any other factor, that would render the institution ineligible for an exemption under the CEC section 94874(i).

Additionally, exempt institutions shall comply with CEC §94927.5 regarding the retention of student records and transcripts and their submission to the Bureau prior to closing.

If you require additional assistance on this matter, please contact Gina Robles at Gina.Robles@dca.ca.gov.

Sincerely,

_____

Gina Robles
Licensing Analyst

STATE OF CALIFORNIA
STANDARD AGREEMENT
STD 213 (Rev 06/03)

AGREEMENT NUMBER
SC#53555923
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME
Department of Consumer Affairs, Bureau for Private Postsecondary Education

CONTRACTOR'S NAME
Southwestern Law School

2. The term of this Agreement is: Upon execution by the Parties through June 30, 2027, with the option to renew

3. The maximum amount of this Agreement is: $1,076.00 (One Thousand Seventy-Six Dollars and No Cents) * per year
*Subject to amendment by the Bureau

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	1 page
– State Authorization Agreement	4 pages
Exhibit B – Budget Detail and Payment Provisions	1 page
Exhibit C – General Terms and Conditions	4 pages
Exhibit D – Special Terms and Conditions	1 page

RECEIVED
SEP 3 2026
B.P.P.E.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)
Southwestern Law School

BY (Authorized Signature) — DATE SIGNED (Do not type): 8/31/2026

PRINTED NAME AND TITLE OF PERSON SIGNING
Darby Dickerson, President and Dean

ADDRESS
3050 Wilshire Boulevard
Los Angeles, CA 90010

STATE OF CALIFORNIA

AGENCY NAME
Department of Consumer Affairs, Bureau for Private Postsecondary Education

BY (Authorized Signature) — DATE SIGNED (Do not type): 9/1/26

PRINTED NAME AND TITLE OF PERSON SIGNING
Manila Vongmany, Deputy Bureau Chief

ADDRESS
1747 North Market Blvd., Suite 225
Sacramento, California, 95834

California Department of General Services Use Only

State Student Concern Contact Information

This chart provides Online J.D. students with external complaint contacts. Students may raise concerns through Southwestern's Student Complaint and Grievance Policy and Procedures (Including Complaints Implicating ABA Standards). External agencies may have their own filing requirements; students should consult the relevant agency's current instructions. Southwestern does not require completion of its internal complaint process before an individual contacts the California Bureau for Private Postsecondary Education (BPPE).

Alaska	Alaska Commission on Postsecondary Education PO Box 110505 Juneau, Alaska 99811-0505 Phone: 907-465-6741
Arizona	Arizona State Board for Private Postsecondary Education 1740 W. Adams St., Suite 3008 Phoenix, AZ 85007 Phone: 602-542-5709
Arkansas	Arkansas Division of Higher Education 423 Main St., Suite 400 Little Rock, AR 72201-3818 Phone: 501-371-2000
California	Southwestern Law School is BPPE-exempt under California Education Code section 94874(i) and maintains a BPPE state authorization agreement under section 94874.9 for review of institutional complaints. Southwestern does not require an individual to complete its internal complaint process before contacting BPPE. An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The Bureau may be contacted at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, https://www.bppe.ca.gov, Telephone: (916) 574-8900, Fax: (916) 263-1897.

	Complaint instructions and the online filing option are available at https://www.bppe.ca.gov/enforcement/complaint.shtml. Written complaints may be mailed as directed by BPPE to P.O. Box 980818, West Sacramento, CA 95798-0818. BPPE's toll-free number is (888) 370-7589. For more information see: Student Complaint and Grievance Policy and Procedures (Including Complaints Implicating ABA Standards)
Colorado	Colorado Department of Higher Education Commission on Higher Education 1600 Broadway, Suite 2200 Denver, CO 80202 Phone: 303-862-3001
Connecticut	Emily Bjornberg Senior Consultant Academic Affairs Connecticut Office of Higher Education 450 Columbus Blvd., Suite 707 Hartford, CT 06103-1841 Emily.Bjornberg@ct.gov www.ohe.ct.gov Phone: 860-947-1824
Delaware	Delaware Department of Education The Townsend Building 401 Federal St., Suite 2 Dover, DE 19901-3639 Phone: 302-735-4000 For more on DE Student Complaint Policy click here: Delaware Student Complaints

Florida	Florida Department of Education Commission for Independent Education 325 W. Gaines St., Suite 1414 Tallahassee, Florida 32399-0400 Phone: 850-245-0505
Georgia	Georgia Nonpublic Postsecondary Education Commission 2082 E. Exchange Pl., Suite 220 Tucker, GA 30084 Phone: 770-414-3300
Hawaii	Business Registration Division of the Hawaii Department of Commerce and Consumer Affairs PO Box 40 Honolulu, HI 96810 Phone: 808-586-2727
Idaho	Idaho State Board of Education State Authorization Program Manager PO Box 83720 Boise, ID 83720-0037 Phone: 208-332-158
Illinois	Illinois Board of Higher Education 1 N. Old State Capitol Plaza, Suite 333 Springfield, IL 62701-1377 Phone: 217-782-2551
Indiana	Board for Proprietary Education Indiana Commission for Higher Education 101 W. Ohio St., Suite 300 Indianapolis, IN 46204 Phone: 317-464-4400
Iowa	Iowa College Student Aid Commission 475 SW Fifth St., Suite D Des Moines, IA 50309 Phone: 877-272-4456

Kansas	The Kansas Board of Regents 1000 SW Jackson St., Suite 520 Topeka, KS 66612-4240 Phone: 785-430-4240
Kentucky	Kentucky Council on Postsecondary Education 100 Airport Rd. Frankfort, KY 40601 Phone: 502-573-1555
Louisiana	State of Louisiana Board of Regents 1201 N. Third St., Suite 6-200 Baton Rouge, LA 70802 Phone: 225-342-4253 Louisiana Alternate Contact: Office of the Attorney General Consumer Protection Section P.O. Box 94005 Baton Rouge, LA 70804-9005 Phone: 225-326-6464 or 800-351-4889
Maine	Maine Department of Education 23 State House Station Augusta, ME 04333-0023 Phone: 207-624-6600 https://www.maine.gov/doe/home Maine Department of Education only hears procedural complaints about schools such as Southwestern Law School.

Maryland	Maryland Higher Education Commission 217 East Redwood Street, Suite 2100 Baltimore, MD 21201 Phone: 410-767-3300 collegiatecomplaint.mhec@maryland.gov Education agency website Maryland Alternate Contact: Maryland Office of the Attorney General 200 St. Paul Place Baltimore, MD 21202 Phone: 410-576-6300 or 888-743-0023
Massachusetts	Massachusetts Department of Higher Education One Ashburton Place, Suite 1401 Boston, MA 02108-1696 Phone: 617-994-6950
Michigan	Michigan Department of Education PO Box 30008 Lansing, MI 48909 Phone: 517-373-9235
Minnesota	Minnesota Office of Higher Education 1450 Energy Park Dr., Suite 350 St. Paul, MN 55108 Phone: 651-259-3975 or 800-657-3866
Mississippi	Mississippi Commission on College Accreditation 3825 Ridgewood Rd. Jackson, MS 39211 Phone: 601-432-6372
Missouri	Missouri Department of Higher Education & Workforce Development 301 W. High St. Jefferson City, MO 65101 Phone: 573-751-2361

Montana	Montana University System Office of the Commissioner of Higher Education 560 N. Park Ave. PO Box 203201 Helena, MT 59620-3201 Phone: 406-449-9124
Nebraska	Nebraska Coordinating Commission for Postsecondary Education ATTN: Complaints PO Box 95005 Lincoln, NE 68509-5005 Phone: 402-471-2847
Nevada	Nevada Commission on Postsecondary Education 2800 E. St. Louis Avenue Las Vegas, NV 89104 Phone: 702-486-7330
New Hampshire	New Hampshire Department of Education 101 Pleasant Street Concord, NH 03301-3494 Phone: 603-271-3494
New Jersey	New Jersey Office of the Secretary of Higher Education ATTN: Complaints P.O. Box 542 Trenton, New Jersey 08625-0542 Phone: 609-292-4310
New Mexico	New Mexico Higher Education Department 2044 Galisteo St., Suite 4 Santa Fe, NM 87505-2100 Phone: 505-476-8400

North Carolina	North Carolina Post-Secondary Education Complaints 910 Raleigh Road Chapel Hill, NC 27514 Phone: 919-962-4558 North Carolina Alternate Contact: North Carolina Department of Justice External link:open_in_new Consumer Protection Division Attorney General's Office Mail Service Center 9001 Raleigh, NC 27699-9001 Phone: 877-566-7226 or 919-716-6000 (En Español 919-716-0058)
North Dakota	North Dakota University System Core Technology Services 2000 44th St. SW, Suite 301 Fargo, ND 58103
Ohio	Ohio Department of Higher Education 25 South Front Street Columbus, OH 43215 Phone: 614-728-3095
Oklahoma	Oklahoma State Regents for Higher Education 655 Research Pkwy, Suite 200 Oklahoma City, OK 73104-3603 Phone: 405-225-9100 or 405-225-9142
Oregon	Oregon Higher Education Coordinating Commission 3225 25th Street SE Salem, Oregon 97302 Phone: 503-947-2448

Pennsylvania	Pennsylvania Department of Education Office of Chief Counsel 333 Market Street, 9th Floor Harrisburg, PA 17126-0333 Phone: 717-783-6788
Rhode Island	Rhode Island Office of the Postsecondary Education Commission 560 Jefferson Blvd. Warwick, RI 02886-1304 Phone: 401-736-1100
South Carolina	South Carolina Commission on Higher Education 1122 Lady Street Suite 300 Columbia, SC 29201 Phone: 803-737-3918
Tennessee	Tennessee Higher Education Commission & Student Assistance Corporation Parkway Towers, Suite 1900 404 James Robertson Pkwy Nashville, TN 37243-0830 Phone: 615-741-5293 or 615-253-8857
Texas	Texas Higher Education Coordinating Board Office of General Counsel P.O. Box 12788 Austin, TX 78711-2788 Phone: 512-427-6101 Texas Alternate Contact #2: Texas Office of the Attorney General Consumer Protection Division P.O. Box 12548 Austin, TX 78711-2548

Utah	Utah System of Higher Education State Board of Regents 60 South 400 West Salt Lake City, UT 84101-1284 Phone: 801-321-7200 or 1-800-418-8757
Vermont	Vermont Agency of Education 219 North Main St., Suite 402 Barre, VT 05641 Phone: 802-479-1030 Vermont Alternate Contact:
	Vermont Attorney General's Office 109 State Street Montpelier, VT 05609-1001 Phone: 802-828-3171
Virginia	State Council of Higher Education for Virginia James Monroe Building 101 N. 14th St., 10th Floor Richmond, VA 23219 Phone: 804-225-2600
Washington	Washington Student Achievement Council 917 Lakeridge Way SW Olympia, WA 98502 Phone: 360-753-7625
Washington, DC	Office of the State Superintendent of Education Higher Education Licensure Commission 1050 First St. NE Washington, DC 20002 Phone: 202-724-7860
West Virginia	West Virginia Higher Education Policy Commission 1018 Kanawha Boulevard East, Suite 700 Charleston, WV 25301 Phone: 304-558-2101

Wisconsin	Wisconsin Department of Safety and Professional Services Educational Approval Program P.O. Box 8366 Madison, WI 53708-8366 Phone: 608-266-1996
Wyoming	Wyoming Department of Education 122 W. 25th St., Suite E200 Cheyenne, WY 82002 Phone: 307-777-7675

Admissions

Southwestern students come to study law from a wide variety of backgrounds. The Admissions Committee considers many aspects of a prospective student's credentials beyond grades and test scores.

Admission to Southwestern is based on a number of factors which may be predictive of an applicant's success in the study of law.

Applicants are required to have completed an undergraduate degree from an accredited institution prior to enrollment at Southwestern. Undergraduate grade point averages (UGPA) and Law School Admissions Test (LSAT) scores are considered, and each applicant's file is reviewed for quality of academic work, motivation, and recommendations.

Contact Information

Admissions
W102
Tel: 213-738-6834
Email: admissions@swlaw.edu

Admissions - J.D.

Applications for the first-year entering class are accepted for the fall semester only. Every applicant must register with the Law School Admission Council (LSAC), which will provide Southwestern with the applicant’s Law School Admissions Test (LSAT) scores and a summary of all undergraduate academic work. In addition to the information provided by the LSAC, each applicant must complete an Application File as outlined in the Application Process and Requirements section below.

Admission Policy

Administrative policy approved September 2023.

Revision history: **Technical revisions made in June 2024; revisions made in July 2026.**

Related policies: **Policy Statement Regarding Students and Applicants with Disabilities; Transfer and Visiting Students Policy**

Scheduled Review Date: **April 2028 (Admissions Office)**

In accordance with its mission, Southwestern Law School seeks to admit students who demonstrate the capacity and character to contribute to the school's academic community and to become highly skilled and ethical graduates capable of integrating theory and practice to meet a wide range of professional challenges.

In reviewing admission applications, Southwestern places significant weight on undergraduate grades and the Law School Admission Test (LSAT) scores. We also recognize that other factors contribute to a person's ability to succeed as a law student and lawyer. Accordingly, substantial consideration is also given to non-numerical factors, including but not limited to the following: graduate or professional training, special academic distinctions or honors, the difficulty of the academic program successfully completed, work experience, significant achievement in nonacademic activities or community/public service, character and fitness, and letters of recommendation.

In some instances, an applicant may be waitlisted and invited to interview with a faculty member.

Applicants are advised that Southwestern continually reassesses its admission policy and that this policy is subject to change.

Additional information on admissions criteria is available in the ABA-LSAC Official Guide to American Bar Association (ABA) Approved Law Schools, which may be found on the Law School Admission Council (LSAC) website at https://www.lsac.org/choosing-law-school/find-law-school/jd-programs.

Application Process and Requirements

To apply to Southwestern, all first-year applicants must:

- Meet the requirements for undergraduate pre-legal education
- Register with the Law School Admissions Council and subscribe to the Credential Assembly Service
- Register for and take the Law School Admissions Test
- Complete a Law School Admissions Test Writing Sample
- Provide a complete application file
- Pay the application fee

- Meet any and all additional requirements related to the applicant's desired program
- Complete personal interviews as requested by the Admissions Office

Pre-Legal Education

Southwestern requires all students to have completed a Bachelor's Degree at an accredited undergraduate institution prior to their start of any of the J.D. programs. Transcripts submitted as part of the application process must evidence that the applicant has been conferred a Bachelor's degree or that a Bachelor's degree will be conferred prior to the start of the applicant's chosen program.

Applicants with a degree obtained outside the United States must have the equivalent of a Bachelor's degree earned at a U.S. institution.

Southwestern does not require applicants to have taken a particular pre-law major or curriculum and selects prospective law students from every field of undergraduate education. However, since it is especially important that law students have strong oral and written communication skills, enrolling in courses that develop these skills is highly recommended.

In reviewing academic work, the Southwestern Admissions Committee looks at trends in an applicant's undergraduate grade point average (UGPA), school(s) attended, major area of concentration, and formal study undertaken beyond the undergraduate level. In attempting to determine motivation and potential for success, the Admissions Committee also considers civic and professional activities, evidence of leadership qualities or positions held, current and prior employment, and law-related work or volunteer experience.

Please note that although successful completion of graduate work is considered a positive additional factor in an applicant's file, an applicant's graduate GPA will not be used as a substitute for the UGPA in the overall evaluation, nor can it be combined with the UGPA.

LSAC, LSAT, and CAS

Law School Admission Council

The **Law School Admission Council (LSAC)** is a nonprofit organization that provides products and services to standardize and simplify the application process for prospective law school students. Applicants must register with the LSAC in order to take the Law School

Admissions Test (LSAT), subscribe to the Credential Assembly Service (CAS), and submit Southwestern's online application. ***Southwestern's school code for LSAC services is 4703.***

Law School Admissions Test

The Exam

The Law School Admissions Test (LSAT) is a standardized exam that serves as an integral part of the law school admission process. An applicant's LSAT score helps law schools make sound admission decisions by providing a standard measure of acquired reading and verbal reasoning skills that are essential for success in law school.

The LSAT is administered in a variety of locations around the United States and abroad, and applicants may register for the exam online. Applicants should register for their desired LSAT well in advance of the exam to ensure they obtain their desired test date and location (for in-person exams), and to avoid paying a late registration fee.

An applicant's LSAT score(s) will be provided to Southwestern via the CAS report (see below). The LSAC will provide scores, or cancellation and absence notations, for all LSAT administrations an applicant has registered for in the last five years. Southwestern considers the highest score an applicant receives but is also privy to other scores and notations as provided in the CAS report.

The Writing Sample

The LSAC also administers a writing sample exam as an auxiliary piece of the LSAT. Applicants are required by LSAC, and by Southwestern, to complete at least one LSAT writing sample. LSAC will not release an applicant's LSAT score(s) or CAS report if the applicant does not have at least one LSAT writing sample on file. The score, writing sample, and CAS report are required components of Southwestern's application, and we will not be able to review applications for or admit applicants who are missing any of these components.

Exam Administrations for Fall Entry

Southwestern Law School will accept LSAT and LSAT-Flex scores through April 2026 for all of our J.D. programs (three-year, four-year, and accelerated two-year [SCALE]). LSAT and LSAT-Flex scores will be accepted through the June 2026 exam for three- and four-year program applications. However, because scores from the June exam will be released after the start of our two-year accelerated program (SCALE), we cannot use those scores as consideration for that program.

Recommendation Regarding Multiple LSAT Scores

If you have taken the LSAT or LSAT-Flex on more than one occasion, you may wish to submit an LSAT addendum to address changes in your method of LSAT preparation, conditions during your exam(s), or any other factors that may have affected your performance. While this addendum is optional, for those who have experienced a change in score of +/- 10 points, it is strongly recommended that you submit this addendum. If you have only taken the exam once but would still like to address your score, you may also submit an addendum.

Credential Assembly Service

The CAS is a reporting service administered by the LSAC. Applicants must subscribe to the CAS and request to have a CAS report sent to Southwestern. Through the CAS report, LSAC will provide Southwestern with the applicant's LSAT score(s), LSAT writing samples,* a summary of all undergraduate academic work and corresponding transcripts (and any graduate work the applicant opts to provide), and letters of recommendation.

The J.D. Application File

Southwestern requires the following materials to review an applicant's application for admission. An application file will not be considered complete and cannot be reviewed until all required materials are received. The optional materials listed below will also be accepted.

Required Materials

- Application for Admission
- Personal Statement
- Resumé
- Official CAS Report containing:
    - Complete undergraduate transcript(s) (all transcripts for all credits earned in pursuit of a Bachelor's Degree)
    - LSAT score(s)
    - LSAT writing sample(s)
    - Letter(s) of Recommendation (up to three)
- Application Fee

Additional Requirements

- Character and Fitness Disclosure(s)
    - Applicants who respond affirmatively to any of the questions in the Character and Fitness section of the application must provide a detailed statement as described on the application.

- NOTE: In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.

- Previous Law School Attendance
  - Applicants who have previously attended any law school must provide a letter of standing, official transcript, and enrollment verification form from each previously-attended law school.
- Applicants from Foreign Institutions
  - Applicants who have earned an undergraduate degree from an academic institution outside the United States or Canada must have their transcripts evaluated by a credential evaluation service.
  - Southwestern **does not** require the TOEFL exam for J.D. admission consideration.

Optional Materials

- Optional Statements (see below for prompts)
- Graduate Records Exam (GRE) Score
- Addenda to address areas of the application for which the applicant believes additional context would be helpful for the admissions committee

Additional Information for Certain Application Components

1. **Application for Admission**

   The official Application for Admission to Southwestern may be completed in electronic form through LSAC. Any additional documentation not submitted electronically with the application may be sent to the Admissions Office via email, fax, or mail, unless otherwise indicated by the instructions included on the application itself. Although online applications are preferred, applicants who wish to fill out a paper application may request a copy by contacting the Admissions Office.

   - **J.D. Program Applicants.** Regardless of which of our J.D. programs is desired, applicants complete the same application form. The first question on the application form asks applicants to indicate their program preferences.

- **J.D./M.B.A. Applicants.** Applicants to the dual degree program with The Drucker School of Management complete a specific dual-degree application and also have the opportunity to indicate their desired Southwestern J.D. program on the form.

2. **Personal Statement**
   Southwestern does not provide a specific prompt or question for applicants to address when preparing their personal statement. An applicant's personal statement may address, but is not limited to addressing, issues such as interests, motivation toward law, personal qualities, academic experience, social background, or other topics not presented on the application form. The subject matter of the statement is up to the applicant, but applicants should keep in mind that the reviewer will be focused on determining their potential to be a successful law student and graduate of Southwestern.

   The personal statement should be two to three pages in length, typed, and double-spaced. When applying electronically, applicants must submit the personal statement as an electronic attachment to the application form.
3. The thoughts and words contained in the personal statement (and any optional essays, addenda, or required disclosure statements) must be the applicant's own, though applicants may ask for proofreading assistance or general input about refining a draft. Further, we encourage applicants to review Southwestern's *Standards for Using Generative AI to Prepare Admissions Materials* , which can be found on our Institutional Policies page.
4. **Resumé**
   Resumés give the applicant the opportunity to highlight experiences and skills that the applicant may not have had time and space to address in other application materials. Most resumés should be no longer than one or one and a half pages, unless the applicant’s educational or work experience is quite extensive. In general, experiences preceding undergraduate school should not be included. CV-type resumés are discouraged.

4. **Letters of Recommendation**
   At least one letter of recommendation must be submitted on behalf of the applicant, but Southwestern will accept up to three letters should the applicant desire to submit additional recommendations. Southwestern prefers that letters of recommendation be from college professors who can provide a candid assessment of the applicant's potential to successfully complete a competitive professional degree program. For

applicants who have been out of school for some time, letters from employers are acceptable, but should focus on addressing the applicant's strengths and abilities as they relate to potential success in a law school environment.

The CAS subscription includes a Letter of Recommendation Service. Copies of letters submitted via the Letter of Recommendation Service will be sent to Southwestern along with the applicant's CAS report.

5. **Optional Statements**

   Applicants may submit optional statements addressing one or both of the following prompts:

   1. Tell us more about your interest in Southwestern. What makes our school a good fit for you given your academic or professional interests, and our offerings, learning environment, and community?
   2. Southwestern values the uniqueness of each applicant and believes that a diverse and inclusive campus environment enriches the study of law. Therefore, applicants may submit a statement addressing their distinctive background and personal experiences to provide a more robust picture of their personal and academic strengths.

   These statements should not be a reiteration of information or insights already addressed in the Personal Statement, and each should be no more than two pages in length, typed, and double-spaced.

6. **LSAT Addendum (optional)**

   If you have taken the LSAT or LSAT-Flex on more than one occasion, you may wish to submit an LSAT addendum to address changes in your method of LSAT preparation, conditions during your exam(s), or any other factors that may have affected your performance. While this addendum is optional, for those who have experienced a change in score of +/- 10 points, it is strongly recommended that you submit this addendum. If you have only taken the exam once but would still like to address your score, you may also submit an addendum.

7. **Graduate Records Exam (GRE) Score (optional)**

   Applicants can submit official Graduate Records Exam (GRE) score(s) in addition to their LSAT score(s). Please note that the GRE score **cannot** be used in lieu of or in place of an LSAT score.

Applicants choosing to submit their GRE score(s) should answer the relevant questions on the application form and then submit via the Educational Testing Service (ETS) an **official report of all valid and reportable GRE results for the last five years, including any new results received** after the application is initially submitted to Southwestern.* Applicants may not choose which results to share. Official score reports must come directly from ETS to Southwestern. Self-reported scores or copies of score reports that are not accompanied by an official score report cannot be considered.

In the review process, special weight is not given to GRE scores. Rather, they are used as additional data points in conducting a holistic review of the application. Competitive GRE scores are those that are comparable in percentile to Southwestern's median LSAT score or higher. Just as with the LSAT, we will accept an addendum to address discrepancies between multiple GRE scores. **Note that we will not pause review on an otherwise complete application in order to wait for an official GRE score report or GRE addendum.**

Southwestern's GRE Designated Institution (DI) code for ETS reporting purposes is 3933.

**This GRE reporting requirement parallels the requirement that five years of LSAT scores be disclosed on the application. Failure to report all GRE scores may result in the following: withdrawal of your application, the rescission of an admission offer, cancellation of your enrollment and/or Southwestern's referral of you to the Law School Admissions Council for misconduct in the application cycle. Please visit https://www.lsac.org/applying-law-school/misconduct-irregularities for more information on misconduct reporting.*

Additional Information for the Online J.D. Program

Where the Online J.D. Program is offered

Locations where Online J.D. students may reside during the program:

- Alaska*
- Arkansas
- Arizona
- California
- Canada: British Columbia and Ontario
- Colorado
- Connecticut
- Florida
- Hawaii
- Idaho
- Illinois
- Iowa*****
- Indiana
- Kansas
- Kentucky
- Louisiana**
- Maine
- Maryland****
- Massachusetts
- Michigan
- Missouri
- Montana
- Nebraska
- Nevada
- New Hampshire
- New Jersey
- New Mexico
- Ohio**
- Oklahoma
- Oregon******
- Pennsylvania
- South Carolina
- South Dakota
- Tennessee
- Texas**
- Utah
- Vermont
- Virginia***
- Washington
- West Virginia**
- Wyoming

Southwestern does not currently offer the Online J.D. to students residing in the following locations:

- Alabama
- Delaware
- District of Columbia
- Mississippi
- New York
- North Carolina
- North Dakota
- Rhode Island
- Puerto Rico
- Wisconsin

Southwestern is seeking to offer the Online JD in these jurisdictions for the class starting August 2026:

- Georgia
- Minnesota

We will consider applications for the Online J.D. Program from students who intend to study remotely while living in locations where we are approved and where we are in the process of applying for authorization (pending jurisdictions). Students who plan to reside in pending locations should check this website regularly because the list of locations where Southwestern is authorized to offer the Online J.D. Program continues to expand.

If Southwestern does not have authorization to offer the Online J.D. Program in a pending state by June 2026, we will notify each student residing in that state that they are eligible to receive a refund of any monies paid to Southwestern in connection with their application. Students who would like to study remotely from Canada, the UK, and the EU and spouses/dependents of visa holders who have an H-4 visa and are eligible to study online are welcome to apply.

Visit our Professional Licensure by Program page for information about bar licensure by jurisdiction.

*Our Online J.D. Program is available to residents of Alaska through an approved exemption. Alaska students should be aware that our authorization to enroll residents of Alaska in our Online J.D. is under AS 14.48 and 20 AAC 17.015 because the program is online or distance delivered and does not have a physical presence in the state.

For consumer complaint contacts for each state or jurisdiction in which Southwestern is authorized to do business, please see our State Student Concern Contact Information List.

** Online J.D. Program students residing in these states cannot currently do an Externship with a firm or organization physically located there. However, students can do an online Externship with a firm or organization located in other states.

*** The State Council of Higher Education for Virginia (SCHEV) has determined that Southwestern Law School meets all requirements for distance education certification as stated in section 23. I -219 (F) of the Code of Virginia. Southwestern Law School is certified to offer solely distance education to Virginia residents effective April 29, 2024 through June 30, 2025, after which certification must be renewed on an annual basis.

**** Southwestern Law School has been determined by the MHEC to be in compliance with the requirements of Education Article , Title 11, Subtitle 2, Ann. Code of Maryland and COMAR 13B.05.01, and is registered with the Commission to enroll Maryland students in the Online J.D. Program.

*****Online J.D. students residing Iowa cannot do an in-person Externship with a firm or organization physically located there. However, students can do an online Externship remotely with any firm or organization located in the state or outside of the state or an in-person externship in another state.

****** Students residing in Oregon are subject to Oregon's pro rata tuition refund requirements.

Last updated July 16, 2026

Application Deadline

Application Deadline: July 15, 2026

Note that the initial application deadline for the Fall 2026 Entering Class was April 1, 2026. Although we consider applications submitted after this date, applicants should be mindful that we will have fewer spaces available as we get closer to the 2026-2027 school year, which begins in mid-August. Additionally, there may be reduced scholarship funds available later in the cycle. We consider applications on a rolling basis.

Application Fee

Southwestern's application fee is $60. When applying online through LSAC, applicants will be guided through the payment process during the final stages of application submission. Applicants utilizing a paper application may pay the fee by check or money order payable to Southwestern Law School. The application fee will be waived for those who have received a fee waiver from either Southwestern Law School or LSAC.

Application Status Check

Check the status of your application to Southwestern through the Law School Admission Council (LSAC) website.

Additional Requirements for SCALE J.D. Applicants

Applicants applying to Southwestern's two-year J.D. program, SCALE, may be asked to participate in an interview as part of the admissions process. The interview helps the Admissions Committee identify candidates who are compatible with and likely to succeed in the program and allows applicants to learn more precisely what is expected of SCALE students over the course of the program. SCALE applicants must interview to be considered for admission, but please note that the law school initiates interview appointments for SCALE applicants. Students may not request an interview.

Additional Requirements for Dual-Degree J.D./M.B.A. Program Applicants (Includes SCALE J.D./M.B.A.)

To apply for admission to the dual-degree programs offered in conjunction with The Drucker School of Management, applicants who are not currently enrolled at either Southwestern or

Drucker should fill out the J.D./M.B.A. application provided on the LSAC website and submit the required materials for the J.D./M.B.A. program, which differ slightly from those for the J.D. program.

Applicants to the J.D./M.B.A. program must submit all required materials for the J.D. application, keeping in mind the following modifications and additions to the requirements:

- The personal statement must address why the applicant seeks the dual degree.
- A resume is required, not optional.
- Two letters of recommendation are required AND one of the letters must explicitly address the applicant's business experience and suitability for the J.D./M.B.A. program.

Applicants should be prepared to provide the following at Drucker's request:

- An admissions interview with Drucker
    - The Drucker Admissions Office will initiate outreach to qualified applicants to arrange the interview.

Note: Offers of admission from The Drucker School are contingent upon successful completion (3.0 or higher GPA) of the applicant's first year at Southwestern. Dual-degree students whose GPAs fall below 3.0 after the first year may be subject to additional application requirements or revocation of their admission offer from The Drucker School.

Priority Deadline for the Dual-Degree J.D./M.B.A. Program

The priority deadline for the dual-degree J.D./M.B.A. program is February 1st. Students who submit their applications by this date will receive priority consideration for financial aid.

Interviews

In the cases described below, some applicants may have the opportunity to participate in an interview as part of their admission and scholarship evaluation.

NOTE:*All offers to interview are initiated by Southwestern Law School. Southwestern does not grant interviews at the request of the applicant.*

1. **Interviews for SCALE Applicants** In order to be admitted to Southwestern's SCALE 2-Year Accelerated J.D. program, the applicant must complete an interview. The SCALE Office will contact applicants to initiate the interview process. If you have applied to SCALE, please be mindful of any email or telephonic outreach from Southwestern.

2. **Interviews for Waiting List Consideration**
   In some instances, an applicant may have the opportunity to be waitlisted and participate in an interview with a faculty member. Please note that there is no separate request process for this consideration. Interview offers are made based on a review of the applicant's materials and the timing of their application. If contacted for an interview, applicants must respond promptly. Failure to respond within a timely manner could adversely affect the application review process.

3. **Options to Enhance Your File if Not Contacted for an Interview**
   Please know that most applicants do not receive an interview opportunity. In recognition of this, Southwestern will accept additional materials from applicants who wish to enhance their files with additional information not originally submitted with the application.

   If an applicant wishes to submit additional information or documentation, they must do so in writing. Additional information or documentation should be clearly labeled with the applicant's full name and LSAC account number. Submissions should be emailed to admissions@swlaw.edu. Materials submitted in this manner will be added to the applicant's file and will be reviewed at the discretion of the Admissions Committee.

Transfer & Visiting Students

Transfer Students

Southwestern will consider applications to transfer to Southwestern from applicants who meet the below eligibility criteria and submit the required materials. An application file will not be considered complete, and cannot be reviewed until all required materials are received.

Eligibility to Transfer

To be eligible to transfer to Southwestern, an applicant **must**:

- Be in good standing at an American Bar Association (ABA)-accredited law school
- Have completed their first year of legal education at their current ABA-accredited law school

Required Materials

- Application for Admission
- Personal Statement discussing reasons for transfer

- Up-to-date official transcript from applicant's current law school
- Letter of Standing from applicant's current law school
- Enrollment Verification Form from applicant's current law school
- Official CAS Report
- Letter(s) of recommendation (can be submitted via CAS report)

Optional Materials

- Class Rank *(strongly recommended)*
- Resumé

Transfer Application Deadlines

Fall Entry - July 25
Priority Deadline

Spring Entry – December 10
Priority Deadline

Summer Entry - May 15
Priority Deadline

Scholarships for Transfer Students

A select number of merit-based scholarships are available for transfer students who have demonstrated exceptional academic promise. Criteria for these scholarships include, but are not limited to, undergraduate grade point average, Law School Admission Test score(s), grade point average and/or rank during legal studies thus far, leadership potential, and other outstanding personal accomplishments.

All admitted transfer applicants are considered for scholarships based upon the information submitted in their transfer admissions application files. Transfer students may be eligible for other institutional scholarships following their first year at Southwestern.

Transfer Student Academic Policies

- Southwestern will accept a maximum of 43 semester units as transfer credit toward the J.D. These 43 units may be counted toward the 87 needed to graduate.
- Transfer credit will be granted only for courses completed with a letter grade of at least "C."
- Credit/no credit (pass/fail) courses will not be accepted for transfer credit.

- Transfer students will receive unit-only credit at Southwestern for units that are eligible for transfer credit. Letter grades received for units accepted as transfer credit will not be factored into the transfer student's Southwestern GPA.
- 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 former institution.
- Transfer credit will not be granted for any course taken at a law school not approved by the American Bar Association.
- Class standing and grade point averages for Southwestern are computed solely on the basis of grades achieved while matriculated at Southwestern.

The Dean of Students makes the final determination as to which courses will be accepted as transfer credit for admitted transfer students.

Transfer Student FAQs

Q: Should I send my transcripts, letter of standing, enrollment verification form, and class rank to LSAC for processing?

A: No. You should request that your law school submit these documents on your behalf directly to Southwestern. This will help reduce the processing time of your application.

Q: Where can I find the Enrollment Verification Form?

A: The Enrollment Verification Form is an attachment to the online transfer application available via LSAC.

Q: What if my school is not able to submit my required documents by the application deadline?

A: We understand that each law school operates on a different schedule and may not have all of your required documents ready by our application deadline. Please contact the Southwestern Admissions Office at 213-738-6834 or admissions@swlaw.edu if this information will not be available in time; we will do our best to work with you on this issue.

Q: What is my likelihood of admission? How many students do you admit each year?

A: The size of the applicant pool varies by year, but we do not limit the number of admissions offers based on "available seats." The Admissions Committee will evaluate individual candidates and offer admission based on the strength of their respective applications.

Q: When will I find out which of my law school credits are transferable to Southwestern?

A: Once a transfer applicant is admitted to Southwestern, the Southwestern Dean of Students will conduct a transcript credit analysis to determine which courses and credits are transferable. Your registration packet will include the analysis and suggested list of courses for the school year.

Q: When is the seat deposit due?

A: If admitted, your seat deposit deadline will be noted in your offer email and admission packet. However, because many transfer admission offers are generally made close to the start of the semester, your seat deposit may be due immediately upon receipt of your admissions offer; this will also be noted in your offer email and admission packet.

Q: Will I be able to participate in honors programs?

A: Yes. Information regarding our honors programs is available to admitted transfer students via the Portal. If admitted, you will receive portal access instructions within one to two business days.

Q: When do classes start and is there an Orientation for transfer students?

A: Specific start dates for each term can be found on our Academic Calendars. Details on Orientation for transfer students will be provided to you closer to the start of term.

Visiting Students

Southwestern will consider Visiting Student Applications for the Fall, Summer, and Spring terms from applicants who meet the eligibility criteria below and submit the required materials. An application file will not be considered complete and cannot be reviewed until all required materials are received.

Eligibility to Attend as a Visiting Student

In order to be eligible to visit Southwestern, an applicant **must**:

- Be in good standing at an American Bar Association (ABA)-accredited law school

Required Materials

- Application for Admission
- Personal Statement discussing reasons for seeking visiting student status
- Up-to-date official transcript from the applicant's current law school
- Letter of Standing from applicant's current law school

- Enrollment Verification Form from the applicant's current law school
- Letter of Permission from applicant's current law school
- Official CAS Report

Optional Materials

- Class Rank
- Résumé
- Letter(s) of Recommendation

Important Notice Regarding Changes to Application Process

Beginning with Summer 2019, the above instructions apply to the visiting student application process for ALL terms.

The following forms have been DISCONTINUED and WILL NOT BE ACCEPTED:

- Summer Application Form: Visiting Students
- Visiting Student Approval Form

Please also note that there is NO application fee. Please do not send the above forms or any payment to the Admissions Office or any other Southwestern Law School department.

Visiting Student Application Deadlines

Fall Entry - July 25
Priority Deadline

Spring Entry - December 1
Priority Deadline

Summer Entry - May 15
Priority Deadline

Application Process for the Entertainment and Media Law LL.M. Program

Admissions Criteria

This LL.M. program is a rigorous course of study designed to immerse graduate students in entertainment, media and intellectual property law. Admission is based on the applicant's potential for distinguished performance in (and contribution to) the program, academic record, the institutions awarding the baccalaureate and law degrees, professional experience and accomplishments, recommendations, areas of interest, diversity and geographic factors.

Application Process

1. **Application for Admission**

   The same application form is used for entry into the program for either the Fall, Spring, or Summer semester. You may apply online through the LSAC. Although online applications are preferred, a printed application form along with additional documentation not submitted electronically may be sent to:

   Biederman Entertainment, Media, and Sports Law Institute LL.M. Program
   Southwestern Law School
   3050 Wilshire Boulevard, Suite BW333
   Los Angeles, CA 90010
   Phone: 213-738-6602
   Fax: 213-738-6814
   llmadmissions@swlaw.edu

   All materials (including letters of recommendation) must be clearly identified with the applicant's full name and LSAC account number.

   Foreign applicants or applicants who completed their undergraduate and/or legal degrees at institutions outside the United States or Canada must fulfill additional requirements. Foreign applicants must take the TOEFL examination and receive a score of 100 or higher.

2. **Application Fee**

   A $60 check or money order (in U.S. funds) made payable to Southwestern Law School must be submitted with the admissions application form or with the Certification Letter if applying online. The canceled check will serve as the receipt. Applicants may pay the

fee using a credit card if applying online through LSAC and selecting the Electronic Payment Option or by contacting the LL.M. Program Office directly.

3. **Personal Statement**

   The applicant's personal statement should describe the motivation for pursuing the entertainment LL.M. degree, as well as relevant life experiences, relevant course credits, accomplishments, special interests, personal qualities, and career objectives that would be helpful to the Admissions Committee in making its decision. The personal statement should be 2-3 pages in length and typed.

4. **Resume/Curriculum Vitae**

   A current resume that lists all academic and professional credentials and work experience is required.

5. **Letters of Recommendation**

   At least two letters of recommendation should be submitted on behalf of the applicant by persons (other than relatives) who are familiar with the applicant's academic and professional abilities and potential. Letters may be submitted directly to the Biederman Entertainment, Media, and Sports Law Institute Office.

6. **Official Transcripts**

   Official, sealed transcripts are required from all law schools attended (or currently attending) and all colleges and universities at which a degree was completed. Transcripts should show the degrees earned, dates awarded, and class rank. For U.S. law school graduates, class rank must be indicated on the transcript or separately from the law school registrar.

7. **Foreign Applicants: English Proficiency and Credential Evaluation**

   Because the entertainment law program requires a professional level of English language proficiency, applicants whose primary language is not English or whose education has been in a language other than English must demonstrate English proficiency on either the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) exam. Students taking the TOEFL must achieve a minimum score of 90 on the ibt or 577 on the paper-based test. Students taking the IELTS must achieve a minimum score of 6.5. More information on TOEFL is available online at www.TOEFL.org , and more information on IELTS is available online at www.ielts.org.

The applicant must submit foreign academic transcripts for analysis by a credentials evaluation service (see a partial list of providers below). A degree equivalency statement with an assessment of grade point average should be requested.

For more information contact:

Global Services Associates, Inc.
409 N. Pacific Coast Highway #393
Redondo Beach, CA 90277
Tel & Fax: (310) 828-5709
www.globaleval.org | info@globaleval.org

International Education Research Foundation
P.O. Box 3665
Culver City, CA 90231-3665
Tel: (310) 258-9451 | Fax: (310) 342-7086
www.ierf.org | info@ierf.org

LSAC LL.M. Credential Assembly Service
662 Penn Street Box 8511
Newtown, PA 18940-8511
Tel: (215) 968-1315 | Fax: (215) 504-1456
www.lsac.org/llm | LLMinfo@LSAC.org

World Education Services
Bowling Green Station
P.O. Box 5087
New York, NY 10274-5087
Tel: (212) 966-6311 | Fax: (212) 739-6100
www.wes.org | info@wes.org

8. Grading System

Students enrolled in Southwestern Law School's program for the LL.M. degree in Entertainment and Media Law must complete the program at Southwestern Law School under the following standard letter-based grading system: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F. Students enrolled in the program will receive a letter grade as

warranted by their examination or other performance criteria as prescribed by the supervising professor(s) of each corresponding class.

For the avoidance of doubt, no student enrolled in the program will be graded according to a non-letter scale under any circumstances (e.g., High Honors, Honors, High Pass, Pass, Fail, etc.). Students are advised to contact any jurisdiction in which they wish to take a bar examination to ascertain their eligibility to sit for the examination.

For more information on California Bar Certification see Bar Exam Policy in Section 1 of this handbook. Students enrolled in the LL.M. program must maintain a cumulative grade point average of 2.330 to earn the LL.M. degree. Any student who fails to maintain a 2.330 GPA in a semester will be placed on academic probation and will be academically disqualified after two consecutive semesters reflecting a GPA lower than 2.330.

9. Law Degree Requirement

Applicants educated in the United States must have a degree from an ABA-accredited law school. A foreign-educated applicant's degree(s) must be from a university accredited in the country in which it is located or the applicant must be admitted to practice before the highest court in that country.

10. Application Deadlines

It is in the applicant's best interest to apply as early as possible; however, the application file for Fall admission should be completed no later than **June 30**, for Spring admission no later than **November 15**, and for Summer admission no later than **April 15.** Applications submit after those dates will be considered on an individual basis. Waiting lists will be established early.

Admission to the Bar in the United States

Each state sets its own criteria for qualification for the bar. Students who earn the LL.M. degree or Certificate of Completion may be eligible to take certain state bar examinations. Please be sure to contact the jurisdiction or state in which you wish to take the bar examination to determine their eligibility requirements to sit for the examination. Information about the California State Bar Examination can be found at www.calbar.ca.gov.

International Applicants

Information for Applicants from Foreign Institutions

In addition to completing the Application for Admission, submitting an application fee, registering with the LSAC's Credential Assembly Service, and taking the LSAT, J.D. applicants who have earned undergraduate degrees from academic institutions outside the United States or Canada must have their transcripts evaluated by a credentials evaluation service.

Note: LL.M. applicants, see the details for international applicants in the Application Process pages for your particular LL.M. program of interest.

The one exception to this requirement is if the foreign education was completed through a study abroad, consortium or exchange program sponsored by a U.S. or Canadian institution, and the work is clearly indicated as such on the home campus transcript.

For information on completing this requirement, contact the service providers directly.

Obtaining Your Visa

If you are a non-immigrant student, your stay in the United States will require compliance with the rules and regulations of the U.S. Government. These rules and regulations are complex and subject to change. Helpful information is available at the U.S. Citizenship and Immigration Services' website, the U.S. Department of State's page regarding U.S. visa policy and procedures, and the U.S. Network for Education Information. Please understand that it is your responsibility to attain current, valid procedural information regarding your specific visa requirements. Southwestern does not provide any visa services.

Planning Ahead

To allow time to overcome any unforeseen problems that might arise, be sure to have a valid passport and apply for your visa several weeks before you plan to travel. It is important to remember that applying early and providing the requested documents does not guarantee that you will receive a visa. Also, because each student’s personal and academic situation is different, two students applying for the same type of visa may be asked different questions and be required to submit different documents.

International Banking Transactions

If you need to transfer money from abroad, Travelex Global Payments is one option to assist in exchanging funds. They convert nearly any foreign currency into U.S. dollars and offer a competitive exchange rate regardless of the amount. Southwestern does not specifically endorse this vendor – it is listed only as an example of a service provider that you may wish to explore. Please consult their website for more information, and contact them directly to determine whether you can benefit from their services.

International students must remember that all law school tuition and fees are required to be paid in U.S. dollars, by check or U.S. money order (payable to Southwestern Law School). Checks must be drawn from U.S. bank accounts or from banks that have branches in the U.S. No money orders in non-U.S. currency will be accepted. Click here for more information on banking.

International/California Driver's License

If you plan to rent or purchase a car in Los Angeles, you should bring an international driver's license with you, as it takes at least a few weeks to get a California driver's license. Please be aware that most banks or stores will not accept an international driver's license as an identification card. However, your passport will work fine for this purpose.

Obtaining a California Driver's License

A passport, visa stamp and I-20 Form will allow a foreign student to take the written and driver's test (requirements may vary for students from Canada and Bermuda). To avoid long lines at the DMV, you can make an appointment online or over the phone.

Note: The International Driver's Permit/License (IDP) obtained from the DMV does not authorize a foreign student to drive in the state of California. For information on obtaining a driver's license, visit or contact the Registrar's Office.

International Student Health Insurance Policy

It is mandatory for international students to have health insurance while attending Southwestern.

Obtaining a Social Security Number (SSN)

If you are temporarily in the U.S. as a student, you DO NOT need a Social Security number or card to register for or attend Southwestern.

If you chose to obtain a SSN, you must present the following items at a local Social Security Office:

- I-20 Form as proof of lawful alien status
- documentation from the Principal Designated School Official (PDSO) at Southwestern stating your need for the SSN*
- at least two original or notarized documents (not photocopies) as proof of age and identity, which can include your birth certificate or passport (and one additional piece of documentation with your name and photograph, such as a passport or a school identification card).

**One such example is a job offer and a letter from the PDSO in Southwestern's Registrations and Academic Affairs Office.*

The Social Security Administration will verify your documents before they issue a Social Security card; this process can take one to four weeks. There is no charge to get a Social Security card; it is a free government service. Please contact the Social Security Administration for more information and to ensure requirements and procedures have not changed.

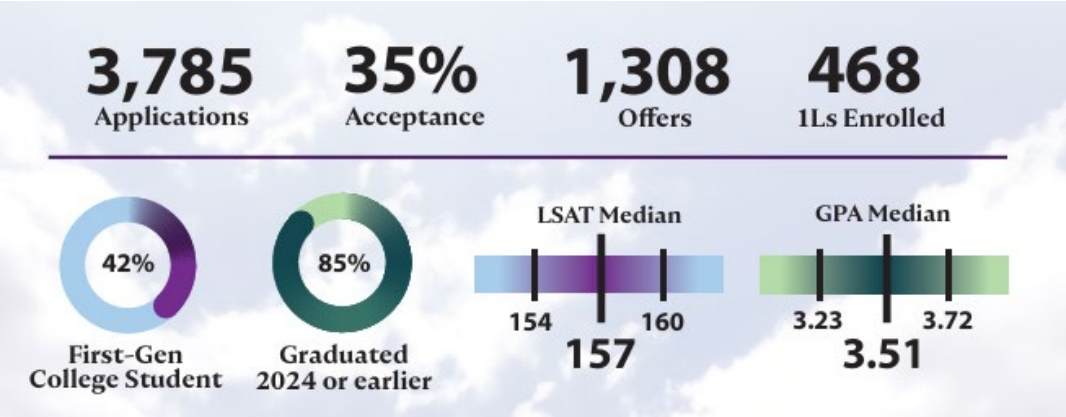
Prospects for Admission & Entering Class Profile

In reviewing applicant files, the Admissions Committee considers trends in an applicant's Undergraduate Grade Point Average (UGPA), the school(s) attended, the applicant's major area of concentration, post-baccalaureate study, and the Law School Admissions Test (LSAT).

The table below illustrates an applicant's prospects for admission based upon UGPA and LSAT score.

GPA	LSAT 120-144	LSAT 145-149	LSAT 150-154	LSAT 155-159	LSAT 160-164	LSAT 165-169	LSAT 170+
3.75+	Unlikely	Unlikely	Possible	Likely	Likely	Likely	Likely
3.5-3.74	Unlikely	Unlikely	Possible	Likely	Likely	Likely	Likely
3.25-3.49	Unlikely	Unlikely	Possible	Possible	Likely	Likely	Likely
3.0-3.24	Unlikely	Unlikely	Possible	Possible	Likely	Likely	Likely
2.75-2.99	Unlikely	Unlikely	Unlikely/ Possible	Possible	Possible	Possible	Likely
2.5-2.74	Unlikely	Unlikely	Unlikely	Possible	Possible	Possible	Possible
2.25-2.49	Unlikely	Unlikely	Unlikely	Unlikely	Unlikely	Possible	Possible
2.0-2.24	Unlikely	Unlikely	Unlikely	Unlikely	Unlikely	Unlikely	Unlikely

2024 Entering Class Profile



Of the 2025 Entering Class:

- **284** full-time day program
- **59** SCALE 2-year J.D. program
- **40** online full-time program
- **71** online part-time program
- **5** part-time day program (PLEAS)

Percentile	All Programs GPA	All Programs LSAT
75th	3.72	160
Median	3.51	157
25th	3.23	154

Tuition and Fees

2026-2027 Tuition Rates

Tuition and fees are subject to change.

For the Fall and Spring terms, all J.D. candidates will be charged flat-rate tuition based solely on their program and not on the number of units taken. In subsequent years, the flat-rate tuition amount will likely increase but will remain based on a student's program and not on the number of units taken.

During Summer terms, students are charged on a per-unit basis with the exception of SCALE students who are charged for the first four (4) units. The per-unit charge for Summer 2026 is $2,192. Traditional Day students can graduate in three years without attending Summer Session. SCALE students must attend Summer Session to graduate in two years. Part-time students will generally need to attend Summer Session to graduate in four years. (Please see Summer Attendance Requirements below.)

LL.M. students are charged on a per-unit basis. The per-unit charge for LL.M. students for 2026-27 Fall/Spring is $2,192.

Note: Students who are enrolled concurrently in the J.D./M.B.A. program should get specific details on tuition and financial aid at jdmba@swlaw.edu.

To determine the total cost of tuition for each program, students should multiply their program's total tuition (below) by the number of years required to graduate, allowing for annual tuition increases and any summer sessions attended. The flat-rate tuitions factor in the anticipated summer enrollment and tuition, depending on the J.D. program. Please note that Summer Abroad costs are determined by the program attended and are charged separately from the tuition rates listed below.

Tuition for the Full-Time Online J.D. and Part-Time Online J.D. programs is the same as tuition for our on-campus Full-Time and Part-Time programs.

Full-Time and Part-Time J.D Programs (on-campus and online)

Program	Fall 2026	Spring 2027	Total Tuition
Full-Time	$32,843	$32,843	$65,686
Part-Time	$21,905	$21,905	$43,810

*Not including required Summer Sessions. See Summer Attendance Requirements below.

SCALE (Two-Year Accelerated J.D.) Program

Program	Per Period	Periods per Year	Summer	Total Tuition
SCALE I	$23,068	4	n/a	$92,272
SCALE II	$23,068	4	$8,768*	$101,040

* SCALE II students are charged for the first four (4) summer units taken.

Other Tuition Rates

Rate Type	Per Unit
Summer 2026	$2,192
LL.M. Students (Summer 2026)	$2,192
LL.M. Students (Fall/Spring)	$2,192
Visiting Students (Summer 2026)	$2,192
Visiting Students (Fall/Spring)	$2,192
Summer Externship (FT residential and FT online students)	$1,000 (Flat Rate)
January Intersession	No Charge (J.D. & SCALE)

STRF Fees – 2026-2027 Academic Year

These fees are mandatory and non-refundable. STRF fees for the 2026/2027 award year have been waived.

Class	Total Fee
SCALE Incoming	$0.00
SCALE Continuing	$0.00
Part Time Incoming	$0.00
Part Time Continuing*	$0.00
Full Time	$0.00

*Assumes 3.33 units Summer

Fees were added due to BPPE approval as of July 21, 2023

Other Fees - Anticipated Student Services Fees

Parking	Cost	Unit
Parking Fee (Day)	$530	Fall/Spring
Parking Fee (Evening)	$165	Fall/Spring
Parking Fee (SCALE I)	$603	Quarters 1-4
Parking Fee (SCALE II)	$420	Quarters 5-7
Parking Fee (SCALE II)	$145	Quarter 8
Parking Fee (Summer Term)	$41	per term
Parking Fee (Campus Housing)	$75	per month

Summer Attendance Requirements

SCALE students are required to complete at least six (6) units during the summer between SCALE I and SCALE II but are only charged for the first four (4) units.

Part-time J.D. students taking ten units/semester must attend summer sessions in order to graduate in four (4) academic years. The number of summer units taken by part-time students varies from as few as two (2) to as many as five (5) summer.

Full-time J.D. students are not required to take summer courses to graduate on time (in three academic years).

Minimum Enrollment Terms

In addition to the 87 units necessary to graduate, students must satisfy the minimum enrollment term requirements. All students are required to earn SIX Enrollment Term Units to graduate. They are earned as follows:

- Full-time students earn one Enrollment Term Unit for each fall or spring semester completed satisfactorily.
- Part-time students earn 0.75 (three-quarters) of an Enrollment Term Unit for each fall or spring semester completed satisfactorily.
- SCALE students earn 0.67 (sixty-seven hundredths) of an Enrollment Term Unit for each term or grading quarter completed satisfactorily. SCALE students attend nine terms or grading quarters during their program.
- Enrollment Term Units are not earned for any Summer Session (except for SCALE students), Summer Law Programs, or Intersession Programs.

If a student has NOT completed the Enrollment Term Unit requirements, regardless of how many units the student needs to graduate, the student will be charged flat-rate tuition for one Semester or SCALE term. Additional details and information regarding Early Graduation Requests may be found in the Graduation Requirements Policy on the Institutional Policies Page.

Tuition Refund Policy

View our Student's Right to Cancel or Withdraw and Tuition Refund Policy (Feb 2026) on our Institutional Policies page.

Estimated Cost of Attendance for 2026-2027

The chart below is used to determine financial need and is designed to provide students with a modest but realistic standard of living; it reflects the average education-related costs of attending Southwestern. The rent amount for on-campus housing reflects an average of units available but actual costs will range above and below that figure based on the specific unit a student selects. All amounts are estimates and your actual expenses may vary.

Extra costs that students with disabilities may incur while pursuing legal studies are considered when determining financial need. Federal and state programs may provide additional resources.

If your living expenses exceed the average living expenses, you should consider completing the Budget Increase Application. This may allow you to increase your overall budget and change your financial aid eligibility.

2026-2027 Cost of Attendance

Southwestern Law School (Off-Campus)

Juris Doctor	**Full-Time**	**Part-Time**	**SCALE**
Tuition	$65,686	$43,810	$92,272
Rent	$16,380	$16,380	$21,840
Food	$5,400	$5,400	$7,200
Health Insurance	$4,820	$4,820	$5,158
Transportation	$4,212	$4,212	$5,616
Personal & Miscellaneous	$3,780	$3,780	$5,040
Utilities	$2,970	$2,970	$3,960
Loan Fees + Student Tuition Recovery Fee	$2,600	$1,612	$3,900
Books & Supplies	$2,000	$1,150	$3,200
Estimated Total Cost	**$107,848**	**$84,134**	**$148,186**

Estimated Total Cost for Programs*

To determine the total cost of tuition for each program, students should multiply their program's total annual tuition by the number of years required to graduate, allowing for annual tuition increases and any summer sessions attended. Please note that Summer Abroad costs are determined by the program attended and are charged separately from the tuition rates listed below. Estimated total charges below include an estimate for books and supplies. Southwestern does not charge for books and supplies. Students purchase books and supplies separately.

Estimated total charges for all Full-Time J.D Programs is $211,289.

Estimated total charges for all Part-Time J.D Programs is $214,618.
Estimated charges for the entire SCALE program is $203,882.

Estimated charge for LLM Programs is $52,608.

Estimated total charges you will pay Southwestern Law School for the Dual-Degree J.D./MBA Program (with Drucker) are substantially similar to the estimated charges for the J.D. programs listed above(Full-time, Part-time, or SCALE). The amount you pay Southwestern Law School may be less, depending on the time spent enrolled at Drucker and the number of years taken to complete your J.D. degree, due to annual tuition increases.

Estimated total charge for J.D. Visiting Students (Transfer Credits): Hours Vary.
To determine your total cost, multiply the current Per Unit Tuition Rate ($2,192) by the total number of units you intend to complete. For example, a Visiting student registered to take 6 units in Fall 2026 and 6 units in Spring 2027 will have a total charge of $2,192 x 12 = **$26,304.**

*Estimated Total Charges are subject to the following: (1) Following the current period of attendance, tuition and required fees are subject to change, and students are required to pay the then-current rates for program tuition and required school fees each period of attendance. (2) Tuition typically increases each academic year by not more than 5%. The amount quoted assumes tuition will increase by 4% each academic year. (3) Actual tuition each academic year may be less if tuition does not increase by that percentage. (4) The amounts quoted do not include any scholarships or similar awards that the student may receive. (5) Amounts quoted do not include optional fees or fees that can be waived by the student.

Financial Aid

Southwestern Law School offers a variety of financial assistance programs, including scholarships, loans, and work-study.

At Southwestern, our goal is to provide personal financial assistance and design a financial aid plan that meets your needs—allowing you to focus on your law school education.

In addition to information found on the links to the left, Entering and Continuing Students will also find pertinent Financial Aid information, policies, and documents on the Portal.

Applicants can help ensure their financial aid applications are given maximum consideration by carefully reading the financial aid guide on this site, following instructions on all financial aid forms, and submitting all materials to the Financial Aid Office or the appropriate agency in a timely manner. The Financial Aid Office staff are available to assist current and prospective students

The Higher Education Opportunity Act conditions the eligibility of educational institutions to participate in Title IV programs on the development of and compliance with a code of conduct prohibiting conflicts of interest for its financial aid personnel [HEOA § 487(a)(25)].

Eligibility Criteria

A Southwestern student is eligible to receive federal financial aid if the student:

- is enrolled or accepted for enrollment as a regular student;
- is a U.S. citizen or national; is a permanent resident of the U.S.; provides evidence from the U.S. Citizenship and Immigration Services that he or she is in the U.S. for other than a temporary purpose with the intention of becoming a permanent resident or citizen (a copy of the green card may be required); or is a permanent resident of the Trust Territory of the Pacific Islands or Northern Mariana Islands;
- has financial need (for need-based aid only);
- is maintaining satisfactory progress according to the standards and practices of Southwestern as outlined in the Student Policies;
- does not owe a refund on a Pell Grant, Perkins Loan or SEOG;
- is not in default on any student loan

The Financial Aid Office will determine aid eligibility once the office has received the student's FAFSA and all required supporting documents (see details below).

How To Apply

To apply for Federal Financial Aid, you will need to know the Southwestern school code of **G01295** and complete the following 3 steps on the Department of Education's website at www.studentaid.gov.

1. FAFSA (Free Application for Federal Student Aid)
2. Graduate Student Loan Entrance Counseling
3. Master Promissory Notes: Unsubsidized and/or GradPLUS

Important Financial Aid Deadlines

The deadline to complete the financial aid application process is:

- March 15 for Continuing Students, and
- April 1 for Entering Students.

NOTE: The March 2 deadline listed on the FAFSA for California is for Undergraduate State Aid and does not apply to students attending Southwestern Law School.

How Often Do Students Need to Apply?

Students must apply for financial aid each academic year they are in school. Certain documents must only be completed once, while others need to be filled out each year. Please see the information below or contact the Financial Aid Office for details.

Veteran Benefits

Southwestern Law School is an approved institution for veterans' benefits and for active duty, vets, spouses and dependents who have eligible educational benefits by the U.S. Department of Veterans Affairs.

Southwestern Law School is proud to participate in the Veteran Affairs' Yellow Ribbon program and agrees to contribute $10,000 per year to eligible veterans pursuing their J.D. degree. Southwestern will offer this scholarship to a maximum of 10 veterans per academic year on a first-come, first-served basis.

Go to the Department of Veteran Affairs for details about the Yellow Ribbon program and eligibility requirements.

Free Application for Federal Student Aid (FAFSA)

The FAFSA should be completed online each year and is available on October 1st of each year. This form must be completed by students applying for Federal Direct Loans and Federal Work Study (FWS). Southwestern's school code (G01295) must be indicated on the FAFSA application.

Southwestern Financial Aid Application

All J.D. Continuing Students requesting aid must complete the Financial Aid Application online each year.

Southwestern's Financial Aid Code of Conduct

The Higher Education Opportunity Act conditions the eligibility of educational institutions to participate in Title IV programs on the development of and compliance with a code of conduct prohibiting conflicts of interest for its financial aid personnel [HEOA § 487(a)(25)]. Southwestern's officers, employees, and agents are required to comply with this code of conduct. The following specific provisions bring Southwestern into compliance with the federal law [HEOA § 487(e)].

1. Neither Southwestern as an institution nor any individual officer, employee, or agent shall enter into any revenue-sharing arrangements with any lender.
2. No officer or employee of Southwestern who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, or any of their family members, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans. For purposes of this prohibition, the term "gift" means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a de minimus amount.
3. An officer or employee of Southwestern who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting

arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.

4. Southwestern shall not:
    1. for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or
    2. refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.
5. Southwestern shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with:
    1. specified number of loans made, insured, or guaranteed under Title IV;
    2. a specified loan volume of such loans; or
    3. a preferred lender arrangement for such loans.
6. Southwestern shall not request or accept from any lender any assistance with call center staffing or financial aid office staffing.
7. Any employee who is employed in the financial aid office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

Direct Unsubsidized Loan Master Promissory Note

This form is required annually for all borrowers applying for a Federal Direct Loan and must be completed on the www.studentloans.gov website.

GradPLUS Loan Master Promissory Note

This form is required for all borrowers *eligible* to apply for a Grad PLUS Loan and must be completed on the www.studentaid.gov website.

Packaging Policies

For more information on the complete awarding policy, see Southwestern's **Financial Aid Policy**.

Funds are considered in the following priority:

1. Scholarships
2. Federal Direct Loans
3. Federal Work Study
4. Federal GradPLUS Loan (for those who are eligible)
5. Private Loans

Notifications of Awards

All students who have completed the financial aid application process by the published deadline will be notified via email of their offer letter.

Entrance and Exit Interviews

Prior to the release of any federal funds, students are required to complete an entrance interview.

The federal government requires all federal student loan borrowers to attend an exit interview shortly before they graduate, withdraw from school, or take a leave of absence. Exit interviews may also be completed online.

The federal government requires all colleges and universities to offer Entrance and Exit Counseling for federal student loan recipients. Students only have to complete each of these **once** (for ***each*** federal loan type) while in attendance at Southwestern.

Types of Entrance and Exit Counseling Available:

- Direct Loan Entrance Counseling for Grad Students
- Direct Loan Exit Counseling

Students must complete entrance and exit counseling for **each** of the various loan types they will receive.

Additional questions regarding Entrance or Exit Counseling may be directed to the Financial Aid Office.

Disbursement of Awards

Institutional scholarships and loans are credited to the student's account as soon as possible, but may take up to two weeks after the term commences.

Federal Direct Unsubsidized Loans and Federal Direct Grad PLUS Loans are disbursed at least twice a year by check or electronic funds transfer directly from the lender. Refunds are disbursed on the Friday before classes commence each semester.

Any tuition or fees due to Southwestern are deducted from these disbursements. The difference, if any, will be available within ten business days or as prescribed by regulation. See above for refund details. You may sign up for Automated Refund Direct Deposit through **Self-Service** (go to Financial Information > Bank Information).

Appeal Provision

Every student has the right to appeal to the Financial Aid Committee if the student believes injustice or unfair treatment has occurred (except in those matters set by federal regulations or Southwestern policy) and cooperative action has not been provided by the Financial Aid Office. The Director of Financial Aid can provide guidance regarding the appeals procedure.

Confidentiality

All materials pertaining to financial aid are confidential. Student permission (in writing) is required to release any information concerning all aspects of the financial aid process, except as provided by state or federal regulations, to a third party, including spouses or parents. This complies with the FERPA amendments.

Loans

Federal Direct Unsubsidized Loan

The federal government offers eligible students Federal Direct Unsubsidized Loans through the U.S. Department of Education. Graduate students may apply for up to $20,500 per academic year. Interest on unsubsidized loans begins on disbursement. Students may borrow up to a combined aggregate maximum of $138,500 for both undergraduate and graduate loans through this program.

The interest rate for Direct Unsubsidized Loans first disbursed on or **after July 1, 2026, and before July 1, 2027**, is 8.07%.

For all loans disbursed **on or after Oct. 1, 2020, and before Oct. 1, 2026**, the loan origination fees are as follows: 1.057% for Direct Unsubsidized Loans.

Federal Direct PLUS Loans

The federal government offers eligible students Federal Direct PLUS Loans through the U.S. Department of Education. Graduate students may apply for a loan amount up to the cost of education less any other financial aid per academic year. The interest accrues while the student is in school and during grace periods and eligible deferment periods. There is no aggregate maximum on this loan.

The interest rates for Direct PLUS Loans first disbursed on or after July 1, 2026, and before July 1, 2027, is 9.07%.

For all loans disbursed **on or after Oct. 1, 2020, and before Oct. 1, 2026**, the loan origination fees are as follows: 4.228% for Direct PLUS Loans.

Your credit report will be pulled and reviewed by the Department of Education when you apply for the Direct PLUS Loan. To qualify for Direct PLUS Loan, your credit report cannot reflect an adverse credit history.

You are considered to have an adverse credit history if:

- One or more debts with a total combined outstanding balance greater than $2,085 that are 90 or more days delinquent or that have been placed in collections or charged off (written off) within the past two years.
- Debt discharged in bankruptcy during the past 5 years.
- Evidence of a default, foreclosure, tax lien, repossession, wage garnishment, or write-off of a Title IV debt during the past 5 years.

There are two ways that you may still be able to qualify for a Direct PLUS Loan.

- By obtaining an endorser (similar to a cosigner) who does not have an adverse credit history.

- You have the option of trying to qualify by documenting to the Department of Education that there are extenuating circumstances related to your adverse credit history.

Visit www.studentaid.gov for more information about the ways you can qualify for a Direct PLUS Loan.

Return of Title IV Federal Funds

If a student withdraws from all classes prior to completing more than 60% of an enrollment period, their eligibility for aid will be recalculated based on the percent of the period completed (this calculation considers the number of calendar days the student was scheduled to complete, minus any days on approved LOA or breaks of more than five consecutive days). Funds will be returned (in accordance with federal regulations regarding return of federal funds) in the following order:

1. Federal Unsubsidized Loan (to lender)
2. Federal Direct PLUS Loan (to lender)
   The refund to each fund listed above shall not be in excess of the amount disbursed during the award period from that fund.
3. Institutional Scholarships

Southwestern will offer any post-withdrawal disbursement of loan funds within 30 days of the date the school determined the student withdrew and will return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew.

Private Student Loans

Lenders have several loan programs for students who are unable to finance the entire cost of their education with traditional forms of financial aid. These loans are not guaranteed nor subsidized by the federal or state government. Private loans are not based on need, but other financial aid is taken into consideration when determining maximum amounts for which a student is eligible. Student loans, including those from private lenders, may never exceed total cost of education for an academic year through any combination of financial assistance. To obtain the most complete, current information on terms and conditions, the lenders should be contacted directly.

Southwestern maintains a 'Historical' list of lenders our students have worked with in recent years, though students may choose any lender they wish to obtain a private loan. You can access this historical list at Southwestern Elm Select page or https://www.elmselect.com/v4/school/689/program-select

Credit Scoring

Most private loan lenders use credit scoring (the most widely used method is FICO, formerly known as Fair Isaac Company) as a means to determine the amount of risk they are assuming on a borrower level. Using this risk model, creditors receive a "credit score" for each borrower. That score is then used to determine if the borrower is too risky, and therefore requires either a higher guarantee fee, a co-signer or a denial of credit.

Even though lenders will not release the student's score to them, there are some preemptive steps students can take. Students should review a copy of their credit report for erroneous information and reduce outstanding debt as much as possible. In addition, students should not apply for additional credit, as inquiries hurt the credit score. Visit the FICO website for more assistance.

Short-Term Loan Advance

Southwestern offers short-term, interest-free loans to students who demonstrate emergency need. These loans are targeted for emergencies, not regular expected bills (such as rent), which may come up from time to time. These loans may not be used for tuition payments and the loan must be repaid during the current semester. Students are not able to receive loan advances prior to the beginning of the semester.

Short-Term Loan Advance Programs

Bing Crosby Emergency Loan Fund

This fund was established by the trustees of the Bing Crosby Youth Fund to provide emergency loans to enrolled students.

Marilyn Garland Emergency Loan Fund

Established by members of the Southwestern community in memory of Mrs. Marilyn Garland (deceased wife of Professor Norman Garland), who died in 1982, this fund provides

emergency loans of up to $1,000.

Counseling and Repayment

Financial Aid Loan Entrance Counseling

The following information will be included in the Loan Entrance Counseling that is available online at https://studentaid.gov/entrance-counseling/. First-time student borrowers will be directed to complete entrance counseling prior to the first disbursement of loan funds. In addition, we require all students to attend a Federal Student Aid Orientation prior to starting law school. This is a live PowerPoint presentation, with important information shared. All students are then given a link to schedule additional appointments throughout their tenure here whenever questions arise. Yearly sessions are encouraged, but not required.

- Explanation and use of the Master Promissory Note (MPN)
- Effect of accepting the loan on eligibility for other aid
- Seriousness and importance of the repayment obligation
- Definition of half-time enrollment
- Consequences of not maintaining at least half-time enrollment
- Importance of contacting the appropriate office at the school if the student plans to withdraw before completing the academic program to allow the school to provide exit counseling to the borrower
- The importance of repayment and the consequences of default, including adverse credit reports, federal offset, and other federal delinquent debt collection procedures and litigation
- Sample monthly repayment amounts based on a range of levels of indebtedness or the average cumulative indebtedness of other loan borrowers within the same academic program as the borrower
- Information regarding the National Student Loan Data System (NSLDS) and how a borrower can access and monitor his or her loan records
- Name and contact information of the person the student can contact with questions regarding rights and responsibilities or loans terms and conditions

Financial Aid Loan Exit Counseling

Students are required to complete financial aid loan exit counseling prior to graduating or shortly before ceasing enrollment of at least half-time study. Students who seek withdrawal

from the school should contact the Financial Aid Office to obtain exit counseling. Several topics presented at the entrance counseling session are again presented at the exit counseling. Exit counseling is required for all graduated, withdrawn, or dismissed students prior to exiting the institution as well as when a student ceases to attend at least half-time. If a student leaves school or chooses to postpone their education, the student should contact the Financial Aid office to understand the financial impact of this decision and to attend loan exit counseling. The following information will be included in the loan exit counseling that is available online at https://studentaid.gov/exit-counseling/. In addition to completing the Exit Counseling online, each student has an individual Exit Counseling session and is encouraged to schedule a repayment setup appointment with the Financial Aid office after the BAR.

- Explanation of all repayment plans available
- Comparison of each type of repayment plan, including average projected monthly payments and the difference in interest and total payments
- Explanation of the terms and conditions to obtain full or partial loan forgiveness or discharge
- Explanation of the terms and conditions under which a borrower may obtain a deferment or forbearance
- Debt management strategies to assist the student in successful loan repayment
- Information regarding the average anticipated monthly repayment amount based on the student loan borrower's actual indebtedness or the average indebtedness of student borrowers in the same academic program receiving the same types of loans
- A review of the Master Promissory Note (MPN) and the student's obligation to repay the loan
- Explanation of the student's responsibility to repay the loan even if the student did not complete the program, did not complete the program within the regular completion time for that program, is unable to obtain employment, or is dissatisfied with the education received
- Explanation regarding the consequences of default, including adverse credit reports, federal offset, other federal delinquent debt collection procedures, and litigation under federal law
- Effects of loan consolidation, including the effect on total interest and fees to be paid, length of the repayment term, effect on borrower benefits on underlying loans (grace periods, deferment, loan forgiveness, and loan discharge), option to prepay or change repayment plans, and how borrower benefits may differ between lenders

- Explanation of the tax benefits available to the student
- Information concerning the National Student Loan Data System (NSLDS) and how the student can use NSLDS to access his or her record
- Information regarding the services offered by the federal student loan Ombudsman's Office
- Information containing (1) descriptions of federal student assistance programs, (2) the rights and responsibilities of student and institutional participants, and (3) ways in which students and prospective students can assess the debt burden and monthly and total repayment obligations for their loans

Loan Repayment Obligation & Repayment Options

Students who receive federal student loans sign a Master Promissory Note (MPN) that states the student is obligated to repay the student loan funds regardless of the student's graduation, withdrawal from school, or inability to obtain employment. The Federal Direct Loan program offers students many different repayment options. Students are encouraged to meet with our financial aid counselor after graduation/bar to set up their repayment plan to suit their needs. The school's Financial Aid office encourages one-on-one meetings to review the different repayment options. If at any time a student becomes delinquent on a loan it is the student's responsibility to contact the school or lender to determine what options are available to the student.

Scholarships, Grants and Fellowships

Southwestern offers a number of scholarships from income provided by gifts from donors, foundations, and its own general funds. Qualifications for and amounts of scholarships vary, but the determination of award is generally based on financial need and scholastic achievement, as well as the amount of funds available.

For more information about these scholarships use the links below or contact the Admissions Office.

Special Scholarships for Entering J.D. Students

Public Interest Grants and Fellowships

Outside Scholarships

Fulbright-Jose Siderman Human Rights Fellowship for Argentine Lawyers

General LL.M. Program Scholarship

NOTE: A student may not receive scholarship funds from Southwestern in excess of current tuition. Exceptions may be made in rare circumstances.

Outside Scholarship Opportunities

Any scholarship or grant award offered from a source other than Southwestern Law School is referred to as an outside scholarship.

Students may be eligible for a specific scholarship or grant from an outside agency. Some sources to explore are employers, unions, professional organizations, special interest groups, and the web.

Students must notify the financial aid office if receiving funds from any outside sources. The check should be sent to the Financial Aid office. In most cases, the funds will be credited automatically to your student account; otherwise, we will contact you to endorse the check. Please note: If a student receives a scholarship from an outside organization, the financial aid office first applies the amount against any outstanding balance on their student account.

General LL.M. Financial Aid and Scholarships

Tuition

LL.M. students are charged by the unit.

Financial Support Documentation

International students who are accepted to Southwestern are required to have sufficient funds to cover travel to and from the United States and tuition, fees, and living expenses while attending Southwestern. Documentation of financial support will be required during the student visa process. More information on the student visa process may be found on our International Applicants webpage.

Financial Aid

Admitted students who are U.S. citizens or permanent residents are eligible to apply for private educational loans. Some private educational lenders offer loans to international students who have a creditworthy cosigner who is a U.S. citizen. International students are encouraged to explore financial aid options from sources in their home countries.

Fellowship

A special Fellowship opportunity for Argentine law graduates to complete an LL.M. in Civil Liberties and Human Rights or Advocacy has been established at Southwestern under the auspices of the Fulbright Commission. Visit the Fulbright-Jose Siderman Human Rights Fellowship page for more information.

Student's Right to Cancel or Withdraw and Tuition Refund Policy

Administrative policy approved July 22, 2022. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; revised in August 2023 and February 2024 to adjust to our new status as an approved entity with California's Bureau of Private Postsecondary Education; revised in March 2024 to revise the time within which refunds are issued and add specific state information in an addendum; reviewed in June 2024; technical edits made in October 2025; substantive edits made in February 2026 to reflect new BPPE regulations regarding student cancellations, withdrawals, and refunds; revised in June 2026 to update the state-specific addendum.

Related policies: Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Administrative Withdrawal Policy; Attendance Policy; Financial Aid Satisfactory Academic Progress; Return of Title IV Funds Policy; Student Honor Code; Student Tuition Recovery Fund (STRF) Policy; Transfer and Visiting Students Policy; Withdrawing from Southwestern

Scheduled Review Date: **September 2026 (Finance, Financial Aid, and Online Education Offices)**

Right to Cancel and Refund During the Cancellation Period

Students have the right to cancel their Enrollment Agreement with Southwestern Law School without any penalty or obligations through attendance at the first class session or the seventh business day after signing the Enrollment Agreement, whichever is later (Cancellation Period).

A student who cancels their Enrollment Agreement within the Cancellation Period is entitled to a full refund of institutional charges, less a reasonable seat deposit or application fee not to exceed $250.

A student must provide Southwestern with notice of cancellation in writing, indicating that they no longer wish to attend Southwestern or be bound by the Enrollment Agreement. An incoming student who has not previously attended Southwestern must notify the Admissions Office (admissions@swlaw.edu). A continuing student must notify the Student Services Office (studentservices@swlaw.edu).

Except as noted in the addendum to this policy or unless another state-specific refund policy applies, Southwestern will process the refund within 45 calendar days of receiving the cancellation notice.

Right to Withdraw and Refund Following a Withdrawal

After the Cancellation Period, the seat deposit and any applicable student tuition recovery fund (STRF) fees are nonrefundable.

Students have the right to withdraw and receive a pro-rata refund for the current term, up to and including 60% of the current period of attendance. The effective date of the withdrawal will be (1) the student's last day of attendance or (2) the date Southwestern receives the student's request to withdraw, whichever date is earlier. If the Law School involuntarily withdraws a student, the date the Law School provides written notice to the student of the involuntary withdrawal will be the effective date of the withdrawal. 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 non-refundable 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. Parking fees and housing are also refunded, subject to this calculation.

Students should consult the Withdrawing from Southwestern policy for detailed withdrawal procedures.

Once the student completes more than 60% of the semester, summer session, London Study-Abroad Program, January intersession, or SCALE quarter, the student will be charged 100% of tuition and other charges, and no amount will be refunded.

Except as noted in the addendum to this policy or unless another state-specific refund policy applies, Southwestern will process the refund within 45 calendar days of receiving the withdrawal notice.

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 school in writing of their withdrawal or the actual date of withdrawal, whichever is earlier.

- 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.
- The student fails to return from an approved institutional leave of absence.

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. A federal Return of Title IV Funds (R2T4) refund calculation will be made along with the Bureau for Private and Post-Secondary Education (BPPE) calculation and any state-specific calculation outlined in the addendum to this policy, and if a difference exists, the larger amount will be repaid as required by federal and state law.

If the student obtains a loan to pay for an 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 amount of the refund 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 amount of benefits received, and 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.

Sample Calculation:

A full-time day student withdrew ten days after starting spring classes in mid-January 2025. In early January 2025, Southwestern disbursed $10,142 in a Direct Unsubsidized Loan and $28,684 in a Graduate PLUS Loan; these disbursements paid tuition of $27,658, and the student received a $11,168 refund from the credit balance. The student attended 10 of 116 class days in the spring, for a total of 8.6% of the scheduled classes.

Southwestern returned $25,279 of the aid under the R2T4 calculation. The student kept the $11,168 refund received in early January 2025 because they were not required to return the refund. The school refunded the student's spring tuition (not part of the R2T4 process, but a decision by the Student Services Office), and the student requested that those funds be returned with the R2T4 funds for a total return of $27,658. The Financial Aid Office sent a confirmation email to the student's personal email address, along with exit counseling documentation and instructions. This calculation resulted in a refund to the student that was slightly more than the BPPE calculations, so the R2T4 calculation was used.

Transition to Remote or Hybrid Education

Southwestern may transition to remote or hybrid learning and operations as required by law (e.g., public health orders) or in its discretion after considering health and safety conditions or events of force majeure (e.g., pandemic). If the school transitions to remote or hybrid learning and operations, all tuition and fee obligations will remain the same, unless a fee pertains specifically to a service that is terminated by the school (e.g., on-campus parking). Similarly, the tuition and fee obligations will remain the same if, for any reason, a student is permitted by the school to complete a term remotely or using a combination of remote and in-person instruction.

Addendum

For students in the Online J.D. Program who reside in the following states at the time they request or are entitled to a refund, Southwestern will process the refund within 30 calendar days:

- Florida
- Texas
- Utah

For students in the Online J.D. Program who reside in the following states at the time they request or are entitled to a refund, Southwestern will process the refund within 15 calendar days:

- Nevada

For students in the Online J.D. Program who reside in Oregon at the time they request or are entitled to a refund, Southwestern will use the following pro-rata tuition refund schedules:

Term Type: Semester
***Term Name:* (Fall/Spring)**

Percent of Tuition Refunded	Week of Term	Refund Required?
100	1	Yes
92	2	Yes
83	3	Yes
75	4	Yes
67	5	Yes
58	6	Yes
50	7	Yes
0	8	No
0	9	No
0	10	No
0	11	No
0	12	No
0	13	No
0	14	No

Term Type: Term
***Term Name:* Summer Session**

Percent of Tuition Refunded	Week of Term	Refund Required?
100	1	Yes
72	2	Yes
58	3	Yes
50	4	Yes
0	5	No
0	6	No
0	7	No

Program Information & Degree Requirements

J.D. Programs

Southwestern is the only American Bar Association-approved law school offering five programs of study leading to a J.D. degree. Each program differs in scheduling and instructional approach, thereby accommodating students' varying schedules and learning styles. From traditional options to innovative alternatives, we proudly offer the following J.D. programs:

- The Online J.D. program, the first in the nation to offer a fully online, asynchronous curriculum in both full-time and part-time options.
- The Full-Time J.D. program, a traditional three-year on-campus J.D. program located in the heart of Los Angeles' vibrant legal community.
- SCALE®, a unique two-year on-campus J.D. program that takes an alternative approach to classroom learning. SCALE is the first ABA-approved program of its kind in the U.S., featuring small classes, practical skills training, and real-world experience since 1975.
- PLEAS (Part-time Legal Education Alternative at Southwestern), an on-campus J.D. program designed for students who have child or elder care responsibilities. PLEAS offers a part-time course load with scheduling that can accommodate those who need greater flexibility in the afternoon and evening hours.
- Part-Time Day, an on-campus J.D. program that allows students to attend law school while maintaining outside responsibilities and attending to other demands on their time.
- Southwestern's Part-Time Evening Program is a four-year program designed for students who are unable study law full-time. Southwestern is not admitting new students into this program.

Southwestern also offers dual J.D./M.B.A. degree programs with The Drucker Graduate School of Management. Prospective students interested in the J.D./M.B.A. may contact the Admissions Office to discuss how the program works with each of the above J.D. options.

We also offer a 3+3 B.A./J.D Dual degree program with California State University, Northridge.

Full-Time Day J.D.

Students who choose Southwestern's traditional full-time day program are committing to three academic years of full-time study. During this time, they pursue a broad-based legal education with opportunities to focus on a particular area of the law, such as entertainment, criminal, international, commercial, family law, or tax, among others.

All first-year students participate in the designated curriculum. Second- and third-year students combine required courses with a wide range of electives and externships to tailor a program suited to their interests and goals. Students in the traditional full-time day program at Southwestern find that the program is rigorous, the sense of shared purpose is intense, and the rewards are extraordinary.

Students who enroll in the day division should be prepared to devote substantially all of their time to the study of law. Students take the designated curriculum of 31 units during their first year and a load of 10 to 16 units each semester thereafter (see chart below). A minimum of 87 units is required for graduation.

Full-Time J.D. (3 years) 10-16 Units Per Semester

1L (31 Units)
Fall (15 units)

- Civil Procedure I (2 units)
- Contracts I (3 units)
- Criminal Law (3 units)
- Foundations of Law & Practice*
- LAWS I (3 units)
- Torts or Property (4 units)

Spring (16 units)

- Civil Procedure II (3 units)
- Contracts II (2 units)

- Elective (3 units)
- Foundations of Law & Practice* (1 unit)
- LAWS II (3 units)
- Torts or Property (4 units)

2L (20-32 units)

- Business Associations (4 units)
- Constitutional Law I & II (6 units)
- Electives (6-18 units)
- Evidence (4 units)

Additional Requirements

- Bar Readiness Curriculum** (11 units)
- Constitutional Criminal Procedure (3 units)
- Experiential Requirement (6 units)
- Legal Profession (3 units)
- Upper-Division Writing Requirement (2-3 units)

*Multi-term course

**Includes Bar Skills and Strategies (3 units), Community Property (2 units), Remedies (2 units), and Wills and Trusts (4 units). Subject to change as we monitor changes to the bar exam. Opt-out option based on GPA. See Graduation Requirements Policy.

Part-Time Day J.D. and PLEAS

PLEAS (Part-time Legal Education Alternative at Southwestern) is one of only a very few part-time J.D. programs designed to accommodate students with child or elder care responsibilities. Established in 1981, the four-year PLEAS schedule is typically arranged to enable parents and guardians to attend law school while their children are in school.* PLEAS students attend classes with traditional full-time students, however, the course load in the four-year PLEAS program is lighter than in the traditional three-year J.D. path. For the first two years, classes are scheduled in the morning. There are many opportunities for elective courses and externships during the final two years.

PLEAS students benefit from a special mentoring program under the leadership of the PLEAS faculty advisor, Professor Jenny R. Fee. Students meet as a group with the PLEAS faculty advisor throughout the four years of the program and are encouraged to arrange individual

meetings with the Professor to plan out their course of study as well as obtain guidance with respect to various areas of law school life.

Part-time day students take the designated curriculum during the first two years, and a mix of required courses and electives during the third and fourth years when they are also able to take advantage of externships, clinics, practicums and honors programs. They take 8 to 11 units each semester, and two summer sessions are required to complete the 87 units to earn the J.D. degree in four years.

NOTE: Other students interested in non-PLEAS part-time day status will be considered on an individual basis. Class schedules may differ from PLEAS schedules.

PLEAS and Part-Time J.D. (4 years) 8-11 Units Per Semester

1L (19 Units)
Fall (9 units)

- Contracts I (3 units)
- Criminal Law (3 units)
- Foundations of Law & Practice*
- LAWS I (3 units)

Spring (10 units)

- Contracts II (2 units)
- Foundations of Law & Practice* (1 unit)
- LAWS II (3 units)
- Torts (4 units)

2L (17-22 units)

- Civil Procedure I & II (5 units)
- Constitutional Law I & II (6 units)
- Electives (2-7 units)
- Property (4 units)

3L (16-22 units)

- Business Associations (4 units)
- Electives (8-14 units)
- Evidence (4 units)

Additional Requirements

- Bar Readiness Curriculum** (11 units)
- Constitutional Criminal Procedure (3 units)
- Experiential Requirement (6 units)
- Legal Profession (3 units)
- Upper-Division Writing Requirement (2-3 units)

**Multi-term course*

***Includes Bar Skills and Strategies (3 units), Community Property (2 units), Remedies (2 units), and Wills and Trusts (4 units). Subject to change as we monitor changes to the bar exam. Opt-out option based on GPA. See Graduation Requirements Policy.*

Online J.D. Program

Southwestern's ABA-accredited Online J.D. Programs offer a flexible and convenient way to become a skilled attorney. Our cutting-edge curriculum is taught by outstanding faculty and will equip you with the legal, analytical, and practical skills that are key to becoming a successful lawyer. All classes in the program are offered online, and most are offered asynchronously with optional Zoom sessions to allow you maximum scheduling and geographic flexibility. Join a supportive virtual community, engage in interactive discussions, and access an innovative educational experience that empowers you to shape your future in the law on your own terms.

Highly Qualified Faculty: Learn from the Best, Wherever You Are

Southwestern Law School's Online J.D. Program isn't just any online program—it's an extension of our campus, and that includes our exceptional faculty. Taught by the same full-time and adjunct faculty who teach our residential courses, the online program offers you unparalleled access to experts in the legal field who are committed to your academic and professional success.

Our faculty members bring a wealth of professional experience and academic accolades, providing not just theoretical instruction but also real-world insights that will help prepare you for a successful legal career.

Concentrations

Southwestern offers opportunities to study different areas of law. In addition, online students can customize their J.D. by participating in the following concentrations:

- Civil Litigation & Advocacy
- Criminal Law
- Entertainment, Media, and Sports Law
- Public Interest Law
- Technology Law & Entrepreneurship

Although Online J.D. Program students will be eligible to participate in these five concentration programs, students who wish to complete the program in an entirely asynchronous format may not have the full selection of concentration electives available. Online J.D. Program students can take residential electives in person or synchronously (by Zoom), should their schedule allow.

Please view the Concentrations & Customizations page for Concentration requirements.

Online J.D. Required Courses

The charts below list required and recommended courses, but students will have an opportunity to explore electives and experiential opportunities.

Full-Time J.D. (3 years) 10-16 Units Per Semester

1L (32 Units)
Fall (16 units)

- Constitutional Law I (3 units)
- Contracts I (3 units)
- Criminal Law (3 units)
- Foundations of Law & Practice*
- LAWS I (3 units)
- Property (4 units)

Spring (16 units)

- Constitutional Law II (3 units)
- Contracts II (2 units)
- Elective (3 units)
- Foundations of Law & Practice* (1 unit)

- LAWS II (3 units)
- Torts (4 units)

2L (20-32 units)

- Business Associations (4 units)
- Civil Procedure I & II (5 units)
- Electives (7-19 units)
- Evidence (4 units)
- Additional Requirements

Bar Readiness Curriculum** (12 units)

- Constitutional Criminal Procedure (3 units)
- Experiential Requirement (6 units)
- Legal Profession (3 units)
- Upper-Division Writing Requirement (2-3 units)

Full-time students take 10-16 units per semester.
In addition to the courses listed above, upper-level students are required to take courses that satisfy Southwestern's Experiential Learning and Upper Division Writing course requirements.

*Multi-term course

**Includes Bar Skills and Strategies (3 units), Family Law (3 units), Practical Lawyering Skills (2 units), and Wills and Trusts (4 units). Subject to change as we monitor changes to the bar exam. See Graduation Requirements Policy.

Part-Time J.D. (4 years) 8-11 Units Per Semester

1L (19 units)
Fall (9 units)

- Contracts I (3 units)
- Criminal Law (3 units)
- Foundations of Law & Practice*
- LAWS I (3 units)

Spring (10 units)

- Contracts II (2 units)
- Foundations of Law & Practice* (1 unit)

- LAWS II (3 units)
- Torts (4 units)

2L (17-22 units)

- Civil Procedure I & II (5 units)
- Constitutional Law I & II (6 units)
- Electives (2-7 units)
- Property (4 units)

3L (16-22 units)

- Business Associations (4 units)
- Electives (8-14 units)
- Evidence (4 units)

Additional Requirements

- Bar Readiness Curriculum** (12 units)
- Constitutional Criminal Procedure (3 units)
- Experiential Requirement (6 units)
- Legal Profession (3 units)

Upper-Division Writing Requirement (2-3 units)

Summer

- Part-time students are expected to enroll in classes and/or do an externship during at least 2 of the 3 summers (10 units of electives).

Part-time students take 8-11 units per semester.

Two-Year Accelerated J.D. - SCALE

SCALE, officially known as Southwestern's Conceptual Approach to Legal Education, is the nation's first ABA-accredited, two-year accelerated J.D. program. From its inception, SCALE was designed to ensure students not only understand the underlying concepts of the law but also how those concepts operate in practice. That vision continues today: SCALE students don't just memorize black-letter rules—they learn how legal concepts connect and how to apply them in real-world contexts. The program combines substantive instruction with hands-on learning, allowing students to develop the judgment, confidence, and skills needed to step into the profession ready to practice law.

In SCALE, you'll join a small, tight-knit cohort of approximately 50-60 students where personalized support and close mentorship from faculty are standard. The collaborative environment fosters deep connections among students, professors, and staff, creating a community where you are supported at every step of your journey.

Since its inception in 1975, the SCALE curriculum has been carefully designed to deliver the same 87 units of legal education in two years, without sacrificing any part of the traditional law school experience. SCALE students do not take fewer units or receive less instruction. They complete the same minimum requirements as students in the three-year program, and each course covers the same substantive content.

The difference lies in structure. SCALE operates on a quarter system, with classes held year-round. The carefully designed schedule allows students to take advantage of the same opportunities available in the three-year program, including electives, honors programs, externships, clinics, and study-abroad experiences.

SCALE is a registered trademark owned by Southwestern Law School

Small Class Sizes

SCALE's small class sizes are intentional and central to the program's approach to learning. Students move through the curriculum together in a close-knit cohort, which creates an environment where people quickly get to know one another and feel comfortable speaking up, asking questions, and testing ideas. That sense of trust and familiarity helps reduce the imposter syndrome many students experience in law school and encourages fuller participation in class. The result is higher engagement, deeper learning, and a classroom experience that closely reflects the collaborative nature of legal practice.

Students also benefit from close support from faculty and staff who ensure students have the guidance and resources they need to succeed. This level of personalized attention is a defining feature of the SCALE experience.

Hands-On Learning

Hands-on learning sits at the heart of the SCALE experience. From the start, students are not only learning legal doctrine in the classroom, but actively using it in realistic, practice-focused settings. Practical training is intentionally interwoven throughout the curriculum, allowing students to move back and forth between learning the doctrine and applying it in meaningful ways.

As a defining example, during Evidence Law & Practice students engage in Evidence Labs that bring the Federal Rules of Evidence to life. Students conduct direct and cross-examinations, make and respond to objections, and receive real-time feedback from faculty and local attorneys who play the role of judges. They learn where to sit, how to address the judge and opposing counsel, how to speak with confidence, and how to handle themselves in a courtroom. By graduation, SCALE students do more than understand the law—they know how to practice it.

Guaranteed Externships

SCALE's commitment to practice-focused education includes a guaranteed full-time externship for every student in Quarter 8 of the program. This requirement gives students the opportunity to step into professional legal settings, apply the skills they have been developing for two years, and work alongside practicing attorneys and judges. Recent placements include the ACLU of Southern California, Blumhouse Productions, CHIRLA, Lewis Brisbois Bisgaard & Smith LLP, the Los Angeles County District Attorney's Office, NBCUniversal, the Ninth Circuit Court of Appeals, the Supreme Court of California, the United States Copyright Office, and the United States District Court. These externships mark a capstone to the program, allowing students to move from structured training into full-time legal work while still receiving the support of the SCALE community.

Contact Information

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SCALE I Curriculum Chart

2026 – 2027

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Torts (4)	Criminal Law (3)	Remedies (2)	Criminal Procedure (3)
Contracts I (3)	Contracts II (2)	Evidence I (3)	Evidence II (3)
LAWS I (3)	Civil Litigation (3)	LAWS II (3)*	Jurisdiction (3)
Foundations (1)	Legal Profession (3)	Property (4)	Elective (2-3 units)
Total = 11 units	**Total = 11 units**	**Total = 12 units**	**Total = 11-12 units**

*LAWS II is a multi-term course that takes place over Quarters 3 & 4. Most of the class sessions take place in Quarter 3, but the units are awarded in Quarter 4.

SCALE II Curriculum Chart

2026-2027

SCALE SUMMER SESSION

Lawyering Practicum Course* (2 units) + Summer Elective Courses (including Externships or summer abroad) (4-6 units)

QUARTERS 5 - 8

Quarter 5	Quarter 6	Quarter 7	Quarter 8
Constitutional Law I	Constitutional Law II	Bar Skills & Strategies	Mandatory 8-week Externship
Business Associations	Practical Lawyering Skills	Wills & Trusts	
Community Property	Electives	Electives	

**SCALE II students may take SCALE electives on the quarter system or non-SCALE electives on the semester system.

Limited Waiver of Certain Bar Readiness Curriculum Requirements

California recently adopted the NextGen Uniform Bar Examination beginning with the July 2028 administration. The July 2028 and February 2029 examinations will not include a California-specific component. A future California component that would debut no earlier than 2029 is under review. A townhall for students will be held in the early fall semester to share more information on the new exam.

Although faculty committees will continue evaluating the broader impact of this change on the law school's curriculum and assessment practices, we recognize that students are currently making scheduling decisions for the upcoming academic year. Accordingly, the law school will permit a limited waiver of certain Bar Readiness Curriculum requirements beginning Fall 2026.

Who is eligible?
Non-graduating students who are not required to participate in an Academic Improvement Plan may waive:

- Remedies;
- Community Property; or
- Both courses.

Students who waive either course must replace the waived units with other elective units. A revised Bar Readiness Curriculum for the 2027-28 academic year will likely include Family Law and Practical Lawyering.

Who is not eligible?

- Students required to participate in an Academic Improvement Plan must still complete Remedies.
- Students expected to take the February 2027, July 2027, or February 2028 California bar examination remain subject to the existing Bar Readiness Curriculum requirements.

Although eligible students may waive Remedies or Community Property, both courses continue to offer meaningful academic and professional value. Remedies strengthens legal analysis and exam writing while reinforcing concepts from subjects such as Contracts and Torts. Community Property provides useful preparation for issues arising in Family Law and Wills and Trusts.

Eligible students should complete the following form and adjust their schedule of classes: Bar Readiness Curriculum - Remedies and Community Property Waiver Request Form – Fill out form

Concentrations & Customizations

J.D. students may opt to participate in one of seven concentration programs: (1) Civil Litigation and Advocacy, (2) Criminal Law & Advocacy, (3) Critical Race, Gender, and Sexuality Studies, (4) Entertainment, Media & Sports Law, (5) Labor & Employment Law, (6) Public Interest Law, and (7) Technology Law & Entrepreneurship. Each concentration program—which students begin after completing the core curriculum—requires students to complete 15 core and elective units within the specific program and earn a concentration GPA of at least 3.33. Concentration and certificate programs are designed to give interested law students more in-depth training in an area of law in which they might be interested in practicing or simply learning more about.

The second way is less formal. You can focus on a practice area that interests you by combining courses, externships and clinical experiences with co-curricular and extracurricular activities. You can explore different areas of law and career options, network with alumni and students, and develop a specialized skill set. The focus areas below illustrate some of the many ways you can customize your curriculum at Southwestern.

Concentrations

Civil Litigation & Advocacy

The Civil Litigation and Advocacy Concentration advances the Civil Justice Program goals and provides J.D. students with opportunities to explore more deeply this discipline and distinguish themselves. Students must take at least 15 Core and Elective Courses, including an externship or clinic. For a complete listing of the requirements, visit our website at https://www.swlaw.edu/curriculum/concentrations-and-customizations.

Criminal Law & Advocacy

Southwestern offers a comprehensive program of courses, clinics, and externship opportunities to advance and guide the training of J.D. students in Criminal Law and Advocacy. Students must take at least 15 Core and Elective Courses, including an externship

or clinic. For a complete listing of the requirements, visit our website at https://www.swlaw.edu/curriculum/concentrations-and-customizations.

Critical Race, Gender and Sexuality Studies

Southwestern created a J.D. Concentration in Critical Race, Gender, and Sexuality Studies to advance and guide the learning of students interested in critical race, gender, and sexuality. In addition, Southwestern offers a summer program on sexual orientation law and gender identity. Students must take at least 15 Core and Elective Courses, including an externship or clinic. For a complete listing of the requirements, visit our website at https://www.swlaw.edu/curriculum/concentrations-and-customizations.

Entertainment, Media, & Sports Law

Southwestern offers a comprehensive program of courses, clinics, and externship opportunities to advance and guide the training of J.D. students in Entertainment, Media, and Sports Law. Students must take at least 15 Core and Elective Courses, including an externship or clinic. For a complete listing of the requirements, visit our website at https://www.swlaw.edu/curriculum/concentrations-and-customizations.

Labor and Employment Law

The Concentration in Labor and Employment Law includes over a dozen distinctive practice areas: collective bargaining and labor relations; employment discrimination in all its forms (age, color, disability, national origin, race, religion, sex, sexual orientation, etc.); disability accommodation; family and medical leave; fair labor standards (including wage, hour, rest break, and overtime claims); international labor standards; pensions and benefits; occupational health and safety; public vs. private sector employment; workers' compensation; whistleblower protection; and wrongful termination, among others. And these practice areas tend to overlap with others sometimes thought to be separate, such as alternative dispute resolution, entertainment and sports, immigration, and trade secrets. Students must take at least 15 Core and Elective Courses, including an externship or clinic. For a complete listing of the requirements, visit our website at https://www.swlaw.edu/curriculum/concentrations-and-customizations.

Public Interest Law

Since its founding, Southwestern has held public interest as a central component of its curriculum and philosophy. Southwestern encourages public service through a rich selection

of programs, courses, activities, and individual pursuits. Located in the "public interest corridor" in Los Angeles, Southwestern provides students with numerous opportunities to serve the community. Students participating in public interest work during law school is not only a rewarding way to make a difference in the community but also an opportunity to learn and cultivate lawyering skills of value in any practice area. Students must take at least 15 Core and Elective Courses, including an externship or clinic. For a complete listing of the requirements, visit our website at https://www.swlaw.edu/curriculum/concentrations-and-customizations.

Technology Law & Entrepreneurship
This specialized program allows students to focus on a rich curriculum emphasizing technology law. The program recognizes that the fast-changing environment of high-technology industries requires lawyers capable of developing and implementing innovative legal strategies. The program prepares students for the 21st Century workforce by allowing them to participate in a structured series of advanced courses including intellectual property, technology law, commercial transactions, corporate structuring, entrepreneurship, and regulatory, administrative and international law, and more...all leading to a Concentration reflecting their acquired expertise.

Students must take at least 15 Core and Elective Courses, including an externship or clinic. For a complete listing of the requirements, visit our website at https://www.swlaw.edu/curriculum/concentrations-and-customizations.

Customization Examples

Business Organization & Practice
Southwestern offers 25+ courses, seminars and practicums, as well as a large selection of externships, co-curricular programs and extracurricular activities in Business Organization and Practice.

Criminal Law & Practice
Southwestern offers a comprehensive program of courses, clinics and externship opportunities for students interested in the area of criminal law. The law school's mid-city location provides easy access to nearby government agencies and the courts. Among the

many prominent Southwestern alumni who have served as judges, prosecutors and defense attorneys.

Entertainment & Media Law

The rapidly expanding and converging realms of film, television, music, theater, advertising, sports, the news media, and the internet open endless possibilities for future lawyers on a global scale. Taking full advantage of our location at the heart of the global entertainment industry, Southwestern established the Donald E. Biederman Entertainment, Media, and Sports Law Institute in 2000 to help make such opportunities more accessible for our students who aspire to practice law in these fields. Offering the most comprehensive entertainment, media, and intellectual property curriculum in the United States, we are proud that Southwestern has been recognized for many years by the legal and entertainment communities for excellence in entertainment law.

A prestigious executive board and network of alumni occupying important corporate and law firm positions throughout the industry are also very active in serving as mentors to our students.

For students interested in studying abroad, the Biederman Institute offers an international summer program in London, England. We also offer a specialized summer program in Los Angeles.

The Institute sponsors prominent speakers' series and conferences and publishes the Journal of International Media and Entertainment Law in conjunction with the ABA Forums on Communications Law and the Entertainment and Sports Industries, as well as the Biederman Blog, a cutting-edge entertainment law blog. We also established the nation's first LL.M. degree in entertainment and media law.

International & Comparative Law Courses

The rise of globalization has enhanced the importance and intrigue of international law. Southwestern has developed a reputation for placing an intensive focus on this critical discipline. The school offers more than 60 courses and seminars on International and Comparative Law taught by faculty who are nationally recognized authorities in their fields. International issues are also routinely considered within the context of other subjects.

Public Interest Law

In addition to courses, clinics, externships, and practicums that involve public interest law, our students participate in public service through a rich selection of co-curricular activities and individual pursuits. Being in the heart of Los Angeles' "Public Interest Corridor," Southwestern provides students with opportunities to serve the community that few law schools can match.

Southwestern's Public Service Policy is designed to encourage students to perform at least 25 hours of pro bono legal services each year. Those who serve at least 75 hours by graduation are formally recognized on their records, and Public Interest Law Service Awards are presented to graduating students in recognition of extraordinary dedication to public interest law. In support of this policy, Southwestern created a Public Service Program to develop volunteer opportunities in the community. Students and faculty serving on the Public Interest Law Committee coordinate public interest law awareness and fundraising programs throughout the year.

The Public Interest Summer Grant Program and Silbert Public Interest Law Fellowships provide funding for selected students who participate in public interest work during the summer. Southwestern students also volunteer with law-related education and diversity pipeline programs, such as the law school's Hoover Elementary School Mock Trial, Teen Court and Small Claims Court programs. In addition, students engage in public service under the auspices of student organizations and nonprofit agencies.

LL.M. Programs

As of July 9, 2026, Southwestern's LL.M. programs are accredited by WSCUC. Southwestern is in the process of filing materials with the Department of Education that would allow eligible students, starting in Fall 2027, to apply for federal financial aid.

Students who earn an LL.M. degree at Southwestern may be eligible to sit for certain state bar examinations. Please contact the state or jurisdiction in which you wish to take the bar examination to determine its eligibility requirements.

Southwestern Law School has suspended the application process for its General LL.M. degree program and will not be accepting General LL.M. applications. Please note that the suspension applies only to the General LL.M. degree program and does not affect the Entertainment & Media Law LL.M. program or the Jose Sideman-Fulbright Human Rights Fellowship.

General LL.M. Curriculum

LL.M. Degree Requirements

Please note that we are not currently accepting applications to the General LL.M. program.

To qualify for the LL.M. degree, students must complete 24 credit hours of post-J.D. coursework, 12 of which must be earned at Southwestern. A maximum of 30 units may be applied to the LL.M. degree. Courses previously taken for credit for a J.D. or equivalent degree will not be counted toward the LL.M. degree.

Full-time students:

Take 8 to 16 units per semester; typically complete degree within one academic year.

Part-time students:

Take 2 to 7 units per semester; typically complete degree within two academic years.

NOTE: International students on F1 Visas are required to maintain full-time enrollment.

All students are required to complete all coursework for the LL.M. within four years. LL.M. students attend classes with Southwestern's J.D. students and have the flexibility of choosing courses offered in the day or evening. Southwestern offers several foundational courses specifically for internationally educated LL.M. students.

LL.M. Foundational Courses

Each LL.M. student works closely with a Southwestern faculty advisor to develop a detailed course of study tailored to their own interests from a comprehensive selection of over 150 electives and core courses. Students may choose to concentrate in such areas as:

- Advocacy and Dispute Resolution
- American Law and Legal Systems
- Business Enterprise Organization and Practice
- Constitutional Law
- Contracts and Commercial Law
- Corporate Securities Law

- Criminal Law and Practice
- Employment and Labor Law
- Entertainment, Media and Intellectual Property Law*
- Family and Juvenile Law
- International and Comparative Law
- International Business Law and Negotiation
- International Human Rights
- Jurisprudence and Legal History
- Public Interest/Civil Rights/Civil Liberties
- Real Property/Environmental Law/Land Use
- Technology Law and Entrepreneurship
- Torts and Compensation Systems

** Applicants interested in this area may wish to consider Southwestern's Entertainment and Media Law LL.M. program.*

NOTE: This is just a sampling of the numerous possible course concentrations

LL.M. students can participate in Southwestern's stimulating clinics, externships, and practica to augment their studies.

LL.M. in Entertainment & Media Law

Southwestern offers the most comprehensive post-J.D. program of study leading to the Master of Laws (LL.M.) degree in Entertainment and Media Law in the country. Under the auspices of the law school's Donald E. Biederman Entertainment, Media, and Sports Law Institute, Southwestern prepares current attorneys and new law graduates for practice in creative industries such as film, television, music, theater, advertising, sports, and the news media. This LL.M. Program features:

- five full-time professors with extensive industry experience and a roster of adjunct faculty that reads like a "Who's Who" of the entertainment, media, and sports law bar,
- a rich and varied curriculum including over 45 courses, ranging from foundational subjects to a vast array of more specialized topics,
- a comprehensive externship program featuring placements in over 50 settings such as studios, guilds, agencies, law firms, production companies, sports teams, etc.,
- the Entertainment & the Arts Legal Clinic, where students provide business and legal services to independent filmmakers and other creatives,

- an international entertainment, media, and sports law summer program in London, England,
- The Journal of International Media and Entertainment Law.

Entertainment LL.M. Program Curriculum

FULL-TIME STUDENTS:
Take 8 to 16 units per semester; typically complete degree within one academic year.

PART-TIME STUDENTS:
Take 2 to 7 units per semester; typically complete degree within two academic years.

NOTE: International students on F1 Visas are required to maintain full-time enrollment.

All students are required to complete all coursework for the Entertainment LL.M. within four years. LL.M. students attend classes with Southwestern's J.D. students and have the flexibility of choosing courses offered in the day or evening.

LL.M. Core Courses

Southwestern offers 3 required core courses for the entertainment and media law LLM.

- Copyright Law*
- Mass Media
- Entertainment Law

**Copyright Law must have been completed within three years prior to entering the program or during the first semester of the program.*

LL.M. students can participate in Southwestern's stimulating clinics, externships and practicums to augment their studies.

Degree Requirements

To qualify for the LL.M. degree in Entertainment and Media Law, students must have earned a Juris Doctor (J.D.) or equivalent degree and complete a minimum of 24 additional credit hours; 18 credit hours must be in courses within the entertainment and media law

curriculum,* including classes in our London and Los Angeles summer programs, and 18 credit hours must be earned at Southwestern.

Graduate students are free to elect up to 6 credits from any other courses offered by Southwestern. Courses taken for credit toward a J.D. degree will not be counted toward the LL.M.degree. Students may attend on either a full-time (usually completed in one year) or part-time (usually completed in two years) basis. Students enrolled in the LL.M. program must attain a cumulative grade point average of 2.33 to earn the LL.M. degree.**

A graduate student who earns 24 credits with a cumulative GPA of 2.0 or greater, but less than 2.33, will be awarded a Certificate of Completion and may be eligible to take certain state bar examinations, and, if successful, be admitted to practice.

**Copyright Law must have been completed within three years prior to entering the program or during the first semester of the program.*

***An LL.M. student who has a J.D. degree from a U.S. law school and does not attain a 2.33 GPA in a semester will be placed on academic probation and will be academically disqualified after two consecutive semesters of full-time work below 2.33.*

Articulation Agreements

Southwestern has entered into an agreement with the Peter F. Drucker and Masatoshi Ito Graduate School of Management to offer a J.D./MBA. Southwestern has entered into an agreement with California State University, Northridge to offer a BA/JD program referred to as 3+3 program.

J.D./MBA

The Peter F. Drucker and Masatoshi Ito Graduate School of Management in Claremont, CA

J.D./M.B.A. Programs

with The Drucker Graduate School of Management

Southwestern and The Drucker School of Management jointly offer a dual-degree program to expand students' educational and career options. Students at Southwestern and the Drucker School of Management, part of Claremont Graduate University (CGU), are able to concurrently earn a J.D. and Masters of Business Administration (M.B.A.).

The dual-degree program enables students to acquire the combination of legal training and management skills that is increasingly in demand in a complex global environment. Students at Southwestern can pursue concentrations in Civil Litigation and Advocacy, Criminal Law and Advocacy, Entertainment and Media Law, Labor and Employment Law, Public Interest Law, and Technology and Entrepreneurship. Students at the Drucker School can pursue concentrations in Entrepreneurship, Finance, Human Resources Management, Information Technology Management, Leadership, Marketing, Strategy, and Supply Chain Management.

About the Drucker School of Management

The Peter F. Drucker and Masatoshi Ito Graduate School of Management prepares leaders with powerful, ethical, and universal management skills. The Drucker School offers customizable programs grounded in the guiding principles of Peter Drucker, the father of modern management. The school embraces Peter Drucker's philosophy that the practice of management requires a holistic perspective, blending analytical skills with a firm grasp of the human dimension of business. The Drucker School routinely hosts industry events and brings experts into the classroom to ensure that the theory taught is directly linked to the latest industry trends. The Drucker School's global network is composed of bold individuals who are leading organizations, impacting society, and making positive changes worldwide. The Drucker School's locations in Claremont and Los Angeles provide an ideal setting for learning about management in creative, cutting-edge organizations.

Full-Time SCALE J.D./M.B.A.

Southwestern and the Drucker School of Management offer an exciting three-year J.D./M.B.A. option. The program is one of only a few at law schools nationwide and the first on the West Coast to offer students the opportunity to earn both degrees in just three years. Students in the SCALE J.D./M.B.A. program acquire both substantive training in law and management as well as hands-on experience in real-world settings.

This three-year option takes advantage of Southwestern's accelerated SCALE® Program, the nation's first two-year J.D. program, and the law school's continuing partnership with the Drucker School of Management, Claremont Graduate University. Claremont Graduate University is a member of the renowned Claremont Colleges, comprised of seven leading colleges and universities in Claremont, California.

Curriculum

Students in the SCALE J.D./M.B.A. program are advised to spend their first year at Southwestern in Los Angeles, their second year at the Drucker School of Management in Claremont, and their third year taking courses from both schools. The course requirements of the two degrees are satisfied by units that are cross-applied.

During the summers of both the first and second years of the program, students have significant flexibility in tailoring their curriculum to their individual interests. They may choose to acquire practical experience by working for compensation and taking evening or weekend elective courses; pursue a full- or part-time externship; or study abroad in an ABA-approved Summer Law Program, including one of Southwestern's programs in Buenos Aires, London or in Drucker's summer business program at Oxford.

Degree Requirements

Under the J.D./M.B.A. program, up to 10 units from Southwestern J.D. may be applied to the 48-unit Drucker M.B.A., resulting in 38 remaining units. In addition, up to 10 units from the Drucker M.B.A. may be applied to the 87-unit Southwestern J.D., resulting in 77 remaining units. Students must also otherwise complete the separate requirements for each degree.

Contact Information

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Part-Time Day (PLEAS) or Evening J.D./M.B.A.

Degree Requirements

Southwestern part-time day (PLEAS) or evening students who pursue the J.D./M.B.A. degree can apply 10 units earned at Southwestern to the 48 units required for the M.B.A.

degree. Part-time (PLEAS) or evening students will complete the additional 38 units for the M.B.A. at the Drucker School of Management and should be able to complete both degrees within 4 1/2 to 5 years. Law students will also be able to apply 10 of the units earned at the Drucker School of Management toward the 87 units required for the J.D. degree, leaving 77 units to be completed at Southwestern.

Academic Details

Part-time day (PLEAS) and evening students entering Southwestern are advised to spend their first two years at Southwestern. During the third year in the program, students are advised to attend Drucker, taking core M.B.A. coursework. The curriculum in the third and subsequent years will include the remaining required courses and electives for both degrees as necessary. As part of the M.B.A. coursework, students may use their elective courses in areas of concentration that include Entrepreneurship, Finance, Human Resources Management, Information Technology Management, Leadership, Marketing, Strategy, and Supply Chain Management. While pursuing the J.D. at Southwestern, students may also choose a curricular concentration such as Civil Litigation and Advocacy, Criminal Law and Advocacy, Entertainment and Media Law, Labor and Employment Law, Public Interest Law, or Technology Law and Entrepreneurship.

3+3 B.A./J.D. (with CSUN)

Southwestern and California State University, Northridge (CSUN) have established a dual-degree program through which students can earn both their Bachelor of Arts and Juris Doctor degrees in six years, rather than the usual seven. Students participating in the 3+3 B.A./J.D. Program will have their first year of law school count as the fourth year of their undergraduate education.

About CSUN

California State University, Northridge is a vibrant, diverse university community of 38,310 students and more than 4,000 faculty and staff, sited on a 356-acre campus in the heart of Los Angeles' San Fernando Valley. Cal State Northridge is committed to the educational and professional goals of students, and also to extensive service to the community.

Benefits of the Program

- Priority registration for 3 years of undergraduate school
- Mentorship from a CSUN faculty advisor and a Southwestern dean
- Substantial Wildman/Schumacher law school merit scholarship

Selection Process/Application Requirements

CSUN accepts applications for the 3+3 program at two different times for two different groups of students:

- High School Applicants
- CSUN Applicants

1. High School Applicants

Students who are in their senior year of high school and who will be first-time freshmen at CSUN. Students in this category must meet the following criteria:

- You must have already been admitted to CSUN;
- You must have a 3.0 cumulative high school GPA as of February of your senior year (in other words, your cumulative GPA calculation must include the first semester of your senior year);
- You must have a minimum ACT score of 25 or a minimum combined SAT (Math section + Verbal section) score of 1050; and
- You must be planning to major in one of the majors that is compatible with the program (for more information, see the section below titled "B.A. Requirements").

If you meet these criteria, you can apply beginning March 1 of your senior year in high school. Applications are due no later than May 1. The application can be downloaded and printed at http://www.csun.edu/social-behavioral-sciences/33-bajd-success-six. Mail your completed application to: The College of Social and Behavioral Sciences, Attn: Dr. Leigh Bradberry, California State University Northridge, 18111 Nordhoff Street, Sierra Hall Room 401, Northridge, CA 91330-8256.

2. CSUN Applicants

Students who are already enrolled as first-time freshmen at CSUN must meet the following criteria:

- You must have completed one full semester at CSUN;
- Your cumulative GPA after that semester at CSUN must be a 3.0;
- You must have completed a minimum of 15 units at the end of your first semester as a first-time freshmen (either by taking 15 units in your first

semester at CSUN or by having a total of 15 units from fall semester at CSUN + any AP credits that count for GE or major requirements); and

- You must be majoring in one of the majors that is compatible with the program (for more information, see the section below titled "B.A. Requirements").

If you meet these criteria, you can apply beginning January 20 of your second semester at CSUN. Applications are due no later than March 1. The application for students in this category can be printed [here] and dropped off in the Dean's Office of the College of Social and Behavioral Sciences in Sierra Hall, Room 401, Attn: Dr. Leigh Bradberry.

NOTE: Case-by-case admissions decisions will be made for a third category of students: those who are rising or first semester sophomores at CSUN. To be eligible for consideration, students in this category must have completed at least 30 units that count towards their GE requirements or their major requirements by the beginning of their first semester, sophomore year, and they must have a cumulative GPA of 3.0.
STUDENTS WHO TRANSFER TO CSUN AFTER THE FIRST SEMESTER OF THEIR SOPHOMORE YEAR ARE NOT ELIGIBLE FOR THIS PROGRAM. PLEASE DO NOT EMAIL DR. BRADBERRY ASKING FOR EXCEPTIONS TO THIS POLICY.

3. B.A. Requirements

For most majors at CSUN, the typical number of total units needed to graduate is 120. This is broken down into three components: (1) the number of GE units; (2) the number of units required in the major; and (3) "additional units." In order to complete successfully the 3+3 program, students must complete all requirements in categories (1) and (2) (GE units + units in the major) in the first three years at CSUN. As a practical matter, this means that the student must complete a minimum of 90 units (GE units + units in the major) during the first three years. (30 units from the first year of law school at Southwestern will apply to both degrees, so that the student will have earned a total of the 120 units required for graduation from CSUN).

However, majors at CSUN vary as to how many units are in category (2), units required in the major. Because of this, some majors are not compatible with the 3+3 program because it is not possible to complete both the GE units and the units required in that major in three years (the equivalent of 90 total units in these two categories combined). Other majors are within 3-6 units of being able to be completed, and for those majors, accommodations will have to be made by the department. In those

cases, the Faculty Lead will work with you, and with the advisor and department chair for majors that fall into this category to ensure that you can complete the units required in three years. In order to help all 3+3 students achieve the required units in compatible majors, students who have been admitted into the 3+3 program will get priority registration as long as they are still actively in the program.

4. Compatible Majors

Please reference a list for detailed information on which majors ARE compatible, or the majors that are compatible with a few accommodations by the department. For ease of reference, please note: the majors that are not compatible with the 3+3 include any majors within the College of Business and Economics and majors in the STEM fields (math, science and engineering). If you have a dilemma between choosing a major that is not compatible and choosing to participate in the 3+3 program, we advise that you first and foremost should choose the major that you are most interested in and passionate about. You should only sacrifice your preferred major for the 3+3 Program if you are certain that pursuing the 3+3 Program is the path that you want to prioritize.

J.D. Process/Criteria

Although it is strongly recommended that 3+3 students take the LSAT in fall or winter of their junior year at CSUN, they must sit for the LSAT exam no later than February of their junior year. However, they should be aware that delaying the LSAT until February may decrease their chances of receiving scholarship money (see the section below for information about scholarships).

The LSAT is now offered up to seven times a year (January, March, early and late June, July, September, and November*), and is administered by the Law School Admission Council. More information can be found at www.lsac.org.

*Subject to change please check dates and registration deadlines at www.LSAC.org

Scholarships

Two tiers of students will be admitted to Southwestern from the CSUN 3 + 3 program. Tier 1 will comprise students who are admitted to Southwestern with scholarship money. Students in Tier 1 will be eligible for any of our entering student scholarships, renewable tuition scholarship that range from smaller monetary awards to full-tuition scholarships, non-

renewable 1st year only scholarships, and/or book scholarships. If the student receives a renewable scholarship and maintains the minimum scholarship renewal GPA at Southwestern, the scholarship will be renewed for future years. Tier 2 will comprise students who are admitted to Southwestern, but are not eligible for scholarship money. These students would typically be on the lower end of the minimum entering credential scores of a 150 LSAT and 3.0 GPA.

CSUN students may also be eligible after their first year, as with other Southwestern students, for a Dean's Merit Award. Dean's Merit Awards provide partial tuition scholarships to upper-division students who have demonstrated academic excellence by being in the top 30% of their class. These Dean's Merit Awards may not be stacked on existing scholarships, but can provide students who perform exceptionally additional funding in their upper-division years.

Questions/Contact Information

After you review the information above carefully, feel free to contact the CSUN Faculty Lead, Bruce Zucker, at bajd@csun.edu or Southwestern Law School Associate Dean for Student Affairs, Robert Mena at rmena@swlaw.edu or (213) 738-6716, if you have further questions.

Summer & Study Abroad Options

Studying abroad allows our students the opportunity to examine legal systems in other countries through the lens of local experts. As global as our world has become, an understanding of international legal issues can only help a student's job prospects as it rounds out their legal education.

Southwestern offers Semester Abroad options that include:

- Attending The Hague Law School at The Hague University of Applied Sciences

A Summer Abroad can be spent in London learning international media and entertainment law and international humanitarian law.

Summer on Campus offering include classes, externships, and the Summer Entertainment Law Program.

Summer on Campus

Southwestern offers an extensive summer session to provide students with greater scheduling flexibility and additional educational opportunities. A number of distinguished practicing attorneys and judges join the faculty during the summer months to teach courses in specialized areas of the law. The schedule of course offerings includes a variety of courses and externships.

The **2026 summer session dates** are:

- Tuesday, May 18 – Extended Summer Term Begins
- Wednesday, May 27 – Regular Summer Term Begins; Online J.D. Summer Term Begins
- Saturday, July 18-Thursday, July 23 – Summer final exams
- Thursday, July 23, 2025 - Summer session ends

2026 Summer Course Offerings:

Sales (2)
M, W 6:00-8:00 pm Sloan
(fully VRTL/**DEU**)

Defamation, Privacy, Publicity (2)
M. W 6:00-8:00 pm Jolly
(fully VRTL/**DEU**)

Copyright (3)
M, W 6:00-8:00 pm Lifschitz
(fully VRTL/**DEU**)

Reproductive Law (2)
M, W 6:00-8:00 pm Meyers
(fully VRTL/**DEU**)

Community Property (2)
T, R 6:00-8:00 pm Waisman
(fully VRTL/**DEU**)

Legal Profession (3)
T, R 6:00-9:00 pm Rodriguez-Fee

Externship
Sat, Sun 9-4
(date/time will be available by early May)
CA Practical Legal Research (1)
9:00 am-12:00 pm Gales
5 Saturdays:
May 30, June 6, 13, 20, & 27

Transgender Law (1)
9:00 – 11:20 am Goad
(fully VRTL/**DEU**)
6 Saturdays:
May 30, June 6, 13, 20, 27, Jul 11

Influencer Law (1)
10:00 am-12:20 pm
Strauss
6 Saturdays:
May 30, June 6, 13, 20, 27, Jul 11

Chain of Title (1)
12:00-3:30 pm
Coffee
(In-Person)

LGBTQI Youth (1)
12:00-3:30 pm
Bell (fully VRTL/**DEU**)
4 Saturdays:
May 30, June 6, 13, & 20

Comp. Sexual Orientation Law (2)
T, R 8:10-10:10 pm Heilman
(fully VRTL/**DEU**)

Fashion Law (2)
T, R 8:10-10:10 pm
Burke and Begakis
(fully VRTL/**DEU**)

Remedies (2)
T, R 8:10-10:10 pm Hu
(fully VRTL/**DEU**)

Mass Media Law (2)
T, R 8:10-10:10 pm Epstein
(fully VRTL/**DEU**)

Summer Externships

Southwestern's active and successful Externship Program offers a diverse selection of part-time and full-time placements. The Program offers students the opportunity to gain legal education through real-life practical experiences, by "externing" at approved off-campus placements, with government agencies, public interest entities, state and federal judges, the legal departments of select organizations, including the entertainment industry, and select law firms. Please be advised that summer externships are generally competitive.

Students can earn two to five units of credit based on the nature of the placement and the number of fieldwork hours per week. The course also includes an in-class academic component (scheduled on Saturday or Sunday). Externships are graded on a credit/no credit basis.

Please contact the Externship Office for more information.

Credits

The Summer Entertainment Law Program is offered as part of the ABA-approved curriculum at Southwestern Law School. The program complies with ABA and AALS requirements. All entertainment and media law courses for the summer are graded. Externships are offered on a credit/no credit basis.

Summer Registration for Southwestern Students

Southwestern students will be able to register online for Summer courses through Self-Service beginning in April. Please continue to check your Southwestern email for more information.

Southwestern students should visit the Registrar's Office page on the MySWLAW portal (log-in required) for important information regarding registration policies and procedures.

Summer Admission and Registration for Transfer and Visiting Students

Students at other ABA-accredited law schools may apply to transfer or visit for the Summer term. Please find application instructions on the Transfer and Visiting Students informational page.

London Summer Program

Welcome to the 22nd Annual Summer Law program in London, England, 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 Track. This five-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.

- 2026 Application (PDF)
- 2026 Consortium Agreement (PDF) (For Visiting Students Only)
- Online Application and Seat Deposit Payment Form

Southwestern Law School, under the auspices of the Biederman Entertainment, Media, and Sports Law Institute, will host a five-week Summer Program in International Entertainment and Media Law and Public Interest Law at the University of London SOAS, Brunei Gallery from **June 21 to July 24, 2026**.

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

- Courses on international entertainment, art, music, AI in the entertainment industry, 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:

Dates: June 21 – July 24, 2026 | Brunei Gallery

Calendar

Saturday, June 20 — Students check into dorm rooms at College Hall

Sunday, June 21 — Mandatory Orientation followed by Thames Sightseeing River Cruise

Monday, June 22 — Classes Begin

Wednesday, July 22— Last Day of Classes

Thursday, July 23 — Final Exams for Int'l Entertainment Law, Int'l Live Theatre, and Vulnerable Voices: Int'l Children's Law and Persons with Disabilities

Friday, July 24 —Final Exams for Int'l Art Law, AI and the Entertainment Industry, and Food Justice ｜ Farewell Dinner Party

Sunday, July 26 — Last day to vacate College Hall

Track 1: International Entertainment Law

Monday –Thursday 9:00 a.m. – 11:00 a.m.	International Entertainment Law (3 units OR International Music Law (1 unit)/Int'l Live Theatre (2 units)*
Monday –Thursday 11:10 a.m. – 1:10 p.m.	AI and the Entertainment Industry (3 units) OR International Art Law (3 units)

Track 2: Public-Interest Law

Monday –Thursday 9:00 a.m. – 11:00 a.m.	Children and Migration (3 units)
Monday –Thursday 11:10 a.m. – 1:10 p.m.	Food Justice (3 units)

***Students taking Int'l Music Law must take Int'l Live Theatre Business & Legal Affairs.**

All students must take at least three units and may take six units. Courses with an enrollment of less than seven students will be canceled.

Course Descriptions

AI and the Entertainment Industry (3 units)

This course examines the legal and ethical issues arising from the development and use of artificial intelligence-based tools in the context of the entertainment and media industries. The course will provide a basic introduction to the underlying technology and its development and use in the entertainment industry before delving into the legal issues. Students will be introduced to relevant legal principles as they relate to the topic (such as intellectual property, labor, privacy, and contract law). The course will also look at the legal and regulatory environment, with an international perspective, and the actions taken by the entertainment unions in connection with AI's impact on their members. As this is an evolving area, the course will evolve in terms of topic coverage.

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.

International Entertainment Law (3 units)

International Entertainment Law is a course that explores the intersection of copyright, trademark, moral rights of personality, and contract transactions and disputes in the global entertainment industry. This course provides a comparative law look at the interplay of international copyright treaties through the lens of U.S. and foreign nations, and how international norms impact contract-making and breaking between U.S. and foreign entities. Among the fascinating topics are the treatment of indigenous peoples and their creative works in the law. International Entertainment Law is a class about movies, television, music, and video game transactions and the impact of new technologies, such as AI, on global entertainment projects. From Michael Jackson's copyright infringement lawsuit arising from "Wanna Be Starting Something" to distribution rights for the Beatles' "Yellow Submarine", International Entertainment Law provides an exciting look at the entertainment industry on the global stage.

International Music Law (1 unit)

This course provides an overview of the differences in law and practice between the United States and other leading music markets around the world. Key copyright and related legal concepts will be examined in terms of their impact on artists, songwriters, producers, and the attorneys who represent them.

Emphasis will be placed on real-world issues that arise in cross-border transactions, such as catalog sales, publishing splits, territorial licensing, and monetization challenges in emerging markets. Students will also gain exposure to the impact of local customs and business practices on dealmaking. The course includes a practical drafting component where students will engage with sample clauses and short exercises, preparing them to address the complexities of global music contracts in practice.

International Live Theater Law (2 units)

Bringing a live stage production to Broadway, the West End, a regional theater, or on the road is no easy 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! Ultimately, though, a live stage performance comes together because of the

collaboration of many people, and it is these relationships we explore in International Live Theater Law.

The course moves from an overview of copyright matters and financing commercial theater to a deep dive into the people who make theater happen - producers, playwrights, directors, performers, designers, stage crew, 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 labour negotiations and deals that are made through collective bargaining agreements and (b) other typical deal terms and agreements governing talent contracts. We'll even explore ethical marketing practices that derive from potential legal implications.

After reviewing [International Theater Law] under the Broadway/West End spotlight, we'll turn our study to other forms of theater that producers must utilize or plan for, including pre-Broadway/West End tryouts, Off-Broadway/West End runs, touring companies, regional & local productions, and replica vs. non-replica productions.

Finally, we'll tie it all together to understand how the whole live theater ecosystem functions (and how the ecosystem relates to other entertainment mediums) and apply what we've learned to develop a checklist of business and legal considerations for live theatrical productions. Course materials will include case law readings, case studies of productions (through readings and documentary media), and research materials found through legal research systems. Additionally, students will be introduced to expert practitioners in London as guest speakers and watch recommended shows while in London to expose themselves to the art form.

Food Justice (3 units)

This course introduces students to essential topics in food justice that cover all aspects of the food chain, from production to consumption. It explores the historical origins of food inequality and how critical perspectives can inform modern food law and policy. The class will include guest lecturers and field trips, giving students the opportunity to experience and engage in the London food scene and food activism, including participating in London Climate Action Week. Students will engage in class debates on cutting-edge food justice issues and write and workshop final papers.

Children and Migration: Treatment of Migrant Children Under International and U.S. Law (3 units)

The course will explore the Convention of the Rights of the Child (CRC) as the centerpiece of legal protections for children under human rights law. Students will review and consider the

United Nations Committee on the Rights of the Child and the Declaration of the Rights of the Child, and the effectiveness of the United Nations oversight committee.

This course will introduce students to U.S. immigration law and the protections for children in the custody of the Office of Refugee Resettlement (ORR) under the Department of Health and Human Services (HHS). The course will review forms of immigration relief for unaccompanied children and how claims are processed in the United States. The course will introduce asylum, Special Immigrant Juvenile Status, U non-immigrant status, human trafficking and T visas, and the Violence Against Women Act. It will include a discussion of the Trump Administration's Family Separation Policy and family detention, and the litigation efforts that led to the social outcry against the policies. It will also review the protections of migrant children in immigration detention established under a nationwide settlement.

Faculty

Professor Camille Anidi will teach the International Music Law course.

Professor Andrea Freeman will teach the Food Justice course.

Professor Kevin Greene will teach the International Entertainment Law course.

Professor Henry Lydiate will teach the International Art Law course.

Professor Stephen Pidcock will teach the International Live Theatre Business & Legal Affairs course.

Professor Andrea Ramos will teach the Children and Migration course.

Professor Danielle Van Lier will teach the AI and the Entertainment Industry 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.

Courses with an enrollment of fewer than seven will be canceled.

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): **$6,700** (includes educational excursions in the London area and all applicable course materials and books)

- The following mandatory fees are 50% nonrefundable within 30 days of the program start date (May 17, 2026) and 100% nonrefundable after the program start date:
    - On-Campus Housing Fee: **$3,500**
    - Global Travel Insurance Fee: **$200**
- STRF Fee:[1] $0 (nonrefundable following the Cancellation Period, which is defined below)

Total $10,400

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 20, through Sunday morning, July 26. 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

Students who cancel their enrollment before the program begins due to a significant change in the London Study-Abroad 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-Abroad 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.

Semester Abroad

Southwestern offers a variety of semester abroad programs (student exchange programs) around the world. Students who have completed one year of full-time or part-time study and are in good standing at Southwestern are eligible to participate in our student exchange programs.

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Study Abroad/Student Exchange Programs

Tel:213-738-5727

Email: studyabroad@swlaw.edu

The Hague University of Applied Sciences

1. Program Basics

Southwestern has formally established an exchange program with The Hague University of Applied Sciences. This program allows two Southwestern students to attend The Hague Law School for up to one year of study, with credits earned there counting toward completion of their J.D. degree from Southwestern.

The Hague Law School is part of The Hague University, located in perhaps the most important center for international law in the world. The Hague is home to 150 international organizations, including the International Criminal Court, the International Criminal Tribunal for the former Yugoslavia, the Iran-United States Claims Tribunal, the Hague Conference on Private International Law, the Permanent Court of Arbitration (the oldest institution for international dispute resolution), and the International Court of Justice, among many others. The Hague Law School features many courses that capitalize on their unique location, including courses such as: Crimes of an International Character, Crimes Against Humanity and Genocide, International Humanitarian Law, The International Criminal Tribunals for the former Yugoslavia and

for Rwanda, Introduction to European Union Law, European Private Law, European Union Immigration Law, and many others. In 2014-2015, Southwestern hosted 3 exchange students from The Hague. No Southwestern students participated in the exchange this year.

- ABA Required Disclosures (PDF)
- Fact Sheet (PDF)

2. **Dates and Deadlines**

   The Hague Law School is on a calendar that is different from that typical of US law schools. The Fall Semester begins in late July and ends in mid-January. The Spring Semester begins in early February and ends in mid-July. Due to the nature of the academic calendar at The Hague, most Southwestern students find that studying during the Spring Semester best fits their academic schedule. All courses are taught in English.

Deadline for	**Apply by**
Fall Semester	May 1
Spring Semester	November 1

Tuition and Financial Aid

Tuition for the program is paid to Southwestern. Students who anticipate a need for financial aid while in the Netherlands should contact Southwestern's Financial Aid Office.

3. **State Department Travel Information**

   For information about traveling to and within the Netherlands, visit the United States Department of State website . If, prior to the commencement of the program, a U.S. State Department Travel Warning or Alert is issued for the Netherlands, all registrants will be notified promptly of the warning and be given an opportunity to withdraw from the program. If, during the course of the program, a U.S. State Department Travel

Warning or Alert is issued for the Netherlands, students will be notified promptly of the warning and given an opportunity to withdraw from the program. In the event that 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 room and board payments utilized prior to the date of withdrawal or termination.

Southwestern's Entertainment, Media, and Sports Law Program

Biederman Entertainment, Media, and Sports Law Institute

Southwestern's Donald E. Biederman Entertainment, Media, and Sports Law Institute was established in 2000 to take advantage of the law school's long history of involvement with the entertainment and media industries. The Institute offers a rich spectrum of entertainment, sports, and media law courses and experiential learning opportunities under the direction of faculty who have tremendous practical experience in the field.

Southwestern has been recognized as one of the top ten law schools in the country for entertainment law by The Hollywood Reporter eight years in a row, and as #1 in the Top Law Schools for Entertainment Law by lawstreetmedia.com, among other honors.

Biederman Scholars

In an effort to recognize excellence in academic achievement and encourage and facilitate career success, the Biederman Institute established the Biederman Scholars program to mentor students and help expand opportunities for promising future entertainment, media, and sports lawyers. Each year, a few outstanding students are selected for this honor.

Journal of International Media and Entertainment Law

Southwestern's Donald E. Biederman Entertainment, Media, and Sports Law Institute established the Journal of International Media and Entertainment Law through a joint venture with the American Bar Association’s Forums on Communications Law and the Entertainment and Sports Industries.

The first of its kind, the Journal addresses all aspects of international and comparative media and entertainment law, including topics related to content, regulation, intellectual property, distribution, publishing, internet and technology, and transactions.

Students are selected to work with the Board of Editors, composed of Biederman Institute faculty and members of the Forum committees, and headed by Supervising Editor, Professor Michael Epstein.

Curriculum

J.D. Curriculum Overview

A Comprehensive Curriculum

Southwestern's academic offerings enable our students to follow either a broad-based or a personalized curriculum focusing on a particular area of law while earning the 87 units required for the J.D. degree. Beyond the 18 required courses,* you can select from 200+ elective courses, and numerous experiential opportunities to design your individual program of study.

First-Year Curriculum

All first-year students at Southwestern are required to take a six-unit, year-long course entitled **Legal Analysis, Writing, and Skills (LAWS)**. The course introduces students to key lawyering skills and helps prepare them for the real-world demands they will face as attorneys. In the Spring semester, LAWS II enables students to apply their new skills in a hands-on advocacy experience.

**The SCALE 2-Year J.D. has its own set of required courses. The Online J.D. Program has a slightly different curriculum.*

Making it Yours

Southwestern students can enroll in one of our official Concentrations or put together their own focus areas drawing from a selection of courses, clinics, externships, and even student groups.

Students can further enrich their law school experience by participating in Honors Programs, Law Reviews and Journals, etc.

J.D. Learning Outcomes*

Preamble: Southwestern Law School is committed to helping students become reflective and self-fulfilled professionals who are able to integrate legal professionalism, ethics, values, doctrine, theory, and skills to become outstanding professionals in a broad variety of settings. The learning objectives listed embody this broader mission.

Learning Outcome 1: Reflection and Self-Fulfillment. Students will be able to reflect on their values, learning, and performance as these relate to their responsibilities as professionals to continuously learn, evolve, and achieve self-fulfillment.

Performance Criterion 1.1: Students will identify, plan, and initiate efforts to pursue their professional goals in a manner that considers their values, priorities, and interests, as well as the steps required to achieve those professional goals.

Performance Criterion 1.2: Students will meaningfully reflect on, identify, and assess their strengths, weaknesses, and values as professionals.

Performance Criterion 1.3: Students will use self-assessment to plan future efforts for improvement as professionals.

Learning Outcome 2: Leadership and Service. Students will be able to appreciate the role of the legal profession in fostering justice and diversity through leadership, public service, and community involvement.

Performance Criterion 2.1: Students will accurately identify the history, structures, values, shortcomings, and ongoing responsibilities of the legal profession with regard to fostering justice and diversity.

Performance Criterion 2.2: Students will articulate an understanding of the need for lawyers to serve the community and legal profession and to improve access to justice by assisting the underserved through pro bono representation or other efforts.

Performance Criterion 2.3: Students will identify and respect diverse backgrounds and perspectives that may affect client representation or professional work generally.

Learning Outcome 3: Ethics, Values, and Professionalism. Students will demonstrate good judgment consistent with the legal profession's ethics, values, and duties to clients, the legal system, and society.

Performance Criterion 3.1: Students will accurately articulate law governing lawyers and ethical rules and values of the legal profession.

Performance Criterion 3.2: Students will correctly identify issues of professional conduct for attorneys in actual or hypothetical factual settings.

Performance Criterion 3.3: Students will capably apply law governing lawyers, and ethical rules and values of the legal profession to assess appropriate professional conduct in actual or hypothetical factual settings.

Performance Criterion 3.4: Students will be honest, diligent, civil, punctual, and respectful in their actions and interactions with others.

Learning Outcome 4: Legal Knowledge. Students will be able to identify and explain fundamental legal rules, procedures, concepts, theories, and policies.

Performance Criterion 4.1: Students will identify and accurately articulate the terms, rules, and principles of core substantive and procedural areas of law.

Performance Criterion 4.2: Students will accurately identify and articulate the underlying theories, policies, historical development, and social, economic, and political context of legal rules.

Performance Criterion 4.3: Students will logically synthesize legal rules from multiple authorities, critique the law's goals and functions, critically analyze and reconcile conflicts in the law, accurately identify gaps and problems in the law, and formulate innovative solutions.

Learning Outcome 5: Application of Legal Knowledge. Students will be able to apply knowledge and critical reading and thinking skills to be proficient in legal analysis, reasoning, and problem solving.

Performance Criterion 5.1: Students will accurately identify relevant legal issues raised by a set of facts.

Performance Criterion 5.2: Students will accurately identify legal rules applicable to an issue raised by a set of facts, including conflicting rules and rules synthesized from multiple authorities pertinent to the particular issue.

Performance Criterion 5.3: To support a conclusion on an issue, students will logically apply case law or other relevant legal authority to a set of facts by using facts, reasoning, comparisons, and policies.

Performance Criterion 5.4: Students will anticipate significant opposing arguments based on fact, law, or policy, and adequately address them in a manner that supports a conclusion on an issue.

Learning Outcome 6: Legal Skills. Students will be able to effectively conduct legal research, investigate, advocate, collaborate, and communicate with a variety of audiences.

Performance Criteria 6.1: In written legal analysis and other forms of legal writing, students will produce work that is clear, concise, well organized, and professional in tone and that complies with directions or instructions, including any formatting or citation requirements.

Performance Criterion 6.2: Students will develop an effective research strategy.

Performance Criterion 6.3: Students will locate and analyze primary and secondary sources relevant to a legal issue, including binding and persuasive authority.

Performance Criterion 6.4: Students will draft and edit documents that analyze a legal problem and that advocate or advise effectively with regard to law, facts, or policy.

Performance Criterion 6.5: Students will analyze and explain legal issues understandably and professionally in oral communication.

Performance Criterion 6.6: Students will actively listen and collaborate effectively with others.

Entertainment & Media Law LL.M. Learning Outcomes

Learning Outcome 1: Foundational Law and Practices. Students will be able to demonstrate comprehension of the relevant bodies of law and widely adopted standards and practices within the entertainment, sports, and media law industries.

Learning Outcome 2: Focused Fundamentals. Students will be able to demonstrate comprehension of fundamental regulations, policies, procedures, and business practices associated with their elected area of focus within the entertainment and media law industries, including the advent of new technologies.

Learning Outcome 3: Communication. Students will be able to demonstrate effective communication skills in the service of their clients and explain complex legal issues understandably and professionally.

Learning Outcome 4: Drafting. Students will be able to demonstrate skills in drafting and reviewing negotiation correspondence and contracts in various contexts that incorporate the applicable laws, deal terms, and policies requiring an understanding of the intersection of contract, tort, labor and employment, copyright, individual rights, and agency law. These skills will include the ability to create documents that are clear, concise, well organized, professional in tone, and comply with directions or instructions, including any formatting or citation requirements.

Honors Programs

Southwestern's eclectic and comprehensive pool of honors programs keeps campus buzzing and connected to the community. Scholarly publications and interscholastic competitions enable students to enhance their legal skills and knowledge. Through these programs, Southwestern students address contemporary issues, serve the needs of others, and prepare for their future roles as lawyers and leaders.

Advocacy Programs

Students who excel during the annual Intramural Competitions, following the spring LAWS class, are invited to interview for Southwestern's Moot Court, Negotiation or Trial Advocacy Honors Programs. These highly competitive programs and award-winning teams provide opportunities to develop students' oral and written advocacy skills and represent the law school in competitions around the country. Each program is taught and supervised by Southwestern faculty and awards course credit. Members of the Board of Governors for each

program, who are selected based on outstanding scholarship and performance, coordinate both the intramural finals and interscholastic team preparation.

Advocacy Honors Programs

- Moot Court Honors Program
- Negotiation Honors Program
- Trial Advocacy Honors Program (TAHP)

Law Review and Journals

Students can earn positions on the Southwestern Law Review, Southwestern Journal of International Law, and the Journal of International Media and Entertainment Law, which publish scholarly articles and commentary by prominent jurists, law professors, practitioners and students on the Law Review or Journal staffs. Student members develop their legal writing and research skills along with their substantive knowledge of featured topics. Members who are recognized for outstanding contributions to the Law Review or Journals are selected to serve on the Editorial Boards during the subsequent year.

Law Review and Journals

- Southwestern Law Review
- Southwestern Journal of International Law
- Journal of International Media and Entertainment Law

Upper-Division Curriculum Highlights

Among the unique features of Southwestern's upper-division curriculum are:

- More than 50 professional skills courses
- An innovative January intersession
- Five advanced Capstone courses
- Floating mini-term courses for additional curricular enrichment

Experiential Requirement

Southwestern has an Experiential Requirement pursuant to ABA Standard 303. Students must take and receive a minimum of six credit hours of coursework that has been specifically approved and designated as meeting the experiential requirement.

The most current list of courses that meet the experiential requirement for the 2017-2018 academic year may be viewed online through WebAdvisor at the Portal. When searching for sections, students should choose the term along with "EXP Reqmt" in the drop-down menu under Course Levels.

Experiential Requirement courses offered in the last three years can be seen by checking the appropriate box and hitting the Filter button on the Course Listings page.

Upper-Division Writing Requirement

Southwestern has an Upper Division Writing Requirement for graduation from the law school. This requirement may be fulfilled by a student taking either a seminar or a course which has been specifically approved and designated as meeting the writing requirement. Successful completion of a Note or Comment of publishable quality in Law Review or successful completion of the Law Journal Seminar will also satisfy the writing requirement. Since instruction of this kind requires a low student-faculty ratio and out-of-classroom supervision of the students' research and writing, the seminar/course enrollment will normally be limited to 20 students.

The approved courses in these categories for the current academic year can be found under Required Courses on the Registration page of the Portal (log-in required).

Seminars/Writing Requirement courses offered in the last three years can be seen by checking the appropriate box and hitting the Filter button on the Course Listings page.

NOTE: Course selection is subject to change. Some elective courses are not offered every year, and seminar topics vary from year to year.

January Intersession

The January Intersession consists of a one-week term held before the regular Spring Semester begins and features a selection of about a dozen innovative courses that are more suited to short-term, intensive treatment than to a traditional semester. Students have the opportunity to enroll in one-unit courses focusing on a discrete topic with a skills or practice focus. The classes meet three to four hours a day for five days and most are graded on the performance of skills or a final paper. Enrollment in the January Intersession is limited to upper-division Day and Evening students and second-year SCALE students. While it is mandatory for SCALE II

students, it is discretionary (rather than mandatory) for all other upper-division students. Invitations to teach these special short courses are directed to interested full-time and adjunct faculty as well as other experts in the field who otherwise might not be available for a full semester.

Capstone Courses

Capstone Courses provide the opportunity for advanced study, with special emphasis on teaching the Carnegie Foundation Report principles of theory to practice and professionalism. A given Capstone could be interdisciplinary, cover multiple subjects, and be team-taught. Students might opt to enroll in such a course during their final semester or year of study, after having completed the applicable prerequisites. Enrollment is limited to ensure individual attention, as well as sufficient time and resources for simulations—including but not limited to advocacy, alternative dispute resolution, and transactional skills. Evaluation is based on skills versus an exam. Students in the Day, PLEAS, SCALE, and Online programs are eligible to take Capstones. These courses are taught primarily by full-time faculty, in some cases team-teaching with practitioners serving in the capacity of adjunct or visiting professors, or perhaps as guest speakers.

Capstone courses offered in the last three years can be seen by checking the appropriate box and hitting the Filter button on the Course Listings page.

Floating Mini-Term

The Floating Mini-Term concept is somewhere in between the January Intersession and Capstone Courses. A course offered on a Floating Mini-Term basis will treat a traditional subject, but during a period of four to seven weeks, rather than a traditional 14-week semester. The precise length will vary, depending on curricular interest, the availability of the anticipated professor, and the nature of the subject. The Mini-Term program enables Southwestern to enlist distinguished guest faculty from around the country or even internationally to teach specialized courses.

Course Listings

Courses are subject to change. For the most accurate listing of available courses use the **Course Catalog** in Self-Service (**https://selfservice.swlaw.edu/Student/Student/Courses**).

Admin Law Legal Research – Course # 913 (credits: 1)
This course will offer students the opportunity to get first-hand experience researching and working with regulatory rules and regulations the context of legal practice. The course will cover both federal and California agency research. It will also explore statutory law in relation to administrative bodies.

Admin Legal Research – Course # 912AX (credits: 2)
This course will offer students the opportunity to expand their skills in using primary and secondary legal sources and research the types of issues encountered in the practice of law. The course covers a range of topics, including in-depth statutory and case law research, legislative history, and administrative law research. Additionally, California practice materials and specialized topical resources will be examined. Students will be exposed to real-life situations, including the ethics of legal research and cost-effectiveness. Upon completion of this course, students will have gained experience in formulating efficient research methodologies and evaluating sources of legal information in various formats. A significant amount of class time will be devoted to researching hypotheticals to increase the student's research competency and self-confidence.

Advanced Criminal Procedure – Course # 534 (credits: 3)
Advanced Criminal Procedure surveys the major issues in the processing of a criminal case from the decision to initiate the prosecution through the process of appeal. Attention will be given to both Constitutional and non-Constitutional rules with an emphasis on the practical aspects of criminal trial practice. The focus will be on California law.

Advanced Entertainment Law Seminar – Course # 772 (credits: 2)
This seminar covers new developments in the entertainment industry and analysis of cutting edge issues that arise from those developments.

Advanced Family Law Clinic – Course # 687FL (credits: 1)
Students who have successfully completed the Family Law Clinic can continue to hone their lawyering skills through direct representation of children and families in family law matters.

Advanced Legal Research – Course # 912 (credits: 2)
This course offers students the opportunity to expand their skills in using primary and secondary legal sources and research the types of issues encountered in the practice of law. The course covers a range of topics, including in-depth statutory and case law research, legislative history, and administrative law research. Additionally, California practice materials and specialized topical resources will be examined.

Advanced Legal Writing – Course # 545 (credits: 2)
This course explores the art of legal writing in a small class setting, enabling students to hone skills developed in their first-year legal research and writing class, including legal analysis, organization, rhetorical strategies, and writing style.

Agency & Partnership – Course # 305 (credits: 2)
This course covers formation of the principal/agent relationship, authority of the agent to bind the principal in contract (express, implied, and apparent authority, ratification), the tort liability of principals and employers for the action of agents and employees (direct versus vicarious liability), fiduciary obligations of agents and employees, and termination of the agency relationship with resulting liability.

Agency & Partnership (SCALE) – Course # 305A (credits: 2)
This course covers formation of the principal/agent relationship, authority of the agent to bind the principal in contract (express, implied, and apparent authority, ratification), the tort liability of principals and employers for the action of agents and employees (direct versus vicarious liability), fiduciary obligations of agents and employees, and termination of the agency relationship with resulting liability.

Alternative Dispute Resolution – Course # 633 (credits: 2)
This course* examines the various devices and procedures that have been developed for the resolution of legal disputes beyond and apart from the traditional judicial process. Basic topics include the methods of negotiation, mediation, arbitration, plea bargaining, and pre-

trial settlement, as well as legal doctrines concerning the status and interplay of those methods with the traditional adjudicative devices.

Alternative Dispute Resolution – Course # 633ER (credits: 3)
This course examines processes for resolving civil disputes other than by court adjudication. Alternative Dispute Resolution (ADR) introduces students to: (1) negotiation, mediation, arbitration and hybrid ADR processes; (2) legal, ethical and practical application issues presented by these processes; (3) ADR and dispute settlement confidentiality issues: and (4) the intersection of ADR processes and the judicial system. The course features a substantial skills development component. Students are introduced to basic skills required for effective representation of clients in ADR processes through active participation in ADR simulation exercises featuring both oral and written performance elements.

Amateur Sports Law – Course # 544A (credits: 2)
This course focuses on the legal and institutional regulation of high school, collegiate, and Olympic sports, as well as the business transactions that are rightfully an integral part of those sports. The course also covers health, safety, and risk management issues in these amateur sports.

American Legal History – Course # 642A (credits: 2)
This course concerns the interaction between the legal system and social change in the United States. Reading consists of a collection of legal documents from the past, including appellate decisions from state and federal courts but also such things as statutes, contracts, divorce proceedings, inaugural addresses, private letters, and the like.

Amicus Project Practicum – Course # 680AM (credits: 2)
This practicum course provides students the opportunity to work one-on-one with a faculty supervisor on a pro bono amicus brief. Students enrolled in this course will be assigned a case and a faculty supervisor. Case selection will be based on a variety of considerations, including legal significance, social significance, inquiry by an interested party (including students), jurisdiction, service to the profession, as well as faculty interest and expertise. Upon invitation to participate in the practicum, the faculty supervisor will present the student with a written project description, the goal of which will be to produce a pro bono amicus brief of professional quality by the end of the semester.

Animal Law – Course # 417 (credits: 2)
This course addresses the extent to which our legal system and cultural values affect the ways in which legislators, judges, politicians, administrators, advocates, scholars, and lay people treat and speak about animals other than humans. The evolution, interpretation, and enforcement of animal-related laws will be treated, as well as whether and how such laws should be changed, and if so, what the effects might be.

Antitrust Law – Course # 504 (credits: 3)
This general overview of federal antitrust law concentrates on basic substantive areas of the Sherman and Clayton Acts such as:

- horizontal restraints of trade including price-fixing, boycotts, bid-rigging, allocations of customers and territories, and trade associations;
- vertical restraints including resale price maintenance, allocation of territories, exclusive distributorships, tying and termination dealers;
- monopolization and attempts to monopolize under Section 2 of the Sherman Act; and,
- mergers (horizontal, vertical and conglomerate) under the Clayton Act, Section 7

Appellate Litigation Clinic – Course # 680LP (credits: 3)
The Appellate Litigation Clinic, which received the Ninth Circuit's 2018 Distinguished Pro Bono Service Award, offers students an opportunity to work with the professor in litigating pro bono appeals in the Ninth Circuit - up to and including oral argument before the court.

Appellate Process and Brief Drafting – Course # 850 (credits: 1)
Appellate Process and Brief Drafting provides students with additional instruction in appellate writing, strategy, and practice. Topics will include standing to appeal, the timing of an appeal, the extent of appellate review, and tips for effective appellate advocacy. Students will answer hypothetical fact patterns to test their understanding of these concepts. Students will also analyze various appellate briefs and opinions to further their understanding of what constitutes effective written appellate advocacy. The students will review an appellate record and be responsible for drafting an appellate statement of facts and argument.

Art of Persuasion – Course # 800 (credits: 1)
This highly interactive course provides students the opportunity to refine their oral advocacy skills. Through the use of simulated exercises, the course provides instruction on verbal and

nonverbal communication techniques to present powerful, compelling oral arguments, and to strategically design effective presentations to motivate and influence audiences of all kinds.

Asian-American Civil Rights – Course # 879 (credits: 1)
This course aims to put the Asian-American civil rights battles in a historical context to see patterns of exclusion, racism, resistance to oppression, and community activism.
By looking at the past, including tactics and policies that worked, law students will understand how to take leadership roles to create a more just and inclusive America. Students will be encouraged to think of public service and community engagement as part and parcel of their for-profit legal careers.

Asylum Law Clinic (680AC-5X)
The proposed Clinic provides Southwestern Law Students with the opportunity to learn lawyering skills and provide high quality legal assistance to a vulnerable and underserved population in a community-based learning environment. Under the close supervision of an adjunct faculty member, students will offer legal advice and counsel to clients in the area of asylum law. Students will apply the research and writing skills learned in LAWS and build on those skills by researching country conditions and other evidence required in an asylum case.

Bankruptcy – Course # 506 (credits: 3)
This course is primarily concerned with Title 11, United States Code, including the comprehensive amendments under the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005 (BAPCPA). Some reference is made to previous bankruptcy laws for historical background purposes.

Beyond Marriage Equality: Protecting LGBTQI Family Relationships – Course # 400 (credits: 1)
This course will explore the challenges LGBTQI people have with respect to their family relationships. The course will briefly review the struggle for marriage equality. However, the main focus of the course will be on the legal challenges LGBTQI people still face with respect to their family relationships. The course will primarily be a lecture-style course.

Big & Medium Law Firm Practice – Course # 627 (credits: 2)
This course helps bridge the gap between studying law and practicing law for students interested in joining a big or medium law firm.

Business Associations – Course # 105 (credits: 4) and Business Associations (SCALE) – Course #105 (credits: 4)

This course examines the law and practice of multiple owner business organizations. The course begins by examining basic agency law, followed by a study of the fundamental structure and most important legal doctrines regulating general partnerships, limited partnerships, limited liability companies, small closely-held corporations, and large publicly-traded corporations.

The course concludes with a brief survey of the most important aspects of federal securities regulation and a review of basic concepts of corporate finance.

California Bar Writing: Skills and Strategies – Course #167 (credits: 3) and California Bar Writing: Skills and Strategies (SCALE)

This is an intensive workshop-style course that provides students with instructions and numerous hands-on practice opportunities focusing on the skills, strategies and select substantive law tested on the written portion of the California Bar Exam.

California Civil Discovery – Course #873 (credits: 1)

The course offers students an overview of California's major discovery statutes using common law decisions and articles for commentary of the statutes.

California Evidence & Sentencing Law – Course #559 (credits: 2)

This course is designed for students interested in availing themselves of California Evidence Law (especially those portions tested on the California Bar Exam), and learning the basic concepts of California Sentencing Law, with a special emphasis on the public policy issues that underlie the latter.

Cannabis Law (Evolution of) - Course #822 (Credits: 1)

The course addresses the growing thicket of complicated and sometimes conflicting local, state, and federal laws governing the use, possession, cultivation, transportation, and distribution of cannabis, whether for medical or recreational purposes.

Capstone: Complex Criminal Litigation – Course #537CP (Credits: 2)

This Capstone course integrates substantive law covered in the basic criminal law and criminal procedure courses, with a focus on practical litigation aspects of those subjects. The course offers a comprehensive overview of criminal litigation through a variety of skills exercises.

Capstone: Employment Law – Course #629CP (Credits: 3)
The course introduces the student - in the context of theory, simulated practice, and models of professionalism - to selected topics in the law of the contemporary workplace.

Capstone: Mass Tort Litigation – Course #581CP (Credits: 3)
This course examines the issues arising in mass tort litigation such as tobacco, asbestos, and silicone breast implants. Initially, the course explores the tension between aggregate procedure and litigant autonomy, as well as ethical dilemmas arising in mass tort practice. The course then assesses attempts to adjudicate mass torts through the class action rule, consolidation, multidistrict litigation procedure, and preclusion doctrine.

Capstone: Representing Entrepreneurs – Course #510CP (Credits: 3) and Capstone: Representing Entrepreneurs (SCALE)
This capstone course builds skills and knowledge needed to advise early-stage businesses. The course discusses diverse legal and business topics faced by start-up lawyers such as business formation, intellectual property, legal ethics, employment law, financing the enterprise, operational contracts, reading financial statements, online commerce law, risk management, and exit strategies.

Chain of Title – Course #544SN (Credits: 1)
In this course, students learn both the broad concerns and the intricacies associated with chain of title analysis, including detailed instruction in the customary policies and procedures from the contexts of the development, finance, production and distribution phases of film production, along with special issues such as works transferred via intestacy laws, works that were the subject in a bankruptcy proceeding or litigation, and transfers of rights under the laws of foreign jurisdictions. This course will provide students with the training needed to make them viable candidates for legal positions at studios, law firms, unions, and lending institutions that conduct this analysis.

Children and the Law – Course #547 (credits: 2)
This course provides a comprehensive overview of the legal issues related to abuse and neglect of children and termination of parental rights.

Children's Rights Clinic – Course #680CR (credits: 5)

The Children's Rights Clinic offers students an opportunity to participate in educational rights work, including direct representation of children and families in school discipline and special education matters, community outreach, and education.

Children's Rights Clinic, Advanced – Course #687CR (credits: 1)
Students who have successfully completed the Children's Rights Clinic can continue to hone their lawyering skills through direct representation of children and families in school discipline and special education matters.

Civil Litigation (SCALE) – Course #381 (credits: 3)
This course introduces students to the theory and practice of civil litigation, including pleadings, discovery, pre-trial motions and judicial management, post-trial motions, appeal, and the finality of judgments.

Civil Pretrial Practice – Course #572R (credits: 3)
This course focuses on the various discovery techniques and motions that are commonly used in federal and/or California state practice.
General topics may include pleadings, motions to dismiss and demurrers, discovery vehicles and privileges, experts, pre-trial conferences, summary judgment motions, motions for failure to prosecute, and pre-trial practice in complex litigation.
In lieu of a final examination, students are graded on the basis of multiple simulated skills exercises.

Civil Procedure I – Course #110A (credits: 2)
This course of study spans the entire process of bringing a civil action to trial, the trial itself, and the appellate review of that trial. It deals with such fundamental concepts as the formulation of the claim (pleadings), trial preparation (discovery), important pre-trial motions, and the basic procedural devices employed during the trial.

Civil Procedure II – Course #110B (credits: 3)
This course of study spans the entire process of bringing a civil action to trial, the trial itself and the appellate review of the trial. It deals with such fundamental concepts as the formulation of the claim (pleadings), trial preparation (discovery), important pre-trial motions, and basic procedural devices employed during the trial.

Community Lawyering Clinic – Course #680CL (credits: 5)

The Community Lawyering Clinic provides Southwestern Law Students ("students") with the opportunity to learn lawyering skills and provide high-quality legal assistance to a vulnerable and underserved population in a community-based learning environment.
Under the close supervision of Professor Vázquez, students will offer legal advice & counsel to the California State University, Northridge ("CSUN") community in the area of immigration law.

Community Lawyering Clinic, Advanced – Course #687CL (credits: 1)
Students who have successfully completed the Community Lawyering Clinic can continue to further develop and refine their lawyering skills through direct representation of CSUN community members in immigration matters, community outreach, and policy projects.

Community Property and Community Property (SCALE) – Course #320 (credits: 2)
This course is devoted primarily to the study of the differences between community and separate property, which determines how property is classified as one or the other, and the impact of such classification. The course also deals with the disposition of community property on termination of the marriage relationship by divorce or death. The liability of spouses for debts is also explored.

Comparative Media Law – Course #650 (credits: 3)
This course explores the intersection of media and the law, focusing on the impact that the law has upon the media as it gathers information and publishes the news.

Conflict of Laws – Course #574 (credits: 3)
This course studies three topics arising from multi-state, federal-state or multi-national adjudications or applications of law: jurisdiction, recognition of foreign judgments, and choice of law. Emphasis is upon choice of law.

Constitutional Criminal Procedure – Course #135 (credits: 3)
This course examines constitutional doctrines regarding the powers of police and prosecutors in the investigation and prosecution of crimes.

Constitutional Criminal Procedure and Advocacy – Course #135BL (credits: 4)
Constitutional Criminal Procedure and Advocacy is an introductory course in Criminal Procedure that focuses entirely upon issues raised by pretrial law enforcement investigatory

practices, the validity of which is measured principally by certain provisions of the Constitution of the United States, including the amendments thereto.

Constitutional Law I – Course #115A (credits: 3)
This course provides a study of the institution of judicial review, the limitations on federal judicial power, and the constitutional roles of the legislative and executive branches. Due process and individual rights under the Constitution and the Bill of Rights are also reviewed.

Constitutional Law I (SCALE) – Course #115A (credits: 3)
This course introduces students to the structural law of the Constitution through a study of the principles of separation of powers among the legislative, executive, and judicial branches of the national government and between the national government and the states (federalism). Among the topics covered are the limits on the justifiability of constitutional claims, the doctrine of judicial review, constitutional protections of the core independence of each branch, and constitutional provisions that force collaboration among the branches.

Constitutional Law II – Course #115B (credits: 3)
This course provides a study of the institution of judicial review, the limitations on federal judicial power and the constitutional roles of the legislative and executive branches. Due process and individual rights under the Constitution and the Bill of Rights are also reviewed.

Constitutional Law II (SCALE) – Course #115B (credits: 3)
Covering the individual rights aspects of the Constitution, students perform a thorough study of cases that define due process, equal protection, free speech, free press, free exercise of religion, and establishment of religion. As part of this course, students are exposed to different views about the core value represented by these protections. The historical roots and the continuing evolution of these principles are also stressed.

Construction Law, Drafting, and Negotiation – Course #591 (credits: 2)
This course introduces students - in the context of theory, simulated practice, and integrated professionalism - to construction law and transactional drafting. It addresses client

interviewing, negotiation, legal writing, and transactional drafting in the context of issues that arise during the practice of construction law.

Contracts I – Course #120A (credits: 3)
This course involves the study of the formative process of contracts; mutual assent, consideration, effect of the statute of frauds, and parole evidence rule; the remedial process applied to contracts, including measure of damages and other remedies; and the examination of problems of breach of contract, anticipatory breach, and exploration of defenses to contract actions, including conditions, impossibility of performance, frustration of purpose, and discharge. Emphasis is also placed on the Uniform Commercial Code.

Contracts I (SCALE) – Course #120A (credits: 3)
This course involves the study of the formative process of contracts; mutual assent, consideration, and the effect of the statute of frauds; and the remedial process applied to contracts, including measure of damages and other remedies.
Uniform Commercial Code (UCC) is emphasized.

Contracts II – Course #120B (credits: 2)
This course involves the study of the formative process of contracts; mutual assent, consideration, effect of the statute of frauds, and parole evidence rule; the remedial process applied to contracts, including measure of damages and other remedies; and the examination of problems of breach of contract, anticipatory breach, and exploration of defenses to contract actions, including conditions, impossibility of performance, frustration of purpose, and discharge. Emphasis is also placed on the Uniform Commercial Code.

Contracts II (SCALE) – Course #120B (credits: 2)
This course involves the study of the parole evidence rule; the remedial process applied to contracts, including measure of damages and other remedies; and the examination of problems of breach of contract, anticipatory break, and exploration of defenses to contract actions, including conditions, impossibility of performance, frustration of purpose, and discharge. Uniform Commercial Code (UCC) is emphasized.

Copyright Law – Course #538 (credits: 3)
This course provides an in-depth study of copyright law and its protection of the intangible property rights of authors.

Copyright Law (SCALE) – Course #538A (credits: 3)
This course is an in-depth study of copyright law and its protection of the intellectual property rights of authors. Among the topics covered by the course are protectable subject matter, ownership, duration, licensing, infringement and defenses.

Corp Mergers & Acquisitions – Course #646 (credits: 3)
This course presents a study of corporate mergers and acquisitions from a transactional perspective. The mechanics of alternative acquisitions techniques are described and compared from the point of view of the target corporation and the acquiring corporation. Defensive tactics of target corporations are examined with reference to the legal standards governing their use. The corporate law concerns of the acquiring corporation are considered in both the friendly and the hostile acquisition.

Courtroom Procedure 101 – Course #876 (credits: 1)
The goal of this course is to provide an opportunity for students to learn the basic courtroom skills necessary to have immediate success as a civil litigator.

Criminal Law – Course #130 (credits: 3)
This course emphasizes both the common law of crimes and the major statutory and case law changes which reflect present legislative and appellate court attitudes.

Criminal Law (SCALE) – Course #131 (credits: 3)
The course explores the philosophical justifications for punishing individuals as well as the limitations on legislative power to define and punish criminal behavior. The primary focus of the course, however, is on the substantive aspects of criminal law.

Criminal Law in Action – Course #830 (credits: 1)
This skills course is designed for students interested in learning about a career in the criminal law field from a practical perspective.

Criminal Law Practice (SCALE) – Course #531 (credits: 3)
Building upon first year concepts, including those covered in Evidence, Criminal Procedure, and Criminal Law, students study criminal case law and statutes, with a focus on federal law in general and white collar crime in particular.

Criminal Law Seminar: Contemporary Issues – Course #724C (credits: 2)
This seminar builds on the first-year Criminal Law course to examine a group of contemporary issues:

- domestic violence against both women and men;
- prosecutorial discretion and the abuse to which that sometimes leads;
- juvenile offenders, juvenile court, and constitutional limits on juvenile sentencing; and,
- the history of, and proposals to abolish the death penalty.

Criminal Law Seminar: Sex Crimes – Course #724E (credits: 2)
This criminal law seminar offers an exploration of sex crimes and issues connected to gender and intimate violence. Together, we will examine cutting edge questions related to rape, statutory rape, sex offender registration laws, pornography, stalking, and the constitutional reach of Lawrence v. Texas.

Criminal Litigation in Practice – Course #537 (credits: 2)
Criminal Litigation in Practice covers virtually all the stages of a criminal case - from the probable cause hearing through the sentencing hearing. The focus of this course will be on state practice.

Criminal Procedure (SCALE) – Course #135 (credits: 3)
This course primarily focuses on constitutional constraints on the pre-trial gathering of evidence in criminal cases.
Coverage emphasizes the Fourth Amendment's limitations on unreasonable searches and seizures. The Fifth Amendment's Due Process Clause and Self-Incrimination Clause, as well as the Sixth Amendment Right-to-Counsel clause, are also studied.

Crimmigration Law Seminar – Course #500 (credits: 2)
This class addresses the historical and contemporary relationships between criminal and immigration law. Specifically, it explores how migrants are framed as criminals, how people with criminal convictions are treated in the immigration law system, and how unique policies apply to immigrants in the criminal justice system.

Critical Race Theory Seminar – Course #769 (credits: 2)
This seminar introduces students to Critical Race Theory - an academic project with potential political and legal implications.

Cyberlaw – Course #563 (credits: 2)
This course covers the basic principles of law applicable to computer, Internet, and e-commerce companies, including the protection of software, websites, and databases, electronic contracting, consumer protection, and privacy. The course also discusses the protection of domain names through trademark and anti-cybersquatting laws.

Cybersecurity Law – Course #498 (credits: 2)
This course is intended to provide students with an understanding about cybersecurity as defined in the law and in the real world when an intrusion or hack occurs, successful or not. What is the legal fallout? What is the organizational fallout? What does such an event mean to the ongoing success of the business entity or law firm?

Defamation, Privacy, Publicity – Course #660A (credits: 2)
This course examines tort causes of action for defamation and invasion of privacy. It covers both the common law of defamation, including the actions of libel and slander, and the constitutional limits placed on such actions.

Disability Law – Course #543 (credits: 2)
This course introduces federal and state laws that address the civil rights, needs, and treatment of persons with disabilities.

Drafting Business Contracts – Course #609 (credits: 2)
This practical skills course teaches the principles of contemporary commercial contract drafting and introduces the student to selected documents used in common business transactions. Examples include, but are not limited to asset purchase, escrow, and web site development.

Drafting Entertainment Industry Contracts – Course #607 (credits: 2)
This course provides both narrative and experiential/inter-active instruction on contract drafting and analysis/review skills for those students interested in a transactional practice.

Drafting Real Estate Transactions – Course #588D (credits: 2)
Drafting, Negotiating, and Understanding Real Estate Transactions will be structured around a fictional deal that the course follows from the term sheet phase to the execution of a purchase agreement and due diligence, then the negotiation of a joint venture, the obtaining

of financing, and ultimately, acquisition and operation including leasing and construction management.

Drafting Technology Agreements – Course #673 (credits: 3)
This is a hands-on course designed to train students in how to analyze technology contracts and how to draft some of today's most widely used forms of technology agreements.

DUI: Prosecution & Defense – Course #823 (credits: 1)
This course provides in-depth, practical training in Driving Under the Influence (DUI) prosecution and defense for future criminal lawyers.

Election Law – Course #595 (credits: 2)
This course examines the means by which the political process, particularly the conducting of elections, is regulated in the United States. Course topics include: (1) the "right" to vote; (2) election administration; (3) ballot structure; (4) election and electoral process challenges and remedies; (5) political parties; (6) candidate access to the ballot; (7) redistricting; (8) the Voting Rights Act; (9) direct democracy, e.g., initiatives, referenda, and recalls; (10) campaign financing and disclosure requirements; (11) lobbying requirements; (12) electoral crimes, e.g., bribery; and (13) voting systems.

Employment Discrimination Law – Course #728E (credits: 2)
Employment Discrimination Law studies the history, doctrine, and practice of law outlawing discrimination in the workplace based on race, color, national origin, sex, religion, age, disability, sexual orientation, and membership in other protected classifications.

Employment Law Survey – Course #629 (credits: 3)
This course surveys the development of the modern law of workplace governance. The focus is on private sector employment. Topics covered include the at-will doctrine, the rise and decline of collective bargaining, minimum wages and benefits regulation, status discrimination, wrongful termination, workplace privacy, and worker-management participation programs.

Employment-Based Immigration Law – Course #881 (credits: 1)
This course focuses on the basic concepts, nonimmigrant and immigrant visa categories that make up the day-to-day practice of many immigration attorneys. The visa categories covered would be considered the core of any employment based immigration practice.

Entertainment & Media Litigation – Course #845 (credits: 1)
This course takes students through the elements of entertainment litigation cases: how it works in real life, how to practice pragmatically, where and how to get the necessary knowledge to advise, counsel and represent clients, and how to build a practice in this area.

Entertainment & the Arts Legal Clinic – Course #680PR (credits: 3)
The Entertainment and the Arts Legal Aid Clinic is a clinical course in which students will provide legal services to real clients. Specifically, the Entertainment and the Arts Legal Aid Clinic provides production legal services to "micro-budget" (generally under $500,000) movies that have already secured financing and are being produced during the school term.

Entertainment & the Arts Legal Clinic II – Course #687PR (credits: 3)
Students who have successfully completed the Entertainment and the Arts Legal Aid Clinic (680PR) can continue to hone their lawyering and professionalism skills through the continued provision of business and legal affairs services on motion pictures.

Entertainment Business Affairs Negotiation (EBAN) – Course #691 (credits: 2)
This course is a negotiation skills course in which students will engage in a series of seven mock negotiations - modeled after actual industry deals - covering television, motion picture and legitimate theater deals.

Entertainment Industry Guilds – Course #712E (credits: 2)
This course focuses on the three major above-the-line unions in the entertainment industry: Directors Guild of America, Screen Actors Guild-American Federation of Television and Radio Artists, and Writers Guild of America.

Entertainment Law – Course #540 (credits: 3)
This course is an overview of those aspects of entertainment law, other than copyright, encompassed in the relationships between artist and personal manager, artist and agent, artist and record producer, and artist and motion picture producer.

Environmental Law – Course #552 (credits: 3)
This course examines the major federal environment laws as implemented by the states in partnership with the federal government, including the regulation of hazardous waste and toxic substances, air pollution, waste pollution, and endangered species.

Estate Planning and Drafting – Course #608 (credits: 2)
This course presents an overview of estate planning for individuals and focuses particularly on lifetime and death tax consequences to members of a family.

Eviction Defense Clinic – Course #680ED (credits: 5)
This is a five-unit clinical course in which law students represent low-income tenants being evicted or at risk of being evicted from their homes. In general, students will attend a classroom component and engage in legal work under the supervision of ICLC Professors and Inner City Law Center (ICLC) attorneys experienced in eviction defense litigation and trial. Clients reside in Los Angeles County and most trials take place at the Pasadena, Norwalk and Stanley Mosk Courthouses. Skills emphasized in the course include client interviewing, client counseling, development of case theory, file management, negotiation, written and oral advocacy, and litigation including responsive pleadings, law and motion, discovery, and trial.

Evidence – Course #140 (credits: 4)
This course will survey the common law, state statutory, and federal rules of evidence. The rules, principles behind the rules, and cases interpreting them shall be examined.

Evidence Law and Practice I (SCALE) – Course #140A (credits: 3)
This course provides a comprehensive survey of the rules governing admission of evidence in judicial trials. Students study the Federal Rules of Evidence (FRE). In the course of studying the FRE, however, students give considerable attention to the principles and policies that underlie the admissions of evidence in common law trials. In addition to traditional doctrinal analysis of the Rules, students also participate in a series of simulations designed to introduce the use of evidence rules in courtroom settings.

Evidence Law and Practice II (SCALE) – Course #140B (credits: 3)
This course provides a comprehensive survey of the rules governing admission of evidence in judicial trials. Students study the Federal Rules of Evidence (FRE). In the course of studying the FRE, however, students give considerable attention to the principles and policies that underlie the admissions of evidence in common law trials. In addition to traditional doctrinal analysis of the Rules, students also participate in a series of simulations designed to introduce the use of evidence rules in courtroom settings.

Externship (SCALE - Eight Weeks) – Course #630
Students participate in a hands-on learning experience at a field placement.

Externship: BEMLI – Course #680EB (credits: 2)
The BEMLI Externship enables select students to return to an entertainment firm or company for a repeat externship or a second entertainment practicum, upon approval of the Director of the Biederman Institute.

Externship: Children's Law Center 680PI (credits: 3)
The Externship course provides an invaluable opportunity to enhance students' legal education through structured and supervised off-campus placements, where students learn through observation as well as hands-on fieldwork. The fieldwork is complemented with a class component.

At the placement, students work on actual legal matters and engage in lawyering tasks. In that capacity, students need to be especially mindful of conducting themselves as professionals, including being mindful of professional responsibility and confidentiality issues. The class component supports and reinforces the students' learning at the placement.

This is a year-long externship course and exposes students to various issues and learning experiences at the Children's Law Center of California This program is a year-long commitment, including full-time work for ten weeks during the summer, for which students may choose to receive up to five externship units. During fall and spring, students must register for three units of externship credit each semester for a total of six units (Credit/No-credit) and must perform a minimum of 182 hours of fieldwork per semester. Participating students have the unique opportunity to work in Children's Court here in Los Angeles as the "voice" for youth in the foster care system. The year-long commitment enables law students to see cases from detention to reunification, to regularly appear in court, and to hone their interviewing and counseling skills with children.

Externship: Civil Practice – Course #680CP (credits: 2)
Corporate In-House externships place students in the legal departments of companies. Externs work closely with experienced attorneys on various projects, generally involving research and analysis, drafting documents, and observation/participation in meetings and negotiations. Depending on the placement, the work may be transactional or litigation-oriented.

Externship: Criminal Justice – Course #680CJ (credits: 1)
This externship focuses on the criminal justice system, through placements with prosecutors' offices as well as defense offices. The field placement is complemented by an academic component, including several class meetings on campus and/or via videoconferencing. For specific details, please see the Externship Office staff and course syllabus.

Externship: Entertainment Law Firm – Course #680EF (credits: 3)
The Entertainment Law Firm Externship exposes students to various aspects of entertainment law through select field placements at law firms. Students who have demonstrated exceptional competency and interest in media and entertainment law are selected by the Biederman Entertainment, Media, and Sports Law Institute for the Entertainment Law Firm Externship. The field placement is complimented by an academic component, including several class meetings on campus and/or via videoconferencing. For specific details, please see the Director of the Biederman Institute or Externship Office staff as well as the entertainment externships course syllabus.

Externship: Entertainment/Media – Course #680EN (credits: 1)
Entertainment externships place students with legal departments of studios and entertainment companies. Some examples include Warner Bros. Pictures, Rhino Records, and Fox Group Legal. Externs work closely with experienced attorneys on a range of projects generally involving intellectual property issues and/or contractual issues.
The field placement is complemented by an academic component, including several class meetings on campus and/or via videoconferencing. For specific details, please see the Externship Office staff and course syllabus.

Externship: Government – Course #680GV (credits: 2)
Governmental externships place students with various divisions of local, state and federal governmental offices. Some examples include the Los Angeles City Attorney, Los Angeles County Public Defender, the California Attorney General, and the U.S. Attorney.
Externs work closely with experienced attorneys in a wide variety of civil and criminal matters. Externs participate in a variety of projects, such as factual investigation, research and analysis, drafting documents and observation/participation in meetings, negotiations as well as judicial proceedings. The field placement is complemented by an academic component, including several class meetings on campus and/or via videoconferencing.

Externship: Judicial – Course #680JU (credits: 2)
Judicial externships are available on part-time and full-time basis and place students with state and federal judges. Externs work closely with the judge, and research attorneys and/or clerks, researching and advising the court on issues pending before the court. Some judicial placements also offer the opportunity of participation in settlement conferences and ADR. The field placement is complemented by an academic component, including several class meetings on campus and/or via videoconferencing.

Externship: Project for the Innocent – Course #680PJ (credits: 2)
The Project for the Innocent externship is a year-long externship (fall and spring semesters) with the Loyola Law School's Project for the Innocent, which is dedicated to the exoneration of the wrongfully convicted. Externs play a central role in the investigations that LPI undertakes. Responsibilities include: investigating claims of innocence; interviewing witnesses; meeting with prosecutors; visiting prison inmates. The field placement is complemented by an academic component, including orientation at LPI, and several class meetings on campus and/or via videoconferencing. For specific details, please see the Externship Office staff and course syllabus.

Externship: Public Interest/Public Sector – Course #680PI (credits: 1)
Public Interest externships place students with various non-profit organizations which serve the public interest and meet the legal needs of those who cannot afford legal services. Some examples include Public Counsel, Alliance for Children's Rights, and Harriett Buhai Center for Family Law. Public interest placements expose students to various areas of the law, such as housing, employment, family law, and human rights. Externs work closely with experienced attorneys on a range of projects, including client intake, research and analysis, document drafting, negotiating, and counseling. The field placement is complemented by an academic component, including several class meetings on campus and/or via videoconferencing. For specific details, please see the Externship Office staff and course syllabus.

Family Law – Course #546 (Credits: 2)
This course is designed as study of the law pertaining to the formation and dissolution of domestic relations, including the law of marriage, annulment, separation and dissolution, alimony, and custody and support of children.

Family Law Clinic – Course #680L (Credits: 5)
The Family Law Clinic provides pro bono advice, counsel and representation to clients of the Harriett Buhai Center for Family Law (the "Center") in a variety of family law matters, including but not limited to domestic violence, division of property, visitation, custody, parentage, and child support matters. Students in this Clinic will learn lawyering skills and provide high quality legal assistance to a vulnerable and underserved population in a community-based learning environment.

Family Law Procedure & Practice – Course #551 (Credits: 3)
This is a hands-on course designed to train students in family law litigation in a mock world setting. The course covers the most common family law issues, beginning with the initial client interview and concluding with a mock family law trial.

Fashion Law – Course #810F (Credits: 2)
The objective of Fashion Law is to provide foundational legal knowledge and skills in areas that new attorneys are likely to encounter should they pursue fashion law in either solo or firm practice.

Federal Corporate Taxation – Course #610 (Credits: 3)
This is a basic course in corporate tax problems and includes a detailed consideration of reorganization problems in addition to problems of organizing corporations, corporate taxable income, the relationship between corporate earnings and individual taxes, stock redemptions, stock dividends and recapitalizations, tax-free division, reincorporation and redemptions by related corporations, purchase and sales of a corporate business, collapsible corporations, and net losses.

Federal Indian Law – Course #567 (Credits: 2)
This course examines the tension between tribal sovereignty and the traditional legal and political notions underlying the American federal system.

Financial Literacy – Course #557 (Credits: 1)
This course is designed to give students a proper understanding on how to plan and set up their finances as they continue their careers in law. Students will learn various financial concepts that are relevant in today's world. Most importantly, students will learn the

framework and process of how to become financially independent. The course will be taught in an interactive approach where students will participate in in-class exercises.

Financing and Distributing Independent Films 665ex (credits:2)
The financing, creation and distribution of independent films has become an increasingly popular sub-specialty of entertainment law practice. Various aspects of independent film production make it much different than the production of a film by a motion picture studio. Often times the writer/director of a project must find various forms of financing to aid in the production of the work. This aspect of the project is much more involved than is the case with a studio-financed project. The agreements with talent also differ from the studio project. Talent is expected to assist with the financing of the project by accepting more contingent fees. The distribution of independent films differs greatly from studio product as well. The reliance on film festivals as a means of obtaining financing and distribution deals has increased dramatically over the years. This course will cover these areas and topic, among others.

First Amendment Seminar – Course #704A (Credits: 2)
This seminar examines the origins of the First Amendment and engages modern First Amendment theory. Topics include incitement of violence, hate speech, commercial speech, campaign finance regulation, government-supported speech, freedom of religion, fake news, and rights of protest.

Foundations of Law & Practice – Course #101FA, Course #101Q1 (Credits: 0)
Foundations of Law and Practice provides instruction in core law school skills, such as reading cases and statutes, note-taking and classroom engagement strategies, time management, rule synthesis, outlining, multiple-choice techniques, and effective exam writing. Effective exam writing includes analogizing and distinguishing cases, focusing on key facts, and building factual depth and common sense inferences within analysis. The substantive material used for course exercises will include content from section specific classes and also new material not tested by doctrinal professors but regularly tested on the bar exam.

Foundations of Law & Practice – Course #101Q2, Course #101SP (Credits: 1)
Foundations of Law and Practice provides instruction in core law school skills, such as reading cases and statutes, note-taking and classroom engagement strategies, time management, rule synthesis, outlining, multiple-choice techniques, and effective exam writing.

Effective exam writing includes analogizing and distinguishing cases, focusing on key facts, and building factual depth and common sense inferences within analysis.

Foundations of Law & Practice (SCALE) – Course #101Q3 (Credits: 1)
Foundations of Law and Practice provides instruction in core law school skills, such as reading cases and statutes, note-taking and classroom engagement strategies, time management, rule synthesis, outlining, multiple-choice techniques, and effective exam writing.

Effective exam writing includes analogizing and distinguishing cases, focusing on key facts, and building factual depth and common sense inferences within analysis.

Foundations of Tort Law Seminar – Course #762B (Credits: 2)
This seminar explores the moral, political, and economic foundations of tort law. Emphasis is given to theories of corrective justice and economic efficiency. Applying these theories, students examine such traditional tort concepts as causation, fault, strict liability, and assumption of risk.

Gambling Law – Course #555 (Credits: 2)
This course provides an overview of public policy issues involving legalized gambling. The course examines the state and federal role in gambling regulation; the history, nature, and economics of gambling; the regulatory and licensing process relative to involvement in gambling; ethical requirements for the gambling lawyer; accounting and internal controls; gambling contracts; advertising; problem gambling; and practical approaches to legal representation.

Habeas Corpus Litigation – Course #715 (Credits: 2)
Habeas Corpus Litigation primarily involves collateral challenges to an inmate's conviction and incarceration that involves claims that are unavailable or unknown to a defendant during the trial and appellate process. This class will examine evolution of the Great Writ as a vehicle for challenging the legality of a prisoner's detention.

Holistic Advocacy – Course #868 (Credits: 1)
This course is designed to introduce aspiring lawyers to the concept of holistic representation. Through a combination of lectures, written materials, videos, and interactive group exercises, students will not only examine the critical role of prosecutors and defense attorneys but will

also analyze the role of supportive and wrap-around services in the criminal legal system. Students will learn about the role data can play when attempting to create systemic change.

Immigration and the LGBTQI Community – Course #401 (Credits: 1)
This course will examine the intersection between immigration and the LGBTQI community. The course will examine the issues representing LGBTQI asylum seekers who face a fear of persecution in their native countries because of their sexual orientation or identity. This course will also examine the struggle of LGBTQI undocumented youth and the challenges they face as a result of the "double closet" in this country. The course will be taught primarily as a lecture-style course but will integrate some practical exercises.

Immigration Appeals Practicum 680IA (Credits: 3)
The Immigration Appeals Practicum (IAP) is a one semester course offered in the Fall and Spring semesters. The IAP is 3 units and graded credit/no credit.

Students work on pro bono appeal before the Board of Immigration Appeals (BIA) under the supervision of an attorney from the law firm Munger, Tolles & Olson LLP (MTO).

IAP cases are secured through the BIA's Pro Bono Project, which was created to increase pro bono representation for individuals detained by the United States Immigration and Customs Enforcement with immigration cases under appeal. Students will conduct substantial legal research and draft the initial brief.

For more information on the BIA Pro Bono Project, please visit the Catholic Legal Immigration Network (CLINIC) website here.

Immigration Law – Course #522 (Credits: 2)
Extensive analyses of the administrative decisions, judicial decisions, statutes, regulations, and informal practices of the Immigration and Naturalization Service, U.S. Consulate, and Manpower Administration are presented in this course.

Immigration Law and Crimes – Course #880 (Credits: 1)
This course highlights and focuses on the essential, but often overlooked, role of crimes as they relate to immigration law. Specifically, the course covers the immigration consequences of criminal convictions for the undocumented hoping to acquire legal status, prospective immigrants, visitors, and lawful permanent residents.

Immigration Law Clinic – Course #680IM (Credits: 5)
The Immigration Law Clinic provides free legal representation to clients in Special Immigrant Juvenile Status (SIJS)(clients under the age of 21), Violence Against Women Act (VAWA) and U visa cases. This will involve cases where clients have been abused, neglected or abandoned or have been victims of a crime. Students will represent clients before the United States Citizenship & Immigration Services (USCIS) and possibly before the Immigration Court and Juvenile Court.

Immigration Law Clinic, Advanced – Course #687IM (Credits: 1)
Students who have successfully completed the Immigration Rights Clinic can continue to hone their lawyering skills through direct representation of children and adults in Special Immigrant Juvenile Status and U Visa cases. Students do not participate in the Immigration Law Clinic classroom component.

Independent Study – Course #686 (Credits: 2)
Student may earn unit credit by completing an independent study project. Independent study allows a student with a demonstrated interest in a particular subject to pursue this interest in-depth under the guidance of a full-time faculty member with expertise in the area.

Independent Study: The Profession (SCALE) – Course #686 (Credits: 2)
For this mandatory component of SCALE I, guest lecturers are invited to conduct presentations on current events, legislation, interesting legal areas, ethical issues or other matters.

Students are required to complete an Independent Study paper based on a topic inspired by one lecture of the series.

Influencer Law 496MX (Credits:1)
Influencer Law immerses students in the ever-changing, and still somewhat amorphous, world of the influencer marketing industry, providing them with the skills necessary to apply Intellectual Property and Entertainment law related concepts specifically to the representation of influencers. The Course includes topics/lessons related to the influencer marketing landscape generally, the specific legal issues and unique contract terms at play in influencer marketing agreements, and the negotiating strategies, representation concerns, and ethical

issues relevant to representing influencers. The Course gives students the opportunity to hone their contract negotiating and drafting skills on actual, real-world deal structures unique to the influencer marketing industry. The Course is lecture-based, practical skill oriented, and delivered via a blend of in person and online lectures.

Information Privacy Law – Course #661 (Credits: 2)
This course focuses on the impact of new information technologies and services on personal privacy. It examines a range of information privacy issues, particularly those involved in the use of the Internet and online services.

Insurance Law – Course #512 (Credits: 3)
This is a survey course examining the legal rules and principles associated with the formation, interpretation and enforcement of insurance contracts. The course covers basic law applicable to all insurance contracts as well as more specific legal doctrine applicable to special lines of insurance, such as property; liability; and life, health and disability.

Intellectual Property Licensing: Law & Practice – Course #675 (Credits: 3)
This course provides an in-depth examination of the law of intellectual property licensing.

International & Comparative Copyright Law – Course #543SN (Credits: 1)
This course compares copyright protections in the European Union to those in the United States.

International Art Law – Course #658 (Credits: 3)
Artworks reflect the culture of their creators, but artworks themselves know no boundaries. Perhaps for that reason, the most interesting and newsworthy issues in art law today are international law issues.

International Business Transactions – Course #514 (Credits: 2)
This course deals with practical and substantive aspects of doing business abroad, and with the domestic international law of import-export, especially U.S. trade remedies and GATT.

International Comparative Intellectual Property Law – Course #452 (Credits: 2)
This course examines the harmonizing tendencies of international and national intellectual property law and contrasts them with the important distinctions that still exist due to local

influences. The course introduces the basic concepts and analytical tools of trademark, copyright, trade secret, patent law, and related areas in a comparative context as well as in light of international treaties and norms.

International Criminal Law – Course #430 (Credits: 2)
This course will explore legal and institutional responses to transnational and international crime. We will examine the history of nations' attempts, individually and jointly, to prosecute crimes including torture, genocide, terrorism, war crimes, and drug trafficking. We will examine the post-World War II war crimes tribunals as models for their modern successors, including the International Criminal Court.

International Entertainment Law – Course #541SN (Credits: 1)
This course focuses on several major issues that arise in European entertainment law practice and how those issues affect the practice of entertainment law in the United States.

International Entertainment Law – Course #541 (Credits: 3)
This course explores some of the major legal issues that arise in representing entertainment personalities as well as the development, production, distribution, and exploitation of entertainment products in both the domestic and the international marketplace.

International Labor & Employment Law Seminar – Course #713 (Credits: 2)
This course offers an opportunity to study the law of humane working conditions in the modern global economy.

International Legal Research – Course #914 (Credits: 1)
This course will offer students the opportunity to expand their skills in using sources in the specialized area of international law. The course covers a range of topics, including sources of international law, how international legal research differs from domestic U.S. legal research, treaty and international case law research, and researching of law of international and supranational organizations.

International Litigation & Arbitration (Transnational Litigation & Arbitration) – Course #776 (Credits: 2)

The course focuses on the practical and procedural aspects of litigating and arbitrating transnational business and trade disputes.

International Protection of Human Rights Seminar – Course #526S (Credits: 2)
International Human Rights has mushroomed as a legal field since World War II, first as a vehicle through which the United States and its allies spread their values, but now, increasingly, as a movement that also challenges the U.S.

International Sports Law – Course #656 (Credits: 3)
This course surveys current legal issues relating to the global sports industries, with one week of focus on North America and the remainder focusing primarily on sports in the European Union.

Interviewing, Counseling & Negotiating – Course #680C (Credits: 3)
This course covers the skills of legal interviewing, counseling, negotiating, and preliminary fact investigation and analysis through a series of simulated exercises based on realistic problems.

Introduction to American Law – Course #106 (Credits: 1)
Only students who are members of Southwestern's LL.M. programs are eligible for this course. The course is intended for students who received their J.D. degree from a law school outside of the United States, and registration is by invitation only.

Introduction to Lawyering – Course #100 (Credits: 0)
Introduction to Lawyering will focus primarily on a general overview of the civil litigation process and the structure of federal and state court systems. It is designed to provide context for the terminology and procedural posture of civil cases you will read in your substantive law classes (such as Contracts, Torts and Property) during your first year of law school.

Jurisdiction (SCALE) – Course #225A (Credits: 3)
This course introduces students to jurisdictional issues relating to the power of courts to bind a defendant to a judgment and to adjudicate particular categories of cases.

Jury Selection in Civil Cases – Course #874 (Credits: 1)

This course is designed to teach aspiring trial lawyers about the jury selection process in civil trials and how to effectively select a fair and impartial jury at trial for their clients. Through a combination of lectures, written materials, videos, and interactive group exercises, students will not only learn about the critical role the jury selection process plays in civil jury trials but also develop practical methods and skills they can utilize during voir dire when they start trying cases on their own after graduation.

Labor Law – Course #594 (Credits: 3)
This course focuses on the National Labor Relations Act, which since the New Deal has governed the relationship among private sector employers, unions, and workers. It examines the practical aspects of the subject matter, including protected-concerted activity, union activity, strikes and lockouts, collective bargaining, secondary activity, and preemption.

Land Use Planning – Course #554 (Credits: 3)
This course focuses upon an analysis of the legal and administrative aspects of the regulation of land use and development.

Law & Religious Institutions – Course #704F (Credits: 2)
Law and Religious Institutions seminar concerns the unique legal problems of religious institutions.

Law & Literature Seminar – Course #644S (Credits: 2)
This seminar examines popular representations of law and lawyers as culturally meaningful texts.

Law & Literature Seminar – Course #644T (Credits: 2)
This seminar critically explores some of the broader themes of legal education via the prism of literature. Through the works of such writers as Kurt Vonnegut, Paul Auster, Jorge Luis Borges, Kate Chopin, Donald Barthelme, Susan Glaspell, Charlotte Perkins Gilman, Tim O'Brien, Philip K. Dick, Mark Twain, Truman Capote, Flannery O'Connor, and Thomas Pynchon, the course uses the short story format as a vehicle to analyze the discursive subtexts of our jurisprudence. Specific units of the class focus on our notions of equality, the law's ability to respond to technological change, law and morality, the construction of guilt and innocence, fact-finding and investigation, insanity and reason, evidence, and memory, and the law of the family.

Law and Social Change – Course #405 (Credits: 2)
Law and Social Change - Obstacles and Opportunities. This course explores the process of social change. To understand change of any kind, one has to understand power, because power is never easily conceded. The course, therefore, starts with an examination of the sources of power in society and then moves to the ways in which power is embodied and deployed. From there the course will confront and grapple with the limits of social transformation before finally considering possible points of intervention.

Law Journal: Staff – Course #683LJ (Credits: 1)
The course has the primary objective of assisting Journal staff in writing a publishable student note, with staff members receiving extensive feedback on their work from both the professors and each other. In the process, it is hoped that Journal staff will also become familiar with some of the important international and transnational issues in the areas in which the Journal most often publishes and will improve their writing and editing skills.

Course units vary. For details, please visit Southwestern's Law Journal web page.

Law Review: Staff – Course #684LR (Credits: 1)
This course introduces Southwestern Law Review staff members to the basic elements of legal scholarship, with the goal of completing research papers of publishable quality. Subjects will include selecting a topic, learning the principles of scholarly writing ethics, organizing scholarly research papers, learning effective research methods, and practicing effective writing and editing techniques.

Course units vary. For details regarding Law Review, please visit the Law Review web page.

LAWS I – Legal Analysis, Writing, and Skills – Course #145A (Credits: 3)
This three-unit course is designed to prepare students for the real-world demands placed upon attorneys by: (1) sensitizing students early on to ethical and professionalism issues; (2) promoting broad-based skills training, including analytical, research and writing skills; and (3) providing concentrated instruction in the basics of legal methods, legal reasoning, and legal process. The course teaches students how to conduct legal research, analyze statutes and court cases, and draft objective formal memoranda assessing the merits of a hypothetical

case based on the research they have conducted. Class sessions focus on, for example, identification and articulation of legal issues, rule synthesis, use of precedent to make predictions about case outcomes, organization of a written analysis, paragraph unity and coherence, precise and concise writing style, consistency of tone, and awareness of audience. Students also receive focused instruction on professionalism and the legal profession, drawing on several empirical studies of lawyers' careers.

LAWS I – Legal Analysis, Writing, and Skills (SCALE) – Course #145A (Credits: 3)
The Legal Writing and Legal Research courses are designed to help students develop and practice research and writing skills that are necessary not only to law students but also to practicing attorneys.

The Legal Writing course introduces the purposes, structures, and styles of legal writing. The course also emphasizes principles of clear writing. Written assignments and class sessions focus on such topics as identification and articulation of legal issues, appropriate written analysis of legal issues, organization, paragraph unity and coherence, precision and concision, consistency of tone, and awareness of audience.

LAWS II – Legal Analysis, Writing, and Skills (SCALE) – Course #145B (Credits: 2)
The Legal Writing and Legal Research courses are designed to help students develop and practice research and writing skills that are necessary not only to law students but also to practicing attorneys.

The Legal Writing course introduces the purposes, structures, and styles of legal writing. The course also emphasizes principles of clear writing. Written assignments and class sessions focus on such topics as identification and articulation of legal issues, appropriate written analysis of legal issues, organization, paragraph unity and coherence, precision and concision, consistency of tone, and awareness of audience.

LAWS II: Appellate Advocacy – Course #145AA (Credits: 3)
This spring semester course is designed to help students develop lawyering skills that students will need in their legal careers.

The course continues to refine students' skills in the legal research, analysis and writing style techniques introduced in the fall semester LAWS I course. In addition, it adds instruction on persuasive legal writing.

The course also includes assignments and lessons on professionalism, oral advocacy and client counseling.

The Appellate Advocacy track of LAWS II instructs students on advocacy in the courts of appeal. Students will handle an appeal in a hypothetical legal case. They will meet with their clients, conduct legal research, draft an appellate court brief, and present oral argument before a panel of justices.

LAWS II: Negotiation – Course #145NG (Credits: 3)
This spring semester course is designed to help students develop lawyering skills that students will need in their legal careers.

The course continues to refine students' skills in the legal research, analysis and writing style techniques introduced in the fall semester LAWS I course.

In addition, it adds instruction on persuasive legal writing. The course also includes assignments and lessons on professionalism, oral advocacy and client counseling.

The Negotiation track of LAWS II teaches the core skills of legal research, writing, advocacy and client counseling in the context of negotiation exercises. Students will meet with their clients, conduct legal research and draft a trial court motion. Students in the negotiation track will participate in contractual negotiations.

LAWS II: Trial Practice – Course #145TP (Credits: 3)
This spring semester course is designed to help students develop lawyering skills that students will need in their legal careers.

The course continues to refine students' skills in the legal research, analysis and writing style techniques introduced in the fall semester LAWS I course. Additionally, it adds instruction on persuasive legal writing.

The course also includes assignments and lessons on professionalism, oral advocacy, and client counseling.

The Trial Practice track of LAWS II is tailored to the work of a trial attorney. Students will handle a variety of tasks in the pre-trial and trial stages of litigation in a hypothetical legal case. They will meet with their clients, conduct legal research, draft a trial court motion, examine witnesses and argue before a jury.

Legal Analysis, Writing, and Skills II – Course #145B (Credits: 3)
This three-unit spring course is designed to help students develop lawyering skills that students will need in their legal careers. The course continues to refine students' skills in the legal research, analysis and writing style techniques introduced in the fall semester LAWS I course. In addition, it adds instruction on persuasive legal writing. The course also includes assignments and lessons on professionalism, oral advocacy and client counseling. NOTE: First-year students will receive their specific LAWS section and professor information at or just before Orientation. Once assignments are made, students will not be permitted to switch LAWS sections. Students are placed with professors during their first semester and will continue working with that professor through the school year.

Legal Arguments about Moral & Political Issues Seminar – Course #766A (Credits: 2)
This seminar examines the central importance of law in resolving the most vexing moral and political arguments of the past 40 years.

Legal Profession – Course #155 (Credits: 3)
This course examines the lawyer's individual and professional obligations to clients, to other lawyers, to the courts, and to the larger society.

Legal Profession (SCALE) – Course #155 (Credits: 3)
This course examines the lawyer's individual and professional obligations to clients, to other lawyers, to the courts, and to the larger society.

Legal Technology Literacy – Course #916 (Credits: 1)
The competent use of technology is a vital part of modern law practice. Comment 8 to Rule 1.1 of the Model Rules of Professional Conduct specifies that professional competence requires a lawyer "keep abreast of changes in the law . . . including the benefits of and risks

associated with relevant technology." Thirty-nine (39) states have integrated this duty of technological competence into their own ethics rules in some form. Routine use of computers, phones, and IPads does not lead to the kind of technological competence required in today's legal profession. Students can expect to explore a variety of technology concepts and software with a special focus on professional responsibility, case and client management, document management and electronic discovery, information literacy, presentation technology, and office skills. This course ties squarely into Learning Outcome 6: Legal Skills. Individual class sessions will run differently depending on the week's topic. Some will lend themselves more to lecture and discussion, while others will be split into lecture and hands-on experience using various software students will likely encounter in practice. Sessions will include a mix of guest speakers, Q&A sessions, and group work on ungraded and graded assignments.

Legal Writing for LL.M. – Course #108 (Credits: 3)
Legal Writing for LL.M. students is designed for entering LL.M. students. Only students who are members of Southwestern's LL.M. programs are eligible for this course.

Legislation – Course #598 (Credits: 2)
This course examines judicial interpretation of statutes. To better understand the various approaches to statutory interpretation, the course examines how legislative bodies function and the rules which govern them.

Legislation (SCALE) – Course #598 (Credits: 2)
This course examines judicial interpretation of statutes. To better understand the various approaches to statutory interpretation, the course examines how legislative bodies function and the rules which govern them.

LGBTQI Youth in Systems of Care – Course #403 (Credits: 1)
Despite the portrayal of LGBTQ youth in the media with an abundance of acceptance and freedom, not all youth are able to express themselves fully or experience the calm acceptance of family, caretakers, and peers. This course will provide an overview of the various systems of care that youth may encounter during the course of their childhoods. This course will also explore the discrimination and backlash that youth often experience at the hands of these systems of care and caretakers. This class will be a seminar-style course in which the instructor will provide a limited overview of the class topic at the beginning of the instruction period,

but pivot to a discussion of the materials that students will have read before class. This class will also include an optional tour of the Edmund Edelman Children's Courthouse.

Local Government Law – Course #602 (Credits: 3)
Cities, Counties, and School Districts oversee and regulate many of the most basic aspects of public and economic life. Local entities have enormous powers that are sometimes overlooked in the study of law.

Mass Media Law – Course #600 (Credits: 2)
This course surveys the law of mass communications with references to print, radio, television, internet, and other forms of distribution.

MBE: Skills & Strategies – Course #374 (Credits: 3)
Multistate Bar Exam: Skills & Strategies. This course is designed to provide early preparation for the Multistate Bar Exam (MBE) and uses best practices and cognitive learning science to promote learning and greater recall of the information. The course takes a "skills first" approach and covers all the 7 MBE subjects (Civil Procedure, Contracts, Constitutional Law, Criminal Law and Procedure, Evidence, Real Property, and Torts). I

MBE: Skills & Strategies (SCALE) - Course #374 (Credits: 1)
This course is designed to provide early preparation for the Multistate Bar Exam (MBE) and uses best practices and cognitive learning science to promote learning and greater recall of the information.

Medical Malpractice Litigation – Course #688 (Credits: 2)
This course combines the presentation of legal and scientific theory with practical examples and demonstrations.

Moot Court Honors Program – Course #682M (Credits: 1)
First year participants receive three units for participation in the Moot Court Honors Program, which consists of successful completion of the Moot Court: Appellate Advocacy course component, participation in the Moot Court Interscholastic Competition, and Moot Court Honors Program responsibilities including office hours, judging practice rounds for other teams and Intramural Competition assignments. Units are awarded: one unit in the fall and two units in the spring.

Students participating in fall competitions receive two units in the fall and one unit in the spring. Moot Court: Appellate Advocacy - The Appellate Advocacy course component of the Moot Court Honors Program focuses on the appellate process, appellate writing, and oral advocacy. Through the use of discrete exercises surrounding a hypothetical appeal, students learn to expand their legal research abilities and will develop their legal writing to exhibit clarity, concision, and rhetorical force. In other words, students learn to turn clean writing into artful writing.

Motion Picture Production Law – Course #666 (Credits: 2)
This course is intended to train the student to be a production attorney for a motion picture studio or production company. The entire process of motion picture production, from acquisition of rights to talent agreements, production concerns and distribution issues, will be covered.

Music for Film & Television – Course #664SN (Credits: 1)
This one-credit course trains students in the analysis of these factors, the clearance process of securing the synchronization rights to use specific musical compositions and the master recording rights to use specific sound recordings. Ancillary rights to use a musical composition or sound recording on a soundtrack album will also be analyzed.

Music Industry Contracts – Course #672 (Credits: 2)
This course explores the relationships and interests of the parties to various contracts in the music industry. Contracts to be covered include those governing recording artists, record producers, and personal managers. The course will feature actual contracts, guest speakers, and other sources of information that provide a real-world picture of the U.S. music industry. By the end of the course, students can expect to learn the following:

Music Publishing Industry, The – Course #667 (Credits: 2)
This course provides an overview of the legal and business aspects of the music publishing industry, which itself is a major part of the entire entertainment ecosystem. It is a complex field, composed of a framework of legal regulations and evolving business practices. It governs virtually every aspect of the music business, including recorded music, film, television, video games, commercials, and live performance.

National Security Law - Course #425 (Credits: 3)
This course surveys the framework of domestic and international laws that variously authorize and restrain the pursuit of the U.S. government's national security policies.

Negotiating & Drafting International Entertainment Contracts – Course #607CP (Credits: 3)
This course is an overview of commonly used agreements in entertainment transactions and how those deals are negotiated and drafted. Students study characteristics of optimal contract language and the construction of written agreements that best reflect the intent of their signatories and impact beneficiaries and how entertainment-related contracts can be informed by various categories of law such as copyright, labor, tort, contract, international law, and collective bargaining agreements.

Negotiation & Dispute Resolution – Course #650T (Credits: 2)
This course introduces students to the theory and practice of negotiation and dispute resolution. Through weekly reading, lectures, and class discussions, students will gain a solid foundation in negotiation principles and techniques developed by leading negotiation experts, as well as the ethical and practical issues that arise when lawyers negotiate on behalf of their clients.

Negotiation & Dispute Resolution – Course #678 (Credits: 2)
This course introduces students to the theory and practice of negotiation and dispute resolution. Through weekly reading, lectures, and class discussions, students will gain a solid foundation in negotiation principles and techniques developed by leading negotiation experts, as well as the ethical and practical issues that arise when lawyers negotiate on behalf of their clients.

Negotiation & Dispute Resolution (SCALE) - Course #650 (Credits: 2)
This course introduces students to the theory and practice of negotiation and dispute resolution. Through weekly reading, lectures, and class discussions, students will gain a solid foundation in negotiation principles and techniques developed by leading negotiation experts, as well as the ethical and practical issues that arise when lawyers negotiate on behalf of their clients.

Negotiation Honors Program – Course #681NG (Credits: 0)

Participation in the Negotiation Honors Program is by invitation only. Students who have been selected to participate in the Negotiation Honors Program must register for the program via Student Action Report (SAR) in the Registration Office (W102).
Units vary, please visit Southwestern's Negotiation Honors Program web page for more information.

Net Neutrality: Past, Present, and Future – Course #842 (Credits: 1)
This course will use current litigation over the Federal Communications Commission's (FCC) adoption and repeal of so-called "network neutrality" rules as a jumping-off point for examining how government adapts to technologies, which evolve more quickly than Congress can legislation. The course explores contemporary legal and policy debates on media and telecommunications policy and judicial review of agency action, focusing on the role of independent regulatory commissions, bodies that exercise quasi-judicial, quasi-legislative, and quasi-executive functions.

NFTS & the Metaverse – Course #573 (Credits: 1)
This course is an overview of the present fundamentals of NFT and the Metaverse (Web 3.0) related entertainment transactions and litigation. The course is taught by currently practicing attorneys handling NFT and Metaverse-related transactions and with a deep understanding of current relevant litigation claims. Students will obtain an understanding of current entertainment industry deals and contracts regarding NFTs and the Metaverse and various litigation claims involving NFTs. During the course, students will be introduced to the relevant intersection of copyright, trademark, tort (e.g. right of publicity) and contract law, the varying type of agreements, and the range of litigation considerations resulting from the emergence of NFTs and the Metaverse.

Patent Law – Course #586 (Credits: 3)
This course provides an in-depth study of the substantive patent law of the U.S. Although the Patent Office procedure to obtain a patent is not covered in this course, the conditions for a valid patent are reviewed, such as inventorship, the date of the invention, the novelty requirement, statutory bars other than novelty, and the requirements of utility and non-obviousness are explored. The types of patentable subject matter, what constitutes infringement of a patent, and the litigation procedures, remedies, defenses, and judgments as they relate to patent infringement matters are reviewed. Various property and contract

interests in patents and inventions such as assignments, licensing, recording, and shop rights are studied, as are antitrust, misuse, and fraud insofar as they may limit patent owners' rights.

Patent Preparation & Prosecution – Course #772D (Credits: 2)
This course provides an introduction to patent application drafting techniques for students interested in pursuing patent law as a career.

Practical Legal Research – Course #875 (Credits: 1)
This course will build upon and expand essential legal research techniques and strategies introduced in the first-year LAWS course. New topics include legislative history, administrative law resources, plus the full range of secondary sources, including practice guides.

Prison Law & Mass Incarceration – Course #495 (Credits: 2)
This course is recommended for all law students and especially those who intend to practice or to be engaged in some aspect of criminal law from a political or policy perspective. While standard criminal law courses in substantive, procedural, and sentencing law are important, what occurs after sentencing has been ignored in law school curricula despite the fact that the consequences for the convicted, their families, and society are enormous.

Products Liability – Course #582 (Credits: 3)
This is an advanced course in torts and contract principles pertaining to the liability of all those who are part of the integral marketing enterprise for goods and services. There is also coverage of legislative and administrative controls with respect to goods and services which are placed into the stream of commerce.

Property – Course #160 (Credits: 4)
This course provides an introduction to the basic concepts of property law with an emphasis on real property law.

Property (SCALE) - Course #160 (Credits: 4)
This course is an introduction to basic principles of the law of real and personal property. Using the concepts of "boundary," "claim," and "control," students discover the principles that underlie all areas of the law.

Public Interest Law Practice - Course #603 (Credits: 2)
Through the utilization of clinical and analytical teaching models, this course is designed to help emerging lawyers interested in working in the public interest arena learn practical tools to succeed in a nonprofit law firm, with specific focus on legal civil rights nonprofits.

Public International Law – Course #524 (Credits: 3)
This introductory course acquaints students with the methodologies, sources, doctrines, and institutions of international law.

Race, Gender, and Sexual Orientation Discrimination – Course #402 (Credits: 1)
In this course, we will uncover the relationships between social identity and legal status, understand the pertinent legal histories that make up anti-discrimination law, apply intersectionality to complicate our understanding, and imagine alternative anti-discrimination schemes that bring liberation to sexual, racial, and gender minorities instead of nominal protection. By the end of this course, students will have a deep and nuanced comprehension of anti-discrimination law and the importance of social identities in the continuing fight for civil rights.

Real Estate Sales Transactions – Course #588 (Credits: 3)
This course is designed to examine the legal and economic aspects of land sale transactions. A study is made of typical documentation used in such transactions; the role of the real estate broker and the lawyer; the rights, liabilities, and remedies of the buyer and seller arising out of their contract; sources and alternative forms of financing; basic tax considerations; forms of ownership; title protection devices and development alternatives.

Real Estate Transactions: Housing Development From Start to Finish – Course #588HD (Credits: 3)
This course presents students with an overview of real estate transactions associated with new development of housing.

Remedies – Course #164 (Credits: 2)
The course covers the nature and dynamics of judicial remedies by focusing on injunctions, damages, and restitution. The course also provides instructions and opportunity to further refine legal analysis and exam writing through the application of legal principles covered in this course.

Removal Defense Clinic – Course 680RD (Credits:3)
The Removal Defense Clinic is designed to train students to represent low-income immigrants in immigration removal proceedings before the Executive Office of Immigration Review, including matters before the U.S. Citizenship and Immigration Services where applicable.

The clinic will focus its removal practice to cases in immigration court that involve the following forms of immigration relief: Special Immigrant Juvenile Status, Asylum, Withholding of Removal, Relief Under the Convention Against Torture, and Cancellation of Removal.

Restorative Justice – Course #878 (Credits: 1)
Restorative justice is a distinct form of conflict resolution that aims to redirect society's retributive response to harm. For example, crime, in the context of restorative justice, is not considered just an offense against the state but rather is viewed as a wrong against another person and indicative of a broken relationship between the offender, victim, and community.

Sales – Course #350 (Credits: 3)
This is a basic course dealing with contracts for the sale of goods under Article 2 of the Uniform Commercial Code.

Securities Regulation – Course #516 (Credits: 3)
The U.S. capital markets, the legal complexities involved in raising capital, and the concurrent responsibilities assumed when a company "goes public" are focused upon in this course. The role and responsibilities of corporate counsel, underwriters counsel, SEC counsel, "directors," "controlling persons," and "insiders" are explored.

Select Problems in Evidence Lab – Course #835 (Credits: 1)
This hands-on course provides students a unique opportunity to learn evidence through practical in-court simulations. The course will expose students to complex evidence issues raised by the Federal Rules of Evidence and, where appropriate, the California Evidence Code.

Small Law Practice Management – Course #605 (Credits: 2)
This course is designed to help soon-to-be solo practitioners and attorneys in smaller firms bridge the gap between studying law and practicing law. The class is designed to cultivate proficiency in two practical areas of attorney development, which are typically learned over time rather than formally taught: (A) how to actually practice law, and (B) how to build and manage a law practice.

Special Education Law Seminar – Course #726 (Credits: 2)
This seminar focuses on the law that relates to the education of children with disabilities. It covers the concept of appropriate education, the right to an education in the least restrictive environment, the entitlement to related services, due process rights, and additional central ideas in special education law.

Sports Law – Course #544 (Credits: 2)
This course provides an analysis of the sports industries and the laws which attempt to regulate their function and behavior.

Street Law Clinic – Course #680SL (Credits: 3)
Students enrolled in the Street Law Clinic teach legal life skills to high school students in our Los Angeles community. In the clinic classroom component, teaching skills are practiced and our lessons are reviewed to help the law students prepare their own lesson plans. During the classroom meetings there are court field trips to provide an opportunity for law students to observe hearings and speak with judges and attorneys to gain an understanding of the court systems that many of our students are involved or are at risk of entering.

Street Law Clinic, Advanced – Course #687SL (Credits: 1)
Students who have successfully completed the Street Law Clinic can continue to hone their lawyering and professionalism skills through teaching for a second semester at a location that has challenging programming and student needs. In addition, students will assist with observing and supervising current Street Law Clinic students at their school sites, help with program development, support relationship building at schools and juvenile centers, and help with writing new lessons.

Survey of Federal Income Tax – Course #340 (Credits: 3)
Students in this course will study the taxation of personal income from employment, investments and the operation of sole proprietorships (but not the taxation of partnerships, corporations or limited liability companies, which will be covered in the separate Taxation of Business Entities course).

Taxation of Business Entities – Course #619 (Credits: 3)

This course will cover the taxation of general partnerships, limited partnerships, limited liability companies, Subchapter S corporations and Subchapter C (i.e., ordinary) corporations. The course is intended for students who intend to practice business law.

Technologies of Telecommunications Law & Policy – Course #601 (Credits: 3)
This course introduces the traditional regulatory regimes used in these industries when they were perceived as separate (and largely static entities). In broadcasting the focus is on allocation, the public trust concept and licensing on the basis of comparative evaluations of applicants.

Television Production Law – Course #664 (Credits: 2)
This course examines key legal and business aspects of television production. The course is organized according to the chronology of events that lead to the airing of a network television series.

Topics in California Legal History Seminar – Course #735 (Credits: 2)
This seminar is designed to enable each enrolled student to (in consultation with the Professor), identify and pursue a topic in California Legal History that is of strong interest to the student. Some of the topics chosen will have lessons for public policy choices that we face today. Topics are likely to include ones that focus on local circumstances and those that affect the entire state.

Torts – Course #170 (Credits: 4)
This four-unit, single-semester course examines civil wrongs not arising from a breach of contract. It explores several theories for holding such wrongdoers liable - including intentional torts, negligence and strict liability - and the defenses that may be asserted in response.

Trademark Law – Course #640 (Credits: 2)
This course surveys the law of trademarks and unfair competition, including the right of publicity and other related statutory and common law schemes.

Transgender Law – Course #404 (Credits: 1)
The course will explore the unique legal issues affecting transgender individuals including the rights of transgender people to necessary medical care; the rights of transgender youth in

schools; the treatment of transgender people in correctional facilities; legal mechanisms to change identification; discrimination against transgender people in employment; and, legal solutions to the problem of violence against transgender people.

Trial Advocacy – Course #584M (Credits: 2)
Trial Advocacy introduces the fundamental trial techniques employed in the preparation of witnesses, jury selection, direct examination, cross-examination, expert witnesses, introduction of exhibits, use of demonstrative aids, and delivery of opening statements and closing arguments.

Trial Advocacy – Course #584 (Credits: 3)
Trial Advocacy introduces the fundamental trial techniques employed in the preparation of witnesses, jury selection, direct examination, cross-examination, expert witnesses, introduction of exhibits, use of demonstrative aids, and delivery of opening statements and closing arguments.

Trial Advocacy (SCALE) – Course #584 (Credits: 2)
Trial Advocacy introduces the fundamental trial techniques employed in the preparation of witnesses, jury selection, direct examination, cross-examination, expert witnesses, introduction of exhibits, use of demonstrative aids, and delivery of opening statements and closing arguments.

Trial Advocacy Honors Program (TAHP) – Course #584IT (Credits: 1)
Trial Advocacy introduces the fundamental trial techniques employed in the preparation of witnesses, jury selection, direct examination, cross-examination, expert witnesses, introduction of exhibits, use of demonstrative aids, and delivery of opening statements and closing arguments.

Trial of Jesus Seminar – Course #766D (Credits: 2)
This seminar examines the trial of Jesus by deconstructing and critically analyzing the Gospel of Matthew in light of Jewish religious and criminal law and procedure, Roman law, as well as known historical events apart from the Gospel.

Unscripted Television Production Law – Course #657 (Credits: 2)

Unscripted Television Production Law Unscripted television, known colloquially as reality television, has nearly twice as many productions as traditional scripted television series. The production process for unscripted television involves issues not present in the production of scripted programs that ordinarily deal with professional actors performing on sound stages.

Video Game Agreements – Course #674 (Credits: 2)
This course focuses primarily on the agreements that counsel in this business will routinely review, draft and negotiate.

Wage Theft: Underground Economics – Course #885 (Credits: 1)
This course addresses wage theft litigation, which entails an intersection of employment law, corporate law and debtor-creditor law. The course critically examines corporate veil piercing litigation, litigation in the bankruptcy forum, judgment enforcement, and administrative law proceedings before the California Labor Commissioner.

White Collar Crime – Course #535 (Credits: 3)
This course explores the substantive and procedural problems connected with the federal prosecution and defense of white collar crime. It also examines selected federal statutes including the Racketeer-Influenced and Corrupt Organizations Act (RICO).

Wills & Trusts – Course #360 (Credits: 4)
This course combines the study of the transmission of property at death, including:

- the rules of intestate succession with inter vivos gifts;
- the creation of inter vivos and testamentary trusts; and,
- the rights and duties of trustees who hold and manage property for another or for charitable purposes.

Wills & Trusts (SCALE) – Course #551 (Credits: 4)
This course combines the study of the transmission of property at death, including:

- the rules of intestate succession with inter vivos gifts;
- the creation of inter vivos and testamentary trusts; and,
- the rights and duties of trustees who hold and manage property for another or for charitable purposes.

Women & the Law Seminar – Course #766B (Credits: 2)
This seminar explores concrete legal problems of particular and current concern to women.

Workers' Compensation Law & Practice – Course #604 (Credits: 2)
This course is an introduction to the constitutional and historical background of workers' compensation law, relevant statutory and case law, and substantive and procedural issues in workers' compensation, including compensability, benefit structure, and tort law relationships.

Writers Guild: Agreements & Negotiation – Course #604 (Credits: 1)
This course focuses on issues that arise under the industry-wide collective bargaining agreements with the WGA and, to some extent, various other Hollywood guilds. It considers issues related to compensation, working conditions, residuals and more, and should be both entertaining and informative.

Wrongful Convictions – Course #778CR (Credits: 2)
America is engaged in a national conversation about its justice system and how to fix it. Wrongful convictions, once thought to be rare, are now understood to be a serious and pervasive nationwide problem. This course will explore the issue of wrongful convictions, from causes to cures.

Youth at Risk: Exploring the Juvenile Justice System – Course #785E (Credits: 2)
This course explores the intricacies of the juvenile court system. This system involves juvenile delinquency law and juvenile dependency law. Juvenile delinquency law is a dynamic area of practice that addresses how the criminal legal system applies to children accused of committing crimes or status offenses. Juvenile dependency law is a complex area of practice that addresses how the child welfare system applies to children who are adjudicated as being "abused or neglected" by their caretaker(s).

Youth Offender Parole Clinic- Course #680YP (Credits:3)
The Youth Offender Parole Clinic is a two-semester course that provides students with the opportunity to represent a client in a Youth Offender Parole Hearing.

Youth Offender Parole Hearings (YOPH) are specialized parole hearings for people convicted Students may submit an application for consideration, typically in the spring semester.

Experiential Learning

Some of the most rewarding hours in law school are those spent applying what you have learned in your classes to a real-world environment.

These valuable and practical hands-on experiences are provided through an abundant variety of clinics, externships, practicums, and public interest opportunities.

Externship Program Overview

Southwestern's Externship Program allows students to enhance their classroom learning and better understand their career options through real-life practice experience at select off-campus placements in Southern California. Placement opportunities include governmental agencies, public interest entities, state and federal judicial chambers, and the legal departments of companies (primarily entertainment). A limited number of select law firm externships are also available. During the summer session, placements are possible nationally as well as internationally.

Extensive information about placement opportunities, the application process, and course requirements is available on the Externship portal page. An excellent place to start is the Externship Policies and Guidelines (PDF in the sidebar). After reviewing the information on the portal, you are encouraged to visit the Externship Office; we will be happy to counsel you on the Externship Program further and answer your questions. Please remember that timely application is critical and that some placements (primarily federal judicial and federal governmental offices) require at least six months' advance application. Please note that students wishing to participate in entertainment externships must have completed Copyright Law.

Office Hours

The Externship Office is located in W231 and is open Monday through Thursday, 9:00 a.m. to 6:00 p.m., and Friday, 9:00 a.m. to 2:00 p.m.

Contact Information

Externship Program
Tel:213-738-6802
Email:externoffice@swlaw.edu

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Clinical Programs

By participating in a clinic, students work directly with and in the community. Clinic students work on real cases for academic credit under the close supervision and guidance of faculty who are practicing attorneys. The students take on responsibility for the strategy and execution of an array of legal matters and often are involved in cases from beginning to end. Students develop as professionals and learn first-hand the importance of access to justice.

Appellate Litigation Clinic

The Appellate Litigation Clinic offers students an opportunity to work with the professor in litigating pro bono appeals in the Ninth Circuit - up to and including oral argument before the court. Students will receive hands-on training in legal research and writing as well as substantive law as it applies to the cases. Students will participate in every step of the process, including review of the file; meeting with the client; assessing possible claims; researching case law; proposing arguments; drafting, revising, and proofing the opening brief; reviewing the response brief; drafting, revising, and proofing the reply brief; and negotiating possible settlement. The course will meet once a week to discuss the research and writing tasks for the upcoming week as well as talk about litigation strategy in general. Research and writing assignments may be time-consuming. One or two students will be chosen to argue each case in the Ninth Circuit.

Asylum Law Clinic

The Clinic provides Southwestern Law students with the opportunity to learn lawyering skills and provide high-quality legal assistance to a vulnerable and underserved population in a community-based learning environment.

Under the close supervision of an adjunct faculty member, students will offer legal advice and counsel to clients seeking asylum and humanitarian relief in the United States. Students will apply the research and writing skills learned in LAWS and build on those skills by researching country conditions and other evidence required in an asylum case. Clinic students will participate in a weekly course component alongside their casework to deepen their learning of asylum law.

Students will hone their skills in interviewing, issue spotting, and counseling with potential clients. Once intakes are completed, law students will apply the facts to the law, assess

possible legal options, develop case plans, draft documents, a legal brief in support of the asylum claim, supplemental briefing to address complex eligibility issues and exceptions, draft an exhibit index with annotations, and declarations, and provide legal counsel to clients during varying stages of legal proceedings to ensure a wide range of understanding of an asylum law case. Student briefs may be filed directly with the Los Angeles Immigration Courts and local USCIS Asylum Office.

Simultaneously with their case assignments, they will be participating in a classroom component, which will prepare them for representation of their assigned cases. The students will also meet individually with their supervising attorney for case review. Students may also have the opportunity to shadow Center attorneys at one of the four local Immigration Courts or the Los Angeles Asylum Office and to learn about immigration court processes including filings, hearings, and the merits hearing where the asylum case is presented and argued in court.

One of the key ways the clinic will differ from a traditional externship at the Center is that the clinic students will be taught case management skills, complex legal writing skills and be expected to be responsible for cases under the supervision of an attorney.

Children's Rights Clinic

The Children's Rights Clinic offers students an opportunity to participate in educational rights work, including direct representation of children and families in school discipline and special education matters and community outreach. Clinic students will have an opportunity to represent children in school discipline proceedings, represent children with disabilities in special education matters, or work with community groups to advocate for better and more equitable educational opportunities for children.
Southwestern students may find the application and other Legal Clinic details on the Portal (log-in required).

The Children's Rights Clinic provides representation to low-income children in the areas of school discipline, special education and other education-related issues. The clinic is staffed by law students who represent clients under the supervision of Professor Jenny Rodriguez-Fee. Students have the opportunity in a real-life context to hone their lawyering skills such as interviewing, negotiating, counseling, pre-trial litigation, and oral advocacy.

Community Lawyering Clinic

In this unique collaboration between Southwestern Law School and California State University, Northridge (CSUN), Southwestern law students represent CSUN students in a variety of

immigration cases as well as staff the on-campus CSUN Student Legal Clinic. In addition to client representation, law students also conduct legal community outreach and policy advocacy for the CSUN student community.

Entertainment and the Arts Legal Clinic

The Clinic provides pro bono legal services to independent filmmakers, series creators, writers, actors, legit stage producers, artists, and musicians. Students work on documentation of underlying rights (clearance reports and fair use analysis) and chain-of-title review, drafting shopping and commenting on and option purchase agreements, music agreements, personal services agreements for producers, directors, actors, other principal crew, location agreements, releases, and other development and production-related contracts. The Clinic also reviews sales, licensing, and distribution agreements. The students, trained by taking copyright and other entertainment law courses, do the legal work (including client correspondence) which is supervised and reviewed by a panel of 4 or 5 experienced practicing attorney professors.

Family Law Clinic

The Family Law Clinic provides Southwestern Law students with the opportunity to learn lawyering skills and provide high-quality legal assistance to a vulnerable and underserved population in a community-based learning environment. Under the close supervision of the adjunct faculty member (the Managing Director of Legal Programs at the Harriett Buhai Center for Family Law Center), students will offer legal advice and counsel to clients in the area of family law with domestic violence interwoven in the majority of these cases. In this Clinic, students will apply their knowledge from civil procedure and community property, together with the research and writing skills learned in LAWS. The Clinic students will participate in a weekly course component alongside their casework to deepen their learning of family law. Students will complete their office hours, casework, and case supervision at the Buhai Center.

Eviction Defense Clinic

This is a five-unit clinical course in which law students represent low-income tenants being evicted or at risk of being evicted from their homes. In general, students will attend a classroom component and engage in legal work under the supervision of ICLC Professors and Inner City Law Center (ICLC) attorneys experienced in eviction defense litigation and trial. Clients reside in Los Angeles County and most trials take place at the Pasadena, Norwalk and Stanley Mosk Courthouses. Skills emphasized in the course include client interviewing, client

counseling, development of case theory, file management, negotiation, written and oral advocacy, and litigation including responsive pleadings, law and motion, discovery, and trial. More information about ICLC can be found at ICLC's website: innercitylawcenter.org.

Immigration Law Clinic

Southwestern's Immigration Law Clinic provides free legal representation to low-income children and adults in Special Immigrant Juvenile Status (SIJS) (clients under the age of 21), U nonimmigrant status (U Visa), and U-based Adjustment of Status cases. The Clinic is staffed by law students who represent clients under the supervision of Professor Andrea Ramos. Students learn many facets of professional responsibility such as client confidentiality, responsiveness to client demands, and accountability for their work. For many students, this is the first opportunity to take the lead on a case and directly serve the community.

Street Law Clinic

Students enrolled in the Street Law Clinic teach law-related critical life skills to youth in Los Angeles, most of whom are involved in the dependency or juvenile court system. Many of these young students also have learning disabilities, which qualifies them for special education services. Law students step into the roles of teacher, mentor, and advocate to empower at-risk youth to make better choices, overcome adversity, and build stronger futures. The participatory lessons taught by the clinic law students inform the teenagers about their rights and the laws that apply to them and provide legal information and resources they need to successfully transition to independent living and adulthood.

Practicums

Amicus Project Practicum

The Amicus Project at Southwestern is a first-of-its-kind professional outreach program, enabling law students to gain practical experience by preparing amicus—or "friend of the court"—briefs* on a pro bono basis for cases in which one is needed. A central component of the Amicus Project is the Amicus Project Practicum, a course that provides students with the opportunity to work individually on an amicus brief under the supervision of a law professor or practicing attorney. Professor Michael Epstein, director of the Amicus Project, and other members of the faculty will select the cases, which may arise out of any jurisdiction (the need for amicus briefs typically arises at the appellate level).

Public Service Programs

Since its founding, Southwestern has inspired a commitment to public service through a rich selection of programs, courses, activities and individual pursuits. Being in the heart of Los Angeles' "Public Interest Corridor," Southwestern provides students opportunities to serve the community that few law schools can match.

Through service and pro bono initiatives sponsored by the Public Service Program, students will learn more about how they can provide meaningful service to the public and how to apply practical lawyering skills in a wide variety of settings almost immediately after joining Southwestern.

Public Service Policy and Pledge

The provision of pro bono legal services is an integral component of a legal education and to the practice of law. Per the California Bar resolution and American Bar Association Model Rules, which calls for fifty hours of pro bono service annually, Southwestern encourages pro bono participation by all members of the Southwestern community in the collective effort to defend equal access to our judicial system for persons of limited-means and in advancing the public interest.

Following economic, political, and social events, unmet legal needs in our communities continue to increase in complexity as well as scope with legal service organizations more challenged than ever to meet enormous demand for no-cost services and representation in protecting the legal rights and needs of indigent clients.

The Public Service Program (PSP) recognizes the efforts of students addressing systemic and poverty-related needs through their pro bono service. For PSP purposes, "public interest" is broadly defined to encompass interests underrepresented by the private sector, including the interests of the poor, ethnic minorities, and broad-ranging advocacy interests of public concern, such as the environment, animal welfare and the welfare of future generations.

Public service is law-related work in the broader category of the public sector, which does not otherwise meet the definition of pro bono.

Graduating students who have completed a minimum of 75 hours of law-related service by the April deadline in their final year of study will be recognized at commencement ceremonies and a notation of Public Service Program distinction will be placed on their academic transcripts.

Public Service Program Recognition

To qualify for PSP recognition, a student's pro bono or public service work:

- Must be performed under the supervision of a licensed attorney
- Must be performed without receiving any form of compensation
- Must be public interest / public service-related
- Southwestern does not award academic credit for work or experiences completed before matriculation. For additional information, read our Credit for Prior Experiential Learning Policy.

Faculty

Their faces appear regularly on national and international television broadcasts; their names are on textbooks, treatises, and articles cited in countless court opinions; their voices address juries, Presidential commissions, Senate hearings, foundation boards, and world forums.

They are nationally recognized experts in their respective fields—from criminal law to civil procedure, from antitrust to urban planning. They are the faculty at Southwestern. And they are so accessible to their students that they have earned Southwestern a reputation for faculty/student interaction that is second to none.

Full-Time Faculty

Ronald G. Aronovsky, A.B., J.D., Professor of Law, Tenured

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Luke Boso, B.A., J.D., LL.M., Professor of Law, Tenured and Co-Associate Dean of Research

Melissa Brandman, B.A., J.D., Associate Professor of Law

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Christopher David Ruiz Cameron, B.A., J.D., Justice Marshall F. McComb Professor of Law, Tenured and Director, Labor and Employment Law Concentration

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Iryna Zaverukha, B.S., J.D., Ph.D., LL.M., Adjunct Professor of Law

Registrar’s Office

The Registrar's Office is the custodian of records for all student academic information. We are committed to maintaining the integrity and security of students' academic records in compliance with the Family Educational Rights and Privacy Act (FERPA) regulations. To fulfill this mission, we are dedicated to serving student needs with accuracy and professionalism. Our primary responsibilities include course registration, exam administration, recording grades, CALI and SW Top Grade awards, transcripts, class ranks, bar certifications, and diplomas. As one of the key support service departments at the law school, we look forward to serving our students, faculty, the law school community, and the general public.

Current Students may find detailed registration information, such as instructions, required course lists, etc., on the Portal (log-in required).

Academic Record Verification

Academic record verification may be obtained through the Registrar’s Office. There is no fee for this service.

The office cannot verify enrollment beyond the current academic year. Enrollment will be verified for the official dates of each semester once a student has completed the registration process. Academic record verification will not be provided before the first day of class of the current term.

Students are verified as full-time if they are registered for 10 or more units, part-time/half-time if they are registered for 8 or 9 units, and less than part-time if they are registered for 7 or fewer units per semester.

Students may request academic record verifications by completing an Information Request Form. Please allow five working days to process requests, except at peak periods when more time is needed.
Note: Academic record verification will not be released by telephone or fax.

Transcript Requests

Southwestern Law School transcripts may be requested through Parchment, a secure online service. Transcripts are $7.00 each plus a processing fee of $3.00 per order. Payment may be made by credit or debit card. Additional policies apply when ordering through Parchment and should be reviewed before creating an account and requesting transcripts.

The following policies apply:

- Official transcripts can be issued directly to students, agents or institutions.
    - Student consent must be obtained for a transcript request by a third party due to the confidential nature of a student's records.
- Official and Unofficial transcripts may be requested in person from the Registrar's Office. The $7.00 fee for the official transcript is payable in advance.
- Normally, 1-5 working days are required for processing all transcript requests, except at peak periods when more time is needed to fill all requests.
- Transcripts include all work completed at Southwestern. Partial transcripts are not issued.
- We do not copy other college/university or law school records.
- Transcripts mailed directly from the Registrar's Office to scholarship foundations for current students are free. Please contact the Registrar's Office via email at registrar@swlaw.edu for more information.
- Unofficial transcripts bear the "Issued to Student" stamp.
- Transcripts sent via postal mail will be sent first class through U.S. postal mail to the address indicated by the Requestor.
- Electronic transcripts are subject to the above policies and will be delivered through the FERPA compliant Parchment network provider. The Recipient's email address is required. It is the requester's responsibility to determine if the Recipient accepts electronic transcripts. Southwestern is not responsible for transcripts that are requested to be sent to unsecure email sites or the Recipient's use of said document(s). Corrections to incorrect Recipient email addresses provided by the Requestor are considered a new transaction and subject to additional fees.
- Southwestern maintains student educational records in compliance with applicable legal, regulatory, and accreditation requirements. Academic transcripts are preserved

permanently as part of the institution's official academic record. All other student educational records are retained for a minimum of five years following a student's graduation or last date of attendance, unless a longer retention period is required by law, regulation, or accreditation standards. Once the applicable retention period has passed, records may be securely destroyed in accordance with Southwestern's records management and data security policies.

Diplomas

Diplomas are processed by the Registrar's Office. Original diplomas are distributed to students after commencement once the degree is conferred.

Reissued diplomas can be ordered by completing the Reissued Diploma Request Form and submitting it to registrar@swlaw.edu. Reissued diplomas cost $75 and are processed in 6 – 8 weeks. Reissued diplomas are printed with the name Southwestern Law School has on record. To update or change the name printed on the diploma, official documents will be required to verify the name.

If you have the original diploma and are ordering a reissued diploma, the Registrar's Office will request that the original is mailed back to our office. If the original diploma is not submitted to our office, a footnote of the reissued diploma will include the following note: "Reissued Diploma, Issued Date XXXX." This will be covered when you place the diploma on your frame (Reissued Diploma Request Form).

Student Services Office

The Student Services Office, which houses the Advising Center, is responsible for personal and academic advising and advisement to all Southwestern students. The office provides academic advisement on a variety of matters, as well as special advisement and support to students experiencing academic challenges (see list below). In addition, requests related to academic and administrative matters are handled by the office, as well as special programs for transfer and visiting students. Students may also be referred to BisonCares (Southwestern's off-campus counseling resource) or Southwestern's on-campus Academic Success Program after meeting with the office staff.

Contact the Student Services Office if you need:

Academic Advising regarding:

- Scheduling
- Course Registration
- Progress to Graduation
- Status Changes
- Leaves of Absence
- Probation and Disqualification
- Personal Concerns
- Attendance Issues

Assistance with:

- Letters of Standing
- Late Add/Drop Courses
- Special Registration Requests
- Program Status Changes
- Incompletes
- Leaves of Absence
- Withdrawal
- Exam Date and Time Changes
- Exam Accommodations and Emergencies
- Study Abroad Programs
- Transfer and Visiting Out Requests
- Evaluation of Transfer Credit
- Dean's Certification for Students to Appear in Court
- Independent Studies

The Student Services Office also works collaboratively with faculty, Academic Success, and various other departments to address student needs. Additionally, the office sponsors academic advising programs, such as Table Days and other events, to promote student well-being and is actively involved in developing additional programs and activities to enhance student life on campus.

Advising Center

From academic planning to individualized advising, the staff of the Advising Center is here to assist with problems in order to help students have successful academic careers. We highly encourage you to visit the Advising Center and take advantage of this valuable resource.

Accessibility Accommodations

The office is also responsible for accessibility accommodations for students with disabilities. Students must contact the Student Services Office as early as possible to discuss requests for special accommodations. The office also makes recommendations for awards and scholarships.

Office Hours:

- Monday - Thursday, 9 a.m. - 6 p.m.
- Friday (remote), 9 a.m. - 4 p.m.
- Other times by appointment

Contact Information

- **Jordan Hall**
  Associate Dean, Student Services
  Tel: (213)-738-6758
  Email: JHall@swlaw.edu

- **Zachary Bruning**
  Assistant Dean for Student Services Student Services/ Designated Military/Veteran Student Advisor
  Tel:213-738-6721
  Email: zbruning@swlaw.edu

- **Sylvia Villalpando**
  Associate Director of Student Services/ 504 Coordinator/ PDSO
  Tel:213-738-6888
  Email: svillalpando@swlaw.edu

- **SJ Calica**
  Title IX Coordinator/Civil Rights Investigator

Tel:213-738-6738
Email: TitleIX@swlaw.edu

Guadalupe Sapon
Assistant Director for DEI Initiatives
Tel:213-738-6874
Email:dei@swlaw.edu

Accessibility Services

Southwestern makes every effort to provide reasonable accommodations for students with attentional, medical, psychological, learning, or temporary disabilities through the Student Services Office. Examples of accommodations include notetaking services, special chairs, extra time on exams, reduced distraction testing environment, breaks during exams, etc.

Those requiring accommodations for a disability should complete the form using the following link to initiate the application process to request accommodations. Students should apply for accommodations as early as possible to provide sufficient time for the review process to be completed.

Indicating a disability on the admissions application does not serve to provide notice to Southwestern of a student's need for accommodations during law school. Students who do not seek accommodations need not make their disabilities known.

It is the policy and practice of Southwestern to comply with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities.

Contact Information:

- Accessibility Services
  Tel:213-738-6888
  Email: accessibility@swlaw.edu
- Student Services Office
  Tel:213-738-6871
  Email: studentservices@swlaw.edu

Career Services

Overview

Southwestern's Career Services Office includes a staff dedicated to the professional success of our students and alumni and who are committee committed to helping employer-partners meet their goals.

Office location:

Westmoreland Building, 3rd Floor

Office Hours: Monday - Thursday 9:00 a.m. - 6:00 p.m.; Friday 9:00 a.m. - 4:00 p.m. Tel: 213-738-6794 Email: careerservices@swlaw.edu

Meet the CSO Staff

The Career Services Office ("CSO") partners with students and alumni on all aspects of their career development through individual career counseling, specialized programming, and extensive resources. The CSO sponsors a variety of recruitment programs, networking events, and other initiatives to connect students with private, public, and judicial sector employers. We educate students and alumni on personal and skills-based self-assessment, developing effective job search campaigns and strategies, workplace professionalism, and the diverse range of career opportunities available to those with legal education and training.

Our career advisors come from a variety of legal backgrounds, with professional experience ranging from private practice to public interest and government, to academia and nonprofit organizations. We encourage students to maintain regular contact and take advantage of access to their individual career advisor for job search strategy sessions, resume and cover letter review, interview preparation, or simply for encouragement and advice.

Oscar Teran, Esq., Associate Dean

Most recently, Oscar served as Western State's Director of Career Development. Oscar's higher education experience also includes serving as the Founding Director of the DREAM Center at UC-Irvine, Assistant Director of Career Services at Chapman Law, and Director of the Alumni Mentor Program at his alma mater, UC-Hastings.

Before entering higher education, Oscar served as a staff attorney at Bay Area Legal Aid in San Jose, California Rural Legal Assistance in Delano, Positive Resource Center in San Francisco, and Texas Rio Grande Legal Aid in El Paso.

He is admitted to practice law in California and Texas, has been active in National Association for Law Placement, and has taught leadership courses through Chapman University's Attallah College of Educational Studies.

Ellen Oganesyan, Director

Ms. Oganesyan counsels students and alumni on career planning and job search strategies, networking, and resume and cover letter drafting.

Jody Stein, Esq., Senior Assistant Director

Ms. Stein advises students and alumni on all aspects of their job search preparation, including providing support as they clarify their career goals and strategize their employment searches. She comes to Southwestern Law School with a background in employment law, having started her career litigating discrimination claims on behalf of employees at a small Los Angeles firm. Ms. Stein continued her work in the field of employment law with a human resources consulting firm for which she has written regular employment law updates, conducted trainings on building respectful workplaces, and investigated discrimination claims in the workplace. She received her J.D. from Benjamin N. Cardozo School of Law and her B.A. from the University of California, Santa Barbara. Ms. Stein is a member of the California State Bar.

Elizabeth Bernstein, Assistant Director

A member of the Career Services Office since 2004, Ms. Bernstein counsels students in the online program on legal career path options, resume and cover letter drafting, interviewing skills, and formulating career goals. She coordinates and presents workshops on career planning and law student professional development. Additionally, she oversees the Alumni Resource Network directory, a platform that helps students and recent graduates navigate career path questions.

Ms. Bernstein is an active member of the National Association for Law Placement (NALP) and the Los Angeles Area Legal Recruitment Association (LAALRA), where she recently served as a board member. She is a graduate of the Ohio State University.

Yvette Gonzalez, Esq., Assistant Director

Ms. Gonzalez counsels students and alumni on career planning and job search strategies, networking, and resume and cover letter drafting. She started her legal career at a large, international law firm where she focused on employment law and insurance litigation. She then transitioned to the private sector where she was a Director of Recruiting for a national legal staffing agency for over 10 years. Ms. Gonzalez received her J.D. from Loyola Law School and her B.A. in Psychology and Sociology from Stanford University. Ms. Gonzalez is a member of the California State Bar.

Giselle Martinez, Assistant Director

Ms. Martinez administers and manages the recruitment programs at Southwestern Law School, including the On-Campus Interview (OCI) programs, the Mock Interview Program, and the Symplicity job board. Prior to joining the department, she was working with Southwestern's Externship Office, Administrative Services Office, and Registrar. Ms. Martinez has a background in Placement Services and Financial Aid Advising. She received her B.A. in Sociology and Spanish from the University of California, Santa Barbara.

Student Resources

Individual Career Counseling:

- Make an appointment via Symplicity; careerservices@swlaw.edu; and (213) 738-6794.

Engage in Self-Assessment With These CSO Resources:

- Ten Questions You Should Ask Yourself Before Choosing a Practice Area
- VIA Character Strengths
- CliftonStrengths Assessment
- Career Paths

Research Employers With These CSO Resources:

- Chambers Associate Guide
    - Reviews, interview tips and insight on law firms in the U.S., http://www.chambers-associate.com/home
- Martindale-Hubbell Directory
    - Find lawyers, law firms & organizations, https://www.martindale.com/
- NALP Directory
    - Research legal employers in the U.S., https://www.nalpdirectory.com/

- Vault
    - Firm rankings & profiles, industry guidebooks, and practice areas; Access via Symplicity, with link under Shortcuts on the right-hand side.
- CSO Canvas Page
    - Sector specific information, program recordings, & Government Honors Handbook

Schedule An Appointment With Your CSO Advisor or Review Job Postings at

- Symplicity: https://law-southwestern-csm.symplicity.com/students

Our Non-Discrimination Policy:

Southwestern Law School non-discrimination and non-harassment policy - https://www.swlaw.edu/Policy

If an employer is found to have violated with the Law School's non-discrimination and non-harassment policy that employer will be prohibited from accessing the resources and programs of the Law School's Career Services Office.

Inquiries regarding Southwestern's non-discrimination policies may be directed to Southwestern's General Counsel at generalcounsel@swlaw.edu or (213) 738-6626.

FOR ALUMNI

The Career Services Office offers individualized and comprehensive support to all Southwestern graduates at all stages of their careers. We also welcome alumni volunteers as mentors, speakers, and panelists.

Searching for Jobs:

Positions for new and experienced attorneys are posted on Symplicity (https://law-southwestern-csm.symplicity.com/) on a daily basis. If you are new to Symplicity, register for a new account via the Symplicity login page for student and alumni.

Getting Involved at Southwestern:

Join our 400+ strong network of alumni mentors and make a difference! Be a future panelist, speaker, mock interviewer, and/or a mentor to Southwestern students. You can sign up at: https://docs.google.com/forms/d/e/1FAIpQLSfo5wseVia-zfu1OUTbyhemq-42AFzM6b5a_aVLtdedtQbShw/viewform

UPCOMING EVENTS AND PROGRAMS

The Career Services Office hosts a variety of professional development programming for students throughout the academic year. Students can view a full calendar of events on the Career Services Canvas page. Additionally, Career Services events are included in the Today at Southwestern email messages and the weekly Career Services/Externship Office newsletter.

Academic Success

Southwestern offers a wide variety of resources and support programs at every stage of a student's law school career to help achieve academic success.

The Academic Success & Bar Preparation Office begins prepping students to pass the bar the minute they enter law school. Students can take advantage of academic readiness programs, courses, workshops, as well as individual counseling sessions to maximize academic potential.

Through the Writing Center, students have resources available to help polish their legal writing skills and become more confident in their legal writing product. These optional resources are available to students regardless of their academic standing.

Dean's Fellows serve as teaching assistants through the Academic Success & Bar Preparation Office. They are an integral resource by assisting students in developing the five general skills areas: time management, note-taking, reading and briefing, synthesizing (weekly review and outlining), and exam writing.

Bison Bridge programs equip students with essential tools for navigating through and thriving in the law school environment. All students (especially first-gen) are welcome and encouraged to participate.

Academic Success & Bar Preparation

The Academic Success & Bar Preparation Office offers academic readiness programs and courses designed to help students achieve their academic potential in law school. Through courses, workshops, and individual counseling, students are offered instruction on the competencies and tools necessary to be successful in law school, on the bar exam, and in practice, such as critical reading skills, effective note-taking in a legal setting, organization, and synthesis of the law, time management, and other proven study habits.

Bison Boot Camp

Bison Boot Camp is an early-start academic skills program designed to help admitted students begin their law school journey with confidence. Whether you're returning to school after time away or coming straight from an undergraduate program, law school is a new and demanding environment.

Through a mix of foundational academic skills, insights into law school culture, and opportunities for early connection with faculty, you'll gain valuable tools for success in your first year. Topics include time management, reading and briefing cases, outlining strategies, and exam preparation. You'll also get a head start on networking and finding your place in our law school community.

All entering students are encouraged to participate in this program to support a smooth and successful transition to law school. Bison Boot Camp is taught by faculty from the Academic Success and Bar Preparation Department.

Bison Boot Camp is a non-credit course and is free of charge for our entering students.

Writing Center

Through the Writing Center, Southwestern offers individualized assistance, workshops, and courses geared toward making students better legal writers. With content-based and process-based instruction, students learn to evaluate and rewrite their work, become more confident in their written product and are more prepared for today's legal workplace.

First-year students can meet with the Center's Writing Specialists and Fellows to develop their basic writing skills so they can better focus on the material their LAWS professors are teaching. The feedback will conform to any restrictions given by individual professors.

Upper-division students can meet with the Center's Director, Writing Specialists, and Fellows, to review seminar papers, externship assignments, law review and law journal articles, cover letters, and writing samples. Students are welcome to visit at any stage of their writing, from brainstorming to polishing. The feedback will conform to any restrictions given by individual professors or externship supervisors.

In addition, the Writing Center holds numerous workshops throughout the year that focus on developing students' legal writing and revision skills. Workshops vary year-to-year based on student need.

The Writing Center maintains learning materials on its Canvas site to assist students with improving writing at their own pace.

Introduction to Legal Writing

A Seminar for Pre-Law Students

Introduction to Legal Writing provides pre-law students with a head start in their legal education. Serving as a bridge between undergraduate education and law school, the

program provides students with the opportunity to practice writing in an intellectually demanding, but pressure-free law school environment.

In the course, students begin learning the fundamentals of legal reasoning and analysis. Students will enter law school with the ability to articulate legal issues and principles, to understand the nature of judicial opinions, and to develop basic writing skills sufficient to begin legal analysis. In the Introduction to Legal Writing Seminar, students receive personal attention and regular feedback. Students become the fearless and reflective learners necessary to succeed in law school.

Dean's Fellows

Dean's Fellows are an elite group of upper-division students with exemplary academic skills who serve as teaching assistants for the Academic Success and Bar Preparation Office. They are carefully selected from among the best in their class based on their academic success and ability to teach other students best-practice study methods that will help them become acclimated to the study of law. The Dean's Fellow Program is highly competitive.

Dean's Fellows are an important resource for students and an integral part of Southwestern's Academic Success courses and programs. First, Dean's Fellows serve as mentors and role models. By modeling excellent study habits, time management skills, and overall professionalism, Dean's Fellows provide an example to first-year students that law school is a place where they can succeed with the right mindset. Second, Dean's Fellows play an integral role in the Foundations of Law and Practice course during the first year of law school.

As Academic Success teaching assistants, Dean's Fellows provide in-depth feedback to students on outlines, essays, and other work products. Dean's Fellows also hold weekly office hours and individual meetings by appointment to assist students in developing the general skill areas first-year students need to be successful in all doctrinal courses: time management, note-taking, reading and briefing, outlining (e.g. synthesizing a large body of legal doctrine), exam writing, and multiple-choice test-taking.

All incoming first-year students are assigned a Dean's Fellow but are always welcome to reach out and connect with any Dean's Fellow.

Student Resources

Student Life

At Southwestern, you will find that it is difficult to get lost in the crowd. This is a manifestation of the personal, intimate experience Southwestern offers our students.

It is a nurturing, supportive environment where diversity is celebrated and students find future colleagues, caring mentors and inspiring role models.

Student Affairs Office

The Student Affairs Office advises the Southwestern Law Review, Southwestern Journal of International Law, Moot Court Honors Program, Negotiation Honors Program, Trial Advocacy Honors Program (TAHP), Student Bar Association (SBA), the Law Commentator, Peer Mentor Program, and other student organizations regarding the development and implementation of their activities. The office recommends and monitors budgets, and coordinates all student travel. The office also organizes a variety of student programs and special events, including Orientation, the Intramural Competition, speakers programs, conferences and symposia, and the activities of bar review organizations.

Contact Information:

Tel:213-738-6716

Email: studentaffairs@swlaw.edu

Student Satisfaction Survey

Each spring, Southwestern students receive an email invitation from the Dean to participate in the Law School Survey of Student Engagement (LSSSE). Co-sponsored by the Association of American Law Schools (AALS) and the Carnegie Foundation for the Advancement of Teaching, the LSSSE survey is designed to collect information about student behaviors and law school environments throughout the country to help law faculty and administrators focus attention and resources in ways that will enhance student learning and law school effectiveness. It provides law schools with information they can use almost immediately to improve various

aspects of their performance and help students get the most out of their law school experience.

The survey poses questions regarding how students organize their time, what they feel they've gained from their classes, their assessment of interactions with faculty, staff and peers, and their involvement in campus activities. Students complete the survey online through a secure website.

Student input provides valuable information to assist Southwestern in improving and enhancing your law school experience and best ensure the success of all Southwestern students. More information is available on the LSSSE website and from the Student Affairs Office.

Orientation

As home to a variety of J.D. program options, Southwestern has created Orientation events that are tailored to the unique nature of each J.D. program and its entering cohorts. Participation in Orientation events and programmatic elements is **mandatory for all entering students**. Review the information on this page to learn more about your program's Orientation, and check back often, as additional details will be added over time.

Full-Time Day, Part-Time Day, and PLEAS Mandatory Orientation

First-Year Orientation for the Full-Time Day, Part-Time Day, and PLEAS programs will be held on **Monday, August 10 and Tuesday, August 11, 2026.** A detailed schedule and Orientation Guide will be published in the weeks leading up to Orientation.

The First-Year Orientation Program is your introduction to Southwestern and your opportunity to meet faculty, staff, alumni, and other students. Southwestern's First-Year Orientation Program seeks to accomplish the following goals:

- Assist with academic growth by providing programs and resources focused on law school expectations and academic requirements
- Foster meaningful relationships between faculty, staff, alumni, and students
- Integrate new students into the law school community through the Peer Mentor Program and an introduction to campus resources, co-curricular, and extra-curricular activities

- We hope that through the First-year Orientation Program, you will obtain enough valuable information to successfully begin law school and feel like a true Southwestern Bison.

SCALE 2-Year Accelerated J.D. Mandatory Orientation

Orientation for SCALE students will take place on **Monday, June 15, 2026**. Additional information will be shared via the SCALE module of this CANVAS course.

Full-Time Online and Part-Time Online Mandatory Orientation

The Online J.D. Orientation consists of asynchronous activities and assignments that should be completed before the start of school, as well as a variety of synchronous sessions scheduled for **Monday, August 10 and Tuesday, August 11, 2026**. Additional Orientation details will be communicated to entering Online J.D. students in late Spring/early Summer.LL.M. students have a specific Orientation Program designed to fit their needs, and it is held prior to the start of school. In addition, all foreign educated LL.M. students are strongly encouraged to participate in the ALLIES program (see details below), which begins two weeks before regularly scheduled fall semester classes.

Student Organizations

The extraordinary backgrounds, interests, and affiliations of our students are reflected in our slew of extracurricular activities, where they can hone their skills and stay connected to the community.

The wide spectrum of student organizations includes the Student Bar Association, law fraternities; ethnic, cultural, religious and political groups; and associations for different areas of the law. These groups offer support and mentoring programs; sponsor workshops, volunteer and networking opportunities, community outreach projects, cultural and social events, interscholastic competitions, and hundreds of speaker presentations each academic year.

Student Bar Association

The Student Bar Association (SBA), to which all students automatically belong, is the official representative of the Southwestern student body. In this capacity, the SBA is the umbrella

organization for all student organizations and works to address the needs of students through coordination with those organizations.

The SBA sponsors and coordinates various opportunities for professional and social networking, alumni engagement and community service. Through the Board of Directors—which is composed of the elected Executive Board, Class Representatives and Directors for different Committees—they work to promote student interests and provide extracurricular activities for the student body through its own activities and the activities of the various Student Organizations. The SBA encourages all Southwestern students to participate in these programs to improve the Southwestern community and the greater Los Angeles area.

Student Support Network – Social Support

- **Caregiving Students Canvas Page**: provides Southwestern students who are also caregivers with support and additional resources.
- **Peer Mentors** — All first-year students are assigned a Peer Mentor. Peer Mentors assist in building community on campus and foster student development through mentorship and guidance to campus resources.
- 40+ **Student Organizations** — opportunities to socialize, develop networking skills, and connect with fellow students.
- **Mindfulness In Law Society - SBA Club at Southwestern** — The national Mindfulness in Law Society (MILS) seeks to improve the mental health and well-being of law students across the nation through mindful practice.
- **Parents Attending Law School** — A student organization for law student parents, parents-to-be, guardians, those contemplating a family in law school, and supporters of this community.

The Student Support & Emergency Team (SSET)

The faculty, staff, and administration recognize that our students can face a variety of stressors, including academic concerns, personal and relationship challenges, and medical and emotional difficulties (i.e., death in the family). We have established a Student Support & Emergency Team (SSET) to help any students facing these challenges.

SSET is a standing group of administrators and faculty members who assist law students experiencing a variety of personal and institutional problems. Students, faculty, and staff can refer issues and emergencies to sset@swlaw.edu.

Because we treat all reports as having been made in confidence, we may not be able to share with you the outcome of any concern you express about others. We will, however, attempt to confirm that we have made contact with the student. Because an email communication often includes identifying information, we cannot guarantee anonymity to those who make email submissions.

Student Support Network – Mental Health and Wellness

- **Student Health Insurance** — Southwestern offers affordable coverage that is accessible to all students regardless of a previous condition and continues through the bar exam for graduating students.
- **BisonCares** — The BisonCares program offers Southwestern Law students a variety of free support options and tools designed to help them mentally and emotionally.
- **HelpNet** — a national Student Assistance hotline that can help students with counseling and community resources
- **Lawyers Assistance Program** — The State Bar's Lawyer Assistance Program (LAP) helps attorneys (active, inactive, or disbarred), State Bar applicants, and law students who are struggling with stress, anxiety, depression, substance use issues, or personal and career concerns.
- **The Other Bar** — The Other Bar is a network of recovering lawyers, law students, and judges throughout the state dedicated to assisting others within the legal profession who are suffering from alcohol and substance abuse problems. The Statewide Law Student Meeting occurs weekly on Wednesdays at 8:00pm. Please click here for more information.
- **Alcoholics Anonymous** — Alcoholics Anonymous offers a 24/7 confidential helpline, as well as an extensive list of local AA meetings in every state.
- **988 Mental Health Crisis Hotline** — If you or someone you know is struggling or in crisis, help is available. Call or text **988** or chat at **988lifeline.org**
- **Didi Hirsch Mental Health Services** — Didi Hirsch's Suicide Prevention Center offers a comprehensive array of crisis services, therapy, outreach, and training. For therapy and support groups in Los Angeles County, contact 424-362-2911.
- **Substance Abuse and Mental Health Services Administration (SAMHSA)** — SAMHSA provides a list of resources for suicide prevention, including crisis lines, prevention resources, professional resources, and youth and family resources.
- **National Institute of Mental Health (NIMH)** — NIMH provides information on suicide, including a list of warning signs, risk factors, treatments and therapies, and ongoing research.

- **The National Eating Disorders Association (NEDA)** — NEDA is the largest nonprofit organization dedicated to supporting individuals and families affected by eating disorders. NEDA provides screening tools, a helpline, a database for treatment centers, and free to low-cost support options.

Student Support Network – Academic Support

- **Dean's Fellows** — All incoming first-year students are assigned a Dean's Fellow. Dean's Fellows are Academic Success teaching assistants who provide in-depth feedback to students on outlines, essays, and other work products.
- **Academic Success Programs** — workshops, courses, programs, and counseling to help you achieve your full academic potential
- **The Writing Center** — writing experts provide individualized assistance and specialized workshops
- **Academic Advising Center** — a welcoming place for academic advising and curriculum-planning guidance
- **Accessibility Services** — get accommodations for exams, including notetaking services, special chairs, extra time on exams, reduced distraction testing environment, breaks during exams, or anything else you need to succeed by contacting the Student Services Office.

Bison Wellness Project

Southwestern is committed to providing an environment that fosters academic excellence and personal success. An important aspect of that mission is our concern for the physical and mental well being of our students. Many resources are available; including a comprehensive set of mindfulness and wellness offerings.

- Bison Cares - We know you have a lot on your mind so we made accessing support easy so that you can choose an option that works best for you. The BisonCares program offers Southwestern Law students a variety of free support options and tools designed to help you mentally and emotionally.

- Food Pantry - In Fall 2021, the Dean's Office, Student Bar Association, and Student Affairs Office opened the Southwestern Food Pantry for any member of the Southwestern Community with food insecurity. Located on the BW 4th Floor, Room 408, the Food Pantry stocks non-perishable food and toiletry items. The food pantry is open from Monday-Sunday, 7:30 a.m. – 11:00 p.m. It is not open on days when campus is closed, but if you are experiencing an emergency, please contact Security at 213.738.5793 to arrange a time to visit the pantry.The food pantry does not

accept food donations. For information on how to donate or support the food pantry, please contact the Student Affairs Office.

- Professional Clothes Closet - Southwestern Law School's Professional Clothes Closet is located in the California Room of the Law Library, on the first floor in the Bullocks Wilshire Building. The Clothes Closet contains clothes and accessories donated by Law School alumni, faculty, and staff and are available at no cost to current Law School students. Most available clothing pieces range from business casual to business professional attire and is intended to be used for career fairs, interviews, networking events, externships, the workplace, and other professional settings. The Clothes Closet is open when the Southwestern Law Library is open. Library hours are available on the Law Library website. On rare occasion, the Clothes Closet may be closed for upkeep or maintenance. Faculty, staff, or alumni who are interested in donating to the Clothes Closet should contact Charlyne Yue (cyue@swlaw.edu) or the Student Affairs Office at studentaffairs@swlaw.edu to coordinate bringing donations to campus.

Department Contact Information

Department	Email	Phone
Academic Success & Bar Preparation	academicsuccess@swlaw.edu	213-738-6813
Academic Administration	academicadmin@swlaw.edu	213-738-6801
Academic Advising Center	studentservices@swlaw.edu	213-738-6871
Accessibility Services	accessibility@swlaw.edu	213-738-6888
Administrative Services	administrativeservices@swlaw.edu	213-738-6800
Administrative Services - Commencement	commencement@swlaw.edu	213-738-6800
Admissions	admissions@swlaw.edu	213-738-6834
Alumni Affairs	alumni@swlaw.edu	213-738-6814
Amicus Project at Southwestern	amicusproject@swlaw.edu	213-738-6774
Associate Dean for Faculty Research	facultyresearch@swlaw.edu	213-738-5072
Biederman Entertainment, Media, and Sports Law Institute	institute@swlaw.edu	213-738-6602
Bookstore	bookstore@swlaw.edu	213-738-6736
Bullocks Wilshire Building Events	events@swlaw.edu	213-738-6814
Campus Security	security@swlaw.edu	213-738-5793

Campus Security - Student Residence	security@swlaw.edu	213-738-6745
Career Services	careerservices@swlaw.edu	213-738-6794
Children's Rights Clinic	childrensrights@swlaw.edu	213-738-6621
Communications & Marketing	Co-Mark@SWLaw.edu	213-738-6731
Community Lawyering Clinic	communitylawyering@swlaw.edu	213-738-5728
Diversity, Equity, and Inclusion Office	dei@swlaw.edu	213-738-6874
Externship Program	externoffice@swlaw.edu	213-738-6802
Federal Student Aid Information Center		1-800-4-FED-AID (800-433-3242)
FICO		1-612-758-5299
Finance Office	finance@swlaw.edu	213-738-6818
Financial Aid	finaid@swlaw.edu	213-738-6719
Fitness Center	fitness@swlaw.edu	213-738-6800
General Counsel's Office	generalcounsel@swlaw.edu	213-738-6626
General LL.M. Program (Individualized Studies)		213-738-6763
Immigration Law Clinic	immigrationclinic@swlaw.edu	213-738-5574
Information Technology		
Institutional Advancement	dev@swlaw.edu	213-738-6814
Institutional Effectiveness		
Interdisciplinary Programs	interdisciplinary@swlaw.edu	213-738-6721
JD/MBA Program	jdmba@swlaw.edu	213-738-6721
Journal of International Law	lawjournal@swlaw.edu	213-738-6857
Journal of International Media & Entertainment Law	jimel@swlaw.edu	213-738-6774
Law Library	reference@swlaw.edu	213-738-5771
Law Review	lawreview@swlaw.edu	213-738-6744
Legal Analysis, Writing, and Skills Program (LAWS)	cknolton@swlaw.edu	213-738-5774
Legal Clinic	legalclinic@swlaw.edu	213-738-5710
LL.M. in Entertainment and Media Law	llmadmissions@swlaw.edu	213-738-6602
London Summer Program	GoToLondon@swlaw.edu	213-738-6602
LSAC LL.M. Credential Assembly Service	LLMinfo@LSAC.org	215-968-1315
Moot Court	mootcourt@swlaw.edu	213-738-6760
Negotiation Honors Program	negotiation@swlaw.edu	213-738-5774
Office of the President & Dean	lawdean@swlaw.edu	213-738-6710
Office of the Vice Dean	daddison@swlaw.edu	213-738-6763

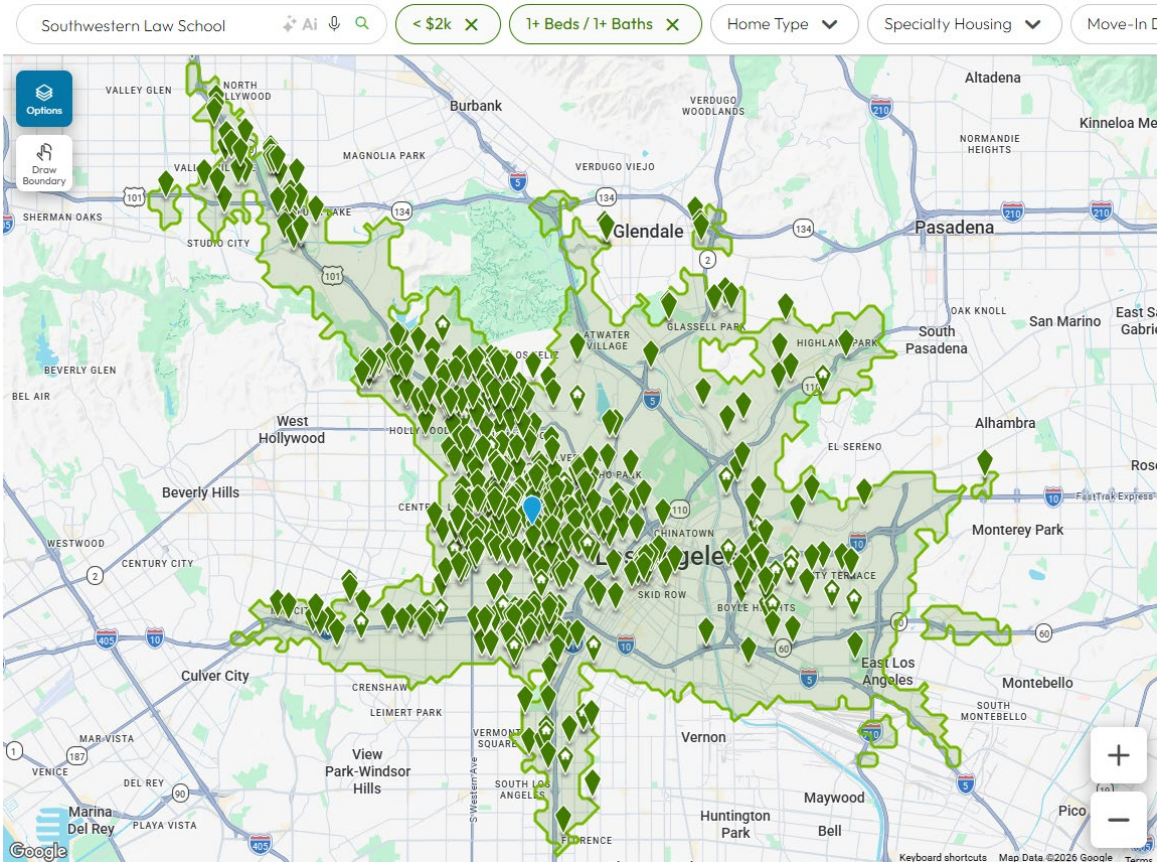
Online J.D. Program	Onlinejd@swlaw.edu	213-738-6868
Print Shop/Mail Room	printshop@swlaw.edu	213-738-6768
Privacy Officer	privacy@swlaw.edu	
Public Service Program	publicservice@swlaw.edu	213-738-6886
Registrar's Office	registrar@swlaw.edu	213-738-6705
SCALE Two-Year J.D. Program	SCALE@swlaw.edu	213-738-6690
Senior Associate Dean for Academic Administration	academicadmin@swlaw.edu	213-738-6801
Sexual Orientation & Gender Identity Law Program	jheilman@swlaw.edu	
Southwestern Journal of International Law	lawjournal@swlaw.edu	213-738-6857
Street Law Clinic	streetlaw@swlaw.edu	213-738-5710
Student Affairs	studentaffairs@swlaw.edu	213-738-6716
Student Bar Association	sba@swlaw.edu	213-738-6743
Student Services Office	studentservices@swlaw.edu	213-738-6871
Study Abroad/Student Exchange Programs	studyabroad@swlaw.edu	
The Bureau for Private Postsecondary Education		916-431-6924
The Residences at 7th	housing@swlaw.edu	213-738-5500
The State Bar of California		213-765-1000
Title IX Compliance	TitleIX@swlaw.edu	213-738-6705
Trial Advocacy Honors Program	tahp@swlaw.edu	213-738-6848
U.S. Department of Veteran Affairs		1-834-698-2311
Writing Center	writingcenter@swlaw.edu	213-738-5729

Student Housing

Southwestern Law School assumes no responsibility to find or assist a student in finding housing.

Southwestern offers a limited number of on-campus accommodations through The Residences at 7th. Outside of these limited apartment offerings, local accommodation information can be found using sources such as www.apartments.com. According to Apartments.com, rental market trends in Los Angeles show average rents ranging from $1658/month for a studio apartment to $2,094/month for a one bedroom apartment (https://www.apartments.com/rent-market-trends/los-angeles-ca/).

With our campus located in the heart of Los Angeles, there are ample accommodations within a short commute to campus.



The Residences at 7th

Southwestern is pleased to offer fully furnished, state-of-the-art apartments to our students. The Residences at 7th includes 133 units ranging from studios to two bedrooms, and can accommodate 152 or more students, depending on occupancy.

The Residences at 7th has transformed Southwestern's campus from a model urban law school campus into an even more inviting environment reminiscent of an inspiring, small liberal arts college setting. The living-learning village created by on-campus housing is a natural extension of the student-centered approach that is the hallmark of Southwestern.

The units are fully furnished with amenities such as full Energy Star kitchens, in-unit washer/dryers and wireless internet access. The facilities feature a security system, on-site business center, private study rooms, a sun deck and secured indoor parking for residents, as well as a large landscaped central courtyard and a spacious two-story lobby-lounge, among other features and services.

The level of architectural and interior design reflect the richness of the law school's historic Bullocks Wilshire Building while incorporating state-of-the-art amenities and contemporary finishes, and incorporates current environmental sustainability practices.

Visit https://www.swlaw.edu/bullocks-wilshire-campus/student-residences for more complete information.

Rates

2026-2027 Academic Year

Studio

60 fully furnished studio units
425 square feet
$1,910 monthly rent

One Bedroom

53 fully furnished one-bedroom units
494-546 square feet
$2,060-$2,200 monthly rent

Two Bedroom

20 fully furnished two-bedroom units
800-820 square feet

$3,240 monthly rent (entire unit)

$1,620 month rent per bedroom (when paired with roommate)

Included in Rent

- Water and trash
- Basic Internet (50 Mbps x 50 Mbps)
- Basic Cable (99+ channels) with HBO and Cinemax
- Laundry (machines in each unit)

Additional Expenses

- Electricity: varies by usage
- Liability Insurance Waiver: $17/month (required or must submit proof of rental insurance)
- Parking: $100/month (optional)
- Storage: $30/month (optional)

Rates subject to change. Contact the Leasing Office for the most up-to-date rates and specials.

Description of Facilities, Equipment & Materials

Classrooms: Southwestern has 17 classrooms of varying sizes (including four seminar rooms), plus three courtrooms, for use in the educational program. Because of the varied number of classrooms, the Law School is generally able to assign courses to the classroom that best serves its purpose. Classroom sightlines are good with dual data projectors utilized in rooms where columns would potentially be a problem. All rooms are wheelchair accessible and audio enhancement is available in the larger rooms. Furnishings are attractive and functional with convenient outlets at each position and tabletops wide enough to accommodate both laptop computers and casebooks.

All classrooms that seat 60 persons or more are equipped with smart podiums and permanently installed media equipment. The standard configuration includes a computer with Internet access and embedded DVD player, dual data projectors, and visual presenter. To accommodate HyFlex instruction, all classrooms beginning in fall 2021 were equipped with dual monitors, a camera, and microphones suspended from the ceiling. Wireless Internet access is available in all classrooms. A portable simulcast system allows classroom-to classroom broadcasting. Classrooms are sufficient in number and capacity so that classroom availability does not drive course scheduling.

Administrative Computing Systems: Southwestern has been using Ellucian's (formerly Datatel) Colleague system for administrative computing for a number of years with general satisfaction. Southwestern is running the current version of the software, Release 18. Colleague supports student records, financial aid, and accounting functions such as general ledger, accounts receivable, accounts payable and cash receipts. The Institutional Advancement office uses Colleague Advancement, also an Ellucian product, to maintain its alumni and donor database, process gifts, and research donor possibilities.

Colleague offers a web-based interface, WebAdvisor, which allows students to interact with the student record database in real time. Students use it to search the course schedule, register for classes, add and drop classes, retrieve grades and unofficial transcripts, view financial accounts, sign

up for direct deposit, and pay tuition. Faculty can also use the system to view their class rosters in real time and email all enrolled students. The Law School recently launched Ellucian's Self-Service platform to replace WebAdvisor. Self-Service incorporates the functionality of WebAdvisor, but is a modern web-based interface built for today's technology needs.

Classroom Technology: Southwestern classrooms are equipped with all of the technology expected in a modern Law School classroom. An estimated 75% of faculty use technology, mainly PowerPoint, in their teaching. All of the large classrooms are equipped with dual ceiling mounted projectors, a computer, a document camera, audio system, laptop connection, and Internet access. Faculty can access their files on the shared network drive from the classroom computers. Smaller classrooms and seminar rooms have a computer or laptop with Internet connectivity, a document camera, and a 50 inch or larger flat screen monitor. Most of the classrooms have convenience outlets at each seat, and all classrooms are served by the wireless network. Southwestern has not implemented a hardware or software solution to prevent inappropriate Internet usage during class, but faculty can include their expectations for classroom behavior in the course syllabus.

In Spring and Summer 2021, in anticipation of returning to in-person instruction in Fall 2021, the IT department purchased, installed, and tested HyFlex equipment and technology in every Southwestern classroom. This process included installing ceiling microphones, shotgun microphones, a ceiling-mounted Aver camera or other type of camera, and double monitors in every classroom.

Learning Management System: Southwestern uses Instructure's Canvas to provide online course web pages. Faculty can post course materials, offer quizzes, upload video lectures, set up discussion forums, create assignments, post announcements, and provide in-course communication within Canvas. The Canvas LTI integration with Qwickly Attendance allows for efficient attendance taking. Canvas is utilized heavily by almost the entire faculty as well as student organizations. Canvas course instructional design and support is provided by the Teaching, Learning, and Technology team in the Information Technology department.

Law Library

Overview

The Leigh H. Taylor Law Library moved to its current location in the Bullocks Wilshire building in 1997. Although nearly 30 years old, the 83,000-square-foot facility has held up amazingly well, due in part to the meticulous care taken during the years-long adaptive use project. The Library's sizeable footprint is possible thanks to the original design of the building and existing requirements. The Library seats 646 and includes 10 computer workstations on the first floor. Approximately 40% of the reader stations are at carrels, the rest are at tables, in study rooms, in classrooms, or in soft seating. The carrels provide a generous ten square feet of workspace. Tables have a similar amount of space per user, with more room to spread out if all seats are not in use.

The Library is generally open 95.5 hours per week. Hours are extended during final exam periods and may be reduced between sessions or on holidays. A full-time Public Services staff member is available during most open hours.

Generally, the Library is open:

- Monday - Thursday: 7:30 a.m. to 11:00 a.m.
- Friday: 7:30 a.m. to 7:00 p.m.
- Saturday: 10:00 a.m. to 7:00 p.m.
- Sunday: 10:00 a.m. to 11:00 p.m.

Due to the various programs Southwestern offers, hours vary more than in other schools. For example, the Library offers extended hours to accommodate the final exam schedule of students in the SCALE program. The Library is very mindful that it does not provide services to only daytime traditional students. Every effort is made to ensure all students, regardless of their program, have access to the Library when they need it.

Along with providing formal and informal training sessions and classes, when the library is fully staffed, reference services are provided by a reference librarian approximately 45 hours a week, seven days a week. View all library hours here: https://libcal.swlaw.edu/hours/.

In addition to in-person service at the Reference Desk, librarians are available to assist via Zoom, by phone, and by email. Librarians have an open-door policy and are available to students, faculty, and members of the Law School community anytime they are in their offices, with or without an appointment.

Library Collections

The Law Library collection supports all types of legal research from scholarly to practical to recreational. The print collection exceeds 300,000 volumes, but current collection development favors electronic formats.

The Collection includes:

- **Cases**—U.S. Supreme Court and California courts in print and electronic formats; historical print and current electronic for all U.S. jurisdictions
- **Statutes**—Annotated federal and California codes and session laws in print; online annotated codes and session laws for all U.S. jurisdictions
- **Regulations & Administrative Decisions**—Federal and California codes of regulations and administrative decisions in print and electronic formats; online regulations and administrative decisions for all U.S. jurisdictions
- **California Treatises & Practice Guides**—A rich collection of California law with multiple works in most practice areas in both print and electronic format
- **Other Treatises & Legal Periodicals**—Selected national treatises and legal periodical back files in print; broad selection of treatises and legal periodicals online
- **Treaties & International Law**—Historical treaties in print; treaties online; decisions of international organizations in print and online
- **Foreign Law** – Selected primary and secondary materials especially from the United Kingdom, Mexico and Canada; historical print and current online
- **Scholarly Legal Monographs**—Extensive historical collection with current growth continuing in both print and electronic formats
- **Study Guides**—Popular student study guide series such as *Examples & Explanations*, *Q & A*, *Understanding* and *Glannon Guides* in curricular subjects

- **Non-legal Books & Periodicals**—Mainly electronic format titles on economics, education, history, political science, sociology, psychology, public policy and other areas for interdisciplinary research
- **Popular Reading -** The library maintains a small collection of popular reading materials, which includes crime, mystery, and justice-based fiction. As part of the Tiffani Willis Pleasure Reading Collection, established in 2022, we collect current bestsellers and popular reading across multiple genres.
- **Games and Puzzles** — Unwind in the Library or checkout your favorite boardgames and puzzles.
- **Popular Videos with Legal Themes**
- **Recent Acquisitions**

Library Technology

Wireless internet access is available throughout the campus, including the Library, classrooms, Tea Room, lounges, and key outdoor areas. Print jobs can be sent wirelessly to printers in the Library or the study area in the Westmoreland Building (on the second floor). There are two large copy machines/printers on the first floor of the Library. The Computer Lab on the Library's first floor houses 6 computers, 5 large monitors for plugging in personal laptops, a small printer, and a scanner.

Students have access to a broad array of online information resources through the Library, including Lexis, Westlaw, Bloomberg Law, and CEB Onlaw Pro. The Library Staff distributes passwords to these databases during Orientation. Off-campus access to most databases is available via single sign-on (SSO) using your Southwestern email and password.

Library Policies

Access Policy

Southwestern's Law Library is a privately funded research facility with the primary mission of supporting the study and research needs of Southwestern students and faculty. The library is open to the following groups:

- Southwestern students, faculty, and staff
- Southwestern alumni**
- Students and faculty from other ABA-approved law schools with current law school ID, as long as Southwestern students and faculty receive reciprocal access at the visitor's law

school. **Please note that reservations are required; the library does not allow visitors without reservations.** Access is allowed for short periods, usually to review materials in our physical collection. We do not allow ongoing, regular, unrestricted access to our library for study purposes. To create a reservation or for more information, please email circulation@swlaw.edu.

- Members of the legal community who purchased a Southwestern Law Library Membership. To apply for a membership or for more information, please email circulation@swlaw.edu. **Please note that applications are only accepted via email and not accepted on-site; be sure to email prior to your visit.**
- Graduates of other ABA-approved law schools who are studying for the July bar exam and have purchased a bar study card. To apply for a bar study card or for more information, please email circulation@swlaw.edu. **We do not offer bar study card access for the February bar exam. Please note that applications are only accepted via email and not accepted on-site; be sure to email prior to your visit.**
- Authorized visitors who bring children under 14 into the library must supervise the child during their entire visit.
- Non-Southwestern (i.e., public) patrons may want to consider the LA Law Library. The USC Law Library created a wonderful guide sheet for resources available to the public in the LA area.

**A Southwestern ID is required to enter the library. Southwestern alumni may use their old student ID. If they no longer have their ID, they can visit the Administrative Services Office (ASO) during regular business hours so their alumni status can be verified.

Patrons with Disabilities

Patrons with disabilities should park on the upper deck of the parking lot behind the building. The Law Library is wheelchair-accessible. Please ask any member of the Library staff for assistance in reaching materials on the upper shelves and to provide such other services as may be needed. House phones are located on the first floor in the Computer Lab, on the second floor near the online catalog, in the photocopy room, and on the lower level near the Prayer and Meditation room. Please call Reference at 6725 or Circulation at 5771 for assistance. Students with disabilities are encouraged to communicate their access needs and concerns to Library staff.

Additional Policies

Food and Drink

Beverages in secure lidded containers and small snack items that are not messy, noisy, or strong-smelling are permitted in the library. Please dispose of all trash in trash receptacles located throughout the library and leave all spaces clean for the next person.

Smoking

Smoking, e-cigarettes, and vaping are not permitted in any area of the library, including restrooms, stairwells, and group study rooms.

Noise and Cell Phones

Noise from conversations is the most frequent source of complaints from library users. Conversations and other unnecessary noise should be kept to a minimum.

Cell phone usage is not permitted in the library. As a courtesy to others, please mute your phone when entering the library; return calls outside of the library.

Emergencies and General Security

Evacuation plans are posted at the main library stairwell, the elevator, and at all emergency exits. Please take a few minutes to walk around the Library to become familiar with emergency exit locations. Intercoms for communicating with the security station at the building entrance are located near each restroom and throughout the Library. If you notice anything suspicious, please report it to Security or Library staff. It is better to err on the side of reporting the problem. Please do not leave your valuables, study materials, or especially laptop computers unattended. Remember that your valuables can be taken in mere moments.

Group Study Rooms

The library's 23 group study rooms are reserved for the exclusive use of currently enrolled Southwestern students. Two study rooms are converted classrooms and have a capacity of 15. The Study Room policies are listed on the **Study Room Reservation** page. Please be sure to read all the rules prior to making a reservation.

Non-Compliance with Library Policies

Users who refuse to comply with library policies will be required to leave the library.

Complete Library Policies are posted on the Institutional Policies page.

Contact Information

- **Law Library**
  3050 Wilshire Blvd, Bullocks Wilshire Building
  Tel: 213-738-5771
- **Library Circulation Desk**
  Tel: 213-738-5771
  Email: circulation@swlaw.edu
- **Reference**
  Tel: 213-738-6725
  Email: reference@swlaw.edu

Library FAQ

Remote Research and Reference Assistance

Library Staff is here to assist you 7-days a week.
The best way to reach us is by email: **reference@swlaw.edu** or **circulation@swlaw.edu**. Evacuation plans are posted at the main library stairwell, the elevator, and at all emergency exits. Please take a few minutes to walk around the Library to familiarize yourself with the emergency exit locations. Intercoms for communicating with the security station at the building entrance are located near each restroom and throughout the Library. If you notice anything suspicious, please report it to Security or Library staff. It is better to err on the side of reporting the problem. Please do not leave your valuables, study materials, or especially laptop computers unattended. Remember that your valuables can be taken in mere moments.

Stop by via Zoom during Reference's Drop-In Hours: Link on the Library's Portal Page.
Reference Librarians can assist you remotely on many different topics including:

- In-depth research assistance
- Law 101 Questions
  - IL/SCALE 1 student? Take a look at our **Law School Success** guide
- Study Aid recommendations
- Database Troubleshooting
- Bluebook citation assistance. Before you reach out to us, don't forget to check out our **Bluebooking Guide.**
- Seminar paper assistance. In addition to asking us, take a look at our **Researching for Notes and the Upper Division Writing Requirement** guide.
- The Reference Librarians have also compiled resources regarding anti-racism; take a look at **Anti-Racism Resources for Southwestern Allies**

Digital Study Aids

LexisNexis Study Guides and Digital Library. This service includes the popular *Questions & Answers* and *Understanding* series. Log in to this collection using your Southwestern email address and email password. If prompted for a school code to download the app, please visit our page on the Portal, or contact reference@swlaw.edu. Access this library from the Library homepage under "Popular Resources."

Aspen Learning Library. The library includes the Examples & Explanations, Glannon Guides, and Emanuel series, as well as video and audio content on fundamental legal concepts. Log in to this collection using your Southwestern email address and email password. Additionally, this collection allows you to download the eBook for offline reading, take notes, highlight, and bookmark content. To access these features, you will need to create a personalized account. Visit our Access Electronic Materials Guide for more information. Access this Library from the Library homepage under "Popular Resources."

CALI (Center for Computer-Assisted Legal Instruction) has computer-based lessons for use in conjunction with law school courses. It includes over 850 computer-based lessons in 28 different legal subject areas. Students must have the authorization code to register. On the Library Portal page, click on the embedded "Database Registration Instructions/Codes" PDF and select CALI Lessons.

Electronic Resources

Current students, faculty, and staff can access most of the Library's electronic resources remotely.

Use the Law Library Digital Resources page as a gateway to a wide range of databases. For most databases, log in with your Southwestern email and password. Please note that some databases require individual logins (e.g. Lexis and Westlaw). If you did not create an account during Orientation, please email reference@swlaw.edu.

Exam Preparation

In addition to our Digital Study Aids discussed above on this page, students can access prior exams on the SW Portal

Current Awareness

New York Times

Use your SW email address to create or renew a New York Times account. Follow the URL and instructions in our A-Z Database list under "N." The account you create using this link will work in the NYT mobile app or online at NYTimes.com.

LAW.COM

Access law.com publications including The Recorder and National Law Journal. On campus, you will be authenticated via IP. Off campus, follow the URL and instructions in our A-Z Database list under "L", and you will authenticate via SSO. You can also set daily email alerts.

LA Times

Create your own LA Times account (using your swlaw email) and access all digital LA Times content. The school-specific (secret) access code can be found on the Library portal page in the embedded PDF.

Catalog

When using our Online Catalog, use filters to restrict your search results to certain materials, e.g., print books, journals, and eBooks. After you run your search, use the filters at the top of the screen to filter further, if desired. If you are prompted for login, use your Southwestern email and password.

Research Guides

The Reference Team has compiled Research Guides that highlight materials in the Collection on various topics.

Institutional Policies

Academic Policies

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Academic Disqualification, Academic Probation, and Academic Improvement Program Policies

Faculty policy. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; revised in August 2023; edits related to part-time students made in May 2024 to be effective starting with the 2024/2025 academic year; substantive revisions to the Academic Disqualification Policy made in April 2025 (effective immediately, except that the Section B(1) restriction on petitions by students with a cumulative GPA of less than 2.200 applies only to those entering Southwestern June 1, 2025 or later).

Related policies: SCALE Program Policies; Policy to Prevent Discrimination, Harassment, and Retaliation; Financial Aid Satisfactory Academic Progress Policy; Student's Right to Cancel and Refund Policy; Policy on Alcohol and Other Drugs, Code of Student Professionalism and Conduct; Policy Statement on Student Academic Work-Product Originality; Student Honor Code; and Interim Sexual Misconduct Policy; Withdrawing from Southwestern

Scheduled Review Date: April 2026 (Academic Success and Bar Preparation Office; Student Services Office)

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C. Academic Probation

D. Academic Improvement Program (AIP)

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A. Overview of Academic Policies

The following policies apply to all J.D. students in the full-time and part-time (evening or PLEAS/part-time day) residential or online J.D. programs. As used in this policy, an "evaluation period" refers to the fall and spring semesters. Students in the SCALE program should refer to the SCALE Program Policies for specific policies governing academic disqualification and academic probation.

1. Academic disqualification

A student is academically disqualified when a student fails to achieve the following:

a. ***A minimum cumulative GPA*:** Students are disqualified if they do not maintain a cumulative GPA of at least 2.330 at the end of each evaluation period, excluding the summer session or the intersession. The minimum cumulative GPA requirement is initially calculated after the first two evaluation periods for full-time students (typically at the end of the spring semester of the first year) and after the first three evaluation periods for part-time students (typically at the end of the fall semester of the second year).

For students who change from the full-time program to the part-time program during their first year after completing their first evaluation period, the minimum cumulative GPA requirement is initially calculated after the first three evaluations periods (typically at the end of the fall semester of the second year) provided that the student achieves a term GPA of at least 2.330 in one of the first two completed evaluation periods. Students who have changed from the full-time program to the part-time program during their first year after completing their first evaluation period and who fail to achieve a term GPA of at least 2.330 in one of the first two completed evaluation periods are subject to academic disqualification without progressing to the third evaluation period.

The following chart outlines when initial GPA checks occur for each program:

Program Type	**Initial Cumulative GPA Check (for disqualification)**
Full-time	End of 2nd evaluation period (typically Spring, Year 1)
Part-time	End of 3rd evaluation period (typically Fall, Year 2)
Full-time to Part-time: term GPA at least 2.330 in one of the first two evaluation periods.	End of 3rd evaluation period (typically Fall, Year 2)

Full-time to Part-time: term GPA below 2.330 in both of the first two evaluation periods.	End of 2nd evaluation period (typically Spring, Year 1)

After the initial calculation, the minimum cumulative GPA is calculated at the end of each remaining semester for students in all programs.

b. ***A minimum GPA in two consecutive evaluation periods*****:** Students are disqualified if they do not achieve a GPA of at least 2.330 in each of two consecutive evaluation periods, excluding the summer session or the January intersession. The minimum GPA in two consecutive evaluation periods is initially calculated after the first two evaluation periods for full-time students (typically at the end of the spring semester of the first year) and after the first three evaluation periods for part-time students (typically at the end of the fall semester of the second year).

For students who change from the full-time program to the part-time program during their first year after completing their first evaluation period, the minimum GPA in two consecutive evaluation periods is initially calculated after the first two evaluation periods (typically at the end of the spring semester of the first year).

The following chart outlines when initial GPA checks occur for each program:

Program Type	**Initial 2-Term GPA Check (for disqualification)**
Full-time	End of 2nd evaluation period (typically Spring, Year 1)
Part-time	End of 3rd evaluation period (typically Fall, Year 2)
Full-time to Part-time	End of 2nd evaluation period (typically Spring, Year 1)

After the initial calculation, the minimum GPA in two consecutive evaluation periods is calculated at the end of each remaining semester for students in all programs.

The minimum GPA in two consecutive evaluation periods does not apply if the disqualification occurs in a student's final evaluation period of law school and

the student has already completed the minimum requirements for graduation, including, but not limited to, maintaining a cumulative GPA of at least 2.330.

The provision also does not apply if the disqualification occurs in the second to last evaluation period of law school when the following two requirements are met: (i) the student's cumulative GPA is at least 2.600 after the second to last evaluation period of law school; and (ii) the student earned fewer than eight graded units in the second to last evaluation period of law school.

c. ***Fail a required course two times:*** Students are disqualified if they fail a required course a second time.

2. Academic probation

A student is placed on academic probation if their GPA is less than a 2.330 in any evaluation period, excluding the summer terms or January intersession, or when the student has been academically disqualified and readmitted. Full-time students can be placed on academic probation after their first evaluation period, and part-time students can be placed on academic probation after their second evaluation period. Part-time students with a GPA less than a 2.330 after the first semester, while not on academic probation, are required to meet with the Student Services Office to discuss their academic performance. Students on academic probation and part-time students with a GPA less than a 2.330 after the first semester may not participate in externships, student honors programs, or leadership positions. A student remains on academic probation for the duration of the term's Academic Improvement Program.

A student will not be placed on academic probation based on their performance in their second to last evaluation period of law school if the following two requirements are met: (i) the student's cumulative GPA is at least 2.600 after the second to last evaluation period of law school; and (ii) the student earned fewer than eight graded units in the second to last evaluation period of law school.

3. Academic Improvement Program

A student may be required to participate in an Academic Improvement Program (AIP) when the student's cumulative GPA is 2.700 or below after the fall semester of the first year. A student must also participate in an AIP if the student's cumulative GPA is 2.700 or below, as calculated after the spring semester of each academic year. Part-time students required to participate in an Academic Improvement Program are required to meet with the Student Services Office to discuss their academic performance.

B. Academic Disqualification

1. Disqualification procedure

Southwestern reviews student grades at the end of each evaluation period to determine whether a student has been academically disqualified. The Student Services Office will notify students by letter (via email) if they have been disqualified and withdrawn ("Disqualification Letter").

A student with a cumulative grade point average (GPA) of at least 2.200 who believes their grades do not reflect their academic ability may petition Southwestern's Academic Standards Committee (the "Committee") and the Vice Deans' Office for readmission. A student with a cumulative GPA of less than 2.200 may petition the Committee and the Vice Deans' Office only if one of the following two exceptions applies:

a. the student achieved a term GPA of at least 2.500 in one evaluation period before the disqualification, or

b. the student has completed at least 40 units.

Procedures following academic disqualification for students who are ineligible to petition are set forth below in the section titled, "*Procedures for students who are ineligible to petition or whose petition for readmission is denied*."

No student, regardless of cumulative GPA, may petition for readmission if they fail to meet the conditions of a previous readmission (see the "*Procedures following readmission"* section below).

If a student believes their grades do not reflect their academic capability due to possible discriminatory or harassing action on the basis of race (including hairstyle and hair texture), ethnicity, color, religion, creed, ancestry, national origin, sex, gender, gender identity or expression, reproductive health decision-making, pregnancy (including pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth, or breastfeeding), sex stereotyping (including assumptions about a person's appearance or behavior, gender roles, gender expression, or gender identity), sexual orientation, parental status, marital status, age, disability (mental and physical), medical condition, citizenship status, military status or service, veteran status, genetic information, or any other classification protected by federal or California law, or any combination of any status protected by law in the educational programs (including retention of students) or activities Southwestern operates, the student may file a complaint under Southwestern's Policy to Prevent Discrimination, Harassment, and Retaliation.

2. Readmission petition procedure

The Committee and Vice Deans' Office are responsible for considering petitions for readmission. A student seeking readmission following disqualification must file a written petition within ten calendar days of the date of the Disqualification Letter from the Student Services Office. Exceptions to this deadline are allowed solely at the discretion of the Associate Dean for Student Services and only in emergencies or under compelling circumstances.

A student who is academically disqualified and is petitioning for readmission may continue in Southwestern courses in which the student is currently enrolled, pending notification by the Student Services Office of the decision on the student's petition. If the student is enrolled in an externship and wishes to continue fulfilling the externship

course requirements pending consideration of

the petition, Southwestern will notify the placement of the student's academic status and the student's plan to continue in the externship. If the student chooses not to continue in the externship course but continues to work at the externship placement, Southwestern will notify the placement of the student's plan to continue without receiving school credit. If the externship placement asks Southwestern for the basis of the change, the placement will be notified of the student's academic standing.

A petition for readmission must include all requirements set forth in the *Petition for Readmission following Academic Disqualification* (the "Petition"), which will be provided to all eligible students at the time of the Disqualification Letter. The student must email an electronic copy of their Petition (in PDF format) to studentservices@swlaw.edu by the deadline listed in the Disqualification Letter. The Committee and the Vice Deans' Office will only consider Petitions in writing; personal appearances are prohibited.

3. Standards for readmission

The Committee and the Vice Deans' Office will review all timely submitted written Petitions from eligible students. A positive recommendation from the Committee and the Vice Deans' Office is required for readmission. In evaluating Petitions, the following factors will be considered:

- Reasons offered for the academic performance that led to disqualification, including any supporting documentation and any communications with the Student Services Office related to the student's offered reasons;
- Likelihood that the student will successfully complete law school and be admitted to the bar;
- Student's participation in Southwestern's academic success programming;
- Pattern of the student's law school grades that contributed to disqualification;
- Attendance records and attendance warnings;
- Documented instances of disciplinary warnings and reprimands related to a violation of any Southwestern institutional policy, including but not limited to the Policy on Alcohol and Other Drugs, Code of Student Professionalism and Conduct, Policy Statement on Student Academic Work-Product Originality, Student Honor Code, and Interim Sexual Misconduct Policy;
- Feedback from the student's past professors set forth on the *Faculty Feedback Form*; and
- Any other factors related to the items listed above.

Petitions from students who were assigned to and failed to participate in any component of a required Academic Improvement Program will be presumptively denied absent exceptional circumstances. Letters of support from faculty will not be accepted as each of a student's past professors will be asked to complete a *Faculty Feedback Form*. A voting member of the Committee is not permitted to

share their personal experiences with a student beyond what is stated in the *Faculty Feedback Form*. Letters of support from staff, alumni, or other students will not be accepted.

The following examples provide guidance on circumstances that may support or weaken a Petition for readmission. These examples are illustrative and not exhaustive. Including a particular type of circumstance does not guarantee approval or denial, as the Committee and Vice Deans' Office consider the totality of the student's Petition, supporting documentation, and demonstrated readiness to succeed if readmitted. The Committee and Vice Deans' Office will evaluate each Petition on its own merit.

a. Examples of circumstances indicative of stronger Petitions

- **Serious medical condition:** A student was diagnosed with a serious medical condition that directly impacted their ability to complete coursework. The student demonstrates that they are now in a position to complete law school successfully.
- **Unforeseen personal hardship with resolution:** A student experienced the death or serious illness of an immediate family member, resulting in significant emotional and logistical burdens that impacted their studies. The Petition includes an explanation of how the hardship affected their performance and how their circumstances have changed.
- **Temporary and significant financial hardship that has been resolved:** A student faced a temporary and significant financial crisis that severely impacted their ability to focus on coursework. The student demonstrates that their financial situation has stabilized and will not interfere with their ability to succeed going forward.
- **Undiagnosed disability with accommodations in place**: A student struggled academically due to an unknown disability but subsequently received accommodations and significantly improved their academic performance in the following semester.

b. Examples of circumstances indicative of weaker Petitions

- **General difficulty with coursework without mitigating circumstances**: The student's Petition states that they found law school challenging or struggled to keep up; the student indicates they have learned how to manage the workload and overcome challenges but does not provide a compelling external reason for their poor academic performance.
- **Foreseeable work or personal commitments:** The student was balancing work, family responsibilities, or other personal obligations and does not demonstrate why these circumstances were unavoidable.

Claims of family responsibilities, work obligations, or extracurricular commitments that existed before a student enrolled in law school are not compelling, even if the responsibilities are significant, as the circumstances are foreseeable.

- **Failure to address the likelihood of future success:** The Petition sets forth circumstances leading to the student's poor performance but does not clearly demonstrate how those circumstances have changed or why the student is likely to succeed if readmitted.
- **Failure to seek academic and other support despite personal hardship:** The student experienced a personal crisis that made it difficult to focus on coursework. However, the student did not take advantage of available academic success programming, seek help from the Student Services Office, attend office hours, meet with Dean's Fellows, or meet with Teaching Assistants, and the Petition does not provide a compelling explanation for why they did not take advantage of programming or reach out for assistance.

Following a decision on a student's Petition, the student will be notified in writing, generally within three weeks of submitting the Petition for readmission, unless unusual or complex circumstances exist. Decisions are final and not subject to further appeal.

Procedures for students whose Petition is granted are set forth below in the section titled, "*Procedures following readmission*." Procedures for students whose Petition is denied are set forth below in the section titled, "*Procedures for students who are ineligible to petition or whose petition for readmission is denied*."

4. Procedures for students who are ineligible to petition or whose petition for readmission is denied.

A student who is ineligible to petition or whose Petition is denied will automatically be withdrawn from all currently enrolled Southwestern courses and will receive a full tuition refund for any currently enrolled Southwestern courses. No credit will be granted for any courses from which a disqualified student is withdrawn, and no grades will be recorded. A notation will be placed on the student's transcript when a student has been academically disqualified. The grades for courses taken at Southwestern by any academically disqualified student will remain on the transcript as a part of the student's permanent academic record.

A student who is ineligible to petition or whose Petition is denied may apply to Southwestern as a first-year law student through the regular admission procedures and deadlines.

- If the student is disqualified after the fall semester, the student may apply during the current or any future admissions cycle.

- If the student is disqualified after the spring semester, the student may not apply during the current admissions cycle but may apply in any future admissions cycle.

In evaluating the student's application as a first-year student, the Admissions Committee will consider, among other factors, (i) the student's previous academic performance, (ii) the personal circumstances leading to the academic disqualification, (iii) whether the nature of the student's work, activity, or studies since disqualification indicate a stronger potential for law study, and (iv) the student's overall potential for law study despite the student's previous performance. The student must affirmatively demonstrate that they possess the requisite ability to succeed in law school despite their prior disqualification.
Admission as a first-year student is within the discretion of the Admissions Committee. If a student is accepted as a first-year student at Southwestern, no credit will be given for the student's previous coursework. For students who are disqualified and seek admission as a first-year law student, financial aid eligibility may be impacted. Students should carefully read Southwestern's *Financial Aid Satisfactory Academic Progress Policy* before applying as a first-year law student.

5. Procedures following readmission

The Committee and Vice Deans' Office have broad discretion and can impose conditions for readmission after an academic disqualification. A readmitted student is automatically placed on academic probation, which is typically at least the following evaluation period. However, probation for an extended period may be required as a condition of readmission. Students readmitted after academic disqualification may also be assigned to an Academic Improvement Program.

The Committee and Vice Deans' Office may also base readmission on other reasonable conditions to support a readmitted student's success in their legal studies (e.g., repeating courses, taking a leave of absence, changing academic programs, limiting outside work, meeting with the Student Services Office, engaging in professionalism conferences, etc.). If a student's Petition is granted, the Committee and Vice Deans' Office may allow the student to continue in currently enrolled courses or require the student to drop a course(s). The Committee or Vice Deans' Office may dismiss a student for breaching the conditions of readmission.

If the student is readmitted, a notation of reinstatement will be placed on the transcript. The grades for courses taken at Southwestern by any academically disqualified student who is readmitted will remain on the transcript as a part of the student's permanent academic record. For every admission or readmission of a previously disqualified individual, a statement of the considerations that led to the decision will be placed in the admittee's file per ABA Standard 501(c). For students who are readmitted following disqualification, financial aid eligibility

may be impacted. Readmitted students should carefully read Southwestern's *Financial Aid Satisfactory Academic Progress Policy*.

Students who fail to meet the reinstatement conditions will be academically disqualified and not eligible to petition for readmission. The academic disqualification will be final, and the student will be withdrawn from the law school.

C. Academic Probation

Southwestern reviews student grades at the end of each evaluation period to determine whether a student is on academic probation. A student is on academic probation when their grade point average is less than a 2.330 GPA in any evaluation period or when a student has been academically disqualified and readmitted. Although the Student Services Office will notify students if they are on probation, probation begins when grades are finalized.

1. Restrictions for students on academic probation

A student on academic probation may not apply for externships or participate in student honors programs, including Law Journal, Law Review, Moot Court Honors Program, Negotiation Honors Program, and Trial Advocacy Honors Program. Students on academic probation may not participate in leadership positions in any student organization, including mentoring roles through any student organization. Students on academic probation also may not participate in the Peer Mentor program through the Student Affairs Office. A student placed on academic probation while participating in an externship may continue the placement barring extraordinary circumstances.

2. Mandatory Academic Improvement Program participation

Students on academic probation must participate in an Academic Improvement Program. All restrictions associated with academic probation remain with the student for the duration of the Academic Improvement Program and will not terminate with the end of academic probation status if the status is cleared mid-academic year. A student on academic probation may also be required to meet with the Student Services Office and faculty members to discuss ways to improve their academic performance and address factors that may have contributed to the probationary status.

D. Academic Improvement Program (AIP)

An Academic Improvement Program is designed to assist underperforming students by requiring them to participate in structured co-curricular and curricular academic support programs. AIPs may be required for all students with cumulative GPAs at or below 2.700 following any academic semester. The duration of AIPs may vary depending on the program, regardless of whether a student's cumulative GPA improves in subsequent semesters.

Students with GPAs above 2.330 and at or below 2.700 are not on academic probation. Although a student may be required to participate in an AIP, the student remains in

good academic standing; no notation of AIP will appear on the student's transcript. The student is free to participate in externships, student honors programs, and student leadership positions if they do not interfere or conflict with the student's mandatory participation and enrollment in academic support programs or courses.

An AIP has three objectives: (1) to require students to enroll in curricular and co-curricular academic support offerings; (2) to require students to follow a curriculum structured to improve academic performance and the likelihood of passing the bar exam; and (3) to limit a student's involvement in co-curricular and extra-curricular activities, when necessary. Various curricular and co-curricular programs are offered to assist students with basic skills, such as time management, reading, and briefing cases, outlining, exam writing, and critical thinking and listening. As part of an AIP, among other requirements, students may be required to participate in bar readiness courses.
The details of the AIPs for each year, and the programs that students must complete as part of an AIP, are available from the Academic Success and Bar Preparation Office.

E. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Official Student Transcripts from Prior Institutions Policy

Administrative policy. Effective immediately.

Revision history: Formerly a part of the Academic Policies and Procedures; established as a standalone policy in April 2026.

Related policies: Withdrawing from Southwestern; Admissions Policy; Student's Right to Cancel or Withdraw and Tuition Refund Policy

Related accreditation standard: ABA Standard 502

Scheduled Review Date: September 2027 (Registrar's Office)

Purpose and Overview

Pursuant to ABA Standard 502, an accredited law school must have on file each enrolled student's official transcripts by the following deadlines: (1) for students matriculating in the fall, by October 15; and (2) for students matriculating at any other time, within four weeks of the date classes begin.

For students admitted through the 3+3 B.A./J.D. Program with CSUN, the final official undergraduate transcript confirming conferral of the bachelor's degree must be submitted promptly upon issuance by CSUN, and no later than four weeks after classes begin in the student's second year at Southwestern.

This policy outlines the deadlines by which all degree-seeking students, including J.D. transfer students and LL.M. students, must submit official transcripts if those documents were not included in a student's file received by Southwestern from the Law School Admission Council (LSAC).

Definition of Official Transcript

Official transcript means (i) a paper or electronic transcript certified by the issuing institution and delivered directly to Southwestern; or (ii) a paper or electronic transcript verified by a third-party credential assembly service and delivered directly to Southwestern.

Official Transcript Submission Deadlines

Students who have submitted all official transcripts to LSAC for inclusion in their admission file do not need to submit them separately to Southwestern. However, if Southwestern receives an incoming student's LSAC file that does not include all final, official transcripts required by this policy, the Registrar's Office will contact the student, who must provide any missing official transcripts by the applicable deadline listed in Section A.

Undergraduate and graduate transcripts

An incoming student must submit the final, official transcript from the undergraduate institution from which they graduated and earned a degree. An incoming student must also submit official transcripts from every institution where they attempted or completed any graduate or professional coursework, regardless of whether a degree was earned. This requirement does not apply if the credits from that graduate or professional coursework appear on the final transcript from the institution that awarded the student's undergraduate degree.

Prior law school transcripts

Students who have attempted or completed studies at another law school before matriculating at Southwestern must submit official transcripts from any law school they attended. This section applies to LL.M. students, students who are transferring from another law school, and students who have been previously dismissed or disqualified from another law school.

Failure to Timely Provide Official Transcripts

Students who fail to provide required official transcripts by the applicable deadline may complete the current semester, but may not enroll in a subsequent semester until Southwestern has the transcripts on file.

1. **Notification from the Registrar's Office**
   The Registrar's Office will notify students via email of the missing transcripts and the resulting hold on future registration.

2. **Petition for extension**

Students may submit a written petition to the Office of the Vice Deans, with a copy to the Registrar's Office, requesting an extension. The student must submit the petition at least 5 business days before the applicable deadline.

Southwestern will grant an extension only when the student documents their timely and diligent efforts to obtain the transcript and when the delay is not primarily attributable to the student's actions or inaction (e.g., institutional processing delays, transcript vendor delays, registrar backlogs, etc.).

If the extension is granted, the Vice Dean in charge of academics will set a new submission deadline. Due to Southwestern's spring registration schedule, Southwestern will not extend the deadline beyond the first week of November. If the student fails to meet the extended deadline, Southwestern will continue the registration hold for the subsequent semester. The Financial Aid Office will also hold any spring aid disbursement until the student submits their transcript. Once Southwestern receives the transcript, the Registrar's Office and the Financial Aid Office will lift their respective holds.

Involuntary withdrawal

If a student does not provide their official transcripts to Southwestern by the start of the subsequent semester, Southwestern will involuntarily withdraw the student within 5 business days of the start of that semester.

The Financial Aid Office will return any federal Title IV financial aid as required by federal law and in accordance with applicable U.S. Department of Education regulations.

Southwestern will note the involuntary withdrawal on the student's transcript at Southwestern, and any scholarship or scholarship offer will be null and void.

Until a student is involuntarily withdrawn, they remain subject to Southwestern's policies and procedures regarding tuition refunds and financial obligations.

Requirement to Re-Apply as a New Student

If a student is involuntarily withdrawn under this policy and wishes to return to Southwestern, the student must reapply as a new student. Students who are involuntarily withdrawn pursuant to this policy are encouraged to contact the Admissions Office as soon as possible following the effective date of their involuntary withdrawal to determine the deadlines applicable to their re-application process.

Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Administrative Withdrawal Policy

Administrative policy approved August 5, 2022.

Revision history: This policy clarifies information about administrative withdrawals that had been included in the Student Handbook (before the 2022–2023 academic year) and referred to in other policies; technical edits were made in August 2023; revised in May 2024 to address distance education courses offered in a primarily asynchronous format; revised in December 2024 to clarify the process for a student who is administratively withdrawn from all courses in a term; revised in April 2026.

Related policies: Attendance Policy; Religious and Cultural Observances Policy; Withdrawing from Southwestern; Student Complaint and Grievance Policy and Procedures (Including Complaints Implicating ABA Standards)

Related form: Administrative Withdrawal Appeal Form

Scheduled Review Date: April 2028 (Student Services Office)

Definition and Overview

Under Southwestern's Attendance Policy, a student enrolled in a course at Southwestern Law School may be administratively withdrawn when absent for more than 20% of regularly scheduled class sessions in a residential course, or the designated equivalents in asynchronous and hybrid courses. See Attendance Policy for details. Students enrolled in a January intersession or mini-term course must attend all class sessions to receive academic credit.

Administrative withdrawal means the student will not receive academic credit for a course. The administrative withdrawal will appear as "WA" on the student's transcript.

Students administratively withdrawn from a required course must repeat it in the next available term, unless the Associate Dean for Student Services approves the student taking it in a different term for a compelling reason.

A student who is administratively withdrawn from all courses in a term may be subject to involuntary withdrawal under the Withdrawing from Southwestern policy.

Process

When a student exceeds the permissible absences for a course, the Student Services Office will notify the student in at the student's official Southwestern email address.

If the Student Services Office does not know the basis for some or all of the absences, the notice will include information about the student's opportunity to appeal a potential administrative withdrawal from the course. The student must submit any appeal within 5 business days from the date of the notice, following the instructions provided below.

If the Student Services Office already knows the basis for the absences and has the appropriate documentation, the Office may determine that an appeal process is unnecessary under the circumstances.

During the appeal period, the student should continue attending the course and checking in via the Qwickly attendance app where applicable. A student in a course with an asynchronous component should continue completing their assignments during the appeal period.

A student who wishes to appeal should submit an Administrative Withdrawal Appeal Form to the Student Services Office demonstrating compelling circumstances for granting the appeal.

More specifically, the student should provide detailed information about the reasons they missed each class session or failed to complete course modules in the asynchronous course. Although supporting documentation is not required, students are encouraged to provide it where available (e.g., a doctor's note).

Compelling circumstances may include missing classes for illness, medical treatment, a student's religious or cultural observances, or a school-sponsored activity (e.g., attending a moot court competition or a hearing as part of a clinical course). Other reasons also may qualify. Although students are not required to report these absences or missing asynchronous coursework to the Student Services Office in advance or contemporaneously, they are encouraged to do so and to provide any supporting documentation they may have.

When a student provides written notice to the Student Services Office in the first week of the term about anticipated absences due to religious or cultural observances, those will be considered compelling circumstances. Any appeal the student files later needs to address

only the other absences. A student who provides pre-class or contemporaneous information about an absence to the Student Services Office should attach that information to any appeal they may later submit.

Following receipt of an appeal, the Associate Dean for Student Services will determine whether to grant the appeal, deny the appeal, or request additional information to evaluate the appeal. Factors considered include, but are not limited to, the number of absences; the circumstances underlying each absence, not just the absence triggering the administrative withdrawal; whether the students reported any absences in advance or contemporaneously to the Student Services Office; the nature of the documentation provided (if any); steps the student took to learn what they missed in each session (e.g., listening to a recording, seeking notes from a classmate, attending a faculty member's office hours to ask clarifying questions, etc.). For students enrolled in an asynchronous course, additional factors considered include the amount of incomplete coursework and the circumstances under which coursework was not completed.

The Associate Dean for Student Services, in consultation with a Vice Dean, has discretion concerning the outcome of the appeal. The Associate Dean for Student Services will also consult the Online Education Department if the appeal involves a student enrolled in the Online J.D. Program and the SCALE Office if the appeal involves a student enrolled in the SCALE Program. The determination is final and not subject to further review, including under the Student Complaint and Grievance Policy and Procedures (Including Complaints Implicating ABA Standards).

Post-Appeal Attendance

If an appeal is granted and the student is permitted to remain enrolled in the course, the student is expected to attend all remaining class sessions (or complete all remaining course modules for asynchronous courses). Any additional absences or missed coursework after an appeal has been granted may result in further review.

When further review is needed, the Associate Dean for Student Services, in consultation with a Vice Dean and the faculty member of record for the course, will determine whether the student may continue in the course or should be administratively withdrawn. In making this determination, the Associate Dean for Student Services will consider not only the reasons for the additional absences but also whether the student has missed such a significant portion of the course that they cannot meaningfully engage with the material or successfully complete the course. This determination is final and not subject to further review, including under the

Student Complaint and Grievance Policy and Procedures (Including Complaints Implicating ABA Standards).

Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Attendance Policy

Faculty policy approved May 12, 2023.

Revision history: Substantive revisions made May 12, 2023 and June 2, 2023; revised to include provisions for online courses in May 2024; revised in February 2025 to address emergency situations; revised in May 2025 to further define maximum absences in asynchronous courses; revised in May 2026 to clarify and refine maximum absences in asynchronous courses.

Related policies: Registration Policies and Procedures (Section B(2)); Administrative Withdrawal Policy; Withdrawing from Southwestern; Federal Financial Aid Eligibility Policy; Religious & Cultural Observances Policy (Section 5); SCALE Program Policies; Tuition Refund Policy; Financial Aid Satisfactory Academic Progress Policy; Return of Title IV Funds Policy

Scheduled Review Date: May 2027 (Student Services Office and Academic Standards Committee)

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ABA Standard

Law schools approved by the American Bar Association (ABA) must require regular class attendance per ABA Standard 308(a). Students at Southwestern Law School are expected to attend all scheduled classes for each course they are enrolled in.

Maximum Absences

Southwestern recognizes that some absences may, in rare instances, be unavoidable. Students may need to miss an occasional class because of illness, personal and family emergencies, job interviews, law school activities and functions, religious and cultural observances, and other compelling reasons. Although students are encouraged to keep individual faculty members informed about their absences, students do not need to submit documentation to support an absence. As a professional school, Southwestern will assume absences are for compelling reasons and will be taken only when necessary.

Unless otherwise approved as a disability or pregnancy accommodation, or absent a successful appeal under the Administrative Withdrawal Policy, students who exceed the number of absences or fail to complete sufficient work will not earn academic credit for the course. Students who are administratively withdrawn may appeal under the Administrative Withdrawal Policy.

1. Residential/in-person courses and synchronous online courses

For residential/in-person courses and synchronous online courses, students must attend at least 80% of regularly scheduled class sessions to meet the attendance requirement necessary to earn credit for the course. Students who do not attend at least 80% of class sessions may be administratively withdrawn (WA). An absence for any reason counts toward the maximum of the 20% absences permitted.

A student attends an in-person class session by being physically present for the entire class period. A student attends a synchronous online class session by being virtually present with their camera on for the entire synchronous class session.

2. Asynchronous courses and all Online J.D. Program courses

For asynchronous courses, attendance is measured by timely academic engagement. Students must complete at least 80% of the required attendance-qualifying activity or activities and required videos to meet the attendance requirements necessary to earn credit for the course. Students who do not meet this requirement may be

administratively withdrawn (WA). An incomplete attendance-qualifying activity for any reason counts toward the maximum of the 20% absences permitted.

3. Hybrid courses outside the Online J.D. Program that include any combination of in-person classes, synchronous online classes, and asynchronous classes

For all courses outside the Online J.D. Program that include any combination of in-person class sessions, synchronous online class sessions, and asynchronous online class sessions, students must attend at least 80% of class sessions to meet the attendance requirement necessary to earn credit for the course. Students who do not attend at least 80% of class sessions may be administratively withdrawn (WA). An absence for any reason counts toward the maximum of the 20% absences permitted.

A student attends an in-person class session by being physically present for the entire class period. A student attends a synchronous online class session by being virtually present with their camera on for the entire synchronous class session. A student attends an asynchronous class session by timely completing 100% of the assigned work related to the asynchronous class.

4. Intersession and mini-term residential courses

Students enrolled in any January intersession or summer mini-term must attend all class meetings to receive unit credit.

5. London Summer-Abroad Program

Students enrolled in the London Summer-Abroad Program must abide by the attendance rules in place for that program and distributed as part of registration materials.

Special Attendance Rules

1. LAWS I and Launch Week

Attending LAWS I classes during Launch Week is part of the attendance policy. Launch Week is the first week of school for non-SCALE J.D. first-year students before they begin their full course load.

Missing more than two LAWS I classes during Launch Week may result in an administrative withdrawal from LAWS I, subject to review by the Associate Dean for Student Services and the LAWS professor.

Attending Launch Week classes for students in the Online J.D. Program means the timely completion of all asynchronous work and either attending the Zoom classes or watching the Launch Week videos for those Zoom classes within three calendar days of those videos being posted. Failing to complete the LAWS I Launch Week coursework may result in an administrative withdrawal from LAWS I, subject to review by the Associate Dean for Student Services and the LAWS professor.

An administrative withdrawal from LAWS I will result in an administrative withdrawal from LAWS II, and the student will be required to take both courses during their second year. A student's failure to complete LAWS I and II during their first year will impact enrollment in other courses and programs, such as externships and honors programs, and could delay graduation.

2. Externships

Students enrolled in an externship course are subject to the attendance requirements provided in the externship course syllabi.

3. Asynchronous classes

Examples of asynchronous academically related activity include but are not limited to contributing to an online discussion or chat session; submitting an assignment or working draft; working through exercises; taking a quiz or exam; viewing or completing an interactive tutorial; participating in an online study group; and initiating contact with a faculty member to ask a course-related question.

Discussing matters other than the course's subject matter does not count as attendance, even if the student contacts the course instructor to discuss them. Examples of discussion topics that would not qualify as attendance include but are not limited to plans about submitting assignments, extension requests on assignment deadlines, notifications of illness, or questions about purchasing course materials.

Academically related activities are tracked and documented through Canvas, Southwestern's learning management system, and Southwestern's email system.

Documenting that a student has logged into an asynchronous class on Canvas is insufficient to demonstrate attendance. For example, if a student logs into an online course on September 15 and logs out without any further activity, the student did not attend the online class that day.

4. First-day attendance

As required by federal law, Southwestern monitors class attendance, including first-day attendance. If a student does not attend the first class and does not inform the professor or the Students Services Office before the absence, the student may be dropped from the course.

In addition, select courses may have a first-day attendance policy that requires students enrolled in the course to attend the first class session. The first class session of these courses involves detailed planning that is necessary to the format for the entire semester. This policy ensures fairness to students on the waitlist and to students in these courses who depend upon their classmates' attendance and participation. Students who fail to attend the first class session of a course that has a first-day attendance policy will be dropped from the course automatically and without advance notice. Students must check the course description in Self-Service to determine if a course has a first-day attendance policy.

For the purposes of this section, students taking online or hybrid classes that do not require a live or synchronous session during the first week of the term must complete at least 80% of the required attendance-qualifying activity or activities, and have watched all required videos assigned for the first week of the course by the end of the first week. Failing to complete 80% of the assigned asynchronous academically related course activities by the end of the first week may result in the student being dropped from the course.

Students should note that the course Canvas pages open at least two weeks before the term and that individual course professors will set the specific schedule for work to be completed.

Attendance Tracking

1. Qwickly app

Attendance for in-person and synchronous classes will be taken during class through Qwickly, a digital attendance tracking software. Students who do not check in at the appointed time during class are considered absent. Students may not check in other students or share Qwickly codes with other students; violations will be referred to the Honor Code Committee.

2. Permission to attend a residential class via Zoom

Students who receive advanced approval from a faculty member to watch an in-person class session via Zoom due to illness or another compelling reason are not considered to be present for purposes of attendance, may not check into class via Qwickly, and will be marked absent. These absences count toward the maximum absences a student may accrue before being administratively withdrawn from the class. Students who check-in without being physically present during an in-person or synchronous class will be referred to the Honor Code Committee.

3. Unprofessional conduct and early departures

Lack of preparation, early departure, or inappropriate behavior may result in a student being marked absent for a class session.

4. Impact on final course grade

A professor may consider class attendance when determining course grades in the manner stated on the course syllabus.

5. Student responsibility for absence tracking

Students must keep track of their absences. The Student Services Office is unable to provide students with ongoing attendance totals. Students may view their attendance in Qwickly at any time.

Course Roster Verification by Faculty

As required by federal law, each semester, faculty must verify the accuracy of attendance rosters on the first day of class and again after the end of the add/drop period for each term. The purpose of verifying attendance is to prevent problems associated with tuition refunds, federal financial aid relative to Title IV refunding rules, and issuing grades such as "WA" for students who never attended class.

Faculty should take attendance for each class session. The Student Services Office should check class rolls weekly for all programs other than the Online J.D. Program. The Online Education Office should check class rolls weekly for courses in the Online J.D. Program.

Federal Financial Aid

Students who receive federal financial aid should consult the Related Policies (listed at the top of this policy) for more information about attendance requirements. Specifically, federal

regulations require financial aid recipients to maintain satisfactory academic progress toward a degree program to continue receiving federal financial aid. Federal regulations also require Southwestern to return federal financial aid under certain circumstances when the student withdraws or is on a leave of absence. These regulations are complex, and any student with questions or concerns should contact the Financial Aid Office.

Emergency Situations

Southwestern can make exceptions to this policy to address emergency situations where in-person attendance may present a risk to the health and safety of significant portions of the community.

Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Policy on Attorneys and Employees Auditing Courses

Administrative policy approved July 22, 2022. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook ("Alums as Visiting Students"); established as a standalone policy in August 2022; substantive and technical edits made in March 2025.

Related policies and form: Student's Right to Cancel and Tuition Refund Policy; Disability Accommodations Policy; Registration Policies and Procedures (audit option for current students); Application Form Auditing Attorneys

Scheduled Review Date: April 2027 (Office of the President & Dean)

A. Eligibility

A graduate of Southwestern Law School or an individual who has graduated from another ABA-accredited law school may apply to take courses as a visiting student on an audit basis. Under extraordinary circumstances as determined by the designated Vice Dean, an individual who has earned a foreign law degree or another professional degree may be approved to audit courses. Students currently enrolled in a degree program at Southwestern may audit courses as outlined in the current Registration Policies and Procedures.

No individual who has been expelled from any law school, is on suspension from any law school or university, has had their admission revoked from any law school, or who has had their license to practice law revoked (e.g., disbarred) or been subject to similar professional discipline may audit courses at Southwestern. A criminal record may also bar eligibility to audit courses at Southwestern.

B. Application

Auditor applications are available through the Registrar's Office (registrar@swlaw.edu) and on the Registrar's Office page on swlaw.edu. The applicant must submit the completed application form, law school transcript, and bar card at least 45 days before the start of the relevant term to registrar@swlaw.edu. An individual seeking to audit a course must submit a new application for each

term. The Associate Dean for Student Services, in collaboration with the designated Vice Dean, will determine who is permitted to register as an auditing student. Also, the faculty member must consent to having an auditor in the course.

C. Academic Credit and MCLE Credit

Southwestern offers the option to audit courses as a personal enrichment opportunity. Auditors will not receive academic credit for audited courses but can receive a Southwestern transcript noting the grade "AU" for audit. Attorneys may be eligible to receive Minimum Continuing Legal Education (MCLE) credit for audited courses in California, if requested as part of the application process.

D. Course Limitations

Auditors may not register for full or closed courses, courses with a waitlist when the individual's application is approved, courses that meet the experiential or upper-level writing requirements, or other courses that involve direct participation or individualized instruction. Without good cause approved by the designated Vice Dean, an auditor may not retake a course previously taken. In addition, the Vice Dean may refuse any request to audit a specific course.

Auditors may take no more than two courses per term and four courses per academic year. In addition, auditors typically will be limited to enrolling in courses that offer one or two units of credit.

E. Participating as an Auditor

Permission to audit a course conveys the privilege of listening and observing but not submitting papers or assignments, participating in discussions or activities, or receiving feedback or evaluations. An auditor does not take examinations or receive law school credit for the course.

An auditor must participate in the course in the designated modality. For example, an auditor must attend an on-campus course in person unless the faculty member approves Zoom attendance.

Auditing a law school class is a privilege, not a right. A faculty member may remove an auditor from the class if, in the faculty member's professional opinion, the auditor is disruptive. The faculty member should notify the designated Vice Dean before removing an auditor. The Vice Dean will record the removal for future consideration if the individual seeks to audit additional classes.

Auditors are not eligible for other Southwestern services to which they would not otherwise be entitled, including but not limited to housing, health insurance, Career Services Office and Symplicity access, etc.

Auditors must abide by Southwestern's academic policies, general law school policies, and health and safety protocols. Policies are posted on Southwestern's Institutional Policies page.

F. Tuition

Southwestern alums: Southwestern graduates will receive a 50% discount from the current per-credit charge for LL.M. students. Southwestern graduates who have been out of law school for three years or

less or who are working in a public-service or public- interest position will receive a 75% discount from the current per-credit charge for LL.M. students.

Adjunct faculty members: Current adjunct faculty members may audit courses at no charge but typically should not audit a course during a term when they are teaching.

Other Southwestern employees: A Southwestern employee who holds a J.D. degree from Southwestern or another ABA-approved law school may audit courses at no charge but must obtain written permission from their supervisor and Human Resources. The employee typically should not audit a course scheduled to meet during Southwestern's designated business hours.

Others who have served Southwestern: Non-Southwestern graduates who have served as adjunct professors, externship supervisors, Writing Center Fellows, clinical Fellows, or Honors Program coaches at Southwestern at any point during the preceding five years will also receive a 50% discount from the per-credit charge for LL.M. students. Those who are working in a public-service or public-interest position will receive a 75% discount from the current per-credit charge for LL.M. students.

Others: Non-Southwestern graduates will pay a fee equal to the per-credit charge for LL.M. students. However, the Associate Dean for the Biederman Institute, with approval of the Dean, has discretion to award additional discounts for a limited number of auditors each term for selected Entertainment, Media, and Sports Law courses.

G. Financial Aid

Auditors do not qualify to receive federal financial aid.

H. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Concentrations Policy

Faculty policy.

Revision History: Formerly a part of the Grading and Scholastic Honors policy; established as a standalone policy in May 2024; also updated in May 2024 to include the Online J.D. Program; technical edits made in September 2025.

Related policies: Declaration of Intention Form

Scheduled Review Date: June 2028 (Student Services Office)

Southwestern offers seven J.D. Concentrations in the following areas of law:

- Civil Litigation & Advocacy*
- Critical Race, Gender, and Sexuality Studies
- Criminal Law & Advocacy
- Entertainment & Media Law*
- Labor and Employment Law
- Public Interest Law*
- Technology Law & Entrepreneurship*

The concentrations are open only to Southwestern students enrolled in a J.D. program. The concentrations are optional and not required.

The Online J.D. Program currently offers the four concentrations marked with an asterisk. Students enrolled in the Online J.D. Program who are able to complete requirements for the other concentrations may declare those concentrations even though they are not officially offered through the Online J.D. Program.

Students must submit a Declaration of Intention form to the Registrar's Office to declare their intent to fulfill a J.D. Concentration. Students may submit the Declaration of Intention at any time, but no later than the add/drop deadline of their final semester.

Information regarding the J.D. Concentrations and their requirements can be found on the Southwestern Law School website at https://www.swlaw.edu/curriculum/concentrations-and-customizations.

Southwestern reserves the right to change the requirements for any J.D. Concentration at any time, with or without notice.

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Course Sequence Policy

Administrative policy approved May 20, 2025. Effective immediately.

Revision history: Formerly a part of the Academic Policies and Procedures; established as a standalone policy in May 2025; technical edits were made in May 2025.

Related policies: Repeated Courses Policy; Attendance Policy; Administrative Withdrawal Policy; Incomplete Grade Policy

Scheduled Review Date: May 2026 (Student Services Office)

A. Course Sequence Requirement

Absent extraordinary circumstances, each student is responsible for completing courses in the sequence indicated on the Southwestern website, Self-Service, Canvas, and registration materials available on the portal. Students are required to follow course sequences detailed in this policy unless otherwise approved in writing by the Associate Dean for Student Services.

B. LAWS I and II Progression

Legal Analysis and Writing (LAWS) I is a prerequisite for LAWS II. Students who fail LAWS I or do not complete the course may not enroll in LAWS II during their first year. Instead, both LAWS I and II 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.

C. Completion of First-Year Curriculum

Students enrolled in residential J.D. programs complete the first-year curriculum after successfully completing LAWS I and II, Foundations, Contracts I and II, Civil Procedure I and II (or, for SCALE, Jurisdiction and Civil Litigation), Criminal Law, Property, and Torts.

Students enrolled in the Online J.D. Program complete the first-year curriculum after successfully completing LAWS I and II, Foundations, Contracts I and II, Constitutional Law I and II, Criminal Law, Property, and Torts.

D. Full-Time Student Course Requirements and Registration Eligibility

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. After completing their first year, full-time students may enroll in any course offered during a summer term, provided that 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 written approval from the Associate Dean for Student Services. Only upper-division students may enroll in the January intersession.

E. Part-Time Student Course Requirements and Registration Eligibility

All part-time students must complete their required first-, second-, and third-year courses by the end of their third year unless otherwise excused in writing by the Associate Dean for Student Services. Students who have not completed their first year may be approved to enroll in the summer term and upper-division elective courses with written approval from the Associate Dean for Student Services. Part-time students who have completed their first 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.

F. Courses Required in the Final Year

Students may enroll in Wills and Trusts and Bar Skills & Strategies only in their final year of study.

G. Withdrawal from Required Courses

Students are not permitted to withdraw from required courses except under extenuating circumstances with written permission from the Associate Dean for Student Services.

H. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Credit for Prior Experiential Learning Policy

Administrative policy.

Related policies: **Transfer and Visiting Students Policy; Student Complaint and Grievance Policy and Procedures (Including Complaints Implicating ABA Standards); Student Honor Code**

Regulation: **5 CCR § 71810(b)(7)**

Scheduled Review Date: **August 2027 (Office of Institutional Effectiveness)**

Southwestern Law School does not award academic credit for learning gained before matriculation through work experience, employment, training, volunteer service, military service, certifications, or other life experience.

Because such credit is not awarded, Southwestern does not conduct or charge for prior-learning assessments for academic credit.

A student may appeal the application of this policy under the Student Complaint and Grievance Policy and Procedures (Including Complaints Implicating ABA Standards).

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Criteria for Final Course Grade Policy

Faculty policy.

Revision history: Formerly a part of the annually revised Student Handbook, then part of the Examination Policy; established as a standalone policy May 2024; revised to provide for the Online J.D. Program; edited in May 2025 to explain grading components for all mostly asynchronous doctrinal Distance Education Courses.

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

Scheduled Review Date: July 2027 (Office of the Vice Dean(s))

A. Seminars, Experiential Courses, and Other Non-Doctrinal Courses

The final grade in all seminars, Legal Analysis, Writing, and Skills I and II, clinics, externships, practicums, skills courses, courses satisfying the writing requirement, Independent Study, credit/no credit courses, and any course specifically approved by the faculty to be graded on a different basis, will be determined based on the criteria included in the course syllabus posted as of the first class day. Any change to the criteria after that date must be approved by a Vice Dean.

B. All Other Courses

In all other courses, subject to the paragraphs below, examinations will determine final grades. The grading methodology used for the final course grade must be delineated in the course syllabus by the first day of class. Any change to the criteria after that date must be approved by a Vice Dean. If a faculty member requests, a Vice Dean may waive the provisions below.

1. Final examination length

An examination's minimum length will equal the number of units allotted to the course; however, faculty may elect to give a three-hour exam for a four-unit course. Any faculty member can increase a two-hour examination to three hoursand a three-hour exam to four hours, but no examination will exceed four hours.

2. Final examination questions

The final examination will include an essay-type question or questions that will require a minimum of 40 minutes to analyze and develop an appropriate answer. Multiple-choice questions may comprise up to 50% of the final examination.

Faculty may use a variety of formative assessments beyond essay and multiple-choice (e.g., shorter essays focused solely on analysis or multiple-choice with short answer explanation), if the assessment fits with the course learning objectives.

In **first-year doctrinal courses in residential or hybrid programs** (including those that are part of a part-time program and scheduled in the second year), Southwestern encourages faculty to use a variety of pre-final examination assessment methods, subject to the faculty member basing at least 75% of the final grade on the final examination, which must include an in-class essay examination. Each graded formative assessment or type of formative assessment (e.g., all quizzes) may not count for more than 15% of the final grade.

For **all doctrinal Distance Education Courses that are primarily asynchronous**, the faculty member must include a proctored final examination that accounts for at least 50% of the final course grade. The final examination must include an essay examination. See *Distance Education Policy for Programs Other Than the Online J.D. Program* for the definition of Distance Education Courses. In addition to the final examination, at least 25% of the final course grade must be derived from learning activities and assessments occurring throughout the course that promote engagement and reinforce learning. Learning activities and assessments may include discussions, reflection papers, video-based assignments, interactive tutorials, quizzes, group projects, collaborative exercises, and other academic activities or formative/summative assessments aligned with course objectives. Learning activities must be included in every module, whereas assessments are not required for every module but should be regularly distributed throughout the course to support student learning.

In **all upper-division required and elective courses**, Southwestern encourages faculty to use a variety of pre-final examination assessment methods, subject to the faculty member allocating at least 50% of the final grade on the final examination, which must include a proctored essay examination.

3. Other criteria

Nothing precludes any faculty member from requiring the satisfactory completion of additional ungraded assignments during a semester. Failure to satisfactorily complete any such assignments will result in the student receiving a grade of F in the course.

C. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

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; revisions made in July 2025; corrective edits made December 2025.

Related policies: SCALE Program Policies; Distance Education Policy for Programs Other Than the Online J.D. Program; Independent Study Policy

Scheduled Review Date: Vice Deans, May 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, Synchronous, and Asynchronous Online Courses

1. Overview

With two exceptions, each unit of credit is equivalent to 14 (60-minute) hours and totals 840 minutes of instruction.

The two exceptions are the following:

a. 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.

b. Based on the academic calendar and the holiday schedule for a given term, some courses in that term 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 in-person and synchronous online courses, 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 asynchronous online courses, for each class hour, students will complete one hour of what otherwise would be considered class work (i.e., attending class) and an additional minimum of 2 hours across 14 modules, 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). For a 3-unit asynchronous online course, students would be expected to complete 9 total hours per module/week (3 hours of would otherwise be considered class work plus 6 hours preparing for and completing an exam or other required assessment). 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.

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 schedule 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 Blended Courses

Courses that combine in-person or synchronous online instruction and asynchronous online instruction must comply with Sections B 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.

D. 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 courses

Regardless of the number of units designated for a clinic course, all clinics require 28 hours of classroom instruction.

Clinical courses require 3.5 hours per week of work over 14 weeks for each credit granted.

Clinical courses require 7 hours per week of work over the Summer Session.

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

A 5-credit clinical course 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 practica

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

E. Monitoring the Policy

The Vice Deans' Office is responsible for monitoring this policy to ensure consistency and compliance with ABA accreditation standards.

F. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Distance Education Policy for Programs Other Than the Online J.D. Program

Faculty policy approved October 20, 2023.

Revision history: Formerly a part of the Grading Policies, Honors, and Specialized Courses policy; established as a standalone policy and substantively revised due to a change in ABA Standards in October 2023; technical edits made in December 2025; edits made in May 2026 to align with the ABA Standards' revised distance education course definition.

Related policies: Determination of Credit Hours for Coursework; Online Student Identity Verification Policy; Policy on Student Academic Work-Product Originality (Plagiarism) for All Southwestern Students and Collaboration Rules in Legal Analysis, Writing, and Skills Courses; Student Honor Code; Disability Accommodations Policy (Including Standards for the Study of Law)

Scheduled Review Date: August 2027 (Vice Dean's Office)

Purpose

Southwestern Law School is committed to developing and delivering innovative, high-quality curricular offerings. To that end, and in accordance with Definition 8 of the ABA Standards and ABA Standards 306 and 511, this policy provides students with the flexibility to receive academic instruction leading to the J.D. degree through the use of distance education.

This policy does not apply to Southwestern's ABA-approved Online J.D. Program, which students may complete substantially online.

Definitions

1. Distance education course

Consistent with Definition 8 of the ABA Standards, a Distance Education Course means one in which all instruction is delivered exclusively via distance education methods as described in Standards 306(a), notwithstanding some in-person, non-instructional activities such as orientation, testing, and academic support services.

2. Asynchronous format

Asynchronous format refers to a mode of instruction in which students engage with course materials, lectures, and assignments at their own pace and on their own schedules, without the requirement for real-time, simultaneous participation with the faculty member or other students. This format allows students to access and complete coursework at times that are convenient for them while meeting defined course pacing deadlines.

3. Synchronous format

Synchronous format refers to a mode of instruction in which students participate in real-time, interactive learning experiences. In this format, students and faculty engage in activities such as live video lectures, discussions, or collaborative activities, all of which require simultaneous participation and interaction at specified times.

4. Blended courses not covered by this policy

Courses in which students and faculty are separated from each other for one-third or less of the instruction are not Distance Education Courses under this policy and are not subject to the course requirements in Section D or the credit cap in Section F. Courses in which students and faculty are separated from each other for more than one-third of the instruction but not for all of the of the instruction are Distance Education Courses under this policy and are subject to the course requirements in Section D and the credit cap in Section F. his is notwithstanding that the the ABA defines Distance Education Courses as those delivered exclusively via distance methods. Southwestern maintains this one-third threshold for purposes of this policy's quality assurance and course approval requirements.

5. Vice Dean approval for courses exceeding the one-third threshold

A Vice Dean may approve a course in which students and faculty are separated from each other for more than one-third but not more than one-half of the instruction to be excluded from the maximum number of distance education credit hours in Section F, provided that the course satisfies the requirements in Section D. Such approval may

be granted when, in the Vice Dean's judgment, circumstances warrant it, such as but not limited to advancing pedagogical objectives, to accommodate logistical or scheduling needs, or maintain instructional continuity during emergencies, public-health directives, campus closures, or other unforeseen disruptions. Approval under this section does not alter the course's obligation to comply with Section D.

Accessibility

Courses and programs offered under this policy will be accessible to persons with disabilities in compliance with federal and state laws. Southwestern is dedicated to providing reasonable accommodations and support to ensure that all students, regardless of their abilities, can engage in and benefit from our educational offerings.

Course Requirements

All Distance Education Courses must satisfy the following requirements:

1. Provide regular interaction between a student and a faculty member that includes:

- **a.** the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course as defined in ABA Standard 310(b) and set forth in the Determination of Credit Hours for Coursework;
- **b.** monitoring the student's academic engagement and success; and
- **c.** ensuring that the faculty member is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring or upon request by the student.

2. Provide substantive interaction in each Distance Education Course that engages students in teaching, learning, and assessment, consistent with the content under discussion, and includes at least two of the following:

- **a.** providing direct instruction;
- **b.** assessing or providing feedback on a student's coursework;
- **c.** providing information or responding to questions about the content of a course; or
- **d.** facilitating a group discussion regarding the content of a course.

3. Use appropriate and readily accessible technology that effectively supports the learning outcomes of the course.

4. Ensure that students, faculty, and others involved in the course receive appropriate training and support for the technology used.

Course Approval

Courses that have been approved by the faculty through the regular course approval process may be delivered as Distance Education Courses with the approval of the Vice Dean(s). The Vice Dean(s) will ensure that each Distance Education Course satisfies the requirements in Section D of this policy. Faculty may use distance education tools without the Vice Dean's approval if they do not exceed the limit that would categorize a course as a Distance Education Course. See Section B.4 and B.5.

This section does not impact the regular process for faculty to approve new courses, regardless of the delivery method, except for Distance Education Courses, which must also satisfy Section D above.

Credit Approval

In accordance with ABA Standard 306, a student may take a maximum of 50 percent of the credit hours required for the J.D. degree in Distance Education Courses; stated differently, a student may take up to 43 credit hours of Distance Education Courses toward the 87 units required to graduate.

Students may enroll in non-required, non-California-Bar-Exam-subject Distance Education Courses offered at other ABA-approved law schools only with prior written permission of the Associate Dean for Student Services, and only if any such course is offered on a basis consistent with this policy.

Bar Eligibility

Students should be aware that taking Distance Education Courses may impact their eligibility to sit for state bar examinations. Students should contact the appropriate bar admission agency in the jurisdiction where they plan to sit for the bar examination or intend to work to seek the most up-to-date information about state licensure and certification requirements. The National Conference of Bar Examiners, in collaboration with the American Bar Association's Section of Legal Education and Admissions to the Bar, annually publishes a Comprehensive Guide to Bar Admission Requirements that provides information, including a

directory of state bar admissions agencies. In addition, we encourage students to review Southwestern's Professional Licensure by Program.

Technology

Students enrolled in a Distance Education Course hosted or approved by Southwestern bear the responsibility to anticipate and address actual or potential technology issues by taking reasonable actions or precautions, including but not limited to:

1. Securing access to a backup electronic device and or software in case of primary device or software failure;
2. Performing assignments expeditiously and not delaying until a deadline;
3. Submitting work in a format or through a mechanism (e.g., Canvas) specified by or acceptable to the professor; and
4. Upon discovering a technology issue, taking reasonable measures to immediately notify the professor and Southwestern's Associate Dean for Student Services of the problem or, if immediate action is not feasible, to provide notice as soon as reasonably possible thereafter.

Verification of Student Identity

Students registered in any Distance Education Course will be subject to Southwestern's Online Student Identity Verification Policy.

Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Full-time J.D. Student Employment Policy

Faculty policy.

Revision history: Formerly a part of the annually revised Student Handbook; established as part of the Academic Policies and Procedures standalone policy in August 2022; established as a standalone policy in August 2023; revised May 2024 to address the Online J.D. Program; technical edits made in August 2025.

Related policies: None

Scheduled Review Date: August 2027 (Student Services Office)

Southwestern Law School prohibits full-time students enrolled in more than 12 units per semester from working more than 20 hours per week during the academic year. Under this policy, full-time students must sign the 20-Hour Work Rule Acknowledgement Statement to attest that they will comply with this policy throughout their law school career. The signed statements are required as part of first-year registration and become part of each student's file.

In addition to requiring full-time students to agree to this work limit, the schedule of classes and limited cross-registration into required courses in the evening and online programs also help to ensure that full-time students do not work more than 20 hours per week. Full-time students who need to work more than 20 hours a week should consult with the Associate Dean for Student Services and request to switch to a part-time program.

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Good Academic Standing Policy for J.D. Students

Faculty policy.

Revision history: Formerly a part of the Academic Policies and Procedures; established as a standalone policy in October 2025.

Related policies: Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; SCALE Program Policies

Scheduled Review Date: September 2029 (Student Services Office)

Students must maintain a cumulative GPA of at least 2.330 to remain in good academic standing. A student is considered in good academic standing unless their cumulative GPA falls below 2.330, they are placed on academic probation, or they are academically disqualified.

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Grading and Scholastic Honors Policy

Faculty policy.

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; revised in September 2023 to remove the Incomplete Grade Policy and Independent Study Policy sections, which were established as standalone policies, and to rename the policy; revised in October 2023 to remove the Distance Education Policy which was established as a standalone policy and renamed the Distance Education Policy for Programs Other Than the Online J.D. Program; revised in May 2024 to change Section B, Alphabetical Grading System, to take into account the Online J.D. Program and to create a standalone policy on Concentrations; revised in June 2024 to add the "M" grade, which takes effect as of the start of the SCALE I term in June 2024, and to create a standalone administrative policy on Scholarships, Grants, and Fellowships; revised scholastic honors section in September 2024; revised in December 2025 to clarify definition of academic year for continuing students and to explain how GPA is calculated, including treatment of summer and January intersession grades; revised in April 2026 to establish separate grading for Online J.D. Program students in certain classes with mixed cohorts, effective immediately; revised in April 2026 to modify SCALE initial ranking calculations and apply the upper-division grading policy to Evidence, each effective June 1, 2026; revised in May 2026 to address variances from the required grade standards.

Related policies: Master of Laws Program Policies; Incomplete Grade Policy; Attendance Policy; Policy on Student Academic Work-Product Originality (Plagiarism) for All Southwestern Students and Collaboration Rules in Legal Analysis, Writing, and Skills Courses; Student Honor Code; Academic Policies and Procedures; SCALE Program Policies; Distance Education Policy for Programs Other Than the Online J.D. Program

Scheduled Review Date: January 2027 (Office of the Vice Dean)

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Course Syllabus and Grading Criteria

Course syllabi will be posted by Academic Administration on the portal and by faculty on the course Canvas page and will include a course outline, course learning objectives, a description of course materials, the grading and attendance criteria, and any other information deemed relevant by the faculty member. In the event of an inadvertent conflict between the syllabus and this policy, the provisions of this policy will prevail.

1. Anonymous grading rule

Southwestern uses an anonymous grading system for all written examinations to ensure objectivity. The professor may also use anonymous grading in other parts of each course. A confidential computer-generated anonymous Exam ID number is issued and made available through Self-Service each semester. Faculty members cannot access information matching student names and anonymous student Exam ID numbers. Students may obtain their anonymous Exam ID numbers from the Registrar's Office upon presentation of proper identification. Students should not share their Exam ID with professors or other individuals.

2. Time limits for submitting grades

Faculty members must submit all grades to the Office of the Vice Dean(s) within four weeks from the date of the final examination, final assignment, final paper, or final trial in a course. The grades submitted are the final grades after they have been approved by the Office of the Vice Dean(s).

3. Issuing final grades

All final grades are made available to students on Self-Service. Grades will be available via Self-Service starting after the last final exam of each examination period, except for the fall semester and Period 6 grades, which will not be available until after the winter break. Grades will be released Monday-Thursday between 12:00-12:30 p.m. and 4:00-4:30 p.m. and Fridays between 12:00-12:30 p.m.

4. Policy on changing grades

Once grades are final, they will not be changed except for a documented clerical or computational error or as otherwise explicitly stated in this policy. A faculty member seeking to change a grade must present a Change of Grade form with appropriate documentation to the Vice Deans Office. No grade can be changed for any reason 90 calendar days after the final grade has been posted or the examination has been made available to the student in the Registrar's Office, whichever is later. The change will become effective only after the petition has been approved by the Vice Dean assigned to oversee academics and filed with the Registrar's Office.

Alphabetical Grading System

Southwestern uses an alphabetical grading system in which the actual grade earned is represented by an alphabetical letter. Grades are assigned from A+ to F. No unit credit is granted when the grade received is an F. All students must maintain a cumulative GPA of at least 2.330. The GPA is a mathematical depiction of a student's law school grade performance carried out to the first three decimal places. The GPA is derived by multiplying the number of grade points earned in each graded course by the number of units assigned to that course. Those numbers are then added, and the resulting figure is divided by the total number of graded units attempted in the applicable period. The quotient is carried out only to the first three decimal places. Courses offered on a Credit/No Credit basis are not included in the GPA computation.

To ensure equity in multiple-section courses and uniformity of grades, the faculty has adopted a grading policy for "first-year" courses and "upper-division" courses.

For purposes of this grading system, the following are "first-year" courses:

- Courses offered during the first year of the Full-Time Residential, Online, and PLEAS/Part-time Day Residential J.D. programs;
- Property and Constitutional Law I and II, when offered in the Online J.D. Program and during the second year of the Evening Program;
- Property and Civil Procedure I and II, when offered in the PLEAS/Part-time Day program; and
- Courses offered during SCALE Periods 1, 2, and 3.

In the Online J.D. Program, when Property and Constitutional Law I and II include both 1L full-time and 2L part-time cohorts, each cohort will be graded separately.

First-year spring electives are not considered "first-year" courses for purposes of the "first-year" grading policy. In SCALE, grades awarded for Quarter 1, Quarter 2, and Quarter 3,

except for Evidence Law & Practice I in Quarter 3, are graded under the first-year grading policy. In SCALE, all grades awarded for Evidence Law & Practice I, the SCALE summer session, Quarters 4, 5, 6, 7, and 8 are graded under the upper-division grading policy.

"First-year" courses must have a mean of 2.800 (plus or minus 0.05). In addition, at least 15% of grades awarded must be in the A range (A+, A, and A-). The minimum standard deviation is .70.

All upper-division courses must have a mean of 3.000 (plus or minus one-tenth) and a median of B. As a guideline in upper-division courses, 15% of grades must be in the A range (A+, A, A-). In courses with fewer than 30 students enrolled, the mean and median standards are to be used as guidelines. LL.M. students should refer to the Master of Laws Program Policies for applicable grading policies.

Deviations from the required grade standards set forth in the two paragraphs immediately above are permitted only in exceptional circumstances and must be approved by the Vice Dean. A variance may be appropriate, for example, where evidence shows that overall class performance materially exceeds historical norms, such that applying the required grade standards would artificially depress grades. Variances may not be used to fall below the minimum requirements established in the required grade standards. Faculty seeking a variance must submit a written request to the Office of the Vice Dean that includes a detailed explanation of the circumstances, supporting data (such as comparisons to prior iterations of the course or historical grade distributions), and any additional information requested by the Office of the Vice Dean.

1. Academic year definition and GPA computation

An academic year for first-year students is based on the fall semester and the spring semester. An academic year for continuing students is based on the summer term(s) (if taken), the following fall semester, the January intersession (if taken), and the spring semester.

The academic year for SCALE I is comprised of Quarters 1 through 4, and the academic year for SCALE II is comprised of the summer session and Quarters 5 through 8. The academic year for the SCALE 2.5-year modified curriculum includes SCALE II plus an additional semester of fall courses.

For programs other than SCALE, units earned during the summer term(s) and the January intersession are counted toward the total units completed and included in the calculation of the cumulative GPA. Summer term(s) grades are included in the calculation of a student's cumulative GPA but are not included when calculating the GPA for the preceding spring

semester or subsequent fall semester. January intersession courses are graded on a Credit/No Credit basis; while the credits earned count toward total units, they do not affect the GPA. Additionally, grades or credits earned during the summer term(s) or January intersession are not considered when determining academic disqualification based on a minimum GPA over two consecutive evaluation periods. For GPA calculations in SCALE, see SCALE Program Policies.

2. Class rank

Official class rankings by percentage in 10% increments are based on cumulative GPA and are computed for each class at the end of each academic year, except for SCALE students, whose official class rankings are computed at the end of Quarter 3 and Quarter 8. Southwestern Law School does not provide cumulative GPA breakdowns within the 10% increments, breakdowns beyond the 10% increments, or actual numerical standings. Percentiles for class ranks are rounded up. For example, 10.01% is considered in the top 20%.

Students from the part-time Online, Evening, and PLEAS/Part-time day programs are ranked together. Students from the full-time Online and full-time residential programs are ranked together. SCALE students are ranked together. First-year students also receive an unofficial mid-year class rank.

If a student receives a grade change due to an error (e.g., a scoring error on a final examination or paper) after ranks are calculated, the Registrar's Office will manually re-rank the student. Ranks for other students will not be impacted.

Students will not receive a rank or manual re-rank for any semester or period in which they received an Incomplete.

3. Transcript symbols

Grades are assigned on an alphabetical basis. Listed below are the letter grades with the grade point equivalent.

A+ : 4.33	C : 2.00
A : 4.00	C- : 1.67
A- : 3.67	D+ : 1.33
B+ : 3.33	D : 1.00
B : 3.00	D- : 0.67

B- : 2.67 F : 0.00

C+ : 2.33

The grades of A+, A, and A- denote outstanding scholarship and intellectual initiative; the grades of B+ and B denote above-average work; the grade of B-indicates full satisfaction of the law school's requirements; the grade of C+ represents minimal competency sufficient for good standing and satisfactory progress towards graduation; the grades of C and C- represents work below minimal competency; the grades of D+ through D- reflect unsatisfactory work, sufficient only for credit; and the grade of F designates failing work that is insufficient for credit.

In addition to the alphabetical grades, the following letters are used on student transcripts:

AU: Audit (No credit is earned and permission to enroll is required. Used when a student or non-student enrolls in a course at the regular unit tuition rate.)

CR: Credit (Credit in a Credit/No Credit course when a student performs work equivalent to D- or above. Credit is earned toward graduation. No alphabetical equivalent. Not included in GPA.)

CRW: Credit in an honors program that also meets the writing requirement.

*F: Administrative grade of F (see *Administrative Fail (*F)* below)

INC: Incomplete (see *Incomplete Grade Policy*)

M: Multi-term course (See *"M mark"* below)

NC: No Credit (No credit in a Credit/No Credit course when a student performs work equivalent to F. No credit is earned toward graduation. No alphabetical equivalent. Not included in GPA.)

W: Withdrawal

WA: Administrative Withdrawal (Withdrawal for insufficient attendance. May be assigned when a student misses more than 20% of class sessions.) (See *Attendance Policy*.)

Other notations that may be placed on the transcript as appropriate include, but are not limited to: Dean's List, Honors at Graduation, Concentrations, Concentrations with Honors, Law Review, Journal of International Law (Law Journal), Moot Court Honors Program, Negotiation Honors Program, Trial Advocacy Honors Program, Public Service Distinction, Leave of Absence, Withdrawal, Academic Disqualification, Reinstated, Readmitted,

Disciplinary Action, Disciplinary Probation, Disciplinary Leave, Disciplinary Suspension, Withdrawal with Disciplinary Investigation Pending, and Disciplinary Expulsion.

4. Administrative Fail (*F)

An Administrative Fail (*F) is a final grade assigned by the administration as noted below and cannot be changed:

a. A student drops a course without approval;

b. An official Incomplete is not made up within the one-year period allowed by the Incomplete policy (see Incomplete Grade Policy);

c. The Associate Dean for Student Services denies a petition for an Incomplete; or

d. A student violates the Honor Code regarding signing the attendance roster.

An Administrative Fail (*F) is subject to correction when:

a. A student puts an incorrect anonymous number on an examination;

b. There has been a faculty or clerical error in entering a grade or conveying a grade, or when an examination is lost through no fault of the student; or

c. The Associate Dean for Student Services receives documentation supporting an Incomplete. (See Incomplete Grade Policy.)

An Administrative Fail (*F), being a final grade, is treated like a final earned grade of F to compute a student's GPA.

5. M mark

An "M" mark is used for courses that span multiple terms. All units and the grade are awarded in the final term of the progression and appear on the transcript for that term. "M" is a permanent transcript notation that remains on transcript for the initial term(s) but has no GPA or unit impact.

Credit/No Credit Courses

To receive credit for credit/no credit courses, the student must satisfactorily complete the course and program requirements. Students may take no more than 22 units of Credit/No Credit coursework. The 22-unit Credit/No Credit cap does not include units completed at other law schools for a letter grade, such as summer-abroad programs or units awarded as transfer credit, for which a Credit/No Credit grade is assigned at Southwestern. In rare cases and for compelling reasons where a student can demonstrate that additional Credit/No

Credit units would substantially enhance their educational program, the student may obtain permission for additional Credit/No Credit units from the Student Services Office before registration, but rarely will more than 22 Credit/No Credit units be permitted. Students cannot request that letter-graded courses be changed to Credit/No Credit.

Scholastic Honors

Southwestern places the notations described in D.1.b and D.2 on the student's transcript.

1. At graduation

To compute the percentages for Graduation Rank and Graduation Honors, the graduating class will include students graduating at the end of the spring semester and the preceding July, December, and January.

a. Graduation rank

All graduating students, regardless of program, are ranked by percentage in 10% increments based on cumulative GPA. Percentiles for the graduation rank are rounded up. For example, 10.01% is considered in the top 20%.

b. Graduation honors

Summa cum laude

The top 1% of the graduating class qualify for this honor.

Magna cum laude

The top 5% of the graduating class qualify for this honor.

Cum laude

The top 10% of the graduating class qualify for this honor.

2. Dean's List

Students in the top 10% of each program noted in this paragraph, by class year, will qualify for the Dean's List at the end of each academic year. The programs are: (1) part-time Online, Evening, and PLEAS/Part-time day programs (combined), (2) full-time Online and full-time residential programs (combined), and (3) SCALE students.

Full-time students must complete at least 20 units of graded courses, and part-time students must complete at least sixteen 16 units of graded courses per academic year to qualify for this honor. The academic year starts with the summer session and concludes with the spring semester or Periods 4 or 8. Students with an Incomplete on their transcript are not eligible

for the Dean's List honor. Percentiles are rounded up. For example, 10.01% will not receive the Dean's List honor.

3. Other academic honors

In recognition of academic excellence and at the professor's discretion, the top student or top two students in a course (i.e., those students who receive the highest letter grades in the course) may receive the CALI Excellence for the Future Award or the Distinguished Performance Award. CALI is awarded by the Center for Computer-Assisted Legal Instruction. The awards are distributed twice a year, with the summer session and fall semester distribution in April and the spring semester distribution in August. When the second-best exam is significantly poorer than the top exam, faculty may award the CALI and Distinguished Performance Award to the same student.

Scholastic Honors and Class Rank Representations

In sharing their class rank (see B.1 above) or other scholastic honors described in this policy on their resume or otherwise, students must include an accurate description. For example, the "Graduation Rank" should note that it is the student's rank among all graduating students (not just the student's program). As a second example, the "Class Rank" should note that it is the student's rank among the particular cohort for a given year (e.g., the part-time Online, Evening, and PLEAS/Part-time day 3Ls; the full-time Online and full-time residential 2L; or SCALE 1Ls).

Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Graduation Requirements Policy

Faculty policy.

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 May 2024; substantive edits made in November 2025 to modify the upper-division writing requirement; technical edits made in November 2025.**

Related policies: **Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Good Academic Standing Policy for J.D. Students; Financial Aid Satisfactory Academic Progress Policy; Student Honor Code; Code of Student Professionalism and Conduct; Length of Study for the J.D. Degree Policy; Maximum and Minimum J.D. Units Policy; Repeated Courses Policy**

Scheduled Review Date: **June 2027 (Student Services Office; Registrar's Office)**

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Appendix A – Early Graduation Request

Appendix B – Seminar Standards and Guidelines

A. Overview

Requirements for a student to receive the Juris Doctor degree from Southwestern Law School are listed below. See *Good Academic Standing Policy for J.D. Students* for the standards a student must meet to remain in good academic standing while enrolled at the law school. SCALE and LL.M. students should refer to the *SCALE Program Policies* and *Master of Laws Program Policies* for graduation requirements. SCALE and LL.M. students are subject to the following policies, not explicitly delineated in the *SCALE Program Policies* and *Master of Laws Program Policies*.

1. All J.D. students must satisfactorily complete 87 units. If a student receives a grade of "F" in a course, the course is not considered satisfactorily completed, and Southwestern will not grant course or unit credit. A student may not graduate with a grade of Incomplete on their transcript. A student may not extend their degree date after completing 87 units and required courses satisfactorily.

2. All students are required to complete six enrollment terms to graduate. "Enrollment term" is defined in Section C below.

3. All students must maintain a cumulative grade point average (GPA) of at least 2.330 (C+), calculated based on all work completed at Southwestern.

4. All students must satisfy the provisions of *Maximum and Minimum J.D. Units Policy* and *Length of Study for the J.D. Degree Policy*.

5. All students must enroll in and complete all courses designated by the faculty as required. The required courses are (in alphabetical order, not in the order students take the courses):

- Business Associations
- Civil Procedure I and II
- Constitutional Criminal Procedure
- Constitutional Law I and II
- Contracts I and II
- Criminal Law
- Evidence
- Legal Analysis, Writing, and Skills (LAWS) I and II
- Legal Profession
- Property
- Torts
- A course that satisfies the upper-division writing requirement
- Six units of coursework that satisfy the experiential requirement, including one unit of coursework that satisfies the oral communication requirement

Students may not satisfy the upper-division and experiential writing requirements using the same course.

Students must also satisfy the Bar Readiness Curriculum, per Section F of this Policy.

Per ABA Standard 303(c), students must complete the programming provided by Southwestern on bias, cross-cultural competency, and racism at the start of the program of legal education and at least once again before graduation.

6. All students must pass all required courses with a D- or higher grade. A student who fails a required course must repeat that course during the next semester it is offered. See *Repeated Courses Policy* for information on calculating a passing grade in a two-semester course and the effect of repeated courses on the GPA.

7. Any student who has been academically disqualified and subsequently readmitted to the law school may be required to meet additional requirements determined by the Academic Standards Committee.

8. Each student is responsible for regularly monitoring their academic progress and ensuring they comply with all graduation requirements and academic standards.

B. Character and Fitness

Absent extraordinary circumstances as determined by Southwestern's President & Dean, the student must not have any pending Honor Code, disciplinary, or Title IX matters; unresolved admission application amendments; or criminal charges to receive the Juris Doctor degree.

C. Minimum Enrollment Terms

All J.D. students are required to complete six enrollment terms to graduate. Students complete enrollment terms as follows:

1. Full-time students earn one enrollment term credit for each fall or spring semester completed satisfactorily (6 semesters x 1 enrollment term unit = 6 enrollment term units).

2. Part-time students earn 0.75 of an enrollment term credit for each fall or spring semester completed satisfactorily (8 semesters x .75 enrollment term unit = 6 enrollment term units).

3. SCALE students earn 0.67 of an enrollment term credit for each term or grading period completed satisfactorily. SCALE students attend nine terms, or grading periods, during their program (9 periods x .67 enrollment term unit = 6 enrollment term units).

4. Summer sessions, summer-abroad law programs, and intersession programs do not count as enrollment terms, except for units completed in the required SCALE summer session.

5. Students who complete an approved semester or year-long visit at another institution or who transfer into Southwestern will be awarded enrollment term credit for the terms they completed at the other institution.

6. Additional rules and guidance:

a. Enrollment term credits are earned when a student is charged the normal, flat-rate tuition for a semester or SCALE term and completes at least one unit.

b. If a student has completed six enrollment terms but has not completed 87 units, the student will be charged per unit tuition for any remaining units. Students in the SCALE 2.5-Year Modified Curriculum are excluded from this rule.

c. If a student has not completed six enrollment terms, regardless of how many units the student needs to graduate, the student will be charged flat-rate tuition for a semester or SCALE term. For example, if a student needs only a few units to reach 87 units but has not completed six enrollment terms, the student will be charged the full flat program rate because tuition for six enrollment terms has not been paid or the terms of flat-rate tuition have not been completed.

d. For information regarding early graduation requests, please see Appendix A.

D. Upper-Division Writing Requirement

Southwestern has adopted an upper-division writing requirement for graduation. A student may fulfill this requirement by taking either a seminar or a course specifically approved and designated as meeting the writing requirement. Successful completion of the Law Review or Law Journal fall writing courses will also satisfy the writing requirement. Some courses designated to meet the writing requirement may also be designated as meeting the experiential requirement; however, the same course cannot satisfy both requirements (e.g., Civil Pretrial Practice course).

Because writing instruction requires a low student-faculty ratio and out-of-classroom supervision of students' research and writing, enrollment in seminars and similar courses typically will be limited to 20 students.

For more information regarding seminar standards and guidelines, see Appendix B.

A course may be specifically approved and designated by the faculty as meeting the upper-division writing requirement according to the following criteria:

1. The course must require students to produce a writing or multiple writings with a cumulative length of at least 6,000 words, which demonstrate their competence in legal writing and research. The writings must include substantial, independent legal analysis and citation to supportive authority. No particular form of writing is presumed to meet or fail to meet these requirements.

2. The course must offer instruction and formative assessment in legal writing and research. At a minimum, the course must include at least two interim assignments, each followed by substantial, individualized faculty feedback designed to help students improve in subsequent assignments. Collectively or independently, the two interim assignments must provide the professor with adequate opportunity to give feedback on legal analysis, legal writing, and legal research. The interim assignments may count for up to 2,000 of the required 6,000 words. Interim assignments include tasks relevant to the final submitted work product, such as outlines, research reports, and drafts.

3. The course must require each student to meet with the professor at least once to discuss course lessons and/or the student's progress on assignments.

E. Experiential Requirement

Per ABA Standard 303, Southwestern has adopted an experiential requirement for graduation. Students must complete at least six credit hours of coursework specifically approved and designated as meeting the experiential requirement. Students must take at least one unit in oral communications-focused courses. Registration materials will outline courses meeting the experiential requirement each semester. Some courses that meet the experiential requirement may also be designated as meeting the writing requirement. However, the same course cannot be used to satisfy both requirements.

F. Bar Readiness Curriculum

All students are required to complete a Bar Readiness Curriculum before their graduation. Courses include Bar Skills and Strategies, Wills and Trusts, Community Property, Remedies, and other bar-related courses. Students in the Online J.D. Program are required to complete Practical Lawyering Skills instead of Remedies and Family Law instead of Community Property as part of the Bar Readiness Curriculum.

Residential, non-SCALE students with a GPA of 3.33 or above at the end of their second year in bar-tested courses completed as part of their first or second year may opt out of the Bar Readiness Curriculum. For full-time students, the bar-tested courses used to calculate the opt-out eligibility GPA currently include Torts, Property, Civil Procedure I and II, Criminal Law, Contracts I and II, Evidence, Constitutional Law I and II, and Business Associations. For part-time students, these courses include Torts, Property, Civil Procedure I and II, Criminal Law, Contracts I and II, and Constitutional Law I and II. The Bar Readiness Curriculum was carefully constructed to maximize all students' chances of passing the bar exam on their first attempt. Thus, even for students who have a GPA at or above 3.33, the Bar Readiness Curriculum is strongly recommended.

Regardless of GPA, required courses for all SCALE students and students enrolled in the Online J.D. Program include Bar Skills and Strategies, Wills and Trusts, Community Property, and Remedies for SCALE students and Practical Lawyering Skills and Family Law for students in the Online J.D. Program.

The Bar Readiness Curriculum is subject to change due to Southwestern's ongoing commitment to annually review and modify its course offerings to better prepare students for the Bar Exam.

The Student Services Office will publish the Bar Readiness Curriculum each spring for the upcoming academic year. Requirements can be modified from year to year based on course offerings.

G. Graduate Employment Survey and Exit Interview with the Career Services Office

To be awarded the J.D. degree, all graduating students must complete a Graduate Employment Survey and an Exit Interview with the Career Services Office. The ABA and NALP require all law schools to collect this information, which is reported anonymously to protect the graduate's privacy.

H. Awarding Diplomas

After confirming with the Registrar's Office that graduation and other requirements have been met, Southwestern Law School will award diplomas at the conclusion of the fall and spring semesters, the summer term, and the January intersession. Absent extraordinary circumstances as determined by the Dean, to receive a diploma, a student must have completed all graduation requirements by the date the Vice Dean(s) establishes for faculty to submit grades for graduating students. In addition, absent extraordinary circumstances as determined by the Dean, the student must not have any pending Honor Code, disciplinary, or Title IX matters; unresolved admission application amendments; or criminal charges.

I. Commencement

Southwestern Law School holds one commencement per year following the conclusion of the spring semester. Eligible students are permitted to participate in one commencement ceremony only.

Students graduating in May can participate in the commencement scheduled immediately after graduation.

Students graduating in December or at other times can participate in the commencement scheduled immediately before or after graduation. December graduates must notify the Administrative Services Office via email (administrativeservices@swlaw.edu) at least six months before the scheduled commencement date if they intend to participate in the commencement before their graduation. Otherwise, it is assumed that December graduates will participate in the commencement following graduation, and no notification is required.

If a student eligible for graduation has an extenuating circumstance and cannot participate in the commencement program on the regular schedule, the Dean has the authority to grant an exception.

J. Policy Revisions

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

Appendix A

Early Graduation Request

Early graduation requests apply only to non-SCALE students who wish to complete their legal studies early but would be short no more than one enrollment term unit and would not have paid the expected six enrollment term units of tuition. Based on enrollment terms, early graduation would not be allowed unless a student who wishes to finish early:

1. requests a waiver (no later than one semester before the student's last semester) of the missing enrollment term, **and,**

2. if approved, pays an early graduation fee of one term's tuition, based on the student's academic program, which would be added to the last semester's charges. However, for full-time students, this early graduation fee subtracts all summer tuition paid by the student, and for part-time students, the early graduation fee subtracts all summer tuition paid by the student above the ten units expected that part-time students take during the summer sessions.

In addition, some students may switch academic programs as their needs and conditions allow. Below are some examples of when students changing programs may also need or want to request early graduation. All examples assume that the student completes each semester, i.e., does not take a leave of absence during a semester. Please note that to switch from the part-time to the full-time day program, a student's cumulative GPA must be at least 3.300, and the Associate Dean of Student Services must grant approval. In Scenarios 1 and 2, a student may formally switch their academic programs and meet the enrollment term requirements. In Scenarios 3 to 5, the student would not meet the enrollment term requirements and would need to complete the items listed above for an early graduation request.

Scenario 1: C*hanging from Full-Time to Part-Time*	**Year**	**Program**	**Enrollment Term Earned Fall**	**Enrollment Term Earned Spring**	**Total Enrollment Terms**	**Cumulative Enrollment Terms**
No Early Graduation Request Needed	1	Full-Time	1	1	2	2
	2	Part-Time	0.75	0.75	1.5	3.5
	3	Part-Time	0.75	0.75	1.5	5
	4	Part-Time	0.75	0.75	1.5	6.5

Scenario 2: *Changing from Part-Time to Full-Time*	**Year**	**Program**	**Enrollment Term Earned Fall**	**Enrollment Term Earned Spring**	**Total Enrollment Terms**	**Cumulative Enrollment Terms**
No Early Graduation Request Needed	1	Part-Time	0.75	0.75	1.5	1.5
	2	Full-Time	1	1	2	3.5
	3	Full-Time	1	1	2	5.5
	4	Full-Time	1	0	1	6.5

Scenario 3: *Graduating Early While Remaining Part-Time*	**Year**	**Program**	**Enrollment Term Earned Fall**	**Enrollment Term Earned Spring**	**Total Enrollment Terms**	**Cumulative Enrollment Terms**
Early Graduation Request Is Needed	1	Part-Time	0.75	0.75	1.5	1.5
	2	Part-Time	0.75	0.75	1.5	3
	3	Part-Time	0.75	0.75	1.5	4.5
	4	Part-Time	0.75	0	0.75	5.25

Scenario 4: *Changing from Part-Time to Full-Time*	**Year**	**Program**	**Enrollment Term Earned Fall**	**Enrolment Term Earned Spring**	**Total Enrollment Terms**	**Cumulative Enrollment Terms**
Early Graduation Request Is Needed	1	Part-Time	0.75	0.75	1.5	1.5
	2	Full-Time	1	1	2	3.5
	3	Full-Time	1	1	2	5.5
	4	Full-Time	0	0	0	5.5

Scenario 5: *Changing from Full-Time to Part-Time*	**Year**	**Program**	**Enrollment Term Earned Fall**	**Enrollment Term Earned Spring**	**Total Enrollment Terms**	**Cumulative Enrollment Terms**
Early Graduation Request Is Needed	1	Full-Time	1	1	2	2
	2	Part-Time	0.75	0.75	1.5	3.5
	3	Part-Time	0.75	0.75	1.5	5
	4	Part-Time	0	0	0	5

Appendix B

Seminar Standards and Guidelines

A. A seminar paper will be required for each student enrolled in a seminar.

B. The seminar requires the timely submission, at points throughout the semester to be established by the professor, of a topic outline, including a bibliography, and at least one draft of the seminar paper before submission of the final paper. The writing must display substantial legal writing skills and reflect in-depth research and cogent legal analysis. It must be original work, and all sources must be properly footnoted. To promote academic integrity, papers must be submitted through Turnitin.

C. Except with the professor's prior written approval, all research papers submitted for credit will have been prepared and researched solely for the course for which they are submitted.

D. Each student must submit their final seminar paper by email to Faculty Support Services at facultysupport@swlaw.edu. The professor will return one graded copy of each seminar paper to the Registrar's Office when the final grades for the seminar are submitted. A second unmarked copy will be forwarded to the law library, specifically indexed and placed in locked files, available only to faculty.

E. Since active oral participation is a seminar goal, each student can engage in oral analysis and argument of issues with other seminar members. This may be accomplished in a variety of ways within the discretion of the professor.

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Incomplete Grade Policy

Administrative policy.

Revision history: Formerly a part of the Grading Policies, Honors, and Specialized Courses policy (now called the Grading and Scholastic Honors Policy); established as a standalone policy in October 2023; revised May 2024 to address emergencies and the Online J.D. Program; clarifying revisions made in December 2025.

Related policies: Financial Aid Satisfactory Academic Progress Policy; SCALE Program Policies; Grading and Scholastic Honors Policy; Criteria for Final Course Grade Policy; Examination Administration Policy; Master of Laws Program Policies

Related form: Special Exam Administration Form

Scheduled Review Date: August 2028 (Registrar's Office and Student Services Office)

A. Definition

An "Incomplete" or "INC" grade is a temporary, non-evaluative grade indicating the student has not yet completed assigned work in the course. The grade may be assigned only with approval from the Associate Dean for Student Services.

B. Appropriate Use

An Incomplete may be issued only when (1) the student has completed at least 80% of the class sessions or, for a mostly asynchronous course, the student has completed at least 80% of the required asynchronous coursework, (2) the student has submitted passing work on substantially all completed assignments, and (3) the student has complied with attendance requirements, but, (4) due to extraordinary circumstances (e.g., death in the family, unexpected medical issues, unexpected caregiving responsibilities, etc.), (a) in courses in which the final grade does not include a final examination, the student is unable to complete the remaining coursework within the required time frame; or (b) in courses in which the final grade includes a final examination, a student is unable to take a final examination before the end of the examination period.

C. Requesting an Incomplete

A student who has experienced extraordinary circumstances (See Section B) beyond the student's control and wishes to be considered for an Incomplete in one or more courses must submit a written request and supporting documentation requested by the Associate Dean for Student Services to the Student Services Office before the end of the final examination period for the semester or term. Requests submitted after this deadline would also require an explanation of the extraordinary circumstances beyond the student's control—such as hospitalization—that caused the request to be late. The written request must explain why the student cannot complete the remaining coursework or take the final examination and include appropriate supporting documentation.

The Associate Dean for Student Services may grant the request in whole or in part, deny the request in whole or in part, request additional information, or consult with the Vice Dean(s) or other senior administrators.

An Incomplete is often a solution of last resort; the law school will work with the student to explore other solutions.

D. Removing an Incomplete or Automatic Conversion to an Administrative Fail "*F"

To remove an Incomplete from their transcript, a student does not need to register for the course again; however, they will be permitted to unofficially audit the course in which the Incomplete was earned. When the student completes the course requirements, the credits and grade are assigned to the semester or term in which the student initially enrolled in the course. Incompletes must be changed to an evaluative grade as soon as possible, and no later than one year from the issuance of the Incomplete or the next time the course is regularly offered, whichever occurs first. In most circumstances, the Incomplete should be made up on the next occasion when the faculty member with whom the student took the course offers an examination in that course. If the original faculty member does not offer an exam in the course within one year of the Incomplete's issuance, the student must complete the Incomplete by taking the regularly scheduled exam offered by another faculty member teaching that course within the same one-year period. Unless approved by the Associate Dean for Student Services and Vice Dean overseeing the Online J.D. Program, students must make up the Incomplete by taking an exam for a course in the same program modality in which the Incomplete was issued (i.e., residential or online).

It is the student's responsibility to submit a Special Exam Administration Form, found on the Student Services Office portal page, to the Student Services Office for approval at least one month before the exam period in which the exam will be taken to resolve an Incomplete. The Student Services Office will forward the approved form to the Registrar's Office, which will make appropriate arrangements for the exam. While the Student Services Office will attempt to process a Special Exam Administration Form received after the deadline above, a late submission may result in a denial of the student's request to

take a makeup exam.

A student graduating before the course is offered again may petition the Associate Dean for Student Services for approval to make up the exam to avoid a delay in graduation. The student must refrain from seeking approval directly from the professor, as such action will compromise the anonymity of the exam. The student may not graduate with an Incomplete on their transcript.

Except as described in Section F, a student's failure to resolve an Incomplete so that it converts to an evaluative grade within one year of the Incomplete's issuance will result in an Administrative Fail (*F), which is final and not subject to change. The one-year deadline is based on the end of the academic term during which the one-year period from the issuance of the Incomplete elapses.

E. Midterm Exams and Other Graded Assessments in Incomplete Courses

Courses in which a student receives an Incomplete or makes up an Incomplete may have a midterm, other graded assessments, or required coursework as part of the final grade for the course. In this situation, the student must meet with an advisor in the Student Services Office before the start of the term in which they are making up the Incomplete to determine what midterm, assessment scores, or required coursework will be part of the final grade for the course. The Student Services Office will consult with the faculty member for the course in which the student is making up the Incomplete. If the student does not meet with an advisor in the Student Services Office, the default will be that the final exam for the course will comprise 100% of the final grade.

F. Extending the Time Limit

A student may receive an extension on time to complete an Incomplete only by submitting a written petition demonstrating extraordinary circumstances beyond the student's control, such as continued illness. Absent extraordinary circumstances determined by the Associate Dean for Student Services (e.g., death in the family, unexpected medical issues, unexpected caregiving responsibilities, etc.), the student must submit the petition at least four weeks before the original deadline to make up the Incomplete. The student must present adequate and appropriate documentation to verify the extraordinary circumstances. The petition must be submitted to the Associate Dean for Student Services, who may grant the petition in whole or in part, deny the petition in whole or in part, request additional information, or consult with the Vice Dean(s) or other senior administrators. It will be rare for a petition that seeks to extend an Incomplete for more than one semester or year beyond the original deadline to be granted.

G. Conversion to Withdrawal or Administrative Withdrawal

An Incomplete may be changed to a "W" (official withdrawal) only if the course in which the Incomplete was awarded is not offered within the one-year time period (See Section D) or if the student has a documented illness or medical emergency that prevents them from making up the Incomplete within the one-year time period. In these cases, the request for a change to a "W" must be made in writing, documented, and approved by the

Associate Dean for Student Services. At the discretion of the Associate Dean for Student Services, an Administrative Withdrawal (WA) can be assigned for an outstanding Incomplete if a student withdraws from the school. Students should understand that withdrawals could have a financial aid impact.

H. Financial Aid Impact

Under Southwestern's Financial Aid Satisfactory Academic Progress (SAP) Policy, Incompletes will be counted toward enrollment and attempted hours. If the Incomplete(s) is not completed by the deadline, the student could be disqualified from receiving financial aid.

The student is responsible for notifying the Financial Aid Office 1) when they have an Incomplete at the end of a semester and 2) once the Incomplete(s) is updated. Students should meet with a counselor in the Financial Aid Office to review the financial aid implications of Incompletes.

I. Graduation

A student may not graduate with an Incomplete on their transcript, and Southwestern will not issue a diploma if an Incomplete appears on a student's transcript.

J. Class Rank

When class ranks are calculated, students with an Incomplete(s) on their transcript will not be included in class ranks. For purposes such as employment, scholarships, or externship placements, students who are not officially ranked may request a letter estimating their likely rank decile. Issuance of such a letter is at the discretion of the Associate Dean for Student Services and the Registrar. The student will be included in the next calculation of class ranks, assuming they have no additional Incompletes on their transcript when class ranks are calculated.

K. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Independent Study Policy

Faculty policy.

Revision History: Formerly a part of the Grading Policies, Honors, and Specialized Courses policy (now called the Grading and Scholastic Honors Policy); established as a standalone policy in October 2023; technical edits made in December 2025.

Related form and policies: Independent Study Project Form; Determination of Credit Hours for Coursework; Incomplete Grade Policy; Grading and Scholastic Honors Policy; SCALE Program Policies; Master of Laws Programs Policies; Graduation Requirements Policy (Section D, for papers used to satisfy the upper-division writing requirement); Maximum and Minimum J.D. Units Policy (Including ABA Standard 311(a) Classroom Credit Hours Requirement) (under development)

Scheduled Review Date: May 2027 (Associate Dean for Research, Student Services Office, and Registrar's Office)

A. Purpose

Eligible students with a demonstrated interest in a subject may complete a for-credit independent study project under the guidance of a full-time faculty member ("Faculty Supervisor") with expertise in the subject.

B. Eligibility

To register for an independent study project, for two credits, a student must:

- be in good academic standing;
- submit a proposal ("Proposal") consistent with the provisions of this policy;
- submit a completed Independent Study Project Form; and
- obtain the approvals required under this policy.

A student is not eligible to register for more than one independent study project for credit toward graduation.

Independent study projects will not be approved retroactively. In addition, independent study projects

only satisfy the upper-division writing requirement under extraordinary circumstances, such as the inability to meet the requirement through existing courses. For more information on the upper-division writing requirement, refer to the *Graduation*

Requirements Policy.

Adds/drops deadlines for independent study projects follow the dates published in the relevant academic calendar.

C. Independent Study Project Proposal

The student should prepare the Proposal in close consultation with the Faculty Supervisor, after the student has reviewed samples of past proposals that are available on the Student Services Office portal page. The student must indicate whether they have previously conducted research on the same topic. The Faculty Supervisor will then assess whether the Proposal is sufficiently distinct to qualify as an independent study project. After
receiving the Faculty Supervisor's approval, the student must submit their signed and dated Proposal of three to five pages, along with the Independent Study Project Form, to the Student Services Office.

At a minimum, the Proposal must include:

1. The student's statement that the Proposal was prepared in consultation with the Faculty Supervisor and after reviewing past proposals.

2. A description of a discrete legal question, as opposed to a general topic or issue, that the student wishes to explore or investigate, and an initial thesis or hypothesis regarding this question.

3. An explanation of the academic or professional background that makes the student interested in the question and capable of researching it.

4. An explanation of why the question merits an individual study as opposed to in-depth learning offered by seminars or other elective courses.

5. A brief discussion, in light of the existing academic literature relating to the topic, of the importance of the independent study project, and how producing a written paper would contribute something new or original to that literature. Merely reciting or summarizing case law, legislation, or existing academic research or literature will not assist the Faculty Supervisor or the Co-Associate Deans for Research in determining whether to approve a Proposal for an independent study project.

6. A bibliography of research materials that the student consulted in preparing the Proposal.

7. The name of the Faculty Supervisor and a discussion of the Faculty Supervisor's expertise as it relates to the Proposal's question.

8. A date by which the student will complete the independent study project, and an appropriate penalty for failure to meet this deadline (e.g., a gradual grade reduction

proportionate to the lateness). The Faculty Supervisor may extend the deadline for good cause upon timely request by the student. Please see the *Incomplete Grade Policy* for additional information.

9. Any other information that would help the Co-Associate Deans for Research determine whether to approve the independent study project.

D. Required Approvals

To pursue an independent study project, students must obtain prior written approval from their Faculty Supervisor and at least one of the Associate Deans for Research. To initiate this process, students must submit a completed Independent Study Project Form (available on the Student Services Office portal page), signed by the Faculty Supervisor, along with their Proposal to the Student Services Office. The Student Services Office will forward the materials to the Co-Associate Deans for Research for review. Once one Associate Dean approves the Proposal in writing, the Student Services Office will confirm the student's eligibility, and the approving Associate Dean for Research will sign the cover form. If the student wishes to change or modify the Proposal, the student must seek approval from the Faculty Supervisor and resubmit the Proposal to the Student Services Office.

E. Completing an Independent Study Project

The student is expected to devote the time and resources necessary to complete the independent study project described in the Proposal. An independent study project requires 90 hours of work per unit of credit; therefore, two units of independent study project credit require a total of 180 hours of work. The Faculty Supervisor alone will determine whether the student has devoted sufficient time and resources to the project based on scheduled progress updates.

At the end of the independent study project and by the agreed-upon deadline, which must be before the last exam day of the semester or term, the student must submit an original paper prepared and written solely by the student to the Faculty Supervisor. To earn credit, the paper must be at least 12,000 words, including adequate footnotes, similar to articles published by law journals. The Faculty Supervisor will review and grade the paper, using the letter scale (e.g., A+, A, etc.) and offering the student constructive comments that explain the grade.

After a grade is assigned and finalized, the student may pursue independent publication of the paper (or some version of the paper) or joint publication with the Faculty Supervisor, if both the student and the Faculty Supervisor agree and the Faculty Supervisor has contributed to the work being submitted for publication. This publication decision belongs to the student alone.

F. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

J.D./M.B.A. Dual-Degree Program Policy

Faculty policy.

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; technical edits were made in August 2023; edits made in October 2024 following updates to the Joint J.D./M.B.A. Program Information; edits made in August 2025 to remove the Keck Graduate Institute Certificate Program and change the policy name (formerly "Interdisciplinary Programs Policy"); clarifying edits in February 2026.

Related policies: Maximum and Minimum J.D. Units Policy; Transfer and Visiting Students Policy; Student Honor Code; Code of Student Professionalism and Conduct

Scheduled Review Date: June 2028 (Student Services Office)

A. Overview

Southwestern Law School and the Drucker School of Management, part of Claremont Graduate University (CGU), jointly offer a dual-degree program to expand students' educational and career options. Students at Southwestern and CGU may concurrently earn J.D. and Masters of Business Administration degrees. This policy sets forth the terms of the dual-degree J.D./M.B.A. program (Program). Subject to the provisions below, the Program is available to Southwestern students and graduates regardless of their J.D. program.

B. The CGU M.B.A. program

The CGU Master of Business Administration (M.B.A.) degree is a 48-credit degree offered by the Peter F. Drucker and Masatoshi Ito Graduate School of Management at CGU. Eligible dual-degree students may pursue the degree in person, online, or through a combination of both modalities. There is also the Flex MBA program that requires 6 years of full-time professional work experience.

C. Transfer of Units

CGU will accept up to 12 units of appropriate transfer credit toward its 48-unit M.B.A. program. To transfer credit from a course completed in a Southwestern J.D. program, students must receive a B grade or higher in the course.

Southwestern will accept up to 12 units from the CGU M.B.A. program toward Southwestern's J.D. programs. To transfer credit from a course completed in CGU, students must receive a B grade or higher in the course.

If a student withdraws from the Program voluntarily or involuntarily, the student may still count up to six credits earned at the other school toward the degree in which the student continues to be enrolled.

D. Admissions

Students interested in degrees from both schools must apply separately for admission to each degree program. Southwestern students may apply for admission to the CGU degree program concurrently with their application to the Southwestern degree programs or anytime during their time at Southwestern. When applying during their time at Southwestern, students must be in good academic standing (i.e., their last term GPA and their cumulative GPA must be at least 2.330 or higher). CGU students may apply for admission to Southwestern concurrently with their application to the CGU degree program or anytime during their time at CGU. When applying during their time at CGU, students must be in good academic standing (i.e., their last term GPA and their cumulative GPA must be at least 3.0 or higher).

Additionally, within five years of graduation, Southwestern alums may apply for admission to the CGU degree program and transfer credits from their Southwestern J.D. program to the CGU degree program. Similarly, CGU students and alums can have credit from their CGU degree count toward the J.D. degree if the CGU credit was earned no more than three years before the student enrolled in a Southwestern J.D. program.

CGU and Southwestern will admit students to their degree programs based on the typical and regular entry requirements that each has established for that program.

E. Starting the Program

Students admitted to the Program must complete one academic year at either school before beginning classes at the other school. After completing one academic year in the Southwestern or CGU degree program, students admitted into the Program may begin the other school's program during a fall semester. Continuing Southwestern students may petition to start the CGU degree program during the summer term; approval is required by Southwestern and CGU.

Entering Southwestern students may start the CGU program during the summer before starting the fall semester at Southwestern. Approval is required by Southwestern and CGU.

F. Timing of Degrees and Bar Certification

The Southwestern and CGU degrees are awarded separately and will be conferred by each school independently after a student completes all course and unit requirements in that school's program.

Students must complete the M.B.A. degree before or concurrently with the J.D. degree to be eligible to transfer the 12 units from CGU to Southwestern.

Southwestern will complete a student's bar certification after the student completes the J.D. degree.

G. Academic and Disciplinary Policies and Data Sharing

Each school maintains the right to apply its own policies to administer its degree program; this right includes but is not limited to issues arising from allegations of misconduct, academic integrity, or fitness to participate in the Program.

Each school will promptly report to the other school any issues involving students admitted or enrolled in the Program and cooperate in any investigation, if necessary. This sharing and cooperation includes reports by CGU to Southwestern so Southwestern may track information for licensure purposes.

Dismissal from one degree program may lead to dismissal from the Program and the other degree program.

A student who develops academic difficulty (e.g., is placed on academic probation or academically disqualified) while participating in the Program may be required to discontinue the Program and concentrate on a single degree to improve their chances for successful completion.

The schools will share information about a student enrolled in the Program who has withdrawn or requested or taken a leave of absence.

H. Tuition Payments and Financial Aid

Students must pay tuition and fees to each school according to the number of units taken and based on each school's tuition and fee schedule.

Scholarships awarded by one school will not be applied to courses or credits a student completes at the other school.

Students enrolled in classes only at Southwestern in a given financial aid award year will apply for and receive financial aid through Southwestern.

Students enrolled in classes only at CGU in a given financial aid award year will apply for and receive financial aid through CGU.

Students enrolled in classes at both schools in a given award year can apply for and receive financial aid through either school.

I. Students' Education and Other Records

For purposes of FERPA compliance and compliance under other privacy laws, CGU and Southwestern hold a "legitimate educational interest" as to the education and other records and information of Program students.

J. Students Outside of California

Southwestern and CGU each maintain information on their websites about the states and jurisdictions outside of California where they are authorized to do business. Southwestern's list can be found at https://www.swlaw.edu/jd-llm-programs/online-jd/application-details. CGU's list can be found at https://www.cgu.edu/academics/cgu-online/state-authorization/.

Before admitting any student into an online degree program, each school will determine whether the

applicant lives in a jurisdiction where that degree program may be offered. If the student later moves into a jurisdiction where that degree program cannot be offered, the student must withdraw from the Program or take a leave of absence from the Program. Each school must approve the leave, which typically will not be extended beyond one calendar year.

Before a student matriculates into the Program with an online component, the schools will provide the student with information about the jurisdictions in which each school may offer courses and the consequences of a student switching jurisdictions during the Program.

K. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Leave of Absence and Return Policy

Administrative policy. Effective immediately.

Revision history: Formerly a part of the Academic Policies and Procedures; established as a standalone policy in September 2025.

Related policies: Student Health-Related Leave of Absence and Return Policy; Incomplete Grade Policy; Disability Accommodations Policy (Including Standards for the Study of Law); Student's Right to Cancel and Tuition Refund Policy; Federal Financial Aid Eligibility Policy; Financial Aid Satisfactory Academic Progress Policy; Return of Title IV Funds Policy; Attendance Policy; SCALE Program Policies; Student Records Policy – FERPA; Withdrawing from Southwestern; Student Honor Code; Code of Student Professionalism and Conduct; Length of Study for the J.D. Degree Policy (for students entering in or after August 2025); Length of Study for the J.D. Degree Policy (for students entering before August 2025); Student Complaint and Grievance Policy and Procedures (Including Complaints Implicating ABA Standards) (in development)

Related forms: Leave of Absence - Withdrawal Form; Request to Re-Enroll Form Scheduled Review

Date: June 2026 (Student Services Office)

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I. Policy Revisions

A. Overview and Scope

Students are generally expected to complete their degree program without interruption. However, Southwestern Law School recognizes that students may face financial or personal circumstances that impact their ability to remain in school. This policy provides a path to pause studies when necessary and return following an approved leave of absence.

This policy outlines the standard and process for a student to request a voluntary leave of absence and the procedure for returning from such a leave.

The policy also describes the circumstances under which the school may impose a leave of absence due to consecutive absences and the process associated with that involuntary leave.

This policy applies to students in all degree programs, whether residential or online.

This policy does not apply to a student requesting a health-related leave related to their own health or pregnancy; for those situations, students should follow Southwestern's *Student Health-Related Leave of Absence and Return Policy*.

If a student is ineligible for a leave of absence or does not follow this policy and stops attending classes, the Student Services Office will address the matter under Section G.2 below (Leave of absence due to consecutive absences) or the *Administrative Withdrawal Policy*.

B. Requesting a Leave of Absence

A student may request a leave of absence after they have completed at least one full semester or, for SCALE students, at least Quarter 1. A student who does not meet this threshold may withdraw from Southwestern and reapply later, and proceed through the regular admissions process. There is no guarantee that a student who withdraws will be readmitted.

1. Leaves under the good-cause standard

When an eligible student requests a first leave of absence with the intent to return the next required term, Southwestern will evaluate the request using a *good-cause* standard. This type of leave typically lasts one full term (e.g., a semester or SCALE quarter), except in two cases: (a) a student who takes a leave of absence in the spring semester of their first year and wishes to return in the following spring semester to complete the first-year curriculum sequence must take a one-year leave; and (b) a SCALE student who intends to return to SCALE must take a one year leave (after SCALE Quarter 6, an earlier return is possible but will require the returning student to enroll in non-SCALE courses).

Generally, "good cause" exists when the student demonstrates a legitimate, time-limited need to interrupt studies that is common to the reasonable course of life and that cannot be accommodated while the student remains enrolled. Non-exhaustive examples of these circumstances include short-term caregiving responsibilities for an immediate family member; temporary jury or other government service; or unforeseen financial or personal hardships that can be resolved within one term. The student must provide documentation to support the requested leave. Students on academic probation are not eligible for a good-cause leave; those requests will be evaluated under the extraordinary-cause standard.

2. Leaves under the extraordinary-cause standard

Any request for (a) a subsequent leave of absence, (b) a leave that would extend the total interruption beyond one required term and does not fall into one of the two exceptions above, or (c) a leave sought by a student on academic probation will be evaluated under the *extraordinary-cause* standard. "Extraordinary cause" requires a showing of severe, unexpected, and continuing circumstances that make academic progress impracticable despite reasonable efforts to remain enrolled. Non-exhaustive examples include a catastrophic accident or disaster resulting in displacement; or a unique professional or educational opportunity of substantial and documented significance to the student's legal career that cannot be deferred. The petition must be accompanied by detailed corroboration (such as law-enforcement reports or official agency letters) and will be reviewed by the Associate Dean for Student Services in consultation with a Vice Dean. For students granted a

leave under the extraordinary-cause standard, Southwestern may impose conditions for their return, such as undergoing an academic skills assessment or developing a structured reintegration plan.

Decisions regarding leave requests are generally made within 5 to 7 business days after the Student Services Office receives the request for a leave of absence. The Associate Dean for Student Services' decision may be delayed if information needed to determine academic standing is unavailable.

A student involved in a disciplinary process, who is about to be referred for a disciplinary process, who is on academic probation, or who is facing academic disqualification may request a leave of absence. However, Southwestern will make an individualized determination about whether (a) the student will be granted a leave of absence and (b) the discipline or academic process should proceed or be tolled until the student's return.

An eligible student may request a leave of absence by completing (a) a meeting with the Associate Dean for Student Services and (b) the Leave of Absence - Withdrawal Form.

A student who was not in good academic standing at the start of a leave will continue under the same academic status upon return, with any prior academic plans/conditions still in effect.

Taking or being placed on a leave of absence from Southwestern does not prevent Southwestern from issuing an academic determination (e.g., Incomplete, Administrative Withdrawal), a grade, or any resulting academic determinations for a completed term or course.

Students may request a leave of absence at any time before they have completed 80% or more of a term, or, for a mostly asynchronous course, before they have completed 80% or more of the required asynchronous coursework. After a student has completed 80% of a term, or 80% of the required asynchronous coursework in a mostly asynchronous course, the Student Services Offices will instead consider granting an Incomplete in one or more courses under Southwestern's *Incomplete Grade Policy*. For an upcoming term, a student may submit a leave of absence request at any time before the term begins and until they have completed 80% of that term, or, for a mostly asynchronous course, 80% of the required asynchronous coursework.

To determine whether a student has completed 80% of a term or of the required asynchronous coursework in a mostly asynchronous course, Southwestern uses the instructional period in the official academic calendars published on the school's website. For the standard semester or quarter schedule, the instructional period begins on the first day of classes and continues through the last day of instruction, excluding Study Days and the final exam period. The completion percentage of the term is calculated by dividing the number of calendar days at the point when the student makes the leave request (or the day on which the student proposes to start the leave) by the total number of days in the instructional period. If that percentage is less than 80%, the student remains eligible to request a leave of absence. Once the 80% threshold is reached, the student may instead

request or be considered for an Incomplete in individual course(s) under the *Incomplete Grade Policy*.

C. Determination and Length

A leave of absence under the good-cause standard will be allowed in the discretion of the Associate Dean for Student Services so long as the leave does not exceed one academic term (unless it falls within one of the two exceptions in B.1 above) and does not prevent the student from graduating within the maximum time allowed for completing the JD. Degree (see the paragraph immediately below for more information on the maximum time allowed for completion of the J.D. degree). A leave of absence under the extraordinary-cause standard will be allowed at the discretion of the Associate Dean for Student Services, in consultation with the Vice Dean, so long as the leave does not exceed one academic year and does not prevent the student from graduating within the maximum time allowed for completion of the J.D. degree.

For students who entered prior to August 2025, the maximum period for completion is 84 months from the commencement of law study at Southwestern or at a law school from which transfer credit has been accepted. For students entering in or after August 2025, the maximum period for completion is 72 months from the commencement of law study at Southwestern or at a law school from which transfer credit has been accepted.

Unless the leave falls within one of the two exceptions in B.1 above, a leave of absence under the good-cause standard typically is limited to one full term (e.g., a semester or SCALE quarter), and an extraordinary-cause leave is required for a leave lasting up to one academic year. Although a leave of absence typically will not exceed one academic year, the Associate Dean for Student Services, in consultation with the Vice Dean, may extend the leave when the student provides sufficient documentation supporting the continuation.

If the Associate Dean for Student Services, in consultation with the Vice Dean when required under this policy, approves the leave of absence, the Associate Dean will notify the student and forward the leave form to the Registrar's Office for handling.

D. Additional Components of the Leave of Absence Process

A student who is taking a leave of absence must complete (i) an exit interview with the Student Services Office, (ii) a meeting with the Financial Aid Office to discuss the consequences of the leave on federal financial aid and satisfactory academic progress, and (iii) a meeting with the Accounting Office to discuss tuition payment consequences, if any.

E. Implications of a Leave of Absence

1. Association with Southwestern

Unless expressly permitted by the Associate Dean for Student Services, a student on leave will not be permitted to be on campus or participate in any Southwestern-sanctioned events or activities on or off campus, attend or participate in any Southwestern class,

participate in academic, co-curricular, or extracurricular activities, or on-campus employment.

A student on leave may request advance written permission from the Associate Dean for Student Services to use certain campus facilities or attend specific events if it supports their continued academic progress or well-being. The Associate Dean for Student Services has discretion to grant, grant in part, or deny the request.

A student on leave will retain access to their Southwestern email.

2. Services and student status

Students on leave typically retain their admitted student status; however, they are not registered and do not have the rights and privileges of registered students.
For example, students on leave cannot access the Career Services Office, including Symplicity, individual career counseling, on-campus interviewing, and on- or off-campus Career Services Office events or programs. Students on leave will have access to BisonCares and, subject to eligibility and payment requirements, student health insurance. The Associate Dean for Student Services will address possible exceptions on a case-by-case basis.

3. Transcript notation

When a voluntary leave is granted, the Registrar will enter a "Leave of Absence" notation on the student's transcript. The student will receive a "W" on their academic transcript if the leave is taken after the add/drop period for any courses not yet completed when the leave is taken. If the leave occurs during the add/drop period, the student will be dropped from classes without any notation on the transcript indicating that they left. Thus, a leave will not affect the student's grade point average.

4. Tuition, financial aid, and scholarships

Federal financial aid eligibility may be impacted by leaves of over 180 days. Students with questions about how a leave of absence might affect federal financial aid should contact the Financial Aid Office.

A portion of the tuition paid by the student for courses not fulfilled during the term in which the leave occurs may be refunded under Southwestern's *Student's Right to Cancel and Tuition Refund Policy* and *Return of Title IV Funds Policy*, if applicable. Southwestern will send any refunds not required to be returned to the Department of Education to the student via direct deposit. Subject to the specific terms of the scholarship, if a student goes on leave, Southwestern will reinstate their scholarship upon their return to Southwestern, provided they remain eligible for it. A student on leave will not receive a class rank for the year of the leave and will not be considered for a Dean's Merit Scholarship.

Due to provisions of the One Big Beautiful Bill, passed in July 2025, students who take or are placed on a leave of absence during the 2025–2026 academic year may be subject to new restrictions that did not apply previously.

- Voluntary leave: Students considering a leave should contact the Financial Aid Office in advance to discuss the potential impact of these restrictions.
- School-initiated leave: Students placed on a leave by the school must meet with the Financial Aid Office to review how the new federal loan rules apply to them. Completing this financial aid review is mandatory both when the leave begins and before the student may return.

5. Housing

Unless expressly permitted by the Associate Dean for Student Services, if the student resides in The Residences, Southwestern may terminate the lease according to the terms and conditions of the lease and provide notice to vacate to the student. Southwestern may also prohibit the student from visiting The Residences. Students may be eligible to receive a pro-rata refund of their housing charges. The Associate Dean for Student Services will consult with the Chief Operating Officer when considering exceptions to this section.

6. Incomplete grades

If granted, a leave of absence does not extend the period within which a student must clear an Incomplete grade unless explicitly extended by the Associate Dean for Student Services. Students should also consult the *Incomplete Grade Policy*.

7. Leadership positions

A student on leave is not eligible to participate in or hold a leadership position in a Southwestern student organization or Honors Program during the leave period.

8. Curriculum and graduation requirements

The curriculum and graduation requirements in effect at the time of the student's return from an approved leave of absence generally will apply. However, a change in the number of credit hours in a required course the student has already completed will not operate to the returning student's detriment. In addition, the Associate Dean for Student Services may grant the student a waiver if the change(s) that occurred as a result of the student's leave will extend their anticipated graduation date.

9. Other law schools

Unless expressly requested in the leave request and expressly granted by the Associate Dean for Student Services, no student may attend another law school while on a leave of absence.

F. Process for Returning from a Leave

A student returning from a leave of absence must complete and submit to the Student Services Office a Request to Re-Enroll Form at least one month before the first day of the semester, quarter, or term in which they are scheduled to return to Southwestern.

After a student notifies Southwestern of their intent to return, a member of the Student Services Office will contact the student to schedule a meeting to discuss the details of the planned return (e.g., reviewing academic progress, any requirement changes, academic advising, etc.).

As noted in Section B, for leaves granted under the extraordinary-cause standard, Southwestern retains discretion to impose conditions for the student's return.

Once a student is approved to return, they will be given access to register for classes; class options may be limited depending on when the student registers.

Any returning student who had approved disability accommodations will retain those accommodations, subject to the usual review process.

If the student does not plan to return to Southwestern, the student should notify the Associate Dean for Student Services at their earliest convenience. Any student who does not return following the expiration of their leave or after their return has been approved will be assumed to have permanently withdrawn from Southwestern. They will be readmitted only upon submitting a new entering student application for admission using regular admissions channels. There is no guarantee that the student will be readmitted.

A student who fails to enroll in any semester, quarter, or term and has not been granted a leave of absence will be deemed to have withdrawn from Southwestern.

G. Provisions Applicable to Specific Types of Leave

1. Leave of absence for students called to military service

Students seeking a leave of absence related to U.S. military or other national security service should contact the Associate Dean for Student Services to coordinate a formal leave 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, the Associate Dean may grant an extension.

The student must attach a copy of the orders to report or proof of active service to the leave of absence request form.

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

As required by federal law, Southwestern will promptly readmit students returning from military service with the same academic status they had when they left.

2. Leave of absence due to consecutive absences

To comply with Title IV requirements, Southwestern will place a student on a leave of absence if they are absent for 14 consecutive calendar days or fail to log into their online class and complete any academic work for 14 consecutive calendar days.

If a student has failed to (a) attend all classes or (b) log into their online class and complete any academic work for a seven-day period, the Student Services Office will make attempts to contact the student. If the student is unresponsive, once the student has been absent or inactive for 14 consecutive calendar days, the Student Services Office (or designee) will notify the student in writing that they are being placed on a leave of absence effective as of the fourteenth day after the last date of academic activity or attendance. The notice will include information on the impact of the leave on the student's financial aid and academic progress and will provide instructions for the student to contact the Student Services Office to discuss plans for return and to address any questions about the leave.

3. Leave of absence for students enrolled in the Online J.D. Program who temporarily move to a state where Southwestern is not enrolling students

Students seeking a leave of absence for a temporary move (i.e., less than one calendar year) to a state where Southwestern is not enrolling students should contact the Associate Dean for 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, the Associate Dean for Student Services may grant an extension.

Students with a longer or permanent change of residence should also contact the Student Services Office to review transfer opportunities and other options.

H. Recordkeeping

Documentation generated in connection with administering this policy will generally be kept in the official student file. At a minimum, a document reflecting the student's leave of absence and any return from the leave will be maintained in the official student file.

I. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Length of Study for the J.D. Degree Policy (for students entering before August 2025)

Faculty policy. Effective immediately for students entering before August 2025.

Revision history: Formerly a part of the Academic Policies and Procedures; established as a standalone policy in September 2025; substantive edits (including adding Sections B, D, and E) were made in September 2025.

Related policies: Academic Policies and Procedures; Repeated Courses Policy; Withdrawing from Southwestern; Student Health-Related Leave of Absence and Return Policy; Leave of Absence and Return Policy; Switching J.D. Programs; SCALE Program Policies; Student Complaint and Grievance Policy and Procedures (Including Complaints Implicating ABA Standards) (under development).

Other related materials: Professional Licensure by Program; Comprehensive Guide to Bar Admission Requirements

Scheduled review date: May 2027 (Student Services Office)

A. Typical Progressions

To be eligible to receive the J.D. degree, a 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.

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

SCALE students who wish to pursue the 2.5-year option should consult Section O of the *SCALE Program Policies*.

J.D. students who wish to switch J.D. programs (e.g., online full-time to residential full-time) should consult the *Switching J.D. Programs* policy.

B. Relationship to Licensure

Students should consult the requirements for licensure in their chosen jurisdiction(s). Some jurisdictions impose different minimum and maximum time limits to earn the J.D. For example, Alabama (as of July 2025) requires "a course of law studies that extend[s] for at least 3 academic years."

C. Continuous Enrollment

Students are expected to maintain continuous enrollment throughout their program. Failure to enroll in any semester will be treated as a withdrawal from Southwestern unless a student has been granted a leave of absence, approval to visit another ABA-approved law school, approval to participate in an exchange program (e.g., Hague Exchange Program), or has been admitted into a concurrent-degree program (e.g., J.D./M.B.A. Program). For more information about withdrawing or taking a leave, refer to the *Withdrawing from Southwestern* policy, *Student Health-Related Leave of Absence and Return Policy*, or *Leave of Absence and Return Policy*.

D. Extension Beyond 84 Months

1. Petition to extend

An extension beyond 84 months will be granted only in extraordinary circumstances, and only for a defined period. Examples of grounds for an extension may include a serious illness, a serious family emergency, military service, or other exigent circumstances outside the student's control. This process for seeking an extension is separate from Southwestern's leave of absence processes.

A student may apply for an extension of the 84-month deadline by submitting a written petition to the Associate Dean for Student Services, who will, in turn, forward the petition to the faculty Academic Standards Committee for review and a decision.

The student's petition must include the following:

- a detailed explanation of the specific grounds for the requested extension, including the specific hardship experienced and why the student is able to return and complete the J.D. degree;
- the additional time requested (e.g., one semester, one year), with an explanation of why that time is both necessary and sufficient;
- documentation that supports the request (in terms of the hardship and timing);
- a proposed completion plan (e.g., what courses will be taken when; other steps to help ensure academic success), including a bar-study plan; and
- other information that will allow the Academic Standards Committee to evaluate the factors outlined in Section D.2.b below.

Before seeking an extension, students using GI Bill benefits should consult with the Veterans Administration and Southwestern's designated Military/Veteran advisor in the Student Services Office about the months of credit-bearing enrollment funded under the Post-9/11 GI Bill.

International students on an F-1 or J-1 visa should understand that an extension request can create status-violation risks and should consult with the Registrar, the law school's Designated School Official for SEVP, before requesting an extension.

2. Academic Standards Committee review

a. Timing

The Academic Standards Committee review process can take up to 45 days to complete, depending on the time of year the petition is received. Students seeking an extension should plan appropriately.

b. Factors and process

The Academic Standards Committee will consider the factors below when evaluating a student's petition. The Committee will weigh the factors holistically. While no single factor is determinative, failing to satisfy the core criteria—extraordinary hardship beyond the student's control and a credible path to complete the degree—will result in the Committee denying the petition. The student will not be invited to appear before the Committee.

Existence of extraordinary circumstances: The student must demonstrate a serious hardship outside of their control that directly impeded their ability to finish the J.D. degree within 84 months. The burden is on the student to provide information and documentation that proves the qualifying hardship and timing by clear and convincing evidence. The student's narrative and evidence must demonstrate a direct causal link between the extraordinary circumstance and the delay in studies (for example, medical records for a serious illness that forced an enrollment gap). Circumstances that are within the student's control or due to personal preference (e.g., voluntary gap for work, bar-exam timing, or enrichment activities) do not meet this standard and will not merit an extension.

- **Academic progress to date:** The Committee will review the student's academic record and progress in the J.D. program to gauge the feasibility of completion. This review will include the number of credits earned, academic performance, and the student's academic standing during the program. As part of the review, the Committee will review the student's official transcript, including any courses in progress. For courses in progress, the Committee may seek information about the student's attendance, engagement, and performance. A student who has completed a substantial portion of the curriculum in good academic standing is in a better position to merit an extension than one who has made minimal progress. The Committee may consider whether the student has complied with relevant academic policies.

- **Resolution of issues and capacity to complete the program:** The petition must persuade the Committee that the extraordinary obstacle has been or soon will be sufficiently resolved or ameliorated so that the student can resume studies and successfully complete the degree (e.g., health has improved, family crisis has

stabilized, military deployment has ended). This factor assures the law school that granting an extension will likely lead to degree completion as opposed to prolonged difficulties. The Committee may request evidence demonstrating the student's ability to handle coursework successfully (for example, a doctor's clearance to return to full-time or part-time study if the issue was medical).

- **Previous extensions or leaves:** The Committee will consider whether the student has received prior extensions or taken multiple leaves of absence, and the circumstances surrounding any past interruptions. Repeated delays might raise concern, unless each was tied to a legitimate extraordinary cause. If prior leaves and adjustments were appropriately handled and part of navigating the same extended hardship, the Committee will consider that context. Overall, the student's history should reflect that an extension is a last resort, not a pattern reflecting a lack of diligence.
- **Impact on academic standards and bar passage:** The Committee will consider the request in light of maintaining academic and accreditation standards. The Committee will balance compassion for the student's documented situation with the need to uphold the integrity of the degree timeline and help ensure that the student will meet all educational requirements and pass the bar examination.

c. Documenting an extension

If the Committee grants an extension, it will prepare a memorandum that will be provided to the student and placed in the student's file (although no medical records or information should be included in that file). The memorandum should include the following information:

- The specific justification for the extension.
- The specific extension, which should be for a defined period that is only as long as necessary for the student to finish the J.D. requirements. The Committee may set an extension different from the one requested in the student's petition. This section of the memorandum should explain why the extension period is reasonable and sufficient for the student to complete all remaining credits.
- A concrete completion plan (such as a term-by-term course schedule or credit load that demonstrates the student can graduate within the extension), including a bar-study plan.
- Any conditions associated with the extension, such as a requirement that the student meet regularly with the Associate Dean for Student Services or a faculty member in the Academic Success and Bar Preparation program; take certain courses; achieve certain milestones; or complete other steps designed to increase the student's chances of completing the degree by the extended deadline.
- Any consequences if the student fails to abide by the completion plan or fulfill the

stated conditions.

d. Appealing a denial

A student denied an extension may appeal that decision under the *Student Complaint and Grievance Policy and Procedures*.

E. Policy Revisions

Southwestern reserves the right to change or modify any aspect of this policy at any time, with or without prior notice. However, any petition to extend the 84-month maximum to earn the J.D. degree will be reviewed under the policy that was in effect at the time the petition was submitted, unless the student consents to using the revised policy.

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Master of Laws Programs Policies

Faculty policy.

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; technical edits performed in August 2023; technical edits performed in June 2024; edits made in August 2025.

Related policies: Academic Policies and Procedures; Student Health-Related Leave of Absence and Return Policy; International Students Policy

Scheduled Review Date: July 2027 (LL.M. Offices; Vice Deans' Office)

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A. Master of Laws Program, the General LL.M.

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Southwestern offers two LL.M. degree programs: the General LL.M. for those who wish to design a curriculum that will most benefit their objectives and the LL.M. in Entertainment and Media. Until the programs obtain accreditation by a Department of Education-recognized accreditor, students in these programs cannot be awarded federal financial aid. Admissions into the General LL.M. for 2025–2026 have been suspended, except for the Siderman-Fulbright Human Rights Fellowship.

Students enrolled in an LL.M. degree program are subject to all other Southwestern policies not explicitly referred to in the Master of Laws Program Policies.

A. Master of Laws Program, the General LL.M.

The Master of Laws, General LL.M. degree program allows students to choose and direct their educational focus. This opportunity to select an emphasis of study enables program participants to best meet individual professional goals. Students work closely with faculty to

develop a comprehensive curricular plan from available classes in day, evening, and Online J.D. programs.

1. Degree requirements

To qualify for the General LL.M. degree, students must complete 24 credit hours of post-J.D. coursework, 12 of which must be earned at Southwestern. The courses each candidate undertakes will depend on the individual's chosen area of concentration. Generally, courses previously taken for credit for a J.D. or equivalent degree will not be counted toward the LL.M. degree. A maximum of 30 credit hours may be applied to the LL.M. degree. Additional units may be taken, but will not be considered part of the LL.M. degree.

2. Unit guidelines and length of course of study

Students work closely with the LL.M. program director (Program Director) and faculty to develop a comprehensive curricular plan and may take classes in the day or evening program. International students may take up to three distance education units per semester, provided this is not inconsistent with their visa requirements. Full-time students must enroll in at least eight units and, at most, 16 units each semester. International students must maintain full-time status. Part-time students must enroll in at least two units and, at most, seven units each semester. Full-time students generally complete their degree requirements within one academic year, and part-time students generally complete their degree requirements within two academic years. All LL.M. students are expected to maintain continuous enrollment in the program. Failure to enroll in any semester will be treated as a withdrawal unless a student has been granted a leave of absence.

Students who are United States citizens may be granted special permission to extend their course of study to a maximum of four years due to special circumstances upon approval by the Program Director. International students enrolled in the LL.M. program must maintain full-time enrollment status throughout their course of study; however, special permission to drop below full-time status for one semester may be authorized by the Program Director depending on the student's visa status.. (See the *International Students Policy* for more information.)

3. Leave of absence

Students who are United States citizens may take up to a one-year leave of absence as outlined in *Academic Policies and Procedures* and the *Student Health-Related Leave of Absence and Return Policy*. International students may be eligible to take a single one-semester leave of absence, but only following current U.S. immigration law. A leave of absence must be authorized by the Program Director, and its availability may be limited by the student's visa status. Strict requirements to leave the country and return would be applicable, so students are advised to consult with the Program Director before attempting a gap in their LL.M. study.

4. Grading, academic success, and bar eligibility

General LL.M. students must complete the program at Southwestern Law School under the following standard letter-based grading system: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F.

Students enrolled in the program will receive a letter grade as warranted by their examination or another performance criterion determined by each corresponding class's supervising professor(s).

Students enrolled in the LL.M. program must maintain a cumulative grade point average of 2.330 to earn the LL.M. degree. Any student who fails to maintain a 2.330 GPA in a semester will be placed on academic probation and academically disqualified after two consecutive semesters reflecting a GPA lower than 2.330.

Students are graded using the same standards as J.D. students and must receive a passing grade in all courses. LL.M. students are not ranked with and do not affect the ranking of J.D. students.

5. Transfer students

Individuals who have attended an LL.M. program at another American Bar Association accredited law school may apply for admission to the General LL.M. program and, if accepted, may be awarded up to 12 credits to be transferred from their original LL.M. program.

B. Master of Laws in Entertainment and Media

Through its LL.M. degree in Entertainment and Media Law, Southwestern is committed to identifying and admitting a select and diverse number of attorneys and legal scholars who are demonstrably motivated and qualified to undertake intensive studies in this field and to equip them—through theoretical, experiential, and clinical education programs—to become outstanding professionals within the selected area of specialization.

1. Degree requirements

To qualify for the LL.M. degree in Entertainment and Media Law, students must complete at least 24 credit hours. At least 18 of those 24 credit hours must be earned at Southwestern and be comprised of entertainment and media law courses as designated by Southwestern. Courses taken for credit for a J.D. degree (whether at Southwestern or otherwise) and courses at an institution other than Southwestern will not count toward the LL.M. degree, except as determined by the Associate Dean of Southwestern's Donald E. Biederman Entertainment, Media, and Sports Law Institute. However, only 24 credits will count toward the LL.M. degree.

2. Unit guidelines and length of course of study

Students work closely with the Program Director and faculty to develop a comprehensive curricular plan from available day, evening, and Online J.D. programs. Full-time students must enroll in no fewer than eight units and no more

than 16 units each semester. International students must maintain full-time status. Part-time students must enroll in no fewer than two units and no more than seven units each semester. LL.M. students enrolled full-time generally complete their degree requirements within one academic year, and part-time students generally complete their degree requirements within two academic years. All LL.M. students are expected to maintain continuous enrollment in the program. Failure to enroll in any semester will be treated as a withdrawal unless a student has

been granted a leave of absence.

U.S. students may be granted special permission to extend their course of study to a maximum of four years due to special circumstances upon approval by the Program Director. International students enrolled in the LL.M program must maintain full-time status throughout their course of study; however, special permission to drop below full-time status for one semester may be authorized by the Program Director depending on the student's visa status. (See the *International Students Policy* for more information.)

3. Leave of absence

U.S. students may take up to a one-year leave of absence per Southwestern's leave of absence policy as outlined in Academic Policies and Procedures and the *Student Health-Related Leave of Absence and Return Policy*. International students may be eligible to take a single one-semester leave of absence, but only following current U.S. immigration law and as authorized by the Program Director. Strict requirements to leave the country and return would be applicable, so students are advised to consult with the Program Director before attempting a gap in their LL.M. study.

4. Grading, academic success, and bar eligibility

Students enrolled in Southwestern Law School's program for the LL.M. degree in Entertainment and Media must complete the program at Southwestern Law School under the following standard letter-based grading system: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F.

Students enrolled in the program will receive a letter grade as warranted by their examination or another performance criterion determined by each corresponding class's supervising professor(s).

Students enrolled in the LL.M. program must maintain a cumulative grade point average of 2.330 to earn the LL.M. degree. Any student who fails to maintain a 2.330 GPA in a semester will be placed on academic probation and academically disqualified after two consecutive semesters reflecting a GPA lower than 2.330.

Students are graded using the same standards as J.D. students and must receive a passing grade in all courses. LL.M. students are not ranked with and do not affect the ranking of J.D. students.

5. Transfer students

Individuals who have attended an LL.M. program at another American Bar Association accredited law school) may apply for admission to the LL.M. in Entertainment and Media program and, if accepted, will be awarded up to 6 credits to be transferred from their original LL.M. program.

C. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Maximum and Minimum J.D. Units Policy (Including ABA Standard 311(a) Classroom Credit Hours Requirement)

Faculty policy.

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; technical edits were made in August 2023 and May 2024; edits were made in April 2025 to include minimum J.D. unit requirements (previously in the Academic Policies and Procedures); edits made in October 2025 to clarify requirements for the 64-credit minimum; edits made in December 2025 to include additional information related to ABA Standard 311(a); clarifying edits made February 2026.

Related policies: Transfer and Visiting Students Policy; Graduation Requirements Policy; SCALE Program Policies; Federal Financial Aid Eligibility Policy; J.D./M.B.A. Dual-Degree Program Policy

Scheduled Review Date: June 2028 (Student Services Office)

A. Full-Time (non-SCALE) J.D. Students

1. Maximum units

A full-time (non-SCALE) student pursuing the J.D. degree may not enroll in more than 16 units in a fall or spring semester without the Associate Dean for Student Services' permission; in no case may a student enroll in more than 17 units in a fall or spring semester.

A full-time (non-SCALE) student may not enroll in more than 8 units in a summer term without the Associate Dean for Student Services' permission.

The Associate Dean for Student Services will not approve an overload request unless a student is in good academic standing and will not approve more than one overload for a student, absent exceptional or unusual circumstances.

2. Minimum units

A full-time (non-SCALE) student must enroll in at least 10 units per semester unless (i) approved by the Associate Dean for Student Services due to extraordinary circumstances (e.g., the student experiences a significant, unexpected health issue), or (ii) the student requires fewer than 10 units to reach the graduation requirement of satisfactorily completing 87 units.

No minimum unit requirements exist for summer. But full-time J.D. (non-SCALE) students should be aware that a minimum number of units is required to be eligible for federal student aid (see the *Federal Financial Aid Eligibility Policy*).

B. SCALE Students

This policy does not pertain to SCALE students. SCALE students should refer to the *SCALE Program Policies* for SCALE program maximum and minimum J.D. unit requirements.

C. Part-Time J.D. Students

1. Maximum units

A part-time student pursuing the J.D. degree may not enroll in more than 11 units in a fall or spring semester without the Associate Dean for Student Services' permission; in no case may a student enroll in more than 17 units in a fall or spring semester.

A part-time student may not enroll in more than 6 units in a summer term without the Associate Dean for Student Services' permission.

The Associate Dean for Student Services will not approve an overload request unless a student is in good academic standing and will not approve more than one overload for a student, absent exceptional or unusual circumstances.

2. Minimum units

A part-time student must enroll in at least 8 units per semester unless (i) approved by the Associate Dean for Student Services due to extraordinary circumstances (e.g., the student experiences a significant, unexpected health issue), or (ii) the student requires fewer than 8 units to reach the graduation requirement of satisfactorily completing 87 units.

No minimum unit requirements exist for summer. But part-time J.D. students should be aware that they may be ineligible for federal student aid if they take too few units (see *Federal Financial Aid Eligibility Policy*). Part-time students should expect to take some units over the three summer sessions to graduate within four years.

D. Minimum Number of Classroom Credits

ABA Standard 311(a) requires J.D. students to complete at least 64 credit hours through regularly scheduled classroom sessions or direct faculty instruction. Not all credits earned toward graduation meet these criteria. At Southwestern, one credit hour is equivalent to one unit. Accordingly, students who take more than 23 credits in non-classroom activities (e.g., externships, Honors Programs competitions and board positions, or courses completed as part of the J.D./M.B.A. Program) must earn more than 87 credits to graduate (i.e., one additional credit for every non-classroom credit above 23 credits).

Credits that count toward the required 64 classroom credits include credits earned through a regularly scheduled classroom course; a seminar; a simulation course; a course toward the J.D. degree taken at another law school that meets Southwestern's definition of a classroom course, if approved in advance by the Associate Dean for Student Services; a qualified law-related foreign-study program offered by the Law School or approved in advance by the Associate Dean for Student Services; a clinic that includes a significant classroom instructional component; and credit hours taken in approved distance education courses.

Credits that do not count toward the required 64 classroom credits include those earned through participating in non-classroom components of Southwestern Honors Programs (e.g., competitions, board positions, fellows, etc.); courses completed as part of the J.D./M.B.A. Program; independent study; or externships. If a student takes more than 23 non-classroom credits, the student will have to take more than 87 credit hours to earn the J.D. degree.

E. Dual-Degree Students

A student in an approved dual-degree program (e.g., J.D./M.B.A. Program with The Drucker Graduate School of Management, part of Claremont Graduate University (CGU)) must receive approval from the Associate Dean for Student Services to enroll in more than 17 units in a term or semester for both degree programs combined (e.g., a student who desires to take 14 units at Southwestern and 6 units at CGU in one semester must seek approval since this is 20 units combined). A student must be in good academic standing to receive permission to exceed 17 combined units.

A student in a dual-degree program should note the maximum cross-credits allowed in each degree program (e.g., CGU will accept up to 12 units of appropriate transfer credit toward its 48-unit M.B.A. program, and Southwestern will accept up to 12 units from the CGU M.B.A. program toward the J.D. degree; see *J.D./M.B.A. Dual-Degree Program Policy* for more information, including the grades required to transfer credit).

F. January Intersession

The January intersession program is held for one week each year, typically over four days, following the fall semester's conclusion and before the spring semester's start. J.D. students may not enroll in more than one unit in any single intersession, although students may take courses in multiple intersessions.

G. Honors Programs

Units earned for participating in an Honors Program (Law Review, Law Journal, Moot Court Honors Program, Negotiation Honors Program, and Trial Advocacy Honors Program) are included in the maximum units permitted under Sections A and C above. Only units from the classroom component of an Honors Program will count toward the 64 credit hours of regularly scheduled classroom sessions described in Section D.

H. Limits on Distance Education Course Credits for Residential Students

Students who are not enrolled in the Online J.D. Program may earn no more than 43 of the 87 units required to earn the J.D. degree in distance education courses. For purposes of this policy, a "distance education course" is one in which more than one-third of the instruction is conducted online, whether synchronously or asynchronously.

I. Course Work at Other Law Schools

Except as detailed in the *Transfer and Visiting Students Policy*, Southwestern will accept up to 6 units of coursework taken at another approved school toward the 87 units required to earn the J.D. This 6-unit maximum includes all coursework completed during any term, including study-abroad programs, summer sessions, or intersessions.

J. Study-Abroad Programs

Southwestern will accept credit for study-abroad programs completed through other ABA-approved law schools only if the Associate Dean for Student Services has approved the program before the student's departure. In the case of students who attend both a Southwestern-sponsored summer-abroad program and a summer-abroad program sponsored by another ABA-approved law school, a maximum of 8 units from summer-abroad programs of any kind may be applied toward the J.D. degree.

K. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Online Student Identity Verification Policy

Administrative policy approved June 30, 2023.

Revision history: Technical edits made in May 2024; technical edits made in July 2025; technical edits made in December 2025.

Related policies: Acceptable Use Policy; Examination Administration Policy; Online Privacy Policy; Student Records Policy—FERPA; Disability Accommodations Policy (Including Standards for the Study of Law); Student Honor Code

Scheduled review date: April 2027 (Chief Information Officer and Online Education Department)

A. Policy Statement

Southwestern Law School is committed to maintaining the highest level of academic integrity and complying with Standard 511 of the American Bar Association's Standards for Approval of Law Schools and the provisions of the U.S. Higher Education Opportunity Act concerning verification of student identity in distance education. The purpose of these regulations is to ensure that the person who receives credit for the course is the same person who did the work for the course.

This policy outlines the procedures Southwestern uses to verify the identity of students participating in online or hybrid courses and programs. Southwestern does not charge fees for any student verification process.

To assist students and faculty in complying with this policy, Appendix 1 includes a checklist for students, and Appendix 2 includes a checklist for faculty.

B. Individual Courses and Grades

Each mostly asynchronous course (online or hybrid) must include a clear and actionable plan for verifying the identity of each student enrolled in the course. For courses in the Online J.D. Program, the plan must be approved by the Assistant Dean for Online Education Administration or a Vice Dean. For other courses, the plan must be approved by the Assistant Dean for Academic Administration or a Vice Dean..

In mostly asynchronous doctrinal courses, at least 50% of the course grade must consist of work

accomplished by the student when their identity is verified and it is highly likely that they are using only the aids intended (e.g., proctored examinations, live video presentations, video-based assignments, etc.). In mostly asynchronous skills and other courses, at least 20% of the course grade in an online or hybrid course must consist of work accomplished by the student when their identity is verified and it is highly likely that they are using only the aids intended.

C. Procedures

Not all of the tools and procedures listed below are or need to be used in every online or hybrid course. But in all online and hybrid courses, the means of verifying student identity must equal or exceed the means used in residential instruction.

1. **Identity verification during the admissions and matriculation processes:** During the application and admission process, student identity is vetted in accordance with standard practices. Students must provide their complete and true identity information in any identification verification process. Sharing or allowing others to use their username, password, or account is against Southwestern policy. To help verify identity, Southwestern may request that an admissions applicant present a current, government-issued ID during an interview. Before matriculating into the Online J.D. Program, students must acknowledge that they have read this policy, the Acceptable Use Policy, and the Online Privacy Statement. All admitted students must show a current government-issued ID before Southwestern issues an ID and campus access card.

2. **Secure username and password:** Southwestern will provide each student with a secure username and password following initial registration ("Southwestern Credentials"). A student's Southwestern Credentials enable authentication to various Southwestern systems, such as school email, the Canvas Learning Management System (LMS), the Portal (student information), and Colleague Self-Service (class registration, student grades, tuition). During the admissions process, students are emailed their Southwestern Credentials through the Unite Admissions CRM platform. For additional information, consult the "About Passwords" document on the Information Technology section of the Portal.

3. **Strong password requirements and changes:** Passwords must be at least 12 characters long, contain at least one alphabetic and one numeric character, be different from the last five passwords, and not easily guessable (e.g., license plate, telephone number, birthday, etc.).

4. **Multifactor authentication and single sign-on:** Southwestern uses multi-factor authentication to provide additional security for the student's username and password. Two-factor authentication is required for a student to access applications, including the learning management system. All students are issued a Microsoft 365 account to authenticate for internal, hosted, and cloud solutions.

5. **Account responsibility:** Students are responsible for maintaining the security of usernames, passwords, and other required access credentials. An account is given to an individual for exclusive use by that individual. It is against Southwestern policy for a user to disclose their password to someone else or permit others to use their account. When using Southwestern resources, users must not attempt to disguise their identity, the identity of their account, or the machine they are using. Users are held responsible for all activities associated with their accounts and must report any account compromises immediately to ithelp@swlaw.edu.
Attempting to discover another user's password or gain unauthorized access to another person's account, files, or email is prohibited and violates Southwestern's Acceptable Use Policy.

6. **Learning management system (Canvas):** Southwestern uses Canvas as its learning management system. Canvas integrates with Southwestern's authentication services to ensure appropriate and secure student access to courses and other student information systems. Students must use their Southwestern username and password to access Canvas. Only students officially enrolled in a course and student Teaching Assistants or Dean's Fellows for the course can access the course Canvas page and academically engage in the course. In addition, every action within a Canvas course site registers on Canvas' extensive tracking features. These feature track each user in terms of time and duration of the action and part of the site involved, even if the student does not post. Students are encouraged to associate a current photo with their LMS account to help visually identify them.

7. **Assignments submitted via Canvas:** Students authenticate to Canvas through the Southwestern single sign-on platform using their Southwestern Credentials. This single sign-on authentication verifies the student's identity on the Canvas platform and ensures that the assignment is uploaded by the correct student.

8. **Synchronous classes:** For courses with online synchronous components, a faculty member may request that the Academic Administration department prepare a photo roster. Professors are encouraged to require students to keep their cameras on during each session, absent good cause. Professors may require students to submit a short video assignment at the start of the course that will help them get to know the students and create a baseline for future assignments, or may meet virtually with students, with cameras on.

9. **Proctored examinations:**

    a. ***Online platform*:** Most online examinations are administered using an online platform with features designed to verify student identity and ensure exam security. These features may include live or AI proctoring and facial recognition technology.

b. ***Zoom proctoring:*** In limited circumstances, Southwestern may authorize proctoring via Zoom. For Zoom proctoring, an individual authorized by Southwestern will observe as the student completes an examination or other assessment. Before the assessment begins, the student must share their Southwestern ID card with the proctor. For Zoom proctoring,
students will use two devices: one to take the test and another for a video feed to the proctor that shows the student's face, the computer screen, and the workspace. A proctor may not work with more than 10 students at any given time.

D. Privacy

Southwestern is committed to ensuring the privacy of its students and student information. All methods of verifying student identity in distance learning protect the privacy of student information under the Family Educational Rights and Privacy Act (FERPA). All personal information collected for the purposes of this policy will be handled in accordance with applicable laws and Southwestern's Online Privacy Policy.

Southwestern also reserves the right to use other technologies to verify student identity that are not specifically mentioned in this policy.

E. Responsibility for Student Identity Verification

1. The Information Technology department oversees username and password assignments and password changes, multi-factor authentication, Single Sign-On (SSO) protocols, system monitoring, and overall online security.

2. The Administrative Services Office verifies entering student identities before issuing a Southwestern ID and access card.

3. The Registrar's Office is responsible for compliant proctoring.

4. Academic deans are expected to ensure that faculty within their programs are aware of and comply with this policy.

5. Individual faculty teaching online or hybrid courses are responsible for ensuring their individual courses comply with this policy.

6. When necessary, the Vice Deans or the President & Dean may address non compliance through performance reviews or other measures as appropriate.

F. Accessibility and Inclusivity

Southwestern will make appropriate accommodations to this policy for students who cannot use standard verification processes due to a disability or other legitimate circumstances, in accordance with the law school's Disability Accommodations Policy and relevant laws.

G. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Program Review Policy

Faculty policy approved August 15, 2025. Effective immediately. Revision history: **None; new policy.**

Related policies: **None**

Scheduled Review Date: **May 2027 (Vice Deans Office)**

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A. Purpose and Applicability

Southwestern Law School is committed to continuous improvement and rigorous evaluation of its academic programs. This policy establishes the standards, timeline, and responsibilities for the systematic review of Southwestern's degree programs and educational partnership programs in accordance with the requirements of the WASC Senior College and University Commission (WSCUC) and American Bar Association Standard 315 on program evaluation. The purpose of program review is to ensure that each degree program remains mission-aligned, academically rigorous, student-centered, and sustainable. Educational partnerships will be reviewed to ensure mission alignment, continued benefits to the institution and students, and effective functionality.

This policy applies to the following programs at Southwestern Law School:

- J.D. degree in all of its modalities (treated as a single program for purposes of this policy);
- Joint J.D./M.B.A. degree in collaboration with the Drucker School of Management at Claremont Graduate University;
- LL.M. in Entertainment & Media Law;
- General LL.M. program; and
- the 3+3 pipeline program with California State University, Northridge (B.A/J.D.).

B. Program Review for the J.D. Program

1. Overview

The J.D. program, which has been continuously accredited by the Council for the Section of Legal Education and Admissions to the Bar of the American Bar Association (ABA) since 1970, undergoes regular, continuous, systematic program review to ensure it meets high standards of quality, student learning, and institutional effectiveness.

2. Comprehensive reaccreditation (10-Year Cycle)

The ABA conducts a full evaluation of Southwestern's J.D. program every ten years. This comprehensive review includes a self-study report prepared by the law school, a detailed site evaluation questionnaire with supporting evidence and data, and a multi-day on-site visit by a team of trained peer reviewers. The evaluation examines all aspects of the J.D. program, including student learning outcomes, curriculum, academic support services, faculty qualifications, student services, library, technology, and facilities, and culminates in a detailed report and recommendations. The ABA's report provides findings on program quality and integrity and may include recommendations for improvement to ensure the program's academic rigor is maintained.

3. Annual data reporting and monitoring

Each year, Southwestern submits multiple extensive questionnaires to the ABA, providing up-to-date data on the J.D. program. This annual review covers key indicators of program health and effectiveness, including:

a. ***Admissions, enrollment, and attrition:*** Yearly admissions numbers, entering student credentials, enrollment figures, and attrition or retention rates.

b. ***Student funding and finances:*** Statistics on student financial aid, scholarship support, and overall program finances or expenditures.

c. ***Curriculum and programs:*** Statistics regarding the curriculum, including experiential offerings, seminar courses, program changes, and information on study-abroad or other foreign programs offered.

d. ***Faculty, staff, and library resources:*** Data on faculty composition, staff support, library collections and staffing, and other academic resources.

e. ***Technology and facilities:*** Information on technological resources available to students and physical facilities.

f. ***Compliance and student services:*** Confirmation of compliance with student consumer protection standards and summaries of student services that support learning and well-being (e.g., academic advising, career services).

g. ***Distance education:*** Details on any online or hybrid J.D. program components or distance education offerings (if applicable).

h. ***Bar passage and licensing:*** Bar examination passage rates for graduates and any other relevant licensing exam results.

i. ***Graduate outcomes:*** Employment outcomes for J.D. graduates and other measures of career placement success.

The ABA's ongoing monitoring through these annual questionnaires allows the law school to track trends and ensure that any emerging issues are identified in a timely manner. The comprehensive scope of data helps verify that the J.D. program consistently meets its educational objectives and fulfills accreditation standards.

4. Integration of findings and continuous improvement

Following each ABA reaccreditation review, the Dean (in consultation with relevant administrators and faculty committees) will thoroughly review the ABA report and its recommendations. The Dean will then formulate specific action plans to address any noted areas for improvement. These action steps will be documented and, where appropriate, integrated into Southwestern's institutional planning and budgeting processes, ensuring that identified improvements are implemented and sustained. This responsive follow-up process demonstrates the law school's commitment to using program review findings to enhance academic quality.

On an annual basis, the Dean and appropriate administrators and committees will review the data and trends from the ABA questionnaires and other internal assessments of the J.D. program. If concerns or areas for enhancement are identified, the law school will develop plans and take action to address these issues promptly.

5. Accountability and oversight

Each year, the Dean or the Dean's designee will provide a summary report of the J.D. program's key performance indicators and notable trends to the faculty and the Board of Trustees Academic Affairs Committee. This annual briefing will ensure that the Board is kept informed of the program's status, progress, and any areas of

concern, and it allows the Board's Academic Affairs Committee to exercise appropriate oversight.

C. Program Review for Master of Laws Programs

1. Timing and responsibilities

Each LL.M. program will undergo a comprehensive program review at least every seven years. The LL.M. program review will be completed by the faculty Graduate, Joint, and

Partnership Programs Review Committee. The Dean will staff the Committee as needed to prepare for upcoming program review processes as calendared in the Ten-Year Graduate, Joint, and Partnership Programs Assessment Plan. The Committee will include the director for the program being reviewed, the Associate Dean for Learning Outcomes (or equivalent), a Vice Dean, one additional faculty member, and at least one additional senior administrator (e.g., the Assistant Dean for Student Services or a member of the Institutional Research Office), who will serve ex officio to assist with data collection and analysis.

2. Program review phases and deliverables

For each review cycle, the law school will complete the phases and steps below:

Phase	Timeline	Lead Responsibility	Key Activities & Outputs
Planning	Month 0	Graduate, Joint, and Partnership Programs Review Committee (PRC) chaired by a Vice Dean or Associate Dean for Learning Outcomes (or equivalent)	The PRC will discuss the plan for data and information gathering to inform the program review, including scope, timeline, and evidence needs.
Data Gathering	Month 1-2	Ex officio administrator	An administrator will collect information and provide a data packet and the WSCUC Program Review Rubric.
Self-Study (a narrative report with evidence)	Months 3– 5	PRC	The PRC will: Analyze mission fit and current market demand. Review the program's learning outcomes and assess the extent to which students are achieving these outcomes (using direct and indirect evidence, and curriculum mapping where applicable). Review the program's curriculum map to determine alignment with Programmatic Learning Outcomes (PLOs).

			Compile direct and indirect evidence of student success and achievement of learning outcomes for the three most recent cohorts. However, the Committee can include relevant evidence even if it is available only for the current cohort. Evaluate the student experience and academic support services. This evaluation should include LL.M. students' interactions with faculty and involvement in student life. Review the sufficiency of course offerings and the faculty qualifications and scholarship of particular relevance to the unique aspects of the LL.M. programs. Summarize enrollment, retention, and career outcomes. Assess the school's satisfaction of any program-specific fiscal, library, technology, and staffing needs. Identify strengths, challenges, and preliminary improvement recommendations.
External Review	Months 6 – 7	PRC	The PRC will engage at least one external legal-education expert. The external reviewer will review the self-study and meet with constituents. Meetings will include relevant faculty and administrators. In addition, the external reviewer will solicit input from currently enrolled students and recent alumni from the program being reviewed. The external reviewer will submit a written evaluation within 30 days of the site (virtual or on-campus) visit.

Action Plan & Approval	Months 8-11	PRC and Curriculum Committee	The PRC will review the external reviewer's evaluation and discuss the evaluation with law school leadership, including the Dean and Vice Deans. The PRC will draft a 3- to 5-year action plan with measurable objectives,
			timelines, responsible parties, and budget implications. The Curriculum Committee will review the plan and offer feedback. The PRC will revise the plan based on the Curriculum Committee's feedback and present the revised plan to the full faculty for feedback. The PRC will revise the plan based on faculty feedback. The Dean will approve the plan or request additional information.
Annual Assessment and Information Gathering	Years 1–5	Faculty program directors (with assistance of Associate Dean for Learning Outcomes or equivalent)	Faculty program directors will complete exit interviews for every graduating LL.M. student. Faculty program directors will submit annual progress reports to the Curriculum Committee, summarizing status of action-plan items. Annual reports should focus on "closing the loop" on improvements. In addition, progress reports should include a narrative for each student who has completed the degree in the academic year. The narrative should report on the student's success and achievement of learning objectives, participation in student life, entering credentials and feedback on the student's experience at Southwestern. Students should be asked about employment during the exit interview and, if known, employment should be included in the narrative.

3. Data standards and evidence

In recent years, the LL.M. programs have been exceptionally small. Accordingly, the

studied period for the program review should be at least five years prior. Until annual enrollment reaches at least five students, data will be presented in tables and narratives rather than longitudinal graphing. No student names or identification numbers will be included. Each review cycle will also draw on
mixed-method evidence: direct assessment artifacts tied to program learning outcomes; alumni interviews or surveys; and structured exit interviews conducted with every LL.M. graduate.

4. Integration with planning and budgeting

Approved action items will be reviewed and acted on during the next annual budgeting process. The LL.M. Program directors are responsible for submitting budget requests and tracking decisions and allocations.

5. Records and reporting

The complete review dossier (self-study, external report, action plan, progress reports) will be archived digitally by the Institutional Research Office and referred to in WSCUC reaffirmation materials. Key findings will be summarized by either the Dean or the PRC for the Board of Trustees Academic Affairs Committee.

D. Program Review for the Joint J.D./MBA and Educational Partnerships

1. Timing and responsibilities

The Joint J.D./MBA and each educational partnership will undergo a comprehensive program review at least every eight years. These reviews will be completed by the faculty Graduate, Joint, and Partnership Programs Review Committee. The Dean will staff the Committee as needed to prepare for upcoming program review processes as calendared in the Ten-Year Graduate, Joint, and Partnership Programs Assessment Plan. The Committee will include the director for the program being reviewed, the Associate Dean for Learning Outcomes (or equivalent), a Vice Dean, one additional faculty member, and at least one additional senior administrator (e.g., the Assistant Dean for Student Services or a member of the Institutional Research Office), who will serve ex officio to assist with data collection and analysis.

2. Program review phases and deliverables

For each review cycle, the law school will complete the phases and steps below:

Phase	Timeline	Lead Responsibility	Key Activities & Outputs
Planning	Month 0	PRC	The PRC will discuss the plan for data and information gathering to inform the program review, including scope, timeline, and evidence needs.
Data Gathering	Month 1-2	Ex officio administrator	An administrator will collect information and provide a data packet and the WSCUC Program Review Rubric.

Self-Study Including Action Plan (a narrative with evidence)	Months 3–8	PRC	The PRC will: Analyze mission fit and current market demand. Compile direct and indirect evidence of student success for the three most recent cohorts. However, the Committee

			can include relevant evidence even if it is available only for the current cohort. Evaluate the student experience and academic support services. Review the sufficiency of course offerings and the faculty qualifications and scholarship of particular relevance to the unique aspects of the program/partnership (if applicable). Summarize enrollment, retention, and career outcomes. Assess the school's satisfaction of any program/partnership-specific fiscal, library, technology, and staffing needs. Identify strengths, challenges, and preliminary improvement recommendations. Contact the partner institution to discuss how effectively the partnership is functioning, how well it serves students, and whether it continues to align with both institutions' missions and standards. An external review will be solicited for any program that alters the course of study at Southwestern (e.g., by accepting transfer credits from another institution). See above description of external review for the LL.M., which would also apply to other external reviews. The PRC will draft a 3- to 5-year action plan, informed by external review when applicable, and should include measurable objectives, timelines, responsible parties, and budget implications.
Approval	Month 9	Curriculum Committee	The Curriculum Committee will review the plan and offer feedback.

			The PRC will revise the plan based on the Curriculum Committee's feedback and present the revised plan to the full faculty for feedback. The PRC will revise the plan based on faculty feedback. The Dean will approve the plan or request additional information.
Annual Assessment & Information Gathering	Years 1–5	Dean-appointed faculty member (with assistance of Associate Dean for Learning Outcomes or equivalent)	The appointed faculty member will conduct exit interviews with every graduating student in the joint-degree program/partnership. The faculty member will also submit annual progress reports to the Curriculum Committee, summarizing the status of action-plan items. Annual reports should focus on "closing the loop" on improvements. In addition, progress reports should include a narrative for each student who has completed the program in the academic year. The narrative should report on the student's GPA at Southwestern, entering credentials, and feedback on the student's experience with the joint degree program. Students should be asked about employment during the exit interview and, if known, employment should be included in the narrative

3. Data standards and evidence

The partnership programs have been exceptionally small. Accordingly, the studied period for the program review should be at least five years prior. Until annual enrollment reaches at least five students, data will be presented in tables and narratives rather than longitudinal graphing. No student names or identification numbers will be included. Each review cycle will also draw on mixed-method evidence: direct assessment artifacts tied to program learning outcomes; alumni interviews or surveys; and structured exit interviews conducted with every graduate.

4. Integration with planning and budgeting

Approved action items will be reviewed and acted on during the next annual

budgeting process. The appointed faculty member for annual assessment of each program is responsible for submitting budget requests and tracking decisions and allocations.

5. Records and reporting

The complete review dossier (self-study, external report, action plan, progress reports) will be archived digitally by the Institutional Research Office and referred to in WSCUC reaffirmation materials. Key findings will be summarized by either the Dean or the PRC for the Board of Trustees Academic Affairs Committee.

E. Interim Reviews

The Dean or the Curriculum Committee may initiate an interim review of any program when triggered by (a) material changes in enrollment, (b) substantive curricular modification, (c) accreditation findings, or (d) teach-out or closure considerations. Any interim review will, to the extent feasible, include a focused self-study and appropriate external input, resulting in findings and, if needed, an action plan. Records and reporting related to interim reviews will be the same as for regular reviews.

F. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Public Service Program Recognition Policy

Faculty policy. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook; established as part of the Academic Policies and Procedures standalone policy in August 2022; established as a standalone policy in August 2023; revised and name changed from Public Service Policy in March 2026.

Related policies: None

Scheduled Review Date: August 2029 (Public Service Program)

Providing pro bono legal services is an integral component of legal education and the practice of law. Through law-related volunteer initiatives, Southwestern's Public Service Program ("PSP") helps to ensure that students have opportunities to develop practical legal skills. PSP also connects students with opportunities that address unmet legal needs.

Graduating students who have completed at least 75 hours of law-related service by the April deadline in their final year of study will be recognized at Commencement, and the school will place a notation of Public Service Program distinction on their academic transcript.

To qualify for PSP recognition, a student's pro bono or public service work must be performed under the supervision of a licensed attorney; must be performed without receiving any form of compensation (e.g., academic credit or monetary compensation); and must be public interest-related. For purposes of this policy, "public interest" includes activities that serve underserved communities, advance causes that benefit the public, or promote advocacy on matters of broad societal concern, such as environmental protection, animal welfare, and similar issues.

For additional information regarding PSP, please visit the Public Service Program Canvas page at https://swlaw.instructure/courses/1556 or the Public Service Program.

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Registration Policies and Procedures

Administrative policy.

Revision history: Formerly a part of the annually revised Student Handbook; established as part of the Academic Policies and Procedures standalone policy in August 2022; established as a standalone policy in August 2023; technical edits made in May 2024; revised November 2024 to remove procedures for withdrawing from Southwestern, now covered in a standalone policy; revised in November 2025 to add information about registration holds.

Related policies: SCALE Program Policies; Master of Laws Programs Policies; Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Attendance Policy; Maximum and Minimum J.D. Units Policy; Student's Right to Cancel and Tuition Refund Policy; Religious and Cultural Observances Policy; Leave of Absence and Return Policy; Student Health-Related Leave of Absence and Return Policy: Withdrawing from Southwestern

Related form: Student Action Report (available on the Student Services Office Portal, as noted below) Relevant accreditation standards: ABA Standard 313

Scheduled Review Date: June 2027 (Student Services Office and Registrar's Office)

A. Actions That Require a Student Action Report (SAR)

A Student Action Report (SAR) form is required for the following registration transactions. This SAR form is located on the Student Services Office Portal (login required; scroll to the Documents section, then click on "Forms"), In many cases, prior approval is required before the student can take the desired action.

1. Adding a course after the add period;
2. Withdrawing from a course after the drop period;
3. Adding an Honors Program;
4. Adding or dropping an externship;
5. Requesting a credit unit overload or underload;
6. Changing an anticipated graduation date;

7. Cross-registering for courses in a different program;
8. Changing vital data (e.g., address, state of residency, telephone, change of name);
9. Changing program status (e.g., full-time to part-time or online to residential); and
10. Requesting to exceed the Credit/No Credit limit.

B. Registering for Courses

Students should consult the relevant academic calendar for the start date of classes and other important dates for their specific academic program.

Before the add/drop deadline, students must make course schedule changes via Self-Service. After the add/drop deadline, students must make course schedule changes via the Registrar's Office by completing a Student Action Report (SAR), explained in Section A, and receiving approval from the Associate Dean for Student Services. Add/drop deadlines are listed on each program's academic calendar.

1. Registration priority

Students register for courses under a priority start time system to ensure equitable access to courses during the registration process. The priority system is designed to facilitate course availability based on graduation date to help students with limited enrollment opportunities as they near graduation. In accordance with ABA Standard 313, J.D. students are given priority registration into bar examination preparation courses and courses required for bar admissions over students in other programs, such as the LL.M. programs.

The registration priority start time is a random, computer-generated time. Once assigned, registration priority start times will not be changed. Students will have approximately 15 minutes from the start of their registration priority start time before the next group of students can begin registering.

Students will be able to take all required courses before their scheduled graduation and should not be discouraged by a later priority registration time. However, it is incumbent on each student to comply with their registration priority start time.

2. Adding courses

Deadlines to add courses vary by term and program:

- During the fall and spring semesters and summer sessions, students who have completed the required 1L curriculum may add courses up to one week after the first day of the term as designated on the academic calendar.
- SCALE II students registered in non-SCALE residential courses must abide by the add deadlines published in the non-SCALE residential academic calendar.
- SCALE II students may add SCALE II required courses before the start of the second class session of the SCALE course, unless a course is subject to the First Class Attendance Policy.

- Students may add January intersession, May intersession, and summer mini-term courses until the first class of the term, as designated on the academic calendar.
- Students may not register only for mini-term courses during the fall and spring semesters.
- If a student enrolls in a course after the beginning of classes, the missed class(es) will be counted as absences at the discretion of the Associate Dean for Student Services.

3. Dropping courses

A student may not drop any required courses. Externships and Clinics may be dropped only with the approval of a Co-Director of Externships or assigned Clinic Faculty Director.

A student is permitted to drop a course after the last day to drop classes only for serious and compelling reasons or as an approved disability or pregnancy accommodation. Approval for a course drop must be obtained from the Associate Dean for Student Services. Southwestern's policy requires that a student submit a Student Action Report (SAR) to the Student Services Office and meet with the Associate Dean for Student Services. Without an SAR, a course drop cannot be completed. If the petition is approved, a notation of "W" will be listed on the student's transcript for the course dropped.

Deadlines to drop a course vary by term and program:

- During the regular fall and spring semesters and summer sessions, a student may drop a non-required course through the first week of classes during the regular academic year and the summer session.
- SCALE II students registered in non-SCALE residential courses must abide by the drop deadlines published in the non-SCALE residential academic calendar.
- During the January intersession, May intersession, and summer mini-terms, students may drop courses through the first day of classes.
- SCALE students are allowed to drop a SCALE course up to 14 calendar days after the start of each SCALE term.

The effective date of the course drop is usually the last day the student attended a class, but the Financial Aid Director will be consulted to ensure the effective date is accurate. Course drops cannot and will not be backdated before the last date of attendance. For information regarding pro-rated tuition refunds, students should consult the *Student's Right to Cancel and Tuition Refund Policy*.

C. Registration Hold

A "registration hold" is a restriction placed on a student's record that prevents them from registering for classes. It may be placed for outstanding tuition or unresolved issues. Below is a non-exhaustive list of reasons a student's records may be placed on hold and the action the student must take to remove the hold:

- **Failing to pay tuition or other educational charges by the payment due date:** The Finance

Office places this hold on a student's record for failing to pay sums due and owing by the deadline. Southwestern will remove the hold when payment has been made and verified by the Finance Office.

- **Failing to complete mandatory programming:** Southwestern may require students to complete mandatory programs, such as the 1L Professionalism & Civility Program. The Registrar's Office places this hold on a student's record when the student fails to complete the required program by the deadline. Southwestern will remove the hold when the program coordinator confirms that the program requirements have been met, in accordance with the program's terms. The hold release date may be later than the date the student completes program requirements. For example, under the 1L Professionalism & Civility Program, the hold typically will be released after priority registration is completed.
- **Failing to provide residency information:** To register for the upcoming academic year, a student must submit a completed State Residency Questionnaire during the spring term. The Registrar's Office places this hold when the student fails to submit the questionnaire by the deadline. Southwestern will endeavor release the hold within 48 business hours of receiving the form. A student who submits the form less than 48 hours before the priority registration time may forfeit that timeslot.

D. Ineligibility to Register

Students are not eligible to register until they complete the Admissions Registration Packet and sign the Enrollment Agreement.

E. Withdrawal

In cases where Southwestern deems it necessary, the school will drop a student from their registered courses and initiate an involuntary withdrawal. See *Withdrawing from Southwestern* policy.

F. Cross-Registration (for Non-SCALE J.D. Students)

Cross-registration occurs when full-time day or PLEAS/Part-time day students register for courses designated for the evening program or when evening students register for courses designated for the day division. Cross-registration also occurs when a student in a residential or hybrid J.D. program registers for a required course in the Online J.D. Program and when an Online J.D. Program student registers for a required course in a residential program.

At the discretion of the Associate Dean for Student Services, certain courses designated for the evening division may be available for registration by day students, and certain courses designated for the day division may be available for registration by evening students. Students wishing to cross-register must complete a Student Action Report (SAR), indicating the reasons for the needed change (e.g., course conflicts, childcare issues, etc.). Cross-registration is allowed only with the approval of the Associate Dean for Student Services. Cross-registration will not be approved due to student preference for a certain professor or schedule. After the Associate Dean for Student Services approves cross-registration, students may enroll in the course via the Registrar's Office.

Students who request cross-registration because of an externship must obtain approval from the Associate Dean for Student Services after receiving written approval from the Externship Office. This

request must state why cross-registration is necessary. Cross-registration to accommodate part-time externships is unlikely to be approved.

No approval is required for students to register for electives in the Online J.D. Program, although students in a residential program should consult the limits on online or distance-education courses they may take under Southwestern's *Maximum and Minimum J.D. Units Policy* and determine how taking distance-education courses may impact their ability to sit for a bar examination in their jurisdiction of choice by consulting the Professional Licensure by Program webpage and the board of bar examinations in that jurisdiction.

G. Auditing Courses

Southwestern students may take courses on an audit basis (i.e., no letter grades will be given; the auditor will not sit for exams or complete other assessments and will not receive professor feedback). Students must obtain permission from the Associate Dean for Student Services to audit a course. Courses that meet the experiential requirement, upper-division writing requirement, required Bar Readiness Curriculum, and other limited-enrollment courses requiring extensive class participation may not be audited. Requests to audit courses with waitlists or high demand will generally not be approved. Courses taken on an audit basis will appear as an "AU" on a student's transcript.

Southwestern students are charged the usual tuition rates for audited courses. SCALE students should refer to the *SCALE Program Policies* for the rules on auditing courses in the traditional program.

H. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Repeated Courses Policy

Administrative policy approved May 20, 2025. Effective immediately.

Revision history: Formerly a part of the Academic Policies and Procedures; established as a standalone policy in May 2025; technical edits were made in May 2025.

Related policies: Course Sequence Policy; Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; SCALE Program Policies; Financial Aid Satisfactory Academic Progress Policy; Graduation Requirements Policy; Grading and Scholastic Honors Policy; Criteria for Final Course Grade Policy

Scheduled Review Date: May 2027 (Student Services Office)

A. Grade Minimum for Required Courses

All required courses must be completed with a grade no lower than a D-. A student must repeat a failed required course during the next semester in which it is offered in their designated program. Students who fail a required course twice will automatically be academically disqualified.

B. Two-Semester Sequential Courses

For purposes of this policy only, a passing grade in a two-semester sequential course (e.g., Contracts I and Contracts II) is determined by averaging both semester grades. If the average of the two grades is below 0.5, the student must repeat both semesters. If the average grade is at least 0.5, the student is not required to repeat the failed semester.
However, no unit credit will be awarded for that semester, and the student must complete additional coursework to meet the total unit requirement for graduation.

Students cannot earn unit credit more than once for the same course. If both semesters of a two-semester course must be repeated, credit will be granted only for any semester not previously passed. For example, if a student received an F in Contracts I (a three-unit course) and a D or D- in Contracts II (a two-unit course), the student will be required to repeat both courses. The student will receive credit for Contracts II but will receive credit for Contracts I only upon repeating and passing Contracts I. If a student received an F in Contracts I **and** II, the student will receive credit for both courses only upon repeating and passing both courses.

Absent extraordinary circumstances approved by the Associate Dean for Student Services, a student who fails or does not complete Legal Analysis and Writing Skills (LAWS) I must repeat LAWS I before enrolling in LAWS II.

C. Request to Voluntarily Repeat Courses

Requests to voluntarily repeat a course must be approved by the Associate Dean for Student Services. The request must be submitted in writing and will be considered only after a mandatory advising session with an academic advisor in the Student Services Office. Students cannot earn unit credit more than once for the same course.

D. Transcript Record

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.

E. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

SCALE Program Policies

Mixed Faculty and Administrative policy.

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 were made in June 2024 and July 2024; edits made in August 2024 to clarify add/drop deadlines and processes; edits made in in April 2025 to refer to the Lawyering Practicum course and quarters, update the academic disqualification process, clarify the academic probation policies, and add maximum unit policy for SCALE (effective immediately); edits made in October 2025 to remove the section called Academic Good Standing given new standalone policy regarding good academic standing; substantive edits made in February 2026 to revise the impact of Credit/No Credit on GPA calculations in SCALE and to remove Lawyering Practicum as a Credit/No Credit class; edits made April 2026 to better align with the Grading and Scholastic Honors Policy and, effective June 1, 2026, to modify when initial SCALE ranking occurs.**

Related policies: **Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Attendance Policy; Academic Policies and Procedures; Externship Program Policies and Guidelines; Grading and Scholastic Honors Policy; Criteria for Final Course Grade Policy; Graduation Requirements Policy; Incomplete Grade Policy; Financial Aid Satisfactory Academic Progress Policy; Student's Right to Cancel and Tuition Refund Policy; Policy on Alcohol and Other Drugs, Code of Student Professionalism and Conduct; Policy Statement on Student Academic Work-Product Originality; Student Honor Code; Sexual Misconduct Policy; Withdrawing From Southwestern; Good Academic Standing Policy for J.D. Students**

Scheduled Review Date: **March 2027 (SCALE Office)**

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When not explicitly delineated in this policy, SCALE students are governed by all other policies on the Institutional Policies webpage.

Attendance

SCALE requires significant student collaborative effort. Students complete assignments and perform roles to benefit themselves and their classmates. A student's failure to complete required assignments disrupts the learning process. Therefore, at the discretion of each SCALE faculty member, students who are unprepared for a class will be marked absent.

If a student in the first year of SCALE (i.e., Quarters 1, 2, 3, and 4) is administratively withdrawn from all courses in a given term, that student will be considered as having withdrawn from Southwestern and may return only if admitted following submission of a new application for admission. If a student who has completed the first year of SCALE is administratively withdrawn from all courses in a given term, that student will be considered on an involuntary leave of absence and must return for the next term, or they will be withdrawn from Southwestern.

See *Attendance Policy* for other attendance requirements.

Evaluation Terms and Schedules

The SCALE two-year program comprises four evaluation terms in the first year, a mandatory summer session, and four evaluation terms in the second and final year. The SCALE 2.5-year modified curriculum, which is optional, has an added evaluation term during the fall semester of the third year.

At the start of each academic year, the schedule of classes, final examinations for all SCALE courses, and the SCALE Curriculum Charts are posted on the SCALE – Current Students CANVAS page. The SCALE Curriculum Charts specify the units allocated to each SCALE course in the curriculum for the year.

The SCALE schedule is subject to change. The unique curricular construct of SCALE requires the schedule to be flexible and adaptable. Students should expect the SCALE schedule to change as circumstances dictate. Any changes will be communicated to students in a timely fashion via email.

Grading

SCALE uses an alphabetical grading system in which the actual grade earned is represented by an alphabetical letter. Grades are assigned from A+ to F. No unit credit is granted when the grade received is an F.

Exceptions to the alphabetical grading system are Foundations of Law & Practice, Trial Advocacy, and the SCALE II Quarter 8 externship, which are graded Credit/No Credit. See *Grading and Scholastic Honors Policy*. Unless otherwise provided in this policy, courses offered on a Credit/No Credit basis are not included in the computation of the GPA.

In courses that span multiple terms, the mark of "M" will appear for each term, other than the final term, where the course grade will appear. The "M" mark does not impact a student's GPA.

All students must maintain a cumulative GPA of at least 2.330. The GPA is a mathematical depiction of a student's law school grade performance carried out to the first three decimal places. The GPA is derived by multiplying the number of grade points earned in each graded course by the number of units assigned to that course. Those numbers are then added, and the resulting figure is divided by the total number of graded units attempted in the applicable term. The quotient is carried out only to the first three decimal places.

The GPA for each SCALE term is calculated based on the points earned for each grade and the number of units allocated to each course. See Grading and Scholastic Honors Policy.

This GPA is comprised of both SCALE and non-SCALE residential courses. All final grades are made available to students on Self-Service.

Official class rankings, provided in 10 percent increments, are based on cumulative GPA and are computed for each class at the end of Quarter 3 and at the end of Quarter 8. SCALE I students also receive an unofficial mid-year class rank based on Quarter 1 and 2 grades.

Incomplete Work

An "Incomplete" or "INC" grade is a temporary, non-evaluative grade indicating the student has not yet completed assigned work in the course. The grade may be assigned only with the approval from the Associate Dean for SCALE and Associate Dean for Student Services.

The appropriate use of an Incomplete grade, the process for requesting, converting, or removing an Incomplete grade, and the impact of an Incomplete grade on financial aid, graduation, and class rank, as well as other policies relevant to an Incomplete grade can be found in Southwestern's *Incomplete Grade Policy*. SCALE students are subject to Southwestern's *Incomplete Grade Policy*, with the addition that any policy that requires approval by the Associate Dean for Student Services will also need to be approved by the Associate Dean for SCALE.

Externships

1. Summer externships

SCALE students may participate in the Externship Program during the SCALE summer session described below. Please see the Externship Office portal page for more information. SCALE students who elect to participate in the optional summer session externship must adhere to the *Externship Program Policies and Guidelines*.

A student on academic probation may not apply for externships. A student placed on academic probation while participating in an externship may continue the placement barring extraordinary circumstances.

2. SCALE II Quarter 8 externships

The SCALE II Quarter 8 externship completes the SCALE experience and begins in March, following the completion of Quarter 7. The Externship Office administers Quarter 8 externships. For more information, please visit the Externship Office portal page.

The Co-Directors of the Externship Program must approve each externship before the commencement of the externship. Externships are graded Credit/No Credit. A

grade of Credit or No Credit is not included in the computation of the term grade point average (GPA) or the cumulative GPA. (See Section M(4) (*Academic disqualification and probation)* in this policy for an explanation of the term and cumulative GPA requirements.)

Unlike the elective externships in the non-SCALE residential program, the Quarter 8 externship is required for all SCALE students. Each student must complete 40 hours per week during the Quarter 8 externship, totaling 300 hours.

Each student must attend and complete the required hours for the Quarter 8 externship. A student who fails to complete the Quarter 8 externship with a grade of Credit is not eligible for graduation.

The Co-Directors of the Externship Program may require students to complete additional written or oral assignments in response to absences. See *Attendance Policy* and *Externship Program Policies and Guidelines* for other attendance requirements.

Summer Session

The summer session for SCALE students will occur following Quarter 4 and before the commencement of Quarter 5. In addition to taking the multi-term 2-unit course Lawyering Practicum (see Section G below), SCALE students are required to complete a minimum of 4 units during the summer session consisting of one or a combination of the following options:

- enrolling in an externship course;
- taking at least one Southwestern summer session course; or
- participating in a Southwestern summer-abroad program or non-Southwestern ABA-approved summer-abroad program.

In addition to taking the Lawyering Practicum, SCALE students may take a maximum of six units in the summer session, absent special permission granted by the Associate Dean for SCALE. For the purpose of academic standing calculations, grades earned during the SCALE summer session will be part of the SCALE Quarter 5 term GPA. Academic standing calculations are calculated at the end of Quarter 5. Grades earned during the SCALE summer session will also be part of the student's cumulative GPA calculation.

Upper-Division Writing Requirement

SCALE students are required to fulfill Southwestern's upper-division writing requirement. Absent extraordinary circumstances and approval by the Associate Dean for SCALE, all SCALE students must enroll in and satisfactorily complete the Lawyering Practicum. The

Lawyering Practicum takes place during Quarter 4 and the SCALE summer session As the Lawyering Practicum satisfies the upper-division writing requirement, SCALE students are not required to enroll in a seminar or equivalent writing course in the non-SCALE residential program.

Experiential Requirement

Per ABA Standard 303, Southwestern has adopted an experiential requirement for graduation. SCALE students must complete at least six credit hours of coursework specifically approved and designated as meeting the experiential requirement. Students must take at least one unit in oral communications-focused courses. Select courses in the SCALE curriculum may be eligible to meet the experiential requirement; however, in some cases, students must complete courses in the non-SCALE residential program to fulfill the required six units. The SCALE II Quarter 8 externship provides five units toward the experiential requirement if completed satisfactorily. See the *Experiential Requirement* section of the *Graduation Requirements Policy*.

Enrolling in and Dropping Non-SCALE Residential Courses

Subject to course availability, SCALE II students may register for courses in the non-SCALE residential fall and spring semesters and one course in the January intersession (subject to the maximum unit limitations in Section M(1) below). The non-SCALE residential course grades will be averaged with the SCALE grades and become part of the student's cumulative grade point average. The grade in a non-SCALE residential course will be awarded when the non-SCALE residential course grade is awarded. Students will not be charged for the added non-SCALE residential electives.

SCALE students are required to fulfill course attendance requirements as outlined in the *Attendance Policy*. SCALE II students registered in non-SCALE residential courses must abide by the add/drop dates published in the non-SCALE residential academic calendar. If a student wishes to make a schedule change before the add/drop deadline, they can change their schedule via Self-Service. Any schedule changes after the add/drop deadline must be made by (i) filling out a Student Action Report (SAR), (ii) obtaining approval from the Associate Dean for Student Services and Associate Dean for SCALE, and (iii) submitting the completed and signed SAR to the Registrar's Office.

Any non-SCALE residential course dropped before the non-SCALE residential course "drop" deadline using the correct process will not appear on the student's transcript.

Any non-SCALE residential course dropped after the non-SCALE residential course "drop" deadline using the correct process will result in a mark of a "W" on the student's transcript.

Any non-SCALE residential course dropped after the non-SCALE residential course "drop" deadline without the correct process will be recorded as an Administrative Fail (*F) unless otherwise approved in writing by the Associate Dean for Student Services and Associate Dean for SCALE.

Graduation Requirements

To be certified for graduation and eligible for the Juris Doctor degree, a student must:

- have satisfactorily completed all required courses in the SCALE curriculum;
- have satisfied the upper-division writing requirement;
- have satisfied the 6-unit experiential course requirement, including the 1-unit oral communication requirement;
- be in good academic standing;
- have a cumulative GPA of at least 2.330 or higher at the end of the 2 or 2.5 years of SCALE;
- have completed 87 units;
- have removed any approved Incomplete grade; and
- have met any other requirements outlined in the *Graduation Requirements Policy* not explicitly delineated in this policy.

SCALE Program Honors

Eligibility for the invitation to Law Review, Law Journal, the Moot Court Honors Program, and the Negotiation Honors Program is based on (i) class standing or GPA at the end of the first year of SCALE (i.e., Quarters 1, 2, 3, and 4), (ii) participation in the summer write-on competition, intramural competitions, or try-outs, as applicable; and (iii) any other considerations and requirements set forth by the individual honors programs. Students may be invited to participate in the Trial Advocacy Honors Program in their first year of SCALE. Students may be invited to participate in Law Review, Law Journal, the Negotiation Honors Program, and Moot Court Honors Program in their second year of SCALE.

To participate in an honors program, students must be in good academic standing and meet all other requirements required by the individual honors programs. A student on academic probation may not participate in any Honors Program (e.g., Law Journal, Negotiation Honors Program, etc.). Students on academic probation may not hold or continue in leadership positions in any student organization, including mentoring roles through any student organization. Students on academic probation also may not participate as a Peer Mentor in the SCALE Peer Mentor Program.

SCALE students are eligible for scholastic honors as outlined under the *Scholastic Honors* section of the *Grading and Scholastic Honors Policy*.

SCALE Academic Policies

1. Maximum and minimum units

The chart below sets forth the minimum and maximum units per term for SCALE students. If a course takes place over two Quarters, the number of units assigned to each Quarter for the purposes of this policy will be determined by the Associate Dean for SCALE. A student who seeks to deviate from the minimum and maximum units in a term must seek and receive advanced written approval from the Associate Dean for SCALE. Only students in good academic standing may seek permission to deviate.

Term	Minimum Units	Maximum Units	Other Restrictions
Summer	4 units + Lawyering Practicum	6 units + Lawyering Practicum	None
Quarters 5 & 6	5 units (per Quarter)	20 units (over both Quarters)	None
Quarters 7 & 8	5 units (per Quarter)	19 units (over both Quarters)	Students may not take more than one non-SCALE course that has class meetings or assignments due in Quarter 8.

2. Adding and dropping SCALE courses

a. Electives

SCALE I students are not permitted to add or drop an elective SCALE course absent extraordinary circumstances. In extraordinary circumstances, SCALE I

students may be permitted to add or drop an elective SCALE course by (i) completing a SAR form, (ii) obtaining approval from the Associate Dean for Student Services and Associate Dean for SCALE, and (iii) submitting the completed and signed SAR to the Registrar's Office.

SCALE II students may add an elective SCALE course before the SCALE add deadline using Self-Service. SCALE II students are not permitted to add an elective SCALE course after the add deadline without (i) completing a SAR form, (ii) obtaining approval from the Associate Dean for Student Services and Associate Dean for SCALE, and (iii) submitting the completed and signed SAR to the Registrar's Office. The ability to add an elective SCALE course is subject to enrollment availability, including waitlist order.

SCALE II students may drop an elective SCALE course before the SCALE drop deadline (see Section M(3)) using Self-Service. SCALE II students may drop an elective SCALE course after the SCALE drop deadline only by (i) completing a SAR form, (ii) obtaining approval from the Associate Dean for Student Services and Associate Dean for SCALE, and (iii) submitting the completed and signed SAR to the Registrar's Office. See Section I for information about dropping a non-SCALE elective.

Any elective SCALE course dropped before the SCALE drop deadline using the correct process will not appear on the student's transcript.

Any elective SCALE course dropped after the SCALE drop deadline using the correct process will result in a mark of a "W" on the student's transcript.

Any elective SCALE course dropped after the SCALE drop deadline without the correct process will be recorded as an Administrative Fail (*F) unless otherwise approved by the Associate Dean for Student Services and the Associate Dean for SCALE.

Students are responsible for ensuring they register for and complete sufficient credits to graduate.

b. Required courses

SCALE I students are not permitted to add or drop a required SCALE course absent extraordinary circumstances. In the event of extraordinary circumstances, SCALE I students may be permitted to add or drop a required SCALE course by (i) completing a SAR form, (ii) obtaining approval from the

Associate Dean for Student Services and Associate Dean for SCALE, and (iii) submitting the completed and signed SAR to the Registrar's Office.

SCALE II students may add a required SCALE course before the add deadline using Self-Service. SCALE II students are not permitted to add a required SCALE course after the SCALE add deadline without (i) completing a SAR form, (ii) obtaining approval from the Associate Dean for Student Services and Associate Dean for SCALE, and (iii) submitting the completed and signed SAR to the Registrar's Office. The ability to add a required SCALE course is subject to enrollment availability, including waitlist order.

SCALE II students are not permitted to drop a required SCALE course before or after the SCALE drop deadline without (i) completing a SAR form, (ii) obtaining approval from the Associate Dean for Student Services and Associate Dean for SCALE, and (iii) submitting the completed and signed SAR to the Registrar's Office.

Any required SCALE course dropped before the SCALE drop deadline using the correct process will not appear on the student's transcript.

Any required SCALE course dropped after the SCALE drop deadline using the correct process will result in a mark of a "W" on the student's transcript.

Any required SCALE course dropped after the SCALE drop deadline without the correct process will be recorded as an Administrative Fail (*F) unless otherwise approved by the Associate Dean for Student Services and Associate Dean for SCALE.

Students are responsible for ensuring they register for and complete all required courses.

3. Add/drop deadlines

The add/drop deadlines for SCALE courses are below. See Section I for add/drop deadlines for non-SCALE residential courses.

a. Deadline to add SCALE courses

The add deadline for SCALE courses is before the start of the second class session of the SCALE course unless a course is subject to the first class attendance policy. The add deadline for SCALE courses, subject to the first class attendance policy, is before the start of the first class session of the

SCALE course. See Section M(2) above for the correct process to add SCALE courses.

b. Deadline to drop SCALE courses

The drop deadline for SCALE courses is fourteen calendar days after the start of each SCALE term. See Section M(2) above for the correct process to drop SCALE courses.

4. Academic disqualification and probation

SCALE students are required to abide by the rules governing academic disqualification and academic probation as indicated below. A student who has been academically disqualified from SCALE will be deemed to have been academically disqualified from Southwestern. For the purpose of academic standing calculations in SCALE II, (i) grades earned during the SCALE summer session will be part of the SCALE Quarter 5 term GPA, (ii) grades earned during the fall semester for non-SCALE courses will be part of the SCALE Quarter 6 term GPA, and (iii) grades earned during the spring semester for non-SCALE courses will be part of the SCALE Quarter 8 term GPA.

a. Academic disqualification

A student is academically disqualified when a student fails to achieve the following:

- **A minimum cumulative GPA**
  SCALE students are disqualified if they do not maintain a cumulative GPA of at least 2.330 at the end of each evaluation term, excluding the mandatory summer session and the January intersession. The minimum cumulative GPA requirement is initially calculated at the end of Quarter 3. Thereafter, the minimum cumulative GPA is calculated at the end of each Quarter.

- **A minimum GPA in two consecutive evaluation terms**
  SCALE students are disqualified if they do not achieve a GPA of at least 2.330 in each of two consecutive evaluation terms, excluding the mandatory summer session and the January intersession. The minimum GPA in two consecutive evaluation terms is initially calculated after the completion of Quarters 2 and 3. Thereafter, the minimum GPA in two consecutive evaluation terms is calculated at the end of each remaining Quarter. This provision does not apply if the disqualification occurs in a

student's final evaluation term of law school and the student has already completed the minimum requirements for graduation, including, but not limited to, maintaining a cumulative GPA of at least 2.330.

The following two exceptions to academic disqualification also apply:

For all SCALE II students: A student will not be academically disqualified based on their Quarter 7 performance if the following two requirements are met: (i) the student's cumulative GPA is at least 2.500 after Quarter 7; and (ii) the student earned fewer than eight graded units in Quarter 7.

For students enrolled in the SCALE 2.5-Year Modified Curriculum: A student will not be academically disqualified based on their Quarter 8 and "Continuing Spring – SCALE" performance if the following two requirements are met: (i) the student's cumulative GPA is at least 2.500; and (ii) the student earned fewer than eight graded units in "Continuing Spring-SCALE" and Quarter 8 combined (including any graded units from Quarter 7 that were included in the Quarter 8 GPA). If both requirements are met, any graded units earned in "Continuing Spring-SCALE" and Quarter 8 will be included in the term and cumulative GPA calculation for the following term.

- **Fail a required course two times:** Students are disqualified if they fail a required course a second time.

b. Academic probation

A SCALE student is placed on academic probation when the student's term or cumulative grade point average (GPA) is less than 2.330 in any evaluation term commencing at the end of Quarter 2 and thereafter, excluding the mandatory summer session and the January intersession, or when the student has been academically disqualified and readmitted. SCALE students with a GPA less than 2.330 after Quarter 1, while not on academic probation, are required to (i) meet with the Associate Dean for SCALE to discuss their academic performance and (ii) fulfill the requirements of an Academic Improvement Program (see Section M(5) below).

Students placed on academic probation must (i) meet with the Student Services Office and (ii) fulfill the requirements of an Academic Improvement Program (see Section M(5) below).

Students on academic probation and students with a GPA less than 2.330 after Quarter 1 may not participate in externships, honors programs, or leadership positions unless and until the student raises their term and cumulative GPA to a minimum of 2.330. This restriction does not apply to the mandatory SCALE Externship in Quarter 8.

The following two exceptions to academic probation apply:

- For all SCALE II students: A student will not be placed on probation based on their Quarter 7 performance if the following two requirements are met: (i) the student's cumulative GPA is at least 2.500 after Quarter 7; and (ii) the student earned fewer than eight graded units in Quarter 7.
- For students enrolled in the SCALE 2.5-Year Modified Curriculum: A student will not be placed on academic probation based on their Quarter 8 and "Continuing Spring – SCALE" performance if the following two requirements are met: (i) the student's cumulative GPA is at least 2.500 after Quarter 8; and (ii) the student earned fewer than eight graded units in "Continuing Spring-SCALE" and Quarter 8 combined (including any graded units from Quarter 7 that were included in the Quarter 8 GPA). If both requirements are met, any graded units earned in "Continuing Spring-SCALE" and Quarter 8 will be included in the term and cumulative GPA calculation for the following term.

5. Academic Improvement Program (AIP)

An Academic Improvement Program ("AIP") is designed to assist students who are on academic probation or at risk of being placed on academic probation by requiring them to participate in structured co-curricular and curricular academic success programs. A student may be required to participate in an AIP when the student's cumulative GPA is 2.700 or below following any academic term. The duration of AIPs may vary depending on the program, regardless of whether a student's cumulative GPA improves in subsequent terms.

An AIP has three objectives: (1) to require students to attend curricular and co-curricular academic support offerings; (2) to require students to follow a curriculum structured to improve academic performance and the likelihood of passing the bar exam; and (3) to limit a student's involvement in co-curricular and extra-curricular activities, when necessary. Various curricular and co-curricular programs are offered to assist students with basic skills, such as time management, reading, and briefing

cases, outlining, exam writing, and critical thinking and listening. As part of an AIP, among other requirements, students may be required to participate in bar readiness courses. The details of the AIPs for each year, and the programs that students must complete as part of an AIP, are available from the Academic Success and Bar Preparation Office.

Students with a GPA above 2.330 and at or below 2.700 are not on academic probation. Although a student may be required to participate in an AIP, the student remains in good academic standing; no notation of AIP will appear on the student's transcript. The student is free to participate in externships, student honors programs, and student leadership positions if they do not interfere or conflict with the student's mandatory participation and enrollment in an AIP.

6. Academic disqualification procedure

Southwestern reviews student grades at the end of each SCALE Quarter, beginning in Quarter 3, to determine whether a student has been academically disqualified. The Student Services Office will notify students by letter (via email) if they have been disqualified and withdrawn ("Disqualification Letter").

A student with a cumulative GPA of at least 2.200 who believes their grades do not reflect their academic ability may petition Southwestern's Academic Standards Committee (the "Committee") and the Vice Deans' Office for readmission. A student with a cumulative GPA of less than 2.200 may petition the Committee and the Vice Deans' Office only if one of the following two exceptions applies: (i) the student achieved a term GPA of at least 2.500 in one evaluation term before the disqualification, or (ii) the student has completed at least 40 units.

Procedures following academic disqualification for students who are ineligible to petition are set forth below in the section titled "*Procedures for students who are ineligible to petition or whose petition for readmission is denied*."

No student, regardless of cumulative GPA, may petition for readmission if they fail to meet the conditions of a previous readmission (see "*Procedures following readmission"* below).

If a student believes their grades do not reflect their academic capability due to possible discriminatory or harassing action on the basis of race (including hairstyle and hair texture), ethnicity, color, religion, creed, ancestry, national origin, sex, gender, gender identity or expression, reproductive health decision-making, pregnancy (including pregnancy, childbirth, breastfeeding, and medical conditions

related to pregnancy, childbirth, or breastfeeding), sex stereotyping (including assumptions about a person's appearance or behavior, gender roles, gender expression, or gender identity), sexual orientation, parental status, marital status, age, disability (mental or physical), medical condition, citizenship status, military status or service, veteran status, genetic information, or any other classification, or combination of classifications, protected by federal or California law in the educational programs (including retention of students) or activities Southwestern operates, the student may file a complaint under Southwestern's *Policy to Prevent Discrimination, Harassment, and Retaliation*.

7. Readmission petition procedure

The Committee and Vice Deans' Office are responsible for considering petitions for readmission. A student seeking readmission following disqualification must file a written petition within ten calendar days of the date of the Disqualification Letter from the Student Services Office. Exceptions to this deadline are allowed solely at the discretion of the Associate Dean for Student Services and only in emergencies or under compelling circumstances.

A student who is academically disqualified and is petitioning for readmission may continue in Southwestern courses in which the student is currently enrolled, pending notification by the Student Services Office of the decision on the student's petition. If the student is enrolled in an externship and wishes to continue fulfilling the externship course requirements pending consideration of the petition, Southwestern will notify the placement of the student's academic status and the student's plan to continue in the externship. If the student chooses not to continue in the externship course but continues to work at the externship placement, Southwestern will notify the placement of the student's plan to continue without receiving school credit. If the externship placement asks Southwestern for the basis of the change, the placement will be notified of the student's academic standing.

A petition for readmission must include all requirements set forth in the *Petition for Readmission following Academic Disqualification* (the "Petition"), which will be provided to all eligible students at the time of the Disqualification Letter. The student must email an electronic copy of their Petition (in PDF format) to studentservices@swlaw.edu by the deadline listed in the Disqualification Letter. The Committee and the Vice Deans' Office will only consider Petitions in writing; personal appearances are prohibited.

8. Standards for readmission

The Committee and the Vice Deans' Office will review all timely submitted written Petitions from eligible students. A positive recommendation from the Committee and the Vice Deans' Office is required for readmission. In evaluating Petitions, the following factors will be considered:

Reasons offered for the academic performance that led to disqualification, including any supporting documentation and any communications with the Student Services Office related to the student's offered reasons;

Likelihood that the student will successfully complete law school and be admitted to the bar;

Student's participation in Southwestern's academic success programming;

Pattern of the student's law school grades that contributed to disqualification;

Attendance records and attendance warnings;

Documented instances of disciplinary warnings and reprimands related to a violation of any Southwestern institutional policy, including but not limited to the Policy on Alcohol and Other Drugs, Code of Student Professionalism and Conduct, Policy Statement on Student Academic Work-Product Originality, Student Honor Code, and Sexual Misconduct Policy;

Feedback from the student's past professors set forth on the *Faculty Feedback Form*; and

Any other factors related to the items listed above.

Petitions from students who were assigned to and failed to participate in any component of a required Academic Improvement Program will be presumptively denied absent exceptional circumstances. Letters of support from faculty will not be accepted as each of a student's past professors will be asked to complete a *Faculty Feedback Form*. A voting member of the Committee is not permitted to share their personal experiences with a student beyond what is stated in the *Faculty Feedback Form*. Letters of support from staff, alumni, or other students will not be accepted.

The following examples provide guidance on circumstances that may support or weaken a Petition for readmission. These examples are illustrative and not exhaustive. Including a particular type of circumstance does not guarantee approval or denial, as the Committee and Vice Deans' Office consider the totality of the student's Petition, supporting documentation, and demonstrated readiness to succeed if readmitted. The Committee and Vice Deans' Office will evaluate each Petition on its own merit.

a. Examples of circumstances indicative of stronger Petitions

- **Serious medical condition**: A student was diagnosed with a serious medical condition that directly impacted their ability to complete coursework. The student demonstrates that they are now in a position to complete law school successfully.
- **Unforeseen personal hardship with resolution**: A student experienced the death or serious illness of an immediate family member, resulting in significant emotional and logistical burdens that impacted their studies. The Petition includes an explanation of how the hardship affected their performance and how their circumstances have changed.
- **Temporary and significant financial hardship that has been resolved**: A student faced a temporary and significant financial crisis that severely impacted their ability to focus on coursework. The student demonstrates that their financial situation has stabilized and will not interfere with their ability to succeed going forward.
- **Undiagnosed disability with accommodations in place**: A student struggled academically due to an unknown disability but subsequently received accommodations and significantly improved their academic performance in the following semester.

b. Examples of circumstances indicative of weaker Petitions

- **General difficulty with coursework without mitigating circumstances**: The student's Petition states that they found law school challenging or struggled to keep up; the student indicates they have learned how to manage the workload and overcome challenges but does not provide a compelling external reason for their poor academic performance.
- **Foreseeable work or personal commitments**: The student was balancing work, family responsibilities, or other personal obligations and does not demonstrate why these circumstances were unavoidable. Claims of family responsibilities, work obligations, or extracurricular commitments that existed before a student enrolled in law school are not compelling, even if the responsibilities are significant, as the circumstances are foreseeable.
- **Failure to address the likelihood of future success**: The Petition sets forth circumstances leading to the student's poor performance but

does not clearly demonstrate how those circumstances have changed or why the student is likely to succeed if readmitted.

- **Failure to seek academic and other support despite personal hardship**: The student experienced a personal crisis that made it difficult to focus on coursework. However, the student did not take advantage of available academic success programming, seek help from the Student Services Office, attend office hours, meet with Dean's Fellows, or meet with Teaching Assistants, and the Petition does not provide a compelling explanation for why they did not take advantage of programming or reach out for assistance.

Following a decision on a student's Petition, the student will be notified in writing, generally within three weeks of submitting the Petition for readmission, unless unusual or complex circumstances exist. Decisions are final and not subject to further appeal.

Procedures for students whose Petition is granted are set forth below in the section titled, "Procedures following readmission." Procedures for students whose Petition is denied are set forth below in the section titled, "Procedures for students who are ineligible to petition or whose petition for readmission is denied."

9. Procedures for students who are ineligible to petition or whose petition for readmission is denied

A student who is ineligible to petition or whose Petition is denied will automatically be withdrawn from all currently enrolled Southwestern courses and will receive a full tuition refund for any currently enrolled Southwestern courses. No credit will be granted for any courses from which a disqualified student is withdrawn, and no grades will be recorded. A notation will be placed on the student's transcript when a student has been academically disqualified. The grades for courses taken at Southwestern by any academically disqualified student will remain on the transcript as a part of the student's permanent academic record.

A student who is ineligible to petition or whose Petition is denied may apply to Southwestern as a first-year law student through the regular admission procedures and deadlines.

- If the student is disqualified after Quarters 5 or 6, the student may apply during the current or any future admissions cycle.

- If the student is disqualified after Quarters 3, 4, 7, or 8, the student may not apply during the current admissions cycle but may apply in any future admissions cycle.

In evaluating the student's application as a first-year student, the Admissions Committee will consider, among other factors, (i) the student's previous academic performance, (ii) the personal circumstances leading to the academic disqualification, (iii) whether the nature of the student's work, activity, or studies since disqualification indicate a stronger potential for law study, and (iv) the student's overall potential for law study despite the student's previous performance. The student must affirmatively demonstrate that they possess the requisite ability to succeed in law school despite their prior disqualification. Admission as a first-year student is within the discretion of the Admissions Committee. If a student is accepted as a first-year student at Southwestern, no credit will be given for the student's previous coursework. For students who are disqualified and seek admission as a first-year law student, financial aid eligibility may be impacted. Students should carefully read Southwestern's *Financial Aid Satisfactory Academic Progress Policy* before applying as a first-year law student.

10. Procedures following readmission

The Committee and Vice Deans' Office have broad discretion and can impose conditions for readmission after an academic disqualification. A readmitted student is automatically placed on academic probation, which is typically at least the following evaluation term. However, probation for an extended period may be required as a condition of readmission. Students readmitted after academic disqualification may also be assigned to an Academic Improvement Program.

The Committee and Vice Deans' Office may also base readmission on other reasonable conditions to support a readmitted student's success in their legal studies (e.g., repeating courses, taking a leave of absence, changing academic programs, limiting outside work, meeting with the Student Services Office, engaging in professionalism conferences, etc.). If a student's Petition is granted, the Committee and Vice Deans' Office may allow the student to continue in currently enrolled courses or require the student to drop a course(s). The Committee or Vice Deans' Office may dismiss a student for breaching the conditions of readmission.

If the student is readmitted, a notation of reinstatement will be placed on the transcript. The grades for courses taken at Southwestern by any academically disqualified student who is readmitted will remain on the transcript as a part of the student's permanent academic record. For every admission or readmission of a

previously disqualified individual, a statement of the considerations that led to the decision will be placed in the admittee's file per ABA Standard 501(c). For students who are readmitted following disqualification, financial aid eligibility may be impacted. Readmitted students should carefully read Southwestern's *Financial Aid Satisfactory Academic Progress Policy*.

Students who fail to meet the reinstatement conditions will be academically disqualified and not eligible to petition for readmission. The academic disqualification will be final, and the student will be withdrawn from the law school.

Federal Financial Aid Eligibility Impact

The satisfactory academic progress standards under federal regulations governing federal student aid may differ from Southwestern's academic policies (see *Financial Aid Satisfactory Academic Progress Policy*). Students receiving federal student aid with questions about the potential impact of academic probation and academic disqualification under this policy should contact the Financial Aid Office.

2.5-Year Modified Curriculum

Under the 2.5-year modified curriculum, students will take fewer units during their second year of SCALE. Students will complete the remainder of the units required to graduate during an additional semester of fall courses and be eligible to graduate in December. Additional tuition will not be charged to accommodate the modified curriculum. To participate in the 2.5-year modified curriculum, SCALE students must timely petition the Associate Dean for SCALE. The petition must be made after the completion of Quarter 4 and, absent extraordinary circumstances, before the completion of Quarter 5. Students will only be permitted to participate in the 2.5-year modified curriculum with approval by the Associate Dean for SCALE.

Leave of Absence

1. Petition for a leave of absence

A student must have completed Quarters 1, 2, 3, and 4 and be in good academic standing to seek a leave of absence. The student must also submit a leave of absence petition for approval by the Associate Dean for Student Services and Associate Dean for SCALE. A leave of absence will be granted for no more than one academic year. A student who fails to return at the agreed-upon time or otherwise fails to meet the leave of absence terms may be withdrawn from the law school. Exceptions to this policy are allowed solely at the discretion of the Associate Dean

for Student Services and Associate Dean for SCALE and only under compelling circumstances or as an approved disability, pregnancy, or Title IX accommodation. SCALE students are subject to all leave of absence policies stated in the *Academic Policies and Procedures* when not explicitly outlined in the *SCALE Program Policies*.

2. Involuntary leave of absence

A student precluded from commencing an evaluation term for failure to remove an Incomplete grade may be placed on an involuntary leave of absence for up to one year. A student placed on such involuntary leave will be notified of the duration of the leave and the reasons for its imposition. A student who fails to return to SCALE at the time specified in such notice may be withdrawn from the law school.

3. Explanatory note

SCALE's continuous scheduling makes it extremely difficult for a student to drop a SCALE course and complete it later without jeopardizing timely graduation from SCALE. Therefore, a student who has been administratively withdrawn from a SCALE course for failure to comply with Southwestern's *Attendance Policy* or who has not satisfactorily completed the work required to progress to the next SCALE course may have to wait until the following year to begin that SCALE course, resulting in a delay in graduation.

Admission into a Non-SCALE Residential Program

1. Withdrawing from SCALE

If a student wishes to withdraw from SCALE and enroll in the non-SCALE residential program but is unable to transfer under the *Transfer into non-SCALE residential program* rules below or qualify for a leave of absence pursuant to the *Leave of Absence* section of this policy, the student must re-apply through regular admission channels for admission to the law school for enrollment the following academic year. If admitted, such students are not eligible for unit credit for work completed in the SCALE program.

2. Transferring into a non-SCALE residential program

A student currently enrolled in the SCALE program may petition to transfer into the non-SCALE residential program when the student is in good academic standing and has completed at least Quarter 4. The Associate Dean for SCALE and the Associate Dean for Student Services must approve the transfer decision. If the petition is granted, the transfer will become effective starting with the following non-SCALE

residential academic year. Transfer before successful completion of Quarter 4 or when the student is not in good academic standing will be allowed only under exceptional circumstances and following approval by the Associate Dean for SCALE and the Associate Dean for Student Services.

Withdrawals from SCALE before the completion of Quarter 4 are governed by the *Leave of Absence* and *Withdrawing from SCALE* portions of this policy. The Associate Dean for Student Services and Associate Dean for SCALE will make a non-binding recommendation to the Office of the Dean regarding the number of unit credits to be granted and waivers from required courses consistent with the student's academic performance while enrolled in SCALE. A student transferring from SCALE to the non-SCALE residential program must enroll in the law school within one year of their withdrawal to receive unit credit for work completed in SCALE.

Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Southwestern Summer Courses and January Intersession

Faculty policy. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook; established as part of the Academic Policies and Procedures standalone policy in August 2022; established as a standalone policy in August 2023; revised in December 2025 to clarify computation of GPA.

Related policies: SCALE Program Policies; Registration Policies and Procedures; Student's Right to Cancel and Tuition Refund Policy; Student Tuition Recovery Fund (STRF) Policy; Summer-Abroad Law Programs Policy; Transfer and Visiting Students Policy; Academic Disqualification, Academic Probation, and Academic Improvement Program Policies

Scheduled Review Date: July 2027 (Student Services Office)

A. Summer Courses

Southwestern offers numerous courses during summer sessions and externships. For information on summer-aboard programs, see the *Summer-Abroad Law Programs Policy*. Current Southwestern students, as well as law students who have completed at least one year of law school and are currently in good standing at an ABA-approved or who have been admitted as a visiting student, may enroll in summer courses at Southwestern. Full-time students in the full-time program are not required to attend summer sessions. Part-time students are expected to attend at least two summer sessions to graduate within four years. SCALE students may take Southwestern summer session course(s) to fulfill their SCALE summer session requirement following Quarter 4. (See the *SCALE Program Policies* for more information.)

1. Computation of GPA for non-SCALE students

For purposes of computing the GPA, units earned in the summer session are used to compute a student's cumulative GPA. Grades earned in the summer session are not averaged with fall or spring semester grades. Units earned in summer sessions do not count toward determining academic disqualification based on a minimum GPA in two consecutive evaluation periods.

2. Academic disqualification

An academically disqualified student enrolled in a summer session may continue attending classes until notified by the Academic Standards Committee of its decision on their petition. If the petition is approved, credit will be granted for completed summer session work. If the petition is denied, no credit will be allowed, and no grades for summer session courses will be recorded. In the event of a denial, Southwestern will automatically process a full refund for 100% of summer session tuition, but cannot refund any Student Tuition Recovery Fund assessment, pursuant to California statute, or non-refundable convenience fees.

3. Adding and dropping courses

For guidance on adding and dropping courses during a summer session, review the *Registration Policies and Procedures* on the Institutional Policies webpage.

4. Prerequisites

Each student is responsible for completing the course prerequisites listed in the registration materials and online through Self-Service and the Southwestern website. Course credit will be denied to any student enrolled without the proper prerequisite(s) unless waived by the Associate Dean for Student Services. All students should consult the summer schedule online through Self-Service and registration materials to see which courses are open.

B. January Intersession

The January intersession is held for one week each year following the fall semester's conclusion and before the spring semester's commencement. The intersession provides opportunities for students to enroll in skills-based and other courses. Only upper-division students may enroll in the January intersession. Students must attend all class meetings to receive unit credit. Eligible students are permitted to enroll in one course per intersession.

1. Computation of GPA for non-SCALE students

Units earned during the January intersession are counted toward the total units completed but are not included in GPA calculations. January intersession courses are graded on a Credit/No Credit basis, so they do not affect the GPA. Credits earned during the intersession are also not considered when determining academic disqualification based on a minimum GPA over two consecutive evaluation periods.

2. Academic disqualification

Grades earned in the intersession will remain on the transcript of an academically disqualified student regardless of the decision from the Academic Standards Committee.

3. Adding courses and schedule changes.

January intersession courses may be added up to the first class meeting. Course schedule changes must be submitted online through Self-Service, except when made after the drop deadline for the January intersession. For guidance on adding and dropping courses during January intersession, review the *Registration Policies and Procedures* on the Institutional Policies webpage.

4. Prerequisites

Each student is responsible for completing the course prerequisites listed in the registration materials and online through Self-Service and the Southwestern website. Course credit will be denied to any student enrolled without the proper prerequisite(s). Students should consult the January intersession schedule online through Self-Service and the registration materials to see which courses are open.

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.

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Student Health-Related Leave of Absence and Return Policy

Administrative policy approved December 2, 2024. Effective immediately.

Revision history: Revisions made in January 2025 to reference the Code of Student Professionalism and Conduct and to address withdrawals; revised April 17, 2025 to address transfer requests and letters of good standing; revised September 2025 to address changes to federal financial aid.

Related policies and forms: Disability Accommodations Policy (Including Standards for the Study of Law); Student Honor Code; Code of Student Professionalism and Conduct; Student's Right to Cancel and Tuition Refund Policy; Federal Financial Aid Eligibility Policy; Financial Aid Satisfactory Academic Progress Policy; Return of Title IV Funds Policy; Incomplete Grade Policy; SCALE Program Policies; Student Records Policy – FERPA; Withdrawing from Southwestern; Length of Study for J.D. Degree Policy (for students entering in or after August 2025); Length of Study for J.D. Degree Policy (for students entering before August 2025); Leave of Absence and Return Policy; Student Complaint and Grievance Policy and Procedures (Including Complaints Implicating ABA Standards) (in development)

Related forms: Voluntary Health-Related Leave of Absence Request Form; Student Readiness to Return Form; Request to Re-Enroll Form

Scheduled Review Date: June 2026 (Student Services Office)

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A. Overview and Scope

Southwestern Law School encourages students to prioritize their health and safety and take steps toward recovery, even if they must delay their academic progress.
Southwestern provides two types of health-related leaves: a Voluntary Health Leave of Absence (VHLA) and a Mandated Health Leave of Absence (MHLA). This policy describes both health-related leaves and the process for returning from them. It also describes an

Interim Health Restriction and when one may be imposed. This policy applies to students in all degree programs, whether residential or online.

For leaves not related to a student's own health, please see Southwestern's *Leave of Absence and Return Policy*.

B. Health Leave Coordinator

Each student requesting a health-related leave will be assigned a Health Leave Coordinator from the Student Services Office who will administer the leave and support the student through the administrative and logistical issues associated with the leave, possible appeal, and return processes. A Health Leave Coordinator will work with the student, their healthcare providers, and other appropriate professionals and campus officials to develop a leave of absence plan. This plan will address the student's needs and the considerations of the Southwestern community.

C. Voluntary Health Leave of Absence (VHLA)

A VHLA is a temporary and voluntary leave from Southwestern due to a student's own health needs. A VHLA is available when a student's health condition significantly interferes with their ability to function successfully within Southwestern's programs.
Typically, a VHLA lasts for one full term (e.g., a semester or SCALE quarter) or one academic year. Although a VHLA typically will not exceed one academic year, the Associate Dean for Student Services may extend the leave when the student provides sufficient documentation supporting the continuation. This policy does not apply to a student requesting a leave of absence due to another person's health-related issue; for those situations, students should follow the General Leave of Absence Information section of the Academic Policies and Procedures.

1. Requesting a VHLA

A student may request a VHLA after they have completed at least one full semester or, for SCALE students, at least Quarter 1. A student who does not meet this threshold may withdraw from Southwestern and reapply at a later date.

Only a student in good academic standing is eligible for a VHLA unless the Associate Dean for Students Services grants special permission. A student involved in a potential disciplinary process, on academic probation, or facing academic disqualification may still request a VHLA, although Southwestern will make an individualized determination in consultation with the student about whether the discipline or academic process should proceed or wait for the student's return.

An eligible student may request a VHLA by (i) speaking with the Associate Dean for Student Services, who will assign a Health Leave Coordinator and (ii) completing the Voluntary Health-Related Leave of Absence Request Form.

If the student cannot meet with the Health Leave Coordinator or complete the Voluntary Health-Related Leave of Absence Request Form due to an emergency

like hospitalization or inability to function independently, a parent, spouse, guardian, or individual holding a power of attorney that covers health decisions may do so on the student's behalf.

The deadline to apply for a VHLA is the last day of the term, as specified in the academic calendar. A VHLA request made after the student has completed the term will be considered for the upcoming term.

The Associate Dean for Student Services will provide the student (or the person acting on the student's behalf) with their assigned Health Leave Coordinator's name and contact information.

The Health Leave Coordinator will review the completed form and forward the request with a recommendation to the Associate Dean for Student Services. If approved by the Associate Dean for Student Services, the Associate Dean will notify the student and forward the form to the Registrar's Office for processing.

The Health Leave Coordinator and other Southwestern personnel will exercise discretion in sharing with each other only the minimum details about the student's medical condition as necessary to facilitate the student's health-related leave or to protect the Southwestern community's health, safety, or educational interests. In some situations, the student may be asked to sign a release that will permit the Health Leave Coordinator to communicate with the student's healthcare providers during the student's leave or facilitate internal discussions about implementing the student's health-related leave.

2. Creating a VHLA plan

After the Associate Dean for Student Services approves a VHLA, the student and the Health Leave Coordinator will create an individualized health-related leave plan that the student will complete while on leave or as otherwise set forth in the plan. The plan may refer to medical treatment recommended by the student's healthcare provider and other requirements to return to Southwestern, such as how incomplete grades will be resolved and recertifying admission application certifications and representations (e.g., criminal record). Whether the student completed the plan is a factor Southwestern will consider when a student seeks to return to Southwestern after the leave.

3. Additional components of the VHLA process

A student who is taking a VHLA must (i) complete an exit interview with the Student

Services Office and (ii) complete meetings with the Financial Aid Office and the Accounting Office to discuss tuition payment consequences, if any.

If the student cannot complete these components of the VHLA, the Associate Dean for Student Services may delay or waive them or allow the person approved to act on the student's behalf to complete the meetings.

D. Interim Health Restriction

The Associate Dean for Student Services, Vice Dean, or Dean may institute an Interim Health Restriction upon a student's health-related hospitalization or emergency or during a health-related evaluation period. In addition, the senior Southwestern official, using their professional judgment and considering all reasonably available information, may institute an Interim Health Restriction when they determine that the student presents a substantial threat of immediate harm to themselves or others within the Southwestern community.

This interim period allows a student to receive needed medical or psychological care and for all parties to consider an evaluation of readiness to remain at Southwestern. Except with the advance written permission of the Associate Dean for Student Services, Vice Dean, or Dean, a student placed on an Interim Health Restriction is temporarily not allowed to participate in any Southwestern-sanctioned events or activities on or off campus, attend or participate in any Southwestern class, participate in academic, co-curricular, or extracurricular activities and on-campus employment, reside in or visit The Residences, or be on campus. A student on an Interim Health Restriction will retain access to their Southwestern email. The Associate Dean for Student Services, Vice Dean, or Dean will determine whether a student on an Interim Health Restriction may retain access to Canvas.

Southwestern will notify a student placed on an Interim Health Restriction in writing. The written notice will include the reason(s) why the Interim Health Restriction is being instituted and a copy of or link to this policy.

The student may request an opportunity to meet with the Vice Dean to discuss the basis for the Interim Health Restriction and the reliability of the information concerning the basis for the Interim Health Restriction. The Vice Dean will meet with the student within two business days of receiving the meeting request; the Vice Dean may determine whether the meeting will be in person or via Zoom and if other members of Southwestern's senior leadership should participate.

Following this meeting, the Vice Dean may continue, modify, or cancel the Interim Health Restriction. The Vice Dean should consult with the Dean before communicating a decision to the student. Regardless of the Vice Dean's decision, other procedures in this policy may continue.

An Interim Health Restriction may remain in effect until Southwestern completes the process for a Mandated Health Leave of Absence or other action. The Vice Dean or Dean has the discretion to cancel the Interim Health Restriction at any time based on new information received.

Given implications for federal financial aid, the Interim Health Restriction cannot last for more than

14 calendar days from the student's last day of class attendance. Thereafter, the student must choose a VHLA, be placed on an MHLA, or be allowed to return to class.

A student who withdraws from Southwestern during an Interim Health Restriction and who wants to return to Southwestern must follow the process for returning from a health-related leave in **Section I** below. It is recommended but not required that the student desiring to return follow the specific provisions in **Section I** applicable to a student seeking to return from an MHLA.

E. Mandated Health Leave of Absence (MHLA)

An MHLA is designed to assist in the following situations:

- When a student presents a substantial risk of harm to self or others or has engaged in threatening or violent activities;
- When a student significantly disrupts the educational and other activities of the Southwestern community and that disruption is deemed to be related to a health condition; or
- When a student is unable or unwilling to carry out substantial self-care obligations.

A student in one of the above-listed situations should be referred to the Associate Dean for Student Services, who will work with the Vice Dean to assess the student's situation and determine how Southwestern will proceed. In the circumstances listed above, the Vice Dean or Dean may determine that a student must take an MHLA before they can function productively within the Southwestern community.

Any Southwestern community member with reason to believe that a student poses a violent threat or a threat to public safety should contact Campus Security or the local police department.

An MHLA is an administrative and safety process, not a disciplinary process. This policy is not intended to be punitive or replace disciplinary actions under the Student Honor Code or other policies or directives. This policy does not preclude the removal or dismissal of students from Southwestern programs because of violations of other Southwestern policies. Nothing in this policy relieves a student of any financial obligations to Southwestern that were in place when an MHLA was imposed.

Typically, an MHLA will be instituted for one or more full terms (e.g., a semester or a quarter for SCALE students) or one academic year.

A student placed on an MHLA while on academic or disciplinary status will return on that same status.

1. Notification

If, after conferring with the Associate Dean for Student Services, the Vice Dean or Dean determines that Southwestern will consider placing the student on an MHLA, the Associate Dean will notify the student in writing. The written notice will include the reason(s) why the

MHLA is being considered and a copy of or link to this policy. The written notice will include a deadline to respond; after that date, the school may decide whether to impose an MHLA. When reasonably

possible, the student may confer with the Student Services Office to provide additional information for consideration. A member of the Student Services Office may meet with the student, but a meeting at this point is not required.

2. Assessment

In determining whether the student presents a serious health or safety threat, the Student Services Office will assess the student's situation by considering factors such as the following:

- the nature, duration, and severity of any risk;
- the probability that potential injury or harm will occur;
- whether the student substantially impeded the educational process or functions of other members of the Southwestern community; and
- whether reasonable modifications of policies, practices, or procedures might significantly mitigate the risk.

a. Evaluation

As part of this individualized assessment, if the Student Services Office believes it will facilitate a more informed decision, Southwestern may require the student to undergo an evaluation, including a medical or psychological evaluation, by an independent and objective healthcare professional designated by Southwestern and at no cost to the student. The student will be directed to share the Standards for the Study of Law to the provider. The student may also be required to execute necessary releases so that the report from the evaluation may be provided to appropriate Southwestern administrators. Southwestern may also request that the student execute releases for other outside health records as part of the evaluation process. If a student refuses to execute a release or respond within the timeframe set by the Student Services Office, the Student Services Office may proceed with the assessment based on information in its possession.

b. Student information

The Student Services Office will consider any medical or other relevant information submitted by the student, including but not limited to a medical or psychological evaluation by a healthcare professional of the student's choice.

The Student Services Office will give significant weight to the opinion of the student's treatment provider(s) regarding the student's ability to function academically and safely at Southwestern with or without reasonable accommodations. If the Student Services Office determines that the information

provided by the treatment provider(s) is incomplete, requires further explanation or clarification, or is inconsistent with other information in the student's record, the Student Services Office may ask

the student to provide additional documentation from the healthcare professional or, if the student provides proper authorization, the Student Services Office may contact the treatment provider(s) to obtain additional information.

c. Reasonable accommodation

Inherent to the decision-making process is Southwestern's commitment to consider an individual's past and ongoing condition, which may have contributed to the risk of harm. The Student Services Office may seek the assistance of other resources, as needed, to determine if the student is a qualified individual with a disability and whether a reasonable accommodation will allow that student to meet their essential academic and other Southwestern community responsibilities while abating the risk of harm and maintaining a safe environment for all students. This determination will also evaluate whether the accommodation can be provided without fundamentally altering the essential functions of the educational program provided by Southwestern, lowering academic standards, or creating an undue hardship for Southwestern.

d. Other resources

The Student Services Office will also confer, as feasible and when appropriate in a particular matter, with individuals regarding the need for an MHLA. Although each case will vary, conferring individuals could include (i) the Vice Dean, (ii) the Associate Dean of a program in which the student is enrolled (e.g., Online or SCALE), (iii) faculty members, (iv) with appropriate authorization, the student's treatment provider(s) or other healthcare professionals, (v) members of Southwestern's behavioral intervention team, (vi) a resource with expertise in mental health disabilities, and (vii) other individuals as may be appropriate in a particular matter.

3. Determination

In consultation with the Student Services Office, the Vice Dean, and Dean will review the relevant documentation and available information and decide how to proceed. The decision may include the following:

- that the student remains enrolled with no conditions;
- that the student remains enrolled subject to conditions (including a description of those conditions); or
- that the student be placed on an MHLA.

a. Enrolled subject to conditions

If Southwestern allows the student to remain enrolled subject to conditions, then the student's failure to comply with the conditions may,

after appropriate consideration, result in the imposition of an MHLA. If a student is permitted to remain enrolled subject to conditions, the Vice Dean will inform the student in writing of the effective date and the duration of the modified attendance.

b. MHLA

If Southwestern requires an MHLA, the Vice Dean will inform the student in writing of the leave decision and the basis for the decision, the effective date of the leave, the length of the leave, and conditions or requirements for return (if applicable). The length of the leave will be determined on an individual basis. The written notice will include information about the student's right to appeal.

F. Possible Actions

In responding to a situation listed in **Section E**, Southwestern reserves the right to determine appropriate responses including, but not limited to, the following options:

- Allow the student to remain in school but require a specific mental or physical health evaluation within a certain period (typically 10 days) by a provider designated or approved by Southwestern at no cost to the student. The student may also be required to execute necessary releases so that the report from the evaluation may be provided to appropriate Southwestern administrators. Southwestern may also request that the student execute releases for other outside health records as part of the evaluation process. Evaluation results will be provided to the Associate Dean for Student Services, who will determine next steps.
- Invoke an Interim Health Restriction or MHLA.
- Notify the student's designated emergency contact and appropriate Southwestern officials about a mental or physical health or safety emergency. Notifications are made on a need-to-know basis.

A student typically will be allowed to take a VHLA before Southwestern initiates an Interim Health Restriction or MHLA process.

Nothing in this policy limits the power of Southwestern to take administrative action to ensure the safety of the Southwestern community.

G. Implications of a Health-Related Leave

This Section applies to a VHLA or MHLA unless a specific provision is expressly limited to one type of health-related leave.

1. Association with Southwestern

Unless expressly permitted by the Vice Dean or Dean for a MHLA or the Associate Dean for Student Services for a VHLA, except to attend a meeting or hearing related to their case, a student on a health-related leave will not be permitted to be on campus or participate in

any Southwestern-sanctioned events or activities on or off campus, attend or participate in any Southwestern class, participate in academic, co-curricular, or extracurricular activities and on-campus employment. Southwestern's foremost goal for students on a health-related leave is to allow the student to address the medical condition that caused the health-related leave. A student on a health-related leave will retain access to their Southwestern email.

2. Leadership positions

A student on a health-related leave cannot participate or hold a leadership position in a Southwestern student organization or Honors Program during the leave period.

3. Services and student status

Students on a health-related leave typically retain their admitted student status; however, they are not registered and do not have the rights and privileges of registered students. For example, students on a health-related leave will not have access to the Career Services Office, including Symplicity, individual career counseling, on-campus interviewing, and on- or off-campus Career Services Office events or programs. Students on a health-related leave will have access to BisonCares and, subject to eligibility and payment requirements, student health insurance. Exceptions to this general rule will be addressed on a case-by-case basis by the Vice Dean for an MHLA and the Associate Dean for Student Services for a VHLA.

4. Transcript notation

The notation "Leave of Absence" will be entered on the student's transcript. The student will receive a "W" on their academic transcript if the health-related leave is taken after the add/drop period. If the health-related leave occurs during the add/drop period, the student will be dropped from classes without any notation on the transcript of having left for health reasons. Thus, a health-related leave will not affect the student's grade point average.

5. Character-and-fitness certification

Southwestern may report a student's health-related leave to any board of bar examiners that a student applies for if required in response to character-and-fitness certification questions of that jurisdiction.

6. Tuition, financial aid, and scholarships

A portion of the tuition paid by the student for courses not fulfilled during the term in which the health-related leave occurs may be refunded per Southwestern's Student's Right to Cancel and Tuition Refund Policy and Return of Title IV Funds Policy, if applicable. Southwestern will send any refunds not required to be returned to the Department of Education to the student via direct deposit. Subject to the specific terms of the scholarship, if a student goes on a health-related leave, Southwestern will reinstate their scholarship if they return to Southwestern and are still eligible for it. A student on a health-related leave will not receive a class rank for the year of the leave and will not be considered for Dean's Merit Scholarships.

Due to provisions of the One Big Beautiful Bill, passed in July 2025, students who take or are placed on a leave of absence during the 2025–2026 academic year may be subject to new restrictions that did not apply previously.

- Voluntary leave: Students considering a leave should contact the Financial Aid Office in advance to discuss the potential impact of these restrictions.
- School-initiated leave: Students placed on a leave by the school must meet with the Financial Aid Office to review how the new federal loan rules apply to them. Completing this financial aid review is mandatory both when the leave begins and before the student may return.

7. Housing

Unless expressly permitted by the Vice Dean for an MHLA or the Associate Dean for Student Services for a VHLA, if the student resides in The Residences, Southwestern may terminate the lease according to the terms and conditions of the lease and provide notice to vacate to the student. Southwestern may also prohibit the student from visiting The Residences. Students may be eligible to receive refunds of portions of their housing charges. The Vice Dean and the Associate Dean for Student Services will consult with the Chief Operating Officer when considering exceptions to this section.

8. Incomplete grade

A health-related leave may extend the time period of an Incomplete grade if approved by the Vice Dean for an MHLA and the Associate Dean for Student Services for a VHLA.

9. Degree completion timeline

Whether a student takes a VHLA or is placed on a MHLA, the period of leave will count toward the maximum time allowed to complete the J.D. degree. For students who entered Southwestern before August 2025, the maximum period for completion is 84 months from the commencement of law study at Southwestern or at a law school from which transfer credit has been accepted.

For students entering in or after August 2025, the maximum period for completion is 72 months. Southwestern is not obligated to extend this time limit, even in cases involving mandated health leaves, and students whose cumulative leaves or other interruptions would exceed the applicable maximum time may not be permitted to return.

H. Transfer Requests and Letters of Good Standing

A student who (i) is placed on an Interim Health Restriction or MHLA or takes a VHLA and (ii) withdraws from Southwestern before the Interim Health Restriction has been lifted or resolved or before they have returned from the VHLA or MHLA will retain the academic status they held at the time of withdrawal (e.g., academic probation or good standing). However, because the Interim Health Restriction, VHLA, or MHLA process was incomplete at the time of departure, the student is not eligible to automatically re-enroll at Southwestern. Any future return requires an individualized

readiness assessment and administrative approval in accordance with **Section I** of this policy.

If a student in a situation described in this section requests a letter of good standing or similar document to transfer to another institution or another purpose, Southwestern will generally confirm:

- the student's academic standing at the time of departure;
- the fact that the student's withdrawal is voluntary;
- that the student is not eligible to automatically re-enroll; and
- if applicable, any past disciplinary sanctions imposed by Southwestern and any disciplinary proceedings pending at the time of withdrawal.

Southwestern will not disclose the existence or nature of an Interim Health Restriction, VHLA, MHLA, or any related health information unless the student provides informed, written consent pursuant to the Family Educational Rights and Privacy Act (FERPA) and other applicable privacy laws. Even with consent, Southwestern reserves the discretion to disclose only what is necessary to accurately reflect the student's record and institutional obligations.

I. Process for Returning from a Health-Related Leave

This Section applies to returning from a VHLA or MHLA unless a specific provision is expressly limited to one type of health-related leave.

1. Student responsibilities

Students who wish to return from a health-related leave must demonstrate that they can safely resume their program and not disrupt the community. Students must be well enough to carry out substantial self-care obligations and participate meaningfully in their educational activities. Southwestern will consider whether the student has completed their leave plan when evaluating readiness to return.

A student seeking a return from a health-related leave must take the following steps:

a. Request to return

Typically, a student will not be allowed to return until the full leave period has elapsed and the student has met all conditions and requirements of the leave plan.

To return from a health-related leave, a student must submit (i) a Student Readiness to Return Form completed by their treating provider(s) to the Health Leave Coordinator; and (ii) a completed Request to Re-Enroll Form.

To return from an MHLA, the student must write a personal statement describing what the student did while on leave; what the student perceives were the reasons for the leave; and what changes, if any, the student plans to implement that will allow the student to safely and effectively meet the requirements of their academic program. The student must also describe how they have satisfied all conditions for return and must submit an updated resume with the statement.

To allow ample time for the review process, the deadlines to submit the Student Readiness to Return form, Request to Re-Enroll Form, and personal statement with resume (for a MHLA) to the Student Services Office are as follows:

- October 31 for possible return for the January intersession, spring semester, or SCALE Quarter 7;
- February 15 for possible participation in the London Study-Abroad Program;
- April 15 for possible return for the regular summer session;
- June 30 for possible return for SCALE Quarter 5 or the fall semester; or
- Thirty calendar days for possible return for any other term or SCALE period.

If the student submits all needed materials outside these deadlines, Southwestern will attempt to be flexible and review the student's request to return for the desired semester, period, or term. But an expedited review is not guaranteed.

b. Additional information about student readiness

Depending upon the nature and individual circumstances of the health-related leave, the Student Services Office may request additional information demonstrating that the student has reasonable capability of day-to-day functioning, with or without accommodations. The decision to require a student to provide this information will be made on an individualized basis and conveyed to the student in writing, along with an explanation about why the information is needed. The student may also voluntarily submit this information with their other materials.

A student might be able to demonstrate their day-to-day functioning in various ways. For example, a student may provide documentation from a reliable community observer who can comment on their activities and readiness to resume their studies. A reliable community observer could be a mentor, a member of the clergy, a work or community service supervisor, co-worker, personal trainer, athletic coach, or some other individual in a position to have observed the student during the leave and who is not related to the student by blood, marriage, or law. Where possible, the letter should be submitted on letterhead stationery, signed, dated, and describe the student's daily activities and the extent to which the writer feels the student is ready to resume studies and participate productively at Southwestern. Alternatively, a student may provide the name and contact information of a reference who can provide information concerning the student's daily activity and readiness to resume studies. The student need not disclose the reason for the leave of absence to the letter writer or reference.

2. Review by the Student Services Office

The Student Services Office gives significant weight to the documented opinion of the

student's treatment providers regarding the student's ability to function academically and safely at Southwestern with or without accommodations. When reviewing a request to return, if the Student Services Office determines that information provided by the treatment provider is incomplete, requires further explanation or clarification, or when there is a disconnect between the medical information provided by the treatment provider and other information in the student's files, the Student Services Office will, if the student provides proper authorization, contact the treatment provider to obtain additional information. In extraordinary circumstances (e.g., Southwestern is concerned about the medical provider's credentials), the Student Services Office may request that the student undergo an additional assessment to allow Southwestern to decide about the student's readiness for return. In those rare instances, the Student Services Office will notify the student of its rationale for making this request. The student will not be responsible for the costs of additional assessments that Southwestern requests.

3. Review by the Associate Dean for Student Services and Vice Dean

After the Student Services Office receives and reviews all documents related to the requested return, (i) for an MHLA, the Associate Dean for Student Services will review all relevant materials with the Vice Dean and Dean; they will decide whether it is appropriate for the student to return for the requested semester, quarter, or term or a later semester, quarter, or term and (ii) for a VHLA, the Associate Dean for Student Services will review all relevant materials and will decide whether it is appropriate for the student to return. Southwestern may place restrictions on the student's return. Restrictions might include a reduced course load, limits on co-curricular or extracurricular activities, requirements to work with a member of the Academic Success and Bar Preparation department, requirements for regular check-ins with the Student Services Office, etc. The decision, including any restrictions, should be sent to the student in writing along with a copy of or link to this policy.

4. Request to return approved

Once a student receives a decision allowing their return, the Student Services Office or Health Leave Coordinator will contact the student to request a check-in visit to review their safety and plan for sustained health, including recommendations for ongoing treatment. Students with disabilities may be eligible for reasonable accommodations and should follow the provisions of the Policy Statement Regarding Students and Applicants with Disabilities. The Student Services Office or Coordinator will also help the returning student coordinate with other offices, such as Financial Aid, Registrar, etc.

A student returning from a health-related leave is responsible for registering for the semester, quarter, or term following the expiration of the leave. They must notify the Registrar's Office in writing to have their student account reactivated to register.

5. Request to return denied and appeal

If Southwestern denies the student's request to return from leave, the student may appeal that decision. See **Section K** below.

6. Failure to return

If the student does not plan to return to Southwestern, the student should notify the Health Leave Coordinator at their earliest convenience. Any student who does not return following the expiration of their leave or after their return has been approved will be assumed to have permanently left Southwestern. They will be readmitted only upon successfully completing the return process above (i.e., receiving approval to return) and then filing a new entering student application for admission using regular admission channels. There is no guarantee that the student will be readmitted. A student who fails to enroll in any semester, quarter, or term and has not been granted a leave of absence will be deemed to have withdrawn from Southwestern.

J. Individualized Assessment

Southwestern will base any decision under this policy on objective criteria, not speculation, stereotypes, or generalizations. Before placing any student with a disclosed or known disability on an MHLA, Southwestern will perform an individualized assessment to determine if a reasonable accommodation would permit the student to continue participating in Southwestern's community without an MHLA.

K. Appeal

A student subject to an action under this policy (e.g., placement on an MHLA, placement on an Interim Health Restriction, denial of a VHLA request, denial of a request to return) may appeal any decision of the Associate Dean for Student Services or Vice Dean to the Dean. A student who wishes to appeal must submit a written appeal to the Dean within 10 business days of receiving a decision. The Dean may extend this time for good cause shown, such as a student's continued hospitalization.

The appeal must specify the substantive or procedural basis for the appeal and must be made on grounds other than general dissatisfaction with the decision. The appeal process is designed to remain individualized and interactive. At any point before the final determination, the student may submit additional information relative to the student's care or progress.

The Dean will review relevant documents and any additional information submitted by the student and may confer with Southwestern officials. In addition, the Dean may meet or speak with the student. The Dean has 10 business days from receiving the appeal to decide. The Dean may extend the time limit for good cause.

The review by the Dean will be limited to the following considerations:

- Were the proper facts and criteria brought to bear on the decision?
- Has the student or another person provided material, relevant new information not

previously available?
- Did any procedural irregularities materially affect the outcome to the student's detriment?
- Was the decision reasonable given the proper facts, criteria, and procedures?

The Dean may (a) uphold the decision, (b) reverse the decision, (c) modify the decision (e.g., reinstating the student subject to specified conditions), (d) return the matter to the decision maker, or (e) take other action consistent with this and other Southwestern policies. The Dean will transmit a written decision to the student, the Vice Dean, and the Associate Dean for Student Services. Unless the Dean returns the matter to another decision maker, the Dean's decision is final and not subject to further appeal.

L. Confidentiality

Southwestern recognizes the sensitive and confidential nature of a health-related leave. Southwestern's use and disclosure of information related to a student's health-related leave will be guided by laws governing the privacy of student information, such as FERPA, and the limited exceptions for disclosure provided by law.

M. Recordkeeping

Documentation generated in connection with administering this policy will be kept in a secure file accessible only to the Student Services Office, Vice Dean, and Dean. If related to a disability, documentation will also be kept in a student accommodation file. The Voluntary Health-Related Leave of Absence Request Form will be retained in the official student file.

N. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Summer-Abroad Law Programs Policy

Administrative policy.

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; technical edits made in July 2023; technical edits made in June 2024.

Related policies: Financial Aid Policy; Maximum J.D. Units Policy; and Transfer and Visiting Students Policy

Scheduled Review Date: March 2026 (Student Services Office)

A. Participating in Summer-Abroad Law Programs

Southwestern Law School sponsors a summer-abroad law program in London. To be eligible to participate, students must have completed their first year of study and be in good academic standing before the program's start. The program director may also consider a student's academic performance when determining enrollment.

Students may generally attend Southwestern's summer-abroad law program once during their time at Southwestern. Students may attend a second time at the program director's discretion in consultation with the Associate Dean for Students Services.

A maximum of eight units from Southwestern summer-abroad programs may be applied toward the J.D. degree. The program director and the Associate Dean for Student Services must approve any deviation from the eight-unit maximum requirement in writing. In determining whether a student may attend the program a second time, the program director will consider whether the student would displace another student who has not yet participated in a summer-abroad experience.

Students interested in participating in summer-abroad programs sponsored by other law schools should consult the *Transfer and Visiting Students Policy* for procedures for approval and maximum unit restrictions.

B. Financial Aid Availability

Students should be aware that there may be limitations on financial aid availability for summer-abroad programs and are strongly advised to contact the Financial Aid Office before registering or paying any

program fees.

C. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Time Limits for Grading and Feedback in Distance Education Courses

Faculty policy. Effective as of June 1, 2024.

Revision history: New policy required by California Code of Regulations 71715(d)(7).

Related policies: Distance Education Policy for Programs Other Than the Online J.D. Program; Grading, Scholastic and Other Honors, and Specialized Courses Policy; Examination Administration Policy

Scheduled Review Date: May 2025 (Office of the Vice Dean(s))

A. Application

This policy applies to all Distance Education courses offered at Southwestern Law School. Consistent with Definition 7 of the ABA Standards and of the California Code of Regulations, a "Distance Education Course" means one in which students are separated from all faculty members for more than one-third of the instruction and the instruction
involves the use of technology to support regular and substantive interaction between the students and all faculty members, either synchronously or asynchronously.

B. Returning Grades and Feedback to Students

1. Within 10 days of the due date listed on the course syllabus, a faculty member will provide to students a response or an evaluation of the following assignments and assessments:

    a. Graded discussions;
    b. Graded case briefs or similar materials;
    c. Quizzes;
    d. Short essays;
    e. Oral reports or presentations;

f. Video reports or presentations;
g. Other types of weekly assignments; and
h. Other work related to weekly lessons.

2. Within 21 days of the due date or examination administration date listed on the course syllabus or in official Registrar's Office announcements, a faculty member will provide to students a response or an evaluation of the following assignments and assessments:

a. Midterm examinations;
b. LAWS I initial and draft memos;
c. LAWS II draft brief;
d. First complete or substantial drafts of seminar papers, law review or law journal notes, or similar papers; and
e. Any assignment worth at least 15% of the final course grade.

3. The following assignments and assessments must be returned to students on the date listed on the relevant academic calendar for the release of final course grades:

a. Final course grades;
b. Grades and feedback on final examinations;
c. Grades and feedback on final LAWS I and II final written projects;
d. Grades and feedback on final seminar papers, law review or law journal notes, or similar papers;
e. Grades and feedback on final simulation projects (e.g., final trial); and
f. Grades and feedback on final class project, whether group or individual.

C. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Summer-Abroad Law Programs Policy

Administrative policy.

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; technical edits made in July 2023; technical edits made in June 2024.

Related policies: Financial Aid Policy; Maximum and Minimum J.D. Units Policy; and Transfer and Visiting Students Policy

Scheduled Review Date: March 2026 (Student Services Office)

A. Participating in Summer-Abroad Law Programs

Southwestern Law School sponsors a summer-abroad law program in London. To be eligible to participate, students must have completed their first year of study and be in good academic standing before the program's start. The program director may also consider a student's academic performance when determining enrollment.

Students may generally attend Southwestern's summer-abroad law program once during their time at Southwestern. Students may attend a second time at the program director's discretion in consultation with the Associate Dean for Students Services.

A maximum of eight units from Southwestern summer-abroad programs may be applied toward the J.D. degree. The program director and the Associate Dean for Student Services must approve any deviation from the eight-unit maximum requirement in writing. In determining whether a student may attend the program a second time, the program director will consider whether the student would displace another student who has not yet participated in a summer-abroad experience.

Students interested in participating in summer-abroad programs sponsored by other law schools should consult the *Transfer and Visiting Students Policy* for procedures for approval and maximum unit restrictions.

B. Financial Aid Availability

Students should be aware that there may be limitations on financial aid availability for summer-abroad

programs and are strongly advised to contact the Financial Aid Office before registering or paying any program fees.

Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Switching J.D. Programs

Administrative policy approved July 14, 2025. Effective immediately.

Revision history: Formerly a part of the Academic Policies and Procedures; established as a standalone policy in July 2025; technical edits were made in July 2025.

Related policies: Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; SCALE Program Policies

Scheduled Review Date: May 2027 (Student Services Office)

A. Switching from the Part-Time Program to the Full-Time Program

Students who desire 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 eligibility and planning. Students may request to transition from part-time to full-time any time after completing their first year.

B. Switching from the Full-Time Program to the Part-Time Program

Students who desire to change their program from full-time to part-time must meet with the Student Services Office to discuss eligibility and planning. Students may transition from full-time to part-time only if approved by the Associate Dean for Student Services.

C. Switching Between Residential and Online J.D. Programs

Students wishing to change their program from residential to online or from online to residential must meet with the Student Services Office to discuss changing programs. In evaluating the request, the office will consider several factors, including but not limited to whether a viable pathway exists to complete the program, compliance with ABA Standards on distance education, space availability in the desired program, and potential impact on the student's GPA. Students in the Online J.D. Program are not eligible to transfer into a residential program if they have completed 44 or more units through distance education. However, students in the Online J.D. Program who have completed at least 30 credit hours may take elective courses in the residential program without limit.

D. Switching from SCALE to the Day, PLEAS/Part-Time, or Evening Programs

Students enrolled in the SCALE program who wish to switch to Day, PLEAS/Part-Time, or Evening program must first meet with the Student Services Office. Students may not switch into the SCALE Program from other J.D. programs.

E. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Time Limits for Grading and Feedback in Distance Education Courses

Faculty policy. Effective as of June 1, 2024.

Revision history: New policy required by California Code of Regulations 71715(d)(7); technical edits were made in July 2025; clarifying edits were made in March 2026 regarding the time limit to provide individualized feedback.

Related policies: Distance Education Policy for Programs Other Than the Online J.D. Program; Grading and Scholastic Honors Policy; Examination Administration Policy

Scheduled Review Date: May 2027 (Office of the Vice Deans)

A. Application

This policy applies to all distance education courses offered at Southwestern Law School. Consistent with Definition 7 of the ABA Standards and of the California Code of Regulations, a "distance education course" is a course in which students are separated from all faculty members for more than one-third of the instruction and the instruction involves the use of technology to support regular and substantive interaction between the students and all faculty members, either synchronously or asynchronously.

B. Returning Grades and Feedback to Students

1. For assignments that the professor is using to provide individualized feedback to students, the professor will provide feedback within 10 days of the due date listed on the course syllabus or of the last student submission, whichever is later. Such

assignments may include:

a. Graded discussions;

b. Graded case briefs or similar materials;

c. Quizzes;

d. Short essays;

e. Oral reports or presentations;

f. Video reports or presentations;

g. Other types of weekly assignments; and

h. Other work related to weekly lessons.

2. Within 21 days of the due date or examination administration date listed on the course syllabus or in official Registrar's Office announcements, a faculty member will provide students with a response or an evaluation of the following assignments and assessments:

a. Midterm examinations;

b. LAWS I initial and draft memos;

c. LAWS II draft brief;

d. First complete or substantial drafts of seminar papers, law review or law journal notes, or similar papers; and

e. Any assignment worth at least 15% of the final course grade.

3. The following assignments and assessments must be returned to students on the date listed on the relevant academic calendar for the release of final course grades:

a. Final course grades;

b. Grades and feedback on final examinations;

c. Grades and feedback on final LAWS I and II final written projects;

d. Grades and feedback on final seminar papers, law review or law journal notes, or similar papers;

e. Grades and feedback on final simulation projects (e.g., final trial); and

f. Grades and feedback on final class project, whether group or individual.

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.

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Withdrawing from Southwestern

Administrative policy.

Revision history: Formerly a part of the Registration Policies and Procedures; established as a standalone policy in December 2024; technical edits made in May 2025; reviewed in October 2025; edits made in March 2026 to reflect new BPPE regulations regarding student cancellations, withdrawals, and refunds; technical edits made July 2026.

Related policies: Registration Policies and Procedures; Return of Title IV Funds Policy; Student's Right to Cancel or Withdraw and Tuition Refund Policy; Administrative Withdrawal Policy; Student Honor Code; Code of Student Professionalism and Conduct; Institutional Leave of Absence and Return Policy; Student Health-Related Institutional Leave of Absence and Return Policy; Grading and Scholastic Honors Policy; Attendance Policy; Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; SCALE Program Policies; Master of Laws Program Policies; Sexual Misconduct Policy; Withdrawal Form

Scheduled Review Date: July 2028 (Registrar's Office; Student Services Office)

Purpose

The purpose of this policy is to establish clear guidelines and procedures for students who wish to withdraw from Southwestern Law School. It also addresses situations in which Southwestern may involuntarily withdraw the student. The policy aims to ensure a fair and transparent process for students while maintaining academic integrity and Southwestern's standards.

Eligibility for Withdrawal

1. **Voluntary withdrawal**

   A student may voluntarily withdraw from Southwestern at any time during their academic program. Voluntary withdrawal includes situations where a student decides to leave the program for personal, academic, or other reasons.

2. **Involuntary withdrawal**

   In cases where Southwestern deems it necessary, Southwestern may initiate an involuntary withdrawal. The Student Services Office will provide notice to any student who is being involuntarily withdrawn by the Law School. Grounds for involuntary withdrawal may include academic disqualification, violating the Student Honor Code or Code of Student Professionalism and Conduct, failing to adhere to attendance requirements, failing to provide college transcripts showing undergraduate degree completion, failing to return from an institutional leave of absence as scheduled, and other circumstances determined by Southwestern's administration.

Withdrawal Procedures

A student who wishes to withdraw from Southwestern voluntarily must submit a Withdrawal Form to the Student Services Office. The written request must include the student's full name and student identification, reason(s) for withdrawal, and proposed effective date of withdrawal.

Upon receiving the withdrawal request, the Student Services Office will provide the student with information about any financial implications, academic consequences, and the process for returning any Southwestern property, including library materials and identification cards. The effective date of withdrawal will be (i) the student's last day of attendance or (ii) the date Southwestern receives the student's Withdrawal Form, whichever date is earlier. When the Law School involuntarily withdraws a student, the date the Law School provides written notice to the student of the involuntary withdrawal will be the effective date of the withdrawal.

Academic and Financial Implications

1. **Academic consequences**

   A student who voluntarily withdraws from Southwestern before the end of a grading period (e.g., semester, quarter, etc.) will receive a "W" grade for each course in which they are enrolled. The "W" grade does not affect the student's GPA. A student who is involuntarily withdrawn due to academic misconduct may receive "F" grades for the affected courses, which will be factored into their GPA.

Withdrawing from Southwestern does not prevent Southwestern from issuing a grade or any resulting academic determinations for a completed term or course.

2. Financial implications

Tuition refunds, if applicable, will be determined based on the Student's Right to Cancel or Withdraw and Tuition Refund Policy in effect at the time of withdrawal. A student who received financial aid or scholarships should consult with the Financial Aid Office to understand the impact of withdrawal on their financial aid package or scholarship eligibility.

3. Other consequences

Withdrawing from Southwestern does not prevent Southwestern from continuing its investigation of an open matter (e.g., under the Student Honor Code, Code of Student Professionalism and Conduct, Sexual Misconduct Policy, etc.) or issuing sanctions.

Readmission

A student who has voluntarily withdrawn from Southwestern may apply for readmission through Southwestern's regular admissions process. If the student is academically disqualified, or if Southwestern learns after the withdrawal that a student violated a Southwestern policy or code, the student may apply for readmission if they are eligible. The Admissions Office will provide reapplication procedures and deadlines.

If Southwestern involuntarily withdraws a student, the student may not be eligible to apply for readmission.

If a student is readmitted as a first-year student after a voluntary or involuntary withdrawal, the grades that the student received at Southwestern before the withdrawal or that the student earned and Southwestern issued after the withdrawal will be listed on their transcript as part of their academic record. The unit credits, however, will be removed, and the student's grade point average will start anew. Students should confer with the Financial Aid Office about how and whether readmission impacts their ability to receive student financial aid.

Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Examination Administration Contingency Plan

Administrative policy approved October 11, 2023.

Revision history: Edited May 2024 to address online, remote examinations; May 2024 edits are effective as of August 1, 2024; revised November 2024 to add references to Examplify for fully online courses; revised in December 2025 to remove references to ProctorU; technical edits made in December 2025.

Related policies: Examination Administration Policy; Online Student Identity Verification Policy

Scheduled Review Date: July 2027 (Associate Dean for Academic Innovation and Academic Administration)

A. Purpose

Southwestern Law School strives to be prepared for emergencies, including those that may occur during examinations. This plan is designed to provide notice about how Southwestern intends to proceed with scheduled in-person and online examinations when its exam administration platforms (e.g., Examplify) are unavailable or if the campus is closed due to an emergency. Emergencies include, but are not limited to, severe weather events or natural disasters, power loss, inability of the exam administration platforms to provide services, epidemics, emergency evacuation of the examination room, or civil disturbances.

The plan is subject to change based on the specific nature of the emergency, Southwestern's technological ability to communicate with students, guidance from government officials or the third-party platform provider, or other unforeseen reasons. If Southwestern deviates from the plan below, Southwestern's decisions will consider factors such as examination integrity, the course professor's input, fairness and equity to impacted students, when the examination will occur in relation to the start of the emergency, the anticipated length of the emergency, and potential impact on subsequent examinations, if any, in the examination period.

This policy applies to midterm examinations, final examinations, and other assessments scheduled through the Registrar's Office.

B. Communicating Under This Policy

If Southwestern activates this plan, an appropriate member of the senior leadership team will notify impacted students and faculty members via Southwestern email. Southwestern may also send a message via SW-Alert. Members of the Southwestern community are encouraged to register for SW-Alert on the Emergency & Safety section of the portal.

C. Examinations for Courses with an On-Campus Component

1. Examplify is unavailable

Southwestern uses Examplify for in-person examinations. Examplify has proven to be reliable, but it could become unavailable due to a power outage, cyberattack, or other emergency.

If Examplify is unavailable, the examination will proceed at the scheduled time, but students will complete their examinations using Blue Books and Scantron sheets. Any word or page limits established in the examination instructions will not be enforced. If Blue Books and Scantron sheets are unavailable, Southwestern may reschedule the examination.

Students unable to complete the examination using a Blue Book or Scantron (e.g., due to an accommodation that requires the use of software licensed by Southwestern) will complete the examination using a loaner Southwestern device. If a device is not available, Southwestern will work with each affected student to develop an equitable solution.

2. Southwestern's campus is closed due to an emergency

If Southwestern's campus is closed due to an emergency, for examinations that were to be administered on campus, Southwestern will endeavor to administer those examinations remotely at the scheduled time or as close to the scheduled time as possible. Examinations previously scheduled as remote examinations will proceed remotely, as scheduled.

Examinations will be administered remotely via Examplify and will comply with the Online Student Identity Verification Policy. Remote exam security features may include ExamID and ExamMonitor (these features provide identity verification via facial recognition and video/audio recording of the student's examination setting during the examination).

Under these circumstances, a professor may change the examination's composition from that previously announced to the class (e.g., an examination originally planned to include essays and multiple-choice questions may change to only essay questions or include fewer multiple-choice questions) and impose a word or page limit.

For students who complete examinations on Southwestern-provided devices,

Southwestern will work with each impacted student to develop an equitable solution.

3. Examplify is unavailable, and Southwestern's campus is closed due to an emergency

If Examplify is unavailable and Southwestern's campus is closed due to an emergency, all students will complete their examinations remotely. The examination will be administered as an open-book, open-note take-home examination. "Take-home" means an examination is not proctored.

A professor may change the examination's composition from that previously announced to the class (e.g., an examination originally planned to include essays and multiple-choice questions may change to only essay questions or include fewer multiple-choice questions) and impose a word or page limit.

For students who complete examinations on Southwestern-provided devices, Southwestern will work with each impacted student to develop an equitable solution.

4. Emergency during an examination in progress

If an emergency occurs during an in-person examination, Southwestern will evaluate the situation and assess options on a course-by-course basis, considering the remaining examination time and the duration of the emergency. A non-exhaustive list of possibilities includes allowing students to complete the examination at a later point, perhaps shortly thereafter (e.g., in the event of a fire alarm sounds but the campus is safe to re-enter); grading the examination on the basis of work completed at the time of the disruption; administering the examination on a later date, whether as a schedule examination or take-home examination; or grading on a C/NC basis with or without an Incomplete option. Except when the examination is restarted shortly after the disruption, a Vice Dean will make every effort to consult with the faculty member whose examination is impacted by the emergency before selecting the option to apply.

D. Examinations for Fully Online Courses

Southwestern will utilize online examination software to administer remote, online examinations.

1. Online examination software is unavailable

If the online examination software is unavailable, students will complete their examinations using Examplify with an ExamID and ExamMonitor.

Southwestern may work with the professor to change the examination's composition (e.g., an examination originally planned to include essays and multiple-choice questions may change to only essay questions or include fewer

multiple-choice questions) or may convert the examination, reschedule the examination, or take other steps that are fair and equitable to those who may have already taken the examination and those who must still take the examination.

The examination may be administered as an open-book, open-note take-home examination. The examination will become available on Canvas, Southwestern's Learning Management System, at the regularly scheduled examination time and will be available for the originally planned duration (e.g., three hours).

2. Examplify is unavailable

If Examplify is not available, Southwestern may work with the professor to change the examination's composition (e.g., an examination originally planned to include essays and multiple-choice questions may change to only essay questions or include fewer multiple-choice questions) or may convert the examination, reschedule the examination, or take other steps that are fair and equitable to those who may have already taken the examination and those who must still take the examination.

Additionally, the examination may be administered as an open-book, open-note take-home examination. "Take-home" means an examination is not proctored. The examination will become available on Canvas, Southwestern's Learning Management System, at the regularly scheduled examination time and will be available for the originally planned duration (e.g., three hours).

Southwestern will release the examination on the Exam Administration Canvas course. Students will complete the examination in Canvas and submit their completed examination through the Exam Administration Canvas course.
Students must begin the exam during the scheduled or rescheduled examination window. Canvas will track each student's examination time and end the exam after the examination duration has elapsed.

3. Canvas is unavailable

If Canvas is not functioning, students will be instructed to email exams@swlaw.edu with the course name and professor in the subject line to receive their examinations. They will complete the examination using Word and return it by email. If a student returns an examination answer after the permissible time period, including a 10-minute grace period for downloading and emailing, the professor has discretion to reject the examination, accept the examination, or accept the examination subject to a grade or point penalty. If the Student Services Office concludes that the failure to return the examination answer on time resulted from an excusable technological difficulty, the Student Services Office will determine whether the professor should grade the examination for a letter grade or on a Credit/No Credit basis.

4. Emergency while an examination is in progress

If an emergency occurs while an online examination is in progress (e.g., a fire, a health emergency requiring immediate medical attention), students should notify the live proctor. The proctor will have instructions on how to handle certain emergencies. If the proctor cannot address the student's situation, the student can request that the proctor contact an intervention specialist. If the intervention specialist cannot resolve the problem, the student should do their best to complete the examination. If, after working with the intervention specialist, the student is still unable to complete the examination due to an emergency, the student should contact exams@swlaw.edu immediately. Southwestern will evaluate the situation and assess options on a student-by-student basis, taking into account the remaining examination time and the duration of the emergency. A non-exhaustive list of possibilities includes allowing students to complete the examination at a later point (e.g., in the event of a fire alarm sounding but the exam room is safe to re-enter); grading the examination based on work completed at the time of the disruption; and granting an Incomplete.

E. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Examination Administration Policy

Administrative policy approved July 22, 2022.

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; revised October 2023; renamed "Examination Administration Policy" and revised in May 2024 to address courses that are offered in a primarily online format, incorporate the formerly separate Examination Policies, and create a freestanding Criteria for Final Course Grade Policy and a freestanding Examination Review Policy; revised November 2024 to add Examplify in place of ProctorU; technical and clarifying edits made in December 2025.

Related policies: Religious and Cultural Observances Policy; Incomplete Grade Policy; Grading and Scholastic Honors Policy; Online Student Identity Verification Policy; Student Honor Code; Disability Accommodations Policy (Including Standards for the Study of Law); Criteria for Final Course Grade Policy; Examination Review Policy; Examination Administration Contingency Plan

Scheduled Review Date: March 2026 (Registrar's Office and Associate Dean for Online Education)

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A. General Examination Procedures

1. **Final examination schedule:** The Law School will publish the final examination schedule on the Registrar's Office page on Southwestern's Portal. Each upper-level student is responsible for registering for courses that allow for an examination schedule that the student can manage without alteration.

2. **Courses with an on-campus component:** For courses that have an on-campus component, all midterm and final examinations will generally be administered in person and on campus. The course syllabus will include any exceptions to the in-person and on-campus midterm and final examination procedure. In addition, the Law School reserves the right to change exam administration from on-campus to remote or make other adjustments when circumstances render on-campus exam administration unsafe or

unfeasible.

3. **Fully online courses:** For courses that are fully online, including courses delivered fully via Zoom, all midterm and final examinations will be administered online with proctoring. In Self Service, fully online courses are identified by a 🌐 symbol. Southwestern reserves the right to administer an examination for a fully online course in person and on campus.

4. **Being late for an examination and missing an examination:** Except in limited circumstances outlined below or in another Southwestern policy, each student must take the examination on the date and time scheduled for the course in which the student is enrolled. Students who are late for an examination will not be allowed additional time, and students who miss the examination will not be allowed to sit for the examination.

5. **Open-book or closed-book examinations:** With a small number of exceptions, final examinations will be closed-book. Unless a final examination is specifically approved for open-book administration, it will be administered in a closed-book format. Students should consult their professor or professor's syllabus to determine if the exam will be open-book or closed-book. Students should speak to their professors regarding specific instructions for examinations.

   In a closed-book examination, students are not permitted to have access to any books, notes, outlines, other printed materials, or unauthorized scratch paper during the examination. Closed-book exams administered on campus will have three sheets of scratch paper provided in their exam packet. Closed-book exams administered online will have a digital notepad enabled. In an open-book examination, students may use books and other materials that the professor allows, provided they are physical copies or printed materials and not in digital form. Examplify will disable all documents on a student's computer while taking the exam.

   Faculty may choose to provide students with a supplement to use while taking the examination. For exams administered on campus, supplements will be provided to as part of the exam packet. For exams administered online, supplements will be provided to electronically through the Examplify platform along with any essay questions accessed through the Tool Kit.

B. Exceptions to General Examination Procedures

Exceptions to the General Examination Procedures in Section A will be made only in extraordinary circumstances as determined by the Student Services Office or, if Student Services Office personnel are unavailable, by a Vice Dean. Listed below are the most anticipated exceptions and their related procedures. Students must also follow the procedures outlined in Section C. It is particularly important to note that a student should never discuss an exception or the possibility of an exception with their course professor, as **contacting the professor may compromise anonymity.**

1. **Administrative change of exam date or time**

If the Law School changes the date or time of an examination and the change results in a conflict, the Law School may reschedule one of the student's examinations. For final examinations, relief will be granted only when the conflict was not apparent during course registration or when the potential conflict was discussed with the Student Services Office during course registration and an exception was granted in writing. A conflict exists only when two or more examinations are scheduled on the same date and time.

2. Religious or cultural observance

The Law School may reschedule an examination that conflicts with a student's religious or cultural observance under Section 5 of the Religious and Cultural Observances Policy. Student requests for exam accommodations must be directed to the Student Services Office as early in the semester as possible. Requests made late in the semester or close to an examination date may be denied.

3. ADA or pregnancy accommodation

The Law School may change an examination time or testing conditions for a student pursuant to the Disability Accommodations Policy (Including Standards for the Study of Law).

4. Student illness or injury

A student who believes they cannot sit for an examination due to an illness or injury should immediately contact the Student Services Office.

The student must visit a treatment provider, such as a physician, and obtain the necessary documentation. The student must also obtain a written statement from the treatment provider about the student's illness or injury and fitness to return to school. The Student Services Office will determine if the note is sufficient and timely. If the student receives appropriate documentation on a timely basis, the Student Services Office may permit the student to take the examination at the time and under the conditions determined by the Law School.

If the student does not visit or obtain the necessary documentation on a timely basis, they risk receiving an "F" or "Administrative F" (*F) grade in the course.

Depending on when the illness or injury occurs during the examination cycle, when the appropriate documentation is received, and other factors, the student may need to accept an Incomplete and take the examination the next time the course is offered.

5. Death or serious illness

The Student Services Office may reschedule an examination when a student experiences the death or serious illness of a person in their immediate family or another person with whom the student has a similarly close relationship. While the Law School may be able to reschedule an examination that falls on the day of a funeral, it may not be able to

reschedule an examination that falls several days after the funeral. In such a situation, the Student Services Office may consider assigning an Incomplete and allow the student to retake the examination the next time the course is offered.

6. Unavoidable conflict with clinical obligations or Advocacy Honors Program

The Student Services Office may reschedule an examination that conflicts with a court hearing or administrative proceeding connected to the Law School clinical programs. The student must demonstrate they have exhausted all means of avoiding the conflict by attempting to reschedule the hearing or to have another attorney handle the hearing if feasible. The Student Services Office may contact the supervising attorney to verify the unavoidable nature of the conflict.

The Student Services Office may reschedule a midterm examination that conflicts with the dates a student is scheduled to travel or participate in an interscholastic competition as part of the Advocacy Honors Program. The Student Services Office may contact the program director to verify the conflict.

7. Unavoidable military commitment

If a student is called to military duty or has an unavoidable military commitment, the Law School may reschedule an examination. The student must provide the Student Services Office with official paperwork as soon as possible.

8. Time zone difference

Students enrolled in the Online J.D. Program who reside in a time zone that makes the scheduled exam window unreasonable or places the student at a disadvantage (e.g., a time zone that would result in a student taking the exam in the middle of the night) may request the Student Services Office to reschedule the examination. The request must be made as early in the semester as possible, but typically at least one month before the examination. This exception is typically available only to students outside of the continental U.S. or in a time zone that corresponds to those in the continental U.S. (e.g., Hawaii).

9. Online J.D. Program considerations

Students enrolled in the Online J.D. Program that have a significant conflict that is not otherwise noted above must contact the Student Services Office as soon as possible, but typically at least one month before the examination, to request an exception and provide appropriate documentation.

C. Deferring an Examination for Extraordinary Circumstances

When an extraordinary circumstance prevents a student from taking an examination at the scheduled time, the student must follow the procedures below.

1. The student must notify the Student Services Office via email at

studentservices@swlaw.edu of the circumstances preventing the student from taking the exam. Whenever feasible, the student must provide notice before the exam. **The student should never contact the course professor about an examination deferral.**

2. As soon as possible, the student must submit to the Student Services Office via email (studentservices@swlaw.edu) a Special Exam Administration Form requesting a deferred examination and appropriate documentation supporting the request.

3. If, after considering the request, the Student Services Office grants permission for a deferred examination, an alternative exam date will be scheduled for that exam period, or a mark of Incomplete will be entered for that course. See the *Incomplete Grade Policy* located on the Institutional Policies page for specific details.

4. Absent extraordinary circumstances as determined by the Student Services Office, examinations that qualify for rescheduling under this policy will be rescheduled for the next available time that does not create a new conflict under this policy. That date may fall on a weekend or immediately after the examination period. All rescheduled exams must be completed by the end of the week immediately following the end of the exam period in which the Law School is in operation. The Law School closes for Winter Break immediately after the fall examination period.

5. Absent extraordinary circumstances approved by a Vice Dean, no examination will be rescheduled for a time before the regularly scheduled examination. Within these parameters, the Student Services Office can select the date, time, and location of the deferred examination.

D. Examination Policies

Southwestern students are responsible for reading and abiding by all examination policies and are expected to maintain a professional attitude toward other students, staff, proctors, and other exam personnel at all times Failing to follow examination policies, including oral and written instructions while the exam is in session, may constitute misconduct
under Southwestern's Student Honor Code and/or Code of Student Professionalism and Conduct.

All exams will be proctored with limited exceptions. Examplify by ExamSoft is Southwestern Law School's examination software for exams administered on campus. Online exams may use an exam software other than Examplify. See *Examination Administration Contingency Plan* for exceptions.

1. Before the examination

a. ***Minimum system requirements:*** Each student is responsible for downloading the most recent version of the Examplify app to their computer. Students must ensure their computer meets the minimum system requirements. For more information on system requirements, visit the ExamSoft webpage.

b. ***Mock exam:*** Students are urged to complete the mock exam that is available on

Examplify. Doing so will help students become familiar with the Examplify features and ensure their computer is properly set up to complete exams. The password for the mock exam templates is "Practice1." If a

student cannot see the mock exam template available for download, they should contact exams@swlaw.edu.

c. ***Anonymous numbers:*** Students will be able to view their anonymous exam ID via Self Service and should never write their name on exams or other submissions. Students should use only their exam ID number on their packet. Students are responsible for saving and securing their anonymous number.

d. ***Exam template***: For exams administered on campus, students must download the examination file immediately when notified to avoid problems on the day of the examination.

e. ***Internet connection***: Students do not need the internet to take their examination; instead, they need an internet connection only to download and upload the examination answer file. For exams administered on campus, the proctor will give students the exam password during the examination on the day of the examination.

2. Items prohibited in the examination room/space

The items listed below are expressly prohibited in the examination room/space unless permitted by the professor in the examination instructions or in writing by the Student Services Office.

For exams administered on campus, students must leave prohibited items at home or in their car; they may also reserve a locker on campus by visiting the Administrative Services Office before the examination. Proctors may confiscate items listed in this subsection. Items will be returned to students after the examination is complete. Students may also be referred to the Honor Code Committee for bringing any item in this subsection into the examination room.

- Bags, backpacks, briefcases, laptop bags or sleeves, luggage, purses, and similar items
- Wallets or similar items
- Electronic watches or smartwatches
- Electronic devices other than the laptop being used for the exam and related chargers, cords, and mouse; examples of prohibited devices include, without limitation, cellphones, fitness trackers, tablets, iPods, pagers, handheld computers, email and text messaging devices, PDAs, scanners, language translators, radios, electronic storage devices including CDs, DVDs, thumb drives and other flash drives, calculators, cameras or other picture-taking devices, audio or video recorders, and sound receptors, including headphones, earbuds, AirPods, and headsets.

- Eyeglasses with communication or recording devices
- Sunglasses
- Books, notes, outlines, printed materials, post-it notes, outside scratch paper or bluebooks, or similar items (applies to closed book exams)
- Pencil sharpeners and separate erasers
- Hats, hoods, and headwear, other than those being worn for religious or medical purposes
- Food
- Any beverage other than water
- Cigarettes, smoking and vaping devices, and smokeless tobacco
- Any item not listed below in subsection 3

3. Items allowed in the examination room/space

During an examination, only the items below in this subsection are allowed in the exam room without prior written approval from the Student Services Office.

For exams administered on campus, students should bring any permitted personal items, e.g., prescription medication, foam earplugs, pens, etc., into the exam area in a **gallon-size or smaller clear plastic bag**. Larger items, such as laptop chargers, do not need to fit into the clear plastic bag that holds their smaller items. ***All items brought into the examination room are subject to inspection by the proctors.***

- Nondigital pens (if you are handwriting the exam, you must bring your own pens with blue or black ink)
- Sharpened pencils
- Pen-style highlighters
- Silent timers (for exams administered on campus only): While the proctor is the official timekeeper, students may refer to a silent, analog watch, nondigital timers, or clock measuring 4 inches by 4 inches or smaller. Timers of any kind that make noise are prohibited.
- Eyeglasses (no cases or sunglasses)
- Foam earplugs (must not be connected)
- Menstrual products
- Prescription medication

- Inhalers
- Diabetes-related equipment
- Eye drops
- Southwestern ID
- Cash (must not have writing on it) and/or credit/debit card (wallets are not allowed in the exam room)
- Keys
- Extension cord
- Laptop (not in a carrier or sleeve)
- Laptop external mouse and connector
- Solid-color mousepad without any writing on it
- Laptop charger

In addition, students are permitted to bring the following items into the examination room:

- Jackets, sweaters, sweatshirts (hood must be down), and other cloth wraps (without anything in the pockets) they are wearing or intend to wear
- Religious headwear
- Assistive medical devices such as crutches and wheelchairs
- Casts, splints, and braces without any writing
- Hearing aids (students are strongly encouraged to get a note from the Student Services Office to avoid any day-of issues with proctors)
- Back support, orthopedic cushion, or pillow without a case
- One footrest
- Water in a **clear, sealable container**

If a student brings an item into the exam room intentionally or inadvertently, and the item is not listed in this subsection, the student may be reported under Southwestern's Student Honor Code. For exams administered on campus, the item will be confiscated.

Students who wish to bring items not listed in this subsection into an exam room/space must contact and receive advance written approval from the Student Services Office. Permission to use specific items will not be granted as a matter of convenience or

preference.

4. During the examination

Examplify backs up all responses up to the last 60 seconds.

Students must immediately report exam issues that occur during the exam to the proctor for exams administered on campus and to onlineexams@swlaw.edu for online exams.

Most proctored exams are closed-book exams. For open-book exams, students may use only those materials indicated in the exam instructions. Open-book does not mean that students are allowed to leave the exam room or use any kind of electronic communication devices (including cell phones, smartwatches, etc.) that are not allowed in the exam room.

5. On-campus examinations

a. Before the examination

- **Room assignment:** Room locations will be made available on Self Service at least one week prior to a scheduled exam. Please check Self Service the morning of your exam, as rooms may change leading up to the exam for logistical reasons.
- **Timely arrival:** Students must arrive at their assigned exam room at least 30 minutes before the start of the exam; announcements will start approximately 15 minutes before the start time of the exam.
- **Late arrival:** If a student arrives within 30 minutes of the start of the exam, the student must take the exam in the assigned exam room. Students who arrive late should begin their exam immediately and will not receive extra time to download exam files or finish the exam. If a student arrives more than 30 minutes late, they must visit the Student Services Office in Suite W102 for further instruction and to determine if they can sit for the exam.

b. Exam room environment

While every effort will be made to maintain a comfortable and quiet environment in the exam room, there may be times when events, conditions, or actions of third parties occur beyond Southwestern's control. For instance, the temperature of the exam room may fluctuate due to the weather. Students should be prepared for either warm or cold temperatures in exam rooms. Students should come prepared to accommodate noises, such as those made by other applicants taking the exam, proctors carrying out their duties, people entering and exiting the exam room, equipment inside or outside the exam room that may make sounds while operating, nearby construction, etc. Earplugs, in the form specified above, are strongly recommended and available in the Registrar's Office.

c. Examinations taken outside the regularly scheduled exam room

To safeguard exam integrity, the ExamID and ExamMonitor features in Examplify (software settings to authenticate exam-taker identity and

digitally observe the exam-taker with video and audio monitoring) will be enabled for all examinations taken outside of the regularly scheduled exam room. Along with Examplify's other security measures, these tools help ensure a fair and equal assessment for all students.

d. During the examination

Written or electronic activities, including reading notes saved on a computer, are not allowed once announcements begin. Students are not allowed to write or type until instructed to do so by the proctors.

Students who experience computer or Examplify issues before the start of the exam or distribution of exam questions may leave the room and attempt to resolve their issue. If the exam has commenced when they return, students will be treated as a late arrival (see Late Arrival subsection above).

Students cannot leave the exam room to resolve technical issues once the exam has started. If the Examplify software freezes or shuts down, students should try to restart their computer, which may require a forced shutdown and restart. In most cases, restarting the computer will resolve the issue, and students will be able to continue with the exam. If restarting the computer does not resolve the technical issue within 2 or 3 minutes, students should quietly ask the proctor for a bluebook (for essay responses) or Scantron form (for multiple choice). Additional time will not be given to complete the exam. Proctors cannot provide technical assistance to students.

Three pages of scratch paper will be included at the end of the essay portion of the exam. All pages must be placed in the appropriate envelope at the conclusion of the exam. The digital notepad in Examplify will be disabled.

Proctors will not contact faculty with student exam questions. Instead, the student is responsible for noting any perceived error on an Exam Discrepancy Form provided at the end of each exam. Technical issues do not apply to this form. All Exam Discrepancy Forms must be returned to the proctors at the end of each exam. The Registrar's Office will provide the forms to the professor following the exam.

Students may not leave the exam room while the exam is being administered, other than to use the restroom. To use the restroom, students must sign out of the exam room, one student at a time, noting the departure time, and only with a proctor's permission. When exiting the room to use the restroom, students will be issued a badge that reads TESTING. This badge will serve as a notice to the campus community that the student is currently testing and is prohibited from

communicating with anyone in any manner. The student must then sign back into the exam room, noting the arrival time. Leaving the exam room floor before completing the exam is prohibited. No one is allowed to leave the exam room after the five-minute warning has been announced.

Students who experience a medical or other emergency during the examination must immediately notify the proctor and follow the proctor's instructions. The proctor will most typically contact the Registrar, who, in turn, will work with the Student Services Office or a Vice Dean to determine how to proceed. A student who does not report a medical or other emergency during the examination may not raise the issue later.

e. Ending the examination

The proctors will alert students when five minutes remain to complete the exam. No other time notification will be provided.

When proctors say "stop," students must stop writing and typing immediately, including writing on bluebook covers or envelopes. If a student fails to stop writing or typing instantly, the proctor will complete an Irregularity/Misconduct report.

Upon completing an exam, students must immediately exit the exam room as quietly as possible. If a student finishes with five minutes or fewer remaining, they may not leave the exam room early.

f. Assistance with exams

For questions related to exam rooms, anonymous ID numbers, and Examplify, please email exams@swlaw.edu.

For exam emergencies that prevents a student from taking or completing their exam as scheduled, please contact Studentservices@swlaw.edu.

Students should review the Examplify Information document located on the Registrar's Portal page.

6. Online examinations

In most instances, online exams will be proctored using either live or AI proctoring. Students must have a front-facing camera and microphone embedded in a laptop or monitor or a freestanding camera with a microphone mounted on top of the screen. Additional exam instructions and policies may be provided to students in a separate communication prior to each exam period.

a. Exam room environment

Students taking an online proctored exam must have a quiet, well-lit, private, enclosed room in which to take the test. Students must be seated in a chair at a

table, desk, or other hard writing surface. **Students are not permitted to be seated on a bed or couches during the exam.** The testing space can be in a home, workplace, library, or anywhere the student can guarantee privacy.

Students taking online proctored exams must ensure that their space is clear and free from clutter and study materials. A sheet or other covering can be used to hide clutter or work materials that are impractical to remove from the testing space.

Students must also ensure that the exam will be uninterrupted. No one may enter the testing area during an exam; therefore, students must take precautions to ensure that children or other persons do not enter the testing room.

Students are not allowed to have unauthorized materials in the testing room.

b. Items prohibited in the testing space

- Electronic watches or smartwatches
- Electronic devices other than the laptop being used for the exam and related chargers, cords, and mouse; examples of prohibited devices include, without limitation, cellphones, fitness trackers, tablets, iPods, pagers, handheld computers, email and text messaging devices, PDAs, scanners, language translators, radios, electronic storage devices including CDs, DVDs, thumb drives and other flash drives, calculators, cameras or other picture-taking devices, audio or video recorders, and sound receptors, including headphones, earbuds, AirPods, and headsets.
- Eyeglasses with communication or recording devices
- Sunglasses
- Books, notes, outlines, printed materials, post-it notes, outside scratch paper or bluebooks, pens/pencils, highlighters, erasers, or similar items (applies to closed-book exams)
- Hats, hoods, and headwear, other than those being worn for religious or medical purposes
- Food
- Any beverage other than water
- Cigarettes, smoking and vaping devices, and smokeless tobacco
- Any item not listed below in Section D.6.c.

c. Items allowed in the testing space

- Nondigital pens, pencils, highlighters (applies to open-book exams only)
- Eyeglasses (no cases or sunglasses)
- Foam earplugs (must not be connected)
- Prescription medication, Inhalers, Diabetes-related equipment, and Eye drops.
- Extension cord

- Laptop (not in a carrier or sleeve)
- Laptop external mouse and connector
- Solid-color mousepad without any writing on it
- Laptop charger
- In addition, students are permitted to bring the following items into the examination room:
- Jackets, sweaters, sweatshirts (hood must be down), and other cloth wraps (without anything in the pockets) they are wearing or intend to wear
- Religious headwear
- Assistive medical devices such as crutches and wheelchairs
- Casts, splints, and braces without any writing
- Hearing aids (students are strongly encouraged to get a note from the Student Services Office)
- Back support, orthopedic cushion, or pillow without a case
- One footrest
- Water in a clear, sealable container

d. Assistance with issues that arise during an examination

If an emergency occurs while an online examination is in progress (e.g., a fire, health emergency requiring immediate medical attention, etc.), and the student cannot complete the examination due to the emergency, the student should contact onlineexams@swlaw.edu immediately. Southwestern will evaluate the situation and assess options on a student-by-student basis, considering the amount of remaining examination time and the duration of the emergency. A non-exhaustive list of possibilities includes allowing students to complete the examination at a later point (e.g., in the event of a fire alarm sounding but the exam room is safe to re-enter); grading the examination based on the work completed at the time of the disruption; or granting an Incomplete.

For questions related to exam room rules, anonymous ID numbers, and general questions about Examplify, please email onlineexams@swlaw.edu. Emergencies not raised during the examination may not be raised later.

e. Technical issues

If a student experiences an internet or power outage before starting the examination, they should immediately contact onlineexams@swlaw.edu for assistance with rescheduling an examination.

When using Examplify, if a student experiences computer issues or in the unlikely event that the Examplify software freezes or shuts down, students

should first try to restart their computer. This may require a forced shutdown and restart. In most cases, restarting the computer will resolve the issue, and students will be able to continue with the exam. Examplify saves progress every 60 seconds, so the most content a student can lose is a maximum of one minute. Email onlineexams@swlaw.edu if you are prompted to enter a continuation code.

If unable to reopen Examplify or the computer becomes inoperable, students should immediately contact onlineexams@swlaw.edu. A staff member will contact students via email or phone to determine available options.

If a student experiences an issue during an examination and is unable to send an email using their exam laptop, they should use a second device or cell phone to email onlineexams@swlaw.edu.

Students may be referred to ExamSoft support in cases where a technical issue requires their specific support. ExamSoft support can be reached at (866) 429-8889.

Options to resolve exam issues become very limited after an examination is completed. It is critical that students reach out immediately to onlineexams@swlaw.edu. Failure to do so may preclude a student from consideration of a resolution.

E. Timing of Midterm and Final Examinations in the Online J.D. Program and Other Courses That Are Fully Online

Students taking a midterm or final examination in a course that is designated as part of the Online J.D. Program (including Southwestern students not in the Online J.D. Program) and other fully online courses will start the online proctored exam during a designated timeframe that equals the time designated to complete the examination plus two hours.
For example, in a course where the final examination is three hours long, Southwestern will designate a five-hour window during which students must begin the examination. If the exam period begins at 1:00 p.m. PT, students may start the exam between 1:00 p.m. and 6:00 p.m. The student will then have three hours to complete the examination (unless they have an accommodation for additional time, in which case they will have a longer period to complete the exam).

Students taking a midterm or final exam in a course that is fully online and taught synchronously must start the online proctored exam during the scheduled exam time. An exam window will not be provided.

Students with extraordinary circumstances may request an alternative timeframe through the Student Services Office (see Sections B and C above). Students with accommodations may receive a different timeframe within which to complete the examination.

F. Examination Return and Retention

Upon student request and once the grade for a course is published, the results from the multiple-choice score section will be returned to the student via email. The Law School retains the question-and-answer sheets for multiple-choice questions and prohibits copying, photographing, or duplicating these items. The Law School will make this portion of any examination available to the student during business hours during the 90-day period during which a student may challenge a grade based on mathematical or clerical error.

Upon student request, bluebooks and typed examinations will be distributed to students following the completion of the grading process, typically from the Registrar's Office.
Graded exams are retained in the Registrar's Office for one year and then destroyed.

Copies of many older essay examination questions are available through Southwestern's Portal.

Faculty members are encouraged to provide a model answer, an outline of the issues, or another written explanation that helps students understand the grading criteria and how effectively they met those criteria.

Faculty members are encouraged to conduct a "post-mortem" review of the fall exam in a two-semester course early in the spring semester.

G. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Examination Review Policy

Faculty policy.

Revision history: Formerly a part of the annually revised Student Handbook, then part of the Examination Policy; established as a standalone policy May 2024; technical edits made in December 2025.

Related policies and forms: Criteria for Final Course Grade Policy; Examination Administration Policy; Grading and Scholastic Honors Policy

Review date: June 2027 (Office of the Vice Dean)

A. Introduction

Faculty typically review final examinations with students upon individual student request. All written examinations will indicate raw points for each question and the total raw points earned. Students should be aware that the faculty may change grades only as provided in the Grade Change section of the Grading and Scholastic Honors Policy. The purpose of the review is solely to enhance the student's education.

B. Grades Below C+

A student with a grade of C or below is entitled to an individual conference with the faculty member to determine the causes of the student's poor performance. This conference should not be construed as an opportunity to dispute the grade assigned.

C. Grades of C+ and Above

Individual conferences with faculty are not expected, but some feedback is appropriate for students with grades of C+ or above. Faculty members may devise their own methods to provide such feedback.

D. Policy Revisions

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

Finance and Financial Aid Policies

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Accounts Receivable Policy

Administrative policy approved July 22, 2022. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; technical edits made in July 2023; technical edits made in May 2025; technical edits made in July 2025.

Related policies: None

Scheduled Review Date: April 2027 (Finance Office and Registrar's Office)

Student Financial Responsibilities

1. Students must pay their account's tuition and other charges. Southwestern will collect outstanding amounts from students and graduates using all available legal means.
2. "Satisfaction" of a student's account refers to either full payment of tuition and other charges or enrollment in an approved payment plan. An approved payment plan consists of written payment arrangements deemed satisfactory by the Finance Office.
3. Southwestern may cancel a student's registration or retroactively withdraw a student from the Law School for past-due tuition. Unless approved by the Associate Dean for Student Services or a Vice Dean in writing, the student may not attend classes until past-due tuition is paid.

Finance Office

1. The Finance Office is primarily responsible for student account collection, including tuition, mandatory fees, library fines, non-sufficient funds check charges, and restitution.

2. The Finance Office will review the account of every student scheduled to graduate. A student who owes tuition or other amounts will receive a letter stating that they will be precluded from receiving a diploma if they do not satisfy their account.

3. The Finance Office must approve any special payment arrangements. A student who does not satisfy their account as provided in paragraph B(2) will receive a second letter stating that failure to make payment within ten calendar days will result in Southwestern notifying a debt collection agency of the student's debt and failure to make any arrangements to satisfy the debt. The student will receive a copy of the proposed statement with the second notice letter.

Registrar's Office

1. The Registrar's Office will not release a diploma for any student whose account is not satisfied or current.

2. Each semester, the Registrar's Office will remind teaching faculty members of the reason for auditing their attendance rosters. Faculty members may not allow an unregistered student to attend course sessions unless the student is on a waitlist.

Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Federal Financial Aid Eligibility Policy

Administrative policy. Effective immediately.

Revision history: Technical edits made December 15, 2021; revised September 18, 2022, to increase summer minimum hours effective as of Summer 2024; revised November 18, 2022, to change summer minimum hours effective as of Summer 2024; technical edits made August 18, 2023; technical edits made in May 2025; substantive edits made June 2026 to address changes in applicable law and regulations governing federal financial aid.

Related policies: Financial Aid Satisfactory Academic Progress Policy; Student's Right to Cancel and Tuition Refund Policy; Return of Title IV Funds Policy; Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Maximum and Minimum J.D. Units Policy (Including ABA Standard 311(a) Classroom Credit Hours Requirement); Graduation Requirements Policy; Course Sequence Policy; Incomplete Grade Policy; Institutional Leave of Absence and Return Policy; Student Health-Related Institutional Leave of Absence and Return Policy

Scheduled Review Date: January 2027 (Financial Aid Office)

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J.D. Students

LL.M. Students

Policy Revisions

J.D. Students

Federal financial aid eligibility, loan limits, and related requirements are governed by federal law and are subject to change through legislation, federal regulations, and guidance issued

by the U.S. Department of Education or other governmental authorities. Southwestern will interpret and administer this policy consistent with applicable law. To the extent any provision of this policy conflicts with applicable law or governmental guidance, Southwestern reserves the right to interpret, apply, modify, or depart from this policy as necessary to comply with those requirements.

1. General eligibility

Southwestern Law School's Juris Doctor (J.D.) program is accredited by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association. As such, a Southwestern J.D. student may be eligible to receive federal financial aid if the student:

- is enrolled or accepted for enrollment as a J.D. student on at least a half-time basis;
- is:
    - a U.S. citizen or national;
    - a lawful permanent resident of the U.S.; or
    - another eligible noncitizen who provides evidence from the U.S. Citizenship and Immigration Services demonstrating that they are in the U.S. for other than a temporary purpose and intend to become a permanent resident or citizen (a copy of the individual's green card may be required);
- demonstrates financial need (for need-based aid only);
- is maintaining Satisfactory Academic Progress according to the Financial Aid Satisfactory Academic Progress Policy;
- does not owe a refund, repayment, or overpayment on a federal Title IV grant or loan, as applicable (e.g., Pell Grant, Perkins Loan, or FSEOG);
- has a valid Social Security number, if required; and
- has not resolved a default on any federal student loan.

Citizens of the Freely Associated States, including the Federated States of Micronesia, the Republic of Palau, or the Republic of the Marshall Islands, may be eligible for certain federal student aid programs but are not eligible for federal Direct Unsubsidized Loans. Eligibility will be determined under applicable federal law and U.S. Department of Education guidance.

A student's eligibility for certain types and amounts of federal financial aid may vary based on the student's matriculation date, enrollment status, academic program, and prior federal student loan borrowing history. Provisions of the One Big Beautiful Bill

Act (OBBBA), including provisions limiting Graduate PLUS borrowing and establishing annual, aggregate, and lifetime federal loan limits, may affect a borrower's continued eligibility for certain federal loans and borrowing amounts.

Certain students who received a federal student loan disbursement before July 1, 2026 may qualify for transitional federal loan eligibility provisions under applicable federal law (legacy status). For purposes of this policy, "legacy status" refers to eligibility for the federal interim exception to the post-July 1, 2026 loan limits. In some circumstances, interruption of enrollment or institutional leave of absence may affect a student's ability to maintain legacy status and may result in the application of newer federal borrowing limits or restrictions. Students considering a withdrawal, institutional leave of absence, or other change in enrollment status are encouraged to consult the Financial Aid Office regarding the potential impact on federal financial aid eligibility. Loss of legacy status will permanently subject the student to newer federal borrowing limitations and restrictions established under applicable law.

Important note: An institutionally-approved leave of absence does not preserve federal financial aid eligibility or legacy status under federal law. Students considering an institutional leave of absence should consult the Financial Aid Office in advance regarding potential federal financial aid consequences.

The Financial Aid Office will determine aid eligibility once the office has received the student's FAFSA and all required supporting documents. Please visit Southwestern's Financial Aid webpage for additional information about financial aid, including:

- how to apply;
- deadlines;
- veteran benefits;
- FAFSA;
- Southwestern's financial aid application;
- Southwestern's Financial Aid Code of Conduct;
- Direct Unsubsidized Loan Master Promissory Note;
- Direct Graduate PLUS Loan Master Promissory Note;
- packaging policies;
- award notifications;
- entrance and exit interviews;
- award disbursements;
- appeals;
- confidentiality;

- FAQs; and
- contact information.

2. Graduate PLUS Loans

The Graduate PLUS Loan program was eliminated by the OBBBA, effective July 1, 2026, for all borrowers, except those who were enrolled in their program at Southwestern and received a federal Direct Unsubsidized Loan for that program before that date. Students who qualify for legacy status may continue to access Graduate PLUS Loans during their expected time to credential (ETC) as defined by regulations; however, Graduate PLUS eligibility ends immediately and permanently upon ETC expiration or loss of legacy status. Graduate PLUS Loan eligibility under the interim exception is available only during the student's ETC, as determined under applicable federal law and U.S. Department of Education guidance. The applicable end date may vary by student based on program, matriculation date, enrollment history, and other federally relevant factors.

3. New federal Direct Unsubsidized Loan borrowing limits

Federal law imposes annual, aggregate, and lifetime borrowing limits on federal student loans for graduate and professional students. For purposes of these federal Direct Loan limits, Southwestern's J.D. program is treated as a professional degree program. These limits may affect a student's eligibility to borrow federal loans while enrolled at Southwestern.

Subject to applicable federal law and U.S. Department of Education guidance and whether a student qualifies for legacy status, effective for loan periods beginning on or after July 1, 2026:

- professional students generally may not borrow more than $50,000 per academic year in federal Direct Unsubsidized Loans;
- professional students are subject to a $200,000 aggregate limit on federal Direct Unsubsidized Loans for graduate and professional study; and
- graduate and professional borrowers are subject to a $257,500 lifetime borrowing limit for Title IV federal student loans.

Prior federal student loan borrowing, including borrowing for undergraduate, graduate, or professional study at other institutions, may reduce a student's remaining federal loan eligibility at Southwestern. Different categories of prior borrowing count differently for different limits.

Federal law may calculate loan limits differently depending on the program. For example, some limits are based on outstanding balances, while others may include amounts previously borrowed even if later repaid, forgiven, canceled, or discharged.

Extended enrollment periods, repeated coursework, reduced enrollment intensity, or other delays in academic progression may affect a student's remaining federal financial aid eligibility.

Because federal borrowing limits may depend on a student's prior borrowing history and individual circumstances, students are encouraged to consult the Financial Aid Office regarding their remaining federal loan eligibility and the potential impact of applicable annual, aggregate, or lifetime borrowing limits. Students are encouraged to review their federal borrowing history through the National Student Loan Data System or any successor federal system.

4. Minimum hours status

Among other federal requirements, only students enrolled on at least a half-time basis are eligible to receive federal aid. Therefore, regardless of whether a student is classified as a full-time or part-time student by the Registrar's Office, loan eligibility for federal aid purposes requires at least half-time enrollment, as defined below:

Semester or Quarter*	Full-time status	At least half-time status
Fall or Spring	10 units	5 units
Summer	3 units	3 units
SCALE (Quarters 1-8, excluding Summer)	5 units	SCALE is structured as a full-time program; reduced enrollment will be reviewed individually for financial aid purposes

*May include J.D. study-abroad programs and J.D.-dual-degree programs.

Under the SCALE program, 5 credits in each SCALE quarter is considered full-time.

Courses that count toward completion of the degree program are the basis for enrollment level determinations, even if a student receives an Incomplete grade.

Beginning July 1, 2026, students enrolled less than full-time may be subject to prorated annual Direct Unsubsidized Loan limits, even if they remain enrolled at least half-time and even if they otherwise qualify for the interim exception.

Important note: "Full-time" and "part-time" status as used in this policy is for financial aid purposes only. To determine "full-time" and "part-time" status for purposes of academic programs and progression, students should consult the Maximum and Minimum J.D. Units Policy (Including ABA Standard 311(a) Classroom Credit Hours Requirement), Graduation Requirements Policy, and Course Sequence Policy.

5. Recalculation of aid awards

Federal financial aid awards are based in part on a student's enrollment status at the time of registration and disbursement. Changes in enrollment status, including dropping courses, withdrawing from courses, taking an institutional leave of absence, or reducing enrollment below full-time status, may affect a student's eligibility for federal financial aid, including future federal loan disbursements. Incomplete grades are handled in accordance with Southwestern's Incomplete Grade Policy, but count toward full-time enrollment for the term in which the course is initially counted.

In accordance with federal law and regulations, including changes enacted under the OBBBA, the Financial Aid Office will recalculate a student's federal loan eligibility when the student experiences an enrollment status change during an award year.

Recalculation may occur for enrollment status changes that take place after the add/drop period, including situations in which a student reduces course units during a term but remains enrolled in at least one course. In these circumstances, future federal loan eligibility and subsequent disbursements for the award year may be reduced or adjusted based on the student's revised enrollment status, consistent with federal loan proration requirements.

Effective July 1, 2026, federal law generally limits professional students to $50,000 per academic year in Direct Unsubsidized Loans, subject to applicable proration requirements based on enrollment intensity. Students enrolled less than full-time will receive a prorated annual loan limit based on their actual enrollment intensity.

If a student receives a federal loan disbursement based on preliminary registration information and subsequently drops sufficient units to change their enrollment status (e.g., from full time to less than full time), the Financial Aid Office will evaluate whether adjustments to future loan eligibility or disbursements are required. Changes in enrollment status are periodically reported to the National Student Loan Data

System (NSLDS). A reduction in enrollment status may also affect applicable grace periods or trigger loan repayment obligations.

For students who qualify for legacy status, enrollment status changes may also affect the calculation of the ETC. The ETC is based on the published length of the student's program and is tied to full-time enrollment. Students who drop below full-time enrollment during the legacy exception period should be aware that this may affect the duration of their ETC window and, consequently, their continued eligibility for pre-OBBBA loan limits and Graduate PLUS Loans. The Financial Aid Office will monitor enrollment status for legacy students and communicate any impacts on ETC or legacy status as they arise.

Students are responsible for notifying the Financial Aid Office of any schedule changes that affect their enrollment status. Note that changes to enrollment after a financial aid disbursement may result in additional tuition or fee obligations owed to the Law School.

6. Relationship to other policies

Aid eligibility operates independently from other requirements, including but not limited to the following:

- Student visa enrollment requirements for international students.
- Approvals necessary to drop classes while in the required curriculum. The Associate Dean for Student Services must approve reduced course loads for students in the required J.D. curriculum.
- Title IV return calculations for students on an institutional leave, or who withdraw, are handled in accordance with other applicable policies, including the Student's Right to Cancel and Tuition Refund Policy.

LL.M. Students

Southwestern's Master of Laws (LL.M.) programs are not currently eligible for federal Title IV financial aid. Students admitted into an LL.M. program may pursue private educational funding.

Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Financial Aid Policy

Administrative policy approved July 22, 2022. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; updated February 2023 to refer to and make consistent with related policies; technical edits made in July 2023; technical edits made in May 2025; reviewed in July 2025.

Related policies: Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Academic Policies and Procedures; SCALE Program Policies; Federal Financial Aid Eligibility Policy; and Financial Aid Satisfactory Academic Progress Policy

Scheduled Review Date: March 2026 (Financial Aid Office)

A. Overview

Southwestern Law School's Financial Aid Office seeks to provide or secure financial assistance for its students whenever possible. To this end, Southwestern has developed a financial aid program that includes scholarships, loans, and employment. Information about these programs can be found at https://www.swlaw.edu/finaid.

Southwestern participates in the Federal Direct Unsubsidized Loan Program, the Federal Direct Graduate PLUS (Grad PLUS) Loan Program, and the Federal Work-Study Program. In addition, Southwestern is fully approved for J.D. students who wish to use veteran educational benefits.

All financial aid administered through Southwestern is awarded on a nondiscriminatory basis without regard to individual's race (including hairstyle and hair texture), ethnicity, color, religion, creed, ancestry, national origin, sex, gender, gender identity or expression, reproductive health decision-making, pregnancy (including pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth, or breastfeeding), sex stereotyping (including assumptions about a person's appearance or behavior, gender roles, gender expression, or gender identity), sexual orientation, parental status, marital status, age, disability (mental or physical), medical condition, citizenship status, military status or service, veteran status, genetic information, or any other classification protected by federal or California law, or any combination of any status protected by law.

Detailed information on Southwestern's financial aid programs and the application process is included in the law school's catalog.

Eligibility for financial aid is contingent upon minimum enrollment, academic performance, and Title IV requirements.

Please note that significant changes to federal financial aid take effect as of July 1, 2026.

B. Consulting with a Financial Aid Counselor

Any student who has applied for or who has received financial aid should read the Academic Policies and Procedures, and Academic Disqualification, Academic Probation, and Academic Improvement Program Policies, and if applicable, SCALE Program Policies, and should consult with a financial aid counselor (not clerical staff) in Room W102 as soon as possible before any of the following:

1. The student switches from one Southwestern J.D. program to another (e.g., from SCALE to the Full-time Day Program, from SCALE to SCALE 2.25, or from the Online J.D. Part-time Program to the Online J.D. Full-time Program).

2. The student drops below half-time status (less than five units per semester or SCALE term, or less than three units for summer) or withdraws from school.

3. The student repeats a course(s) for no credit or plans to sit in on a course to resolve an Incomplete grade.

4. The student takes an official leave of absence or is placed on an involuntary leave of absence.

5. The student is academically disqualified. (Please note: Once a student is academically disqualified, eligibility for all financial aid, including but not limited to scholarships, loans, grants, and student employment, is lost immediately. Students are strongly urged to see a counselor in the Financial Aid Office to discuss the financial ramifications of academic disqualification.)

6. The student is readmitted after academic disqualification.

7. The student plans to attend another law school temporarily (i.e., visiting status, non-Southwestern study-abroad program, etc.).

8. The student transfers to another school.

C. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Financial Aid Satisfactory Academic Progress Policy

Administrative policy approved May 1, 2023. Effective immediately.

Revision history: Formerly part of the Financial Aid Policies & Procedures Manual; clarifying language added when established as a standalone policy in May 2023; technical revisions in October 2023; technical revisions in August 2025.

Related policies: Academic Policies and Procedures; Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Grading and Scholastic Honors Policy; SCALE Program Policies; Repeated Courses Policy

Scheduled Review Date: May 2027 (Financial Aid Office and General Counsel Office)

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G. Policy Revisions

A. Background

Federal regulations require financial aid recipients to maintain satisfactory academic progress (SAP) toward a recognized degree program to continue receiving Federal Student Aid (FSA) (e.g., Direct Unsubsidized Loan, Graduate Plus Loan, or Federal Work-Study).

To maintain SAP, a student must earn acceptable grades and complete enough units to keep progressing toward degree completion in an acceptable time frame. This policy describes Southwestern's standards for measuring whether a student is maintaining SAP and the consequences of failing to maintain SAP.

B. SAP Versus Southwestern Academic Policies

SAP standards may differ from the academic progress policies of a Southwestern program. The Financial Aid Office will notify a student, whether currently receiving FSA or not, who does not maintain SAP about their FSA disqualification and ability to appeal that disqualification. While Southwestern may allow a student to continue at Southwestern following an appeal of academic disqualification, that student may still lose the ability to obtain FSA to pay for their tuition and expenses for one or more terms.

C. Evaluation

A student must meet three standards to demonstrate satisfactory academic progress: grade point average, pace, and maximum timeframe. Southwestern's Financial Aid Office evaluates student progress under these standards once each academic year for all continuing students, typically at the end of the spring semester or, for SCALE students, after Quarter 4. Disqualification will begin at the beginning of the fall semester or, for SCALE students, at the beginning of Quarter 5.

1. Grade point average (GPA) requirement

All FSA recipients must have a cumulative GPA of at least 2.330 at the conclusion of each spring semester or, for SCALE students, at the conclusion of Quarter 4.

2. Pace requirement

All FSA recipients must complete at least 66.7% of the units attempted each academic year to keep pace toward graduation. F (Failure), *F (Administrative Fail), INC (Incomplete), NC (No Credit), and W (Withdrawal) grades will count as attempted units but will not be considered as earned units. All other grades will be counted as both attempted and earned.

Transfer credits are included in the SAP calculation regardless of whether the student received FSA for the applicable courses and regardless of how the courses are counted toward the student's current law degree requirements. Transfer credits are counted toward a student's attempted and completed courses. Transfer credits are counted only toward the pace requirement and are not considered when calculating the student's cumulative GPA.

If a student repeats a previously passed course, only the first enrollment will apply toward the completed unit count and SAP evaluation; subsequent repeats will not. When a student

completes and passes a previously failed course, both attempts will count toward the pace requirement, and both attempts will be considered when evaluating the cumulative GPA. Students who are restarting their JD program should review Section E below.

Credit/No Credit courses, such as an externship or a clinic, are not counted in the student's GPA. Thus, Credit/No Credit classes are included in the pace evaluation but not the GPA evaluation for purposes of determining SAP. If a student receives an INC in a Credit/No Credit course, the course is included in the pace evaluation but not the GPA evaluation.

Incomplete grades count as an earned unit and will count toward the GPA evaluation once a grade on the 4.0 scale is entered on the student's transcript.

3. Maximum timeframe requirement

Southwestern measures a student's timeframe in attempted credits. A student will no longer be eligible for FSA funding once it becomes mathematically impossible for the student to complete their program within the 150% timeframe. For example, a J.D. student is required to complete 87 credit hours to graduate. Thus, the maximum allowable credit hours a J.D. student can attempt is 130.5 credits. A student may not extend the degree date after they satisfactorily complete 87 units and all required courses.

An enrollment period from which a student withdraws after the add/drop date counts toward a student's maximum timeframe. "Enrollment period" means spring, fall, and summer terms, and SCALE quarters. Enrollment periods in which the student did not receive FSA count toward the maximum timeframe. Generally, at the end of the semester or period in which a student earns all credits to complete the J.D. degree, FSA eligibility for that degree ceases.

The ABA Standards and Southwestern's policy require that a J.D. student complete the course of study within 84 months of matriculating, absent extraordinary circumstances.

D. Notification

Within 10 business days of completing the FSA SAP evaluation for an academic year, the Financial Aid Office will email every student who has failed to maintain FSA SAP; the email will be sent to all students at Southwestern (e.g., SCALE, full-time, and part-time students), regardless of whether the student is currently receiving Title IV aid. This email will inform the student that they are no longer qualified to receive Title IV aid until they have cured their cumulative GPA or pace. The email will also describe the steps the student can take to appeal the disqualification of eligibility to receive Title IV aid. The SAP Appeal Form is included with the email. This notification is made to all students (Title IV recipients and those choosing not to use Title IV aid) not making SAP. Those not using Title IV aid will be informed that before receiving Title IV aid, they must either have cured their deficiency or submitted and been granted an appeal of the disqualification should they decide in the future to use Title IV aid.

E. FSA Probation

A student can reestablish FSA eligibility only by (1) meeting SAP requirements in a following academic year or (2) successfully appealing the disqualification and meeting SAP requirements by the end of the SAP probation. Failing to meet the cumulative GPA requirement during probation will result in the student losing FSA eligibility until their cumulative GPA is restored to SAP standards.

A student must reestablish FSA eligibility even if the student is not enrolled for some period after failing to maintain SAP. Restarting a program does not erase the previous grades received. Accordingly, a student who restarts a degree program after earning grades below the SAP cumulative GPA standard is subject to FSA disqualification upon return and must appeal if they wish to obtain FSA. If Southwestern grants the appeal, the student is put on FSA probation and must correct any GPA and pace issues, using their previous units and the units earned during the FSA probationary period, if the student is to continue receiving FSA after that probationary period.

A student who withdraws or takes a leave of absence during the spring semester or, for SCALE students, during Quarter 4 with a cumulative GPA that is less than 2.330 will still have their SAP evaluated at the end of the spring semester or, for SCALE students, Quarter 4. The student would be disqualified from receiving FSA when they return, although they can appeal this disqualification. If Southwestern grants the appeal, the student could be placed on FSA probation and receive FSA for the returning enrollment period. The student must correct the issues that led to the FSA probation before receiving FSA after the FSA probationary period.

F. Appeal Process

Students who fail to maintain SAP may appeal. The appeal process is to provide information to Southwestern's Financial Aid Appeals Committee (Committee) that is not captured on the student's academic record but has impacted the student's academic progress.

Students cannot apply retroactively for FSA eligibility for an enrollment period that has ended. For any appeal to be granted, the appeal must be submitted at least 30 days before the end of an enrollment period.

Students must submit an academic plan as part of the appeal (see Section F.1). In addition, as described in Section F.2, students must provide a detailed explanation for why they did not maintain SAP, what they have done to fix the issues identified, and present convincing evidence of their ability to meet the SAP standards and to finish their degree program.

The Financial Aid Office will review the appeal for completeness. If the application is incomplete, the Financial Aid Office will return it to the student with instructions to resubmit once it has been completed. Once the Financial Aid Office determines that an appeal is complete, the Committee will review the appeal. The Committee will determine if a student's FSA should be reinstated or remain canceled. If the Committee approves the appeal, the student will be eligible to receive financial aid for at least one additional enrollment period. The Committee's decision is final and will be

communicated to the student within 30 days of the date the Financial Aid Office accepts the appeal.

A student with an academic plan that allows the student to cure within two enrollment periods must earn at least a 2.330 in the first enrollment period to be considered for FSA in the second enrollment period. Failure to earn a 2.330 GPA in the first enrollment period will result in the loss of FSA until the student reestablishes a cumulative 2.330 GPA. This loss of FSA after the initial enrollment period of an academic plan that allows the student to cure within two enrollment periods is not subject to appeal.

This policy does not limit the number of times a student may appeal SAP status during a student's career; however, the Committee's objective is to ensure that FSA is awarded to students who demonstrate a capacity for completing their degree program. In addition, the reason or rationale for the appeal typically must be different from previous SAP appeals.

1. Student Services Office and academic plans

Before submitting an appeal, the student must seek assistance from the Student Services Office with the goal of establishing a realistic academic plan toward degree completion. An academic plan typically requires the student to reach a 2.330 cumulative GPA within one enrollment period, but, in extraordinary circumstances, may allow the student to cure within two enrollment periods.

The academic plan must detail how the student will address and improve their SAP deficiencies:

- If deficient in units, the number of units required for each future enrollment period to meet the minimum cumulative unit or pace requirements by the conclusion of the academic plan.
- If deficient in GPA, the minimum GPA required for the future enrollment period(s) to meet the minimum cumulative GPA requirement by the conclusion of the probationary enrollment period or periods.
- The academic plan will include a deadline by when the student must reach a 2.330 cumulative GPA and meet any pace requirements.

2. Appeal documentation

Students who wish to appeal must submit a SAP Appeal Form and a letter to the Financial Aid Office. The SAP Appeal Form is also available in the Financial Aid Office.

All appeals must state the reason(s) for failing to meet the SAP requirements. Students must demonstrate some type of extenuating circumstances during the enrollment period(s) in question that hindered academic performance (e.g., prolonged hospitalization, a death or extreme sickness in the family, etc.).
Circumstances related to the typical adjustment to law school are not considered extenuating circumstances for purposes of an FSA appeal. Students must submit

documentation that supports these extenuating circumstances with the SAP Appeal Form and letter.

As part of the appeal, the student must provide information regarding what has changed in their situation that would prevent a recurrence of the extenuating circumstances and would now allow them to reestablish SAP within the probationary enrollment period.

3. Review of academic plans for satisfactory academic progress

If the Committee grants an appeal, the student will be subject to the terms of an approved academic plan (see Section F.1). At the conclusion of the FSA probationary period, which most likely will be the conclusion of the fall semester or, for SCALE students, Quarter 5, the Committee will evaluate whether the student is meeting SAP and has adhered to the academic plan before spring FSA or, for SCALE students, Quarter 6 FSA can be disbursed. The student remains eligible for FSA if they have met the conditions of the academic plan (e.g., cumulative GPA is once again at or above 2.330 or, if there is a pace issue, the student is on track to curing the deficiency).

A SCALE II probationary student **must** carry at least five SCALE units so the Committee can evaluate their grades at the end of Quarter 5. Some SCALE students also cross-enroll in traditional fall units. If the student has cured their cumulative GPA with the Quarter 5 SCALE grades, even if also enrolled in fall units, the student's probation will end, and they will be eligible for FSA in Quarter
6. If the student does not cure for Quarter 5, but with the added fall units does cure, then funding will be restored for Quarter 7, but not Quarter 6. If the student completes 5 SCALE units in Quarter 5, should their fall grades place them below the 2.330 minimum cumulative GPA, they will not lose FSA for Quarter 6.

G. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Return of Title IV Funds Policy

Administrative policy approved May 15, 2023. Effective immediately.

Revision history: Formerly part of the Financial Aid Policies & Procedures Manual; clarifying language added when established as a standalone policy in May 2023; technical revisions in October 2023; revised to include provisions for online courses in May 2024; technical revisions made in September 2024; technical revisions made in July 2025.

Related policies: Federal Financial Aid Eligibility Policy; Student's Right to Cancel and Tuition Refund Policy; Attendance Policy; Enrollment Reporting Policy; Student Health-Related Leave of Absence and Return Policy; Leave of Absence and Return Policy; Financial Aid Satisfactory Academic Progress Policy; Withdrawing from Southwestern

Scheduled Review Date: May 2027 (Financial Aid Office; Student Services Office; and General Counsel Office)

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Student Withdrawal

Federal regulations require Southwestern to re-evaluate a student's eligibility to receive federal student aid (Title IV Funds) when the student withdraws from Southwestern before the end of an enrollment period (e.g., summer, fall, or spring term or SCALE quarter).[1]

1. Voluntary withdrawal

A student can voluntarily withdraw from Southwestern by contacting the Student Services Office (studentservices@swlaw.edu). A Student Services Office member will provide the student with the appropriate withdrawal form. The date of determination is the calendar day Southwestern first knows a student intends to withdraw (or, in the case of an involuntary withdrawal, the fourteenth consecutive day a student has missed all classes). For a voluntary withdrawal, it is the day the student first contacts the Student Services Office and requests to withdraw. This "date of determination" triggers every financial-aid and tuition-refund deadline, though the actual R2T4 calculation is based on the last date of attendance.

2. Involuntary withdrawal

If a student has failed to attend all classes for a seven-day period, the Student Services Office will make attempts to contact the student. If the student is unresponsive, once the student has failed to attend all classes for 14 calendar days, the student will be involuntarily withdrawn or placed on a leave of absence, and the date of determination is the fourteenth day of non-attendance. The Student Services Office will make every effort to contact the student so that the student can decide for themselves, but if the student is unable or unwilling to reply to attempts for contact, the student will be involuntarily withdrawn or placed on a leave of absence on the fourteenth day.

A student who withdraws from all classes before completing more than 60% of an enrollment period must have their eligibility for aid recalculated based on the percent of the enrollment period completed. The percentage completed must be more than 60%; otherwise, a Return of Title IV Funds (R2T4) is required.

Using standard rounding rules, the Financial Aid Office calculates completion percentages to four decimal places and rounds to three decimal places. One exception to the rule is for .6001

[1] *Institutional tuition refunds are governed by the Student's Right to Cancel and Tuition Refund Policy. The return of federal aid is calculated separately and does not replace any refund due under state law. Southwestern will perform both calculations.*

to .6004; in this case, the percentage is rounded up, so the result is over 60%, as required. This process means that if the completion calculation comes to exactly 60%, an R2T4 calculation is necessary. If the completion calculation results in 60.001%, an R2T4 calculation is unnecessary.

To determine the percent, the R2T4 calculation considers the number of calendar days the student was scheduled to complete, minus breaks of more than 5 consecutive days, and uses the actual number of days the student attended (e.g., total number of days the student attended divided by total number of days scheduled in the enrollment period). The calculation will determine the amount of Title IV Funds the student has or has not earned and may result in reduced financial aid awards (or an "aid adjustment"). For R2T4 purposes, the law school processes returns on a payment-period basis, which coincides with the student's enrollment period dates. Generally, this basis will be quarters for SCALE students and semesters for traditional and cross-enrolled students (SCALE II students also taking fall or spring classes).

Southwestern is an "Attendance-Taking Institution," and for R2T4 purposes, uses the last date of attendance provided by the Student Services Office to establish how many days a student attended class during an enrollment period. For law school classes offered in mini-terms (or modules), if a student ceases attendance and is not scheduled to begin another course within an enrollment period for more than 45 calendar days after the end of the module the student ceased attending, the Financial Aid Office must consider that student withdrawn and will perform an R2T4 calculation. If a student ceases attendance in a module but intends to return in a later module within the same payment period or period of enrollment, the student will not be considered withdrawn for Title IV purposes if the school obtains written confirmation from the student of their intent to return within 45 days of the last day of attendance. If the student does not return as scheduled, the withdrawal date and Return to Title IV calculation will be based on the student's original withdrawal date.

For purposes of this policy, attendance is defined by the Attendance Policy. For distance education courses that are mostly asynchronous (or the asynchronous portion of a hybrid course), the last day of attendance is the last day a student engages in an asynchronous academically related activity or attends a synchronous session. An asynchronous academically related activity includes but is not limited to contributing to an online discussion or chat session; submitting an assignment or working draft; working through exercises; taking a quiz or exam; viewing or completing an interactive tutorial; participating in an online study group; and initiating contact with a faculty member to ask a course-related question.

For a residential course, the last date of attendance is the last date a student checks into the attendance system (currently Qwickly) for a class session, the last date the student takes an exam, or the last date of the term if the student completed the term.

Notice of Withdrawal

The Student Services Office has 14 days from the last date of attendance to determine whether a student has withdrawn or taken a leave of absence. The Student Services Office will record the date that determination is made in the "Academic Date of Determination" field on the Student Action Report (SAR) form. The Student Services Office will notify the Financial Aid Office by email of any student they have determined has withdrawn or taken a leave of absence and send a SAR to the Registrar's Office for processing.

Return of Title IV Funds Process

The Financial Aid Office will do the following once it has received a SAR from the Registrar's Office with information on a student withdrawal or leave of absence:

1. Calculate the amount of the enrollment period completed using the last day of attendance and the last scheduled day of class, as explained above. A student enrolled in mini-term courses (or modules) at the law school is not considered to have withdrawn if they meet either of the following standards:

- The student successfully completes one module that includes 49% or more of the number of days in the payment period, excluding scheduled breaks of 5 or more consecutive days and all days between modules; or
- The student successfully completes (e.g., earns a passing grade) a combination of modules that, when combined, contain 49% or more of the number of days in the payment period, excluding scheduled breaks of 5 or more consecutive days and all days between modules.

2. Complete the R2T4 calculation and send the calculation results to the Finance Office for immediate action; namely, the return of funds to the U.S. Department of Education. The Financial Aid Office must complete the R2T4 calculation within 30 days of the date of the determination. Sometimes, the return amount resulting from the R2T4 calculation is less than the return amount requested by the Student Services Office. Southwestern must first offer these additional funds (typically refunded tuition) to the student and must obtain the student's permission to return funds that exceed those mandated by the R2T4 calculation. If the student is not responsive, and Southwestern cannot obtain permission from the student to return these additional funds to the U.S. Department of Education, Southwestern must send these funds to the student.

3. The Financial Aid Office will email the student all loan documentation, exit counseling information, loan summaries, and notice of post-withdrawal refund, if any. The Financial Aid Office will ensure that any refund due to the student is made within 180 days of the date of determination.

    a. **Post-withdrawal disbursements**

        As graduate students, Southwestern students are not eligible for Pell or FSEOG grants. All loan funds Southwestern receives on behalf of students (not used for institutional charges) are disbursed to students; Southwestern does not hold credit balances for students. But, in the event of a post-withdrawal disbursement (Title IV funds that the student has earned but not yet disbursed), these loan funds would be offered to the student within 30 days of withdrawal, allowing the student 14 days to respond.

    b. **Credit balance**

        If an R2T4 calculation results in a credit balance for the student, the funds will be disbursed as soon as possible and no later than 14 days after the calculation of the R2T4.

    c. **Excess funds**

        If the R2T4 calculation results in an amount to be returned to the Department of Education that exceeds the school's portion, the student will be notified to return the funds to the school.

4. The Financial Aid Office will encourage the student to make an appointment for exit counseling so they are aware of all available loan repayment plans.

Upon receiving the R2T4 calculation from the Financial Aid Office, the Finance Office will return all funds resulting from the R2T4 calculation to the U.S. Department of Education within 45 days of the date of determination.

Order of Returned Funds

In accordance with federal regulations regarding the return of federal funds, Southwestern will return funds to the U.S. Department of Education in the following order:

1. Federal Direct Unsubsidized Loan (this is always returned first to keep the maximum allowable available for future education)
2. Federal Graduate Plus Loan

The refund to each fund will not be more than the amount disbursed during the award period from that fund.

Example of R2T4 Calculation

The following is an example of the R2T4 calculation and process. A full-time day student withdrew ten days after starting spring classes in mid-January of 2022. In early January 2022, Southwestern disbursed $10,142 in a Direct Unsubsidized Loan and $28,684 in a Graduate PLUS Loan; these disbursements paid tuition of $27,658, and the student received a $11,168 refund from the credit balance. The student attended 10 of 116 class days in the spring, for a total of 8.6% of the scheduled classes. Southwestern returned $25,279.41 of the aid under the R2T4 calculation. The student kept the $11,168 refund received in early January 2022 because they were not required to return the refund. The school refunded the student's spring tuition (not part of the R2T4 process, but a decision by the Student Services Office), and the student requested that those funds be returned with the R2T4 funds for a total return of $27,658. The Financial Aid Office sent a confirmation email to the student's personal email address, along with exit counseling documentation and instructions.

Leave of Absence

For academic purposes, a student who takes an approved leave of absence is not considered to have withdrawn unless the student does not return from the leave as scheduled. But, for R2T4 purposes, a leave of absence is treated in the same manner as a withdrawal. The Financial Aid Office will complete the required exit counseling at the start of the leave of absence and does not need to complete it a second time if the student does not return as scheduled. Southwestern will report the change in the student's enrollment status to the U.S. Department of Education according to the required enrollment reporting process and time frames.

Student Drops to Under Half-Time Enrollment

Except for the summer, Southwestern charges students a flat tuition for each enrollment period, regardless of the number of units taken. Southwestern charges students by unit in the summer. The Financial Aid Office will not disburse funds to a student until it has confirmed that the student is enrolled in at least 5 units in any fall or spring term or SCALE quarter, and 3 units in the summer.

After receiving loan funds, if a student drops courses so that they are taking fewer than 5 units per fall or spring term or SCALE quarter or fewer than 3 units in the summer, no additional loans can be awarded for that enrollment period if they remain less than half time. No R2T4 is required if the student maintains acceptable enrollment in at least one course.

Southwestern will report the student's enrollment status change to the U.S. Department of Education.

Failure to Attend Any Classes After Disbursement Occurs

If the Financial Aid Office disburses Federal Direct Unsubsidized Loan or Federal Graduate Plus Loan funds to a qualifying student, but the student does not begin attending any course during the payment period, Southwestern must return all loan funds that were credited to the student's school account for the payment period. For any remaining loan funds disbursed directly to a student, the school must notify the appropriate loan servicer of the outstanding loan funds so the loan servicer can issue a 30-day demand letter to the student.

The Financial Aid Office must return funds related to a student who failed to begin attendance as soon as possible but no later than 30 days after the date the Financial Aid Office becomes aware that the student has not begun and will not begin attendance.

Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Student Financial Obligations for Enrollment

Administrative policy approved July 22, 2022. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; substantive edits were made in August 2023 in light of the Bureau of Private Postsecondary Education's approval of Southwestern Law School in July 2023; technical edits made in August 2025, and policy title changed from "Enrollment Terms and Conditions Policy" to better convey content.

Related policies: Financial Aid Policy; Student's Right to Cancel or Withdraw and Tuition Refund Policy; Return of Title IV Funds Policy; Withdrawing from Southwestern

Scheduled Review Date: July 2026 (Finance Office; Financial Aid Office; Student Services Office)

A. Enrollment Policy

To meet Southwestern's financial obligations for enrollment, students must pay all tuition and fees owed to the Law School by the applicable deadline(s). For California residents or students enrolled in a California residency program, fees include the mandatory Student Tuition Recovery Fund (STRF) fee required by state law.

While the Student Billing/Disbursements Schedule provides a general payment timeline, students should refer to their billing reminder emails for specific due dates. Cash and check payments must be submitted to the Finance Office by the dates indicated in the reminders.

Online payments can be made using the link "Pay on My Account" via the Student Portal. A nonrefundable 2.6% convenience fee is included for online payments made by credit card or charge card, and a nonrefundable $1.75 convenience fee is added for electronic checks.

As a condition of enrollment, students must sign an enrollment agreement. After signing the

enrollment agreement, students may withdraw from Southwestern and receive any applicable refund by providing notice to the Student Services Office at the following email or physical address:

> Student Services Office Southwestern Law School 3050 Wilshire Blvd.
> Los Angeles, CA 90010-1106 studentservices@swlaw.edu

For information about how to withdraw from the Law School, please refer to the Withdrawing from Southwestern policy. For details on timing and refund amounts, consult the Student's Right to Cancel or Withdraw and Tuition Refund Policy.

This policy does not apply to financial obligations related to housing. Housing-related financial matters are governed separately by the housing application and contract.

B. Payments

Students may elect to pay tuition in installments through a deferred payment plan, which includes a nonrefundable plan fee incorporated into the scheduled payments. Payments must be made by each due date to ensure the student's enrollment is not subject to cancellation. Payment plan terms and conditions are located in the Colleague Self-Service student portal.

Students agree to pay all other charges when billed. Failing to make timely payments may result in Southwestern canceling the student's enrollment or withholding the student's diploma until outstanding amounts owing are paid in full.

Students are obligated to pay, to the extent permitted by law, all actual and reasonable costs of collection incurred by Southwestern caused by the student's default under the terms of enrollment. "Default" means failing to make any installment payment, tuition payment, payment of other fees, or charge payment on or before the due date, as stated in the reminder emails. A payment made by a check that is returned unpaid by the payor's bank constitutes a failure to make payment. If Southwestern sues to enforce the terms of enrollment, the student may be required to pay all costs of this action, including reasonable attorney's fees.

C. Online Student Account Billing Statement

Students are responsible for periodically checking their Online Student Account Billing Statement (AR) and verifying timely payments online via Self-Service or the Student Portal. The Finance Office will send a reminder email to students' Southwestern email accounts as payment due dates approach.

The Online Student Account Billing Statement (AR) enables students to view a detailed

breakdown of their student account, including payments, charges, and refunds, which are updated in real-time. The "Installment Amount" available on the Online Student Account Billing Statement (AR) is not updated in real-time. The installment amount is calculated at the beginning of each term when a student enrolls in a payment plan.

D. Late Charges and Late Fees

The student's account will be charged $100 for each payment not received by each of the due dates specified in the reminder emails. Late fees will be assessed on all outstanding balances, including but not limited to missed tuition payments, outstanding parking fees, and library fines. Late fees are nonrefundable.

E. Financial Aid

Students may apply for financial aid to defray the costs of attending Southwestern. A student's application for financial aid does not relieve the student of their complete responsibility for paying all tuition, fees, and other rightful charges to Southwestern. Tuition payment(s) are due and payable as outlined in the email reminder, regardless of whether financial aid may be received.

F. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Student Tuition Recovery Fund (STRF) Policy

Administrative policy approved August 6, 2023. Effective immediately.

Revision history: Policy necessitated by BPPE approval as of July 21, 2023; technical edits made in May 2026.

Related policies and materials: Right to Cancel and Tuition Refund Policy; Catalog (which lists STRF fees); California Private Postsecondary Education Act of 2009 (amended as of January 1, 2026)

Scheduled Review Date: July 2026 (Office of the President & Dean)

Overview

Southwestern Law School is a private institution approved by California's Bureau of Private Postsecondary Education (BPPE). The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

STRF Assessment and Applicability

Unless relieved of the obligation by the BPPE or another governmental agency, a student must pay the state-imposed STRF assessment, or have it paid on their behalf, if they are enrolled in an educational program as a California resident or in a California residency program and have prepaid all or part of their tuition.

A student who is not a California resident and is not enrolled in a residency program is not eligible for STRF protection and is not required to pay the assessment. For purposes of this

policy, all students who take courses on Southwestern's campus are considered to be enrolled in a residency program.

Eligibility for STRF Recovery

To be eligible to apply for and receive STRF reimbursement, a student must be a California resident or enrolled in a residency program, have prepaid tuition, have paid or been deemed to have paid the STRF assessment, and have suffered an economic loss as a result of specific qualifying circumstances. Qualifying circumstances include:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and the student did not choose to participate in a teach-out plan approved by the BPPE, or did not complete a chosen teach-out plan approved by the BPPE.
2. The student was enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or was enrolled in an educational program within the 120-day period before the program was discontinued.
3. The student was enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the BPPE determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the BPPE but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. The student has been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but has been unable to collect the award from the institution.
7. The student sought legal counsel that resulted in the cancellation of one or more of their student loans and has an invoice for services rendered and evidence of the cancellation of the student loan or loans

Filing Deadlines and Special Circumstances

To qualify for STRF reimbursement, the application must be received by BPPE within 4 years of the date of the action or event that made the student eligible for STRF recovery.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If more than 4 years have passed since the action or event that made the student eligible, the student must have filed a written application for recovery within the original 4-year period, unless the period has been extended by another act of law.

No STRF claim can be paid without a Social Security number or taxpayer identification number.

Recordkeeping and Additional Information

Students are strongly encouraged to retain copies of their enrollment agreement, financial aid documents, receipts, and any other records reflecting payments made to the institution, as these materials may be necessary to support a claim.

Questions regarding STRF may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, or by phone at (916) 574-8900 or (888) 370-7589. Additional information, including the STRF application form, is available through the Bureau.

For more information or to access the STRF application form, visit BPPE's Student Tuition Recovery Fund webpage.

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Work-Study Programs Policy

Administrative policy approved November 21, 2023. Effective immediately.

Revision history: Formerly part of the Financial Aid Policies & Procedures Manual; clarifying language and new consecutive two-year hours limitation added when established as a standalone policy in November 2023; technical edits made in February 2026; revised and reorganized in May 2026.

Related policies: Federal Financial Aid Eligibility Policy; Financial Aid Policy; Policy on Employees Working Primarily Outside of California

Scheduled Review Date: March 2027 (Financial Aid Office and General Counsel Office)

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Program Overview

1. Purpose and funding

Southwestern Law School offers work-study opportunities funded either by the federal government or by Southwestern. These programs are designed to help students meet educational expenses through part-time employment and, where appropriate, to encourage student participation in community service activities.

2. Earned wages; not loans

Work-study funds are earned by students as they work and are based on the number of hours worked. Work-study funds are not loans and do not need to be repaid.

3. Types of work-study support

Southwestern administers the following work-study or work-study-related opportunities:

- **Federal Work-Study (FWS).** FWS is funded by the federal government and is available to eligible students with documented financial need.
- **Institutional Work-Study (IWS).** IWS is funded by Southwestern and may be available to students who are not eligible for FWS, subject to the availability of institutional funds.
- **Public Interest Law Fund (PILF).** PILF recipients are limited to the award amount listed on their offer letter. The award amount is not negotiable. Students may not increase the amount or earn more than the original award amount. If a student exhausts the grant, any additional work will be considered volunteer work. The Financial Aid Office sends students instructions and hour limits toward the end of their work assignments.

4. Participation by first-year and SCALE students

First-year students are strongly discouraged from participating in either the FWS or IWS program. SCALE students are strongly discouraged from participating in either program before Quarter 3.

Eligibility and Required Documentation

1. General employment eligibility

All FWS and IWS student workers must be eligible to work in the United States and must provide required employment documentation before beginning work. Students will not receive payment until their application and all required supporting documentation have been submitted and processed.

2. Required employment documentation

Required documents typically include acceptable identification, including a signed Social Security card, Form I-9, EDD-4, and a current W-4. Additional documentation may be required depending on the student's employment authorization, immigration status, work location, or program requirements.

3. Federal Work-Study eligibility

To be eligible for FWS, a student must have financial need. Financial need is determined based on the student's Free Application for Federal Student Aid (FAFSA) and the student's Cost of Attendance, which is the maximum amount of financial aid allowed for the school year as determined under federal regulations. The student must also be eligible to work in the United States, reside in the United States, and provide a Social Security card.

4. Institutional Work-Study eligibility

Students who are not eligible for FWS may qualify for Southwestern's IWS program, subject to the availability of institutional funds. Students interested in IWS should contact the Financial Aid Office to determine whether IWS funds are available. Certain students may be required to provide documentation verifying employment authorization and eligibility for on-campus employment, including immigration-related documentation when applicable, such as an I-20 or other documentation relating to the student's immigration or employment authorization status.

5. Enrollment and term requirements

During the fall, spring, and corresponding SCALE quarters, work-study employment is allowed only if the student is enrolled in at least five units for the applicable term. Students are not permitted to work FWS or IWS jobs during class meeting times. Student schedules are uploaded into TimesheetX weekly to help prevent work during scheduled class times.

6. Summer employment and transfer situations

Summer employment is allowed even if a student is not completing summer units, provided that the student intends to attend Southwestern during the subsequent fall semester or SCALE Quarter 5. A student who plans to transfer to another school during the summer must terminate FWS or IWS employment as soon as the student notifies Southwestern or the employer of the intent to transfer.

7. Academic probation

Academic probation does not make a student ineligible for work-study employment. However, Southwestern strongly encourages students on academic probation to limit their work hours so they can prioritize academic performance, and this guidance will be communicated directly to the student during academic counseling. A student on academic probation may continue working if Southwestern determines, in

consultation with appropriate academic personnel and the supervisor, that the employment is appropriate and does not undermine the student's academic progress. For example, a student may be permitted to continue working as a Research Assistant if the supervising faculty member believes the experience would support the student's academic development.

8. Work location and outside-California approvals

Students whose work-study employment would be performed primarily outside California, but within the United States, must comply with Southwestern's Policy on Employees Working Primarily Outside of California and obtain any required approvals before beginning work. Certain work-study arrangements may be unavailable or may require additional conditions or approvals based on the student's work location, funding source, employment authorization, and applicable law or policy. Employment outside the United States is generally not permitted and may require a separate institutional review and approval process.

Securing and Maintaining a Work-Study Position

1. Job listings

Work-study job opportunities are posted periodically on the Financial Aid Office bulletin board and in the Career Services Office.

2. Application and hiring approval

Once a student identifies a potential work-study position, the student may contact the position's supervisor. The supervisor makes hiring decisions, subject to Financial Aid Office review and any other required institutional approval. The student will not be awarded FWS or IWS funds unless the student first submits a specific written request, such as an application, signed by both the supervisor and the student. The application is provided when the student or supervisor emails the Financial Aid Office about the proposed hire.

After a student is selected, the supervisor and the Financial Aid Counselor coordinate to complete the hiring process. Work must not begin before the student is officially hired, all required employment documentation is processed, and all required institutional approvals have been obtained.

3. Job descriptions, pay rates, and payment schedule

The Financial Aid Office maintains job descriptions for each work-study position. Whether a position is paid through FWS or IWS, students are paid a set hourly rate.

All wages exceed federal and California minimum wage requirements. Employment earnings are paid twice monthly directly to the student.

4. Position changes

Students who wish to add, change, or terminate a work-study position must notify the Financial Aid Office. Any change in work-study employment must be approved and processed before the student begins work in the new position.

Awards, Hours, and Timekeeping

1. Awards and award adjustments

All students hired for work-study positions will be awarded funds in accordance with the position and the student's Cost of Attendance. Awards are based on the student's estimated hours and pay rate as listed on the application. Hours may vary from week to week, and totals and remaining balances are monitored throughout the term.

FWS and IWS funds are awarded on a first-come, first-served basis. If funding for the work-study programs is limited in a future award year, students may be allowed to work up to the amount available per student, based on the number of students active in the program during that award year. Students may request that their FWS or IWS award be increased or decreased at any time, with the supervisor's permission, provided that funds are available and the change is permitted by the student's Cost of Attendance.

2. Weekly and annual hour limits

Eligible FWS and IWS students may work up to 20 hours per week during the fall, spring, and corresponding SCALE quarters, and up to 40 hours per week during the summer. These limits are subject to the student's award amount, Cost of Attendance, funding availability, enrollment status, class schedule, and any other applicable legal or policy restriction.

Students cannot work more than 500 total hours in each of two consecutive calendar years. For example, if a student works more than 500 hours in one calendar year, the student must work fewer than 500 hours in the immediately following calendar year.

3. TimesheetX and timesheet approval

Southwestern uses TimesheetX to facilitate the FWS and IWS programs. Students and supervisors may log in to TimesheetX, either directly through the TimesheetX website or through Southwestern's Portal, to monitor department and student budgets and to

see how many hours remain in the account. Information about TimesheetX is provided to each student upon hire.

Hours entered in TimesheetX are subject to supervisor approval. All timesheets must be approved by the supervisor or someone designated by the supervisor to approve timesheets. When a supervisor is unable to log in to TimesheetX by the deadline, approval may be provided by email and noted on the timesheet. Students who repeatedly fail to submit timesheets by the pay-period deadline will not be permitted to continue in the FWS or IWS program.

4. Annual student-worker hours review

Student-worker hours are tracked throughout each calendar year. Each December, the Financial Aid Office reviews recorded hours to determine each student worker's total hours for that calendar year. The Financial Aid Office will notify any student worker with 500 or more hours in a calendar year that the student must work fewer than 500 hours in the immediately following calendar year.

End of Employment and Program Consequences

1. Ending employment or a position

FWS and IWS employment may end at any time for any reason, including when the job or project is complete, when the student ends the position, when the student transfers or otherwise becomes ineligible, or when the student's award is exhausted and cannot be increased because of Cost of Attendance or funding limitations. Students who wish to end a work-study position must notify the Financial Aid Office and the supervisor.

2. Termination for violations or program noncompliance

A student who violates this policy, applicable FWS or IWS rules, work-study restrictions, supervisor instructions, or any applicable off-campus or program-specific terms of agreement may be terminated from the FWS or IWS program by the Financial Aid Office or the supervisor. Students participating in the Public Interest Law Summer Grant Program as a PILF recipient or other off-campus placements must also comply with any applicable program-specific agreement or placement requirements.

Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Bar Admission Information

Revision history: **Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; name changed from "California State Bar Information" to "Bar Admission Information" in July 2024; other substantive and technical edits made in July 2024; edits made April 2025 to add a reference to the Code of Student Professionalism and Conduct.**

Related policies: **Graduation Requirements Policy; Student Honor Code; Code of Student Professionalism and Conduct**

Scheduled Review Date: **March 2026 (Academic Success and Bar Preparation Office)**

A. Applying for Admission to a State Bar

1. Professional Licensure by Program

Each student who intends to seek admission to a state bar (including the District of Columbia bar) is responsible for researching, understanding, and complying with that bar's requirements. Each student is urged to review Southwestern Law School's Professional Licensure by Program disclosure to understand whether the
J.D. program in which the student is enrolled meets the requirements to sit for the bar where the student intends to seek admission. Southwestern updates the disclosure each summer.

2. Criteria, Requirements, and Deadlines

Each state has different criteria, requirements, and deadlines for bar admission. Most but not all states require a candidate to pass a written bar examination and a character-and-fitness evaluation. Some states have additional restrictions or requirements. The National Conference of Bar Examiners, in collaboration with the American Bar Association, annually publishes a Comprehensive Guide to Bar Admission Requirements that provides information, including a directory of state bar admissions

agencies, about bar admission requirements in all U.S. jurisdictions. Each student is encouraged to review this publication during their first semester and note important requirements and deadlines, some of **which may occur within 90 days of enrolling or matriculating**. For example, all individuals who intend to practice law in California must register with the Committee of Bar Examiners within three months after commencing the study of law. Other states have similar deadlines.

3. Topics Tested

Each student should learn which subjects are tested on their state's bar examination and consider those topics when selecting courses in the elective curriculum. Students should note that many jurisdictions are in the process of changing the topics tested on their examination and the method of testing. Students are encouraged to follow their specific state's situation carefully.

4. Multistate Professional Responsibility Examination (MPRE)

Virtually all states require that candidates pass the Multistate Professional Responsibility Examination (MPRE). The application for this examination, which may be taken before graduation, is available at http://www.ncbex.org/exams/mpre. Southwestern encourages students to take this examination soon after completing the Legal Profession course.

5. Costs and Commercial Bar Preparation Courses

Each student is encouraged to research the costs of applying to and sitting for the bar examination in their state of choice and develop a financial plan to cover those costs and the costs of a commercial bar preparation course. Southwestern does not endorse any specific commercial bar preparation course but strongly recommends that each graduate complete such a course. Students are welcome to consult with the Academic Success and Bar Preparation faculty to discuss different bar preparation courses, Southwestern's bar preparation curriculum and resources, and other bar preparation matters.

B. Dean's Certificates

Southwestern must provide the bar examiners in a student's selected state with an assessment of the student's character and fitness for law practice.

The Student Honor Code and Code of Student Professionalism and Conduct include standards students are expected to meet and exceed. In all dealings during law school, whether on-campus, off-campus, or online, students are also expected to conform their conduct to the Code of Professional Responsibility and meet their obligations as citizens and members of the legal profession. The school is often required to report on these matters. Students should be aware that most bar applications will require the student to report any sanctions imposed on the student by an educational institution, regardless of whether the sanctions were for conduct suggesting unfitness for legal practice.

This process also requires Southwestern to provide the board of bar examiners with portions of the student's academic file, including their original admissions application and any amendments. Students

are reminded that their duty to amend their application is ongoing and compare answers on the admissions application to answers on their bar application.

For students who plan to take the California bar examination, the Registrar's Office automatically transmits the required information to the board of bar examiners. Students who need a Dean's Certificate or similar document to sit for the bar examination in another state should submit that document to registrar@swlaw.edu with sufficient advance notice before the deadline. Please note that it can take up to seven business days to process this type of document.

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Bar Examination Certification Procedures

Administrative policy.

Revision history: Formerly a part of the Academic Policies and Procedures; established as a standalone policy in December 2025.

Related policies: Bar Admission Information; Professional Licensure by Program; Graduation Requirements Policy; Student Records Policy—FERPA; Student Honor Code; Code of Student Professionalism and Conduct

Scheduled Review Date: August 2027 (Registrar's Office)

A. Explanation

A "bar examination certification," which may be called a "law school certification," "Dean's Certification," or "Certificate of Graduation," is an official statement that Southwestern Law School completes and sends directly to a board of bar examiners on behalf of a student or graduate.

The certification asks the law school to verify that you have earned the J.D. degree, or completed all academic requirements for the J.D. (some jurisdictions permit "anticipated graduation" certifications or allow individuals to sit for the examination during their final year in law school).

Most jurisdictions require Southwestern to transmit specific supporting documents, such as your official transcript and your original admissions application, along with any amendments. In addition, most jurisdictions require Southwestern to disclose any known academic misconduct, disciplinary matters, and criminal records.

Southwestern's Registrar's Office (registrar@swlaw.edu) completes these forms on the law school's behalf with input from the Student Services Office. Southwestern does not charge a fee to issue these certifications.

Please read these procedures carefully. We recommend that students begin researching requirements during their first year and update their research at least one year before graduation. Please note that requirements and deadlines vary by jurisdiction**.** Certifications generally require seven business days to prepare and may take longer during peak periods or school closures.

Please direct questions about the certifications to registrar@swlaw.edu or studentservices@swlaw.edu. Write "Bar Examination Certification" in the email heading.

Where to Find the Correct Form

Individuals are responsible for researching and understanding the requirements and deadlines for any jurisdiction in which they are planning to sit for the bar examination. Students and graduates who plan to sit for the California bar examination should review Section E below.

- **Your jurisdiction's bar admissions website or portal:** Most states provide a downloadable "law school certification/Dean's Certification" form within the bar application packet or require the law school to submit the certification through the state's online portal once you identify Southwestern as your school.

- **National Conference of Bar Examiners resources:** In addition to visiting the official website for your jurisdiction's board of bar examiners, the National Conference of Bar Examiners website provides links to each jurisdiction; these links should allow you to determine whether a paper form or a portal authorization is required.

B. What Southwestern Discloses to Bar Examiners

Law schools play a crucial role in certifying candidates for bar admission by verifying that each graduate not only earned their degree but also upheld the standards of honesty, integrity, and responsible conduct expected of a future attorney. Each jurisdiction's form serves the same ultimate purpose: to ensure that any potential character issues from an applicant's legal education are brought to light for the bar's evaluation. Southwestern will respond accurately and completely to each jurisdiction's request, consistent with applicable law and school policy.

1. Frequently requested information

Depending on the jurisdiction's form or portal prompts, Southwestern may be asked to certify or disclose one or more of the following:

- **Degree status and academic record:** Dates of attendance; confirmation of J.D. conferral or completion of all J.D. requirements; academic standing at graduation; and, where required, an official transcript.

- **Academic integrity and discipline:** Any findings of academic misconduct (e.g., plagiarism, cheating) and any academic or conduct-code sanctions, including probation, suspension, expulsion, or required withdrawals; and whether any disciplinary matter is pending at the time of certification.

- **Professionalism and conduct:** Violations of the Student Honor Code or the Code of Student Professionalism and Conduct, or other institutional policies, that reflect on honesty, integrity, civility, respect for rules and the law, judgment, or reliability (e.g., repeated failures to meet obligations or deadlines).

- **Known legal or administrative matters:** If known to the law school through official records or required student self-reports, material civil or criminal matters that bear on character and

fitness.

- **Financial responsibility:** Known defaults on financial obligations to the law school or as otherwise known to the school in its official capacity.
- **Other material information:** Any other information in the law school's records

  that the jurisdiction specifically asks Southwestern to report because it may bear on character, fitness, or moral qualifications.

2. Mental health and bar applications

Some jurisdictions ask questions about an applicant's mental health. Typically, these questions focus on whether an applicant's mental health condition currently impairs their ability to practice law competently, ethically, and professionally. In most jurisdictions, a history of seeking mental health treatment alone does not disqualify a person from bar admission. For a summary of mental health-related questions by jurisdiction, consult resources compiled by the NCBE.

Southwestern's Bison Cares mental health counseling is provided through Uwill, an independent third-party service. Southwestern does not receive any information identifying who uses Bison Cares services. Because Southwestern does not know who uses the service—and does not collect or retain this information—we cannot, and therefore do not, report a student's use of Bison Cares to any state bar or licensing authority.

3. Recommendation requests

A few jurisdictions specifically ask whether Southwestern recommends the applicant for admission or whether it has any reason to doubt the applicant's character or fitness. Southwestern's responses will be objective, records-based, and limited to information within the law school's knowledge and records.

4. Pending matters and post-certification updates

If an investigation or disciplinary matter is pending at the time of certification, Southwestern will disclose that status. If new material information arises after certification but before the jurisdiction completes the moral character review, Southwestern may issue a supplemental certification or update, consistent with applicable law.

5. Student responsibilities and continuing duty to disclose

Students and graduates are responsible for promptly disclosing to Southwestern any post-admission conduct or record changes that may require an amendment to institutional records or a bar application. The applicant—not the law school—is responsible for ensuring the bar receives all application components by the
jurisdiction's deadlines.

6. Privacy

Southwestern discloses only what is required or permitted by law, including under FERPA. Separate student consent is required on the bar certification form before the Southwestern will complete the form. Southwestern does not opine on medical diagnoses or disabilities; if a

jurisdiction's questions touch on health or substance-related issues, Southwestern's disclosures (if any) are limited to factual conduct and institutional actions reflected in official records.

C. When Certification Typically Occurs

1. May and June graduates

Students who have completed the requisite units for graduation at the conclusion of the spring semester or second SCALE year are typically eligible to be certified by Southwestern to take the July bar examination of that year.

2. July and December graduates

Students who complete the requisite units for graduation at the conclusion of a summer term in July or the fall semester in December are typically eligible to be certified by Southwestern to take the bar examination as early as the following February.

3. January graduates

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 that year's February bar examination should take note that (1) due to the timing for faculty to submit January intersession grades, the school may not be able to issue the certification by the jurisdiction's deadline and (2) the student's ability to study for the bar examination will likely be negatively impacted given their enrollment in January intersession courses. January graduates should coordinate with the Registrar's Office as early as possible to determine whether the certification can be completed before the deadline.

D. Students and Graduates Planning to Sit for the California Bar Examination

After you submit a California bar examination application in the State Bar of California's applicant portal, the state bar will contact Southwestern directly to obtain your certification. You do not need to submit a separate form to Southwestern or take other steps.

Southwestern will automatically issue the bar certification once the Registrar's Office confirms you have satisfied all degree requirements and that a diploma may be awarded. For individuals taking the bar examination immediately after graduation, this process occurs within approximately three weeks of the "grades due" date on the relevant academic calendar.

To confirm that the state bar has received your certification, log into the state bar's applicant portal, click "status," and scroll to the "Admission Requirements" list. When the bar has Southwestern's certification on file, the "Law School Certification/Certificate of Graduation" item will appear as satisfied/received. If you believe Southwestern has submitted the certification but your Status Screen does not reflect it, email admissions@calbar.ca.gov or call 800.843.9053 for assistance. You may email registrar@swlaw.edu if you would like a courtesy confirmation of the date Southwestern transmitted your certification.

E. Students and Graduates Planning to Sit for Another Jurisdiction's Bar Examination

Students and graduates who need a certification for a jurisdiction other than California should take the following steps:

- Obtain the jurisdiction's form;
- Email it to the Registrar's Office (registrar@swlaw.edu) well before the deadline;
- Within the email, state your full name and student ID number (if known);
- State clearly when the certification is due;
- Include a current phone number where the Registrar's Office can reach you if necessary; and
- Indicate whether you wish to receive a courtesy copy of the certification.

Certificates generally require several business days to prepare. To avoid potential issues, the individual should request the certificate as far in advance as possible and *no fewer than seven business days* before the certificate is needed. Please note that Southwestern is closed for Winter Break from mid-December through early January.

F. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Course Cancellation Policy

Administrative policy approved April 17, 2023. Effective as of May 1, 2023. Revision history:

Technical edits made and reservation of rights language added in November 2023; technical edits made in January 2025; technical edits made in March 2026.

Related policies: SCALE Program Policies; Course Cancellation Policy in the Faculty Manual Scheduled

Review Date: February 2029 (Vice Deans' Office)

A. Circumstances When Courses May Be Cancelled

The Vice Dean(s), in consultation with the Dean, may cancel the following courses:

1. Any course in which ten or fewer students have registered, or enrollment is significantly lower than anticipated. This provision, however, does not apply to courses where low enrollment is part of the class design, such as clinics.
2. Any course in which the assigned professor becomes unavailable to teach and an appropriate substitute cannot be retained on a timely or financially feasible basis.
3. Any course that has become impossible to offer for reasons beyond Southwestern's control.

B. Timing and Notice

Notices of cancellation will be given at different times before the start of the term to balance the needs of Southwestern, students, and faculty. Southwestern desires to allow students as much choice as possible and provide students with notice sufficient to adjust their schedules as needed. Similarly, Southwestern

desires to give faculty as much notice as possible to adjust their work obligations and schedules.

Courses typically will not be canceled during the add/drop period unless enrollment drops to two or fewer students or the faculty member becomes unavailable and Southwestern cannot secure a qualified substitute. The Student Services Office can work with impacted students when a course is canceled.

Typically, Southwestern will employ the following course cancellation approach:

1. For the fall semester and SCALE Quarter 5 electives, initial cancellation decisions will be made two weeks before the specific term begins, although earlier cancellations may be made if it reasonably appears that the course will not achieve the minimum enrollment figures or if another reason listed in Section A occurs. Final cancellations will usually be made one week before the specific term begins, but may be made later if enrollment is close to or falls below the minimum noted in Section A.

2. For the January Intersession, initial cancellation decisions will be made eight weeks before the term begins, although earlier cancellations may be made if it reasonably appears that the course will not achieve the minimum enrollment figures or if another reason listed in Section A occurs. Final cancellations will usually be made immediately before Winter Break, but may be made later if enrollment is close to or falls below the minimum noted in Section A.

3. For the spring semester and SCALE Quarters 4 and 7 electives, initial cancellation decisions will be made eight weeks before the specific term begins, although earlier cancellations may be made if it reasonably appears that the course will not achieve the minimum enrollment figures or if another reason listed in Section A occurs. A second round of cancellation decisions will be made four weeks before the specific term begins. Final cancellation decisions will usually be made one week before the term begins, but may be made later if enrollment is close to, or falls below, the minimum noted in Section A.

4. For the summer session, the initial cancellation decision will be made six weeks before the term begins, although earlier cancellations may be made if it reasonably appears that the course will not achieve the minimum enrollment figures or if another reason listed in Section A occurs. A second round of cancellation decisions will be made three weeks before the term begins. Final cancellation decisions will usually be made one week before the term begins, but may be made later if

enrollment is close to or falls below the minimum noted in Section A.

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.

SOUTHWESTERN
LAW SCHOOL
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International Students Policy

Administrative policy.

Revision History: Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; technical revisions in October 2023; revised in May 2024 to address the Online J.D. Program.

Related policies: Academic Policies and Procedures

Scheduled Review Date: June 2025 (SEVIS Principal Designated School Official; Registrar's Office)

A. Student Exchange Visitor Information System (SEVIS)

International students enrolled in a residential J.D. or LL.M. program at Southwestern must adhere to the requirements set forth by the Student Exchange Visitor Information Program (SEVP). SEVIS is an internet-based system Southwestern uses to maintain accurate and current information on international students and scholars with F1 visas and their dependents. SEVIS allows schools and the U.S. Citizenship and Immigration Services (USCIS) to exchange data on the visa status of international students and scholars.

This policy does not apply to international students enrolled in the Online J.D. Program who plan to reside outside the United States for the program's duration. Any international student who matriculates into the Online J.D. Program but wishes to switch to a residential program must receive permission from the Associate Dean of Student Services.

B. Student Responsibilities

1. Change of address

An international student enrolled in a residential program must notify the Registrar's Office of any address change within ten calendar days of moving. Students must provide a physical address; P.O. boxes or office addresses are not allowed. If it is not possible to receive mail at the residence, the student must

also provide a mailing address. Students may not use the Southwestern Law School address as their mailing address.

2. Enrollment status

An international student enrolled in a residential program must always remain in full-time status unless the Registrar's Office has approved an underload before the start of the semester. A J.D. student is required to enroll in at least 10 units per semester and no more than 16 units per semester. An LL.M. student is required to enroll in at least 8 units per semester and no more than 16 units per semester. Please note that dropping courses can impact a student's visa status if they drop below the units listed in this paragraph.

3. On-campus check-in

F1 students must check in with the Principal Designated School Official (PDSO) listed in Section E below within seven business days from the first class day of each semester; summer sessions are excluded. Failure to check-in in a timely manner may result in termination of the international student's I-20.

4. Off-campus employment

A J.D. student must complete one academic year to qualify for off-campus employment. International J.D. students must consult with the PDSO and complete the necessary forms before obtaining and starting off-campus employment.
Approval from the USCIS is required. Application approval may take up to 90 days.

F1 students participating in externships must contact the PDSO for curricular practical training (CPT) authorization on their I-20. Students must secure the externship training opportunity before CPT can be authorized, and CPT must be authorized before the student can begin working at the externship.

5. Transfer to another institution

A student must notify the PDSO before transferring from Southwestern to another institution. A student must report the new institution's name and the date they will be transferring.

6. Failure to enroll

If, for any reason, a student does not register for the fall or spring semester, the law school will notify SEVIS that the student is out of status, which will make the student subject to deportation.

7. Return to home country

If a student plans to travel during current enrollment, a signature is required from the PDSO. A signature from the PDSO is valid for one year.

8. Passports and visas

The student must inform the PDSO of any change of visa status and/or type within ten calendar days.

The I-20 form, visa, and passport must always be kept current.

9. Graduation date

The student must notify the Registrar's Office of graduation before the program end date indicated on the I-20 form. Each international student must maintain their legal immigration status at all times to remain legally in the United States.

C. Spouses and Dependents: Full-Time or Part-Time Study

A spouse or dependent of an F-1 student with an F-2 status is not allowed to study full- or part-time at the university level. A dependent with F-2 status may only take classes that are considered recreational. Spouses must matriculate and apply for a separate F-1 student visa. Children are allowed to attend primary and secondary school (K-12).

D. Optional Practical Training (OPT) for F-1 students

1. Application timing

A student may apply for Optional Practical Training (OPT) 90 calendar days before their graduation. Applications may be submitted up to 60 calendar days after the program completion date, but no more than 30 calendar days after the PDSO has recommended the student for OPT and signed the new I-20 form. Documents required include the following:

- ***a.*** I-765 form and application fee
- ***b.*** Clear copy of passport and a passport photo
- ***c.*** Updated I-20 form with Designated School Official approval to participate in OPT
- ***d.*** Clear copy of form I-94

2. Timely submission

Documents can be filed online by creating a USCIS Online Account. A student has 30 days to submit all documentation after receiving the new I-20 with recommended OPT. Travel outside the United States after the student's completion date and before the approval of the student's OPT is not recommended.

3. Multiple Optional Practical Training sessions

USCIS regulations affirm that an international student is eligible for 12 months of practical training if they have completed a first or second degree at a higher academic level. A student is not eligible for an additional 12 months if they seek a second degree on the same academic level.

E. Principal Designated School Official (PDSO) and Designated School Official (DSO)

Sylvia Villalpando
Principle Designated School Official Student
Services Office, Room W102
(213) 738-6888
svillalpando@swlaw.edu

Jessica E. Johnson Designated School Official
General Counsel Office, BW361
(213) 738-6733
jejohnson@swlaw.edu

Students can find additional information regarding the responsibilities of international students here.

F. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Student Complaint and Grievance Policy and Procedures (Including Complaints Implicating ABA Standards)

Faculty and Administrative policy.

Revision history: **Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; revised September 2023 after receiving BPPE approval to operate; technical edits made in June 2024; technical and substantive edits made in April 2025 and July 2025; title changed from Student Concerns Policy to Student Complaint and Grievance Policy and Procedures (Including Complaints Implicating ABA Standards) in December 2025.**

Related policies: **Policy to Prevent Discrimination, Harassment, and Retaliation; Sexual Misconduct Policy; Student Honor Code; Code of Student Professionalism and Conduct; Financial Aid Satisfactory Academic Progress Policy; Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Disability Accommodations Policy (Including Standards for the Study of Law); Student Health-Related Leave of Absence and Return Policy; Honors Programs Policies; Academic Freedom Policy; Free Expression Policy; U.S. Department of Education Disclosures**

Related forms: **Grievance Form; Statement of Parties' Rights and Responsibilities (Appendix A)**

Scheduled Review Date: **April 2028 (Student Services Office)**

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A. Student Complaints and Grievances Not Covered by Another Southwestern Policy

1. Overview

Southwestern Law School takes seriously student concerns, complaints, and grievances regarding the institution, including those involving its employees, departments, and others under its jurisdiction.

In general, a **"complaint"** is any concern or dissatisfaction about an action, decision, or service of the law school or an individual employed by or affiliated with the law school, while a **"grievance"** refers to a formal written complaint alleging a serious violation of law, accreditation standards, or school policy that, if substantiated, would have a significant adverse impact on the student, the

educational environment, or Southwestern, and that cannot be effectively resolved through informal means.

This policy provides avenues for informally resolving complaints and formally resolving grievances and ABA Standard 510 complaints concerning alleged violations of ABA Standards (see Section D below), ensuring that student issues—whether academic, administrative, institutional, or relating to law school services—are addressed fairly and promptly.

This policy also outlines the process for escalating complaints to the American Bar Association's Section on Legal Education and Admissions to the Bar (ABA), the WASC Senior College and University Commission (WSCUC), the California Bureau for Private Postsecondary Education (BPPE), or the appropriate consumer complaint agency in another state.

2. Informal resolution process

Southwestern encourages students to first try to resolve any concern or complaint informally by communicating directly with the individual or department involved or by contacting the appropriate administrator, such as the Associate Dean for Student Services or a Vice Dean.

If the student is unsure about whom to speak with regarding a particular concern or complaint, they should contact the Student Services Office (studentservices@swlaw.edu) or the Office of the Vice Deans (vicedeansoffice@swlaw.edu).

Students are encouraged to raise concerns and complaints as soon as possible, and typically within 30 days of the matter arising. (See Section A.4.b below for deadlines to file a formal grievance.) Delays in reporting may impair the law school's ability to investigate, gather evidence, and respond effectively.
Memories may fade, witnesses may become unavailable, and records may be lost over time.

If a complaint is not resolved informally and if the student believes the issue involves a serious violation of law, accreditation standards, or policy, the student may initiate a formal grievance under this policy. See Section A.4.a below for an explanation about which matters are appropriate for the formal grievance process.

Southwestern strictly prohibits any retaliation against a student for raising a complaint or grievance in good faith. See Section L below for more information on protection against retaliation.

To protect the fairness and efficacy of Southwestern's processes, the law school prohibits frivolous complaints, bad-faith complaints, and deliberate falsehoods. See Section M below for more information on frivolous or bad-faith complaints and grievances or providing false information.

3. Complaints submitted without the Complainant's identity

Southwestern recognizes that some individuals may be reluctant to disclose their identity when submitting a complaint. While Southwestern encourages all students to identify themselves so that concerns can be thoroughly investigated and fairly resolved, Southwestern understands that some complaints may be submitted anonymously (see Section A.3.a) or with a request for confidentiality (see Section A.3.b).

In evaluating anonymous and confidential complaints, Southwestern will balance its commitment to maintaining a safe and respectful learning environment with its responsibility to ensure fairness, accuracy, and due process for all individuals. Southwestern's ability to investigate and address anonymous and confidential complaints may be significantly limited without independently verifiable evidence. Depending upon the nature of the complaint and the information provided, Southwestern may determine that an investigation or preliminary inquiry is warranted.

However, in all cases, Southwestern will provide respondents with sufficient information regarding the substance of any allegations to allow a meaningful opportunity to respond. Southwestern will not take disciplinary action solely on the basis of an anonymous or confidential complaint. When credibility assessments are central to resolving a matter, disclosure of the Complainant's identity may be necessary to ensure a fair and reliable process for all individuals.

Because fairness and due process require that respondents be given sufficient information to respond to allegations, neither anonymous complaints nor confidential complaints may proceed to the formal resolution process under this policy (see Section A.4 below), unless the Complainant's identity is disclosed.

a. Anonymous complaints (identity unknown to Southwestern)

Southwestern strongly discourages anonymous complaints because they limit the ability to obtain additional information, verify key facts, and provide feedback or support to the Complainant. Anonymous
submissions may also hinder the school's capacity to ensure due process
for individuals identified in the complaint.

Southwestern retains discretion not to investigate anonymous complaints when the lack of identifying information or corroborating detail makes meaningful review infeasible, unreliable, or inconsistent with due process obligations. Anonymous complaints that do not contain sufficient information to permit a fair and reliable assessment generally will not be investigated. However, any such complaint that contains specific, credible, and verifiable information suggesting a serious violation of law, policy, accreditation, or safety standards will be reviewed to the extent feasible. Examples include specific allegations of

financial misconduct or threats to health or safety.

Individuals are therefore encouraged to identify themselves when submitting a concern so the school can follow up for clarification, provide protection against retaliation, and ensure an appropriate and fair response.

As noted in Section D.1 below, complaints submitted under ABA Standard 510 must include the student's full name and contact information. As noted in Section A.4.c below, complaints submitted under the formal resolution process of this policy must include the student's full name and contact information; therefore, anonymous complaints cannot proceed under that process.

Southwestern will maintain records of anonymous complaints in accordance with Section J of this policy, and those complaints may be included in periodic pattern reviews conducted by the Vice Deans under Section K.

b. Confidential complaints (identity known to Southwestern, withheld at Complainant's request)

A confidential complaint is one in which the Complainant's identity is known to Southwestern, but the Complainant requests that their name not be disclosed to others. Confidential complaints allow the school to follow up directly with the Complainant for clarification and additional information. Although confidential complaints generally allow for a more meaningful review than anonymous complaints, they still require the Complainant to provide enough specific and verifiable information to warrant further inquiry.

If a confidential complaint raises a potential violation of law, policy, or accreditation standard, or indicates a significant concern affecting student welfare or institutional integrity, and sufficient evidence exists to warrant further inquiry, Southwestern will take appropriate steps to evaluate and address the matter and will honor requests for confidentiality to the extent reasonably possible. However, absolute confidentiality cannot be guaranteed if disclosure is required to fulfill Southwestern's legal or policy obligations, or to ensure fairness to all individuals involved. Respondents must be provided with sufficient information about the substance of any allegations to enable a meaningful opportunity to respond, even if the Complainant's name is withheld. When credibility determinations are central to resolving a matter (e.g., independent corroboration information is weak or lacking), disclosure of the Complainant's identity may be necessary to ensure fairness to all individuals.

As noted in Section A.4.c below, complaints submitted under the formal resolution process of this policy must include the student's full name and contact information; therefore, confidential complaints may proceed under this process only when the Complainant's name is disclosed.

4. Formal resolution process

a. Scope

The formal grievance process under this policy is intended for concerns involving a serious violation of law, accreditation standards, or school policy. It is not designed for minor concerns that can be effectively addressed through informal resolution. Students are expected to first seek informal resolution whenever possible before submitting a formal grievance. For purposes of this policy, a "serious" violation of law, accreditation

standards, or policy is one that, if substantiated, would have a significant adverse impact on the student, the educational environment, or Southwestern, and that cannot be effectively resolved through informal means.

b. Initiating a formal grievance

A student with an eligible complaint not otherwise addressed by a specific Southwestern policy or procedure may submit a formal written grievance to the Associate Dean for Student Services (studentservices@swlaw.edu), who serves as the primary point of contact for student concerns. See Section B below for specific policies that include a separate complaint process.

If the complaint concerns the Associate Dean for Student Services or the General Counsel, the written grievance should be submitted to the Office of the Vice Deans (vicedeansoffice@swlaw.edu). If the complaint concerns a Vice Dean or the President and Dean (Dean), the written grievance should be submitted to the General Counsel (generalcounsel@swlaw.edu).

To facilitate a fair and timely resolution, students are expected to submit a written grievance within (i) 60 days of the matter arising, (ii) 60 days of when the student knew or reasonably should have known the basis for the complaint, or (iii) 30 days of the informal resolution process concluding, whichever is later. Southwestern will consider a late-filed grievance if the Associate Dean of Student Services (or an alternate, as noted above in the event of a conflict) determines that good cause existed for the student's delayed submission.

Students are encouraged to use the Grievance Form, which is on Southwestern's Institutional Policies Page and also linked under the "Related Forms" section at the top of this policy, to submit their

grievance. However, the student may submit a written grievance via email, U.S. mail, a reliable delivery service such as FedEx, or personal delivery.

A student who submits a formal grievance will be referred to as the Complainant.

c. Required grievance contents

The written grievance must include at least the following information:

- The Complainant's full name;
- For a current student, the Complainant's Southwestern ID number;
- The Complainant's program and, for a current student, their level within that program (e.g., Full-time Day 3L; SCALE I; Online Part-time Program 2L);
- For a current student, the Complainant's Southwestern email address; for a prospective or former student, a valid email address;
- The Complainant's current telephone number;
- The Complainant's current mailing address;

- The Complainant's current residence (i.e., where the student is living while taking classes), if different from that listed in the mailing address;
- Where relevant, the specific policy or procedure that the Complainant believes was misapplied, violated, or not followed;
- A statement of relevant facts (who, what, when, where) and any other basis for the Complainant's grievance; where relevant, the Complainant should explain why they believe that a specific policy or procedure was misapplied, violated, or not followed;
- The names and, if available, contact information for individuals who possess relevant information about the matter and a summary of information they possess (e.g., Janice Doe, a Southwestern student, was present when I interacted with [Respondent]);
- Any supporting documents or other relevant evidence the Complainant possesses (attachments may be included if relevant);
- A summary of any informal resolution efforts already attempted and the outcome of those efforts; and
- The specific result, resolution, and remedies sought.

d. Consolidating grievances

Southwestern may consolidate related grievances submitted by the same Complainant or by multiple Complainants where the concerns are sufficiently related to ensure a fair and efficient resolution process.

e. Party support (Advisors)

Subject to the following rules, any Party may be assisted by one Advisor of their choice at any stage of a complaint, grievance, or ABA Standard 510 matter:

i. **Scope of role:** The Advisor's role is non-advocacy and support-oriented; the Advisor may confer quietly or in writing with the Party but may not speak on the Party's behalf, question witnesses, or otherwise address the Administrator, Grievance Officer, or Dean, unless invited to do so.

ii. **Eligibility:** The Advisor may not be a Southwestern trustee, full-time or part-time Southwestern employee, or material witness in the same matter. The Advisor must agree in writing to maintain confidentiality under Section I of this policy, and must conduct themselves in a manner that is not disruptive or harassing.

iii. **Notice of participation.** A Party who intends to bring an Advisor must notify the Administrator or, where appropriate, Grievance Officer, in writing at least 48 hours before any scheduled meeting or interview and must identify the Advisor by name and relationship (e.g., attorney, friend). A Party need not use the same Advisor throughout the grievance process. The Administrator or Grievance

Officer may waive the notice period for good cause.

iv. **Exclusion for good cause:** The Administrator or Grievance Officer may exclude or remove an Advisor who materially violates these rules after the Advisor has been warned that continued misconduct will lead to removal.

v. **No institutional cost:** The Party is solely responsible for any costs or fees associated with the Advisor's services.

f. Reasonable disability accommodations during the grievance process

Southwestern will provide reasonable accommodations to qualified individuals with disabilities so they may participate fully in any meeting, interview, or proceeding under this policy. A Party, witness, or Advisor seeking accommodation should contact Accessibility Services within the Student Services Office as early as practicable and, when possible, at least five business days before the scheduled proceeding. Accommodations will

be made in accordance with the Disability Accommodations Policy (Including Standards for the Study of Law) and applicable law.

g. Timing

Southwestern will endeavor to acknowledge receipt of a complaint within 5 business days and to provide an initial substantive response or update within 30 days. If additional time is required to complete the review or investigation, Southwestern will notify the Complainant in writing and explain the expected timeline and basis for the extension.

During any extended investigation, Southwestern will provide the Complainant with regular status updates. Southwestern will issue a final written decision within 30 days after the investigation concludes, unless extenuating circumstances exist and are communicated to the Complainant in writing.

h. Administrator review

The administrator receiving a written grievance (usually the Associate Dean for Student Services or an alternate, as noted above in the event of conflict) (referred to as the Administrator) will:

(i) Review the written grievance to ensure that it includes all required information.

(ii) Determine whether the grievance falls within the scope of this policy or should be handled under a different institutional policy or procedure.

(iii) Conduct an initial evaluation to determine whether, on its face, the grievance is timely, made in good faith, and alleges facts that, if true, would:

- constitute a serious violation of law, accreditation standards, or institutional policy;
- have a significant impact on the student, the education environment, or

Southwestern; and

- raise issues that cannot be effectively resolved through informal means.

If the written grievance is missing any required information, the Administrator will contact the Complainant, specify the missing information, and request that the Complainant provide the missing information by a reasonable deadline. The Complainant's failure to provide the required information by the deadline may result in the Administrator dismissing the grievance.

If the Administrator determines that the grievance falls outside the scope of this policy, they will notify the Complainant in writing that the grievance will not move forward under this policy. If another policy or procedure for handling the grievance exists, the Administrator will refer the matter to the individual responsible for administering the appropriate policy and notify the Complainant about the referral in writing. If either action in this paragraph occurs, the Administrator will also provide the Complainant with information about the appeal process (Section E of this policy).

i. Notifying Respondents and providing an opportunity to respond

After the Administrator determines that the written grievance includes all required information and should proceed under this policy, the Administrator will formally notify any individual named as a Respondent (e.g., any individual alleged to have misapplied, violated, or failed or follow a policy or procedure or who is alleged to have created or contributed to circumstances that form the factual basis for the grievance) about the grievance. If the grievance is against a department or program, the head of that department or program will be designated the Respondent.

Notice typically will be given within 3 business days of the Administrator determining that the grievance should proceed under this policy. The Administrator will provide each Respondent with a written summary of the allegations or a copy of the grievance.

As part of the notice, the Administrator will remind each Respondent about Southwestern's prohibitions against retaliation (Section L below) and providing false information (Section M below) and about the confidentiality and privacy provision (Section I below) of this policy. The notice will also inform each Party of the right to bring an Advisor under subsection A.4.e and to request disability accommodations under subsection A.4.f. The Administrator will provide the Complainant with a similar written notice of rights and responsibilities that refers to these sections. See **Appendix A** for a form of Statement of Parties' Rights and Responsibilities.

Each Respondent will be afforded an opportunity to respond to the allegations by submitting a written response and relevant documents and evidence to the Administrator, typically within 7 calendar days from the date of notification. The Administrator may extend this time on their own initiative or at a Respondent's request.

The formal grievance process may proceed even if a Respondent elects not to respond

or misses the response deadline.

j. Appointing the Grievance Officer

After the deadline for receiving each Respondent's response has passed or after the Administrator has received each Respondent's response, whichever occurs first, the Administrator will appoint the Grievance Officer.

The Grievance Officer may be a Southwestern administrator, faculty member, or staff member, or an outside individual or organization with appropriate expertise and experience. The Administrator may serve as the Grievance Officer.

When appointing the Grievance Officer, the Administrator will take reasonable steps to ensure that the Grievance Officer does not have a conflict of interest and can handle the matter in a fair and timely manner.

After the Grievance Officer accepts the appointment, the Administrator will notify the Complainant and each Respondent (collectively referred to as the Parties and individually referred to as a Party) of the appointment in writing, typically via email, and of their ability to object to the Grievance Officer.

Each Party will have 3 business days to object to the Grievance Officer appointed. Any objection must be based on an actual or reasonably perceived conflict of interest involving the Grievance Officer that could compromise the Grievance Officer's fairness or impartiality. The objection must be submitted in writing to the Administrator within the three-business-day period and must clearly describe the nature of and factual basis for the alleged conflict of interest.

The following are non-exhaustive examples that would constitute an actual conflict of interest:

- The Grievance Officer was involved in the events or decisions under review.
- The Grievance Officer is the current faculty member or program director (e.g., for an Honors Program) for any Party or material witness.
- The Grievance Officer reports to or supervises any Party or material witness.
- The Grievance Officer is related by blood or marriage or is or has been in an intimate relationship with any Party or material witness.
- The Grievance Officer is or was the Respondent, Complainant, or material witness in another grievance involving any Party or material witness.

A Grievance Officer typically will not be disqualified if they (i) formerly taught a Party or material witness, or (ii) served as the Grievance Officer in another matter involving any Party or material witness.

The Administrator will review the objection and determine whether a different Grievance Officer should be assigned. If the Administrator is also the appointed Grievance Officer, then the Dean will appoint another individual to determine whether

a conflict of interest exists. If the Dean is the subject of the grievance, then the General Counsel will appoint the alternate.

If the Administrator (or alternate) determines that no actual or significant perceived conflict of interest exists, the originally appointed Grievance Officer will remain assigned to the grievance.

If the Administrator determines that a different Grievance Officer should be appointed, the notice and objection process in this subsection will be repeated.

k. Grievance Officer procedures

i. Burden of proof and evidentiary standard

The Complainant bears the burden of proof. The standard of proof applied under this policy is clear and convincing evidence, meaning that the evidence must show that the alleged facts are highly probable and substantially more likely to be true than untrue.

The Grievance Officer will review all relevant materials and information and determine whether the Complainant has met the burden of proof by establishing, through clear and convincing evidence, that the allegations are valid and substantiated.

ii. Initial review

The Grievance Officer will first determine whether the allegations, if true, a) would constitute a misapplication, violation, or failure to follow a school policy or procedure, or b) would constitute unfair treatment to the Complainant. To make this determination, the Grievance Officer will review the written grievance, any responses, and any documents or other evidence submitted by any Party.

iii. Grievance does not meet the criteria for further review

If, after reviewing the materials submitted, the Grievance Officer determines that the grievance fails to meet the criteria for further review (e.g., it fails to demonstrate a violation of a policy or procedure) or that no further action should be taken for another

reason (e.g., bad-faith complaint), the Grievance Officer will notify each Party in writing that that the grievance is being dismissed, explain the reasons for the dismissal, and also provide information about the appeal process (Section E of this policy).

iv. Fact-finding

If the grievance meets the criteria for review (see Sections A.4.a and A.4.h above for more information on grievances that meet the criteria for review under this policy), the Grievance Officer will conduct a neutral fact-finding review. The scope and method may vary depending on the case, but typically will include meeting with each Party, interviewing relevant, material witnesses, reviewing

documents and evidence related to the grievance, and reviewing any relevant policies and procedures. The Grievance Officer may consult with other Southwestern officials or representatives who have relevant information, knowledge, or experience about the policies, procedures, or other matters at issue.

If the fact-finding will exceed any deadline in Section A.4.g above, the Grievance Officer should notify the Administrator, and either the Grievance Officer or Administrator should update the Parties as necessary.

v. Decision

Following the fact-finding process, the Grievance Officer will issue a written decision.

The written decision should include (a) factual findings, (b) the conclusions reached, including whether any policy or procedure was misapplied, violated, or not followed, or whether unfair treatment was found, and (c) any remedy or corrective action to be implemented. The decision should explain the reasons for the outcome and inform each Party of their right to appeal the decision and the procedure for doing so (Section E of this policy).

The Grievance Officer will share the resolution simultaneously with each Party and the Administrator. Most typically, the decision will be sent to each Party's Southwestern email address or another email address included in the written grievance or response.

After sharing the written decision, the Grievance Officer may request or offer to meet with the Complainant or any Respondent to discuss the decision and any subsequent steps.

The Grievance Officer typically should share the decision with the Dean, Vice Dean, and other senior administrators with a need to know and the responsibility for implementing any remedies or corrective actions (e.g., transcript changes, policy revisions, training, referral for discipline, etc.).

B. Student Complaints Related to Other Southwestern Policies

If a student's complaint is covered by another written Southwestern policy with its own complaint procedures (for example, a complaint about sexual harassment under the Sexual Misconduct Policy), then that policy will govern how the complaint is resolved.

However, if the other policy does not include (i) an appeal procedure or (ii) a process for addressing frivolous or bad-faith complaints or false information, then the appeal procedure in this policy or the process for handling frivolous or bad-faith complaints and grievances or false information in this policy will apply. See Section E for more information on appeals and Section M for more information on frivolous or bad-faith complaints/grievances and false information.

In short, this policy applies only to matters not covered by a more specific policy or process, except that its appeal procedure and process for handling frivolous or bad-faith complaints/grievances or

false information will apply when a more specific policy does not include those procedures.

The following list of policies with dedicated complaint procedures is provided for convenience and is not exhaustive. Because Southwestern regularly updates and adopts new policies, students should refer to the most current policy documents or contact the Student Services Office to confirm whether a specific complaint is covered by another policy:

- **Academic Disqualification, Academic Probation, and Academic Improvement Program Policies**, for matters involving academic disqualification (dismissal for academic deficiency) and petitions for readmission or appeal of dismissal.
- **Academic Freedom Policy**, for issues specifically implicating academic freedom rights.
- **Code of Student Professionalism and Conduct**, for allegations of non-academic misconduct or violations of campus conduct.
- **Disability Accommodations Policy (Including Standards for the Study of Law)**, for requests and disputes regarding accommodations for disabilities under the ADA/Section 504 of the Rehabilitation Act of 1973.
- **Financial Aid Satisfactory Academic Progress Policy**, for matters related to maintaining academic standards for financial aid eligibility, including appeals of financial aid disqualifications.
- **Free Expression Policy**, for issues related to freedom of expression on campus.
- **Student Health-Related Leave of Absence and Return Policy**, for requests or requirements for leaves of absence for health or medical reasons.
- **Honors Programs Policies**, for issues related to Southwestern's Honors Programs.
- **Policy to Prevent Discrimination, Harassment, and Retaliation**, for complaints of discrimination or harassment based on protected characteristics, and related retaliation.
- **Sexual Misconduct Policy**, for complaints of sexual harassment, sexual assault, or other sexual misconduct.
- **Student Honor Code**, for allegations of academic dishonesty or misconduct in academic work.

If a student is not certain which policy applies, they should seek clarification from the Associate Dean for Student Services (studentservices@swlaw.edu) before proceeding.

Southwestern will ensure that a complaint is routed to the proper procedure so that it is handled appropriately. Complaints and grievances misdirected under this policy will be referred to the correct process or administrator, and the student will be notified in writing accordingly.

C. Student Resident Complaints Related to Housing

Complaints by residents regarding The Residences at 7th should be directed to the Property Manager (housing@swlaw.edu or Ext. 5500) in accordance with the lease agreement and housing procedures, rather than through the processes in this policy, unless the housing issue implicates broader institutional policies.

Any complaints in this category not resolved informally may be escalated to Southwestern's Chief Operating Officer (aso@swlaw.edu).

D. Complaints Implicating ABA Standards (ABA Standard 510)

As an ABA-accredited law school, Southwestern must comply with the American Bar Association Standards and Rules of Procedure for Approval of Law Schools ("ABA Standards"). Pursuant to ABA Standard 510, the law school is required to have a procedure for prospective, current, and former students to formally complain about issues that directly implicate the school's compliance with the ABA Standards. If a student, prospective student, or former student believes that a significant problem directly implicates Southwestern's program of legal education and its compliance with one or more ABA Standards, the student should use the process below for an ABA Standard 510-related complaint. This special procedure is a subset of the law school's complaint and grievance process and ensures relevant complaints are addressed and documented in accordance with ABA requirements. The current ABA Standards may be found at http://www.americanbar.org/groups/legal_education/resources/standards.html.

1. Filing an ABA Standard 510 complaint

A student (including prospective and former students) who wishes to bring a complaint to the law school's attention about a significant problem that directly implicates the school's compliance with the ABA Standards should take the following steps:

a. **Submit the complaint in writing** to a Vice Dean (vicedeansoffice@swlaw.edu). The Vice Dean designated by the Dean will serve as the Grievance Officer for purposes of the Standard 510 process. If the complaint is about a Vice Dean, the complaint should be submitted to the Office of the President and Dean (lawdean@swlaw.edu); the Dean will designate another suitable individual to review the complaint and serve as the Grievance Officer If the complaint concerns the Dean, the complaint should be submitted to the General Counsel (generalcounsel@swlaw.edu), who will confer with the appropriate Board of Trustees officer to designate an individual or organization to review the complaint and serve as the Grievance Officer. The complaint may be submitted via email, U.S. mail, reliable delivery service such as FedEx, or personal delivery. *The complaint should expressly state that it is being submitted pursuant to ABA Standard 510 so Southwestern can identify and handle it appropriately.*

b. **Describe in detail the behavior, program, or process that is the subject of the complaint** by providing the information described in more detail in Section A.4.c above. The description should be clear and provide sufficient detail, along with supporting facts or evidence, to enable an investigation. In addition, explain how the matter directly implicates the law school's compliance with one or more specific ABA Standards. If known, cite the specific ABA Standard(s) at issue.

c. **Provide your full name and contact information,** including a current email address, so the Grievance Officer can follow up and communicate regarding the complaint. Anonymous complaints cannot be processed under this ABA Standard 510 procedure, although the Grievance Officer will maintain confidentiality to the extent noted in this

policy.

2. Addressing an ABA Standard 510 complaint

After Southwestern receives an ABA Standard 510 complaint, the following steps will occur to address the complaint:

a. Administrative review

The assigned Grievance Officer will evaluate whether the complaint directly implicates the law school's compliance with an ABA Standard. If the Grievance Officer determines that the complaint does not directly implicate compliance with an ABA Standard, the Grievance Officer will inform the student in writing of that determination (including a brief explanation of why the issue does not fall under an ABA Standard). This review typically will occur within 5 business days. The matter will then be handled under the appropriate process; for example, under the student complaint and grievance process outlined in Section A of the policy or pursuant to another relevant policy's procedures.

b. Acknowledgement

If the Grievance Officer determines that the complaint implicates at least one ABA Standard, the Grievance Officer will acknowledge receipt of the complaint in writing within 5 business days of receipt. The acknowledgement may be sent via email, U.S. mail, overnight delivery via a reliable service such as FedEx, or delivered in person, and will note that the complaint is being reviewed under the ABA Standard 510 process.

c. Investigation

The Grievance Officer will investigate the complaint by gathering relevant information from the individuals or departments involved and reviewing any pertinent evidence or documents. The goal is to thoroughly understand the facts and determine whether the issue raised has merit and thus requires attention. This investigation will be handled expeditiously, with fairness to all involved.

d. Meeting or substantive response

As part of the investigation and resolution, the Grievance Officer will either meet with the Complainant to discuss the complaint or will send the Complainant a substantive written response to the complaint. In the meeting or correspondence, the Grievance Officer will either provide a response to the complaint's substance (for example, explaining the law school's position or any corrective actions being taken) or describe what steps Southwestern is or will be taking to address the issue or to investigate it further. Typically, a student can expect to receive either a meeting request or a written response addressing the complaint within approximately 30 days of submitting the complaint.

e. Timing and updates

If the investigation and resolution require more than 30 days (which may occur if the matter is complex or if additional time is needed to gather information), the Grievance

Officer will inform the student in writing of the estimated timeline and the reasons for the extended timeframe. The law school will also provide the student with reasonable status updates during the process so the student is informed about the progress of the review. Southwestern will strive to reach a final resolution of the complaint within 30 days after the investigation concludes. The final resolution will be communicated to the student in writing, as described above.

3. Internal appeal and external escalation

If a student who filed an ABA Standard 510 complaint remains concerned that the law school is not in compliance with the ABA Standards after receiving the law school's resolution, the student may choose to pursue two further steps: (1) an internal appeal to the Dean, and (2) if still not satisfied, an external complaint to the ABA or other accreditor.

First, the student may consider submitting an appeal to the Dean (as outlined in Section E below) to request a review of the outcome. Following the exhaustion of Southwestern's internal remedies (including receiving a final decision on appeal, if an appeal is pursued), a student who still believes the law school is out of compliance may file a formal complaint with the ABA.

The ABA's process for law school accreditation-related complaints is designed to address potential non-compliance with ABA Standards; it is not a mechanism for overturning internal decisions or providing individual relief.

A description of the ABA Section of Legal Education and Admissions to the Bar's complaint process and a link to the Complaint Form are located at https://www.americanbar.org/groups/legal_education/accreditation/complaint_pr ocedures/.

If it is not possible to submit online, Complainants may mail complaints, along with the required release form, to:

American Bar Association Section of Legal Education 321 N. Clark Street Chicago, IL 60654

Questions about the Complaint Form or the ABA process may be directed to legaled@americanbar.org.

E. Appeals

1. Filing an appeal

Within 30 calendar days of receiving a decision on a formal grievance, a decision under another policy that does not have its own appeal process, or an ABA Standard 510 complaint, a Party may appeal the decision to the Dean.

The appeal must be submitted in writing and should clearly explain the basis of the appeal.

The writing should be submitted to the Dean via email (lawdean@swlaw.edu),

U.S. mail, a reliable delivery service like FedEx, or personal delivery to the Dean's Office.

2. Standard of review

An appeal of the grievance, other policy decision, or ABA Standard 510 complaint is a limited review of the decision. The Dean will not rehear the grievance, other policy decision, or complaint, or substitute their judgment for that of the original decision-maker. Instead, the original decision will be modified, returned for additional proceedings, or reversed only if the Dean or
the Dean's designee determines that one of the following grounds has been met:

- **Clearly erroneous decision:** The decision was clearly erroneous based on the evidence presented.
- **Procedural error or fairness issue:** A material procedural error occurred or a fundamental issue affected the fairness of the grievance, ABA Standard 501 complaint process, or other policy process. This basis would include dismissal of a grievance at the initial review stage or a determination that the grievance or complaint was misclassified and handled under the incorrect policy or procedure.
- **Material new evidence:** Material new evidence has been discovered that was not reasonably available during the original review and that would likely change the outcome.

The burden is on the appealing Party to demonstrate that one of these grounds exists and justifies a different outcome. If the Dean or the Dean's designee concludes that none of the three grounds is met, the appeal will be dismissed, and the original decision will stand. If the material new evidence ground is met, the Dean or Dean's designee may return the matter to the original decision-maker to consider the new evidence and issue a revised decision, if necessary.

3. Procedure and process

a. Acknowledging receipt of an appeal

Absent unusual circumstances, the Dean's Office will acknowledge receipt of the appeal within 5 business days of receiving the written appeal and will, in turn, notify the non-appealing Parties by sharing a copy or summary of the written appeal.

b. Timeline

The Dean will strive to provide a written response or decision on the appeal within 30 days of the acknowledgment of the appeal. If additional time is required, the Dean's Office will notify the Parties in writing of the delay and an estimated resolution date.

c. Responses, referral, consultation, and review

The Dean may request that any non-appealing Party submit a written response on a stated timeline (usually within 10 to 15 days).

In addition, the Dean or Dean's designee may consult with other administrators or external experts as needed to fully understand the matter on appeal and may collaborate with appropriate individuals to evaluate the appeal. The Dean may also refer certain matters to another senior administrator or an external reviewer,

particularly if specific expertise is needed.

d. Process, decision, and finality

The Dean or Dean's designee may, but is not required to, meet with the Parties to discuss the appeal. Alternatively, the Dean or Dean's designee may decide the appeal based on the written record, the written appeal, and any responses to the appeal. In any case, the Dean or Dean's designee will issue the appeal decision in writing, sent to each Party's email address (and by other means if appropriate), and will also communicate any changes to the outcome or remedies if the appeal is granted. The Dean's or the Dean's designee's decision on the appeal is final within the institution.

F. External Escalation of Complaints to WSCUC

Southwestern holds Candidate status with WSCUC, which is an institutional accreditor. If, after exhausting all internal procedures outlined in this policy (including the appeal process), a Complainant believes that their grievance remains unresolved and that the Complainant further believes that the institution has violated an accreditation standard of WSCUC, the student may escalate the matter to WSCUC. A student filing a complaint with WSCUC should provide detailed information about the nature of the alleged accreditation standards violation, including any relevant supporting documents. WSCUC will generally require verification that the student attempted to resolve the issue through the law school's internal processes first.

To file a complaint with WSCUC, a student may contact WSCUC at: WSCUC Complaints
WASC Senior College and University Commission 1001 Marina Village Parkway, Suite 402
Alameda, CA 94501

Phone: (510) 748-9001
Website: www.wscuc.org

Information about WSCUC's complaint process and an online submission form are located on the WSCUC website, www.wscuc.org. Students should note that WSCUC will typically not intervene unless the complaint suggests a pattern of non-compliance or a

serious issue affecting institutional integrity, and WSCUC will not overturn individual decisions or provide personal remedies.

G. Complaints to the California Bureau for Private Postsecondary Education (BPPE)

Southwestern is approved to operate by BPPE. "Approval to operate" means the institution complies with the minimum standards in the California Private Postsecondary Education Act of 2009 and the California Code of Regulations.

A student or member of the public who believes that Southwestern has violated applicable California laws or regulations governing its operation (including engaging in an unfair business practice or other non-compliant activity) may file a complaint with the BPPE.

The BPPE prefers that complaints be submitted through its online complaint submission link. Alternatively, an individual may download the complaint form and mail it to:

Bureau for Private Postsecondary Education

P.O. Box 980818
West Sacramento, CA 95798-0818
Website: bppe.ca.gov/enforcement/complaint.shtml

More information concerning BPPE's complaint procedure can be found at https://bppe.ca.gov/enforcement/complaint.shtml or by calling 888-370-7589.

A student need not exhaust internal remedies before filing a BPPE complaint; however, BPPE's process is typically intended for significant concerns about institutional compliance with the California Private Postsecondary Education Act of 2009 and the California Code of Regulations.

If Southwestern receives notice of a complaint filed with BPPE, the law school will respond appropriately and will cooperate fully with any BPPE investigation. The Dean will determine whether an internal investigation should be conducted in response to the BPPE complaint and may appoint either an internal or external investigator to handle
the matter, in coordination with Southwestern's General Counsel.

H. Complaints by Students Residing Outside of California

Students in Southwestern's Online J.D. Program who reside in a state other than California should refer to Southwestern's State Student Concern Contact Information chart for additional information on filing complaints in their jurisdiction.

I. Confidentiality and Privacy

Southwestern will handle student complaints and grievances, and all related information, as confidentially as possible. The complaint and any investigation will be shared only with those individuals who have a legitimate need to know to resolve the issue.

Southwestern will make all reasonable efforts to protect the privacy of all individuals involved in a complaint or grievance process. However, students should understand that complete confidentiality cannot be guaranteed in all circumstances, because effective investigation may require revealing certain information (for example, discussing the complaint with a department or person involved). All participants in the process, including the Complainant, Respondent (if any), witnesses (if any), Administrators, and Grievance Officers, are expected to maintain privacy and not disclose information learned through the complaint or grievance process, except as necessary to gather information or seek support.

Upon request by an oversight agency or during accreditation reviews, Southwestern may be required to provide records or summaries of student complaints and grievances. In such cases, personally identifiable information is removed or limited to the extent possible.

Southwestern will comply with all applicable privacy laws (such as FERPA) when handling and sharing complaint and grievance records.

J. Record Keeping

Southwestern maintains records of all formal, written grievances and complaints received from students in accordance with applicable regulatory requirements and accreditation standards. Except as set forth below, Southwestern's Student Services Office will retain a copy of each formal written

grievance or complaint and a summary of the institution's response and resolution for at least the minimum duration required by oversight bodies. If a grievance or complaint concerned the Student Services Office, the Office of the Vice Deans, the Dean's Office, or the General Counsel's Office will retain a copy of each written grievance or complaint and a summary of the institution's response and resolution for at least the minimum duration required by oversight bodies. Specifically:

1. **General complaints and grievances (those filed pursuant to Section A.3 and A.4 of this policy or under a policy listed in Section B of this policy):** Southwestern will maintain all formal grievances and complaints and a record of the outcome for at least 6 years after the student's graduation from or last date of attendance at Southwestern. Records will typically be included in the student's official file and maintained in a secure location in the Student Services Office or on their systems. If a matter is particularly sensitive, the record may be maintained in the Student Services Office or the General Counsel's Office, with a notation in the student's permanent file.
2. **ABA Standard 510 complaints:** Any complaint filed properly under Section D of this policy and implicating the ABA Standards will be retained for at least 10 years or through the next regular comprehensive review by the Council of the Section of Legal Education and Admissions of the American Bar Association, whichever is longer.
3. **WSCUC-related complaints:** Complaints implicating WSCUC accreditation standards will be retained for at least 10 years or through the next WSCUC accreditation review, whichever is longer.

Southwestern's Student Services Office will also maintain a log or database of formal grievances and complaints to facilitate oversight and help ensure compliance with reporting obligations. At a minimum, the log or database will include the date of the written complaint or grievance, a brief description of the issue, the resolution or outcome, and the date of resolution.

K. Monitoring and Reporting

Southwestern is committed to continuous improvement and uses information from student complaints and grievances to identify areas for improvement. Southwestern will periodically analyze complaint and grievance records to discern any patterns or recurrent issues.

Starting in June 2025, every three years, the Vice Deans will review all formal written grievances and complaints received during the prior 3 years to determine if patterns exist that could indicate a compliance concern with ABA or WSCUC accreditation standards. In preparation for any ABA site evaluation or WSCUC visit, the Vice Deans will conduct a similar review. The Vice Deans will report their findings to the Dean by August 15 of the review year; the report should summarize their findings, identify any patterns, and propose a response. Starting with the 2025–2026 academic year, the Dean will report any notable patterns of formal grievances or complaints and responsive actions to address the patterns to the faculty in executive session and to the Academic Affairs Committee of the Board of Trustees.

In addition, starting in 2026, by July 30 of each year, the Associate Dean of Student Services or their designee will compile an annual summary of formal written grievances and complaints received and their resolution. This summary, which should not contain any personally identifiable information, will be submitted to the Dean by August 15. Each September, the Dean will share the summary with the

full-time faculty in an executive session and with the Academic Affairs Committee of the Board of Trustees. The Dean may also choose to share the information with other Southwestern administrators and
staff as part of the school's commitment to continuous improvement.

The purpose of this monitoring and reporting is to keep institutional leadership informed of student concerns and to close the feedback loop by addressing systemic issues. When patterns or recurring issues are identified, the law school will document any actions taken to address those issues in an internal memorandum maintained by the Dean's Office and shared with faculty and the Board's Academic Affairs Committee.

L. Protection Against Retaliation

Southwestern strictly prohibits retaliation against any student who, in good faith, makes a complaint or grievance under this policy (or any other Southwestern policy) or against any individual who participates in the investigation or resolution of a complaint or grievance.

Retaliation includes any adverse action or threat aimed at penalizing or intimidating an individual for filing a complaint or grievance, supporting a complaint or grievance, or otherwise being involved in the process. Any faculty member, employee, or student who retaliates against a person for using this policy in good faith will be subject to disciplinary action under the appropriate conduct code, handbook, or manual (for students, this means the Student Honor Code or Code of Student Professionalism and Conduct; for employees, it means the Employee Handbook or a specific policy; for full-time faculty, it means the Faculty Manual or a specific policy; for adjunct faculty, it means the Adjunct Faculty Manual or a specific policy).

If any person believes they are experiencing retaliation related to a complaint or grievance, they should immediately report the situation to the Associate Dean for Student Services (studentservices@swlaw.edu) or the General Counsel (generalcounsel@swlaw.edu). The law school will take prompt action to investigate and address any alleged retaliation.

Southwestern's goal is to ensure that individuals can freely express concerns, pursue complaints and grievances, and participate in grievance and complaint processes without fear of reprisal, which is essential to maintaining an environment of accountability and fairness.

M. Frivolous or Bad-Faith Complaints/Grievances and False Information

1. Definitions and prohibitions

a. Frivolous complaint or grievance

A frivolous complaint or grievance is one that lacks any serious merit or purpose. This definition includes matters that are trivial, insubstantial, or clearly *without a good-faith basis*. For example, a complaint that is implausible or so minor that pursuing it would be a waste of institutional time and resources may be deemed frivolous. See Section A.4.a above for more on the scope of the formal grievance process in this policy. Complaints and grievances brought for an *unreasonable purpose*—such as solely to harass or annoy the subject of the complaint—are also considered frivolous and an abuse of the complaint and grievance process. Submitting a frivolous complaint or grievance is prohibited under this policy.

b. Bad-faith complaint or grievance

A bad-faith complaint or grievance is one filed with malicious intent or knowledge of its falsity. In other words, it is lodged knowing that it is false, or with the intent to deceive or mislead those investigating the matter. This definition includes complaints or grievances filed for retaliatory or other improper motives (e.g., to harm someone's reputation without cause or to divert attention from one's own misconduct). Submitting a bad-faith complaint or grievance is prohibited under this policy. *A* complaint or grievance made in good faith that is *not* substantiated is *not* considered false or a bad-faith complaint or grievance under this section.

c. False information

Knowingly providing false, fabricated, or misleading information or evidence at any stage of a complaint, grievance, investigation, or appeal process is prohibited. All participants in these processes are expected to be completely truthful. This prohibition applies to any individual involved, including the student who initiates the complaint or grievance, as well as any Respondent, witness, or third party who submits information in connection with the matter. Deliberately providing false information is prohibited under this policy. This provision is aimed at deterring intentional dishonesty, not discouraging legitimate grievances; thus, a good-faith complaint that is unproven will *not* be penalized.

2. Consequences

Filing a frivolous or bad-faith complaint, or knowingly submitting false information in a complaint or grievance process, is a serious offense. Anyone who engages in such conduct will be subject to appropriate disciplinary action. In the case of a student, this may include referral for discipline under the Student Honor Code or the Code of Student Professionalism and Conduct, as providing intentionally false or misleading information to the law school is a violation of those standards. For faculty and staff, such conduct may result in disciplinary action under the applicable Faculty Manual, Adjunct Faculty Manual, or Employee Handbook procedures (for example, false reports by a staff member will be referred to Human Resources, and false reports by a faculty member will be referred to the Vice Dean(s) for handling). Potential sanctions will depend on the severity of the conduct and the applicable code, manual, or handbook, and may include measures up to and including dismissal from the law school or termination of employment. Southwestern will handle each case on an individual basis but will do so with the understanding that frivolous complaints, bad-faith

complaints, and deliberate falsehoods threaten the fairness and efficacy of our processes and therefore will not be tolerated.

N. Questions

Any questions about the interpretation or application of this policy should be directed to the Associate Dean for Student Services (studentservices@swlaw.edu).

O. Policy Revisions

Southwestern reserves the right to change, modify, or update any aspect of this policy at any time,

with appropriate notice to the law school community. Generally, the law school will provide at least 15 days' notice to students, faculty, and staff before a material change to this policy takes effect. Notice may be given via email, campus announcement, or posting on the law school's policy website. Complaints or grievances that were initiated before a policy change will typically be handled under the policy provisions that were in effect at the time the complaint was originally submitted, unless both the student and the law school agree to proceed under the updated policy.

Appendix A

Form of Statement of Parties' Rights and Responsibilities

This Statement distills the key rights and responsibilities for Parties who participate in the complaint, grievance, or ABA Standard 510 process ("the Process") set forth in Southwestern Law School's Student Complaint and Grievance Policy and Procedures (Including Complaints Implicating ABA Standards) ("the Policy"). This Statement must be read in conjunction with the Policy; if any conflict exists, the Policy prevails. Capitalized terms have the same meanings given to them in the Policy.

I. Universal Rights (Apply to All Participants)

- **Fair Treatment.** To have the matter handled impartially and without bias.
- **Timely Action.** To expect the law school to follow the deadlines and time frames in the Policy—or to be told in writing when and why more or less time is required.
- **Notice.** To receive prompt written notice of (a) the allegations or issues under review, (b) major Process deadlines (e.g., appointment of the Grievance Officer, extensions), and (c) the final outcome.
- **Confidentiality & Privacy.** To have information shared only with those who have a legitimate need to know, consistent with FERPA and other privacy laws.
- **Freedom from Retaliation.** To be protected from, and to report, any adverse action taken because of good-faith participation in the Process.
- **Advisor or Support Person.** To consult with, and have present in any meeting, an advisor or support person of one's choice (who is not a material witness), provided that person agrees to the school's rules for participation.
- **Reasonable Accommodations.** To request accommodations under the Disability Accommodations Policy (Including Standards for the Study of Law) for full and equal participation in the Process.
- **Conflict-Free Decision-Maker.** To object, on the record and with reasons, to the appointment of a Grievance Officer who has an actual or reasonably perceived conflict of interest.
- **Written Record.** To receive (or have access to) the written decision explaining the findings, conclusions, and any remedies.
- **Right to Appeal.** To seek review by the Dean on the limited grounds and within the time limits stated in Section E of the Policy.

II. Universal Responsibilities (Apply to All Participants)

- **Good Faith.** To raise complaints, defenses, or objections honestly and without intent to harass or obstruct.
- **Truthfulness.** To provide accurate, complete, and not-misleading information; knowingly submitting false information is a violation of the Policy.
- **Timeliness & Cooperation.** To meet all deadlines, appear for scheduled meetings, and produce requested documents or evidence.
- **Privacy Protection.** To respect the confidentiality of the Process and refrain from improper disclosure of sensitive information.
- **Notice:** To provide 48 hours' notice when an Advisor will attend a meeting.
- **No Retaliation.** To refrain from any form of intimidation, threat, or adverse action against another participant.

III. Additional Rights & Responsibilities of Complainants Rights

- To choose whether to pursue informal resolution first, except where safety or accreditation concerns require immediate formal action.
- To file a written grievance, including an ABA Standard 510 complaint, consistent with the scope and deadlines in the Policy.
- To describe the requested remedy and to submit supporting evidence and witness names.
- To be kept reasonably apprised of the status of the investigation.

Responsibilities

- To furnish all required information listed in Section A.4.c of the Policy.
- To update contact information promptly if it changes during the Process.
- To participate in meetings or interviews requested by the Administrator or Grievance Officer.

IV. Additional Rights & Responsibilities of Respondents Rights

- To receive a copy or summary of the written grievance and notice of the allegations within approximately three business days after the grievance is accepted.
- To submit a written response (and evidence) within the timeframe specified by the Administrator, normally seven calendar days.
- To review and rebut information that may be relied upon in reaching a decision, consistent with privacy protections.

Responsibilities

- To provide a complete, truthful, and timely written response.
- To preserve potentially relevant documents and other evidence.
- To refrain from discussing the matter with potential witnesses in a manner that could be perceived as pressure or retaliation.

V. Rights & Responsibilities of Witnesses and Other Participants

- **Rights:** To receive reasonable notice of any interview; to raise concerns about personal safety, retaliation, or needed accommodations; and to have questions limited to matters relevant to the grievance.
- **Responsibilities:** To cooperate fully and truthfully; to maintain the confidentiality of the Process; and to avoid retaliatory conduct.

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Student Lived Name and Pronouns Policy

Administrative policy approved March 4, 2024. Effective immediately. Revision history: Updated March 2025.
Related policies and form: Student Records Policy—FERPA; Policy to Prevent Discrimination, Harassment, and Retaliation; Student Lived Name and Pronouns Form

Scheduled Review Date: June 2026 (Student Services Office)

A. Overview and Definitions

Southwestern recognizes that some students use first names other than their legal name to identify themselves. For this reason, Southwestern has created this policy, which enables students to use a lived first name and pronouns where possible. Southwestern provides these options to foster a more inclusive, supportive, and respectful campus climate.

Under this policy, students may use a lived first name and their legal name. A student's lived first name is a self-chosen, personal, or professional name used instead of a legal first name; it is the name a student wishes to be known by within the law school community. A student's legal name is the name that appears on an official, government- issued document, such as a passport, driver's license, birth certificate, or U.S. Social Security Card.

Southwestern recognizes that designating a lived first name may interest many students, including but not limited to those who are transgender, whose gender identity differs from that indicated on official documents, who are survivors of abuse, or whose lived first name is a variation or a shortened version of their legal name (including those who use a middle name as their lived first name and international students who have adopted Anglicized first names).

Southwestern recognizes that an individual's pronouns are more than a preference and, therefore, allows students to indicate or update their pronouns in Southwestern's information system. Southwestern desires to create an environment in which we do not assume how individuals want to be referred to in the third person by actively giving them opportunities to self-identify. Southwestern will strive to display designated pronouns in systems (e.g., Qwickly, Canvas, etc.) that allow for that form of

identification.

B. Requirements and Restrictions

Any student who wishes to use a lived first name or change their pronouns may do so by following the process outlined in Section C below. The student's lived first name and pronoun will be reflected in Southwestern's database. Southwestern will strive to use the student's lived first name in law school communications and reporting, except where the legal name is necessary due to business or legal requirements. Examples of documents on which Southwestern must use a legal name include, but are not limited to, enrollment verifications, transcripts, financial aid documents, visa documents, W-2 forms, third-party reports, and 1098-Ts.

Southwestern will strive to use a student's lived first name whenever possible in the course of law school business and education; however, some systems do not support both a legal and lived first name.

C. Lived First Name and Pronouns Designation Process

Students who wish to update their lived first name or pronouns on Southwestern's database must complete the Student Lived Name and Pronouns Form. Southwestern's information systems support the selection of She/Her, He/Him, or They/Them pronouns. Although Southwestern acknowledges that individuals may be gender-fluid, the systems will not facilitate multiple choices. A student may, however, change their pronouns as desired by using this policy. The form must be submitted to the Student Services Office, which will endeavor to process the request within 10 business days. It may then take another business week for the change to take effect in Southwestern's systems.

D. Using Lived First Name and Pronouns

Once processed, Southwestern will stive to automatically use the student's updated information for the following:

- Seating charts;
- Qwickly Attendance;
- Canvas; and
- Self Service.

If requested on the form, Southwestern will strive to use the student's lived first name for:

- ID card;
- Diploma and Commencement program;
- Email address; and
- Southwestern-generated materials for on-campus interviews.

A non-exhaustive list of when Southwestern must use a student's legal name includes transcripts,

financial aid documents, transfer and external credit processes, payroll, and communications with bar examiners.

E. Disclaimer

While Southwestern strives to honor requests as outlined in this policy, we acknowledge the following limitations:

1. System complexities

Southwestern relies on multiple interconnected systems, platforms, and databases to manage student information. Some systems have technological constraints that may not fully accommodate updates to student lived first names and pronouns.

2. Third-party technology

Certain systems used by the school rely on external vendors for update and support. These third-party technologies may have limitations or delays in processing updates to student information.

3. Human error

Despite our best efforts, processes involved in updating records can occasionally lead to inconsistencies.

Due to these factors, we cannot guarantee that the updated information will consistently appear across all platforms and documents referred to in this policy. If you encounter any issues or discrepancies regarding the use of your lived first name and pronouns, please contact the Registrar's Office so we can address the matter to the best of our ability. We appreciate your understanding as we continue to work towards seamless and respectful integration of student identity information across our school systems.

F. Family Educational Rights and Privacy Act (FERPA)

Under FERPA, a student's full legal name and a lived first name, may be disclosed as directory information unless the student blocks public disclosure of their directory information by notifying the Registrar's Office in writing.

G. Legal Name Change Process

While students may add a lived first name, a request to change a middle or last name will require the student to change their legal name. The process for an individual to change their legal name varies by state. More information about the name change process in California may be found here.

If a student has completed the legal name change process with their resident state, they may submit documentation of their name change to the Registrar's Office via Self Service or a Student Action Report

(SAR). The Registrar's Office will endeavor to update the student's legal name in Southwestern's database within ten business days of submission.

H. Reporting

Students experiencing noncompliance or harassment concerning the use of their designated lived first name or designated pronouns should contact the Student Services Office.

I. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Student Records Policy — FERPA

Administrative Policy.

Revision history: **Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; technical edits made in December 2023; edits made in December 2024 to clarify the process for students to inspect education records; edits made in January 2025 to reference Code of Student Professionalism and Conduct.**

Related policies and form: **Student Honor Code; Code of Student Professionalism and Conduct; Student Records Request Form**

Scheduled Review Date: **June 2026 (Registrar's Office)**

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A. Purpose

Under the Family Educational Rights and Privacy Act (FERPA), students have the right to access their education records, seek to have the records amended, and have some control over the disclosure of personally identifiable information. Southwestern recognizes the importance of safeguarding sensitive information contained in student records. This policy outlines the guidelines and procedures governing education record maintenance and disclosure. This policy also outlines the specific information considered "directory information" and the instances in which non-directory information may be disclosed. Southwestern is committed to maintaining the confidentiality and integrity of student records while facilitating the legitimate educational needs of our community.

B. Records Maintained by Southwestern

Southwestern maintains records for each student, including but not limited to personally identifiable information, academic records, financial records, disciplinary records (e.g., Student Honor Code violation, Code of Student Professionalism and Conduct violation, Title IX violation, etc.), and admissions records.

While the Registrar's Office maintains many student records, some records may be created and maintained by other offices or individuals. For example, the Financial Aid Office maintains financial aid records, the Student Services Office maintains disciplinary records and accommodations records, and faculty or administrators may maintain other records as part of their professional responsibilities. All student records are available to the Registrar, the Dean, the Vice Deans, and all other school officials with a legitimate educational interest.

Southwestern may share student records with other institutions for legitimate academic purposes connected with joint academic degrees or programs or as otherwise stated in this policy. These records are also available to other organizations and persons entitled to them under Part 99 of Title 34 of the Code of Federal Regulations.

The Director of Financial Aid maintains financial aid records, which are available to the Director and staff, the Dean, the Chief Financial Officer, the Vice Dean(s), and the Associate Dean for Student Services to grant and administer the law school financial aid program. These records are also available to other organizations and individuals entitled to them under Part 99 of Title 34 of the Code of Federal Regulations.

C. School Officials

Students have the right to provide written consent before Southwestern or its representatives disclose

personally identifiable information from student records, except to the extent that FERPA authorizes disclosure without consent, including disclosures via transcript notations.

Southwestern discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.

A school official is a person employed by Southwestern in an administrative, supervisory, academic, research, or support staff position (including security unit personnel); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary committee. A school official may also include a volunteer or contractor outside of Southwestern who performs an institutional service or function for which Southwestern would otherwise use its own employees and who is under the direct control of Southwestern with respect to using and maintaining personally identifiable information from education records (e.g., an attorney, auditor, collection agent, housing management company personnel, or a student volunteering to assist another school official in performing their tasks). External agents of Southwestern that are considered school officials with legitimate educational interests include organizations such as the National Student Clearinghouse. A school official has a legitimate educational interest if they need to review an education record to fulfill their professional responsibilities for Southwestern. Upon request, Southwestern also discloses education records without consent to officials of another school where a student seeks or intends to enroll or has already enrolled.

D. Disclosure of Student Education Records

FERPA permits Southwestern and its representatives to disclose personally identifiable information from students' education records without the student's consent if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. These situations include the following:

1. disclosure to other school officials, including faculty, within Southwestern whom the law school has determined to have legitimate educational interests;

2. disclosure to a contractor, consultant, volunteer, or other party to whom Southwestern has outsourced institutional services or functions, provided certain conditions are met;

3. disclosure to an authorized representative of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as state postsecondary authority that is responsible for supervising Southwestern's state-supported education programs;

4. disclosure in connection to financial aid for which the student has applied or which the student has received if the information is necessary to determine eligibility for the aid, determine the amount and conditions of the aid, or enforce the terms and conditions of the aid;

5. disclosure to organizations conducting studies for, or on behalf of, Southwestern to:

- **a.** develop, validate, or administer predictive tests;
- **b.** administer student aid programs; or
- **c.** improve instruction;

6. disclosure to accrediting organizations to carry out their accrediting function;

7. disclosure to comply with a judicial order or lawfully issued subpoena; and

8. disclosure to appropriate officials in connection with a health or safety emergency.

Southwestern retains documentation, available to the student and kept with their file, of all persons and organizations, other than those authorized and designated above, requesting or obtaining access to the file. This record will indicate specifically the legitimate interest that each person or organization obtaining access to the records has in such records. Where records are furnished in compliance with judicial order or pursuant to any lawfully issued subpoena, students will be notified in advance of Southwestern's compliance.

Southwestern employees must consult with the Registrar's Office before releasing information from a student's record to a third party.

E. Access to Records

A student may inspect their academic transcript during normal working hours according to Registrar Office protocols. To see other education records, the student must submit the Student Records Request Form to the Registrar's Office at registrar@swlaw.edu. A mutually convenient time will be arranged within 15 business days after Southwestern receives the request. At that time, the student may examine all records in the file except for those specifically exempted by Part 99 of Title 34 of the Code of Federal Regulations. All reasonable requests for explanations or interpretations of the records will be honored. If a student believes that a record is inaccurate, misleading, or otherwise inappropriate, the student may submit a written request to the Registrar to correct the record. The student also has the right to insert a written explanation respecting the contents of such records into the records.

If Southwestern denies the student's request to correct a record, the student may submit a written request to the Vice Dean assigned to supervise academic programs for a hearing to challenge the content of the record that they believe is misleading, inaccurate, or violates their privacy rights. The Vice Dean will schedule the hearing within 30 calendar days after receiving the request and provide the student with reasonable notice of the hearing date, time, and place (which could be via Zoom). The hearing will be before a panel composed of the Vice Dean, the Associate Dean for Student Services, or their designated alternates, and at least one disinterested full-time faculty member appointed by the Dean.

No one hearing the challenge may have a direct interest in the outcome. The student will be afforded a full

and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney. However, no Southwestern employee may assist or represent a student at the hearing. The panel's decision on the correctness of the record, as determined by a majority vote, will be rendered in writing within ten calendar days after the hearing and will be final.
This decision will be based solely upon the evidence presented at the hearing and include a summary of the evidence and the reasons for the decision.

If the hearing panel decides that the information in the files is inaccurate, misleading, or violates the student's privacy rights, Southwestern will amend the records accordingly and inform the student in writing. Southwestern will endeavor to amend the records within 30 calendar days. However, if the hearing panel decides that the information is not inaccurate, misleading, or in violation of the student's privacy rights, it will inform the student of the right to place in the records a statement commenting on the information in the records or setting forth reasons for disagreeing with Southwestern's decision.

F. Directory Information

Southwestern may provide "directory information" in accordance with the provisions of FERPA. Directory Information is defined as information that would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at Southwestern includes the following: student's name, address, telephone numbers, Southwestern email address, photograph, date and place of birth, dates of attendance, grade level, enrollment status (e.g., full-time or part-time and program, like SCALE or Online J.D. full- time program), participation in officially recognized activities, degrees, honors and awards received, and the most recent educational institution attended.

Students may block the public disclosure of directory information by notifying the Registrar's Office in writing. Students should carefully consider the consequences of requesting to withhold directory information. A non-disclosure block means Southwestern will not release any Directory Information. Any future requests for such information from non-Southwestern persons or organizations (e.g., for employment references or degree verification) will be refused unless required by law.

Southwestern will honor a student's request to withhold Directory Information but cannot assume responsibility for contacting the student for subsequent permission to release this information. Although the initial request may be filed at any time, requests for non-disclosure will be honored until removed by the student, in writing. Regardless of the effect upon a student, Southwestern assumes no liability for honoring a student's instructions to withhold directory information.

G. Waiver of Rights

No student can be required to waive rights under Part 99 of the Code of Federal Regulations. However, a student may voluntarily waive the right to access confidential statements made by third parties regarding admission to educational agencies or institutions (e.g., letters of recommendation), applications for

employment, or receiving an honor or honorary recognition. When a student voluntarily waives rights, Southwestern will use the confidential statements solely for the purposes for which they were specifically intended. Upon request, the student will be notified of the names of all persons making such confidential statements. If a student desires to waive the right of access, they should contact the Registrar's Office.

H. Record Disposal

Southwestern reserves the right to destroy records that it maintains on a student, except to the extent that the law requires their maintenance for a specific period. Southwestern will not destroy records requested under Part 99 of the Code of Federal Regulations until Southwestern grants access or decides to deny access, as described in Section E of this policy.

I. Filing a Complaint

Any student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Southwestern to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: U.S. Department of Education Student Privacy Policy Office, 400 Maryland Avenue, SW Washington, DC 20202-8520.

J. Changes in Vital Data

It is the student's responsibility to promptly advise the school of any change in vital data, such as a change of temporary or permanent mailing address, telephone number, sex, gender, or name. Such information may be needed to contact the student in case of an emergency and to notify the student of any other important information. A mailing to a student's most recent address, as recorded in the Registrar's Office, is deemed to be sufficient to provide notice with respect to any matter concerning the student. A student should submit these data changes through a Student Action Report (SAR) as soon as any such changes occur. The form can be found on the Registrar's Office page in the portal or in the Registrar's office on campus.

K. Post-Admissions Disclosures and Continuing Duty to Disclose

Post-admission disclosures to student law school application materials, specifically amendments to the required criminal and disciplinary disclosures, will be handled according to the seriousness or culpability of the omission. Where the undisclosed matter would not have affected admissions decision-making, in the sole judgment of Southwestern, the amendment or disclosure will be added to the student's file and duly reported to any appropriate State Bar. More significant undisclosed matters will be referred to the Associate Dean for Students Services for evaluation and possible disciplinary action under Southwestern's Code of Student Professionalism and Conduct, the Honor Code Committee for evaluation and possible disciplinary action under Southwestern's Student Honor Code, or both.

Following admission and before degree conferral, students have an ongoing responsibility to inform the Student Services Office of any criminal charges leveled against them in any jurisdiction during the time in

which they are actively pursuing their legal education or on a leave of absence or any other break in their attendance at Southwestern.

L. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Transfer and Visiting Students Policy

Administrative and faculty policy.

Revision history: **Formerly part of the annual revised Student Handbook; established as a standalone policy in August 2022; substantive edits made in April 2024; revised May 2024 to address ABA Standard 311(b)(2); technical edits made March 2025; edits made in December 2025 to add information about when a visiting student is eligible to apply for transfer status; clarifying edits made in February 2026.**

Related policies: **Student Honor Code; Sexual Misconduct Policy; Code of Student Professionalism and Conduct; Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Maximum and Minimum J.D. Units Policy; Good Academic Standing Policy for J.D. Students; Distance Education Policy for Programs Other Than the Online J.D. Program; Grading and Scholastic Honors Policy**

Scheduled Review Date: **January 2028 (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 (see Good Academic Standing Policy for J.D. Students for information on good academic standing).

2. Transcript request

To request a transcript for purposes of visiting another law school, the student must submit a Transcript Request form, available through 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, both available through the Student Services Office, along with the following information to the Student Services Office:

- The name and location 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;
- Whether any course qualifies as a distance education under the current ABA Standards;
- 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 or email 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 (i) an alleged Student Honor Code violation or (ii) an alleged Code of Student Professionalism and Conduct violation that has been referred to the Honor Code Committee.

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 twelve credit hours from the Drucker School of Management for students participating in the J.D./M.B.A. dual-degree program. Pursuant to ABA Standard 311(b)(2), this includes credits earned no more than three years before the student's matriculation in a Southwestern J.D. 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 obtained by emailing the Financial Aid Office at finaid@swlaw.edu.

8. Status at Southwestern during the visit

Unless the student has received prior approval from the Associate Dean for Student Services, 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 Student Honor Code and Code of Student Professionalism and Conduct and likely will also be subject to the other school's disciplinary policies. The student is also not eligible for Dean's List honor if they fail to complete sufficient units at Southwestern (see Grading and Scholastic Honors Policy). 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, Code of Student Professionalism and Conduct, 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. Subject to the exception in Section E.1 below, 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.

1. Application process for qualifying visiting students

J.D. students currently enrolled and in good standing at an ABA-accredited law school who have been formally admitted to Southwestern as a visiting student may submit a Qualifying Visiting Student Intent to Transfer Form, available through the Student Services Office, if all the following conditions are satisfied:

a. Visiting Enrollment: The student must have completed one or two visiting terms (fall, spring, or summer) at Southwestern.

b. Doctrinal Coursework: During the visiting period, the student must complete at least 5 graded units of Southwestern courses classified as doctrinal—i.e., courses whose primary focus is the study and analysis of substantive law rather than skills training, clinical work, externships, laboratories, or practicums. Doctrinal courses include, but are not limited to, Torts, Civil Procedure, Property, Constitutional Law, Criminal Law, Evidence, Business Associations, Criminal Procedure, Legal Profession, and other similar substantive electives. Students should confirm with Southwestern's Student Services Office whether a course qualifies as doctrinal for the purposes of this policy.

c. Minimum Grade in Doctrinal Courses: The student must earn at least a "B" (3.0) final grade in each qualifying doctrinal course.

d. Southwestern GPA: The student must achieve a cumulative Southwestern grade-point average of at least 3.0 for all work completed while visiting.

e. Standing at Home Institution: The student must (i) be ranked in the top 50% of the class at their home institution, and (ii) remain in good academic standing.

f. Conduct at Southwestern: The student must maintain a satisfactory conduct record at Southwestern. A student who, during the visiting period, is found responsible for violating the Student Honor Code, Southwestern's Code of Student Professionalism and Conduct, or any similar disciplinary policy, or who has any pending or unresolved conduct or disciplinary matter at Southwestern, will not be admitted as a transfer student.

g. Character and Fitness Review: Southwestern's Admissions Office must find the student's Character and Fitness Statement satisfactory. Southwestern may require written clearance or additional documentation from the student's home institution.

The Qualifying Visiting Student Intent to Transfer Form must be submitted by the transfer application deadlines. After receiving the form, the Admissions Office will meet with the student to determine which application materials are required; not all standard application materials may be necessary. In all cases, however, the student must submit an application. While meeting the qualifying conditions listed above does not guarantee admission, fulfillment of all requirements will be viewed favorably during the transfer review process.

2. General policies for admitted transfer students

Southwestern's general policy regarding transfer students is as follows:

a. Southwestern will accept up to 43 semester units toward the 87 units required for graduation.

b. The Associate Dean for Student Services, in collaboration with the Vice Dean as appropriate, will determine which courses may be accepted as transfer credit for admitted transfer students. For students transferring into the residential program, units accepted for transfer credit that were completed in distance education courses will be counted toward the maximum 43 units in distance education courses that can be applied toward the 87 units required to graduate (see Distance Education

Policy for Programs Other Than the Online J.D. Program).

c. Transfer credit will be granted only for courses completed as a J.D. student with a letter grade of at least "C."

d. 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.

e. Transfer students will receive unit-only credit at Southwestern for approved transfer credits.

f. Southwestern may need to review a course syllabus to determine course equivalency for required courses completed at a transfer student's prior school.

g. 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.

h. Transfer credit will not be granted for any course not reflected on the official transcript from the transfer student's prior school.

i. Transfer students will receive enrollment term credit at Southwestern commensurate with the equivalent number of terms the student completed at their prior school.

j. 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 lass 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).

k. 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, Code of Student Professionalism and Conduct, 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.

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Code of Student Professionalism and Conduct

Administrative policy approved December 5, 2024. Effective January 1, 2025.

Revision history: **Clarifying edits made February 2026; technical edits made May 2026.**

Related policies: **Student Honor Code; Honor Code Committee Policies and Procedures; Policy on Student Academic Work-Product Originality (Plagiarism) for All Southwestern Students and Collaboration Rules in Legal Analysis, Writing, and Skills Courses; Sexual Misconduct Policy; Policy to Prevent Discrimination, Harassment, and Retaliation; Policy on Alcohol and Other Drugs, Campus Safety & Security Policies; Policy on Minors; Intimate and Familial Relationships Policy; Smoke-Free Campus Policy; Workplace Violence Prevention Plan; Campus Access Policy; Anti-Hazing Policy**

Scheduled Review Date: **April 2028 (Associate Dean for Student Services)**

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Purpose

Southwestern Law School has two codes and multiple policies that govern student conduct, including this Code of Student Professionalism and Conduct (Conduct Code), the Student Honor Code (Honor Code), the Policy to Prevent Discrimination, Harassment, and Retaliation

(DRH Policy), the Policy on Student Academic Work-Product Originality (Plagiarism) for All Southwestern Students and Collaboration Rules in Legal Analysis, Writing, and Skills Courses (which defines plagiarism and expectations for LAWS courses), and the Sexual Misconduct Policy.

Although both the Honor Code and the Conduct Code include rules, guidelines, and expectations for appropriate and professional conduct, the Honor Code primarily concerns academic issues, and the Conduct Code primarily concerns nonacademic and behavioral issues. While Honor Code issues proceed under the Honor Code Committee Policies and Procedures, most matters under the Conduct Code will be handled administratively and in a way that advances professional development.

Some situations may involve conduct that implicates both codes. If a matter involves conduct covered by both codes, the law school may choose to proceed under either or both codes.

Consistent with Southwestern's mission and core values, this Conduct Code is based on the philosophy that individual and group responsibility is an important part of the educational process and preparing to enter the legal profession. This Conduct Code is designed to encourage individual and group responsibility, protect the rights, freedoms, and safety of Southwestern community members, and promote professionalism, civility, and respect for the rights of others.

The Conduct Code provides an educational and non-adversarial process designed to resolve matters concerning student professionalism or conduct. It is not designed to be a legal or judicial process. Accordingly, it is inappropriate for counsel to attend or participate in meetings or other proceedings under this Conduct Code.

Scope

The Conduct Code applies to all students matriculated at Southwestern. It covers conduct that occurs from the time an individual applies to Southwestern through the time a student graduates. If a matter under the Conduct Code is pending when a student is scheduled to graduate, Southwestern may withhold the student's diploma at least until the matter is resolved. Southwestern also retains jurisdiction after a student graduates or completes a program to address matters that occurred while the student was enrolled at Southwestern.

The Conduct Code applies to on-campus conduct, conduct within Southwestern programs and at Southwestern events, and to off-campus, online, and virtual conduct when the law school's mission, programs, activities, or reputation, a student's character and fitness or ability to practice law, the student's safety or well-being, or the safety or well-being of other Southwestern community members are implicated. The law school has a vital interest in the

character of our students and may regard off-campus behavior as a reflection of the student's character or fitness to continue as a member of the student body or to practice law.

This Conduct Code also applies to students enrolled in courses or programs sponsored or co-sponsored by Southwestern, such as the London Study-Abroad Program and the dual-degree program with the Drucker School of Management.

Aspects of this Conduct Code also apply to student organizations, whether they are formally recognized by Southwestern or receive funding, directly or indirectly, from Southwestern.

This Conduct Code does not diminish or modify a faculty member's authority to formulate grades. Although faculty may choose to defer academic assessments pending decisions made under this Conduct Code, they have the authority to assign reduced or failing grades when, in their professional judgment, student work deserves such a grade based on a lack of professional competency or insufficiency in performing course requirements.

Definitions

1. **"Day"** means any regular business day of the law school and does not include weekends, school holidays, Winter Break, or any day the law school is not open to conduct regular business.
2. **"Dean"** refers to the President and Dean of Southwestern Law School.
3. **"Investigator"** refers to the person charged with gathering facts and information about a referral under this Conduct Code and imposing sanctions. The Investigator will typically be an employee in the Student Services Office. The Dean reserves the right to appoint another person, including a person who is not a Southwestern employee, as an Investigator. If the Dean appoints or approves the appointment of an Investigator from outside Southwestern, the law school will enter into a written agreement with that individual or the individual's employer indicating that they will abide by relevant law school policies and procedures. The Dean also reserves the right to appoint multiple investigators or co-investigators to a matter. Others may assist the Investigator in work under this Conduct Code. The Investigator is distinct from the Examiner under the Honor Code.
4. **"Notice"** means written notice and includes email messages.
5. **"Property"** includes physical property, intellectual property, and computing and communication files and resources.
6. **"Writing"** includes email messages sent to a student's Southwestern account.
7. Other terms are defined within this Conduct Code at the point where they are introduced.

Administration of the Conduct Code

The Associate Dean for Student Services is responsible for administering and enforcing the Conduct Code. The Associate Dean may delegate responsibility under the Conduct Code to another professional employee of the Student Services Office or, with the permission of the Dean, to another Southwestern employee or an appropriate external organization or individual.

Dean's Authority

In addition to the standards and procedures set forth in this Conduct Code, the Honor Code, and other Southwestern policies, the Dean has the authority to provide for the safe and orderly administration of the law school's academic affairs, student life, and campus safety and security.

Prohibited Conduct

Students are expected to conduct themselves in a manner that supports the law school's educational mission and core values, which include acting professionally and respectfully. The following non-exhaustive list of inappropriate conduct may result in disciplinary action:

1. Violating institutional policies or rules

Violating policies or rules posted on Southwestern's institutional policies webpage or otherwise provided to students, including, but not limited to:

- Acceptable Use Policy
- Anti-Hazing Policy
- Policy on Alcohol and Other Drugs
- Campus Access Policy
- Full-time J.D. Student Employment Policy
- Intimate and Familial Relations Policy
- Policy on Minors
- Peer-to-Peer File Sharing Policy
- Policy to Prevent Harassment, Discrimination, and Retaliation
- Political Activity Policy
- Sexual Misconduct Policy
- Smoke-Free Campus Policy
- Workplace Violence Prevention Plan
- Posted Campus Safety & Security policies
- Posted Career Services policies

- Posted Law Library policies
- Posted Student Affairs policies

2. Engaging in violent, threatening, or dangerous behavior

- Engaging in violence. "Violence" means any intentional physical aggression, assault, or behavior that results in bodily harm, injury, or damage to oneself, another individual, their property, or school property. "Violence" also includes any intentional act, whether physical, verbal, or nonverbal, designed to cause intimidation or emotional or psychological harm. Examples include, but are not limited to:
  - physical assault or battery, such as hitting, slapping, pushing, or kicking another individual;
  - threatening or intimidating behavior, such as raising a fist, making aggressive gestures, or displaying a weapon;
  - verbal threats or abusive language, including yelling, cursing, or making derogatory remarks about someone's race, gender, religion, or other protected characteristics;
  - bullying or harassment, including persistent or repeated behaviors intended to belittle, humiliate, or undermine a person's sense of dignity or self-worth;
  - stalking or following someone in a manner that reasonably causes fear or apprehension;
  - sexual harassment or assault, including unwanted touching, sexual advances, or inappropriate comments or gestures;
  - cyberbullying or online harassment, such as sending threatening emails, posting derogatory messages on social media, or sharing private or embarrassing information without consent;
  - damage to property, like vandalism or destruction of personal or school-owned belongings;
  - acts of self-harm, including self-inflicted injury or self-destructive behavior;
  - disrupting or interfering with normal school operations or academic activities; and
  - encouraging or inciting others to engage in violent or aggressive behavior.

  Note: Self-defense that appears to be reasonably necessary to prevent injury and remove oneself from the situation is not prohibited.

- Threatening violence. A "threat of violence" means any verbal, non-verbal, or written expression, gesture, or behavior that communicates an intent or desire to cause physical harm, injury, or damage to an individual or their property or to

members of an identifiable group. A "threat of violence" may include intimidating statements, aggressive posturing, harassment, stalking, or displaying weapons. The threat may be direct or implied, creating a reasonable perception or apprehension of fear or concern for one's safety or the safety of others, and includes threats of self-harm.

- Hazing. "Hazing" is conditioning new or continued membership in a group or organization on any act that violates the Conduct Code or recklessly endangers a person's mental or physical safety.
- Engaging in conduct that endangers the student's health and safety within the law school community or at school-sponsored events.
- Engaging in conduct that endangers the health and safety of other Southwestern community members or visitors within the law school community or at law school-sponsored events.
- Engaging in disorderly conduct, including but not limited to public intoxication; lewd, indecent, or obscene behavior; or other conduct that interferes with the orderly and efficient administration of Southwestern's academic and student life programs, that impacts Southwestern's reputation, or that interferes with emergency services (e.g., campus security, fire, police, EMT, etc.).
- Participating in or promoting a disturbance of the peace or unlawful assembly in the Southwestern community or at Southwestern events, which may include violating noise ordinances and regulations.
- Initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.
- Misusing or tampering with fire alarms, fire systems, fire extinguishers, or other safety and security equipment.
- Altering campus lighting or projecting lights or lasers into campus buildings, onto campus properties, or at members of the Southwestern community or guests without advance written approval of the Chief Operating Officer.
- Failing to evacuate during a fire alarm, whether the alarm was activated falsely, during a drill, or during an actual emergency.
- Possessing, without authority, firearms or replicas, ammunition, fireworks, explosives, knives, or other weapons on Southwestern property or at Southwestern events.
- Inappropriately using flammable substances or equipment or using these items without proper authorization.
- Engaging in dangerous behavior in Southwestern's parking areas (e.g., speeding, disregard for the physical safety of others, etc.).

- Obstructing the free flow of pedestrian or vehicular traffic.

3. Misusing property or resources, misrepresentations, and unauthorized actions

- Destroying, defacing, erasing, altering, hiding, limiting access to, possessing, accessing, entering, or using—without authority—law school property, the property of others located on Southwestern property, or property related to a Southwestern activity.
- Camping or erecting tents or other structures on Southwestern property or the Promenade unless part of an authorized Southwestern event or without the advance written permission of Southwestern's Chief Operating Officer, Associate Dean for Student Affairs, or Associate Dean for Student Services.
- Stealing or misappropriating law school funds or services or funds of a student organization.
- Publishing, posting, or distributing on Southwestern property or at authorized Southwestern activities or by using Southwestern resources (e.g., computers, telephone lines, email services, internet connections, bulletin boards, etc.) material that violates any law, including the laws of defamation, copyright, or obscenity, or any Southwestern policy.
- Posting flyers, banners, signs, or similar materials on Southwestern property, campus sidewalks, or in the Promenade without the advance written approval of the Student Affairs Office or Chief Operating Officer.
- Falsely presenting oneself as an authorized Southwestern representative to gain or attempt to gain privilege, convenience, goods, or services.
- Giving or sharing a Southwestern student ID or parking permit with another person.
- Facilitating unauthorized access to law school property or programs.
- Possessing, manufacturing, or distributing false student IDs.
- Using Southwestern's name or logo for commercial purposes without written authorization.
- Providing false information to Southwestern or forging or falsifying records or signatures before or after admission.
- Misrepresenting your own or another student's presence or absence from class. This section includes but is not limited to signing into Qwickly or another attendance when you are not present in class or sharing Qwickly or other attendance codes.

4. Digital and social media misconduct

- Creating or maintaining a social media site, app, or other online presence that uses Southwestern's name or logo without appropriate written authorization. Students may refer to their Southwestern affiliation in professional contexts, such as

LinkedIn, provided the use is accurate, professional, and does not imply official representation or endorsement by the school.

- Publishing or circulating false information (on any platform, in any format, and in any medium) that is damaging to the reputation of any member of the Southwestern community.
- Creating or publishing an audio or video recording without the subject's consent if that person has a reasonable expectation of privacy or if the recording is prohibited by state law or other Southwestern policy.

5. Misconduct at The Residences

- Violating regulations or policies governing residence in Southwestern-owned housing.
- Causing repeated disruptions in the Residences @7th. A non-exhaustive list of "disruptions" includes repeated and ongoing noise violations and repeatedly disturbing individuals using study rooms and common areas.
- Entering the dwelling of another in the Residences @7th without permission.

6. Legal and professional ethics violations

Southwestern's disciplinary process is independent of any criminal or administrative proceedings. Actions that violate the Conduct Code may result in Southwestern disciplinary action regardless of whether the acts occur on or off campus or are subject to prosecution. Southwestern reserves the right to proceed under the Conduct Code even if criminal or administrative charges are reduced, dismissed, resolved through a plea agreement, result in acquittal, or are otherwise adjudicated.

- Violating any federal, state, city, or county law, ordinance, or regulation, regardless of whether the conduct occurred, in the following circumstances:
  - If necessary to protect the rights and safety of the Southwestern community;
  - If the act bears a substantial nexus to the law school's programs, property, community, mission, or reputation; or
  - The conduct also violates another part of the Conduct Code, Honor Code, or other Southwestern policy.
- Engaging in conduct that, if the individual were a licensed attorney, violates the California Rules of Professional Conduct.
- Engaging in the unauthorized practice of law.

7. Failing to comply and retaliation

- Failing or refusing to comply with the lawful order of any clearly identified law school official performing their duties.

- Failing to complete requirements associated with clinics and externships that affect Southwestern's reputation or ability to place students into those programs in the future.
- Failing to participate fully and truthfully in law school investigations.
- Knowingly violating the terms of any citation or order issued or any sanction imposed under any Southwestern code or policy.
- Attempting to discourage any individual's participation in an investigation or proceeding under a Southwestern code or policy.
- Directly or indirectly harassing or attempting to influence any Investigator, witness or potential witness, person making a referral, or any other person involved with a procedure under a Southwestern code or policy.
- Knowingly submitting a false or vexatious complaint under this Conduct Code or the Honor Code.
- Threatening, attempting, or committing retaliation against anyone who, in good faith, brings a concern or complaint under any Southwestern code or policy, participates in an investigation under a Southwestern code or policy, or protests in good faith alleged discrimination, harassment, or retaliation against another. Retaliation may include but is not limited to the following:
  - coercion, intimidation, interference, harassment, or vexatious behavior;
  - excluding or blocking someone from an activity, organization, or course participating because that person filed a complaint or has been a witness; or
  - spreading negative information about the individual.

Student Organization Responsibility

1. Group conduct

Student organizations are expected to adhere to all applicable institutional policies or procedures to the extent feasible. Failing to do so may result in action being initiated against the group; consequently, policies, procedures, and penalties set forth in this Conduct Code apply to student organizations collectively. Members of organizations, honors programs, groups, or clubs should understand that group culpability may occur when any one of the following situations exist, regardless of whether the activity is co-organized or co-sponsored with another Southwestern or non-Southwestern group:

a. Members act in concert to violate Southwestern codes or policies.

b. A code or policy violation arises out of a group-sponsored, financed, or endorsed event.

c. A group leader has knowledge of the inappropriate act or conduct before or while it occurs and fails to take corrective action or report it to an appropriate law school official.

d. The incident occurs at an off-campus facility leased, rented, or used by the group for an off-campus event.

e. A pattern of individual violations is found to have existed without proper or appropriate group control, remedy, or sanction.

f. Group members attempt, cover up, or fail to report the improper conduct to an appropriate law school official.

2. Organization representative

Each year, each organization should designate one officer to represent the organization when a referral against the organization is made under the Conduct Code. The organization must email the representative's name, position within the organization, school email address, and phone number to the Student Services Office and the Student Affairs Office by September 30.

Sanctions

1. Sanctions for individuals

Sanctions are intended to be corrective and educational, to protect the safety and security of the Southwestern community, and to reflect Southwestern's core values. Each Conduct Code violation will constitute a separate violation. For each violation, the law school may impose appropriate sanctions, including but not limited to one or more of the following:

a. Oral or written warning

b. Oral or written reprimand

c. Written apology

d. Community or law school service

e. Assessment (e.g., a mental-health assessment) or training

f. Educational task or counseling (such as writing a research or reflective paper, planning and presenting a program, or attending an educational program)

g. Referral to an assistance program (e.g., BisonCares or lawyer assistance program)

h. Meetings with individuals, departments, or groups

i. Loss or suspension of privileges or benefits (e.g., exclusion or restriction from one or more activities, events, functions, platforms, systems, or physical locations of or within the law school)

j. Living unit suspension or expulsion (temporary or permanent separation from housing owned by Southwestern)

k. Restitution (compensation for loss, damage, or injury; compensation may take the form of appropriate service or monetary or material replacement)

l. Disciplinary probation for a specific or indefinite term.

2. Additional sanctions for individuals

For individuals, the Investigator may also recommend other measures, including but not limited to the following:

a. Adding a letter to the student's permanent file; the Dean must approve this measure.

b. Referring the matter to the Honor Code Committee for enhanced sanctions, including but not limited to suspension; suspending or revoking admission or a degree, concentration, award, or other recognition conferred by Southwestern; or expulsion.

3. Sanctions for groups

Each Conduct Code violation will constitute a separate violation. For each violation, the law school may impose appropriate sanctions, including but not limited to one or more of the following, which would not be placed in an individual student's file:

a. Oral or written warning

b. Oral or written reprimand

c. Written apology

d. Community or law school service

e. Training

f. Meetings with individuals, departments, or groups

g. Educational task (such as members planning and presenting a program)

h. Property restrictions (organization may be restricted from certain law school facilities, property, or platforms)

i. Restitution (compensation for loss, damage, or injury; compensation may take the form of appropriate service and/or monetary or material replacement)

j. Suspension of recognition or registration of the organization

k. Budget reductions for a specified period

4. Effective date of sanctions

Unless stayed or otherwise set by the Investigator, all sanctions are effective immediately.

5. Mitigating and aggravating factors

In determining sanctions, the Investigator may consider mitigating and aggravating factors. A non-exhaustive list of factors that the Investigator may consider include the following:

a. Pre-referral admission

When a student voluntarily admits conduct before learning that someone has referred the matter or is about to refer the matter, the Investigator may consider the admission as a mitigating factor. A student who has the courage and integrity to come forward with a good-faith admission has reaffirmed a personal commitment to integrity and professionalism. Admissions should be made to the Associate Dean for Student Services.

b. Other admissions

Even an admission made after a referral may have some mitigating value. This type of admission acknowledges the inappropriate conduct and acceptance of responsibility.

c. Cooperation

The Investigator may consider how cooperative or uncooperative the student was during the process, including whether the student responded timely and professionally to inquiries and requests for meetings and information and

whether the student dealt honestly and civilly with the Investigator and others involved in the process.

d. Intent

Conduct falls on an intent continuum that ranges from malicious, willful, intentional, reckless, and grossly negligent on the more serious end to negligent, careless, and accidental on the less serious end. The Investigator may consider where conduct falls on this continuum when determining sanctions.

e. Degree of harm or seriousness of the offense

The degree of harm to others and the seriousness of the conduct are relevant factors in determining sanctions.

f. Prior violations

The Investigator may consider prior violations of the Honor Code, this Conduct Code, or other Southwestern policies in setting sanctions.

g. Nexus to professional standards

The nexus between the student's conduct and the question of the student's character and fitness to practice law is a relevant factor in determining sanctions.

h. Willingness to make restitution

A student's willingness to make restitution may be a mitigating factor in appropriate cases. Restitution refers to compensation for loss, damage, or injury and may take the form of appropriate service or monetary or material replacement.

i. Discriminatory motive

If a student engaging in conduct prohibited under the Conduct Code is found to have intentionally directed the conduct toward a person or group because of race, 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, that discriminatory motive may be considered an aggravating factor in determining sanctions.

6. Amnesty

a. Medical

Any student may bring an intoxicated or drug-impaired person to the attention of a law school official, campus security, or any emergency service provider (e.g., police, fire, EMT). Neither the student who is impaired nor the student assisting the impaired student will face disciplinary action under this Conduct Code for possessing, using, or providing alcohol (see exception below) or possessing or using other drugs, so long as the student(s) receiving the amnesty completes a mandatory follow-up with the Associate Dean for Student Services.

Amnesty does not apply to other prohibited conduct, including but not limited to providing alcohol to persons under 21 or distributing illegal substances. Amnesty may still be extended under these circumstances but will be determined by the Associate Dean for Student Services on a case-by-case basis, with consideration given to the student's intent, proactive steps taken to ensure the safety of the intoxicated peer, and other relevant factors.

Amnesty will not apply in any case of assault, violence, or property damage.

Failure by a student, organization, or college to contact a Southwestern official, campus safety, or local emergency responders when faced with an alcohol- or other drug-related emergency is a serious violation and may be sanctioned under this Conduct Code.

To receive amnesty, a student must initiate a request for assistance before being confronted by a Southwestern official or campus security for possible alcohol or drug violations. Students may receive amnesty on more than one occasion. Because cooperation is crucial during emergency responses, any interference with the emergency response or others trying to provide care to an injured person is unacceptable. An intoxicated or drug-impaired student who is belligerent toward emergency responders will not receive amnesty.

b. Sexual assault

A student who, in good faith, reports being the victim of, or a witness to, an incident of sexual assault will not face disciplinary action under this Conduct Code for misconduct related to the incident. This amnesty does not apply to a student who reports their own commission of a sexual assault or assistance in committing a sexual assault.

Procedures

1. Referrals

a. Method of referral

Any member of the Southwestern community may consult with the Associate Dean for Student Services or their designee about possible conduct issues. To determine whether an investigation is necessary, it is helpful for the person to provide specific names, dates, locations, and descriptions of the possible misconduct. Any referral received orally will be memorialized as soon as possible after the communication. Although anonymous referrals may be considered, anonymity may limit the law school's ability to respond and may be considered when determining whether to appoint an Investigator. We encourage individuals to report issues and suspected violations as promptly as possible. The Associate Dean for Student Services and the assigned Investigator may consider the impact of long delays in determining whether and how to proceed.

b. Decision regarding investigation

After receiving a referral, the Associate Dean for Student Services should promptly consult with the Dean to determine whether an investigation should occur and who will serve as the Investigator.

c. Additional violations

If, in the course of investigating alleged misconduct or in reviewing public records and reports, the Investigator finds information that suggests additional violations of the Conduct Code or the Honor Code by any person, the Investigator may treat this information as an additional referral or may refer the additional matter to the Honor Code Committee.

d. Referral to the Honor Code Committee

In addition, serious violations of the Conduct Code may be treated as violations of the Honor Code and may be referred to the Honor Code Committee.

e. Faculty Advisor and Associate Dean for Student Affairs notification

When a referral is made against a student organization, the Faculty Advisor and Associate Dean for Student Affairs should be notified of that referral.

2. Interim action

After receiving a referral, the Dean or the Associate Dean for Student Services or Investigator in consultation with the Dean, may determine that interim measures are necessary or appropriate. Interim action must be based on a reasonable belief that serious misconduct occurred and that the student's continued presence or participation poses a threat to an individual, property, or law school operations. They should be tailored to the specific situation and based on an objective assessment of the circumstances and the alleged misconduct.

A decision to impose an interim action will be communicated in writing to the student and will become effective at the time stated in the communication.

A student who receives an interim action will be provided with an opportunity to meet with the Investigator to respond to the allegations of misconduct no later than three days following the effective date of the interim action.

The interim action will remain in effect until a final decision has been made on the pending referral or until the Investigator determines that the reasons for imposing the interim action no longer exist.

Interim actions may include but are not limited to the following:

- Restricting the student's access to the law school campus or certain areas of the law school campus (e.g., library, fitness center, etc.);
- Requiring the student to attend classes, educational activities, or office hours remotely;
- Restricting the student's access to certain events, platforms, or systems;
- Adjusting or restricting the student's participation in nonacademic activities and programs;
- Relocating the student's Residence unit or removing the student from Southwestern housing; or
- Restricting the student's contact with certain individuals.

3. Leave or withdrawal

If a student takes a leave of absence, is placed on a leave of absence, or withdraws from Southwestern after a referral has been made under this Conduct Code but before the matter is resolved, Southwestern may decide whether to continue with the investigation to gather and preserve evidence or to toll the investigation.

In case of a leave, the matter will be revived if and when the student returns. If a student attempts to transfer to another institution during this period, Southwestern

will note the pending investigation if asked to send materials to another institution of higher education.

In case of a withdrawal, Southwestern may note on the student's transcript that they are not eligible to re-enroll; the notation will be "Withdrew Pending Conduct Matter."

4. Investigation and decision

a. Upon receiving a referral, the Investigator:

i. will determine whether the referral primarily reflects academic or nonacademic misconduct and will request the Dean to reassign the matter if necessary;

ii. will determine whether the referral states a sufficient basis to believe that a violation of the Conduct Code or Honor Code may have occurred;

iii. may interview the person making the referral and other persons with information or seek additional information regarding the referral.

b. If the Investigator determines that the Conduct Code has not been violated or that a violation cannot be substantiated, the Investigator will end the investigation and will follow the reporting and record-keeping provisions below. The referral will be considered an allegation under the Conduct Code only after the Investigator determines that a sufficient basis exists to believe this Conduct Code may have been violated.

c. Even if the Investigator determines that the matter should not be pursued, they may recommend that a professionalism conference be held with the student or student group so that the conduct at issue is not repeated or that the student or student group may better understand the effect, impact, and consequences of their actions. The meeting is especially important when the conduct at issue violates the norms of the legal profession, as reflected in the California Rules of Professional Conduct.

i. If the Investigator determines that a professionalism conference is appropriate under the circumstances, the Investigator will notify the student or student organization representative in writing about the need for the student to participate and the basis for the conference. The student or student-organization representative must agree to meet with the Investigator within 10 days of receiving the notice and at a time

mutually convenient to the Investigator or other law school official employee conducting the conference.

ii. No other individuals are entitled to attend the professionalism conference, although the Investigator may permit others to attend but not participate. If necessary, the student may be required to sign a FERPA notice for certain individuals to attend the meeting.

iii. The professionalism conference should address why the referred conduct violates the rules of professional conduct, norms of the legal profession, or Southwestern's core values and may include specific action steps for the student or group to take or avoid to improve the student's or group's conduct in the future.

iv. During or after the professionalism conference, the Investigator may require the student or student group to enter into a professionalism contract that outlines the conduct or actions the students must avoid or affirmative actions the student or student group may take.

v. Failing to respond to the meeting request, failure to attend the meeting, refusal to participate in the meeting in good faith, or failure to comply timely or completely with the action steps may result in a new referral under the Conduct Code.

vi. When the student or student group completes all designated action steps, the Investigator will send a letter informing the student or student-group representative of that fact.

d. If the Investigator believes that a Conduct Code violation may have occurred, the Investigator will promptly notify the student or student-group representative about the alleged violation in writing, set a time to meet with the student or student-group representative, indicate who may attend the meeting, provide details about how the meeting will proceed (e.g., if witnesses will be present), and gather any other information needed to resolve the matter. The Investigator may conduct portions of the investigation before meeting with the student or student-group representative.

e. At the meeting with the student or student-group representative, the Investigator will provide the following:

- An explanation of any Conduct Code sections at issue and the nature of the conduct that is the basis for invoking those Conduct Code sections;
- A summary of the information gathered;
- A reasonable opportunity to respond to allegation; and
- An explanation of the applicable disciplinary procedures.

The Investigator will provide the student or student-group representative with written notice before, during, or within one day of the meeting.

During this meeting, the Investigator and the student or student-group representative may have witnesses available. The witnesses need not be in the same physical or Zoom room as the student or student-group representative. While the student or student-group representative has a right to understand the witnesses' positions, they do not have the right to examine or question the witnesses.

The Investigator may choose to record the meeting and will record it if the student or student-group representative requests it.

An individual student may request to have a support person available. That person may not be an attorney representing the student and generally should not be a law school employee. The student will be asked to sign a FERPA waiver to allow that person to attend the meeting. The support person may not participate actively in the meeting.

A student-group representative may ask the faculty advisor to attend the meeting, but the faculty advisor may not participate in it.

f. A student or student-group representative who fails to attend a scheduled meeting with the Investigator will forfeit the right to respond unless excused by the Investigator. If the student or student-group representative fails to attend the meeting, the Investigator may proceed to impose a sanction.

g. After considering the information gathered, the Investigator will determine whether it is more likely than not that a violation of the Conduct Code has occurred and, if so, the appropriate sanction to apply.

h. The Investigator will notify the Dean of the decision and sanction, if any.

i. Then, the Investigator will inform the student or student-organization representative of the decision in writing. The written decision will describe the

alleged violation, the determination, and any sanction to be imposed. When feasible, this information will also be communicated in a face-to-face meeting.

j. The Investigator's decision is final, although the Dean reserves the right to review and amend any decision or sanction.

Records and Record-Keeping

1. Individual students

a. Decision issued

The decision will be placed in the student's file in the Registrar's Office. In addition, a confidential file will be maintained in the Student Services Office.

b. Decision not issued

If the Investigator determines that the student did not violate the Conduct Code or that a violation cannot be substantiated, the Investigator may prepare a summary of the matter. That summary will be maintained in a confidential file in the Student Services Office. Information in the file will be used only to respond to specific inquiries from the student whose conduct was at issue or from a board of bar examiners or similar organization to which the student has applied.

c. Report to bar examiners

Southwestern may report a finding of a Conduct Code violation to any board of bar examiners or similar organization to which the student applies. Southwestern will not report referrals that result only in a professionalism conference. Students should be aware that most bar applications will require the student to report any sanctions imposed on the student by an educational institution, regardless of whether the sanctions were for conduct suggesting unfitness for legal practice.

2. Student organizations

The decision and related materials will be maintained in a confidential file in the Student Services Office. The information should not be placed into individual students' files in the Registrar's Office. The faculty advisor for the organization will receive a copy of the decision, which should be kept confidential.

Annual Reporting

Each August, the Associate Dean for Student Services will compile a list of all referrals in which decisions were issued during the immediate past year (June to May). This list should not contain names of students or organizations but should list the type of referral and any sanction issued. The Dean will share the list during an executive session of the September or October faculty meeting.

Confidentiality

Southwestern considers referrals and procedures under the Conduct Code to be confidential. All participants should respect the confidentiality of this information and disclose it only to those who have a legitimate need to know.

Revisions

Southwestern expressly reserves the right to revise this Conduct Code at any time and for any reason. Revisions may be enforced on 15 days' notice to the student body. Notice may be made via the student listserv or in another manner deemed by the Dean to reach most students.

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Honor Code Committee Policies and Procedures

Faculty policy.

Revision history: **Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; name changed from "Student Conduct Policy and By-Laws of the Honor Code Committee (HCC)" to "Honor Code Committee Policies and Procedures" in June 2025; substantively revised in June 2025.**

Related policies: **Student Honor Code; Policy Statement on Student Academic Work-Product Originality; Code of Student Professionalism and Conduct; Sexual Misconduct Policy; Policy to Prevent Discrimination, Harassment, and Retaliation.**

Scheduled Review Date: **March 2026 (Student Services Office)**

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A. Background

Students enrolled at Southwestern Law School are subject to the ethical requirements governing the legal profession and Southwestern's policies and procedures, including the Student Honor Code (Honor Code) and the Code of Student Professionalism and Conduct (Conduct Code). Some situations may involve conduct that implicates both codes. If a matter involves conduct covered by both codes, Southwestern may choose to proceed under either or both codes.

The policies and procedures for the administration of Honor Code and serious Conduct Code violations by the Honor Code Committee (HCC) or the Student Services Office (SSO) are set out in these Honor Code Committee Policies and Procedures (Policy). This Policy provides an educational and non-adversarial process designed to resolve matters. It is not designed to be a legal or judicial process.

Student academic discipline matters typically will be handled by the HCC or the SSO. However, the ultimate decision in any disciplinary matter is not delegable. Whenever the law school administration determines that a student's continued enrollment in the law school would not be in the institution's best interests or that the student is not a person of the character or integrity to be qualified for admission into the legal profession, Southwestern may terminate the student's enrollment or refuse to award a degree. In those cases, the Registrar will enter the notation "Disciplinary Expulsion" on the student's transcript. The

policies and procedures in this Policy do not apply to such determinations. Rather, those matters will be dealt with expeditiously and with procedures that provide notice and an opportunity to respond.

B. SSO Procedures

1. Petition or potential serious Conduct Code violation review

Upon receiving notice or a petition of a potential Honor Code violation (see Section C(3(b) for more on petitions) or a potential serious Conduct Code violation, the SSO will investigate the allegations, including speaking with the student whose conduct is at issue, to determine whether the matter should be referred to the HCC or resolved by the SSO.

If the student admits responsibility for the alleged violation, the SSO will determine appropriate sanctions and notify the student.

If the student agrees to the proposed sanctions, the SSO will prepare a written resolution for the student to review and sign. If the student believes the sanction(s) are inappropriate or excessive, they may appeal to the Dean within five calendar days of receiving SSO's notification.

The Dean may impose, modify, or vacate any sanction recommended by SSO, but the Dean cannot increase the severity of a recommended sanction. The Dean will provide a written decision of the review to the student and the Associate Dean for Student Services, typically within 10 business days of receiving the student's review request. The Dean has discretion to expand the time within which the decision is issued; in those cases, the Dean will notify the student and the SSO of the new anticipated decision date. In case of conflict or other exigency, the Dean may refer the matter to a Vice Dean or, if the Vice Deans have a conflict, to another member of the full-time faculty not on the HCC (Dean's Designee). The decision of the Dean or Dean's Designee on sanctions will be final and will not be subject to further review.

If violation is serious (e.g., suspension), the SSO may refer the sanction decision to the HCC. Because the student has admitted responsibility, any referral to the HCC will be limited to determining appropriate sanctions. In these cases, the HCC Chair may adopt streamlined procedures for considering and determining sanctions, in lieu of a full HCC Proceeding process (see Section D below). The student may not appeal SSO's decision to refer the sanction determination to the HCC.

2. Considerations for referring matters to the HCC

The following non-exhaustive list of considerations will guide the SSO in determining whether a petition or potential serious Conduct Code violation should be referred to the HCC.

a. Nature and severity of the allegation(s)

- **Academic integrity:** Does the issue involve plagiarism, cheating, falsification of records, or unauthorized collaboration? Does the alleged conduct substantially undermine academic integrity or the fairness of the academic process?

- **Behavioral misconduct:** Does the matter involve dishonesty, theft, or a violation of community standards? Is the alleged misconduct best addressed under the Code of Student Professionalism and Conduct?

- **Severity:** Do the allegations involve a minor infraction that could be handled informally, or does the alleged conduct significantly undermine ethical or academic standards?

b. Intent and context

- **Accidental vs. intentional:** Was the act deliberate or reckless, or was the act likely the result of a misunderstanding or negligence? Did the student attempt to conceal or misrepresent their actions?

- **First-time vs. repeated offense:** Is this a first offense, or does a pattern of misconduct exist? Has the student previously been warned or sanctioned for similar behavior?

- **Extenuating circumstances:** Did mitigating factors (e.g., personal crises, cultural misunderstandings, etc.) influence the student's actions? Did the student demonstrate remorse or take corrective action?

c. Southwestern policies and precedents

- **Honor Code guidelines:** Does the allegation align with what Southwestern considers an Honor Code violation?

- **Consistency in handling cases:** Have similar incidents been referred to HCC? Would referring or not referring the matter create an inconsistency in enforcement?

d. Potential for educational resolution

Could the issue be resolved through an educational intervention (e.g., a warning, remedial training, a meeting with the professor, etc.)? Is there evidence that an educational intervention would prevent future misconduct? Does the student's response to the allegation suggest a commitment to

ethical behavior moving forward?

e. Impact on the community

Did the act negatively affect other students, faculty, or Southwestern's integrity? Does the conduct undermine trust within Southwestern's academic community? Would referring the case to the HCC reinforce Southwestern's commitment to academic integrity and ethical conduct?

If an allegation involves a serious violation of academic or ethical integrity, intentional misconduct, a pattern of repeated offenses, or significant harm to the community, the SSO generally should refer the matter to the HCC. Allegations of behavioral misconduct would generally be handled by the Associate Dean for Student Services under the Conduct Code unless the misconduct is serious and may warrant enhanced sanctions (see Sections VIII(B) and IX(A)(4) of the Conduct Code). Serious violations of the Conduct Code may be treated as violations of the Honor Code, and the SSO may refer these to the HCC (SSO Conduct Code referral). The SSO should document its rationale for referral or non-referral to ensure transparency and consistency in decision-making. If the matter is referred to HCC, the SSO will inform the student of this step.

C. Purpose, Composition, Procedures, and Training of the HCC

1. Purpose

The HCC's purpose is to determine whether it is highly probable that (i) a violation of the Honor Code has occurred and, if so, the appropriate sanction to apply, or (ii) a violation of the Conduct Code has occurred concerning serious matters referred to the HCC by the SSO under Conduct Code (see Conduct Code Sections VIII(B) and IX(A)(4)) and, if so, the appropriate sanction to apply. See Section D(5)(d) for an explanation of the clear and convincing evidence standard used in this Policy.

If another policy has a specific procedure (such as the Sexual Misconduct Policy or the Policy to Prevent Discrimination, Harassment, and Retaliation), then this Policy will not apply.

2. Composition

The HCC will consist of six faculty members and five student members. If possible, at least one student member must be from a residential J.D. program, and at least one student member must be from the Online J.D. Program.

The Dean will appoint the faculty members. Faculty members will serve for one calendar year. Faculty members may be reappointed, without limit.

Student members will ordinarily serve for their remaining law school enrollment unless they step down from service for any reason, recuse themselves, or are removed for cause. Vacancies in the student membership will be filled through an

annual application process open to all students and administered by the SSO. The SSO will refer completed applications to the HCC for review. Each new student member must be approved by a majority vote of the faculty members; the vote may be taken during a meeting or via email.

The Chair of the HCC will be a faculty member elected annually by a simple majority of HCC members present at the meeting where the election is held, provided that at least half of the faculty members and half of the existing student members are present.

3. HCC procedures

a. Meetings and quorums

The HCC Chair or the Associate Dean for Student Services will call HCC meetings as circumstances require.

During periods when the HCC membership is fully constituted, a quorum of the HCC will be 6, including at least one faculty member. During the months of May through October (generally), when the HCC membership has been reduced due to student graduation and summer unavailability, and until full membership can be established, a quorum will consist of 5, including at least one faculty member. Except for the process to approve new student members, no vote will be taken unless a quorum is present.

b. Petitions

Faculty, staff, and students can notify the SSO of possible violations of the Honor Code. The SSO will investigate the allegations in the petition for potential referral to the HCC (see Section D below).

c. Voting

All motions, except for the determination of an Honor Code or Conduct Code violation (see Section D(6)(a) below for these special voting requirements), will be decided by a majority vote.

4. Training

All HCC members must complete annual training before participating in proceedings or decision-making under this Policy to determine whether a violation of the Honor Code or Conduct Code has occurred. This training will be designed to ensure HCC members understand their responsibilities and the principles of fairness, impartiality, and due process.

At a minimum, training will cover the following matters:

a. The provisions and underlying principles of the Honor Code and Conduct Code.

b. The rights of students involved in proceedings under this Policy.

c. The procedures for investigating and determining alleged violations under this Policy.

d. Confidentiality requirements and ethical obligations.

e. The importance of avoiding bias and conflicts of interest.

f. The potential consequences of Honor Code violations.

g. The clear and convincing standard.

Additional training may be required at the discretion of Southwestern to address updates to policies, procedures, or legal considerations. Failure to complete the required training may result in removal from the HCC.

D. HCC Administration of Student Disciplinary Matters

1. Jurisdiction and preliminary matters

a. Petition or referral examination

The HCC will first consider whether a petition or SSO Conduct Code referral states facts that, if substantiated, would be a basis for disciplinary action under the Honor Code. The HCC will consider information already obtained on the matter by the SSO. The petition or SSO Conduct Code referral and all matters referred to therein will remain confidential (see Section G below regarding confidentiality). If the HCC determines that no further action is warranted, it will notify the SSO of that determination, and no notation of the petition or SSO Conduct Code referral will be placed on the student's records. The HCC may also return the matter to the Associate Dean for Students Services for an informal resolution instead of referring the matter to the Examiner.

If, after examining the statements in the petition or SSO Conduct Code referral and information obtained from the SSO, the HCC has reason to believe a disciplinary violation has occurred under the Honor Code or the Conduct Code that is appropriate for HCC to handle, the Chair of the HCC will notify the Dean of that determination.

b. Examiner

After the HCC Chair has notified the Dean that HCC has reason to believe a disciplinary violation has occurred under the Honor Code or the Conduct Code that is appropriate for HCC to handle, the Dean will appoint a faculty member of the HCC to act as the Examiner in the matter. The Dean reserves the right to appoint another person, including a person who is not a full-time

employee of Southwestern, as Examiner. If the Dean appoints a person who is not a full-time employee of Southwestern, the Dean will enter into an agreement with that individual, indicating that the individual will abide by the relevant Southwestern policies and procedures. The Dean also reserves the right to appoint multiple Examiners to a matter. The Examiner may be assisted by others in work under this Policy.

The Examiner will investigate the charges as they deem appropriate, including without limitation (i) consulting with individuals within or outside Southwestern and (ii) reviewing any materials provided by the SSO, and will determine whether a factual basis exists to support the petition or SSO Conduct Code referral and potential disciplinary action. If so, the Examiner will prepare a written Notice of Disciplinary Action (Notice) stating the allegations and the Honor Code or Conduct Code provisions upon which the charges are based, a summary of the information gathered, and a reference to this Policy. The Examiner will cause the Notice to be served upon the student in person, via Southwestern email, by first-class mail, or via a reliable delivery service (e.g., FedEx) to the student's address or email as shown in law school records. Within 10 calendar days after service of the Notice, the student may email a written response to the Examiner. If the student does not reply to the Examiner, all allegations contained in the Notice will be deemed denied.

If the Examiner determines that the facts will not provide a basis for disciplinary action, the Examiner will communicate this determination to the Review Meeting and Informal Resolution Officer (Officer) (see Section D(1)(c) for appointment of the Officer), and both will discuss the merits of the Examiner's position. If the Officer concurs with the Examiner, the Examiner will send the recommendation to dismiss the matter to the Dean. If the Officer disagrees with the Examiner's position, the Examiner will communicate both opinions to the Dean. In case of conflict or other exigency, the Dean may refer the matter to a Vice Dean or, if the Vice Deans have a conflict, to another member of the full-time faculty not on the HCC (Dean’s Designee) to handle the Dean’s role under this provision.

After receiving a referral under this section of the Policy, the Dean or Dean’s Designee will decide whether to dismiss or proceed with the matter. If the Dean or Dean’s Designee decides to proceed with the matter, the Examiner will prepare a Notice as set forth above.

c. Review meeting and informal resolution officer

After the HCC Chair has notified the Dean that HCC has reason to believe a disciplinary violation has occurred under the Honor Code or the Conduct

Code that is appropriate for HCC to handle, the Dean will appoint a faculty member of the HCC as the Review Meeting and Informal Resolution Officer. This Officer will be responsible for deciding matters raised at the Review Meeting (see Section D(3) below) and facilitating and determining the informal resolution of the disciplinary matter. All informal resolutions are subject to the Dean's approval.

The Dean reserves the right to appoint another person, including a person who is not a full-time employee of Southwestern, as the Officer. If the Dean appoints a person who is not a full-time employee of Southwestern, the Dean will enter into an agreement with that individual, indicating that the individual will abide by the relevant Southwestern policies and procedures.

d. Stale matters

If the HCC determines that too much time has elapsed, without justifiable cause, between the alleged violation and the date the petition was filed or the matter was first brought to SSO, the HCC may dismiss the matter. In determining staleness, the HCC may consider any relevant factors, including whether witnesses and relevant information is still available and whether memories may have faded too much.

e. Student's right to counsel

After the student has received a Notice (see Section D(1)(b) for information on the Notice), the student has the right to be represented at all stages under this Policy by counsel or another advisor of their choosing, other than employees and trustees of Southwestern. In the alternative, the student may act as their own counsel. See Sections D(5)(f) and D(5)(g) for more information regarding the participation of an attorney or other advisor at the HCC Proceeding.

f. Student rights and privileges during proceedings under this Policy

During proceedings under this Policy, the student will have the same rights and privileges as before the initiation of proceedings. However, in exceptional circumstances, if the safety and well-being of Southwestern—its students, faculty, and staff—so require, the Associate Dean for Student Services, Vice Dean, or Dean may exclude the student from Southwestern and events sponsored by Southwestern until proceedings are completed.

For SSO Conduct Code referrals, the Associate Dean for Student Services may determine that interim actions instituted under the Conduct Code will remain in effect during the processes set forth in this Policy. In addition, the Associate Dean for Student Services may institute interim actions under this

Policy following the processes related to interim actions in the Conduct Code.

2. Witnesses and other information

a. Access to witnesses and other information by the student

The student has the right to review the information that will be considered in the HCC Proceeding. This information includes names of witnesses, written statements or reports, documentary or digital information, and other material relevant to the alleged violation.

Upon request, Southwestern will provide reasonable access to such materials before the HCC Proceeding, subject to confidentiality limitations (see Subsection 2(e)).

Southwestern has a continuing obligation to provide the student with access to any exculpatory evidence about which it is aware and which it possesses or controls.

b. Limitations

The process in this Policy is administrative and educational in nature and does not provide for formal legal discovery mechanisms such as depositions, interrogatories, or compelled production of evidence.

c. Student submission of witnesses and other information

The student may submit relevant information in their defense, including written statements or reports, documentary or digital information, and other material.

The student may provide the names of witnesses with a summary of their expected testimony. The Officer will determine the relevance and whether to allow those witnesses and other information (see Section D(3) below regarding Review Meeting).

d. Southwestern discretion

Southwestern reserves the right to determine which witnesses and what information is relevant and may exclude witnesses or information deemed cumulative, unreliable, or outside the scope of the Honor Code or Conduct Code violation under review.

While students may suggest additional witnesses or information for review, Southwestern is not obligated to collect or consider materials that are deemed unnecessary for resolving the matter. See Section D(3) below.

e. Confidentiality and privacy considerations

To protect the integrity of the process, access to certain investigative records may be limited (e.g., redacted, etc.) in accordance with Southwestern policies and applicable privacy laws, such as FERPA.

Witnesses and complainants may be permitted to provide statements in a manner that maintains their privacy while ensuring the accused student has an opportunity to respond to the substance of the allegations.

3. HCC Proceeding Review Meeting (Review Meeting)

If Examiner or student wishes to present witness testimony, written statements or reports, any documentary or digital information, or other material at the HCC Proceeding, they must first request a Review Meeting with the Officer. The Officer will provide all parties with at least 10 calendar days' notice of the scheduled Review Meeting, provided that this notice cannot be provided before student's time to respond to the Notice set forth in Section D(1)(b) above has expired.

a. Pre-Review Meeting submissions

To ensure fairness and adequate preparation, Southwestern requires full disclosure of names of witnesses, written statements or reports, any documentary or digital information, and other material in advance of the Review Meeting. The Examiner and student (or any representative acting on the student's behalf) must disclose the following in writing to the other party as soon as possible, and no later than 5 calendar days before the Review Meeting:

- The names, addresses, email addresses, and telephone numbers of all potential witnesses;
- Copies of all documents or other material intended for use at the HCC Proceeding;
- A summary of expected testimony for each witness;
- Any witness statements;
- A written explanation of the relevance and necessity of the requested witness, document, written statement, or other material; and
- Any procedural or other concerns, including objections to documents, written statements, or other material or witness participation.

b. Scope and purpose of the Review Meeting

The Review Meeting serves to:

- Ensure all parties understand the allegations, the HCC Proceeding process, and their rights;
- Review and resolve any disputes over witness participation or admissibility of evidence.
- Establish a timeline and format for the upcoming HCC Proceeding,

including procedures for questioning witnesses and presenting evidence.
- Address any logistical concerns, such as accommodations or conflicts of interest.

The Officer will determine whether to allow the requested witnesses or other information in accordance with Subsection 3(c) below.

c. Officer discretion

The Officer will determine what witnesses and other information is relevant and allowed and will not be bound by formal rules of evidence, except for rules related to attorney-client privilege. The Officer has broad discretion to determine what is allowed based on principles of fairness and educational goals. Except upon a showing of good cause, no undisclosed witness may speak, nor any undisclosed documents be introduced, in the HCC Proceeding. Witnesses may speak in person, through written statements, or remotely. The Officer will decide what information can be introduced at the HCC Proceeding guided by the following non-exhaustive list of factors:

- Witness testimony and other information must be directly related to the alleged violation (irrelevant and tangential information may be excluded to maintain focus on the key issues);
- Reliability and credibility of the information (e.g., the Officer may consider the source of the information and whether it appears credible);
- Authenticity (the Officer may require proof that the information has not been altered or misrepresented);
- Information that includes sensitive or protected information (e.g. an education record protected by FERPA) may be restricted or redacted;
- The Officer may exclude information that the Officer thinks is overly inflammatory, misleading, or likely to cause unfair bias;
- Redundancy (if multiple submissions provide the same information, the Officer may exclude repetitive submissions); and
- Whether the information was unlawfully obtained.

4. Informal resolution

a. Mandatory informal resolution conference

Within 10 calendar days after the Review Meeting concludes, a mandatory informal resolution conference will be held. The informal resolution conference will be conducted by the Officer. The Examiner, student, and student's counsel, if any, will attend the informal resolution conference.

b. Informal resolution policy

It is Southwestern’s policy to encourage reasonable informal resolution of

student disciplinary matters. Nothing in this Policy will preclude the informal resolution of a matter, provided that the Officer, Examiner, and student (and student's counsel) agree to such a resolution. An agreement to resolve the dispute informally may be reached at any point in the disciplinary process as described in this Policy, provided that once an HCC Proceeding is convened, a majority of the HCC Proceeding Committee must agree to any informal resolution. Any proposed informal resolution remains subject to the Dean's approval.

5. HCC Proceeding

a. HCC Proceeding Committee

If informal resolution efforts at the mandatory informal resolution conference or otherwise are unsuccessful, the Officer will notify the HCC Chair. To the extent circumstances permit, within 5 calendar days after mandatory informal resolution efforts end, the HCC Chair will appoint an HCC Proceeding Committee comprised of three faculty members and two student members of the HCC. The HCC Chair may serve on the HCC Proceeding Committee. The Examiner and the Officer may not serve on the HCC Proceeding Committee. A faculty member of the HCC Proceeding Committee will be selected as its Chair by a majority vote of the HCC Proceeding Committee members. If necessary, the Dean has discretion to appoint additional members to the HCC who can then be appointed to the HCC Proceeding Committee.

b. Challenges

The student may request to disqualify a member of the HCC Proceeding Committee if there are substantial reasons to believe that the member cannot be impartial in reviewing the matter. A lack of impartiality may

exist if the member has a personal, academic, or professional relationship with the student or others involved that could reasonably be expected to affect their judgment; if the member has previously expressed a bias regarding the alleged violation or the student; or if the member has a direct personal interest in the outcome of the proceeding.

The fact that a student alleged to have committed an Honor Code violation was previously in a class with a member of the HCC Proceeding Committee, without more, is not sufficient to establish a lack of impartiality. Similarly, routine familiarity among the student and members of the HCC Proceeding Committee in the academic community does not, on its own, constitute a basis for disqualification.

If a challenge to a member's participation is raised, the remaining members of the HCC Proceeding Committee will determine whether disqualification is

warranted by majority vote. If a member is disqualified, the HCC Chair will appoint an alternate to sit on the HCC Proceeding Committee. If the HCC Chair is disqualified, the Dean will appoint an alternate to sit on the HCC Proceeding Committee.

The student has the right to remove one member of the HCC Proceeding Committee as a peremptory challenge, without offering any reasons. In the case of the peremptory removal of a faculty or student member, the HCC Chair will delegate an alternate. If the HCC Chair is the subject of the peremptory challenge, the Dean will appoint an alternate to sit on the HCC Proceeding Committee. Notwithstanding anything herein to the contrary, the student will have the option to strike all student members of the HCC Proceeding Committee and proceed to a proceeding before a panel of three faculty members, without any student representation on the panel.

If the challenges result in fewer than three faculty members from HCC who can serve on the HCC Proceeding Committee, the HCC Chair or Dean may appoint full-time faculty outside the HCC to serve on the HCC Proceeding Committee.

c. Commencing the HCC Proceeding

The HCC Proceeding will commence no later than 20 calendar days after the appointment of the HCC Proceeding Committee is finalized, to the extent circumstances permit. The HCC Proceeding will be closed unless the student requests otherwise, and, in such case, the proceeding will be open only to other members of the Southwestern community. The proceeding may occur in person or virtually. If the student is in the Online

J.D. Program, the proceeding must occur virtually unless the student requests to proceed in person. Otherwise, the HCC Proceeding Committee Chair will decide the modality after conferring with the student and the Examiner.

d. Examiner's role in HCC Proceeding

The Examiner will have the burden of going forward and the burden of proof at the HCC Proceeding. The standard of proof that will be used in the HCC Proceeding is "clear and convincing evidence" (i.e., the evidence is highly probable and substantially more likely to be true than untrue). Except for rules related to attorney-client privilege, the rules of evidence may be referred to as guidelines but will not be determinative of admissibility. The HCC Proceeding Committee Chair will decide any disputes about whether witnesses and other information will be allowed and will exclude any information introduced in violation of Subsection 3(c) above or contrary to the Officer's decisions made at the Review Meeting. All witnesses will speak

under oath. The Examiner will be the first to present witnesses and information at the HCC Proceeding and the student will be given an opportunity to ask questions and otherwise respond as the witnesses and information are presented by the Examiner.

e. Record of proceedings

Unless otherwise stipulated by the parties, an audio recording of the proceedings will be kept. If the proceeding is conducted over Zoom, the HCC Proceeding Committee Chair may authorize use of the transcript function. The Associate Dean for Student Services will maintain the recordings and any transcripts of the proceedings for ten years. The Associate Dean for Student Services will provide the audio recording or transcript to the student or another only when required by law.

f. Student's rights

At the HCC Proceeding, the student will have the right to present information, to question witnesses, to speak on their own behalf, or to refrain from speaking. No inference adverse to the student may be drawn from the student's decision not to speak.

A student may be accompanied by an advisor of their choice, including an attorney, at any HCC Proceeding conducted under this Policy. The student may choose to present their own case or have their advisor or attorney present it on their behalf, subject to the limitations outlined in this Policy.

If a student intends to have an attorney present, they must notify the HCC Proceeding Committee Chair in writing via Southwestern email at least five business days before the HCC Proceeding. Southwestern will not provide or compensate an attorney for the student.

If the student has other witnesses or information to present after the Examiner has finished their presentation of witnesses and other information (see Subsection 5(d) above), they will have an opportunity to present their other witnesses or information at the HCC Proceeding.

g. Role and limitations of an attorney or other advisor

If a student elects to have an attorney or other advisor present their case, the attorney's or advisor's role is subject to the following conditions:

- The attorney or advisor may present relevant information and question witnesses on behalf of the student.
- The attorney or advisor must conduct themselves professionally and in accordance with this Policy.

- The attorney or advisor may not engage in disruptive behavior, disrespectful conduct, or any actions that delay or interfere with the proceedings.
- Any attorney or advisor attending the HCC Proceeding must comply with the policies and procedures of this Policy, including: (i) signing an acknowledgment form confirming they have read and understand this Policy; and (ii) respecting the educational nature of the proceedings, which are not legal trials but institutional processes designed to uphold academic integrity.

If an attorney or other advisor fails to comply with this Policy, the HCC Proceeding Committee Chair may take appropriate action, including requiring the attorney or advisor to leave the HCC Proceeding. If the attorney or advisor is removed, the HCC Committee will continue, and the student will be responsible for presenting their case.

h. ***Conduct of HCC Proceeding***

The Examiner will have the right to question all witnesses and examine any other information presented by the student. The HCC Proceeding Committee Chair may question witnesses and request the production of further witnesses or documents by either party. At the conclusion of the presentation of witnesses and other information, each side may make a closing presentation.

6. Deliberation

a. Determination of Honor Code or Conduct Code violations

Upon conclusion of the HCC Proceeding, the HCC Proceeding Committee will retire and deliberate. All members of the committee must be present during all deliberations. Four of the five members must be convinced by clear and convincing evidence that a violation of the Honor Code or Conduct Code has occurred to sustain the charges against the student. If the student has decided to proceed with only faculty members on the HCC Proceeding Committee, then two of the three faculty members must be convinced by clear and convincing evidence that a violation of the Honor Code or Conduct Code has occurred to sustain the charges against the student. If the charges are not sustained, there will be no disciplinary action or no notation of the matter in the student's records, and the HCC Proceeding Committee Chair will notify the student of the results. The HCC Proceeding Committee Chair will notify the student of the results by providing the notice to the student in person, via Zoom meeting, via Southwestern email, by first-class mail, or via a reliable delivery service (e.g., FedEx) to the student's address or email as shown in law school records. See Section E(2) for a discussion of a matter summary that will be maintained in a confidential file in the SSO.

b. Sanction recommendations

If the HCC Proceeding Committee finds that an Honor Code or Conduct Code violation has occurred, the recommendation of the HCC Proceeding Committee members as to sanction(s) will be recorded. The decision on sanction(s) can be made by a majority vote of the HCC Proceeding Committee. Possible sanctions recommended will be those contained in the Honor Code or Conduct Code.

c. Mitigating and aggravating factors

In determining the sanction(s), the HCC Proceeding Committee may consider mitigating and aggravating factors. A non-exhaustive list of factors that may be considered include the following:

- **Pre-referral admission**. When a student voluntarily admits misconduct before learning that someone has referred the matter or is about to refer the matter, the HCC Proceeding Committee may consider the admission as a mitigating factor. A student who has the courage and integrity to come forth with a good-faith admission has reaffirmed a personal commitment to honor. Any student interested in making such an admission should contact the Associate Dean for Student Affairs or the Examiner.

- **Other admissions**. Even an admission made after a referral may have some mitigating value. This type of admission shows acknowledgment of the inappropriate nature of the student's conduct. However, a post-referral admission is not as strong a mitigating factor as a pre-referral admission.

- **Cooperation**. The HCC Proceeding Committee may consider how cooperative, or uncooperative, the student was during the process, including whether the student responded timely to inquiries and requests for meetings, provided requested information, and dealt honestly and civilly with the HCC Proceeding Committee and others involved with the process.

- **Intent**. Conduct falls on an intent continuum that ranges from malicious, willful, intentional, reckless, and grossly negligent conduct on the more serious end, to merely negligent, careless, and accidental conduct on the less serious end. Where conduct falls on this continuum may be considered when determining sanctions. Conduct that is malicious, willful, intentional, reckless, or grossly negligent may justify a more serious sanction. Less intentional conduct may be a

mitigating factor.

- **Degree of harm or seriousness of offense**. The degree of harm to others and the seriousness of the conduct are relevant factors in determining sanctions.

- **Prior violations**. Prior violations of the Honor Code or the Conduct Code may be considered as aggravating factors.

- **Nexus to professional standards**. The nexus between the student's conduct and the question of character and fitness of the student to practice law is a relevant factor in determining sanctions.

- **Willingness to make restitution**. A student's willingness to make restitution may be considered as a mitigating factor in appropriate cases. Restitution refers to compensation for loss, damage, or injury; compensation may take the form of appropriate service and/or monetary or material replacement.

- **Discriminatory motive**. If a student, in engaging in conduct prohibited under the Conduct Code or Honor Code, is also found to have intentionally directed the conduct toward a person or group because of the race, color, religion, age, national origin, ancestry, disability, gender, sexual orientation, marital, or parental status of the targeted person or group, that discriminatory motive may be an aggravating factor in determining sanctions.

7. Final opinion and notice

a. Opinion

If the HCC Proceeding Committee finds that an Honor Code violation has occurred, the HCC Proceeding Committee Chair will prepare a written opinion stating the findings of the committee. Dissenting opinions may also be prepared and appended. The record of the HCC Proceeding Committee's sanction recommendations will appear at the conclusion of the majority opinion.

b. Notice

The HCC Proceeding Committee Chair will promptly notify the Examiner, the student, and the Dean of the HCC Proceeding Committee's findings, as well as its opinion and sanction recommendations. The HCC Proceeding Committee Chair (i) will cause this notification to be served upon the student in person, via Southwestern email, by first-class mail, or via a reliable delivery

service (e.g., FedEx) to the student's address or email as shown in law school records, and (ii) will email this notification to the Examiner and the Dean.

8. Review by Dean

a. Request for review

A student found to have engaged in misconduct may request that the Dean review the decision of the HCC Proceeding Committee. The request for review should be in writing and should be delivered to the Dean within ten calendar days after the HCC Proceeding Committee's decision is delivered to the student. The Dean, at the student's request, has the authority to extend this deadline. The Dean has the discretion to review any decision or sanction but is not required to do so.

In case of conflict or other exigency, the Dean may refer the matter to a Vice Dean or, if the Vice Deans have a conflict, to another member of the full-time faculty not on the HCC or HCC Proceeding Committee (Dean's Designee).

b. Grounds for review

The student's request for review will state the reasons for review. A review will be granted by the Dean or Dean's Designee only on one or more of the following grounds:

- The HCC Proceeding Committee failed to follow this Policy.
- The imposed sanction(s) is inappropriate or excessive.
- There is new information about the potential bias of one or more members of the HCC Proceeding Committee that was not reasonably available when the student had an opportunity to challenge the members of the HCC Proceeding Committee (see Section D(5)(b) above).
- There is new information that was not reasonably available at the time of the HCC Proceeding and would have resulted in a different decision by the HCC Proceeding Committee.

c. Dean's decision

The Dean or Dean's Designee may decide to:

- Uphold the HCC Proceeding Committee's decision;
- Direct the HCC Proceeding Committee to conduct a completely new proceeding with proper procedures or with biased members replaced by alternates;
- Direct the HCC Proceeding Committee to conduct a further proceeding on particular issues;
- Impose, modify, or vacate any sanction recommended by the HCC

Proceeding Committee, but the Dean or Dean's Designee cannot increase the severity of a recommended sanction;

- Modify or reverse the HCC Proceeding Committee's decision, but only if the Dean or Dean's Designee determines that the HCC Proceeding Committee's finding is clearly erroneous.

The Dean or Dean's Designee will provide a written decision of the review to the student, the HCC Proceeding Committee, the HCC Chair, and the Associate Dean for Student Services within 10 calendar days of receiving the student's review request. The Dean or Dean's Designee has discretion to expand the time within which the decision is issued; in those cases, the

Dean or Dean's Designee will notify the student and the SSO of the new anticipated decision date. Unless the Dean or Dean's Designee has directed the HCC Proceeding Committee to conduct further work, the decision of the Dean or Dean's Designee will be final and not subject to further review.

E. Records and Record-Keeping

1. Decision, violation substantiated

If a violation is substantiated or if the student acknowledges the violation, the decision will be placed in the student's file in the Registrar's Office. In addition, the SSO will maintain a confidential file with relevant materials and information.

2. Decision, violation not substantiated

If the HCC Proceeding Committee determines that the student did not violate the Honor Code or Conduct Code or that a violation cannot be substantiated, the HCC Proceeding Committee Chair will prepare a summary of the matter. That summary will be maintained in a confidential file in the SSO. Information in the file will be used only to respond to specific inquiries from the student whose conduct was at issue or from a board of bar examiners or similar organization to which the student has applied.

3. Report to bar examiners

Southwestern will report a finding of an Honor Code violation or violation of the Conduct Code handled under this Policy to any board of bar examiners or similar organization to which the student applies. Students should be aware that most bar applications will require the student to report any sanctions imposed on the student by an educational institution, regardless of whether the sanctions were for conduct suggesting unfitness for legal practice.

F. Annual Reporting

Each August, the Associate Dean for Student Services will compile (i) a list of all referrals to

the HCC that did not settle and in which decisions were issued during the immediate past academic year (June to May), and (ii) a list of all referrals to the HCC or SSO that settled and resulted in sanctions against a student during the immediate past academic year (June to May). These lists should not contain names of students but should list the type of referral and any sanction issued. The Dean will share the lists during an executive session of the September or October faculty meeting. Every three years, the Associate Dean for Student Services will publish to the student body and faculty the results of each HCC case that did not settle and each HCC or SSO case that was settled with sanctions, with names and other identifying information redacted.

G. Confidentiality

Southwestern considers referrals and procedures under this Policy to be confidential and may be disclosed only as required by law or as set forth in this Policy. All participants should respect the confidentiality of this information and disclose it only to those who have a legitimate need to know.

H. Policy Revisions

Southwestern reserves the right to revise this Policy at any time and for any reason. Revisions may be enforced on 15 days' notice to the student body. Notice may be made via the student listserv or in another manner deemed by the Dean to reach most students. The version of this Policy that applies in any case is the version posted when the SSO submits a petition or SSO Conduct Code referral to the HCC, unless the student opts to use the most current version of the Policy, if different.

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Policy on Student Academic Work-Product Originality (Plagiarism) for All Southwestern Students and Collaboration Rules in Legal Analysis, Writing, and Skills Courses

Administrative policy approved July 22, 2022.

Revision history: Technical and substantive edits made in August 2023; substantive edits made in May 2024 to address draft submissions; edits made in August 2025, including a title change.

Related policies: Student Honor Code; Code of Student Professionalism and Conduct Scheduled Review Date:

April 2027 (Director of Legal Analysis, Writing, and Skills)

A. Overview

Law students are expected to learn the law and the tools of legal practice while preparing for the demands and responsibilities of the legal profession. Students must establish habits that will carry them forward as professionals. As measures of learning and preparation, a law student's academic work must be their own.

Section B of this policy defines plagiarism for all courses, co-curricular activities, and extracurricular activities at Southwestern Law School.

Section C of this policy articulates the collaboration rules for students enrolled in a Legal Analysis, Writing, and Skills (LAWS) course.

B. Plagiarism Policy

Plagiarism means submitting or presenting any work, in any form, that is not a student's own without acknowledging the source. A student must not appropriate ideas, facts, or language from the work of another, including a machine or generative artificial intelligence tool, without proper attribution. All student work must be original. Any sources used must be fully cited. However, unless prohibited by a faculty member for a particular class or assignment and subject to Section C.4 of this policy, students may use spell-checking and grammar-checking tools on their student-created content for a submission without providing a citation or other disclosure. Plagiarism is a serious Student Honor Code (Honor Code) violation that may result in expulsion; even lesser

punishments imposed under the Honor Code may result in career-limiting consequences.

C. LAWS Collaboration Rules

Unless provided otherwise in the course syllabus or permitted by the LAWS professor for discrete assignments, all LAWS assignments must be original works of authorship. To clarify when a work is **not** an original work of authorship, this section describes specific examples of improper conduct. Because it is impossible to anticipate and list every possible example of improper conduct, the examples provided are illustrative and not exhaustive. Therefore, the absence of a particular act from this document does not prevent appropriate discipline under the Honor Code or the Code of Student Professionalism and Conduct.

A violation of any portion of Section C of this policy may result in an "F" on the affected LAWS assignment and an "F" in the course. Grading remains within the faculty member's discretion. Faculty members are required to refer any violation or suspected violation of Section C to the Honor Code Committee as misconduct under the Honor Code.

This section does not override or revise the school's plagiarism policy set forth above and in the Honor Code.

1. Collaboration with other LAWS students

Unless otherwise restricted by the course professor, students may discuss general LAWS concepts with other students in the LAWS course. A general LAWS concept is a broad principle, strategy, or skill taught in the LAWS course that can be applied to many different legal problems and does not reveal the specific work a student is producing for an assignment. Examples of general LAWS concepts include, but are not limited to, how to structure your paper using the paradigm taught by your professor (e.g., CREAC), techniques for synthesizing multiple cases into a single legal rule, how to identify the court's holding of a case from the court's opinion, the difference between binding and persuasive authority, how to identify policy in a case and how to use it in your assignment, etc.

Students may not share their notes (other than class notes), case lists, printouts, charts, drafts, or any other materials that contain the students' thoughts on the assignment, and may not work together except as expressly permitted by the professor. Students may not read written prohibited materials out loud to another student, as this activity constitutes impermissible collaboration.

Students enrolled in SCALE may not discuss thoughts, ideas, or written information with any student enrolled in the LAWS course in the full-time day program, PLEAS, part-time day program, or the Online J.D. program. They may discuss LAWS only with other students currently enrolled in the SCALE LAWS course; even then, discussion should be limited to general LAWS concepts described above.

Students enrolled in the full-time day program, PLEAS, part-time day program, or the Online J.D. program may not discuss thoughts, ideas, or written

information with any student enrolled in SCALE. They may discuss LAWS only with students in the full-time day program, PLEAS, part-time day program, or Online J.D. program; even

then, discussion should be limited to general LAWS concepts described above.

2. Collaboration with anyone other than a LAWS student

Students are encouraged to seek assistance from their LAWS professor and teaching assistants, the faculty librarians who teach research, and the Writing Center staff. These individuals have been instructed on how to give students appropriate assistance.

Students may not seek any assistance outside of these sources. For example, a student may not seek assistance from other faculty members or deans, staff outside the Writing Clinic, family members, acquaintances, mentors, tutors, Dean's Fellows, or other upper-level students, regardless of whether the individual is an attorney or has attended law school. Assistance of any kind, including substantive guidance and help with grammar and citations, is prohibited.

3. Using court documents prepared by attorneys

Students may review court briefs and other court documents prepared by attorneys in actual cases about matters that relate to the student's assignment. However, students should exercise caution when consulting these materials because not all materials prepared by attorneys are well-written, and the availability of the materials does not indicate their quality.

As reiterated in Section B of this policy, students must never copy or paraphrase another's words without putting quoted language in quotation marks and providing proper attribution for quoted and paraphrased material by citing the source. Moreover, students must never use someone else's idea without providing proper attribution by citing the source. Using another's words, thoughts, and ideas without proper attribution is plagiarism.

4. LAWS generative AI policy

All submissions in a LAWS I or LAWS II course, whether in draft or final form, including papers, projects, exams, reflections, and oral presentations, must be the student's own work. To avoid plagiarism, cheating, or improper collaboration, when a submission includes or relies on content borrowed from other sources or authorities, the submission must cite the sources appropriately.

Each LAWS professor will instruct students on how to cite sources, including generative AI sources, appropriately for their assignments.

Consistent with Section B of this policy, LAWS students may use spell-checking and grammar-checking tools on the content that the student created for a submission without providing a citation or disclosure.

However, students may not use generative artificial intelligence tools (e.g., ChatGPT, Claude, Jasper, Lex, GrammarlyGO, CoPilot, or any other chatbot or generative AI tool) to generate, revise, or edit the content of any assignment unless their LAWS professor explicitly directs in writing or grants explicit written permission for that assignment.

If a student is unsure whether they are permitted to use a specific tool or platform for an

assignment, it is their responsibility to ask their LAWS professor in advance.

5. Consequences of academic dishonesty in draft submissions

Academic dishonesty—including plagiarism, cheating, and improper collaboration—in preparing a draft or other initial work of an assignment, compromises the integrity of the initial work and all subsequent submissions of the work. Thus, using content or ideas derived from a draft tainted by academic dishonesty in subsequent submissions will subject a student to discipline for both the initial draft and the subsequent submissions. Each submission of an assignment tainted by academic dishonesty may be treated as a separate and additional Honor Code violation. If Southwestern detects academic dishonesty in a draft, and the student is permitted to continue in the course, the student may be required to submit a new paper on an alternative topic, in addition to facing other penalties.

D. Policy Revisions

Southwestern reserves the right to change or modify any aspect of this policy at any time, with or without prior notice. Matters raised for discipline will, absent extraordinary circumstances, be reviewed using the version of the policy in effect when the alleged conduct occurred.

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Student Honor Code

Faculty policy.

Revision history: **Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; technical edits were made in August 2023; edits were made in July 2024 to clarify the use of spelling- and grammar-checking tools; edits were made in April 2025 to harmonize this Code with the new Code of Student Professionalism and Conduct, which was implemented in January 2025 (the April 2025 revisions take effect on June 1, 2025); revised August 2025 to update references to related policies; clarifying edits made February 2026.**

Related policies: **Graduation Requirements Policy; Policy to Prevent Discrimination, Harassment, and Retaliation; Sexual Misconduct Policy; Code of Student Professionalism and Conduct; Honor Code Committee Policies and Procedures; Policy on Student Academic Work-Product Originality (Plagiarism) for All Southwestern Students and Collaboration Rules in Legal Analysis, Writing, and Skills Courses**

Scheduled Review Date: **March 2027 (Student Services Office)**

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A. Preamble and Purpose

As future attorneys, law students are subject to the responsibilities and ethical standards of the legal profession.

The well-being of the legal profession and the integrity of the academic community at Southwestern Law School depend upon maintaining the highest ethical standards. Nothing less is expected of Southwestern students.

Southwestern has two codes and multiple policies that govern student conduct, including this Student Honor Code (Honor Code), the Code of Student Professionalism and Conduct (Conduct Code), the Policy to Prevent Discrimination, Harassment, and Retaliation, the Policy on Student Academic Work-Product Originality (Plagiarism) for All Southwestern Students and Collaboration Rules in Legal Analysis, Writing, and Skills Courses (which defines plagiarism and expectations for LAWS courses), and the Sexual Misconduct Policy.

Although both the Honor Code and the Conduct Code include rules, guidelines, and expectations for appropriate and professional conduct, this Honor Code primarily concerns academic issues, and the Conduct Code primarily concerns nonacademic and behavioral issues. Some situations may involve conduct that implicates both codes. If a matter involves conduct covered by both codes, Southwestern may choose to proceed under either or both codes.

B. Scope

This Honor Code applies to all students admitted to Southwestern. It covers conduct that occurs from the time an individual applies to Southwestern through the time a student graduates. Absent extraordinary circumstances as determined by the Dean, to graduate and be awarded a diploma, a student must not have any pending Honor Code matter. Southwestern retains jurisdiction after a student graduates or completes a program to address matters that occurred while the student was enrolled at Southwestern.

This Honor Code applies to on-campus conduct, conduct within Southwestern programs and at Southwestern events, and to off-campus, online, and virtual conduct when the law school's mission, programs, activities, or reputation, or a student's character and fitness or ability to practice law are implicated. The law school has a vital interest in the character of our students and may regard off-

campus behavior as a reflection of the student's character or fitness to continue as a member of the student body or to practice law.

This Honor Code also applies to students, including students from other schools, enrolled in

courses or programs sponsored or co-sponsored by Southwestern, such as the London Study-Abroad Program, the dual-degree program with the Drucker School of Management at Claremont Graduate University, and the Online
J.D. Consortium.

C. Academic Misconduct

All forms of academic misconduct, including violations of academic integrity, are prohibited at Southwestern, including at Southwestern housing, after-hours on Southwestern property, or at off-campus Southwestern-related activities. Any action or occurrence violating this Honor Code is equally violative, whether in cyberspace or through any other electronic device or virtual environment.

The following non-exhaustive list of inappropriate conduct may result in disciplinary action:

1. Academic dishonesty

Engaging in dishonest conduct concerning examinations, written work, or other academic activity.

a. Cheating:

i. Giving or receiving unauthorized information when taking exams, writing papers, or completing other assignments.
ii. Submitting work for another course unless specifically authorized by the faculty.
iii. Violating any regulation concerning the examination environment or the general custom and conduct of students in taking exams (proctor's instructions, time restraints, interaction between students during the exam, etc.)
iv. Revealing information to the faculty that would compromise exam anonymity during grading.
v. Providing unauthorized assistance to others during their exams or writing papers or assignments.
vi. Obtaining unauthorized prior knowledge of an exam or assignment without immediately notifying the Student Services Office.
vii. Committing any other act in the course of academic work which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

b. Plagiarism:

i. Plagiarism is the submission or presentation of any work, in any form, that is not a student's own without acknowledging the source. See the

Policy on Student Academic Work-Product Originality (Plagiarism) for All Southwestern Students and Collaboration Rules in Legal Analysis, Writing, and Skills Courses for more information on Southwestern's plagiarism policy.

ii. Unless prohibited by a faculty member for a particular class or assignment and subject to the *Policy on Student Academic Work-Product Originality (Plagiarism) for All Southwestern Students and Collaboration Rules in Legal Analysis, Writing, and Skills Courses*, students may use spell-checking and grammar-checking tools on the content the student created for a submission without providing a citation.

2. Misrepresentation

Engaging in acts of misrepresentation or dishonesty.

a. Falsifying a signature on any form, document, or paper.
b. Misrepresenting attendance by signing into class and leaving the class session before it has ended without permission or aiding a student in misrepresenting their attendance.
c. Forging, written or oral false statements, and altering or misusing documents, records, stationery, logo, or documentation.
d. Providing information that the student knows is false or misleading to any faculty or staff, including, but not limited to, providing false or misleading information for financial aid applications, academic petitions, exam change requests, or requests for accommodations.
e. Misrepresenting sources in the student's work.
f. Falsely accusing another student of violating the Student Honor Code.

3. Disruptive or unprofessional conduct

Engaging in acts of disruptive or unprofessional conduct in connection with academic activities and matters.

a. Conduct that disrupts a classroom or testing environment.
b. Conduct that interferes with the professor's teaching or students' learning.
c. Conduct that interferes with scholarly activities.

4. Violation of distance education or online protocols

a. Falsifying their presence or participation in Distance Education or online activities.
b. Unless permitted by the course professor, using applications, programs, or services to perform or assist in completing their work in violation of the Honor Code or the provisions of the professor's syllabus.
c. Receiving assistance from other persons in performing their work in violation of

the Honor Code or the provisions of the professor's syllabus.

d. Copying or using without permission or attribution any online or other source.

e. Using Distance Education or online facilities or activities to harm another member of Southwestern's community knowingly.

f. Manipulating or interfering with Distance Education or online program facilities or activities without authorization.

5. Other misconduct

a. Tampering with or misusing library or other academic materials.

b. Violating any regulation concerning the academic or on-campus residential environment.

c. Conduct that could be deemed a violation of ethical standards governing the profession.

d. Assisting in another student's misconduct, such as sharing test answers or completing work on their behalf.

e. Submitting the same or substantially similar work for multiple courses without approval.

f. Any act or omission which results in the conviction of an offense involving moral turpitude.

D. Nonacademic Misconduct

Serious violations of the Conduct Code that could lead to enhanced sanctions under the Conduct Code may be referred to Honor Code Committee (HCC) handling (see Sections VIII(B) and IX(A)(4) of the Conduct Code).

E. Interim Measures

The Associate Dean for Student Services, in consultation with the Vice Dean(s), may, at any time, determine that interim measures are necessary or appropriate. Interim measures must be based on a reasonable belief that serious misconduct occurred and that the student's continued presence or participation poses a

threat to an individual, property, or law school operations. The interim measures should be tailored to the specific situation and based on an objective assessment of the circumstances and the alleged misconduct.

A decision to impose interim measures will be communicated in writing to the student and will become effective at the time stated in the communication.

A student who receives interim measures will be provided with an opportunity to meet with the Associate Dean for Student Services to respond to the allegations of misconduct no later than three days following the effective date of the interim measures.

The interim measures will remain in effect until a final decision has been made on the pending referral or until the Associate Dean for Student Services determines that the reasons for imposing the interim measures no longer exist.

Interim measures may include but are not limited to the following:

- Restricting the student's access to the law school campus or certain areas of the law school campus (e.g., library, fitness center, etc.);
- Requiring the student to attend classes, educational activities, or office hours remotely;
- Restricting the student's access to certain events, platforms, or systems;
- Adjusting or restricting the student's participation in nonacademic activities and programs;
- Relocating the student's Residence unit or removing the student from Southwestern housing; or
- Restricting the student's contact with certain individuals.

F. Administration of the Honor Code

Alleged violations of the Honor Code will typically be referred to the HCC. The functions and procedures of the HCC are described in the *Honor Code Committee Policies and Procedures*. Details of the procedures for handling charges of student misconduct are set out in the *Honor Code Committee Policies and Procedures*.

Any conduct deemed a violation of ethical requirements governing the profession would indicate that an individual is not presently qualified for admission to the profession and, therefore, may be subject to termination of enrollment or other appropriate disciplinary measures as determined by the HCC.

G. Sanctions

When the HCC has found a student to have violated the Honor Code, one or more of the following sanctions may be recommended by the HCC to the Dean:

- oral or written reprimand;
- probation;
- suspension of rights and privileges in the law school;
- suspension from the law school;
- suspension or revocation of admissions, a degree, concentration, award, or other recognition conferred by Southwestern;
- expulsion; or
- any other reasonable sanction deemed proper by the HCC.

Students should be aware that the imposition of a penalty will be communicated to any bar

to which the student seeks admission with or without the student's consent for disclosure. Moreover, certification by Southwestern may be withheld when a student is facing an HCC determination regarding an alleged Honor Code violation or has yet to complete sanctions resulting from such a violation.

H. Mitigating and Aggravating Factors

In determining sanctions, HCC may consider mitigating and aggravating factors. A non-exhaustive list of factors that HCC may consider includes the following:

1. Pre-referral admission

When a student voluntarily admits conduct before learning that someone has referred the matter or is about to refer the matter, HCC may consider the admission as a mitigating factor. A student who has the courage and integrity to come forward with a good-faith admission has reaffirmed a personal commitment to integrity and professionalism. Admissions should be made to the Associate Dean for Student Services or a faculty member.

2. Other admissions

Even an admission made after a referral may have some mitigating value. This type of admission acknowledges the inappropriate conduct and acceptance of responsibility.

3. Cooperation

HCC may consider how cooperative or uncooperative the student was during the process, including whether the student responded timely and professionally to inquiries and requests for meetings and information and whether the student dealt honestly and civilly with the HCC and others involved in the process.

4. Intent

Conduct falls on an intent continuum that ranges from malicious, willful, intentional, reckless, and grossly negligent on the more serious end to negligent, careless, and accidental on the less serious end. HCC may consider where conduct falls on this continuum when determining sanctions.

5. Degree of harm or seriousness of the offense

The degree of harm to others and the seriousness of the conduct are relevant factors in determining sanctions.

6. Prior violations

HCC may consider prior violations of the Conduct Code, this Honor Code, or other

Southwestern policies in setting sanctions.

7. Nexus to professional standards

The nexus between the student's conduct and the question of the student's character and fitness to practice law is a relevant factor in determining sanctions

I. Revisions

Southwestern reserves the right to revise this Honor Code at any time and for any reason. Revisions may be enforced on 15 days' notice to the student body. Notice may be made via the student listserv or in another manner deemed by the Dean to reach most students.

Accommodations, Accessibility, and Anti-Discrimination Policies

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Disability Accommodations Policy (Including Standards for the Study of Law)

Administrative policy.

Revision history: **Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; technical revisions made in June 2023; revisions made in August 2024 to update documentation requirements; substantive revisions made in April 2026 to confirm Southwestern's commitment to digital accessibility, clarify procedures for students and when accommodations may be denied, add a student responsibility section, confirm protection against retaliation, and add external complaint information.**

Related policies: **Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Good Academic Standing Policy for J.D. Students; Attendance Policy; Examination Administration Contingency Plan; Examination Administration Policy; Distance Education Policy for Programs Other Than the Online J.D. Program; Master of Laws Program Policies; J.D./M.B.A. Dual-Degree Program Policy; Policy to Prevent Discrimination, Harassment, and Retaliation; SCALE Program Policies; Sexual Misconduct Policy; Student Records Policy – FERPA; Website and Digital Accessibility Policy; Student Complaint and Grievance Policy and Procedures (Including Complaints Implicating ABA Standards); Course Content Accessibility Policy**

Related forms: **Accommodations Request Form; Southwestern Qualified Professional Certification Form**

Scheduled Review Date: **June 2028 (Admissions Office; Career Services Office; Student Services Office)**

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Appendix A: Standards for the Study of Law

Policy Statement

This policy is designed to ensure that students with disabilities have equal access to Southwestern Law School's educational opportunities, programs, activities, and physical campus. Our commitment to accessibility extends to digital environments (e.g., website, learning management system, and online course materials).

This policy is part of Southwestern's integrated accessibility framework. Along with the Website and Digital Accessibility Policy and the Course Content Accessibility Policy, it strives to ensure that students with disabilities have equal access to all academic programs, services, and digital environments. This policy focuses on the process for students to request accommodations and sets forth Southwestern's obligations to provide reasonable accommodations under applicable law. Institutional standards and oversight responsibilities for digital accessibility are established in the Website and Digital Accessibility Policy, while requirements and responsibilities for ensuring that all instructional course content, regardless

of format, is accessible to students with disabilities and complies with applicable accessibility standards are set forth in the Course Content Accessibility Policy.

This policy outlines the procedures for requesting and receiving reasonable accommodations in compliance with applicable state and federal laws, including the California Fair Employment and Housing Act, the Fair Housing Act, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act.

While Southwestern is committed to providing reasonable accommodations in compliance with applicable federal and state law, accommodations may be denied if they would impose an undue burden or fundamentally alter the nature of a course, academic program, service, or activity.

An undue burden means a significant difficulty or expense when considered in light of Southwestern's total institutional resources and operations. A fundamental alteration is one that would substantially modify the essential requirements, objectives, or academic standards of a program.

In such cases, Southwestern will engage in an individualized, interactive process to explore alternative accommodations that would provide equally effective access without imposing an undue burden or fundamentally altering the academic program.

Available accommodations may also depend on program modality. For example, accommodations appropriate for in-person instruction may not be appropriate for the Online J.D. program, and vice versa.

Admissions

1. Law School Admissions Test (LSAT) requirement

Without exception, Southwestern will not waive the LSAT requirement as the Law School Admission Council provides extensive accommodations for taking the test.

2. Self-identification

Applicants are not required to self-disclose a disability. But applicants who would like Southwestern to consider their disability during the admissions process must disclose the nature of the disability at the time of the application and describe how it affects the student's candidacy.

3. Reconsideration

It is not Southwestern's practice to reconsider rejected applications unless an applicant presents new information that did not exist or was not available to the applicant at the time they applied.

Students Requesting Accommodations

1. When to request accommodations

Students seeking accommodations must contact the Student Services Office as soon as possible after admission or upon diagnosis of disability. Students may request accommodations at any time during enrollment. Students who require accommodations are solely responsible for requesting accommodations before academic disqualification or dismissal.

Indicating a disability to a faculty or staff member outside the Student Services Office, on the Southwestern admissions application, or a Southwestern survey or similar instrument does **not** provide notice of the student's need or request for accommodations.

Challenges such as common exam anxiety or chronic lateness are not ordinarily considered disabilities that justify accommodation.

Students should request accommodations as early as possible, given the time required to complete the interactive process and approve appropriate accommodations. Academic decisions (e.g., grades, probation, disqualification, etc.) made before accommodations are approved and in place will not be revisited on the basis that accommodations were not yet in effect.

2. Where to request accommodations

Accessibility Services, which is part of the Student Services Office, coordinates and processes accommodation requests.

3. How to request accommodations

To request accommodations, students must:

- Submit an Accommodations Request Form to initiate the request.
- Meet with the Section 504 Coordinator.
- Submit appropriate documentation as outlined in Section F (Required Documentation).

- Adhere to all applicable deadlines to allow time for processing and implementation.
- Once approved, the student must submit a Semester Request through the Accommodate platform each semester or quarter to reaffirm the student's approved accommodations.
- After receiving approved accommodations, if a student requests a new or modified accommodation, the student must submit a Supplemental Request through the Accommodate platform or contact the Section 504 Coordinator by emailing accessibility@swlaw.edu.

4. Deadlines

To ensure timely evaluation and implementation, students are strongly encouraged to submit accommodation requests:

- No later than eight weeks before a scheduled exam, or
- No later than eight weeks before the first day of the final exam period.

While Southwestern will do its best to process a request for accommodations that is submitted beyond the stated deadlines, requests received less than two weeks before these deadlines may be denied if there is insufficient time to:

- Gather and review the appropriate documentation,
- Evaluate possible accommodations, or
- Implement an accommodation.

Accommodations

1. Academic accommodations

Academic modifications include reduced course loads, extended graduation timelines, part-time programming, and similar measures. In appropriate cases, such as a reduced course load, the adjustment will be made in consultation with a Vice Dean and the Student Services Office.

2. In-class accommodations

Once accommodations have been approved through Accessibility Services, the student must notify Accessibility Services sufficiently in advance of any in-class assessment (e.g., quiz, timed assignments, etc.) for which those accommodations are requested, as assessments in a particular course likely will not be known by Accessibility Services.

For auxiliary accommodations (e.g., speech-to-text and text-to-speech software, special equipment, etc.), see Section D.4. below.

3. Exam accommodations

Exam modifications may include additional time to take the exam, time for rest breaks, using a reader or scribe, permission to eat, a reduced-distraction testing environment, or taking the exam at a time other than the regularly scheduled time. Students requesting certain exam modifications may be asked to speak with the faculty member to learn the exam format to determine the appropriate modification. For example, if the student has difficulty writing but not difficulty reading, the need for additional time would differ depending on whether the exam is multiple-choice or essay.

For logistical reasons, students receiving exam accommodations will be scheduled with exam start and end times that differ from those on the official exam schedule. Students should be prepared to start and end their exams earlier or later than the officially scheduled times. In some circumstances, exams may also be scheduled for dates that differ from those on the official exam schedule. Students are expected to make themselves available to accommodate their individual exam schedules provided by Accessibility Services.

a. Reduced-distraction testing room

Southwestern regularly approves accommodations for a reduced-distraction testing environment when the functional limitations caused by a student's disability prevent them from testing in the regularly scheduled classroom. The purpose of providing a reduced-distraction testing environment is to increase control over noise and other environmental factors that can impact student performance in a testing situation. A reduced-distraction testing room at Southwestern limits the number of students to one-third of the room's capacity, and each student is assigned to an individual workspace. Privacy screens are available upon request made to the proctor. The workspaces are distanced, and students have access to earplugs or other noise-reduction devices.

b. Private testing room

If a student believes they require a testing room accommodation other than a reduced-distraction testing environment, such as a private testing room, they must engage in an interactive process with Accessibility Services to discuss how the conditions of a reduced-distraction testing environment are not an effective accommodation for the functional limitations caused by their disability. Students must submit documentation from a qualified professional that gives a

clear rationale for alternate testing room accommodations based on the student's functional limitations. Details should be specific; general statements such as the student is "easily distracted" or "distracted by others" are insufficient.

A reduced distraction or private testing room is intended to provide an environment with fewer interruptions than a standard classroom setting. However, these spaces do not guarantee the complete elimination of noise or distraction. While Southwestern makes every reasonable effort to minimize disruptions, some background noise (e.g., from adjacent rooms, building operations, hallways, etc.) may still occur, and students should plan accordingly.

4. Auxiliary accommodations

Auxiliary services may include interpreters, note-taking services, text-to-speech software, and other support services in connection with the academic program. Southwestern does not provide services for students to use for personal reasons. Purchasing special equipment or software (such as Dragon Naturally Speaking, Fusion Suite, assistive listening devices, etc.) for Southwestern-related activities may also constitute an auxiliary service.

5. Digital access accommodations

Southwestern will also provide accommodations to ensure equal access to digital materials and services. When digital content or tools are not fully accessible, Southwestern will provide alternate formats or equally effective accommodations, consistent with the student's documented needs.

6. Architectural accommodations

While most aspects of Southwestern's facilities are accessible, some students may have accessibility needs that require pre-arrangement.

- **Parking.** Southwestern has several designated accessible parking spaces near Southwestern buildings for individuals with state-issued handicap parking designations.
- **Ramped entrances.** Entrance to Southwestern buildings is via ramped access.
- **Accessible restrooms.** Accessible restrooms are available on every floor of the Westmoreland Building and throughout the Bullocks Wilshire Building.
- **Classrooms.** All classrooms are accessible, but some may be easier to reach than others. For this reason, students with mobility impairments are requested

to contact Accessibility Services as early as possible in the registration process to allow feasible adjustments.

7. Requests to modify the Attendance Policy

Class attendance is a fundamental aspect of legal education. Reduced course loads, extensions of time for graduation, and other accommodations are available, so it would be extremely rare that modifying the Attendance Policy would be a necessary reasonable accommodation. Accessibility Services will generally not waive the Attendance Policy as an accommodation.

8. Service animals

Service animals are dogs individually trained to do work or perform tasks for people with disabilities. Service animals are working animals, not pets. Service animals are permitted to accompany people with disabilities in all areas of campus where community members and visitors are allowed. Other animals, including support or comfort animals, are prohibited in Southwestern buildings, meaning academic and administrative buildings. Support or comfort animals may be approved for residents of The Residences through the housing accommodation process.

Service animals do not need to be pre-approved. However, Southwestern strongly encourages students to register their service animals with Accessibility Services voluntarily. Registration allows the office to notify relevant staff, faculty, and campus security about the presence of a service animal. Registration also allows Accessibility Services to notify appropriate campus partners for safety and emergency support for the animal and the student.

Service animals must have a harness, leash, or tether unless the handler's disability precludes the use of tethers or the tether would interfere with the service animal's ability to perform its work or tasks safely. In these cases, the service animal must be under the handler's control (e.g., via voice commands, hand signals, or other effective means).

Southwestern reserves the right to deny access to campus or remove from campus any service animal if (1) the animal is disruptive or out of control and its handler does not take action that is effective to control it; (2) the animal is not housebroken; (3) the animal poses a direct threat to the health or safety of others that cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies or procedures; or (4) the handler fails to comply with their responsibilities under this policy.

Student Responsibility

Students play an important role in the accommodation process. All students are responsible for promptly notifying Accessibility Services if they encounter barriers that affect their access to courses or programs. This responsibility applies both to students requesting accommodations for the first time and to students with previously approved accommodations whose current arrangements are no longer sufficient. Timely notice allows Southwestern to engage in the interactive process and determine whether additional or different accommodations are appropriate.

Students are also responsible for timely reviewing notices from Student Services staff and timely responding to requests for information and meetings.

Required Documentation

The diagnosis of a disability or condition alone does not automatically qualify an individual for accommodations. Documentation supporting the requested accommodations must indicate that the stated disability substantially limits some major life activity and must reasonably and logically demonstrate the need for accommodations that directly address the disabling condition.

All students are held to the same academic performance and behavior standards. The specific standards for the study of law appear in Appendix A.

Southwestern's provision of reasonable accommodations and services is based on assessing the impact of the student's disabilities on their academic performance at a given time in their life. Because accommodation needs can change over time, the documentation must verify the need for accommodations based on the student's current level of functioning within the law school setting.

1. Students with a prior history of accommodations

Students with a record of prior accommodations approved for another educational program or a high-stakes examination (e.g., LSAT, GRE, GMAT, MPRE, etc.) can request that Southwestern approve the same or lesser accommodations if the following conditions are satisfied:

- Southwestern regularly provides the same or equivalent accommodations;
- The student provides a record of the official approval of the prior accommodations; and

- The student provides a Southwestern Qualified Professional Certification Form or equivalent documentation completed by their medical provider that verifies the need for accommodations based on the student's current level of functioning.

Students requesting accommodations that are new or different from those previously received must submit the following:

- A detailed explanation of why the prior accommodations are insufficient, including any changes in the student's diagnosis or functional limitations; and
- The documentation described in Section F.2 below.

2. Students without a prior history of accommodations

Students without a record of prior accommodations are required to provide the following:

- Southwestern Qualified Professional Certification Form or equivalent documentation completed by their medical provider that verifies the need for accommodations based on the student's current level of functioning; and
- Relevant supporting documentation substantiating the student's disability-related functional limitations, their specific access needs, and how those needs relate to the accommodations recommended. Documentation may consist of a comprehensive evaluation; a relevant history; standardized test data from appropriate evaluation instruments; or a written statement describing the applicant's disability, impairment, areas of limitation, effects on activities of daily living, and testing accommodation needs. Self-report questionnaires and interviews are generally insufficient on their own.

If the initial information provided is insufficient to fully determine the nature of the disability or the appropriate accommodations, Southwestern may ask for additional information.

Bar Examination and the Multistate Professional Responsibility Exam

Students with disabilities are encouraged to meet with Accessibility Services at least one year before taking the Multistate Professional Responsibility Exam (MPRE) or bar examination to discuss the accommodation request process. Information about how to contact bar examiners in all states is available in the law library, the Registrar's Office, Accessibility Services, or online at http://www.ncbex.org. Many state bar examiners will request that Southwestern provide information about accommodations received during law school.

Accessibility Services will provide that information after receiving a written release from the student and will normally do so within 10 working days of receiving the written release.

The National Conference of Bar Examiners and each state bar make an independent determination regarding the approval of exam accommodations. Southwestern's approval of exam accommodations does not guarantee that these other organizations will approve the same or any accommodations, and vice versa.

Temporary Accommodations

Students seeking accommodations for a temporary disability should provide a Southwestern Qualified Professional Certification Form that verifies the student's condition and expected duration, and recommends appropriate accommodations. If the initial information provided is insufficient to fully determine the nature of the disability or the appropriate accommodations, Southwestern may ask for additional information. The cost of obtaining the initial verification and any further assessments will be the student's responsibility. The documentation should reflect the student's current condition and be no older than 60 days.

Pregnancy and Pregnancy-Related Accommodations

Southwestern does not discriminate based on pregnancy or related conditions. Pregnancy-related conditions include childbirth, termination of pregnancy, and lactation. Pregnancy-related conditions also include medical conditions and recovery related to pregnancy, childbirth, termination of pregnancy, or lactation. Southwestern will not require a student to take a leave of absence, withdraw from the law school, or limit the student's legal studies.

Southwestern will provide individualized, reasonable accommodations to pregnant students so they may complete their education program. Reasonable accommodations may include, but are not limited to, allowing the student to make up tests and assignments missed due to pregnancy-related reasons, approving a leave of absence, providing a clean, private space for lactation, etc. Reasonable accommodation will also include allowing medically necessary absences.

Pregnant students who intend to request pregnancy-related accommodations are encouraged to complete the Pregnancy & Pregnancy-Related Accommodations Intake Form.

When a student informs a Southwestern employee of their pregnancy or pregnancy-related condition, the employee is required to share the Title IX Coordinator's contact information and inform the student that the Title IX Coordinator can coordinate specific actions to

prevent sex discrimination and ensure the student's equal access to the education program or activity.

Privacy and Confidentiality of Records

Documentation of a student's disability is maintained separately from the student's general academic record. Southwestern treats all information related to a disability as confidential. Southwestern discloses that information only to school employees with a legitimate education interest, consistent with Southwestern's Student Records Policy – FERPA and applicable state and federal law. Southwestern employees or volunteers apprised of a student's disability are advised that such information is confidential. Documentation related to a student's disability will be retained for the duration of a student's time at Southwestern and is subject to being destroyed five years after the end of the academic term in which the student no longer attends Southwestern. Students are advised to retain copies of all disability-related documentation submitted to Accessibility Services since access to this documentation is not guaranteed upon a student's graduation, dismissal, or withdrawal.

Academic Dismissal and Readmission

Students who are academically disqualified sometimes raise a disability as the basis for academic difficulty. While this basis may sometimes affect the decision for readmission, it is the student's responsibility to explain why the disability was not previously disclosed to Accessibility Services. If it was disclosed, the student may clarify why accommodations were not requested, or if accommodations were provided, why they were insufficient.

Grievances and Protections Against Retaliation

This grievance process applies to individual student accommodation requests. Concerns about barriers to Southwestern's website may instead be addressed under the Website and Digital Accessibility Policy.

Students who believe they have been denied a reasonable accommodation, or that an accommodation was not implemented appropriately, should first bring the matter to the Associate Dean for Student Services, who will attempt to resolve it.

If the student is unsatisfied with the resolution, the matter may be brought in writing to the Vice Dean in charge of academics within 30 calendar days of the Associate Dean's decision. The written appeal should include:

- A description of the accommodation requested;

- The reason the student believes the accommodation was denied or not implemented appropriately;
- Any supporting documentation; and
- The remedy the student is seeking.

The Vice Dean will review the appeal and issue a written decision within 30 calendar days of receipt.

If the matter still cannot be resolved, the student may file a written appeal with the Dean within 30 calendar days of the Vice Dean's decision. Upon receiving the appeal, the Dean will follow the appeal procedures set forth in the Student Complaint and Grievance Policy and Procedures (Including Complaints Implicating ABA Standards).

Students who believe they have been discriminated against because of their disability, pregnancy, or pregnancy-related condition should report the matter to the Student Services Office and consult the Policy to Prevent Discrimination, Harassment, and Retaliation and the Interim Sexual Misconduct Policy.

Southwestern prohibits retaliation against any student for requesting a disability accommodation, filing a grievance, or exercising their rights under disability laws.

If a student believes they have been discriminated against based on disability, or if they are unsatisfied with the outcome of Southwestern's grievance process, they may contact:

- U.S. Department of Education, Office for Civil Rights www.ed.gov/ocr | (800) 421-3481
- California Civil Rights Department (for students residing in California) calcivilrights.ca.gov | (800) 884-1684 voice) | (800) 700-2320 (TTY)
- Appropriate civil rights enforcement agency in their state (for students residing outside of California)

Additional Resources

ABA Commission on Lawyer Assistance Programs
https://www.americanbar.org/groups/lawyer_assistance.html

ABA Commission on Disability Rights
Email: cdr@americanbar.org
https://www.americanbar.org/groups/diversity/disabilityrights/

American Council of the Blind
225 Reinekers Lane
Suite 660

Alexandria, VA 22314
(800) 424-8666 (voice)
E-mail: info@acb.org http://www.acb.org/

Association on Higher Education and Disability
16810 Kenton Drive
Suite 220
Huntersville, NC 28080
(704) 947-7779 (voice/TTY)
Contact: https://www.ahead.org/contactus
https://www.ahead.org/

Braille Institute of America
741 North Vermont Avenue
Los Angeles, CA 90029
(800) 272-4553 (voice)
Contact: https://www.brailleinstitute.org/contact/#contactform
http://www.brailleinstitute.org/

California Department of Rehabilitation Vocational Rehabilitation Services
Greater Los Angeles District
888 South Figueroa
Suite 900
Los Angeles, CA 90017
(213) 736-3904 (voice)
(916) 558-5673 (TTY)
https://www.dor.ca.gov/

National Alliance on Mental Illness (NAMI)
4301 Wilson Boulevard
Suite 300
Arlington, VA 22203
(703) 524-7600 (voice)
(800) 950-6264 (helpline)
Contact: https://www.nami.org/contact-us/
https://www.nami.org/

Policy Revisions

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

Appendix A: Standards for the Study of Law

To help applicants for admission and current students understand the rigor of Southwestern's academic programs and the minimum essential skills and abilities needed for successful completion, Southwestern has developed standards for successful law study. These standards are based in part on the ABA Task Force on Law Schools and the Profession, Legal Education and Professional Development—An Education Continuum (1992) (often referred to as the "MacCrate Report" in honor of the chair of the task force), Southwestern's Learning Outcomes, and the American Bar Association's Standards for Approval of Law Schools.

Intellectual—Conceptual and Integrative Skills: A student must be able to recall and analyze complex factual information, integrate this information with complex legal theories, and apply to those facts the substantive legal principles that will control the result in a particular case. This form of analytical ability involves the ability to recognize and identify the legal issues that are implicated by specific facts, the ability to sort material facts from immaterial facts, the ability to recognize and evaluate competing legal theories that might apply to the facts, and the use of sound and logical legal reasoning in applying legal principles to material facts to reach a proper result. It also involves the ability to recognize when different legal analysis might lead to a different but logically supportable result. The student must be able to perform legal research. A student must be capable of achieving the designated learning outcomes for their program.

Effective Communication Skills: A student must be able to organize ideas and express them with a high degree of organization, clarity, precision, and persuasive force. A student must demonstrate proficiency in English and a commitment to writing well, including appropriate vocabulary, grammar, syntax, spelling, and punctuation. A student must be able to memorialize and organize information in an accessible form. A student must be able to communicate candidly and civilly with others. A student must be honest in advocating a particular result and should not misrepresent facts or the content of any legal principle upon which the student relies.

Behavioral and Social Attributes: A student must possess the emotional health required to fully utilize their abilities and possess the interpersonal skills to work with others. The student must possess the ability to

- comply with requirements of applicable federal, state, and local laws, regulations, statutes, and applicable orders of a court or tribunal;

- comply with the ethical norms of the profession as expressed in the Code of Professional Responsibility and the ABA Model Rules of Professional Conduct, including the avoidance of acts that are illegal, dishonest, fraudulent, or deceitful;
- avoid acts that exhibit disregard for the rights or welfare of others;
- avoid acts of self-harm or violence against others;
- use honest and good judgment in financial dealings on behalf of oneself and others; and
- act diligently and reliably in fulfilling one's obligations to others.

Attendance and Participation: A student must be able to maintain regular and punctual class attendance, participate in class discussions, and complete course assignments.

Time Management: A student must be able to meet deadlines and time constraints, and to prioritize and manage multiple tasks.

Participating in Required Administrative Processes: If issues arise regarding the student's behavior, they must possess the emotional health to participate in meetings and any required investigation regarding the student's behavior.

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Course Content Accessibility Policy

Faculty and Administrative policy approved April 17, 2026. Effective immediately.

Revision history: **None; new policy.**

Related policies: **Website and Digital Accessibility Policy; Disability Accommodations Policy (Including Standards for the Study of Law); Academic Freedom Policy; Approved Software List; Authorized Software Policy; Authorized Applications List; Policy to Prevent Discrimination, Harassment, and Retaliation; Student Complaint and Grievance Policy and Procedures (Including Complaints Implicating ABA Standards)**

Related resources: **Digital Accessibility Webpage on the Portal**

Scheduled Review Date: **May 2027 (Digital Accessibility Committee)**

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Purpose

To support equitable access to instruction, Southwestern Law School requires that all Course Content (defined below), regardless of format (e.g., print, digital, audio, or video), be accessible to all enrolled students, including those with disabilities. Southwestern is committed to complying with applicable disability laws, including Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, as amended.

This policy is part of Southwestern's integrated accessibility framework. Along with the Website and Digital Accessibility Policy, which establishes institutional standards and oversight responsibilities for digital accessibility, and the Disability Accommodations Policy (Including Standards for the Study of Law), which includes student processes for requesting accommodations. The framework establishes expectations designed to support equitable access to Course Content for all enrolled students.

Scope

This policy applies to and defines the responsibilities of faculty, including adjunct faculty, and others (e.g., Teaching Assistants, Academic Administration, and instructional designers) who create, post, share, or distribute Course Content with students (Content Creators) in ensuring that Course Content meets applicable accessibility standards.

This policy applies to all formats of Course Content (e.g., documents, videos, LMS materials, etc.).

Accessibility Standards

Digitally distributed Course Content, including content posted to the learning management system (LMS, currently Canvas) or shared through other means, must comply with the Web Content Accessibility Guidelines (WCAG) 2.1, Level AA standards.

Non-digital Course Content (e.g., printed handouts) must also be accessible to students with disabilities. Content Creators must select and prepare such materials with accessibility in mind, and Alternative Formats will be provided as needed in a timely manner in coordination with Academic Administration or Accessibility Services.

In circumstances where Course Content cannot be made fully compliant with applicable accessibility standards, Content Creators must consult with the Digital Accessibility Coordinator or Accessibility Services to determine appropriate next steps, including the provision of Equally Effective Alternative Access.

In rare cases where making Course Content accessible would constitute a Fundamental Alteration (defined below) or impose an Undue Burden (defined below), the Content Creator must follow the institutional review described in this policy. If an exception is granted, Southwestern will provide Equally Effective Alternative Access (as defined below), as appropriate and consistent with the standards and limitations set forth in this policy.

Definitions

1. Alternative Format

A version of Course Content provided in a format different from the original to ensure accessibility for individuals with disabilities. An Alternative Format must preserve the essential information and enable comparable use. Examples include, but are not limited to, electronic text versions of printed materials, audio recordings, Braille, large print, tactile graphics, captioned or transcribed videos, accessible PDFs, or screen reader–compatible documents. Alternative Formats are typically developed in response to a specific accessibility need and will be provided in a timely manner.

2. Course

As used in this policy, Course means a credit-bearing academic offering listed in the course catalog.

3. Course Content

Any material or resource created, distributed, or made available to students in connection with Courses at Southwestern, regardless of format or method of distribution. Course Content includes, but is not limited to:

- Printed materials (e.g., syllabi, handouts, in-class worksheets);
- Digital documents (e.g., Word, PDF, PowerPoint);
- Audio and video recordings;
- Images and graphics, including animations;
- Webpages and online learning modules;
- Digital assessments;

- Content shared through Southwestern's LMS, including pages, files, embedded tools, etc., videoconferencing platforms (e.g., Zoom, Teams), email, or other digital distribution methods.

4. Digital Accessibility Coordinator

The individual designated by Southwestern to oversee the implementation of this policy and coordinate institutional efforts related to digital accessibility. This role is currently held by the Program Manager, Digital Accessibility and Content. The Digital Accessibility Coordinator can be reached at digitala11yhelp@swlaw.edu.

5. Equally Effective Alternative Access

Access to information or functionality that is comparable in timeliness, accuracy, content, and usability to that provided to others, even if the format, medium, or delivery method differs. The objective is to ensure that individuals with disabilities can obtain the same information and engage in the same interactions as others, with substantially equivalent ease. Equally Effective Alternative Access is determined on a case-by-case basis, taking into account the nature of the Course Content, the instructional objectives, and the specific accessibility barrier presented. It may be achieved through various methods (e.g., providing an Alternative Format, substitute assignment aligned with the same learning objectives, alternative delivery platform, or structured support).

6. Fundamental Alteration

A Fundamental Alteration is a change that would substantially modify the essential nature of a course, academic program, instructional activity, or institutional service. A Fundamental Alteration may exist when making Course Content accessible would compromise essential learning objectives or academic standards.

The determination as to whether a Fundamental Alteration exists will be made on a case-by-case basis. This assessment will ordinarily be conducted by Accessibility Services or Student Services Office staff, in consultation with the faculty member(s) responsible for the affected course or program and, as appropriate, representatives from the General Counsel's Office and relevant subject matter experts in disability rights. The Dean or Vice Deans may participate in the determination process when warranted by the circumstances.

A determination that a requested modification constitutes a Fundamental Alteration does not eliminate Southwestern's obligation to provide access. In such cases,

Southwestern will identify and implement alternative measures that provide Equally Effective Alternative Access to the extent feasible and consistent with the essential requirements of the course or program.

All determinations must be documented in writing and maintained by the Student Services Office.

7. Undue Burden

An Undue Burden exists when making Course Content accessible would impose significant difficulty or expense, given the institution's overall resources and the nature and cost of the proposed action.

The determination that an Undue Burden exists must be made on a case-by-case basis and may not be based on speculative or convenience-based considerations. This assessment will ordinarily be conducted by Accessibility Services or Student Services Office staff, in consultation with the faculty member(s) responsible for the affected course or program and, as appropriate, the Digital Accessibility Coordinator and representatives from the General Counsel Office, Finance Office, and Information Technology, as well as relevant subject matter experts in disability rights. The Dean or Vice Deans may participate in the determination process when warranted by the circumstances.

When an Undue Burden is found, Southwestern will provide Equally Effective Alternative Access.

All determinations must be documented in writing and maintained by the Student Services Office.

Third-Party Content and External Resources

Content Creators may include links to third-party websites and digital resources within their courses. These external websites and online resources are not under the institution's control, and Southwestern does not guarantee that such third-party content will meet digital accessibility standards. Content Creators must consider the accessibility of third-party resources and provide alternative accessible materials or equivalent information if a required resource is not accessible to a student with a disability.

Students who encounter accessibility barriers with required third-party resources are encouraged to contact Accessibility Services within the Student Services Office at

accessibilityservices@swlaw.edu to request accommodations or Equally Effective Alternative Access.

Roles and Responsibilities for Accessible Course Content

Ensuring accessible Course Content is a shared responsibility across the Southwestern community. Faculty and other Content Creators are expected to design and distribute materials that comply with WCAG 2.1, Level AA standards, or any successor standard adopted by Southwestern. Institutional support is provided through coordinated efforts: the Digital Accessibility Coordinator leads training and compliance initiatives, while Academic Administration, Accessibility Services, Information Technology, and other departments offer tools and technical assistance. However, these offices do not assume authorship of Course Content, and Content Creators remain ultimately responsible for ensuring that their Course Content meets accessibility requirements.

Use of Approved Software and Applications

To protect accessibility, data security, and ensure compatibility with Southwestern's learning platforms and support systems, Content Creators may not use unapproved software, platforms, or applications to create, modify, or distribute Course Content.

If a Content Creator wishes to use a new or alternative tool not currently approved, they must first submit the tool for review and obtain prior written approval from Information Technology. This includes evaluating the tool's accessibility features, technical compatibility, and data privacy implications.

For more information on approved tools and the process for requesting new software or applications, Content Creators should consult the following policies available on Southwestern's Institutional Policies webpage:

- Approved Software List
- Authorized Software Policy
- Authorized Applications List

Questions about these policies and approved software and applications should be directed to Information Technology.

The use of unapproved software or applications without prior Information Technology approval may result in delays in deploying Course Content, increased remediation burdens, or temporary removal of Course Content until appropriate accessibility and security reviews are completed.

Monitoring and Quality Assurance

The Digital Accessibility Coordinator will conduct periodic audits of Course Content to assess compliance with applicable accessibility standards, including WCAG 2.1, Level AA, or any successor standard adopted by Southwestern. Audits may include manual review or analysis of reports generated by accessibility tools such as YuJa Panorama. The purpose of these audits is to monitor institutional progress, identify common barriers, and support continuous improvement.

If accessibility issues are identified through an audit, the Content Creator will be notified and provided with guidance and resources to support timely remediation.

The Digital Accessibility Coordinator will keep records of audit results and provide progress reports to the Vice Deans.

Reporting Inaccessible Course Content

Students, faculty, and others who encounter Course Content that is not accessible are encouraged to report the issue promptly so that appropriate action can be taken.

- Students with approved accommodations should report accessibility concerns to Accessibility Services at accessibility@swlaw.edu. Reports should include the course name, a description of the content at issue, and the specific accessibility concern. Accessibility Services will review the report, work with the student and relevant faculty or staff, facilitate remediation of the inaccessible Course Content, and ensure Equally Effective Alternative Access as appropriate.
- Faculty, staff, and others who identify accessibility barriers in Course Content, whether through audits, LMS accessibility reports, or personal review, should report these issues to the Digital Accessibility Coordinator at digitala11yhelp@swlaw.edu for follow-up and remediation support.

This policy does not replace the formal complaint procedures set forth in the *Website and Digital Accessibility Policy*, the *Disability Accommodations Policy (Including Standards for the Study of Law)*, or the *Policy to Prevent Discrimination, Harassment, and Retaliation*. Each policy provides distinct processes depending on whether the issue involves an individual accommodation, a systemic barrier in digital services, or an allegation of discrimination.

Escalation for Continued Non-Compliance

Southwestern is committed to working collaboratively with faculty and staff to ensure Course Content is accessible to all students. Southwestern recognizes that accessibility

requires ongoing learning and support. If a Content Creator's Course Content repeatedly receives low accessibility scores or fails to meet established standards, an escalation process will apply. The process is designed to prioritize counseling, additional training, and targeted support before further action is taken.

- Counseling and training: The Content Creator will receive feedback and be required to participate in individualized counseling or training sessions arranged by the Digital Accessibility Coordinator.
- Administrative escalation: If accessibility issues persist after additional support, the matter will be referred to the appropriate administrator:
    - Faculty: Vice Deans' Office;
    - Staff: Human Resources.
- Ongoing monitoring: The responsible administrator, in consultation with the Digital Accessibility Coordinator, will monitor progress and determine whether additional measures are needed.

Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Website and Digital Accessibility Policy

Administrative policy approved January 18, 2022.

Revision history: **Technical edits made in July 2023; technical edits made in May 2024; substantive edits made in April 2026.**

Related policies: **Disability Accommodations Policy (Including Standards for the Study of Law); Policy to Prevent Discrimination, Harassment, and Retaliation; Course Content Accessibility Policy; Disability Accommodations Policy for Employees and Job Applicants; Student Complaint and Grievance Policy and Procedures (Including Complaints Implicating ABA Standards)**

Scheduled Review Date: **April 2028 (General Counsel, Chief Information Officer, Digital Accessibility Coordinator, and Communications & Marketing)**

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K. Monitoring and Evaluation
L. Policy Revisions

Purpose

Southwestern Law School is committed to building a community of access, belonging, and inclusion. Consistent with this commitment and understanding that accessible digital content generally enhances usability for all individuals, Southwestern strives to ensure that all students and employees can access Southwestern's website and other digital content. Southwestern also seeks to ensure prospective students, clinic clients, and visitors can access Southwestern's public-facing website and digital materials. Another purpose of this policy is to conform with the Americans with Disabilities Act, 42 U.S.C. § 12101 et seq., and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794.

This policy is part of Southwestern's integrated accessibility framework. Along with the Disability Accommodations Policy (Including Standards for the Study of Law) and the Course Content Accessibility Policy, it is intended to support accessibility of digital platforms, websites, and services for all users. This policy focuses on institutional standards, oversight responsibilities, and compliance processes for digital accessibility, including procurement, training, and complaint resolution. Student requests for disability accommodations are addressed in the Disability Accommodations Policy (Including Standards for the Study of Law). Employee requests for disability accommodations are addressed in the Disability Accommodation Policy for Employees and Job Applicants. Requirements and responsibilities for ensuring that course content, regardless of format, is accessible to students with disabilities and complies with applicable accessibility standards are set forth in the Course Content Accessibility Policy.

Scope

This policy applies to all Southwestern digital content, platforms, and services, including its website, portal applications, mobile apps, social media content, learning management systems, videos, digital documents, and any other electronic or digital platforms, systems, or devices through which Southwestern provides information or services.**Standards**

Southwestern is committed to creating an inclusive digital experience for everyone. All websites, applications, digital documents, and multimedia should be designed to meet

recognized accessibility standards and, at a minimum, strive to align with the Web Content Accessibility Guidelines (WCAG) 2.1, Level AA.

Southwestern will also plan for compliance with WCAG 2.2, Level AA, or higher as those standards are adopted, and will monitor developments in accessibility guidelines. This policy will be updated periodically to reflect these evolving best practices.

Website Accessibility Statement

All official Southwestern webpages must include a footer link labeled Website Accessibility that directs users to Southwestern's website accessibility statement and information on website accessibility standards.

Governance and Oversight

Southwestern will designate a Digital Accessibility Coordinator to oversee implementation of this policy and ensure institutional compliance with federal and state disability access laws. The Digital Accessibility Coordinator will:

- Serve as the primary contact for digital accessibility issues and complaints;
- Oversee accessibility audits, remediation efforts, and training programs;
- Maintain records of accessibility compliance and exemptions; and
- Report annually to senior leadership on progress and areas for improvement.

To support these efforts, Southwestern has a Digital Accessibility Committee comprised of representatives from Information Technology, Communications & Marketing, Academic Administration, Student Services (including Accessibility Services), and other relevant offices. The Digital Accessibility Committee will:

- Meet regularly to review accessibility metrics and audit results;
- Prioritize and coordinate remediation efforts across departments;
- Recommend policy updates, resource allocation, and training needs; and
- Ensure accountability for continuous accessibility improvement.

Policy Exemptions

In limited circumstances, Southwestern may grant an exception to this policy when full compliance with accessibility standards would impose an undue administrative or financial burden, or would fundamentally alter the nature of a program or service.

1. **Request process**

   Any request for an exception must be submitted in writing to the Digital Accessibility Coordinator. The request must include:

   - A detailed explanation of why compliance is not feasible, including cost or technical factors; and
   - A description of the equally effective alternative method of access that will be provided (for example, a text transcript in place of an inaccessible video).

2. **Review and documentation**

   The Digital Accessibility Coordinator, in consultation with the Chief Information Officer, General Counsel, and Accessibility Services, will review each request. If an exception is approved, the justification and the alternative method of access will be documented in writing and retained for institutional records.

3. **Limitations**

   Blanket or indefinite exemptions will not be granted. Exceptions are temporary and subject to annual review to ensure continued necessity and adequacy of the alternative access provided.

Training

Southwestern requires all employees involved in creating, managing, or procuring digital content or services to complete accessibility training appropriate to their responsibilities. The Digital Accessibility Coordinator will provide or arrange regular training sessions and workshops, and track completion rates.

Vendors

Vendors engaged to provide digital products or services must demonstrate conformance with the WCAG 2.1, Level A and AA, and with applicable requirements of Section 508 of the Rehabilitation Act.

Vendors will be asked to provide accessibility documentation, such as a Voluntary Product Accessibility Template (VPAT®) or Accessibility Conformance Report (ACR), for all products or services that impact students, employees, or the public.

When accessibility gaps are identified in a vendor's product or service, Southwestern will evaluate the nature and impact of those gaps on access and usability. If the gaps are

determined to be too significant and cannot be adequately mitigated or remediated, Southwestern may decline to engage with, or may discontinue use of, the vendor's product or service.

If a current VPAT or ACR is unavailable, Southwestern may require the vendor to cooperate with accessibility testing of the product or service to assess conformance with WCAG 2.1 Level AA. Such testing may include both automated and manual evaluations and can be conducted by the vendor, the Digital Accessibility Coordinator, or a qualified third-party assessor.

Southwestern may require periodic updates or third-party verification to confirm ongoing accessibility. Procurement decisions will consider a vendor's demonstrated commitment to accessibility, and Southwestern reserves the right to decline or discontinue use of products or services that fail to meet these requirements.

Comments, Suggestions, Assistance, and Complaints

Individuals who have comments or suggestions regarding website accessibility or encounter a barrier with Southwestern's website may contact Communications & Marketing and the Digital Accessibility Coordinator by emailing webaccessibility@swlaw.edu.

Current students who need technical assistance or individual accommodations related to inaccessible digital content will be referred to or should contact Accessibility Services by emailing accessibility@swlaw.edu in the Student Services Office. Accessibility Services will work with students to arrange accommodations or alternate formats as appropriate under the Disability Accommodations Policy (Including Standards for the Study of Law).

Current employees who need technical assistance or individual accommodations related to inaccessible digital content will be referred to or should contact Human Resources (HR) by emailing HR@swlaw.edu. HR will work with employees to arrange accommodations or alternate formats as appropriate under the Disability Accommodation Policy for Employees and Job Applicants.

Concerns that involve allegations of discrimination may also be pursued under the Policy to Prevent Discrimination, Harassment, and Retaliation. Student discrimination complaints will be handled by Sabrina Calica, Title IX Coordinator and Civil Rights Investigator, and employee discrimination complaints will be addressed by Max Holt, Deputy Title IX Coordinator. Both may be contacted by emailing TitleIX@swlaw.edu.

Procedures for Website Accessibility Complaints

This complaint process applies to individuals who encounter a barrier with Southwestern's website. Southwestern provides a prompt and equitable process for resolving accessibility complaints in compliance with federal and state disability laws.

1. Submission

Complaints may be submitted by email to Communications & Marketing and the Digital Accessibility Coordinator at webaccessibility@swlaw.edu. Submissions should describe the issue, the location of the inaccessible content, and the requested remedy.

2. Acknowledgment

Southwestern will acknowledge receipt of the complaint within 5 business days.

3. Investigation

Communications & Marketing will investigate the complaint in consultation with Information Technology, the Digital Accessibility Coordinator, Accessibility Services, relevant content owners, and others as appropriate.

4. Resolution

Within 30 calendar days of receipt, Southwestern will provide a written response to the complainant. The response will outline the findings of the investigation, the steps taken or planned to remediate the issue, or the reasons no action is required. If additional time is required due to the complexity of the issue, Southwestern will provide a status update within the initial 30 calendar days, including the reason for the delay and an estimated timeline for resolution.

5. Appeal

If the complainant is dissatisfied with the outcome, they may appeal in writing to the President and Dean (Dean) of Southwestern Law School within 30 calendar days of receiving the initial resolution. The Dean or designee, in consultation with relevant senior administrators, will review the matter and issue a final institutional response.

6. **External remedies**

   Complainants are also informed of their right to pursue external remedies through the U.S. Department of Education's Office for Civil Rights or the U.S. Department of Justice.

7. **Recordkeeping and reporting**

   The Digital Accessibility Coordinator will maintain records of complaints received, resolutions, and appeals. Aggregate data, such as the number of complaints and average resolution time, will be reported annually to senior administrators and used to guide continuous improvement efforts.

Monitoring and Evaluation

Southwestern recognizes that digital accessibility is an ongoing responsibility and not a one-time effort. To maintain compliance and promote continuous improvement, the following monitoring and evaluation measures will be in place:

1. **Automated scans**

   Public-facing website and applications will undergo automated accessibility scans on a regular basis using industry-standard tools. Results will be reviewed and tracked by Communications & Marketing and the Digital Accessibility Coordinator.

2. **Manual audits**

   Southwestern will conduct accessibility audits of (i) its website (swlaw.edu) and (ii) a representative sample of digital documents and videos to identify issues not captured by automated tools.

3. **Third-party and user testing**

   Periodically, Southwestern may engage an external consultant or incorporate user testing by individuals with disabilities to validate accessibility and usability of digital platforms.

4. **Reporting**

   The Digital Accessibility Coordinator will maintain records of testing and remediation efforts. Each year, a summary report of key findings and progress (e.g., percentage of pages tested, number of issues remediated) will be provided

to senior leadership and used to inform resource allocation and training priorities.

Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Sexual Misconduct Policy

Administrative policy approved August 14, 2020. Effective August 14, 2020, through July 31, 2024; effective again on January 10, 2025.

Revision history: Substantive edits were made in July 2024 to comply with federal regulations; reverted to Southwestern's 2020 Sexual Misconduct Policy with some technical edits to comply with revised federal guidance.

Related policies: Student Records Policy – FERPA; Policy to Prevent Discrimination, Harassment, and Retaliation; Policy Statement Regarding Students and Applicants with Disabilities; Code of Student Professionalism and Conduct; Student Health-Related Leave of Absence and Return Policy

Scheduled Review Date: April 2026 (Title IX Coordinator)

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Appendix A

Appendix B

A. Introduction: Institutional Values, Community Expectations, and Notice of Non-Discrimination

It is the policy of Southwestern Law School ("Southwestern" or the "Law School") to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The Law School has enacted this Sexual Misconduct Policy (the "Policy") to reflect and maintain its institutional values and community expectations, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

This Policy prohibits all forms of sexual or gender-based discrimination, harassment, and misconduct, including sexual assault, non-consensual sexual contact, intimate partner violence, sexual exploitation, and stalking. This Policy also prohibits retaliation against a person who reports, complains about, or who otherwise participates in good faith in, any matter related to this Policy. All of the foregoing conduct shall be referred to as "Prohibited Conduct."

Southwestern does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

> No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment is also prohibited under Title IX, Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act, and other applicable statutes, as well as by this Policy. This Policy prohibits sexual harassment against Southwestern community members of any sex, sexual orientation, gender identity, or gender expression in the context of education or employment. This Policy also prohibits gender-based harassment that does not involve conduct of a sexual nature.

The Law School strongly encourages all members of our community to take action to maintain and facilitate a safe, welcoming, and respectful environment on campus. In particular, the Law School expects that all Southwestern community members will take reasonable and prudent actions to prevent or stop Prohibited Conduct. The Law School strongly supports individuals who choose to take such action and will protect such individuals from retaliation.

The Law School will respond to all reports of harassment or discrimination that fall under the scope of this policy. In addition, the Law School will fulfill its obligations under the Violence Against Women Reauthorization Act of 2013 ("VAWA") amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") in response to reported Prohibited Conduct. The Law School's process for investigating and responding to reported Prohibited Conduct are contained in the following appendices: Appendix A (Resolution of Grievance Against Student), and Appendix B (Resolution of Title IX Grievance). Students who are found to have violated

this Policy, including its appendices, may face disciplinary action up to and including expulsion.

Southwestern also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, ancestry, age, religious belief, marital status, physical or mental disability, medical condition, veteran status, or any other characteristic protected by federal, state, or local law. Such prohibited conduct is addressed in other Law School policies prohibiting discrimination, harassment and retaliation based on protected status (other than sex or gender).

This Policy is consistent with the Law School's commitment to academic freedom and free speech. This commitment requires that the Law School protect community members' expression of ideas in their teaching, learning, and research, including advocacy that may be controversial, provocative, or unpopular. This protection extends to the expression of ideas, however controversial, in the classroom, residential life, and other campus-related activities.

It must be recognized, however, that this protection has its limits. This Policy defines those limits, and conduct which is found to be "harassing" is not consistent with the Law School's commitment to academic freedom and free speech. No member of the Law School community may escape responsibility for engaging in harassing conduct merely by labeling the conduct as "speech" or other expressive activity.

B. Scope of Policy

This Policy applies to all reports of Prohibited Conduct occurring on or after the effective date of this Policy. Where the date of the reported Prohibited Conduct precedes the effective date of this Policy, the definitions of misconduct in existence at the time of the report will be used. The Grievance Processes under this Policy, however, will be used to investigate and resolve all reports made or that are pending on or after the effective date of this Policy, regardless of when the incident(s) occurred.

When used in this Policy, "Complainant" refers to the individual who is identified as the subject of Prohibited Conduct. "Respondent" refers to the individual alleged to have engaged in Prohibited Conduct. A "Third-Party" refers to any other participant in the process, including a witness or an individual who makes a report on behalf of a Complainant.

1. Persons covered

Appendix A (Resolution of Grievance Against Student) applies to students of the Law School whether applicants, admitted or currently enrolled. Appendix B (Resolution of Title IX Grievance) applies to 1) students of the Law School whether applicant, admitted, or currently enrolled and; 2) employees whether applicant, hired but not yet working, or employed, or another individual over whom the Law School exercises substantial control.

The Law School strongly encourages reports of Prohibited Conduct regardless of who engaged in the conduct. Even if the Law School does not have jurisdiction over the Respondent, the Law School will take prompt action to provide for the

safety and well-being of the Complainant and the broader campus community.

2. Locations covered

Appendix A (Resolution of Grievance Against Student) applies to all on-campus conduct and some off-campus conduct, described below. The Law School strongly encourages reports of Prohibited Conduct regardless of location. Even if the Policy does not apply to the conduct because of its location, the Law School will take prompt action to provide for the safety and well-being of the Complainant and the broader campus community.

On-Campus Conduct. This Policy applies to conduct that occurs on-campus, including conduct which occurs on property owned or controlled by the Law School.

Law School Programs. This Policy applies to conduct that occurs in the context of Law School employment or education programs or activities, including, but not limited to, Southwestern study abroad or internship programs.

Off-Campus Conduct. This Policy also applies to conduct that occurs off-campus and has continuing adverse effects on, or creates a hostile environment for, any member of the Southwestern community on-campus or in any Law School employment or education program or activity.

Appendix B (Resolution of Title IX Grievance) applies to: 1) incident(s) that occurred on the Law School's campus, within the United States or; 2) incident(s) that occurred in a building owned or controlled by a student organization that is officially recognized by the Law School or; 3) incident(s) that were part of one of the Law School's programs or activities, such as part of a field trip or academic competition, and within the United States.

C. Prohibited Conduct and Definition of Key Terms

This policy prohibits sex or gender-based discrimination, sexual or gender-based harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking, Non-Consensual Sexual Contact, and Sexual Exploitation. The specific definitions applicable to Appendix A are set forth therein. The specific definitions applicable to Appendix B are set forth therein.

To provide clarity to all individuals as to the kinds of behavior that constitute Sexual Misconduct or Intimate Partner Violence under both this policy, including Appendix A and Appendix B, the Law School defines key terms which the Law School will use in evaluating whether Prohibited Conduct has occurred.

1. Affirmative Consent:

"Affirmative Consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. Affirmative consent is required for any sexual activity to occur between two or more individuals. It is the responsibility of each person

involved in the sexual activity to ensure that the person has the affirmative consent of the other(s) to engage in the sexual activity.

It shall not be a valid excuse to allege lack of affirmative consent that the Respondent believed that the Complainant consented to the sexual activity under either of the following circumstances: (a) The Respondent's belief in affirmative consent arose from the intoxication or recklessness of the Respondent, or (b) the Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented.

The following are essential elements of affirmative consent:

Informed and reciprocal: All Parties must demonstrate a clear and mutual understanding of the nature and scope of the act to which they are consenting and a willingness to do the same thing, at the same time, in the same way.

Freely and actively given: Consent cannot be obtained through the use of force, coercion, threats, intimidation or pressuring, or by taking advantage of the incapacitation of another individual.

Mutually understandable: Communication regarding consent consists of mutually understandable words or actions that indicate a mutually unambiguous willingness to engage in sexual activity. Consent may not be inferred from silence, passivity, lack of resistance, or lack of active response. **An individual who does not physically resist or verbally refuse sexual activity is not necessarily giving consent. Relying solely upon non-verbal communication can lead to a false conclusion as to whether consent was sought or given.**

Not indefinite: Affirmative consent must be ongoing throughout the activity. **Consent may be withdrawn by any Party at any time.** Recognizing the dynamic nature of sexual activity, individuals choosing to engage in sexual activity must evaluate consent in an ongoing manner and communicate clearly throughout all stages of sexual activity.

Withdrawal of consent can be an expressed "no" or can be based on an outward demonstration that conveys that an individual is hesitant, confused, uncertain, or is no longer a mutual participant. Once consent is withdrawn, the sexual activity must cease immediately and all Parties must obtain mutually expressed or clearly stated consent before continuing further sexual activity.

Not unlimited: Consent to one form of sexual contact does not constitute consent to all forms of sexual contact, nor does consent to sexual activity with one person constitute consent to activity with any other person. Each participant in a sexual encounter must consent to each form of sexual contact with each participant. Even in the context of a current or previous

intimate relationship, each Party must consent to each instance of sexual contact each time. The consent must be based on mutually understandable communication that clearly indicates a willingness to engage in sexual activity. The mere fact that there has been prior intimacy or sexual activity does not, by itself, imply consent to future acts.

Age: The State of California considers sexual intercourse with a minor to be unlawful. A person who engages in felony "unlawful" sexual intercourse as described in the California Penal Code does so without effective consent as defined by the Law School's Sexual Misconduct Policy. Specifically, there is no effective consent under the Law School's Sexual Misconduct Policy where one Party (the "minor") is under the age of eighteen, and the other Party is more than three years older than the minor.

2. **Force**: The use or threat of physical violence to overcome an individual's freedom of will to choose whether or not to participate in sexual activity or provide consent. Consent obtained by force is not valid. For the use of force to be demonstrated, there is no requirement that a Complainant resist the sexual advance or request. However, evidence of resistance by the Complainant will be viewed as a clear demonstration of a lack of consent.

3. **Intimidation**: The use of implied threats to overcome an individual's freedom of will to choose whether or not to participate in sexual activity or provide consent. Consent obtained by intimidation is not valid.

4. **Coercion**: The improper use of pressure to compel another individual to initiate or continue sexual activity against that individual's will. Consent obtained through coercion is not valid. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to "out" someone based on sexual orientation, gender identity, or gender expression and threatening to harm oneself if the other Party does not engage in the sexual activity. When someone indicates, verbally or physically, that they do not want to engage in a particular sexual activity, that they want to stop a particular activity, or that they do not want to go past a certain point of sexual interaction, continued activity or pressure to continue beyond that point can be coercive. The Law School will evaluate the following in determining whether coercion was used: (a) the frequency of the application of pressure, (b) the intensity of the pressure, (c) the degree of isolation of the person being pressured, and (d) the duration of the pressure.

5. **Incapacitation**: A state where an individual cannot make an informed and rational decision to engage in sexual activity because of a lack of conscious understanding of the fact, nature, or extent of the act (e.g., to understand the who, what, when, where, why, or how of the sexual interaction) or is physically helpless. For example, an individual is incapacitated, and therefore unable to give consent, if the individual is asleep, unconscious, or otherwise unaware that sexual activity is

occurring. An individual will also be considered incapacitated if the person cannot understand the nature of the activity or communicate due to a mental or physical condition.

Incapacitation may result from the use of alcohol, drugs, or other medication. Consumption of alcohol or other drugs alone is insufficient to establish incapacitation.

The impact of alcohol and drugs varies from person to person, and evaluating incapacitation requires an assessment of how the consumption of alcohol or drugs impacts an individual's:

(1) decision-making ability;
(2) awareness of consequences;
(3) ability to make informed judgments; or
(4) capacity to appreciate the nature and the quality of the act.

It shall not be a valid excuse that the Respondent believed that the Complainant affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances: (a) the Complainant was asleep or unconscious; (b) the Complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the Complainant could not understand the fact, nature, or extent of the sexual activity; (c) the Complainant was unable to communicate due to a mental or physical condition.

Whether the Respondent reasonably should have known that the Complainant was incapacitated will be evaluated using an objective reasonable person standard. The fact that the Respondent was actually unaware of the Complainant's incapacity is irrelevant to this analysis, particularly where the Respondent's failure to appreciate the Complainant's incapacitation resulted from the Respondent's failure to take reasonable steps to determine the Complainant's incapacitation or where the Respondent's own incapacitation (from alcohol or drugs) caused the Respondent to misjudge the Complainant's incapacity.

It is the responsibility of each Party to be aware of the intoxication level of the other Party before engaging in sexual activity. In general, sexual activity while under the influence of alcohol or other drugs poses a risk to all Parties. If there is any doubt as to the level or extent of the other individual's intoxication, it is safest to forgo or cease any sexual contact or activity.

6. Retaliation

Retaliation includes materially adverse action taken against a person for making a good faith report of Prohibited Conduct or participating in any proceeding under this Policy. Adverse action includes conduct that threatens, intimidates, harasses, coerces or in any other way seeks to discourage a reasonable person from engaging in activity protected under this Policy. Retaliation can be committed by

or against any individual or group of individuals, not just a Respondent or Complainant. Retaliation does not include good faith actions lawfully pursued in response to a report of Prohibited Conduct. Retaliation may be present even where there is a finding of "no responsibility" on the allegations of Prohibited Conduct.

The Law School will take immediate and responsive action to any report of retaliation and will pursue disciplinary action as appropriate. An individual reporting Prohibited Conduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven.

D. Confidentiality and Privacy

The Law School is committed to protecting the privacy of all individuals involved in the investigation and resolution of reports under this Policy. The Law School also is committed to assisting students and third parties in making informed choices. With respect to any report under this Policy, the Law School will make reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to take steps to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects. All Law School employees who are involved in the Law School's Sexual Misconduct response receive specific instruction about respecting and safeguarding private information.

Privacy and confidentiality have distinct meanings under this Policy.

1. Privacy

"Privacy" generally means that information related to a report of Prohibited Conduct will only be shared with a limited circle of individuals who "need to know" in order to assist in the assessment, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"), as outlined in the Law School's FERPA policy. The privacy of an individual's medical and related records may be protected by the Health Insurance Portability and Accountability Act ("HIPAA"), excepting health records protected by FERPA and by the California Confidentiality of Medical Information Act ("CMIA"), Cal. Civ. Code § 56.05 *et seq*. Access to an employee's personnel records may be restricted by applicable California and federal law.

While there are certain limitations on privacy, the Law School generally will not release the names of the Complainant or Respondent to the general public without express written consent or absent another exception consistent with the law. The release of names will be guided by applicable law, including the Family Educational Rights and Privacy Act (FERPA) and the Clery Act.

In addition, no information shall be released from a proceeding to enforce this Policy except as required or permitted by law and Law School policy.

2. Confidentiality

"Confidentiality" generally means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual.

The confidentiality of information shared by an individual with designated campus or community professionals generally is governed by California law, including California Evidence Code restrictions on disclosure of information by mental health providers, ordained clergy, rape crisis counselors, and attorneys, all of whom have legally protected confidentiality. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others.

An individual who seeks confidential assistance may do so by speaking with professionals who have a legally protected confidentiality. The confidential resources available to individuals on campus are listed in Section F, below. Note, however, that these confidential resources are required by state law to notify child protective services or local law enforcement of any report which involves suspected abuse of a minor under the age of 18.

E. Reporting

1. Employee obligation to report violations of this policy to the Title IX Coordinator

All Law School employees who do not have legally protected confidentiality (e.g. the on-campus psychologist or any other individuals who are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others) are required to report potential violations of this policy of which they become aware to the Title IX or to a Deputy Title IX Coordinator. Those who have this obligation include all employees with supervisory or leadership responsibilities on-campus, including, but not limited to, faculty, coaches, administrators, and staff members. The purpose of this requirement is to permit the Law School to take immediate and corrective action to respond to allegations of Prohibited Conduct.

Law School employees with authority to institute corrective measures on behalf of the Law School include Deans and Department Chairs, directors. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the Law School.

2. Requests for confidentiality

A student may desire to report Prohibited Conduct to the Law School but to maintain confidentiality; if so, the Title IX Coordinator will evaluate such requests. Where a Complainant requests that the Complainant's name or other identifiable information not be shared with the Respondent or that no formal action be taken,

the Title IX Coordinator, in conjunction with the Title IX team, will balance the Complainant's request with its dual obligation to provide a safe and non-discriminatory environment for all Law School community members and to remain true to principles of fundamental fairness that ordinarily provide for notice and an opportunity to respond before action is taken against a Respondent. In making this determination, the Law School may consider the seriousness of the conduct, the respective ages and roles of the Complainant and Respondent, whether there have been other complaints or reports of harassment or misconduct against the Respondent, and the rights of the Respondent to receive notice and relevant information before disciplinary action is sought.

The Law School will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Complainant. Where the Law School is unable to take action consistent with the request of the Complainant, the Title IX Coordinator or a member of the Title IX team will inform the Complainant about the chosen course of action, which may include the Law School seeking disciplinary action against a Respondent. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve formal disciplinary action against a Respondent or revealing the identity of the Complainant.

3. How to make a report to Southwestern Law School

The Law School strongly encourages all individuals to seek assistance from a medical provider or law enforcement immediately after an incident of sexual violence. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response.

The Law School also strongly encourages all individuals to make a report to the Law School and to local law enforcement, although neither is required. These reporting options are not mutually exclusive. Both internal and criminal reports may be made simultaneously.

The Law School has a strong interest in supporting survivors of sexual harassment, sexual violence, stalking, and intimate partner violence and strongly encourages all individuals or third party witnesses to report any incident to the Law School.

Reporting Parties and third party witnesses are encouraged to report Prohibited Conduct as soon as possible in order to maximize the Law School's ability to respond promptly and effectively. The Law School does not, however, limit the timeframe for reporting. If the Respondent is not a member of the Southwestern community, the Law School will still seek to take steps to end the harassment, prevent its recurrence, and address its effects, but its ability to take disciplinary action against the Respondent will, of course, be limited.

Reports can be made to the following individuals:

Title IX Coordinator:
Sabrina Calica
TitleIX@swlaw.edu
(213) 738-6738

Deputy Title IX Coordinator:
Max Holt
TitleIX@swlaw.edu
(213) 738-6628

At the time a report is made, a Complainant does not have to request any particular course of action, nor does a Complainant need to know how to label what happened. Choosing to make a report, and deciding how to proceed after making the report, can be a process that unfolds over time. The Law School provides support that can assist each individual in making these important decisions, and will respect an individual's autonomy in deciding how to proceed to the extent legally possible. In this process, the Law School will balance the individual's interest with its obligation to provide a safe and non-discriminatory environment for all members of the Law School community.

The Law School will respond to all reports of Prohibited Conduct in a fair and impartial manner. A Complainant, a Respondent, and all individuals involved will be treated with dignity and respect. In response to all reports of Prohibited Conduct, the Law School will make an immediate assessment of any risk of harm to the Complainant, Respondent, or to the broader campus community and will take steps necessary to address those risks. These steps may include supportive measures to provide for the safety of the individual and the campus community.

4. Emergency and external reporting options

The Complainant has the right to notify or decline to notify law enforcement. The Law School strongly encourages all individuals to seek assistance from law enforcement immediately after an incident of Sexual Misconduct, Intimate Partner Violence, or any other Prohibited Conduct. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. Police have unique legal authority, including the power to seek and execute search warrants, collect forensic evidence, make arrests, and assist in seeking emergency protective orders. The Law School will help any Southwestern community member to get to a safe place and will provide transportation to the hospital, coordination with law enforcement, and information about on- and off-campus resources and options for resolution.

5. Coordination with law enforcement

The Law School strongly encourages Reporting Parties to pursue criminal action for incidents of sexual harassment, sexual violence, and intimate partner violence that may also be crimes under California law. The Law School will assist a Complainant in making a criminal report and cooperate with law enforcement

agencies if a Complainant decides to pursue the criminal process to the extent permitted by law.

The Law School's Policy, definitions, and burden of proof may differ from California criminal law. A Complainant may seek recourse under this Policy and pursue criminal action. Neither law enforcement's determination whether or not to prosecute a Respondent, nor the outcome of any criminal prosecution, are determinative of whether a violation of this Policy has occurred. Proceedings under this Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

The Law School may not delay conducting its own investigation unless specifically requested by the law enforcement (e.g., LAPD). In the event of such specific request, the Law School shall defer its investigation only during the time that law enforcement is gathering evidence, which should not exceed ten days absent extenuating circumstances. The Law School will nevertheless communicate with the Complainant and Respondent (if appropriate) regarding Title IX rights, procedural options, and the implementation of supportive measures to assure safety and well- being. The Law School will promptly resume fact-gathering as soon as it is informed that law enforcement has completed its initial investigation.

Los Angeles Police Department (LAPD) – Please call 911 for all emergencies.

In addition to reporting to law enforcement or the Law School, students, faculty, and staff should be aware of the following external governmental agencies that investigate and prosecute complaints of prohibited discrimination and harassment:

Title IX Compliance. Inquiries or complaints concerning the Law School's compliance with Title IX may be referred to the U.S. Department of Education Office for Civil Rights.

F. Care and Support Resources

The Law School is committed to treating all members of the community with dignity, care, and respect. Any student who experiences or is affected by violations under this Policy, whether as a Complainant, a Respondent, or a third party, will have equal access to support and counseling services through the Law School.

The Law School strongly encourages individuals to report Prohibited Conduct. The Law School recognizes, however, that the decision to report Prohibited Conduct (to the Law School or law enforcement) can be difficult. The Law School strongly encourages individuals who are considering whether to report Prohibited Conduct to seek the support of confidential campus and community resources. These trained professionals can provide guidance in making decisions, information about available resources and procedural options, and assistance to either Party in the event that a report or resolution under this Policy is pursued. These resources are available regardless of when or where the incident occurred.

There are many resources available on campus and in the surrounding community. As

detailed below, there are Confidential Resources, which by law cannot share information without the consent of the individual seeking assistance (in most circumstances). These resources will maintain the privacy of an individual's information within the limited circle of those involved in the resolution of a complaint under this Policy.

1. Confidential medical resources

In California, medical providers who treat a physical injury sustained from an assault, physical or sexual, are required by state law to report the assault to law enforcement.

However, the patient has the right to request that a survivor advocate be present when the patient speaks with law enforcement and to request that law enforcement not pursue a criminal charge at that time. Further, the disclosure of private information contained in most medical records is generally protected by HIPAA, and community medical providers will not notify the Law School (or anyone else, other than law enforcement).

A medical provider can provide emergency and follow-up medical services. The medical exam has two goals: first, to diagnose and treat the full extent of any injury or physical effect (including prevention of sexually transmitted illnesses and pregnancy) and second, to properly collect and preserve evidence. There is a limited window of time (within 96 hours) following an incident of sexual assault to preserve physical and other forms of evidence, although it may be possible to obtain evidence from towels, sheets, clothes, and other items for longer periods of time. It is best to gather evidence prior to washing a person's body or changing clothing. If clothes have been changed, the clothes worn at the time of the incident should be brought to the examination in a clean, sanitary container such as a paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe and may render evidence useless). A change of clothing should also be brought to the hospital, as the clothes worn at the time of the incident will likely be kept as evidence.

Taking the steps to gather evidence immediately does not commit an individual to any particular course of action. The decision to seek timely medical attention and gather any evidence, however, will preserve the full range of options to seek resolution under this Policy or through the pursuit of criminal prosecution, and may be helpful in obtaining protective orders.

2. Supportive measures

Upon receipt of a report of alleged sex-based discrimination, sexual harassment or retaliation, non-disciplinary, non-punitive, free of charge individualized services will be offered to the Complainant or the Respondent by the Law School as appropriate and reasonably available. Such measures are designed to restore or preserve equal access to the Law School's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Law School's educational environment, or deter sexual harassment, discrimination, and retaliation.

A Complainant or Respondent may request a No Contact Order or other protection, or the Law School may choose to impose supportive measures at its discretion to ensure the safety of all Parties, the broader Law School community, and the integrity of the process.

The Law School will maintain the privacy of any remedial and protective measures provided under this Policy to the extent practicable and will promptly address any violation of the protective measures. All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by a supportive measure. The Law School will take immediate and responsive action to enforce a previously implemented restriction if such restriction was violated.

Supportive measures will be implemented at the discretion of the Law School. Potential remedies that may be applied include:

- Access to counseling services and assistance in setting up initial appointment, both on and off campus;
- Imposition of mutual campus "No Contact Order;"
- Rescheduling of exams and assignments (in conjunction with appropriate faculty and deans as necessary);
- Providing alternative course completion options (with the agreement of the appropriate faculty);
- Change in class schedule, including the ability to take an "incomplete," drop a course without penalty or transfer sections (with the agreement of the appropriate faculty);
- Change in work schedule or job assignment;
- Change in on-campus housing;
- Arranging to dissolve a housing contract and pro-rating a refund in accordance with campus housing policies;
- Limiting an individual or organization's access to certain Law School facilities or activities pending resolution of the matter*;
- Voluntary leave of absence;
- Providing an escort to ensure safe movement between classes and activities;
- Providing medical services;
- Providing academic support services, such as tutoring;
- Interim suspension or Law School-imposed leave*;
- Any other remedy that can be tailored to the involved individuals to reasonably achieve the goals of this Policy.

*Note: These measures are not applicable in cases covered by conduct set forth in Appendix B.

3. Interim suspension or separation

Where the reported conduct poses a substantial and immediate threat of harm to the safety or well-being of an individual, members of the campus community, or the performance of normal Law School functions, the Law School may place a student on interim suspension or impose leave for an employee. Pending resolution of the report, the individual or organization may be denied access to campus, campus facilities, and all other Law School activities or privileges for which the student might otherwise be eligible, as the Law School determines appropriate. When interim suspension or leave is imposed, the Law School will make reasonable efforts to complete the investigation and resolution within an expedited timeframe.

A student Respondent who has been put on interim suspension has the right to a meeting within three days with the Associate Dean for Student Services or designee to appeal the interim suspension. The Associate Dean for Student Services (or designee) reviews the appeal to determine whether the decision to put a student on interim suspension was arbitrary or capricious. A decision is arbitrary and capricious where there is no rational connection between the facts presented and the decision made.

G. Disclosures Required by the Clery Act

1. Timely warnings and emergency notification

A timely warning is a campus-wide notification of a serious or continuing threat to the Southwestern community. A timely warning does not include identifying information about the Reporting Party or Complainant. If a report of misconduct discloses a serious or continuing threat to the Southwestern community, the Law School may issue a campus-wide timely warning, which can take the form of an email to campus to protect the health or safety of the community.

An emergency notification is a campus-wide notification upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, or staff on campus.

In determining an appropriate communication, Southwestern will consider several factors, including but not limited to the building or segment of the population threatened, the nature of the threat, and the credibility of information received.

2. Annual reporting responsibilities

As an institution that receives federal funding, Southwestern must issue a publicly available Annual Security Report ("ASR") that identifies the number of certain reported crimes on campus property or adjacent to campus. The ASR does not include identifying information about the Reporting Party or Respondent.

3. Crime log

As a higher education institution with a campus security department,

Southwestern must maintain a daily crime log that includes entries for all crimes that occur within the Clery geography and the campus safety force's regular patrol route. The crime log does not include identifying information about the Reporting Party or Respondent.

H. Southwestern's Title IX Coordinator and Deputy Title IX Coordinator

1. Notice of designated Title IX Coordinator and Deputy Title IX Coordinator

The Law School has designated Sabrina Calica to serve as the Law School's Title IX Coordinator. The Law School has designated Max Holt as Deputy Title IX Coordinator. The Title IX Coordinator and Deputy Title IX Coordinator can be contacted by telephone, email, or in person during regular office hours:

Sabrina Calica

Title IX Coordinator

(213) 738-6738 |

Max Holt

Deputy Title IX Coordinator

(213) 738-6628 |

2. Role of the Title IX Coordinator and Deputy Title IX Coordinator

The Title IX Coordinator monitors the Law School's overall compliance with Title IX, ensures appropriate training and education, and oversees the Law School's investigation, response, and resolution of reports made under this Policy. Upon receiving reports of Prohibited Conduct, the Title IX Coordinator ensures that appropriate action is taken to eliminate that conduct, prevent its recurrence, and remedy its effects. The Title IX Coordinator is available to advise all individuals—including individuals who have experienced misconduct, individuals who are alleged to be responsible for misconduct, and third parties - on this Policy and the appended Grievance Processes.

The Title IX Coordinator is supported and assisted by a Deputy Title IX Coordinator. In addition, based on the relationship of the Complainant and the Respondent to the Law School, the Title IX Coordinator may be supported by the Vice Dean of the Law School, faculty members, a representative from the Associate Dean for Student Services Office, and the Administrative Services Office. Collectively, the Title IX Coordinator and the individuals supporting the Coordinator are the "Title IX Team." The Title IX Team is a small circle of individuals who have a need to know of any alleged Prohibited Conduct to effectuate this Policy. The foregoing individuals have received appropriate training to discharge their responsibilities.

I. Possible Sanctions for Violations of this Policy

Any one or more of the sanctions listed here may be imposed on a Respondent who is found responsible for a violation of the Law School's Sexual Misconduct Policy. Sanctions not listed here may be imposed in consultation with and approval by the Title IX

Coordinator. Sanctions are assessed in response to the specific violation(s) and any prior discipline history of the Respondent. **Sanctions are effective immediately. If the Respondent appeals the findings contained in the Final Report, the sanctions will continue in effect during the appeal. The sanctions may be lifted only if, as a result of the final outcome of the appeal, the Respondent is found not responsible for one or more of the original Policy violations submitted to the Review Panel.**

Possible sanctions include, but are not limited to:

1. **Warning**: Notice, in writing, that continuation or repetition of Prohibited Conduct may be cause for additional disciplinary action.

2. **Censure**: A written reprimand for violating the Sexual Misconduct Policy. This conduct status specifies a period of time during which the student's good standing with the Law School may be in jeopardy. The student or employee is officially warned that continuation or repetition of Prohibited Conduct may be cause for additional conduct action including probation, suspension, administrative leave for employees, expulsion or termination from the Law School.

3. **Disciplinary probation**: Exclusion from participation in privileged activities for a specified period of time. For students, privileged activities may include, but are not limited to, elected or appointed ASOC offices, student research, athletics, some student employment, and study abroad. Employees may be placed on a performance plan. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation or any other Law School policy violations may result in further disciplinary action.

4. **Restitution**: Repayment to the Law School or to an affected Party for damages (amount to be determined by the Law School) resulting from a violation of this Code. To enforce this sanction, the Law School reserves the right to withhold its transcripts and degrees or to deny a student participation in graduation ceremonies and privileged events.

5. **Removal from campus housing**: Students may be removed from Law School housing and barred from applying for campus housing due to disciplinary violations of this Code.

6. **Suspension**: Exclusion from Law School premises, attending classes, and other privileges or activities for a specified period of time, as set forth in the suspension notice. Notice of this action will remain in the student's conduct file and will be permanently recorded on the student's academic transcript. Conditions for readmission may be specified in the suspension notice.

7. **Expulsion**: Permanent termination of student status and exclusion from Law School premises, privileges, and activities. This action will be permanently recorded on the student's academic transcript.

8. **Termination**: Permanent termination of employment with the Law School.

9. **Revocation of admission or degree**: Admission to, or a degree awarded by, the

Law School may be revoked for fraud, misrepresentation in obtaining the degree or violation of Law School policies, the Student Code of Conduct or for other serious violations committed by a student prior to enrollment or graduation.

10. **Withholding degree**: The Law School may withhold awarding a degree otherwise earned until the completion of the process set forth in this Policy, including the completion of all sanctions imposed, if any.

11. **Other**: **Other sanctions may be imposed instead of, or in addition to, those specified here. Service, education, or research projects may alsobe assigned.**

12. **Multiple sanctions**: More than one of the sanctions listed above maybe imposed for any single violation.

Suspension, expulsion, and withdrawal pending disciplinary action are permanently noted on a student's transcript.

J. Additional Provisions

1. Prevention and awareness programs

The Law School is committed to the prevention of Prohibited Conduct through awareness programs. Incoming students receive primary prevention and awareness programming as part of their orientation.

2. Training

The Law School provides training to students and faculty to ensure they understand this Policy and the topics and issues related to maintaining an educational and employment environment free from all forms of Prohibited Conduct.

3. Notifications

The Coordinator will make reasonable efforts to ensure that the Complainant and the Respondent simultaneously are notified of the status of the Grievance Process, consistent with the processes described herein. Both Parties may, at any time, request a status update from the Coordinator.

4. Modification of grievance process

The Law School will follow the Grievance Process described herein barring exceptional circumstances. In rare instances, however, the Law School may be required to adapt or modify the Grievance Process (including timelines) to ensure prompt and equitable resolution of a report of Prohibited Conduct. The Law School reserves this right. In such instances, the Law School will notify both Parties of the modification of the Grievance Process and, if appropriate, the exceptional circumstances requiring the Law School to adapt or modify the Grievance Process.

5. Alcohol and substance use

The purpose of this Grievance Process is to resolve reports of discrimination, harassment, and retaliation against individuals because of sex or gender. It is not

the purpose of this Grievance Process to subject individuals to disciplinary action for their own personal consumption of alcohol or drugs. Consistent with the purpose of the Grievance Process, the Law School will not subject individuals who participate in the Grievance Process to disciplinary action for information revealed in the course of the Grievance Process, provided that the individual's behavior did not, and does not, place the health and safety of others at risk. In all instances, the Law School may pursue educational initiatives or remedies related to an individual's consumption of alcohol or drugs.

The use of alcohol or other drugs will never function as a defense for engaging in Prohibited Conduct.

6. Past sexual history

In general, a Complainant's prior sexual history is not relevant and will not be provided to the Investigator or Hearing Officer. Where there is a current or ongoing relationship between the Complainant and the Respondent, and the Respondent alleges consent, the prior sexual history between the Parties may be relevant to assess the manner and nature of communications between the Parties. As noted in the Sexual Misconduct Policy, however, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Any prior sexual history of the Complainant with other individuals is typically not relevant and will not be permitted.

7. Respondent's prior conduct history

Where there is evidence of a pattern of conduct similar in nature by the Respondent, either prior, or subsequent, to the conduct in question, regardless of whether there has been a finding of responsibility, this information may be deemed relevant and probative to the Hearing Officer's determination of responsibility, and the Review Panel's determination of sanction. The Coordinator will make a determination of relevance based on an assessment of whether the previous incident was substantially similar to the conduct cited in the report and indicates a pattern of behavior and substantial conformity with that pattern by the Respondent. Where there is a prior finding of responsibility for a similar act of Prohibited Conduct, there is a presumption of relevance and the finding may be considered in making a determination as to responsibility and assigning of a sanction. The Law School, through the Coordinator, may choose to provide this information to the Investigator or Hearing Officer, with appropriate notice to the Parties. Alternatively, a Party may request in writing that information under this section be admitted. A request to admit such information must be submitted to the Coordinator. The Coordinator will assess the relevance of this information and determine if it is appropriate for inclusion in the investigation report.

8. Consolidation of investigations

The Coordinator has the discretion to consolidate into one Investigation multiple reports against a Respondent and cross-complaints between a Complainant and a Respondent, if the evidence related to each incident would be relevant and

probative in reaching a determination on the other incident. Matters may be consolidated where they involve multiple Reporting Parties, multiple Respondents, or related conduct that would regularly have been heard under the Code of Student Conduct.

9. Failure to comply with investigation and disciplinary process

If a party fails to comply with the procedures set forth herein, including through a material breach of confidentiality, the Law School reserves the right to bring additional charges of misconduct against the party. The Coordinator is responsible for interpreting and applying this provision. If an Advisor fails to comply with the procedures set forth herein, including through a material breach of confidentiality, the Law School reserves the right to exclude the advisor from further participation in the process.

10. Integrity of proceeding

These procedures are entirely administrative in nature and are not considered legal proceedings, but rather procedures designed to address policy violations. Neither Party may audio or video record the proceedings, nor is formal legal representation allowed. Advisors may not speak for, or on behalf of, Parties.

11. False reports

The Law School takes the accuracy of information very seriously, as a report of Prohibited Conduct may have severe consequences. **A good-faith complaint that results in a finding of not responsible is not considered a false or fabricated report of Prohibited Conduct.** However, when a Complainant or third party witness is found to have fabricated allegations or given false information with malicious intent or in bad faith, the Complainant or third-party witness may be subject to disciplinary action. It is a violation of the Code of Student Conduct to make an intentionally false report of any Policy violation, and it may also violate state criminal statutes and civil defamation laws.

K. Records

The Coordinator will retain records of all reports and complaints, regardless of whether the matter is resolved by means of Initial Assessment, Informal Resolution or Formal Resolution. Complaints resolved by means of an Initial Assessment or Informal Resolution are not part of a student's conduct file or academic record. For matters handled under Appendix B, records shall be maintained for 7 years.

Affirmative findings of responsibility in matters resolved through Formal Resolution are part of a student's conduct record. Such records shall be used in reviewing any further conduct, or developing sanctions, and shall remain a part of a student's conduct record.

In addition to records kept by the Coordinator, the conduct files of students who have been suspended or expelled from the Law School are maintained in the Associate Dean for Student Services Office indefinitely. Conduct files of students who have not been suspended or expelled are maintained in the Associate Dean for Student Services Office

for no fewer than seven years from the date of the incident. Further questions about record retention should be directed to the Title IX Office.

L. Policy Revisions

Southwestern reserves the right to change or modify any aspect of this policy at any time to meet its legal compliance obligations.

APPENDIX A

RESOLUTION OF GRIEVANCE AGAINST STUDENT

Please see Appendix B for Resolution of Title IX Grievances. Note: The definitions below do not apply to conduct falling within the scope of Appendix B. The Title IX Coordinator shall have the discretion to consolidate cases in which there are allegations of misconduct involving both prohibited conduct as set forth in Appendix A and Appendix B. In the event that allegations are consolidated, the Title IX Coordinator shall provide written notice to both parties setting for the application allegations, and the processes that shall be applied.

A. Prohibited Conduct

1. Sex- or gender-based discrimination

Sex- or gender-based discrimination refers to the disparate treatment of a person or group because of that person's or group's sex, sexual orientation, gender identity, or gender expression.

2. Sexual or gender-based harassment

"Harassment" is conduct that creates an intimidating, offensive, or hostile working or learning environment or that unreasonably interferes with work or academic performance based on a person's protected status, including sex, sexual orientation, gender identity, or gender expression. All such conduct is unlawful.

"Sexual Harassment" is any unwelcome sexual advance, request for sexual favors, or other unwelcome conduct of a sexual nature, whether verbal, physical, graphic, or otherwise.

"Gender-Based Harassment" is harassment based on sex, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal, physical, graphic, or otherwise. To qualify as Gender-Based Harassment, the conduct need not involve conduct of a sexual nature.

Generally speaking, harassment can be divided into two types of conduct:

Quid Pro Quo Harassment. Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic standing, or participation in any aspect of a Law School program or activity or is used as the basis for the Law School's decisions affecting the individual. Quid pro quo conduct may include

direct propositions of a sexual nature between those for whom a power imbalance or supervisory or other authority relationship exists; offering educational or employment benefits in exchange for sexual favors; making submission to sexual advances an actual or implied condition of employment, work status, promotion, grades, or letters of recommendation including subtle pressure for sexual activity; or making or threatening reprisals after a negative response to sexual advances.

Hostile Environment. A hostile environment exists when the conduct is sufficiently severe, pervasive, or persistent that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the Law School's education or employment programs and activities. Whether conduct is sufficiently severe, pervasive, or persistent is determined both from a subjective and objective perspective.

Examples of conduct that may create a hostile environment include:

- **Verbal conduct**, including making or using derogatory comments, epithets, slurs or humor; verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations; or objectively offensive comments of a sexual nature, including persistent or pervasive sexually explicit statements, questions, jokes, or anecdotes;
- **Visual conduct**, including leering, making sexual gestures, displaying of suggestive objects or pictures, cartoons, or posters in a public space or forum; or severe, persistent, or pervasive visual displays of suggestive, erotic, or degrading sexually oriented images that are not pedagogically appropriate;
- **Written conduct**, including letters, notes or electronic communications containing comments, words, or images described above;

Sexual or Gender-Based Harassment:

- May be blatant and intentional and involve an overt action, a threat or reprisal, or may be subtle and indirect, with a coercive aspect that is unstated.
- May be committed by anyone, regardless of gender, age, position or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational or employment relationships, harassment can occur in any context.
- May be committed by a stranger, an acquaintance, or someone with whom the Complainant has an intimate or sexual relationship.
- May be committed by or against an individual or may be a result of the actions of an organization or group.
- May occur by or against an individual of any sex, sexual orientation, gender identity, or gender expression.
- May occur in the classroom, in the workplace, in residential settings, or in any other setting.

- May be a one-time event or can be part of a pattern of behavior.
- May be committed in the presence of others or when the Parties are alone.May affect the Complainant or Third Parties who witness or observe harassment and are affected by it.

3. Sexual misconduct: forms

The Law School prohibits the following specific conduct:

1. Sexual Assault
2. Sexual Exploitation
3. Stalking
4. Non-Consensual Sexual Contact
5. Intimate Partner Violence

Each of these is explained in detail below. In instances where Prohibited Conduct constitutes a violation of more than one violation of the Policy, an individual may allege either or all violations of the Policy.

a. Sexual assault

Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes:

a) The penetration, no matter how slight, or attempted penetration, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without consent.

b) Contact, without consent, between the mouth of one party and the genitalia of the other.

c) The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

d) Causing an individual to touch their own intimate body parts, or disrobing or exposure of another without permission. Intimate body parts may include the breasts, genitals, buttocks, groin, mouth or any other part of the body that is touched in a sexual manner.

b. Sexual exploitation

"Sexual Exploitation" occurs when an individual takes non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples of Sexual Exploitation include, but are not limited to:

- surreptitiously observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity

without the knowledge and consent of all Parties involved; non-consensual sharing or streaming of images, photography, video, or audio recording of sexual activity or nudity of the person being exploited, or distribution of such without the knowledge and consent of all Parties involved;

- exposing one's genitals or inducing another to expose their own genitals in non- consensual circumstances;
- knowingly exposing another individual to a sexually transmitted disease or virus without their knowledge; and
- inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

c. Stalking

"Stalking" occurs when a person engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

A *course of conduct* consists of two or more acts, including, but not limited to, acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Cyber-stalking is a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

Examples of Stalking include, but are not limited to:

- Non-consensual communication, including in-person communication, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on websites, written letters, gifts, or any other communications that are undesired or place another person in fear;
- Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by a person;
- Surveillance and other types of observation, whether by physical

proximity or electronic means; and

- Gathering of information about a person from family, friends, co-workers, or classmates. To qualify as stalking, the conduct is not required to be sexual in nature.

d. Non-consensual sexual contact

"Non-Consensual Sexual Contact is having sexual contact with another individual:

a) By force or threat offorce;

b) Without effective affirmative consent;or

c) Where that individual is incapacitated.

Sexual Contact includes intentional contact with the intimate parts of another, causing an individual to touch their own intimate body parts, or disrobing or exposure of another without permission. Intimate body parts may include the breasts, genitals, buttocks, groin, mouth or any other part of the body that is touched in a sexual manner.

e. Intimate partner violence: forms

"Intimate Partner Violence includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, spousal, domestic, or other intimate relationship with the Respondent. The Law School will not tolerate Intimate Partner Violence of any form.

Intimate Partner Violence is often referred to as dating violence, domestic violence, or relationship violence. Intimate Partner Violence can encompass a broad range of behavior including, but not limited to, physical violence, sexual violence, psychological or emotional violence, and economic abuse. It may involve one act or an ongoing pattern of behavior.

Intimate Partner Violence may take the form of threats, assault, property damage, violence or threat of violence to one's self, one's sexual or romantic partner, or to the family members or friends of the sexual or romantic partner. Intimate Partner Violence affects individuals of all sexes, sexual orientations, gender identities, and gender expressions, races and social and economic backgrounds.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. (i) The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. (ii) For the purposes of this definition— (A) Dating violence includes, but is not limited to, sexual

or physical abuse or the threat of such abuse. (B) Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: A crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

B. Procedure for Responding to Complaints

Appendix A outlines the procedures the Law School follows in resolving allegations that a person has been subjected to Prohibited Conduct ("Complainant") by a student who engaged in Prohibited Conduct ("Respondent") in violation of the Law School's Sexual Misconduct Policy. Complainant and Respondent will be referred to collectively as the "Parties."

1. Complaint and initial assessment

An individual who wishes to report Prohibited Conduct by a student (including, but not limited to discrimination, harassment, or retaliation) is encouraged to report directly to the Title IX Coordinator or the Deputy Title IX Coordinator.

Sabrina Calica, Title IX Coordinator
(213) 738-6738 | TitleIX@swlaw.edu

Max Holt, Deputy Title IX Coordinator
(213) 738-6628
TitleIX@swlaw.edu

The Title IX Coordinator will coordinate the resolution of all reports of Prohibited Conduct defined in the Sexual Misconduct Policy, including reports of discrimination, harassment, and retaliation (Title IX prohibited conduct).

a. Intake meeting

Upon receipt of a report, the Title IX Office (Coordinator or Deputy) will conduct an Intake Meeting as soon as possible after receiving a complaint. At that meeting, the Coordinator will address the following topics, as appropriate:

- Address immediate physical safety and emotional well-being needs;
- Notify the Complainant of the right to contact law enforcement and seek medical treatment (and the right to decline to do so), and the importance of preservation of evidence;

- Notify the Complainant of the right to be assisted by individuals at the Law School in contacting law enforcement;
- Notify the Complainant of confidential and non-confidential reporting options on- and off-campus;
- Provide the Complainant with information about:
    - On- and off-campus resources, including counseling, health, mental health, victim advocacy, and other available services;
    - The range of supportive measures and remedies, including changes to academic, living, transportation, and working situations, or other protective measures, which are available to the Complainantregardless of whether the Complainant files a formal complaint with the Law School, Campus Safety or local law enforcement;
    - Provide an overview of the procedural options and process, including Informal Resolution and Formal Resolution;
    - Provide information on how to file a formal Appendix A complaint;
    - Assess for pattern evidence or other similar conduct if possible;
    - Explain the Law School's policy prohibiting retaliation;
    - Explain that if the complaint involves a Clery crime, the Coordinator will notify the Clery Coordinator of the report to assess the need to (1) enter the report into the Law School's daily crime log; and (2) issue a timely warning as defined by the Clery Act, and assure the Complainant that any such reports will not include the Complainant's personally identifying information.

Following the meeting, the Coordinator will provide the Complainant with the above-listed information in writing. As described in the Sexual Misconduct Policy, the Complainant has the right to request that the Coordinator not share the Complainant's name (or other identifiable information) with the Respondent, or that the Coordinator take no formal action in response to the report. If the Complainant makes such a request, the Coordinator will balance the request with its dual obligation to provide a safe and nondiscriminatory environment for all Law School community members, and to remain true to principles of fundamental fairness that require the Law School to provide the Respondent with notice of the allegations and an opportunity to respond before action is taken against the Respondent. The Coordinator will make this

determination consistent with the following considerations, namely (1) the seriousness of the conduct; (2) the respective ages and roles of the Complainant and the Respondent; (3) whether there have been other complaints or reports of Prohibited Conduct against the Respondent; and (4) the right of the Respondent to receive notice and relevant information before disciplinary action is sought. Should the Coordinator determine that, in response to the Complainant's request, the Law School can satisfy its obligations to the Complainant, the Law School community members, and the Respondent without proceeding through the Grievance Process described herein, the Coordinator has the discretion to do so.

Absent a request for confidentiality as described above, the Coordinator will ask the Complainant questions to get a basic understanding of the reported Prohibited Conduct. The interview will include questions to understand the key facts upon which the Complainant bases the report (i.e., the who, what, where, and when) to appropriately assess how to proceed. At the conclusion of the Intake Meeting, and if the individual wishes to move forward with a complaint, the Coordinator will make an initial threshold determination regarding whether the Complainant's report states facts that, if true, could constitute a violation of the Law School's Sexual Misconduct Policy and violations of Appendix A. The Coordinator will make this threshold determination within three (3) business days of the Coordinator's Intake Meeting with the Complainant and communicate that finding in writing to the Complainant.

If the Coordinator determines that the Complainant's report, if true, could constitute a violation of the Law School's Sexual Misconduct Policy, the Coordinator will offer the Complainant the option of proceeding through Formal or Informal Resolution.

b. Threshold determination: does the Complainant's report allege a potential violation of Southwestern's Sexual Misconduct Policy?

If the Coordinator determines that the Complainant's report does not state facts that, if true, could constitute a violation of the Law School's Sexual Misconduct Policy, the Complainant may still file a report with the Associate Dean for Student Services, the Department of Education Office for Civil Rights, the police, or seek available civil remedies through the judicial system. The Complainant also may re-file the report under the Sexual Misconduct Policy upon discovery of additional facts.

c. Informal resolution

Participation in Informal Resolution is voluntary. If an informal resolution option is preferred, the Title IX Coordinator will assess whether the complaint is suitable for informal resolution and will then determine if the Respondent is also willing to engage in informal resolution. Both parties must agree, in writing, to an informal resolution.

Even if the Parties agree to Informal Resolution, it is within the discretion of the Coordinator to determine that a report must proceed through Formal Resolution in certain cases (e.g., where a Respondent is alleged to have violated the Sexual Misconduct Policy on multiple occasions or with multiple Reporting Parties or where the reported conduct, if true, presents a threat to the safety of the Southwestern community).

The nature of Informal Resolution process is flexible, and not all complaints resolved through Informal Resolution will proceed in uniform fashion. Typically, however, the Coordinator will ask the Complainant to prepare a written report, which sets out the factual basis for the grievance and any proposed resolution. The Complainant will be asked to provide the written report to the Coordinator within five (5) business days of conclusion of the Intake Meeting. The Coordinator will share the written report with the Respondent, and will instruct the Respondent to provide a written response to the report within five (5) business days of reviewing the Complainant's report. The Coordinator will then meet separately with both Parties to discuss potential alternative resolutions based on the Parties' statements and (if applicable) other information available. The Coordinator is not a fact- finder; rather, the Coordinator identifies possible alternative resolution(s) to the complaint. Possible alternative resolution(s) may include, but are not limited to:

- Permanent no-contact order between the students
- Academic or residential reassignment
- Written apology or explanation of the circumstances surrounding the grievance
- Educational remedies
- Community service

If the Coordinator and the Parties reach agreement, the matter is closed. If not, the Coordinator will proceed with Formal Resolution set forth in Section 2, below. Any Party (including the Coordinator) may terminate the Informal Resolution process at any time. In that event, the Title IX Coordinator will so notify the Parties in writing and will describe next steps and timeframes for the Formal Resolution.

Any resolution reached through an informal process will be confirmed in writing and provided to the Parties within five (5) business days of reaching a resolution. If either Party does not voluntarily agree in writing to pursue Informal Resolution, or if the Complainant, Respondent, or Coordinator, at any time, determines that Informal Resolution is no longer appropriate, the Title IX Coordinator will promptly inform the Complainant and Respondent in writing that the complaint will proceed through Formal Resolution.

2. Resolution of complaint

a. Formal resolution

If the Coordinator determines that the Complainant's report must proceed through Formal Resolution, the Coordinator will notify both Parties, in writing, that the complaint will proceed through Formal Resolution. The

Coordinator's written notification to the Respondent and Complainant will include:

1. Complainant's name
2. Nature of the report
    - Specific policy violation(s) alleged (e.g., sexual assault, sexual harassment, retaliation)
    - Date(s) of alleged policy violation(s)
    - Approximate time(s) of alleged policy violation(s)
    - Brief description ofallegation(s)
3. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the Formal Resolution process
4. A statement that the Parties have the right to review and inspect all directly related and relevant evidence during the Formal Resolution process, consistent with this Policy
5. Information about the privacy of the process
6. Information on the right to have an advisor of their choosing
7. The name of the investigator along with a process to identify , in advance of the interview process, to the Title IX Coordinator any conflict of interest that the investigator may have
8. An instruction to preserve any evidence that is directly related to the allegations
9. A statement regarding the Law School's policy related to false reports and making knowingly false statements during the Formal Resolution process
10. A statement explaining the Law School's prohibition against retaliation

The notice of the complaint shall be accompanied with a request for a meeting with the Coordinator within three (3) business days. If the Respondent does not respond to the meeting request or is unable to meet within three (3) business days, the Coordinator shall provide the following additional information in writing:

- On- and off-campus resources, including counseling, health, mental health, victim advocacy, and other available services.

- The range of supportive measures, including changes to academic, living, transportation, and working situations, or other protective measures.

- An overview of the procedural options and process, including Informal Resolution and Formal Resolution.

- The Law School's policy prohibiting retaliation.

The Coordinator will select a trained internal or external investigator or a two- person investigative team, (which may include a combination of one internal and one external investigator) (the "Investigator") to conduct a reasonable, impartial, and prompt investigation of the complaint ("Investigation"). The Coordinator will select an Investigator based on several factors, including the Parties involved, the complexity of the complaint, the need to avoid any potential conflict of interest, and who may best conduct a fair and equitable investigation for all Parties involved. The Coordinator will notify the Parties, in writing, of the name of the designated Investigator at the time the Coordinator issues the notice of formal resolution. Both Parties will have three (3) business days to object to the Investigator's selection on the basis of bias or conflict of interest. If either of the Parties objects, the Coordinator will evaluate whether the objection is substantiated. The Coordinator will remove and replace any Investigator the Coordinator finds to have a bias or conflict of interest against either Party.

The Investigator will commence the investigation once the time for the Parties to object has passed (or, if an objection is made, and the Coordinator determines the objection is not substantiated, from the time the Coordinator notifies the objecting Party of the determination). The Investigator, in consultation with the Coordinator, will establish a timeline and process for conducting the Investigation. The Investigation will be conducted in stages, as described below.

b. Preliminary investigation

The Investigator will begin with a Preliminary Investigation, with a recommended timeline of sixty (60) calendar days. The purpose of a Preliminary Investigation is to identify and gather all relevant facts. Generally, the Investigator will conduct the Preliminary Investigation in the following order:

- Step One: Initial Fact-Gathering. The Investigator will interview both Parties and relevant witnesses, and gather documentary evidence provided by the Parties and any identified witnesses. The Investigator will provide a copy of their notes to each person

interviewed. The interviewee will have the opportunity to correct or comment on any statements made in the notes. If the interviewee has no corrections to, or comments on, the notes, the interviewee will sign an acknowledgement that the interviewee has reviewed and agrees that the Interview notes are accurate. If the interviewee has corrections or comments to the Interview notes, the interviewee may submit a written response within three (3) business days reflecting any additions or changes which the interviewee believes are necessary to ensure the accuracy of the interviewee's statement. If no response is received from the interviewee, their Interview Summary may be included in the Summary of Evidence Report and will be presumed to be accurate. In all instances where the Investigator includes the interview notes as an exhibit to a report, the Investigator will also include any response.

- Step Two: Evidence Review. Once the Initial Fact-Gathering is complete, the Coordinator will provide any directly related evidence gathered to the Parties for review. If either party has an advisor, the advisor will also be provided with all of the directly-related evidence to review. Given the sensitive nature of the information provided, the Coordinator will provide the information in a secure manner (e.g., by providing digital copies of the materials through a protected, "read-only" web portal). Neither the Complainant nor the Respondent (or their advisors, including but not limited to family members and legal counsel) may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate or remove the information provided. Any party or advisor who fails to abide by this policy may be subject to discipline and may be excluded from further participation in the process.

  The Parties may respond to the Interview Summaries and any documentary evidence; the Parties will submit any response within ten (10) calendar days of being notified of their opportunity to review the documents. The Parties may respond in one or both of the following ways:

  - The Parties may provide a written response. The Investigator will incorporate any written response provided by the Parties in the Summary of Evidence Report.

  - The Parties may submit a written request for additional investigation. Such requests may include, but are not limited to, the following:

    (1) request(s) for follow-up interview(s) with existing witnesses to clarify or provide additional

information, including offering questions to the investigator to pose to witnesses;

(2) request(s) for interviews with new witnesses; or

(3) request(s) to consider new evidence. Any request for additional investigation shall explain the reason for the request.

- Step Three: Rebuttal Fact-Gathering. The Investigator may conduct follow-up interviews with both Parties and witnesses based upon testimonial and documentary evidence gathered in Step One and the Parties' request for additional investigation, if any. The Parties and witnesses can expect that, in these follow-up interviews, the Investigator will seek responses to specific allegations or evidence (e.g., an Investigator may show one of the Parties a series of text messages between himself or herself and another witness, and ask about the content of the text messages). To the extent additional material, witnesses or evidence are identified during Step Three, the Investigator will conduct additional interviews and gather additional evidence consistent with the procedures outlined in Steps One and Two. Steps One and Two may be repeated as necessary to ensure a complete gathering of evidence.

  Any and all information for consideration by the Hearing Officer must be provided to the investigator prior to the hearing and will not be allowed during the hearing itself, unless it can be clearly demonstrated that such information was not reasonably available to the Parties at the time of the investigation, despite the exercise of due diligence.

- Step Four: Summary of Evidence Report. The Investigator will prepare a Summary of Evidence Report synthesizing the facts and evidence gathered in the course of the Preliminary Investigation. The Investigator will not state factual findings or ultimate findings as to whether the Respondent has, or has not, violated one or more of the Law School's policies in the Summary of Evidence Report. The Investigator will attach as exhibits to the Summary of Evidence Report all relevant Interview Summaries and any relevant documentary evidence gathered in the Preliminary Investigation, including any written responses to the evidence submitted by the Parties. When the Investigator determines that the Preliminary Investigation is complete, the Investigator will submit the Summary of Evidence Report to the Coordinator. The Coordinator may require the Investigator to conduct additional investigation; if so, the Investigator will conduct additional investigation consistent with the procedures outlined above.

Once the Coordinator has agreed that the Preliminary Investigation is complete, within five (5) business days, the Coordinator will provide the Summary of Evidence Report to the Parties and to each party's advisor. Given the sensitive nature of the information provided, the Coordinator will provide the Summary of Evidence Report in a secure manner (e.g., by providing digital copies of the materials through a protected, "read-only" web portal). Neither the Complainant nor the Respondent (or their advisors, including but not limited to family members and legal counsel) may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate or remove the information provided. An advisor who fails to abide by this policy may be subject to discipline and may be excluded from further participation in the process.

The Parties will have ten (10) calendar days to review the Summary of Evidence Report and provide a response to the Coordinator. The Coordinator will provide the Parties' response, if any, to the Hearing Officer

c. Hearing

The hearing is an opportunity for the Parties to address the Hearing Officer in person, to question the other Party and witnesses, and for the Hearing Officer to obtain information following the investigation that is necessary to make a determination of whether a Sexual Misconduct Policy violation occurred. The hearing will be conducted as follows:

1. Hearing Officer. The hearing will be conducted by a Hearing Officer, who is selected by the Law School from a pool of qualified candidates. The Hearing Officer will receive annual training regarding the Law School's policies and procedures, the handling of student sexual misconduct cases, and other relevant issues.

   The Hearing Officer must be impartial and free from bias or conflict of interest. The Parties will be informed of the identity of the Hearing Officer and vice versa before the pre-hearing meeting. If the Hearing Officer has concerns that he or she cannot conduct a fair or unbiased review, the Hearing Officer must report those concerns in advance of the pre-hearing meeting to the Coordinator and a different Hearing Officer will be assigned. Similarly, the Parties will have three (3) business days to object to the Hearing Officer's selection on the basis of bias or conflict of interest. If either of the Parties objects, the Coordinator will evaluate whether the objection is substantiated. The Coordinator will remove and replace any Hearing Officer the Coordinator finds to have a bias or conflict of interest against either Party.

   The Hearing Officer shall conduct a live hearing, at which they shall permit indirect cross-examination of the Parties and

witnesses. For purposes of this policy, the term Indirect Cross-Examination means the Hearing Officer will allow the Parties and their advisors to submit proposed questions for the Parties and witnesses, as well as follow-up questions based on testimony provided during the hearing. The Hearing Officer will ask the Parties and witnesses the proposed questions that the Hearing Officer determines are consistent with this Policy and are probative of facts relevant to the adjudication of the matter.

The Hearing Officer is responsible for maintaining an orderly, fair, and respectful hearing and has broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding the offending person. During cross-examination, the Hearing Officer has the authority to direct any Party or advisor to refrain from asking questions that are harassing or that seek information that is not relevant under this Policy.

Parties may make requests to the Coordinator related to the format or nature of their participation in the hearing. The Coordinator will work with the Hearing Officer to accommodate reasonable requests, including the option for the hearing to occur with the Parties located in separate rooms with technology enabling the decision-maker and the Parties to simultaneously see and hear the Party answering questions.

2. Scheduling. The Coordinator will forward a copy of the Summary of Evidence Report and the Parties' responses thereto, if any, to the Hearing Officer. The Coordinator will schedule a hearing date, time, and location and notify the Parties of the same. The Hearing Officer will strive to complete a hearing within fourteen (14) business days from receipt of the Summary of Evidence Report and the Parties' responses thereto, if any.

3. Pre-Hearing Meeting. Prior to the hearing, the Coordinator will conduct a pre-hearing meeting with each Party, together with the Party's Advisor. At this pre-hearing meeting, each Party will receive an explanation of the hearing process and have the opportunity to ask any questions. If the Complainant or Respondent have elected to have advisors throughout the hearing process, the advisor is encouraged to accompany the Complainant/Respondent to this initial meeting.

4. Witnesses. The Complainant, Respondent, and the Hearing Officer all have the right to call witnesses. Witnesses must have observed the conduct in question or have information relevant to the incident and cannot be called solely to speak about an individual's character. Neither Party will be permitted to call as a witness anyone who was not interviewed by the Investigator as part of the

Law School's Investigation.

If either Party wishes to call witnesses the following must be submitted no later than five (5) business days before the hearing to the Hearing Officer and Coordinator via e-mail or in hardcopy format:

- The name of any witness(es)
- A summary of why the witness' presence is relevant to making a decision about responsibility at the hearing; and

When witnesses are approved to be present, the Respondent and Complainant are provided with a list of witnesses and any relevant documents related to the witnesses' appearance at the hearing no later than three (3) business days before the hearing.

5. Case Presentation. The hearing is intended to provide a fair and ample opportunity for each side to present their account of the incident and for the Hearing Officer to determine the facts of the case and make a determination as to whether Law School policy was violated. The hearing is not intended to be a repeat of the Investigation. The Hearing Officer will be well-versed in the facts of the case based upon the Summary of Evidence Report and the Parties' responses to the Summary of Evidence Report, if any.

The Complainant and the Respondent, their advisors, and the Hearing Officer will attend the hearing. Other Law School administrators may attend at the request of or with the prior approval of the Hearing Officer, but the Parties will be notified in advance of anyone who will be in attendance. Any individual appearing as a witness will be present only while providing a statement and responding to questions.

The Hearing Officer has absolute discretion to decide upon a format for the hearing and to determine which witnesses are relevant to the outcome determination. A Hearing Officer may decline to hear from a witness where they conclude that the information is not necessary for their outcome determination.

The Hearing Officer also will afford either Party an opportunity at the end of the hearing to offer closing remarks. A decision whether to offer closing remarks is completely voluntary; however closing remarks may only be made by the Parties, and not their advisors.

Advisors may only be present during the hearing if the Party they are advising is also present. Other than cross-examining the witnesses and the other Party, advisors may not participate directly in, or interfere with, the proceedings.

6. Expectations of the Complainant, Respondent, and Witnesses at a Hearing. Students, staff, and faculty have the responsibility to participate fully and truthfully in any proceeding under this Policy. If either Party chooses not to participate inthe hearing, they will not be permitted to cross-examine the witnesses or any Party during the hearing. If either Party chooses not to participate in the hearing, the Law School may move forward with the hearing and imposition of findings and sanctions, if any, in absentia. In reaching findings in absentia, the Hearing Officer may rely on: (1) any information in the Summary of Evidence Report; (2) any documentary evidence disclosed to the Investigator; (3) any statements made during the hearing; and (4) any documentary evidence presented at the hearing.

   If the Complainant chooses not to participate in the hearing, the Law School's ability to fully investigate and respond to the complaint may be limited.

7. Record of Hearing. The hearing and any pre-hearing meetings or conferences are closed to the public. The Law School shall keep an official transcript of the hearing; any other recording is prohibited. No camera, TV, or other equipment, including cellphones, will be permitted in the hearing room, except as arranged by the Law School.

8. Standard of Evidence. The Hearing Officer will determine a Respondent's responsibility by a preponderance of the evidence. This means that the Hearing Officer will decide whether it is "more likely than not," based upon all of the evidence, that the Respondent is responsible for the alleged violation(s).

9. Notice of Hearing Outcome. Following the hearing, the Hearing Officer will consider all of the evidence and make a determination, by a preponderance of the evidence, whether the Respondent has violated the Sexual Misconduct Policy.

   If the Respondent is found responsible for a violation of the Law School's Sexual Misconduct Policy, the Formal Resolution process concludes with Sanctions, described in Section B(3). If the Respondent is found not to have violated the Law School's Sexual Misconduct Policy, the Formal Resolution has concluded. The Hearing Officer will strive to issue the Final Report within fourteen (14) business days of the hearing. The Report shall include:

   - The allegations
   - A description of all procedural steps
   - Findings of fact
   - Conclusion of application of facts to the policy

- The rationale for each finding
- Sanctions and, for the Complainant, appropriate remedies
- Procedure for appeal

At the conclusion of the Formal Resolution Process, either Party may appeal upon the grounds described in Section B(4) below.

3. Sanctions

If the report proceeds through Formal Resolution and the Respondent is found responsible for one or more violations of the Law School's antidiscrimination policies, the Law School will issue sanctions commensurate with the violation(s). The Coordinator will designate three trained individuals to serve on a three-person panel ("Review Panel") to determine sanctions. The Coordinator will notify the Parties, in writing, of the name of the designated Review Panelists within three (3) business days upon receipt of the Final Report. Both Parties will have three (3) business days to object to each Review Panelist on the basis of bias or conflict of interest. If either of the Parties objects, the Coordinator will evaluate whether the objection is substantiated. The Coordinator will remove and replace any Review Panelist the Coordinator finds to have a bias or conflict of interest against either Party.

The Coordinator will notify the Parties that they have the opportunity to submit statements to the Review Panel within five (5) business days of the receipt of the Final Report. The Review Panel will review the Parties' Impact Statements, and all other materials in the case, including the Final Report and attached exhibits, in assessing the appropriate sanction. The Review Panel does not have the power or ability to alter the findings (factual or ultimate) by the Hearing Officer.

The Review Panel will issue a recommendation to the Coordinator regarding sanctions within five (5) business days of receiving all materials in the case, including any Impact Statements submitted by the Parties. The Coordinator will issue final sanctions within three (3) business days of receipt of the Review Panel Recommendation. The Coordinator will issue the sanctions recommended by the Review Panel unless (1) the Review Panel recommends sanctions that deviate from sanction guidelines (without demonstrable justification); or (2) the Review Panel recommends sanctions that the Coordinator believes will not effectively stop the alleged harassment, prevent its recurrence, or remedy its effects. The Coordinator will notify the Parties of the sanctions simultaneously in writing.

The Coordinator has the discretion to take non-disciplinary administrative action to stop harassment, prevent its recurrence, and remedy its effects. This may include action addressed toward the Respondent, the campus community, and the Complainant, as follows:

> Respondent: Any student found responsible for engaging in Prohibited Conduct, who is not permanently separated from the Law School, may be required to, in addition to other sanctions, complete non-disciplinary, educational initiatives at the discretion of the Coordinator.

Campus Community: In all instances where a student is found responsible for engaging in Prohibited Conduct, the Coordinator will consider and determine whether non-disciplinary, administrative measures for the larger campus community are appropriate. Such remedial, community-based responses may include educational initiatives and trainings, climate surveys, targeted assessment of high-risk campus areas, or other appropriate measures.

Complainant: The Coordinator will continue to provide support to the Complainant as appropriate, including the ongoing provision of appropriate accommodations.

4. Appeal

Both Complainant and Respondent have a limited right to appeal from the findings set out in the Final Report as follows:

- *Complainant:* If the Hearing Officer concludes that the Respondent did not violate a policy that the Complainant believes the Respondent violated, the Complainant has five (5) business days from receiving written notice of the Final Report to submit a written appeal to the Coordinator. If the Respondent has been found responsible for one or more policy violations, but not others, the Complainant may submit a written appeal to the Coordinator within five (5) business days of notice of the sanction.
- *Respondent:* If the Hearing Officer's final decision is that the Respondent did violate one or more policies, the Respondent has five (5) business days from receiving written notice of the sanction to submit a written appeal to the Coordinator.

The Party who submits the written appeal will be the "Appellant," and the responding Party will be the "Appellee." The Appellant's written appeal must be based on one of two grounds: (1) Significant Procedural Error or (2) New Information. Each ground is explained in greater detail:

- ***Significant Procedural Error:*** A procedural error occurred that significantly impacted the outcome of the investigation or hearing as it applies to the Appellant (e.g. substantiated bias, material deviation from established procedures, etc.). A description of the error and its impact on the outcome of the case must be included in the written appeal; or
- ***New Information:*** New information has arisen that was not available or known to the Appellant during the investigation or hearing and that could significantly impact the findings. Information that was known to the Appellant during the investigation or hearing but which s/he chose not to present is not new information. A summary of this new evidence and its potential impact on the investigation findings must be included in the written appeal.

Appellee will have five (5) business days to submit a response. At the conclusion

of these time periods, the Coordinator will refer the written appeal, including the Final Report, exhibits attached to the Final Report, and Impact Statements (the "Appeal Record"), to an Appeals Board.

The Coordinator will notify both Parties of the members of the Appeals Board within five (5) business days of receipt of the written appeal. Both Parties will have five (5) business days to object to members of the Appeals Board on the basis of bias or conflict of interest. The Coordinator will consider any objection on the grounds of bias or conflict of interest. If the Coordinator determines that a member of the Appeals Board may have bias or conflict of interest, the Coordinator will remove the individual and designate a new member.

The role of the Appeals Board is limited. Appeals are not intended to be a full rehearing of the complaint. Appeals are confined to a review of the Appeal Record for the grounds stated above. The findings contained in the Hearing Officer's Final Report are presumed to have been decided reasonably and appropriately. The Appellant carries the burden of proof to demonstrate that either the alleged error, or the proposed new evidence, would significantly and materially impact the outcome of the proceeding.

The Appeals Board will determine whether any grounds for the appeal are substantiated. If the Appeals Board determines that the Request for Appeal does not meet the standards for an Appeal under this Grievance Process, the Appeal Boards will notify both Parties of that outcome within ten (10) business days of receipt of both the Appellant's appeal, and the Appellee's response. If the Appeal Board determines that the Request for Appeal does meet the standards for an Appeal under this Grievance Process, the Appeals Board will take appropriate action as indicated below.

- **Procedural Error:** If it is determined that a procedural error occurred that was substantially prejudicial to the outcome of the investigation or hearing, the Appeals Board may return the complaint to the Investigator or Hearing Officer with instructions to correct the error, and to reconsider the findings as appropriate. In rare cases, where the procedural error cannot be corrected bythe original Investigator or Hearing Officer (as in cases of bias), the Appeals Board may order a new investigation with a new Investigator or a new hearing with a new Hearing Officer.
- **New Information:** If the Appeals Board determines that new information should be considered, the complaint will be returned to the Hearing Officer to reconsider the complaint in light of the new information only, and to reconsider the original findings as appropriate. The Hearing Officer will prepare an Addendum to the Final Report.

Appellant and Appellee will generally be notified in writing of the outcome of the appeal within ten (10) business days of receipt of Appellee's response statement. The Appeals Board's decision is final and is not subject to appeal.

C. Additional Provisions

1. Students: Advisor of Choice

All persons who are a Complainant or a Respondent to this grievance process are permitted to bring an Advisor of their own choosing, including a family member or an attorney, to provide support. The Advisor may accompany the student Party to any and all portions of the grievance process. Other than cross-examining the witnesses and the other Party at the hearing, the Advisor may not participate directly in, or interfere with, the proceedings. Although reasonable attempts will be made to schedule proceedings consistent with Advisors' availability, the process will not be delayed to schedule the proceedings at the convenience of the Advisor. The Coordinator has the discretion to remove the Advisor from the proceedings if the Advisor interferes with the proceedings.

2. Training

The Law School provides training to all individuals within the community who are involved in responding to, investigating, or resolving reports of Prohibited Conduct. If the Law School retains an individual outside the community to respond to, investigate, or resolve reports of Prohibited Conduct, the Law School requires the retained individual has received adequate training consistent with the Law School's standards. All advisors, including those that are not members of the Law School community, shall be offered training on the Law School's policy.

APPENDIX B

RESOLUTION OF TITLE IX GRIEVANCE

Under the Department of Education's Title IX Regulations, published May 19, 2020, the following procedures will apply **only** to a narrow category of cases. Those cases meeting the definitions and jurisdictional elements below will follow this policy. Those cases that do not fit within these new guidelines will be handled through Law School's Sexual Discrimination, Sexual Misconduct, Relationship Violence, and Stalking Policy & Procedures for Resolving Complainants Against Students, Appendix A; this is not to suggest that any case is more or less important, but instead a reflection of federal regulations that apply only to a specifically-identified set of cases.

These procedures will apply in all cases where a Formal Complaint of prohibited conduct under these procedures was made between August 14, 2020 and July 31, 2024. These procedures will also apply in all cases where a Formal Complaint of prohibited conduct under these procedures is made on or after January 10, 2025. These procedures will also apply in all cases where a Formal Complaint of prohibited conduct under these procedures was made between August 1, 2024 and January 9, 2025, and that remained unresolved as of January 10, 2025.

Where the date of the alleged prohibited conduct precedes the effective date of these procedures, the definitions of prohibited conduct in existence at the time of the alleged conduct will be used. These procedures, however, will be used to investigate and resolve all Formal Complaints made on or after the effective date of these procedures, regardless of when the conduct occurred.

If you are unclear about any of the provisions below and would like to get more information, you may speak on a non-confidential basis with the Title IX Coordinator.

Scope

These procedures apply only to the following cases:

1. Nature of Complaint:

- A complaint of Dating Violence, Domestic Violence, Stalking, or Sexual Assault as defined below;
- A complaint of sexual harassment in which the harassment was so severe and pervasive and objectively offensive that it denied the complainant equal access to an educational program or activity;
- A complaint of quid pro quo sexual harassment by an employee respondent.

If yes to one of the above, continue. If no, please see Southwestern Law School Sexual Misconduct Policy, Appendix A.

2. Location:

- The incident(s) occurred on the Law School's campus, within the United States or
- The incident(s) occurred in a building owned or controlled by a student organization that is officially recognized by the Law School or

- The incident(s) were part of one of the Law School's programs or activities, such as part of a field trip or academic competition, and within the United States.

If yes to one of the above, continue. If no, please see Southwestern Law School Sexual Misconduct Policy, Appendix A.

3. The institution has control over the Respondent, meaning the Respondent is a student (whether applicant, admitted, or currently enrolled) or employee (applicant, hired but not yet working, or employed), or another individual over whom the Law School exercises substantial control.

If yes to one of the above, continue. If no, please see Southwestern Law School Sexual Misconduct Policy, Appendix A.

4. Complainant is a student (whether applicant, admitted, or currently enrolled) or employee (applicant, hired but not yet working, or employed).

If yes to one of the above, continue. If no, please see Southwestern Law School Sexual Misconduct Policy, Appendix A.

B. Covered Conduct: Definitions

1. **Sexual harassment**: conduct committed by any person upon any other person, regardless of the sex, sexual orientation, or gender identity of those involved which is one of the following:

a. ***Quid pro quo***: When a Law School employee conditions the provision of a benefit or service of the Law School on an individual's participation in unwelcome sexual conduct; or

b. ***Sexual harassment***: Unwelcome conduct determined by a reasonable person to be so severe, and pervasive, and objectively offensive, that it effectively denies a person equal access to an educational program or activity of the Law School.

2. **Sexual assault**: includes both forcible and non-forcible sexual offenses:

- Sexual offenses, Forcible: Any sexual act directed against another person without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent.
  - A. Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
  - B. Oral or anal sexual intercourse with another person, forcibly, or against that person's will (non-consensual), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
  - C. The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly,

or against that person's will (non-consensually) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

D. The touching of the private body parts of another person (buttocks, groin, breasts), for the purpose of sexual gratification, forcibly, or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

- Sex Offenses, Non-forcible, includes any of the following:
  A. Incest: Non-forcible sexual intercourse between persons who are related to each other, within the degrees wherein marriage is prohibited by California Law.
  B. Statutory Rape: Non-forcible sexual intercourse, with a person who is under the statutory age of consent of 18 years of age.

3. **Dating violence**: Violence, on the basis of sex, committed by a person, who is in or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

4. **Domestic violence**: Violence, on the basis of sex, committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, or by a person who is cohabitating with, or has cohabitated with the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of California, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of California or the state in which the conduct occurred.

5. **Sex-based stalking**: Engaging in a course of conduct on the basis of sex directed at a specific person, that would cause a reasonable person to fear for the person's safety, or the safety of others or suffer substantial emotional distress.

- For the purposes of this definition, "course of conduct" means two or more acts, including, but not limited to acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes

with a person's property.

- Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

C. Consolidation of Cases

When allegations fall under both Appendix A and this Appendix, the Title IX Coordinator shall have discretion to determine whether or not to consolidate the matters into one adjudication process. In the event that both are combined into one investigation, the Title IX Coordinator shall have the discretion to determine whether to conduct two separate hearings, or combine both into one hearing. When allegations falling within both Appendix A and this Appendix have been combined, the evidentiary rules of each Appendix shall attach to the relevant allegations.

D. Mandatory Dismissal

At any time prior to the commencement of a hearing, any case proceeding under this policy will be dismissed if it is determined that the conduct at issue does not meet the jurisdictional requirements of this policy. If the alleged conduct would, if true, support a finding that another Law School policy has been violated, the Law School may, in its sole authority, transfer the case for further handling under the appropriate policy, or to Appendix A of the Sexual Misconduct Policy. Upon dismissal, both parties shall be notified in writing. The decision to dismiss is subject to appeal, in keeping with the grounds for appeal as set forth in Appendix A. Both parties will be notified of any determination made upon appeal.

E. Transfer of Cases, Sharing of Information

For any case brought under this policy, should the case be dismissed and then transferred for handling to another office, or for handling under Appendix A, the Law School shall have the right to transfer all communications and information gathered to any other Law School administrator who will be reviewing or handling the matter under Appendix A, or under any other Law School policy.

Standard of Evidence

The decision regarding a Respondent's responsibility will be determined by a preponderance of the evidence. This means that the Decision Maker will decide whether it is "more likely than not," based upon all of the evidence, that the Respondent is responsible for the alleged violation(s).

Prohibition On False Evidence Provided During Title IX Process

The Law School takes the accuracy of information very seriously, as a report of Prohibited Conduct may have severe consequences. **A good-faith complaint that results in a finding of not responsible is not considered a false or fabricated report of Prohibited Conduct.**

However, when a Complainant or third party witness is found to have fabricated allegations or given false information with malicious intent or in bad faith, the Complainant may be subject to disciplinary action. It is a violation of the Code of Student Conduct to make an intentionally false report of any Policy violation, and it may also violate state criminal statutes and civil defamation laws.

No Conflict of Interest or Bias

Any individual carrying out this policy shall be free from any actual conflict of interest or bias that would impact the handling of this matter. Should the Title IX Coordinator have a conflict of interest, the Title IX Coordinator is to immediately notify the Deputy Title IX Coordinator who will take the role of Acting Title IX Coordinator for purposes of carrying out the handling and finalization of the matter at issue. Should any investigator have a conflict of interest, the investigator is to notify the Title IX Coordinator upon discovery of the conflict.

Each party may object to the Title IX Coordinator or designated investigator, hearing officer, or appeals officer, on the grounds of an actual bias or conflict of interest. Both Parties will have three (3) business days from the date on which they are provided with the name to object to the selection of the Title IX Coordinator, investigator, hearing officer, or appeals officer on the basis of bias or conflict of interest. If either of the Parties objects, the Title IX Coordinator will evaluate whether the objection is substantiated. The Title IX Coordinator will remove and replace any Investigator, Hearing Officer, or Appeals Officer the Title IX Coordinator finds to have an actual bias or conflict of interest against either Party.

If either of the parties objects to the designated Title IX Coordinator due to an actual conflict of interest or bias on the part of the Title IX Coordinator, the Party should notify (name), who will determine whether an actual conflict exists. The party raising the objection will be notified in writing of the findings within two (2) business days. If it is determined that an actual bias or conflict of interest exists, the Title IX Coordinator will be removed and replaced.

I. Presumption of Non-Responsibility

The decision to proceed with an investigation is not a determination that the Respondent has engaged in the conduct as alleged. Any Respondent is presumed not responsible for the conduct that is the subject of the investigation, unless and until a decision of responsibility has been made upon the completion of the adjudication process.

Advisor

All persons who are a Complainant or a Respondent are permitted to bring an Advisor of their own choosing to any meeting or interview to provide support. The Advisor may be any person, including a family member or an attorney. The Advisor may accompany the student Party to any and all portions of the grievance process. Other than asking questions of the other Party, or of witnesses, at the hearing, the Advisor may not participate directly in, or interfere with, the proceedings. Although reasonable attempts will be made to schedule proceedings consistent with an Advisor's availability, the process will not be delayed to schedule the proceedings at the convenience of the Advisor. The Title IX Coordinator has the discretion to remove the Advisor

from the proceedings if the Advisor interferes with the proceedings. For any Complainant or Respondent who does not have an Advisor at the hearing, one shall be provided, at no charge, for purposes of cross-examination of the other Party or witnesses.

During a Title IX Hearing, the Advisor's role is to ask questions of the other Party, or of witnesses (cross examination). Other than performing this function, the Advisor is not to otherwise address the Hearing Officer, make legal arguments, address the Party whom they do not represent, or any witness. The Law School will provide a trained Advisor of its choosing to any Complainant or Respondent who does not have an Advisor at the hearing.

Requests for Delays, and Extensions of Time

The Title IX Coordinator may extend any deadlines within this policy, for good cause shown and documented. Complainant and Respondent will be notified in writing of any extension, the reasons for it, and projected new timelines.

Reporting

1. Reporting a Title IX complaint:

A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed on the Title IX website, or as described in this Policy. "Document filed by a Complainant" means a document or electronic submission (such as by electronic mail), or otherwise indicates that the Complainant is the person filing the formal complaint. If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to confirm a Complainant's intent to file a formal complaint.

You may also notify the Title IX Coordinator if you believe you, or someone else, may have experienced conduct that would be a violation of this Policy. The Title IX Coordinator will then reach out to the Complainant and schedule an intake interview.

2. Formal complaint

A Formal Complaint is a document filed by a Complainant or signed by the Title IX Coordinator against a Respondent alleging conduct which would constitute a violation of this Appendix B and requesting that the Law School investigate the allegation(s). At the time of filing a formal complaint, a Complainant must be participating in, or attempting to participate in, an education program or activity of the Law School. Upon receipt of a Formal Complaint, the Title IX Coordinator will assign an investigator, and give notice to the parties, including the Respondent, of the Formal Complaint Process. If you are not certain whether you wish to proceed with a Formal Complaint process, you may speak with the Title IX Coordinator at any time prior to filing the Formal Complaint.

M. Response To Allegations That Sexual Harrassment Or Gender-Based Misconduct As Set Forth In This Appendix B May Have Been Violated

1. Intake interview

Upon receipt of information suggesting a potential violation of this Appendix B, or the Southwestern Law School Sexual Misconduct Policy, the Title IX

Coordinator or designee will conduct an Intake Interview as set forth in the Southwestern Law School Sexual Misconduct Policy, Appendix A. During the intake interview, the Title IX Coordinator will also offer supportive measures, explain that supportive measures are available whether or not a formal complaint is filed, and explain the process for filing a formal complaint.

2. Supportive measures

Upon notice of conduct alleged to violate the policy set forth in this Appendix B, supportive services will be offered to the Complainant and the Respondent by the Law School as appropriate and reasonably available. Such measures are designed to restore or preserve equal access to the Law School's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Law School's educational environment, or deter sexual harassment, discrimination, and retaliation.

At the time that supportive measures are offered, the Title IX Coordinator will inform the Complainant, in writing, that the Complainant may file a Formal Complaint as defined in this Appendix B with the Law School either at that time or in the future, if Complainant has not done so already. The Title IX Coordinator will strive to take into account a party's wishes with respect to supportive measures and will ensure that the party's privacy is maintained as much as possible without impairing the Law School's ability to provide the supportive measures. The Law School will act to ensure as minimal an academic impact on the parties as possible.

Please also see Southwestern Sexual Misconduct Policy Appendix A.

3. Emergency removal provisions

Where the reported conduct poses a substantial and immediate threat of harm to the safety or well-being of an individual, members of the campus community, or the performance of normal Law School functions, the Law School may place a student or student organization on interim suspension or impose leave for an employee. Pending resolution of the report, the individual or organization may be denied access to campus, campus facilities, and all other Law School activities or privileges for which the student might otherwise be eligible, as the Law School determines appropriate. When interim suspension or leave is imposed, the Law School will make reasonable efforts to complete the investigation and resolution within an expedited time frame.

A Respondent who has been put on interim suspension or leave has the right to a meeting within three (3) days to appeal the interim suspension. A student Respondent will meet with the Associate Dean for Student Services (or designee); a staff Respondent will meet with the Chief Operating Officer (or

designee); and a faculty Respondent will meet with the Vice Dean (or designee). The appeal will be reviewed to determine whether the decision to interim suspend or place on leave

was arbitrary or capricious. A decision is arbitrary and capricious where there is no rational connection between the facts presented and the decision made.

N. Resolution Methods

1. Informal resolution

When the Complainant requests an Informal Resolution in writing, the Title IX Coordinator will provide the Complainant and Respondent written notice that includes:

- The specific allegation and the specific conduct that is alleged to have occurred;
- The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
- Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- A statement indicating that the decision to accept a complaint does not presume that the conduct at issue has occurred, and that the Respondent is presumed not responsible, unless and until, at the conclusion of the formal investigation and adjudication processes, there is a determination of responsibility.
- An explanation that each party may be accompanied by an Advisor (add any others who may accompany, such as support person) of their choice, who may be a parent, friend, or attorney.
- The date and time of the initial meeting with the Title IX Coordinator, with a minimum of (how many days) notice.
- Information regarding Supportive Measures, which are available equally to the Respondent and to the Complainant.

If either party does not voluntarily agree in writing to pursue an Informal Resolution, or if the Complainant, Respondent, or Title IX Coordinator, at any time, determines that Informal Resolution is no longer appropriate, the Title IX Coordinator will promptly inform the Complainant and Respondent in writing that the complaint will proceed through Formal Resolution.

Records of any Informal Resolution will be maintained and can be shared with other offices as appropriate.

Allegations of quid pro quo harassment of a student by an employee shall not be handled through the Informal Resolution process, and instead only through the formal complaint process.

The Informal Resolution process shall be carried out in the same manner as Informal Resolution in Southwestern Law School Sexual Misconduct Policy Appendix A.

2. Investigation process

The Investigation process shall be carried out in the same manner as set forth in the Preliminary Investigation, Sexual Misconduct Policy, Appendix A.

3. Notice to respondent

Upon the filing of a Formal Complaint under this Appendix B, written notice shall be provided to the Respondent and to the Complainant. Such notice shall include the following information:

- The specific allegation and the specific conduct that is alleged to have occurred.
- The identity of the Complainant.
- The date and location (if known) of the conduct that is alleged to have occurred.
- A copy of this policy, which contains the process that will be followed, including an explanation that each party as well as their Advisors (if they have one) shall have the right to inspect and review all evidence directly related to the allegation(s) prior to the completion of the investigation.
- A statement indicating that the decision to accept a complaint does not presume that the conduct at issue has occurred, and that the Respondent is presumed not responsible, unless and until, at the conclusion of the process below, there is a determination of responsibility.
- An explanation that each party may be accompanied by an Advisor of their choice, who may be a parent, friend, attorney, or union representative.
- The date and time of the initial meeting with the Title IX Coordinator, with a minimum of notice.
- The Law School alcohol and drug amnesty policy.
- The name and contact information for the assigned investigator.
- Information regarding Supportive Measures, which are available equally to the Respondent and to the Complainant.
- Information regarding prohibition of providing false information.

Note: Should additional allegations be added at a later time, the Respondent will again be provided with a full written notice.

4. Exclusion of questions regarding Complainant's past sexual behavior, or predisposition

During any investigation, or subsequent hearing, questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant and will not be asked, unless such questions and evidence about the Complainant's prior sexual behavior are offered for one of two reasons: (a) to prove that someone other

than the Respondent committed the conduct alleged by the Complainant, or (b) if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

5. Conclusion of investigation, notice of hearing

The hearing is an opportunity for the Parties to address the Hearing Officer in person, to question the other Party and witnesses, and for the Hearing Officer to consider information following the investigation that is necessary to make a determination of whether a Title IX violation occurred. The hearing will be conducted as follows:

Hearing Officer. The hearing will be conducted by a Hearing Officer, who is selected by the Law School from a pool of qualified candidates. The Hearing Officer will receive annual training regarding the Law School's policies and procedures, the handling of student sexual misconduct cases, and other relevant issues.

The Hearing Officer must be impartial and free from bias or conflict of interest. The Parties will be informed of the identity of the Hearing Officer and vice versa before the pre-hearing meeting. If the Hearing Officer has concerns that he or she cannot conduct a fair or unbiased review, the Hearing Officer must report those concerns in advance of the pre-hearing meeting to the Title IX Coordinator and a different Hearing Officer will be assigned. Similarly, the Parties will have three (3) business days to object to the Hearing Officer's selection on the basis of bias or conflict of interest. If either of the Parties objects, the Title IX Coordinator will evaluate whether the objection is substantiated. The Coordinator will remove and replace any Hearing Officer the Coordinator finds to have a bias or conflict of interest against either Party.

The Hearing Officer is responsible for maintaining an orderly, fair, and respectful hearing and has broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding the offending person. During cross-examination, the Hearing Officer has the authority to direct any Party or Advisor to refrain from asking questions that are unduly harassing or that seek information that is not relevant under this Policy.

Parties may make requests to the Coordinator related to the format or nature of their participation in the hearing. The Coordinator will work with the Hearing Officer to accommodate reasonable requests, including the option for the hearing to occur with the Parties located in separate rooms with technology enabling the decision-maker and the Parties to simultaneously see and hear the Party answering questions.

Hearings may be in person or via videoconferencing. If by videoconference, parties will receive written procedures for the videoconference within ten (10) days of the hearing. Prior to the hearing, the Hearing Officer shall have received instruction regarding the operation of any audio-visual equipment for the hearing.

Scheduling. The Coordinator will forward a copy of the Summary of Evidence Report and the Parties' responses thereto, if any, to the Hearing Officer. The Coordinator will schedule a hearing date, time, and location and notify the Parties of the same. The Hearing Officer will strive to complete a hearing within fourteen (14) business days from receipt of the Summary of Evidence Report and the Parties' responses thereto, if any.

Pre-Hearing Meeting. Prior to the hearing, the Coordinator will conduct a pre-hearing meeting with each Party, together with the Party's Advisor. At this pre-hearing meeting, each Party will receive an explanation of the hearing process and have the opportunity to ask any questions. If either Party does not have an Advisor, the Law School shall appoint an Advisor of its own choosing.

Witnesses. The Complainant, Respondent, and the Hearing Officer all have the right to call witnesses. Witnesses must have observed the conduct in question or have information relevant to the incident and cannot be called solely to speak about an individual's character. Neither Party will be permitted to call as a witness anyone who was not interviewed by the Investigator as part of the Law School's Investigation.

If either Party wishes to call witnesses the following must be submitted no later than five (5) business days before the hearing to the Hearing Officer and Coordinator via e-mail or in hardcopy format:

- The name of any witness(es), and,
- A summary of why the witness' presence is relevant to making a decision about responsibility at the hearing

No party or witness shall be compelled to attend the hearing.

Three (3) days prior to the hearing, each party shall submit in writing to the Hearing Officer a preliminary list of questions they wish to pose to the other party, or to a witness. If the Hearing Officer determines that any are not relevant, the Hearing Officer shall explain the reason for the exclusion of the question at the hearing.

The Hearing Officer shall have the authority to limit the time allotted to any phase of the hearing, and to limit the time allotted to the full hearing. Any such limitation shall be communicated to the parties no later than three (3)

days before the hearing.

The hearing shall start with an overview of the hearing process from the Hearing Officer. The Hearing Officer will then pose questions to the Complainant. When the Hearing Officer has concluded, the Respondent's Advisor will then pose questions to the Complainant. If the Hearing Officer has any additional questions, those will be posed by the Hearing Officer. If the Respondent's Advisor has any follow-up questions for the Complainant, the Advisor will ask those questions. The same process will

then be followed for questions posed to the Respondent, followed by questions from the Complainant's Advisor to the Respondent. This process will then be followed for any witnesses who are to be interviewed.

The Hearing Officer may refuse to allow those questions that seek information that is not relevant under this Policy. The Hearing Officer is not required to provide a lengthy or complicated explanation, but is required only to explain the reason why a question is not relevant.

If either Party does not appear, their Advisor will be present for the purpose of asking questions of the other party, or of witnesses. If neither the Party nor their Advisor appears, the Law School shall appoint an Advisor for purposes of cross-examining the other party, and witnesses, at the hearing.

The Complainant and the Respondent, their Advisors, and the Hearing Officer will attend the hearing. Other Law School administrators may attend at the request of or with the prior approval of the Hearing Officer, but the Parties will be notified in advance of anyone who will be in attendance. Any individual appearing as a witness will be present only while providing a statement and responding to questions.

The Hearing Officer has absolute discretion to decide upon a format for the hearing and to determine which witnesses are relevant to the outcome determination. A Hearing Officer may decline to hear from a witness where they conclude that the information is not relevant.

The Hearing Officer also will afford both Parties an opportunity at the end of the hearing to offer closing remarks. A decision whether to offer closing remarks is completely voluntary; however closing remarks may only be made by the Parties, and not their Advisors.

Advisors may be present during the hearing whether or not the Party being advised is also present. Other than cross-examining the witnesses and the other Party, Advisors may not participate directly in, or interfere with, the proceedings.

To the extent credibility determination needs to be made, the determination

shall not be based on a person's status as complainant, respondent, or witness.

Consideration of Statements by Any Party or Witness Who is Not Cross-Examined by a Party's Advisor: The Hearing Officer shall not consider any evidence if the Party or Witness who made the statement is not present at the hearing, and willing to answer all questions posed by a Party's Advisor. This does not mean that the statement will be excluded if no questions are asked of them; rather, a refusal to answer some or all of the questions posed by a party's Advisor shall result in the exclusion of all statements made by that Party or Witness. This shall include SANE reports, police reports, text messages to which not all participants in the text exchange

agree to cross-examination, and any statements made by any party or witness during the investigation. Whether or not the same evidence would otherwise be subject to consideration in a court of law shall not impact the requirement that the Hearing Officer exclude the statements of anyone not present and willing to be cross-examined by a party's Advisor.

Record of Hearing. The hearing and any pre-hearing meetings or conferences are closed to the public. Each hearing shall be audio recorded. No other individual is permitted to record while the hearing is taking place. The recording is the property of Law School but shall be available for listening by contacting the Title IX Office.

Standard of Evidence. The Hearing Officer will determine a Respondent's responsibility by a preponderance of the evidence. This means that the Hearing Officer will decide whether it is "more likely than not," based upon all of the evidence, that the Respondent is responsible for the alleged violation(s).

Notice of Hearing Outcome. Following the hearing, the Hearing Officer will consider all of the evidence and make a determination, by a preponderance of the evidence, whether the Respondent has violated this Appendix B.

If the Respondent is found responsible for a violation of the conduct as set forth in this Appendix B, the Formal Resolution process concludes with Sanctions, described in Section B(3) of Appendix A of the Law School's Sexual Misconduct Policy. If the Respondent is found not to have violated the Law School's Sexual Misconduct Policy, the Formal Resolution has concluded.

The Title IX Coordinator will also determine whether any remedies designed to restore or preserve equal access to the Law School's education program or activity will be provided to the Complainant. If such remedies will be put in place, the Coordinator shall note to the Respondent only that remedies were provided. The Complainant shall be informed of the specific remedies that

will be provided.

The Hearing Officer will strive to issue the Final Report within fourteen (14) business days of the hearing. The Report shall include:

- The allegations
- A description of all procedural steps
- Findings of fact for each allegation
- Conclusion of application of facts to the policy for each allegation
- The rationale for each finding
- Sanctions and, for the Complainant, appropriate remedies
- Procedure for appeal

6. Appeals

At the conclusion of the Formal Resolution Process, either Party may appeal upon the grounds described in Section B(4) of Appendix A of the Law School's Sexual Misconduct Policy. Please see the reference to the section on Appeals in Appendix A of the Southwestern Law School Sexual Misconduct Policy.

7. Consolidation of Cases

In the event that the allegations under this policy involve allegations of a violation of a separate policy, whether Code of Student Professionalism and Conduct, Faculty Handbook, or Employee Handbook, the School shall have the right, within its sole discretion, to consolidate those other allegations within one investigation and hearing. Allegations of a violation of a separate policy are not required to be handled using the procedural requirements set forth in this policy.

N. Training for Investigators, Hearing Officers, Hearing Panel, Appeals Officers, Title IX Coordinator

The Title IX Coordinator, Sanctioning Official, and Appeals Officer must have had the following training prior to commencing any role in any case under this policy:

- the definition of sexual harassment under § 34 C.F.R. § 106.30(a);
- the scope of the Law School's education program or activity as defined by the same regulations;
- how to conduct investigations (not required for hearings or appeals officers), hearings, appeals, and informal resolution processes; and,
- how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Hearing Officers and hearing panel members must have training on the following:

- the definition of sexual harassment under § 34 C.F.R. § 106.30(a) the scope of the Law School's education program or activity as defined by the same regulations;

- how to conduct investigations (not required for hearings or appeals officers), hearings, appeals, and informal resolution processes;
- how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and,
- issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant per the regulations.

Any individual who will be coordinating any hearing under this process must also have training on how to use any technology that will be used at a live hearing, such as recording equipment, or platforms designed to permit virtual attendance at a live hearing.

Investigators shall receive the following training:

- the regulations' definition of sexual harassment under § 34 C.F.R. § 106.30(a);
- the scope of the Law School's "education program or activity" as defined by the regulations;
- how to conduct investigations, hearings, appeals, and informal resolution processes;
- how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
- issues of relevance; and,
- how to create an investigative report that fairly summarizes relevant evidence.

O. Record Retention

- All records relating to any procedure or training carried out under this process shall be maintained for 7 years. These records shall include:
- Records of any sexual harassment investigation, including any responsibility determination, and any required recording or transcript, as well as any sanctions imposed on the respondent, and any remedies provided to the complainant;
- Records of any action taken in response to a report or formal complaint of sexual harassment, as
- well as document the bases for its conclusions and that it has taken measures designed to
- preserve access to the Law School's educational program or activity
- Any appeal and its result;
- Any informal resolution and its results;
- All materials used to train investigators, adjudicators, and Title IX coordinators with regard to sexual harassment.

APPENDIX A

RESOLUTION OF GRIEVANCE AGAINST STUDENT

Please see Appendix B for Resolution of Title IX Grievances. Note: The definitions below do not apply to conduct falling within the scope of Appendix B. The Title IX Coordinator shall

have the discretion to consolidate cases in which there are allegations of misconduct involving both prohibited conduct as set forth in Appendix A and Appendix B. In the event that allegations are consolidated, the Title IX Coordinator shall provide written notice to both parties setting for the application allegations, and the processes that shall be applied.

A. Prohibited Conduct

1. Sex- or gender-based discrimination

Sex- or gender-based discrimination refers to the disparate treatment of a person or group because of that person's or group's sex, sexual orientation, gender identity, or gender expression.

2. Sexual or gender-based harassment

"Harassment" is conduct that creates an intimidating, offensive, or hostile working or learning environment or that unreasonably interferes with work or academic performance based on a person's protected status, including sex, sexual orientation, gender identity, or gender expression. All such conduct is unlawful.

"Sexual Harassment" is any unwelcome sexual advance, request for sexual favors, or other unwelcome conduct of a sexual nature, whether verbal, physical, graphic, or otherwise.

"Gender-Based Harassment" is harassment based on sex, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal, physical, graphic, or otherwise. To qualify as Gender-Based Harassment, the conduct need not involve conduct of a sexual nature.

Generally speaking, harassment can be divided into two types of conduct:

Quid Pro Quo Harassment. Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic standing, or participation in any aspect of a Law School program or activity or is used as the basis for the Law School's decisions affecting the individual. Quid pro quo conduct may include direct propositions of a sexual nature between those for whom a power imbalance or supervisory or other authority relationship exists; offering educational or employment benefits in exchange for sexual favors; making submission to sexual advances an actual or implied condition of employment, work status, promotion, grades, or letters of recommendation including subtle pressure for sexual activity; or making or threatening reprisals after a negative response to sexual advances.

Hostile Environment. A hostile environment exists when the conduct is sufficiently severe, pervasive, or persistent that it unreasonably interferes with, limits, or deprives an individual

from participating in or benefiting from the Law School's education or employment programs and activities. Whether conduct is sufficiently severe, pervasive, or persistent is determined both from a subjective and objective perspective.

Examples of conduct that may create a hostile environment include:

- **Verbal conduct**, including making or using derogatory comments, epithets, slurs or humor; verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations; or objectively offensive comments of a sexual nature, including persistent or pervasive sexually explicit statements, questions, jokes, or anecdotes;
- **Visual conduct**, including leering, making sexual gestures, displaying of suggestive objects or pictures, cartoons, or posters in a public space or forum; or severe, persistent, or pervasive visual displays of suggestive, erotic, or degrading sexually oriented images that are not pedagogically appropriate;
- **Written conduct**, including letters, notes or electronic communications containing comments, words, or images described above;

Sexual or Gender-Based Harassment:

- May be blatant and intentional and involve an overt action, a threat or reprisal, or may be subtle and indirect, with a coercive aspect that is unstated.
- May be committed by anyone, regardless of gender, age, position or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational or employment relationships, harassment can occur in any context.
- May be committed by a stranger, an acquaintance, or someone with whom the Complainant has an intimate or sexual relationship.
- May be committed by or against an individual or may be a result of the actions of an organization or group.

- May occur by or against an individual of any sex, sexual orientation, gender identity, or gender expression.
- May occur in the classroom, in the workplace, in residential settings, or in any other setting.
- May be a one-time event or can be part of a pattern of behavior.
- May be committed in the presence of others or when the Parties are alone.
- May affect the Complainant or Third Parties who witness or observe harassment and are affected by it.

3. Sexual misconduct: forms

The Law School prohibits the following specific conduct:

1. Sexual Assault
2. Sexual Exploitation
3. Stalking
4. Non-Consensual Sexual Contact
5. Intimate Partner Violence

Each of these is explained in detail below. In instances where Prohibited Conduct constitutes a violation of more than one violation of the Policy, an individual may allege either or all violations of the Policy.

a. Sexual assault

Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes:

a) The penetration, no matter how slight, or attempted penetration, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without consent.

b) Contact, without consent, between the mouth of one party and the genitalia of the other.

c) The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

d) Causing an individual to touch their own intimate body parts, or disrobing or

exposure of another without permission. Intimate body parts may include the breasts, genitals, buttocks, groin, mouth or any other part of the body that is touched in a sexual manner.

b. Sexual exploitation

"Sexual Exploitation" occurs when an individual takes non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.
Examples of Sexual Exploitation include, but are not limited to:

- surreptitiously observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all Parties involved; non- consensual sharing or streaming of images, photography, video, or audio recording of sexual activity or nudity of the person being exploited, or distribution of such without the knowledge and consent of all Parties involved;
- exposing one's genitals or inducing another to expose their own genitals in non- consensual circumstances;
- knowingly exposing another individual to a sexually transmitted disease or virus without their knowledge; and
- inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

c. Stalking

"Stalking" occurs when a person engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

A *course of conduct* consists of two or more acts, including, but not limited to, acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.

Substantial emotional distress means significant mental suffering or anguish

that may, but does not necessarily, require medical or other professional treatment or counseling.

Cyber-stalking is a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

Examples of Stalking include, but are not limited to:

- Non-consensual communication, including in-person communication, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on websites, written letters, gifts, or any other communications that are undesired or place another person in fear;
- Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by a person;
- Surveillance and other types of observation, whether by physical proximity or electronic means; and
- Gathering of information about a person from family, friends, co-workers, or classmates. To qualify as stalking, the conduct is not required to be sexual in nature.

d. Non-consensual sexual contact

"Non-Consensual Sexual Contact is having sexual contact with another individual:

a) By force or threat offorce;

b) Without effective affirmative consent;or

c) Where that individual is incapacitated.

Sexual Contact includes intentional contact with the intimate parts of another, causing an individual to touch their own intimate body parts, or disrobing or exposure of another without permission. Intimate body parts may include the breasts, genitals, buttocks, groin, mouth or any other part of the body that is touched in a sexual manner.

e. Intimate partner violence: forms

"Intimate Partner Violence includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, spousal, domestic, or other intimate

relationship with the Respondent. The Law School will not tolerate Intimate Partner Violence of any form.

Intimate Partner Violence is often referred to as dating violence, domestic violence, or relationship violence. Intimate Partner Violence can encompass a broad range of behavior including, but not limited to, physical violence, sexual violence, psychological or emotional violence, and economic abuse. It may involve one act or an ongoing pattern of behavior.

Intimate Partner Violence may take the form of threats, assault, property damage, violence or threat of violence to one's self, one's sexual or romantic partner, or to the family members or friends of the sexual or romantic partner. Intimate Partner Violence affects individuals of all sexes, sexual orientations, gender identities, and gender expressions, races and social and economic backgrounds.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. (i) The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. (ii) For the purposes of this definition— (A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (B) Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: A crime of violence committed by a current or former

spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

B. Procedure for Responding to Complaints

Appendix A outlines the procedures the Law School follows in resolving allegations that a person has been subjected to Prohibited Conduct ("Complainant") by a student who engaged in Prohibited Conduct ("Respondent") in violation of the Law School's Sexual Misconduct Policy. Complainant and Respondent will be referred to collectively as the "Parties."

1. Complaint and initial assessment

An individual who wishes to report Prohibited Conduct by a student (including, but not limited to discrimination, harassment, or retaliation) is encouraged to report directly to

the Title IX Coordinator or the Deputy Title IX Coordinator.

Jessica E. Johnson, Title IX Coordinator
(213) 738-6733 | TitleIX@swlaw.edu

Sabrina Calica, Deputy Title IX Coordinator
(213) 738-6788
TitleIX@swlaw.edu

The Title IX Coordinator will coordinate the resolution of all reports of Prohibited Conduct defined in the Sexual Misconduct Policy, including reports of discrimination, harassment, and retaliation (Title IX prohibited conduct).

a. Intake meeting

Upon receipt of a report, the Title IX Office (Coordinator or Deputy) will conduct an Intake Meeting as soon as possible after receiving a complaint. At that meeting, the Coordinator will address the following topics, as appropriate:

- Address immediate physical safety and emotional well-being needs;
- Notify the Complainant of the right to contact law enforcement and seek medical treatment (and the right to decline to do so), and the importance of preservation of evidence;
- Notify the Complainant of the right to be assisted by individuals at the Law School in contacting law enforcement;
- Notify the Complainant of confidential and non-confidential reporting options on- and off-campus;
- Provide the Complainant with information about:
- On- and off-campus resources, including counseling, health, mental health, victim advocacy, and other available services;
- The range of supportive measures and remedies, including changes to academic, living, transportation, and working situations, or other protective measures, which are available to the Complainantregardless of whether the Complainant files a formal complaint with the Law School, Campus Safety or local law enforcement;
- Provide an overview of the procedural options and process, including Informal Resolution and Formal Resolution;

- Provide information on how to file a formal Appendix A complaint;
- Assess for pattern evidence or other similar conduct if possible;
- Explain the Law School's policy prohibiting retaliation;
- Explain that if the complaint involves a Clery crime, the Coordinator will notify the Clery Coordinator of the report to assess the need to (1) enter the report into the Law School's daily crime log; and (2) issue a timely warning as defined by the Clery Act, and assure the Complainant that any such reports will not include the Complainant's personally identifying information.

Following the meeting, the Coordinator will provide the Complainant with the above-listed information in writing. As described in the Sexual Misconduct Policy, the Complainant has the right to request that the Coordinator not share the Complainant's name (or other identifiable information) with the Respondent, or that the Coordinator take no formal action in response to the report. If the Complainant makes such a request, the Coordinator will balance the request with its dual obligation to provide a safe and nondiscriminatory environment for all Law School community members, and to remain true to principles of fundamental fairness that require the Law School to provide the Respondent with notice of the allegations and an opportunity to respond before action is taken against the Respondent. The Coordinator will make this determination consistent with the following considerations, namely (1) the seriousness of the conduct; (2) the respective ages and roles of the Complainant and the Respondent; (3) whether there have been other complaints or reports of Prohibited Conduct against the Respondent; and (4) the right of the Respondent to receive notice and relevant information before disciplinary action is sought. Should the Coordinator determine that, in response to the Complainant's request, the Law School can satisfy its obligations to the Complainant, the Law School community members, and the Respondent without proceeding through the Grievance Process described herein, the Coordinator has the discretion to do so.

Absent a request for confidentiality as described above, the Coordinator will ask the Complainant questions to get a basic understanding of the reported Prohibited Conduct. The interview will include questions to understand the key facts upon which the Complainant bases the report (i.e., the who, what, where, and when) to appropriately assess how to proceed. At the conclusion of the

Intake Meeting, and if the individual wishes to move forward with a complaint, the Coordinator will make an initial threshold determination regarding whether the Complainant's report states facts that, if true, could constitute a violation of the Law School's Sexual Misconduct Policy and violations of Appendix A. The Coordinator will make this threshold determination within three (3) business days of the Coordinator's Intake Meeting with the Complainant and communicate that finding in writing to the Complainant.

If the Coordinator determines that the Complainant's report, if true, could constitute a violation of the Law School's Sexual Misconduct Policy, the Coordinator will offer the Complainant the option of proceeding through Formal or Informal Resolution.

b. Threshold determination: does the Complainant's report allege a potential violation of Southwestern's Sexual Misconduct Policy?

If the Coordinator determines that the Complainant's report does not state facts that, if true, could constitute a violation of the Law School's Sexual Misconduct Policy, the Complainant may still file a report with the Associate Dean for Student Services, the Department of Education Office for Civil Rights, the police, or seek available civil remedies through the judicial system. The Complainant also may re-file the report under the Sexual Misconduct Policy upon discovery of additional facts.

c. Informal resolution

Participation in Informal Resolution is voluntary. If an informal resolution option is preferred, the Title IX Coordinator will assess whether the complaint is suitable for informal resolution and will then determine if the Respondent is also willing to engage in informal resolution. Both parties must agree, in writing, to an informal resolution.

Even if the Parties agree to Informal Resolution, it is within the discretion of the Coordinator to determine that a report must proceed through Formal Resolution in certain cases (e.g., where a Respondent is alleged to have violated the Sexual Misconduct Policy on multiple occasions or with multiple Reporting Parties or where the reported conduct, if true, presents a threat to the safety of the Southwestern community).

The nature of Informal Resolution process is flexible, and not all complaints resolved through Informal Resolution will proceed in uniform fashion. Typically,

however, the Coordinator will ask the Complainant to prepare a written report, which sets out the factual basis for the grievance and any proposed resolution. The Complainant will be asked to provide the written report to the Coordinator within five (5) business days of conclusion of the Intake Meeting. The Coordinator will share the written report with the Respondent, and will instruct the Respondent to provide a written response to the report within five (5) business days of reviewing the Complainant's report. The Coordinator will then meet separately with both Parties to discuss potential alternative resolutions based on the Parties' statements and (if applicable) other information available. The Coordinator is not a fact- finder; rather, the Coordinator identifies possible alternative resolution(s) to the complaint. Possible alternative resolution(s) may include, but are not limited to:

- Permanent no-contact order between the students
- Academic or residential reassignment
- Written apology or explanation of the circumstances surrounding the grievance
- Educational remedies
- Community service

If the Coordinator and the Parties reach agreement, the matter is closed. If not, the Coordinator will proceed with Formal Resolution set forth in Section 2, below. Any Party (including the Coordinator) may terminate the Informal Resolution process at any time. In that event, the Title IX Coordinator will so notify the Parties in writing and will describe next steps and timeframes for the Formal Resolution.

Any resolution reached through an informal process will be confirmed in writing and provided to the Parties within five (5) business days of reaching a resolution. If either Party does not voluntarily agree in writing to pursue Informal Resolution, or if the Complainant, Respondent, or Coordinator, at any time, determines that Informal Resolution is no longer appropriate, the Title IX Coordinator will promptly inform the Complainant and Respondent in writing that the complaint will proceed through Formal Resolution.

2. Resolution of complaint

a. Formal resolution

If the Coordinator determines that the Complainant's report must proceed

through Formal Resolution, the Coordinator will notify both Parties, in writing, that the complaint will proceed through Formal Resolution. The Coordinator's written notification to the Respondent and Complainant will include:

1. Complainant's name
2. Nature of the report
    - Specific policy violation(s) alleged (e.g., sexual assault, sexual harassment, retaliation)
    - Date(s) of alleged policy violation(s)
    - Approximate time(s) of alleged policy violation(s)
    - Brief description ofallegation(s)
3. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the Formal Resolution process
4. A statement that the Parties have the right to review and inspect all directly related and relevant evidence during the Formal Resolution process, consistent with this Policy
5. Information about the privacy of the process
6. Information on the right to have an advisor of their choosing
7. The name of the investigator along with a process to identify , in advance of the interview process, to the Title IX Coordinator any conflict of interest that the investigator may have
8. An instruction to preserve any evidence that is directly related to the allegations
9. A statement regarding the Law School's policy related to false reports and making knowingly false statements during the Formal Resolution process
10. A statement explaining the Law School's prohibition against retaliation

The notice of the complaint shall be accompanied with a request for a meeting with the Coordinator within three (3) business days. If the Respondent does not respond to the meeting request or is unable to meet within three (3) business days, the Coordinator

shall provide the following additional information in writing:

- On- and off-campus resources, including counseling, health, mental health, victim advocacy, and other available services.
- The range of supportive measures, including changes to academic, living, transportation, and working situations, or other protective measures.
- An overview of the procedural options and process, including Informal Resolution and Formal Resolution.
- The Law School's policy prohibiting retaliation.

The Coordinator will select a trained internal or external investigator or a two- person investigative team, (which may include a combination of one internal and one external investigator) (the "Investigator") to conduct a reasonable, impartial, and prompt investigation of the complaint ("Investigation"). The Coordinator will select an Investigator based on several factors, including the Parties involved, the complexity of the complaint, the need to avoid any potential conflict of interest, and who may best conduct a fair and equitable investigation for all Parties involved. The Coordinator will notify the Parties, in writing, of the name of the designated Investigator at the time the Coordinator issues the notice of formal resolution. Both Parties will have three (3) business days to object to the Investigator's selection on the basis of bias or conflict of interest. If either of the Parties objects, the Coordinator will evaluate whether the objection is substantiated. The Coordinator will remove and replace any Investigator the Coordinator finds to have a bias or conflict of interest against either Party.

The Investigator will commence the investigation once the time for the Parties to object has passed (or, if an objection is made, and the Coordinator determines the objection is not substantiated, from the time the Coordinator notifies the objecting Party of the determination). The Investigator, in consultation with the Coordinator, will establish a timeline and process for conducting the Investigation. The Investigation will be conducted in stages, as described below.

b. Preliminary investigation

The Investigator will begin with a Preliminary Investigation, with a recommended timeline of sixty (60) calendar days. The purpose of a Preliminary Investigation is to identify and gather all relevant facts. Generally, the Investigator will conduct the Preliminary Investigation in the following order:

- Step One: Initial Fact-Gathering. The Investigator will interview both Parties and relevant witnesses, and gather documentary evidence provided by the Parties and any identified witnesses. The Investigator will provide a copy of their notes to each person interviewed. The interviewee will have the opportunity to correct or comment on any statements made in the notes. If the interviewee has no corrections to, or comments on, the notes, the interviewee will sign an acknowledgement that the interviewee has reviewed and agrees that the Interview notes are accurate. If the interviewee has corrections or comments to the Interview notes, the interviewee may submit a written response within three (3) business days reflecting any additions or changes which the interviewee believes are necessary to ensure the accuracy of the interviewee's statement. If no response is received from the interviewee, their Interview Summary may be included in the Summary of Evidence Report and will be presumed to be accurate. In all instances where the Investigator includes the interview notes as an exhibit to a report, the Investigator will also include any response.
- Step Two: Evidence Review. Once the Initial Fact-Gathering is complete, the Coordinator will provide any directly related evidence gathered to the Parties for review. If either party has an advisor, the advisor will also be provided with all of the directly- related evidence to review. Given the sensitive nature of the information provided, the Coordinator will provide the information in a secure manner (e.g., by providing digital copies of the materials through a protected, "read-only" web portal). Neither the Complainant nor the Respondent (or their advisors, including but not limited to family members and legal counsel) may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate or remove the information provided. Any party or advisor who fails to abide by this policy may be subject to discipline and may be excluded from further

participation in the process.

The Parties may respond to the Interview Summaries and any documentary evidence; the Parties will submit any response within ten (10) calendar days of being notified of their opportunity to review the documents. The Parties may respond in one or both of the following ways:

- The Parties may provide a written response. The Investigator will incorporate any written response provided by the Parties in the Summary of Evidence Report.

- The Parties may submit a written request for additional investigation. Such requests may include, but are not limited to, the following:

  (1) request(s) for follow-up interview(s) with existing witnesses to clarify or provide additional information, including offering questions to the investigator to pose to witnesses;

  (2) request(s) for interviews with new witnesses; or

  (3) request(s) to consider new evidence. Any request for additional investigation shall explain the reason for the request.

- Step Three: Rebuttal Fact-Gathering. The Investigator may conduct follow-up interviews with both Parties and witnesses based upon testimonial and documentary evidence gathered in Step One and the Parties' request for additional investigation, if any. The Parties and witnesses can expect that, in these follow-up interviews, the Investigator will seek responses to specific allegations or evidence (e.g., an Investigator may show one of the Parties a series of text messages between himself or herself and another witness, and ask about the content of the text messages). To the extent additional material, witnesses or evidence are identified during Step Three, the Investigator will conduct additional interviews and gather additional evidence consistent with the procedures outlined in Steps One and

Two. Steps One and Two may be repeated as necessary to ensure a complete gathering of evidence.

Any and all information for consideration by the Hearing Officer must be provided to the investigator prior to the hearing and will not be allowed during the hearing itself, unless it can be clearly demonstrated that such information was not reasonably available to the Parties at the time of the investigation, despite the exercise of due diligence.

- Step Four: Summary of Evidence Report. The Investigator will prepare a Summary of Evidence Report synthesizing the facts and evidence gathered in the course of the Preliminary Investigation. The Investigator will not state factual findings or ultimate findings as to whether the Respondent has, or has not, violated one or more of the Law School's policies in the Summary of Evidence Report. The Investigator will attach as exhibits to the Summary of Evidence Report all relevant Interview Summaries and any relevant documentary evidence gathered in the Preliminary Investigation, including any written responses to the evidence submitted by the Parties. When the Investigator determines that the Preliminary Investigation is complete, the Investigator will submit the Summary of Evidence Report to the Coordinator. The Coordinator may require the Investigator to conduct additional investigation; if so, the Investigator will conduct additional investigation consistent with the procedures outlined above.

  Once the Coordinator has agreed that the Preliminary Investigation is complete, within five (5) business days, the Coordinator will provide the Summary of Evidence Report to the Parties and to each party's advisor. Given the sensitive nature of the information provided, the Coordinator will provide the Summary of Evidence Report in a secure manner (e.g., by providing digital copies of the materials through a protected, "read-only" web portal). Neither the Complainant nor the Respondent (or their advisors, including but not limited to family members and legal counsel) may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate or remove the information provided. An advisor who fails to abide by this policy may be subject to discipline and may be excluded from further participation in the process.

The Parties will have ten (10) calendar days to review the Summary of Evidence Report and provide a response to the Coordinator. The Coordinator will provide the Parties' response, if any, to the Hearing Officer

c. Hearing

The hearing is an opportunity for the Parties to address the Hearing Officer in person, to question the other Party and witnesses, and for the Hearing Officer to obtain information following the investigation that is necessary to make a determination of whether a Sexual Misconduct Policy violation occurred. The hearing will be conducted as follows:

1. Hearing Officer. The hearing will be conducted by a Hearing Officer, who is selected by the Law School from a pool of qualified candidates. The Hearing Officer will receive annual training regarding the Law School's policies and procedures, the handling of student sexual misconduct cases, and other relevant issues.

   The Hearing Officer must be impartial and free from bias or conflict of interest. The Parties will be informed of the identity of the Hearing Officer and vice versa before the pre-hearing meeting. If the Hearing Officer has concerns that he or she cannot conduct a fair or unbiased review, the Hearing Officer must report those concerns in advance of the pre-hearing meeting to the Coordinator and a different Hearing Officer will be assigned.
   Similarly, the Parties will have three (3) business days to object to the Hearing Officer's selection on the basis of bias or conflict of interest. If either of the Parties objects, the Coordinator will evaluate whether the objection is substantiated. The Coordinator will remove and replace any Hearing Officer the Coordinator finds to have a bias or conflict of interest against either Party.

   The Hearing Officer shall conduct a live hearing, at which they shall permit indirect cross-examination of the Parties and witnesses. For purposes of this policy, the term Indirect Cross- Examination means the Hearing Officer will allow the Parties and their advisors to submit proposed questions for the Parties and witnesses, as well as follow-up questions based on testimony provided during the hearing. The Hearing Officer will ask the Parties and witnesses the proposed questions that the

Hearing Officer determines are consistent with this Policy and are probative of facts relevant to the adjudication of the matter.

The Hearing Officer is responsible for maintaining an orderly, fair, and respectful hearing and has broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding the offending person. During cross- examination, the Hearing Officer has the authority to direct any Party or advisor to refrain from asking questions that are harassing or that seek information that is not relevant under this Policy.

Parties may make requests to the Coordinator related to the format or nature of their participation in the hearing. The Coordinator will work with the Hearing Officer to accommodate reasonable requests, including the option for the hearing to occur with the Parties located in separate rooms with technology enabling the decision-maker and the Parties to simultaneously see and hear the Party answering questions.

2. Scheduling. The Coordinator will forward a copy of the Summary of Evidence Report and the Parties' responses thereto, if any, to the Hearing Officer. The Coordinator will schedule a hearing date, time, and location and notify the Parties of the same. The Hearing Officer will strive to complete a hearing within fourteen (14) business days from receipt of the Summary of Evidence Report and the Parties' responses thereto, if any.

3. Pre-Hearing Meeting. Prior to the hearing, the Coordinator will conduct a pre-hearing meeting with each Party, together with the Party's Advisor. At this pre-hearing meeting, each Party will receive an explanation of the hearing process and have the opportunity to ask any questions. If the Complainant or Respondent have elected to have advisors throughout the hearing process, the advisor is encouraged to accompany the Complainant/Respondent to this initial meeting.

4. Witnesses. The Complainant, Respondent, and the Hearing Officer all have the right to call witnesses. Witnesses must have observed the conduct in question or have information relevant to the incident and cannot be called solely to speak about an individual's character. Neither Party will be permitted to call as a witness anyone who was not interviewed by the Investigator as part of the Law School's Investigation.

If either Party wishes to call witnesses the following must be submitted no later than five (5) business days before the hearing to the Hearing Officer and Coordinator via e-mail or in hardcopy format:

- The name of any witness(es)
- A summary of why the witness' presence is relevant to making a decision about responsibility at the hearing; and

When witnesses are approved to be present, the Respondent and Complainant are provided with a list of witnesses and any relevant documents related to the witnesses' appearance at the hearing no later than three (3) business days before the hearing.

5. Case Presentation. The hearing is intended to provide a fair and ample opportunity for each side to present their account of the incident and for the Hearing Officer to determine the facts of the case and make a determination as to whether Law School policy was violated. The hearing is not intended to be a repeat of the Investigation. The Hearing Officer will be well-versed in the facts of the case based upon the Summary of Evidence Report and the Parties' responses to the Summary of Evidence Report, if any.

The Complainant and the Respondent, their advisors, and the Hearing Officer will attend the hearing. Other Law School administrators may attend at the request of or with the prior approval of the Hearing Officer, but the Parties will be notified in advance of anyone who will be in attendance. Any individual appearing as a witness will be present only while providing a statement and responding to questions.

The Hearing Officer has absolute discretion to decide upon a format for the hearing and to determine which witnesses are relevant to the outcome determination. A Hearing Officer may decline to hear from a witness where they conclude that the information is not necessary for their outcome determination.

The Hearing Officer also will afford either Party an opportunity at the end of the hearing to offer closing remarks. A decision whether to offer closing remarks is completely voluntary; however closing remarks may only be made by the Parties, and not their advisors.

Advisors may only be present during the hearing if the Party they are advising is also present. Other than cross-examining the witnesses and the other Party, advisors may not participate directly in, or interfere with, the proceedings.

6. Expectations of the Complainant, Respondent, and Witnesses at a Hearing. Students, staff, and faculty have the responsibility to participate fully and truthfully in any proceeding under this Policy. If either Party chooses not to participate inthe hearing, they will not be permitted to cross-examine the witnesses or any Party during the hearing. If either Party chooses not to participate in the hearing, the Law School may move forward with the hearing and imposition of findings and sanctions, if any, in absentia. In reaching findings in absentia, the Hearing Officer may rely on: (1) any information in the Summary of Evidence Report; (2) any documentary evidence disclosed to the Investigator; (3) any statements made during the hearing; and (4) any documentary evidence presented at the hearing.

   If the Complainant chooses not to participate in the hearing, the Law School's ability to fully investigate and respond to the complaint may be limited.

7. Record of Hearing. The hearing and any pre-hearing meetings or conferences are closed to the public. The Law School shall keep an official transcript of the hearing; any other recording is prohibited. No camera, TV, or other equipment, including cellphones, will be permitted in the hearing room, except as arranged by the Law School.

8. Standard of Evidence. The Hearing Officer will determine a Respondent's responsibility by a preponderance of the evidence. This means that the Hearing Officer will decide whether it is "more likely than not," based upon all of the evidence, that the Respondent is responsible for the alleged violation(s).

9. Notice of Hearing Outcome. Following the hearing, the Hearing Officer will consider all of the evidence and make a determination, by a preponderance of the evidence, whether the Respondent has violated the Sexual Misconduct Policy.

   If the Respondent is found responsible for a violation of the Law School's

Sexual Misconduct Policy, the Formal Resolution process concludes with Sanctions, described in Section B(3). If the Respondent is found not to have violated the Law School's Sexual Misconduct Policy, the Formal Resolution has concluded. The Hearing Officer will strive to issue the Final Report within fourteen
(14) business days of the hearing. The Report shall include:

- The allegations
- A description of all procedural steps
- Findings of fact
- Conclusion of application of facts to the policy
- The rationale for each finding
- Sanctions and, for the Complainant, appropriate remedies
- Procedure for appeal

At the conclusion of the Formal Resolution Process, either Party may appeal upon the grounds described in Section B(4) below.

3. Sanctions

If the report proceeds through Formal Resolution and the Respondent is found responsible for one or more violations of the Law School's antidiscrimination policies, the Law School will issue sanctions commensurate with the violation(s). The Coordinator will designate three trained individuals to serve on a three- person panel ("Review Panel") to determine sanctions. The Coordinator will notify the Parties, in writing, of the name of the designated Review Panelists within three (3) business days upon receipt of the Final Report. Both Parties will have three (3) business days to object to each Review Panelist on the basis of bias or conflict of interest. If either of the Parties objects, the Coordinator will evaluate whether the objection is substantiated. The Coordinator will remove and replace any Review Panelist the Coordinator finds to have a bias or conflict of interest against either Party.

The Coordinator will notify the Parties that they have the opportunity to submit statements to the Review Panel within five (5) business days of the receipt of the Final Report. The Review Panel will review the Parties' Impact Statements, and all other materials in the case, including the Final Report and attached exhibits, in assessing the appropriate sanction. The Review Panel does not have the power or ability to alter the findings (factual or ultimate) by the Hearing Officer.

The Review Panel will issue a recommendation to the Coordinator regarding sanctions within five (5) business days of receiving all materials in the case, including any Impact

Statements submitted by the Parties. The Coordinator will issue final sanctions within three (3) business days of receipt of the Review Panel Recommendation. The Coordinator will issue the sanctions recommended by the Review Panel unless (1) the Review Panel recommends sanctions that deviate from sanction guidelines (without demonstrable justification); or (2) the Review Panel recommends sanctions that the Coordinator believes will not effectively stop the alleged harassment, prevent its recurrence, or remedy its effects. The Coordinator will notify the Parties of the sanctions simultaneously in writing.

The Coordinator has the discretion to take non-disciplinary administrative action to stop harassment, prevent its recurrence, and remedy its effects. This may include action addressed toward the Respondent, the campus community, and the Complainant, as follows:

Respondent: Any student found responsible for engaging in Prohibited Conduct, who is not permanently separated from the Law School, may be required to, in addition to other sanctions, complete non-disciplinary, educational initiatives at the discretion of the Coordinator.

Campus Community: In all instances where a student is found responsible for engaging in Prohibited Conduct, the Coordinator will consider and determine whether non-disciplinary, administrative measures for the larger campus community are appropriate. Such remedial, community-based responses may include educational initiatives and trainings, climate surveys, targeted assessment of high-risk campus areas, or other appropriate measures.

Complainant: The Coordinator will continue to provide support to the Complainant as appropriate, including the ongoing provision of appropriate accommodations.

4. Appeal

Both Complainant and Respondent have a limited right to appeal from the findings set out in the Final Report as follows:

- *Complainant:* If the Hearing Officer concludes that the Respondent did not violate a policy that the Complainant believes the Respondent violated, the Complainant has five (5) business days from receiving written notice of the Final Report to submit a written appeal to the Coordinator. If the Respondent has been found responsible for one or more policy violations, but not others, the Complainant may submit a written appeal to the Coordinator within five (5) business days of notice of the sanction.

- *Respondent:* If the Hearing Officer's final decision is that the Respondent did violate one or more policies, the Respondent has five (5) business days from receiving written notice of the sanction to submit a written appeal to the Coordinator.

The Party who submits the written appeal will be the "Appellant," and the responding Party will be the "Appellee." The Appellant's written appeal must be based on one of two grounds: (1) Significant Procedural Error or (2) New Information. Each ground is explained in greater detail:

- ***Significant Procedural Error:*** A procedural error occurred that significantly impacted the outcome of the investigation or hearing as it applies to the Appellant (e.g. substantiated bias, material deviation from established procedures, etc.). A description of the error and its impact on the outcome of the case must be included in the written appeal; or
- ***New Information:*** New information has arisen that was not available or known to the Appellant during the investigation or hearing and that could significantly impact the findings. Information that was known to the Appellant during the investigation or hearing but which s/he chose not to present is not new information. A summary of this new evidence and its potential impact on the investigation findings must be included in the written appeal.

Appellee will have five (5) business days to submit a response. At the conclusion of these time periods, the Coordinator will refer the written appeal, including the Final Report, exhibits attached to the Final Report, and Impact Statements (the "Appeal Record"), to an Appeals Board.

The Coordinator will notify both Parties of the members of the Appeals Board within five (5) business days of receipt of the written appeal. Both Parties will have five (5) business days to object to members of the Appeals Board on the basis of bias or conflict of interest. The Coordinator will consider any objection on the grounds of bias or conflict of interest. If the Coordinator determines that a member of the Appeals Board may have bias or conflict of interest, the Coordinator will remove the individual and designate a new member.

The role of the Appeals Board is limited. Appeals are not intended to be a full rehearing of the complaint. Appeals are confined to a review of the Appeal Record for the grounds stated above. The findings contained in the Hearing Officer's Final Report are presumed to have been decided reasonably and appropriately. The Appellant

carries the burden of proof to demonstrate that either the alleged error, or the proposed new evidence, would significantly and materially impact the outcome of the proceeding.

The Appeals Board will determine whether any grounds for the appeal are substantiated. If the Appeals Board determines that the Request for Appeal does not meet the standards for an Appeal under this Grievance Process, the Appeal Boards will notify both Parties of that outcome within ten (10) business days of receipt of both the Appellant's appeal, and the Appellee's response. If the Appeal Board determines that the Request for Appeal does meet the standards for an Appeal under this Grievance Process, the Appeals Board will take appropriate action as indicated below.

- **Procedural Error:** If it is determined that a procedural error occurred that was substantially prejudicial to the outcome of the investigation or hearing, the Appeals Board may return the complaint to the Investigator or Hearing Officer with instructions to correct the error, and to reconsider the findings as appropriate. In rare cases, where the procedural error cannot be corrected bythe original Investigator or Hearing Officer (as in cases of bias), the Appeals Board may order a new investigation with a new Investigator or a new hearing with a new Hearing Officer.
- **New Information:** If the Appeals Board determines that new information should be considered, the complaint will be returned to the Hearing Officer to reconsider the complaint in light of the new information only, and to reconsider the original findings as appropriate. The Hearing Officer will prepare an Addendum to the Final Report.

Appellant and Appellee will generally be notified in writing of the outcome of the appeal within ten (10) business days of receipt of Appellee's response statement. The Appeals Board's decision is final and is not subject to appeal.

C. Additional Provisions

1. Students: Advisor of Choice

All persons who are a Complainant or a Respondent to this grievance process are permitted to bring an Advisor of their own choosing, including a family member or an attorney, to provide support. The Advisor may accompany the student Party to any and all portions of the grievance process. Other than cross-examining the witnesses and the other Party at the hearing, the Advisor may not participate directly in, or interfere with, the proceedings. Although reasonable attempts will be made to schedule proceedings

consistent with Advisors' availability, the process will not be delayed to schedule the proceedings at the convenience of the Advisor. The Coordinator has the discretion to remove the Advisor from the proceedings if the Advisor interferes with the proceedings.

2. Training

The Law School provides training to all individuals within the community who are involved in responding to, investigating, or resolving reports of Prohibited Conduct. If the Law School retains an individual outside the community to respond to, investigate, or resolve reports of Prohibited Conduct, the Law School requires the retained individual has received adequate training consistent with the Law School's standards. All advisors, including those that are not members of the Law School community, shall be offered training on the Law School's policy.

APPENDIX B RESOLUTION OF TITLE IX GRIEVANCE

Under the Department of Education's Title IX Regulations, published May 19, 2020, the following procedures will apply **only** to a narrow category of cases. Those cases meeting the definitions and jurisdictional elements below will follow this policy. Those cases that do not fit within these new guidelines will be handled through Law School's Sexual Discrimination, Sexual Misconduct, Relationship Violence, and Stalking Policy & Procedures for Resolving Complainants Against Students, Appendix A; this is not to suggest that any case is more or less important, but instead a reflection of federal regulations that apply only to a specifically-identified set of cases.

These procedures will apply in all cases where a Formal Complaint of prohibited conduct under these procedures was made between August 14, 2020 and July 31, 2024. These procedures will also apply in all cases where a Formal Complaint of prohibited conduct under these procedures is made on or after January 10, 2025. These procedures will also apply in all cases where a Formal Complaint of prohibited conduct under these procedures was made between August 1, 2024 and January 9, 2025, and that remained unresolved as of January 10, 2025.

Where the date of the alleged prohibited conduct precedes the effective date of these procedures, the definitions of prohibited conduct in existence at the time of the alleged conduct will be used. These procedures, however, will be used to investigate and resolve all Formal Complaints made on or after the effective date of these procedures, regardless of when the conduct occurred.

If you are unclear about any of the provisions below and would like to get more information, you may speak on a non-confidential basis with the Title IX Coordinator.

A. Scope

These procedures apply only to the following cases:

1. Nature of Complaint:

- A complaint of Dating Violence, Domestic Violence, Stalking, or Sexual Assault as defined below;
- A complaint of sexual harassment in which the harassment was so severe and pervasive and objectively offensive that it denied the complainant equal access to an educational program or activity;
- A complaint of quid pro quo sexual harassment by an employee respondent.

If yes to one of the above, continue. If no, please see Southwestern Law School Sexual Misconduct Policy, Appendix A.

2. Location:

- The incident(s) occurred on the Law School's campus, within the United States or
- The incident(s) occurred in a building owned or controlled by a student organization that is officially recognized by the Law School or
- The incident(s) were part of one of the Law School's programs or activities, such as part of a field trip or academic competition, and within the United States.

If yes to one of the above, continue. If no, please see Southwestern Law School Sexual Misconduct Policy, Appendix A.

3. The institution has control over the Respondent, meaning the Respondent is a student (whether applicant, admitted, or currently enrolled) or employee (applicant, hired but not yet working, or employed), or another individual over whom the Law School exercises substantial control.

If yes to one of the above, continue. If no, please see Southwestern Law School Sexual Misconduct Policy, Appendix A.

4. Complainant is a student (whether applicant, admitted, or currently enrolled) or employee (applicant, hired but not yet working, or employed).

If yes to one of the above, continue. If no, please see Southwestern Law School Sexual Misconduct Policy, Appendix A.

B. Covered Conduct: Definitions

1. **Sexual harassment**: conduct committed by any person upon any other person, regardless of the sex, sexual orientation, or gender identity of those involved which is one of the following:

a. ***Quid pro quo***: When a Law School employee conditions the provision of a benefit or service of the Law School on an individual's participation in unwelcome sexual conduct; or

b. ***Sexual harassment***: Unwelcome conduct determined by a reasonable person to be so severe, and pervasive, and objectively offensive, that it effectively denies a person equal access to an educational program or activity of the Law School.

2. **Sexual assault**: includes both forcible and non-forcible sexual offenses:

- Sexual offenses, Forcible: Any sexual act directed against another person

without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent.

A. Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.

B. Oral or anal sexual intercourse with another person, forcibly, or against that person's will (non-consensual), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

C. The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, or against that person's will (non-consensually) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

D. The touching of the private body parts of another person (buttocks, groin, breasts), for the purpose of sexual gratification, forcibly, or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

- Sex Offenses, Non-forcible, includes any of the following:

  A. Incest: Non-forcible sexual intercourse between persons who are related to each other, within the degrees wherein marriage is prohibited by California Law.

  B. Statutory Rape: Non-forcible sexual intercourse, with a person who is under the statutory age of consent of 18 years of age.

3. **Dating violence**: Violence, on the basis of sex, committed by a person, who is in or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Dating violence does not include acts covered under the definition of domestic violence.

4. **Domestic violence**: Violence, on the basis of sex, committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, or by a person who is cohabitating with, or has cohabitated with the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of California, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of California or the state in which the conduct occurred.

5. **Sex-based stalking**: Engaging in a course of conduct on the basis of sex directed at a specific person, that would cause a reasonable person to fear for the person's safety, or the safety of others or suffer substantial emotional distress.

   - For the purposes of this definition, "course of conduct" means two or more acts, including, but not limited to acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
   - Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
   - Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

C. Consolidation of Cases

When allegations fall under both Appendix A and this Appendix, the Title IX Coordinator shall have discretion to determine whether or not to consolidate the matters into one adjudication process. In the event that both are combined into one investigation, the Title IX Coordinator shall have the discretion to determine whether to conduct two separate hearings, or combine both into one hearing. When allegations falling within both Appendix A and this Appendix have been combined, the evidentiary rules of each Appendix shall attach to the relevant allegations.

D. Mandatory Dismissal

At any time prior to the commencement of a hearing, any case proceeding under this policy will be dismissed if it is determined that the conduct at issue does not meet the jurisdictional requirements of

this policy. If the alleged conduct would, if true, support a finding that another Law School policy has been violated, the Law School may, in its sole authority, transfer the case for further handling under the appropriate policy, or to Appendix A of the Sexual Misconduct Policy. Upon dismissal, both parties shall be notified in writing. The decision to dismiss is subject to appeal, in keeping with the grounds for appeal as set forth in Appendix A. Both parties will be notified of any determination made upon appeal.

E. Transfer of Cases, Sharing of Information

For any case brought under this policy, should the case be dismissed and then transferred for handling to another office, or for handling under Appendix A, the Law School shall have the right to transfer all communications and information gathered to any other Law School administrator who will be reviewing or handling the matter under Appendix A, or under any other Law School policy.

F. Standard of Evidence

The decision regarding a Respondent's responsibility will be determined by a preponderance of the evidence. This means that the Decision Maker will decide whether it is "more likely than not," based upon all of the evidence, that the Respondent is responsible for the alleged violation(s).

G. Prohibition On False Evidence Provided During Title IX Process

The Law School takes the accuracy of information very seriously, as a report of Prohibited Conduct may have severe consequences. **A good-faith complaint that results in a finding of not responsible is not considered a false or fabricated report of Prohibited Conduct.** However, when a Complainant or third party witness is found to have fabricated allegations or given false information with malicious intent or in bad faith, the Complainant may be subject to disciplinary action. It is a violation of the Code of Student Conduct to make an intentionally false report of any Policy violation, and it may also violate state criminal statutes and civil defamation laws.

H. No Conflict of Interest or Bias

Any individual carrying out this policy shall be free from any actual conflict of interest or bias that would impact the handling of this matter. Should the Title IX Coordinator have a conflict of interest, the Title IX Coordinator is to immediately notify the Deputy Title IX Coordinator who will take the role of Acting Title IX Coordinator for purposes of carrying out the handling and finalization of the matter at issue. Should any investigator have a conflict of interest, the investigator is to notify the Title IX Coordinator upon discovery of the conflict.

Each party may object to the Title IX Coordinator or designated investigator, hearing officer, or appeals officer, on the grounds of an actual bias or conflict of interest. Both Parties will have three (3) business days from the date on which they are provided with the name to object to the selection of the Title IX Coordinator, investigator, hearing officer, or appeals officer on the basis of bias or conflict of interest. If

either of the Parties objects, the Title IX Coordinator will evaluate whether the objection is substantiated. The Title IX Coordinator will remove and replace any Investigator, Hearing Officer, or Appeals Officer the Title IX Coordinator finds to have an actual bias or conflict of interest against either Party.

If either of the parties objects to the designated Title IX Coordinator due to an actual conflict of interest or bias on the part of the Title IX Coordinator, the Party should notify (name), who will determine whether an actual conflict exists. The party raising the objection will be notified in writing of the findings within two (2) business days. If it is determined that an actual bias or conflict of interest exists, the Title IX Coordinator will be removed and replaced.

I. Presumption of Non-Responsibility

The decision to proceed with an investigation is not a determination that the Respondent has engaged in the conduct as alleged. Any Respondent is presumed not responsible for the conduct that is the subject of the investigation, unless and until a decision of responsibility has been made upon the completion of the adjudication process.

J. Advisor

All persons who are a Complainant or a Respondent are permitted to bring an Advisor of their own choosing to any meeting or interview to provide support. The Advisor may be any person, including a family member or an attorney. The Advisor may accompany the student Party to any and all portions of the grievance process. Other than asking questions of the other Party, or of witnesses, at the hearing, the Advisor may not participate directly in, or interfere with, the proceedings. Although reasonable attempts will be made to schedule proceedings consistent with an Advisor's availability, the process will not be delayed to schedule the proceedings at the convenience of the Advisor. The Title IX Coordinator has the discretion to remove the Advisor from the proceedings if the Advisor interferes with the proceedings. For any Complainant or Respondent who does not have an Advisor at the hearing, one shall be provided, at no charge, for purposes of cross-examination of the other Party or witnesses.

During a Title IX Hearing, the Advisor's role is to ask questions of the other Party, or of witnesses (cross examination). Other than performing this function, the Advisor is not to otherwise address the Hearing Officer, make legal arguments, address the Party whom they do not represent, or any witness. The Law School will provide a trained Advisor of its choosing to any Complainant or Respondent who does not have an Advisor at the hearing.

K. Requests for Delays, and Extensions of Time

The Title IX Coordinator may extend any deadlines within this policy, for good cause shown and documented. Complainant and Respondent will be notified in writing of any extension, the reasons for it, and projected new timelines.

L. Reporting

1. Reporting a Title IX complaint:

A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed on the Title IX website, or as described in this Policy. "Document filed by a Complainant" means a document or electronic submission (such as by electronic mail), or otherwise indicates that the Complainant is the person filing the formal complaint. If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to confirm a Complainant's intent to file a formal complaint.

You may also notify the Title IX Coordinator if you believe you, or someone else, may have experienced conduct that would be a violation of this Policy. The Title IX Coordinator will then reach out to the Complainant and schedule an intake interview.

2. Formal complaint

A Formal Complaint is a document filed by a Complainant or signed by the Title IX Coordinator against a Respondent alleging conduct which would constitute a violation of this Appendix B and requesting that the Law School investigate the allegation(s). At the time of filing a formal complaint, a Complainant must be participating in, or attempting to participate in, an education program or activity of the Law School. Upon receipt of a Formal Complaint, the Title IX Coordinator will assign an investigator, and give notice to the parties, including the Respondent, of the Formal Complaint Process. If you are not certain whether you wish to proceed with a Formal Complaint process, you may speak with the Title IX Coordinator at any time prior to filing the Formal Complaint.

M. Response To Allegations That Sexual Harrassment Or Gender-Based Misconduct As Set Forth In This Appendix B May Have Been Violated

1. Intake interview

Upon receipt of information suggesting a potential violation of this Appendix B, or the Southwestern Law School Sexual Misconduct Policy, the Title IX Coordinator or designee will conduct an Intake Interview as set forth in the Southwestern Law School Sexual Misconduct Policy, Appendix A. During the intake interview, the Title IX Coordinator will also offer supportive measures, explain that supportive measures are available whether or not a formal complaint is filed, and explain the process for filing a formal complaint.

2. Supportive measures

Upon notice of conduct alleged to violate the policy set forth in this Appendix B, supportive services will be offered to the Complainant and the Respondent by the Law School as appropriate and reasonably available. Such measures are designed to restore or preserve equal access to the Law School's

education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Law School's educational environment, or deter sexual harassment, discrimination, and retaliation.

At the time that supportive measures are offered, the Title IX Coordinator will inform the Complainant, in writing, that the Complainant may file a Formal Complaint as defined in this Appendix B with the Law School either at that time or in the future, if Complainant has not done so already. The Title IX Coordinator will strive to take into account a party's wishes with respect to supportive measures and will ensure that the party's privacy is maintained as much as possible without impairing the Law School's ability to provide the supportive measures. The Law School will act to ensure as minimal an academic impact on the parties as possible.

Please also see Southwestern Sexual Misconduct Policy Appendix A.

3. Emergency removal provisions

Where the reported conduct poses a substantial and immediate threat of harm to the safety or well-being of an individual, members of the campus community, or the performance of normal Law School functions, the Law School may place a student or student organization on interim suspension or impose leave for an employee. Pending resolution of the report, the individual or organization may be denied access to campus, campus facilities, and all other Law School activities or privileges for which the student might otherwise be eligible, as the Law School determines appropriate. When interim suspension or leave is imposed, the Law School will make reasonable efforts to complete the investigation and resolution within an expedited time frame.

A Respondent who has been put on interim suspension or leave has the right to a meeting within three (3) days to appeal the interim suspension. A student Respondent will meet with the Associate Dean for Student Services (or designee); a staff Respondent will meet with the Chief Operating Officer (or designee); and a faculty Respondent will meet with the Vice Dean (or designee). The appeal will be reviewed to determine whether the decision to interim suspend or place on leave was arbitrary or capricious. A decision is arbitrary and capricious where there is no rational connection between the facts presented and the decision made.

N. Resolution Methods

1. Informal resolution

When the Complainant requests an Informal Resolution in writing, the Title IX Coordinator will provide the Complainant and Respondent written notice that includes:

- The specific allegation and the specific conduct that is alleged to have occurred;

- The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
- Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- A statement indicating that the decision to accept a complaint does not presume that the conduct at issue has occurred, and that the Respondent is presumed not responsible, unless and until, at the conclusion of the formal investigation and adjudication processes, there is a determination of responsibility.
- An explanation that each party may be accompanied by an Advisor (add any others who may accompany, such as support person) of their choice, who may be a parent, friend, or attorney.
- The date and time of the initial meeting with the Title IX Coordinator, with a minimum of (how many days) notice.
- Information regarding Supportive Measures, which are available equally to the Respondent and to the Complainant.

If either party does not voluntarily agree in writing to pursue an Informal Resolution, or if the Complainant, Respondent, or Title IX Coordinator, at any time, determines that Informal Resolution is no longer appropriate, the Title IX Coordinator will promptly inform the Complainant and Respondent in writing that the complaint will proceed through Formal Resolution.

Records of any Informal Resolution will be maintained and can be shared with other offices as appropriate.

Allegations of quid pro quo harassment of a student by an employee shall not be handled through the Informal Resolution process, and instead only through the formal complaint process.

The Informal Resolution process shall be carried out in the same manner as Informal Resolution in Southwestern Law School Sexual Misconduct Policy Appendix A.

2. Investigation process

The Investigation process shall be carried out in the same manner as set forth in the Preliminary Investigation, Sexual Misconduct Policy, Appendix A.

3. Notice to respondent

Upon the filing of a Formal Complaint under this Appendix B, written notice shall be provided to the Respondent and to the Complainant. Such notice shall include the following information:

- The specific allegation and the specific conduct that is alleged to have

occurred.

- The identity of the Complainant.
- The date and location (if known) of the conduct that is alleged to have occurred.
- A copy of this policy, which contains the process that will be followed, including an explanation that each party as well as their Advisors (if they have one) shall have the right to inspect and review all evidence directly related to the allegation(s) prior to the completion of the investigation.
- A statement indicating that the decision to accept a complaint does not presume that the conduct at issue has occurred, and that the Respondent is presumed not responsible, unless and until, at the conclusion of the process below, there is a determination of responsibility.
- An explanation that each party may be accompanied by an Advisor of their choice, who may be a parent, friend, attorney, or union representative.
- The date and time of the initial meeting with the Title IX Coordinator, with a minimum of notice.
- The Law School alcohol and drug amnesty policy.
- The name and contact information for the assigned investigator.
- Information regarding Supportive Measures, which are available equally to the Respondent and to the Complainant.
- Information regarding prohibition of providing false information.

Note: Should additional allegations be added at a later time, the Respondent will again be provided with a full written notice.

4. Exclusion of questions regarding Complainant's past sexual behavior, or predisposition

During any investigation, or subsequent hearing, questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant and will not be asked, unless such questions and evidence about the Complainant's prior sexual behavior are offered for one of two reasons: (a) to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or (b) if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

5. Conclusion of investigation, notice of hearing

The hearing is an opportunity for the Parties to address the Hearing Officer in person, to question the other Party and witnesses, and for the Hearing Officer to consider information following the investigation that is necessary to make a determination of whether a Title IX violation occurred. The

hearing will be conducted as follows:

Hearing Officer. The hearing will be conducted by a Hearing Officer, who is selected by the Law School from a pool of qualified candidates. The Hearing Officer will receive annual training regarding the Law School's policies and procedures, the handling of student sexual misconduct cases, and other relevant issues.

The Hearing Officer must be impartial and free from bias or conflict of interest. The Parties will be informed of the identity of the Hearing Officer and vice versa before the pre-hearing meeting. If the Hearing Officer has concerns that he or she cannot conduct a fair or unbiased review, the Hearing Officer must report those concerns in advance of the pre-hearing meeting to the Title IX Coordinator and a different Hearing Officer will be assigned. Similarly, the Parties will have three (3) business days to object to the Hearing Officer's selection on the basis of bias or conflict of interest. If either of the Parties objects, the Title IX Coordinator will evaluate whether the objection is substantiated. The Coordinator will remove and replace any Hearing Officer the Coordinator finds to have a bias or conflict of interest against either Party.

The Hearing Officer is responsible for maintaining an orderly, fair, and respectful hearing and has broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding the offending person. During cross-examination, the Hearing Officer has the authority to direct any Party or Advisor to refrain from asking questions that are unduly harassing or that seek information that is not relevant under this Policy.

Parties may make requests to the Coordinator related to the format or nature of their participation in the hearing. The Coordinator will work with the Hearing Officer to accommodate reasonable requests, including the option for the hearing to occur with the Parties located in separate rooms with technology enabling the decision-maker and the Parties to simultaneously see and hear the Party answering questions.

Hearings may be in person or via videoconferencing. If by videoconference, parties will receive written procedures for the videoconference within ten (10) days of the hearing. Prior to the hearing, the Hearing Officer shall have received instruction regarding the operation of any audio-visual equipment for the hearing.

Scheduling. The Coordinator will forward a copy of the Summary of Evidence Report and the Parties' responses thereto, if any, to the Hearing Officer. The Coordinator will schedule a hearing date, time, and location and notify the Parties of the same. The Hearing Officer will strive to complete a hearing within fourteen (14) business days from receipt of the Summary of Evidence Report and the Parties' responses thereto, if any.

Pre-Hearing Meeting. Prior to the hearing, the Coordinator will conduct a pre-hearing meeting with

each Party, together with the Party's Advisor. At this pre-hearing meeting, each Party will receive an explanation of the hearing process and have the opportunity to ask any questions. If either Party does not have an Advisor, the Law School shall appoint an Advisor of its own choosing.

Witnesses. The Complainant, Respondent, and the Hearing Officer all have the right to call witnesses. Witnesses must have observed the conduct in question or have information relevant to the incident and cannot be called solely to speak about an individual's character. Neither Party will be permitted to call as a witness anyone who was not interviewed by the Investigator as part of the Law School's Investigation.

If either Party wishes to call witnesses the following must be submitted no later than five (5) business days before the hearing to the Hearing Officer and Coordinator via e-mail or in hardcopy format:

- The name of any witness(es), and,
- A summary of why the witness' presence is relevant to making a decision about responsibility at the hearing

No party or witness shall be compelled to attend the hearing.

Three (3) days prior to the hearing, each party shall submit in writing to the Hearing Officer a preliminary list of questions they wish to pose to the other party, or to a witness. If the Hearing Officer determines that any are not relevant, the Hearing Officer shall explain the reason for the exclusion of the question at the hearing.

The Hearing Officer shall have the authority to limit the time allotted to any phase of the hearing, and to limit the time allotted to the full hearing. Any such limitation shall be communicated to the parties no later than three (3) days before the hearing.

The hearing shall start with an overview of the hearing process from the Hearing Officer. The Hearing Officer will then pose questions to the Complainant. When the Hearing Officer has concluded, the Respondent's Advisor will then pose questions to the Complainant. If the Hearing Officer has any additional questions, those will be posed by the Hearing Officer. If the Respondent's Advisor has any follow-up questions for the Complainant, the Advisor will ask those questions. The same process will then be followed for questions posed to the Respondent, followed by questions from the Complainant's Advisor to the Respondent. This process will then be followed for any witnesses who are to be interviewed.

The Hearing Officer may refuse to allow those questions that seek information that is not relevant under this Policy. The Hearing Officer is not required to provide a lengthy or complicated explanation, but is required only to explain the reason why a question is not relevant.

If either Party does not appear, their Advisor will be present for the purpose of asking questions of the other party, or of witnesses. If neither the Party nor their Advisor appears, the Law School shall appoint an Advisor for purposes of cross-examining the other party, and witnesses, at the hearing.

The Complainant and the Respondent, their Advisors, and the Hearing Officer will attend the hearing. Other Law School administrators may attend at the request of or with the prior approval of the Hearing Officer, but the Parties will be notified in advance of anyone who will be in attendance. Any individual appearing as a witness will be present only while providing a statement and responding to questions.

The Hearing Officer has absolute discretion to decide upon a format for the hearing and to determine which witnesses are relevant to the outcome determination. A Hearing Officer may decline to hear from a witness where they conclude that the information is not relevant.

The Hearing Officer also will afford both Parties an opportunity at the end of the hearing to offer closing remarks. A decision whether to offer closing remarks is completely voluntary; however closing remarks may only be made by the Parties, and not their Advisors.

Advisors may be present during the hearing whether or not the Party being advised is also present. Other than cross-examining the witnesses and the other Party, Advisors may not participate directly in, or interfere with, the proceedings.

To the extent credibility determination needs to be made, the determination shall not be based on a person's status as complainant, respondent, or witness.

Consideration of Statements by Any Party or Witness Who is Not Cross- Examined by a Party's Advisor: The Hearing Officer shall not consider any evidence if the Party or Witness who made the statement is not present at the hearing, and willing to answer all questions posed by a Party's Advisor. This does not mean that the statement will be excluded if no questions are asked of them; rather, a refusal to answer some or all of the questions posed by a party's Advisor shall result in the exclusion of all statements made by that Party or Witness. This shall include SANE reports, police reports, text messages to which not all participants in the text exchange agree to cross-examination, and any statements made by any party or witness during the investigation. Whether or not the same evidence would otherwise be subject to consideration in a court of law shall not impact the requirement that the Hearing Officer exclude the statements of anyone not present and willing to be cross-examined by a party's Advisor.

Record of Hearing. The hearing and any pre-hearing meetings or conferences are closed to the public. Each hearing shall be audio recorded. No other individual is permitted to record while the hearing is taking place. The recording is the property of Law School but shall be available for listening by contacting the Title IX Office.

Standard of Evidence. The Hearing Officer will determine a Respondent's responsibility by a

preponderance of the evidence. This means that the Hearing Officer will decide whether it is "more likely than not," based upon all of the evidence, that the Respondent is responsible for the alleged violation(s).

Notice of Hearing Outcome. Following the hearing, the Hearing Officer will consider all of the evidence and make a determination, by a preponderance of the evidence, whether the Respondent has violated this Appendix B.

If the Respondent is found responsible for a violation of the conduct as set forth in this Appendix B, the Formal Resolution process concludes with Sanctions, described in Section B(3) of Appendix A of the Law School's Sexual Misconduct Policy. If the Respondent is found not to have violated the Law School's Sexual Misconduct Policy, the Formal Resolution has concluded.

The Title IX Coordinator will also determine whether any remedies designed to restore or preserve equal access to the Law School's education program or activity will be provided to the Complainant. If such remedies will be put in place, the Coordinator shall note to the Respondent only that remedies were provided. The Complainant shall be informed of the specific remedies that will be provided.

The Hearing Officer will strive to issue the Final Report within fourteen (14) business days of the hearing. The Report shall include:

- The allegations
- A description of all procedural steps
- Findings of fact for each allegation
- Conclusion of application of facts to the policy for each allegation
- The rationale for each finding
- Sanctions and, for the Complainant, appropriate remedies
- Procedure for appeal

6. Appeals

At the conclusion of the Formal Resolution Process, either Party may appeal upon the grounds described in Section B(4) of Appendix A of the Law School's Sexual Misconduct Policy. Please see the reference to the section on Appeals in Appendix A of the Southwestern Law School Sexual Misconduct Policy.

7. Consolidation of Cases

In the event that the allegations under this policy involve allegations of a violation of a separate policy, whether Code of Student Professionalism and Conduct, Faculty Handbook, or Employee Handbook, the School shall have the right, within its sole discretion, to consolidate those other allegations within one investigation and hearing. Allegations of a violation of a separate policy are not required to be handled

using the procedural requirements set forth in this policy.

N. Training for Investigators, Hearing Officers, Hearing Panel, Appeals Officers, Title IX Coordinator

The Title IX Coordinator, Sanctioning Official, and Appeals Officer must have had the following training prior to commencing any role in any case under this policy:

- the definition of sexual harassment under § 34 C.F.R. § 106.30(a);
- the scope of the Law School's education program or activity as defined by the same regulations;
- how to conduct investigations (not required for hearings or appeals officers), hearings, appeals, and informal resolution processes; and,
- how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Hearing Officers and hearing panel members must have training on the following:

- the definition of sexual harassment under § 34 C.F.R. § 106.30(a) the scope of the Law School's education program or activity as defined by the same regulations;
- how to conduct investigations (not required for hearings or appeals officers), hearings, appeals, and informal resolution processes;
- how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and,
- issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant per the regulations.

Any individual who will be coordinating any hearing under this process must also have training on how to use any technology that will be used at a live hearing, such as recording equipment, or platforms designed to permit virtual attendance at a live hearing.

Investigators shall receive the following training:

- the regulations' definition of sexual harassment under § 34 C.F.R. § 106.30(a);
- the scope of the Law School's "education program or activity" as defined by the regulations;
- how to conduct investigations, hearings, appeals, and informal resolution processes;
- how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
- issues of relevance; and,

- how to create an investigative report that fairly summarizes relevant evidence.

O. Record Retention

- All records relating to any procedure or training carried out under this process shall be maintained for 7 years. These records shall include:
- Records of any sexual harassment investigation, including any responsibility determination, and any required recording or transcript, as well as any sanctions imposed on the respondent, and any remedies provided to the complainant;
- Records of any action taken in response to a report or formal complaint of sexual harassment, as
- well as document the bases for its conclusions and that it has taken measures designed to
- preserve access to the Law School's educational program or activity
- Any appeal and its result;
- Any informal resolution and its results;
- All materials used to train investigators, adjudicators, and Title IX coordinators with regard to sexual harassment.

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Policy to Prevent Discrimination, Harassment, and Retaliation

Board of Trustees policy approved September 29, 2021. Effective November 15, 2021.

Revision history: Reviewed and reformatted July 11, 2022; technical revisions made in May 2023; revised in May 2025; revised June 2025.

Related policies: Sexual Misconduct Policy; Student Honor Code; Free Expression Policy; Academic Freedom Policy; Code of Student Professionalism and Conduct; Policy on Minors

Scheduled Review Date: June 2026 (Office of the President and Dean and Associate Dean for Student Services).

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A. Policy to Prevent Discrimination, Harassment, and Retaliation Overview

1. Policy statement

Southwestern Law School prohibits discrimination and harassment based on any protected characteristic, including an individual's race (including hairstyle and hair texture), ethnicity, color, religion, creed, ancestry, national origin, sex, gender, gender identity or expression, reproductive health decision-making, pregnancy (including pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth, or breastfeeding), sex stereotyping (including assumptions about a person's appearance or behavior, gender roles, gender expression, or gender identity), sexual orientation, parental status, marital status, age, disability (mental or physical), medical condition, citizenship status, military status or service, veteran status, genetic information, or any other classification protected by federal or California law, or any combination of any status protected by law in matters of admissions, employment, housing, or services, or in the educational programs (including retention of students) or activities the Law School operates. Such conduct violates the Law School's values and disrupts the living, learning, and working environment for students, faculty, staff, and other community members. The Law School will interpret and enforce this policy consistently with the requirements of the First Amendment and applicable federal law, including Titles VI, VII, and IX.

2. Purpose

The Law School is committed to fostering an environment in which students, admitted students, and employees are safe, secure, and free from prohibited discrimination, harassment, and retaliation. When learning of conduct or behavior that may not meet these standards, community members and the Law School are expected to take an active role in upholding this policy and promoting the dignity of all individuals by reporting the conduct to the Student Services Office (student conduct) or Human Resources (employee or other individuals' conduct).

3. Scope of prohibited conduct

This policy prohibits discrimination, harassment, and retaliation based on protected characteristics as defined under applicable federal, California, and local laws. While the Law School encourages respectful and professional conduct, this

policy is not intended to govern all interpersonal conflict or uncivil behavior. Conduct that is merely rude, uncourteous, or offensive—without more—does not necessarily constitute a policy violation.

To fall within the scope of this policy, conduct must be sufficiently severe, persistent, or pervasive that it interferes with an individual's access to education or work or otherwise creates a hostile or discriminatory environment based on a protected characteristic. Applicable laws do not prohibit general incivility or disagreements that are not tied to protected characteristics. Accordingly, this policy is not a general civility code.

Reports concerning conduct that does not fall within the scope of this policy may be addressed through other institutional policies or procedures, as appropriate.

4. Jurisdiction

All students, employees (whether full-time or part-time), and trustees must refrain from conduct prohibited by this policy. These definitions of prohibited conduct also apply to admitted students who have not yet matriculated, alums, business associates or guests, independent contractors or consultants, vendors, volunteers, individuals providing services pursuant to a contract, and any other persons with whom students or employees come into contact while conducting Law School business or participating in Law School programs and activities.

The procedures in **Appendices A** and **B** outline the process the Law School follows when it receives a report alleging a violation of this policy by a current faculty member (as defined by the Faculty Manual), a non-probationary current staff member, a trustee, or a student. Others (e.g., alums, guests, independent contractors, volunteers, etc.) who are accused of discrimination, harassment, or retaliation are not entitled to the resolution processes set forth in this policy. The

Law School will exercise its discretion to review complaints involving these individuals.

Depending on the status of the parties, the Student Services Office (SSO) or the Human Resources Office (HR) oversees the Law School's response to reports of violations of this policy. The Civil Rights Investigator is the designated official in the SSO responsible for investigating complaints involving students (as the reporting or responding party) under this policy, and the Deputy Title IX Coordinator is the designated official responsible for complaints involving an employee reporting party and an employee responding party. All references to the SSO, Civil Rights Investigator, HR, or the Deputy Title IX Coordinator in this policy include their designee (e.g., administrators of a different Law School office, another investigator, or an outside investigator, etc.). The Law School may investigate any reported violation of this policy that occurs in the context of a Law School program or activity or that otherwise affects the Law School's working or learning environment, regardless of whether the reported conduct occurred or or off campus or in a virtual space. For every report submitted, the Law School will review the circumstances of the reported conduct to determine whether this policy or any other institutional policy, such as the Sexual Misconduct Policy, applies and was violated.

If the Law School has jurisdiction over the parties involved (students, admitted students, and employees), it will take steps within its control to eliminate, prevent, and address the conduct that violates this policy or any other institutional policy. If the responding party is not a member of the Law School community or is no longer affiliated with the Law School as a student or employee at the time of the report or when the resolution process is initiated (including when the responding party has graduated or left the Law School), the Law School's ability to take disciplinary action may be limited.

5. Freedom of expression

Nothing in this policy should be interpreted to restrict constitutionally protected speech, including speech that may be controversial or offensive, so long as it does not meet the legal threshold for harassment, threats, or other unprotected categories of expression (e.g., defamation, etc.) (see the Law School's Free Expression Policy for more information).

6. Support and resources

Individuals impacted by discrimination, harassment, or retaliation may contact the SSO (students and admitted students) or HR (employees) for support, resources, and information, even if they choose not to pursue the resolution process described in this policy.

7. Sexual misconduct

Conduct prohibited by this policy includes sexual misconduct (including sexual assault, non-consensual sexual contact, intimate partner violence, sexual exploitation, and stalking) that is not otherwise covered by the Sexual Misconduct Policy. Individuals impacted by sexual misconduct may contact the Law School's Title IX Coordinator or Deputy Title IX Coordinator to receive support, resources, and information, even if they do not wish to move forward with a resolution process. Please see the Sexual Misconduct Policy or contact the following individuals for additional information.

Title IX Coordinator, Sabrina Calica
Location: 675 Westmoreland Blvd., Suite 102, Los Angeles, California 90010 Phone: (213) 738-6738
Email: titleix@swlaw.edu

Deputy Title IX Coordinator, Max Holt
Location: 675 S. Westmoreland Blvd., Suite 100, Los Angeles, California 90010 Phone: (213) 738-6628
Email: titleix@swlaw.edu

B. Implementation

1. Definition of participants

A "reporting party" is a person who has been impacted by an alleged policy violation.

A "responding party" is a person who is alleged to have violated a Law School policy.

The term "parties" refers to the reporting party and the responding party.

A "witness" is a person who has knowledge related to specific aspects of a case.

An "advisor" is a support person who may be present to provide support to a reporting party or responding party throughout a resolution process. In general, an advisor may not also serve as a witness in the same matter. Please see Section D.7. for more information regarding the role of an advisor and who may serve as an advisor.

2. Prohibited conduct

a. Discrimination

Discrimination includes treating someone differently in matters of admissions, employment, housing, or services or participation in educational programs or activities operated by the Law School based on that individual's actual or perceived protected characteristic. In determining whether discrimination

occurred, the Law School will evaluate whether a legally protected characteristic was a motivating factor in the adverse action.

Discrimination can also include policies or practices that are neutral on their face but disproportionately impact individuals based on a protected characteristic. When evaluating a complaint that alleges discrimination by disparate impact, the SSO or HR, as applicable, will evaluate whether the reported policies or practices are necessary to meet an important educational goal (for students) or are job-related and consistent with business necessity (for employees).

Examples of discrimination may include:

- Denying someone access to an educational program based on a protected characteristic;
- Denying someone access to a Law School facility based on a protected characteristic;
- Refusing to hire or promote someone based on a protected characteristic; and
- Reducing someone's job responsibilities or excluding them from professional development opportunities because of a protected characteristic.

b. Harassment in employment

Harassment in employment is unwelcome conduct based on a protected characteristic that unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive working environment.

Examples of conduct that may constitute harassment based on a protected characteristic may include, but are not limited to:

- Making threats or engaging in conduct that a reasonable person in the targeted individual's position would find physically intimidating or threatening;
- Repeated and targeted verbal abuse that exceeds the bounds of protected expression and creates a hostile environment (as defined below in this policy);
- Displaying derogatory or obscene materials in a manner that is targeted, persistent, and interferes with an individual's ability to work, learn, or participate in institutional programs.

c. Sexual harassment in employment

Sexual harassment is a specific type of unlawful harassment. It includes unwelcome conduct based on sex that meets one of the following criteria.

- Quid pro quo harassment: When submission to such conduct is made explicitly or implicitly a condition of employment or is used as the basis for an employment decision; or
- Hostile environment: When conduct is so severe, pervasive, or objectively offensive that it effectively denies a person equal access to employment opportunities.

The following types of conduct may constitute prohibited sexual harassment if they meet the legal standard described above:

- Unwanted physical touching;
- Telling sexually explicit jokes or stories;
- Making comments or gestures reasonably regarded as lewd or offensive;
- Displaying sexually suggestive objects, cartoons, or pictures;
- Sending sexually explicit messages by letter, notes, electronic mail, text, app, social media postings, or phone;
- Making unwelcome comments reasonably regarded as offensive about a person's body, physical appearance, or clothing;
- Frequently using unwelcome terms of endearment; or
- Repeatedly asking an individual for a date or meeting outside of working hours after they have indicated an unwillingness to go.

Certain types of sexual harassment may also be addressed by the Law School's Sexual Misconduct Policy.

Consistent with its obligations under the Jeanne Clery Campus Safety Act (Clery Act), the Law School also prohibits sexual assault, dating violence, domestic violence, and stalking based on sex by and against its employees. If this conduct does not fall under the jurisdiction of the Sexual Misconduct Policy, the Law School reserves the right to address the conduct under the procedures of this policy, using the same definitions of prohibited conduct as the Sexual Misconduct Policy and the definition of affirmative consent for cases of sexual assault involving students. In these cases, as required by the Violence Against Women Act (VAWA), the parties will be entitled to have an advisor at any meeting or proceeding and to receive simultaneous notice of the outcome, results, and the available appeal procedures.

d. Harassment of students

Harassment of a student by an employee or another student includes

conduct (e.g., physical, verbal, graphic, or written) based on a protected characteristic that is so severe, pervasive, or objectively offensive that it effectively denies the student equal access to the Law School's programs, activities, or services.

Employees are also prohibited from sexually harassing students, which is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submitting to or rejecting the conduct is explicitly or implicitly made a term or a condition of a student's employment, academic status, or participation in a program or activity (quid pro quo);
- Submitting to or rejecting the conduct is used as the basis of academic decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

Reports of sexual misconduct, including sexual harassment, between students will be governed by the Sexual Misconduct Policy.

e. Retaliation

The Law School prohibits retaliation against any member of its community for reporting in good faith an incident of discrimination or harassment or for participating in an investigation or resolution process under this policy. Retaliation includes deliberate, materially adverse actions that would dissuade a reasonable person from engaging in protected activity under this policy, such as reporting misconduct or serving as a witness. Retaliatory conduct includes threats, coercion, intimidation, or harassment.

This policy does not prohibit good-faith actions taken for legitimate reasons, including performance-related decisions, disciplinary measures unrelated to the underlying report, or exercising academic or managerial judgment.

Retaliation can be committed by or against any individual or group of individuals. Additionally, a person may not direct another to take retaliatory action on their behalf.

3. Making a report

While there is no absolute time limit for reporting an incident of discrimination,

harassment, or retaliation, the Law School strongly encourages individuals to file reports as soon as practicable after the alleged conduct occurs. Delays in reporting may impair the Law School's ability to investigate, gather evidence, and respond effectively. Memories may fade, witnesses may become unavailable, and records may be lost over time.

The Law School retains discretion to determine whether a report will be investigated or otherwise addressed, considering factors such as the passage of time, availability of evidence, and fairness to the parties involved. In appropriate cases, the matter may be resolved under the Sexual Misconduct Policy or another applicable policy.

The information below is for individuals who wish or are required to report violations of this policy. Anyone wishing to or required to report conduct prohibited by this policy to the SSO or HR may do so in person, by email, by regular mail, or by phone. Every report of an alleged violation of this policy will receive a written acknowledgment from the Law School if the reporter's identity is provided.

While the Law School will review anonymous reports, the ability to address misconduct reported by anonymous sources is significantly limited.

To make a report, please contact the following:

Student Services Office (Complaints Involving Students)
Location: 675 S. Westmoreland Avenue, Suite 102, Los Angeles, California 90010
Email: studentservices@swlaw.edu

Human Resources Office (Complaints Involving an Employee Reporting Party and an Employee Responding Party)
Location: 675 S. Westmoreland Avenue, Suite 100, Los Angeles, California 90010
Email: hr@swlaw.edu

After receiving a report, if the reporting party's identity is known, an office representative will contact the reporting party and the person who may have experienced the prohibited conduct, if different. The outreach will generally include information about the applicable policy, options for pursuing a complaint, and relevant resources. The outreach will also include an invitation to meet with or provide additional information to an appropriate staff member.

4. Reporting obligations

All Law School employees are obligated to promptly report conduct prohibited by this policy that they become aware of in the scope of their work for the Law School to the SSO or HR.

The Law School encourages all individuals, including students, to report

conduct prohibited by this policy to the Law School's SSO or HR.

The Law School will promptly report any and all instances of child abuse or neglect toward a minor (person under the age of 18), including but not limited to inappropriate physical conduct, assault, unwanted touching, molestation, and any other sexual misconduct required to be reported by law to the appropriate local law enforcement agency and local child protective services agency as required by law.

All employees whose duties bring them into contact with minors on a regular basis or any employees who supervise those whose duties bring them into contact with minors on a regular basis and all HR employees are required to independently report to Child Protective Services and HR any allegations, reports or concerns of child abuse, child molestation, or neglect occurring on the Law School's premises or at an official activity of, or program conducted by the Law School.

All employees are required to report any possible concerns of unlawful sexual abuse or neglect of minors set forth in California Penal Code 11164 to HR immediately.

5. Responding party is no longer affiliated with the Law School

If the individual accused of engaging in prohibited conduct is no longer affiliated with the Law School when the report is made or during the investigation, the Law School's ability to investigate or take corrective action may be limited.

In such circumstances, the Law School has the discretion to:

- Conduct a limited review to the extent practicable;
- Issue no-contact orders, campus access restrictions, or other measures as appropriate to protect the community;
- Document the report for future reference, should the individual seek reaffiliation with the Law School; or
- Notify appropriate external authorities where legally required.

In all cases, the Law School will balance the parties' interests, the integrity of its educational programs and activities, and the principles of fairness and equity in determining its response.

6. Free expression and academic freedom

The Law School is committed to upholding this policy, its Academic Freedom Policy, and its Free Expression Policy. These commitments are essential to the health and integrity of the Law School's educational environment.

The Law School recognizes that protecting individuals from unlawful discrimination and harassment, safeguarding academic freedom, and promoting free expression are all vital goals. However, consistent with federal law and institutional values, the Law

School affirms that lawful expression, debate, or academic inquiry—even when controversial or offensive to some—will not constitute discrimination or harassment unless it meets the applicable legal standards.

When a matter implicates multiple policies, the Law School will carefully consider the requirements of each but will not interpret or apply its policies in a manner that infringes on rights protected by law.

7. Religion

The Law School prohibits discrimination, harassment, and retaliation based on religion. This policy includes protections for employees and students who express their religious beliefs respectfully or who decline participation in Law School activities that conflict with their sincerely held beliefs, provided such actions do not infringe on the rights of others or disrupt the educational or work environment. No employee or student will be subject to adverse action for expressing or refraining from expressing religious viewpoints.

C. Resources

1. Confidential resources

The following confidential resources are available for individuals to discuss incidents and issues related to conduct prohibited by this policy. Confidential resources are not obligated to disclose reports of discrimination or harassment to the SSO but may be required to disclose certain information in the event of a threat to self or others. Please consult with the confidential resources about the scope of their obligations before disclosing any information.

Student Resource	Contact Information	Description
BisonCares	1-833-434-1217 The international number is +1-984-268-2016.	The BisonCares program offers Southwestern students a variety of free 24/7 mental health support options.

Student and Employee Resource	Contact Information	Description

HELPNET	1-800-435-7638	A private consulting firm that can refer counseling services and community resources. This is a confidential resource that is available 24 hours a day, seven days a week.

2. Educational training, awareness, and educational programs

The Law School offers a variety of training programs to address discrimination, harassment, and retaliation within the Law School community. The Law School strives to ensure that such programming is developed to be culturally relevant; trauma-informed; inclusive of diverse communities and identities; sustainable; responsive to community needs; informed by research or assessed for value, effectiveness, and outcome; and considerate of environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

D. Complaint Resolution Process Overview

1. General procedures

The procedures in **Appendices A** and **B** outline the process the Law School follows when it receives a report alleging a violation of this policy by a current faculty member (as defined by the Faculty Manual), a non-probationary current staff member, a Board of Trustees member, or a student. Others who are accused of discrimination, harassment, or retaliation are not entitled to the processes set forth in this policy. The Law School will exercise its discretion to review complaints involving these individuals.

The SSO and HR are responsible for handling reports of violations of this policy. In addition, the Offices may address other potential policy violations related to the same complaint, either by making findings instead of using another Law School investigative process, or by referring the matter to the appropriate Law School office or unit. All reports will be handled in a prompt, fair, and impartial manner in accordance with relevant laws and regulations, applicable Law School policies, and this policy. The Law School will take appropriate action in response to complaints or knowledge of such behaviors while preserving the rights of those against whom allegations have been made to receive procedural protections in the fact-finding

and decision-making process. All such investigations will be conducted by qualified, impartial personnel in a manner that is fair, equitable, and timely to the parties. The Law School maintains the privacy of investigations to the extent possible, documents, and tracks investigations to ensure reasonable progress, and closes investigations in a reasonably timely manner.

The processes described in **Appendices A** and **B** are the Law School's internal process to determine whether a Law School policy was violated; they are not intended to replicate or function as a court system. As such, the Law School's process does not use the same rules of procedure or evidence as those used by courts or law enforcement. For individuals who are both students and employees, the Law School will determine the appropriate process for addressing a complaint based on the nature of the allegations, the context in which the conduct occurred, and the primary role of each party involved at the time of the alleged incident.

Because allegations of discrimination, harassment, and retaliation may present complex or unforeseen issues, the Law School reserves the right to take reasonable steps to address them in a way that upholds the spirit of this policy, preserves fairness for both parties, and maintains the integrity of the resolution process.

2. Participating in the resolution process

The Law School encourages the parties and witnesses to participate fully in the complaint resolution process. For the Law School to respond fully to the allegations, most situations will require the reporting party's participation and that their identity be disclosed to the responding party.

If a reporting party decides not to participate but wants disciplinary action to be taken, the Law School will determine whether it is possible to proceed with the formal resolution process described in **Appendices A** and **B**. In some cases, it will not be possible for the Law School to proceed without the reporting party's participation. If a responding party elects not to participate in any part of the process, the Law School may proceed without the responding party's participation. Responding parties will be held accountable for any outcomes issued, even if they decline to participate.

When individuals report allegations of discrimination or harassment to the Law School but do not consent to the disclosure of their names or refuse to disclose the identity of or identifiable information about the alleged offender, the Law School's ability to respond to the reports may be limited. When a reporting party requests anonymity or does not wish to proceed with an investigation, the Law School will attempt to honor that request, but in some cases, the Law School may proceed with an investigation, particularly in cases involving employees or as otherwise required

by law. In those situations, the Law School will not compel the reporting party to participate. The Law School will consider the following factors in reaching a determination about whether to proceed:

- The totality of the known circumstances;
- The nature and scope of the alleged conduct;
- The risk posed to any individual or to the campus community by not proceeding, including the risk of the reported behavior recurring;
- Whether there have been other reports of misconduct by the responding party;
- Whether the report reveals a pattern of misconduct at a given location or by a particular group;
- The reporting party's interest in the Law School not pursuing an investigation or disciplinary action, and the impact of an investigation on the reporting party;
- Whether the Law School possesses other means to obtain relevant evidence;
- Fairness considerations for both parties;
- The Law School's obligation to provide a safe and non-discriminatory environment; and
- Any other available and relevant information.

All participants must be completely truthful with the information they share at all stages of the process. Any individual who deliberately makes a material misrepresentation in bad faith during any stage of a report or investigation under this policy will be subject to disciplinary action in accordance with institutional policies and procedures. This provision does not apply to a good-faith report that is not substantiated (i.e., proven by a preponderance of the evidence).

3. Privacy and sharing of information

The Law School considers reports and investigations of discrimination, harassment, and retaliation to be private matters for the parties involved. For that reason, the Law School will protect the identity of individuals involved in reports of discrimination, harassment, and retaliation to the best of its ability. The Law School will share personally identifiable information only with individuals who have a need to know for the Law School to investigate and respond, or to deliver resources or support services. The Law School does not publish names or post identifiable information about individuals involved in a report of discrimination, harassment, or retaliation. However, the Law School cannot promise confidentiality or complete privacy in handling discrimination and harassment reports or complaints.

All participants in an investigation of discrimination, harassment, or retaliation will be

informed that privacy enhances the integrity of the investigation, protects the privacy interests of the parties, and protects the participants from statements that might be interpreted to be retaliatory or defamatory. For these reasons, all participants involved in the resolution process will be asked at the beginning of the investigation to exercise discretion, to the extent consistent with applicable law.

4. Case resolution timeline

Although the Law School strives to resolve all cases in a prompt and timely manner, the timeline varies based on the circumstances of the case. Additionally, the timeline for a case may be affected by breaks in the academic calendar, availability of the parties and witnesses (including leaves of absence), the scope of the investigation, the need for interim actions, and unforeseen or exigent circumstances. The Law School reserves the right to adapt or modify the process, including timelines, to ensure the equitable resolution of a report of prohibited conduct. In those instances, the Law School will notify both parties of the modified process and, if appropriate, the exceptional circumstances requiring the Law School to adapt or modify the process. The Law School will periodically update the parties on the case status.

5. Conflicts of interest

The Law School reserves the right to use an adequately trained internal or external investigator, review panel member, or appeals board member as it

deems necessary. Review panel and appeals board members will not be students. No decision-maker will have a conflict of interest or bias in favor of or against reporting parties or responding parties generally, or in favor of or against the parties to the particular case. For purposes of this policy, a conflict of interest exists when a decision-maker has interests or relationships, including personal or business relationships, with any party that might reasonably be construed to affect the member's independent, unbiased judgment when making or participating in making decisions, or where those decisions will or could materially benefit them directly, or indirectly. Parties will have three business days to object to the selection of an investigator, review panel member, or appeals board member based on conflict of interest or bias. The SSO or HR will determine whether a conflict of interest or bias exists. No investigator, review panel member, or appeals board member will make findings or determinations in a case in which they have a conflict of interest.

6. Standard of evidence

The Law School uses the preponderance of the evidence standard in investigating complaints alleging violations of this policy. This standard means that the investigation determines whether it is more likely than not that a violation of this policy occurred. A preponderance of the evidence standard is also used for the

review of appeals.

7. Advisor

Each party is permitted to bring an advisor of their own choosing, including a family member or attorney, to provide support. Law School employees and trustees may not serve as advisors. The advisor may accompany the reporting party or responding party to all portions of the resolution process. The advisor may not participate directly in, or interfere with, the proceedings. Although reasonable attempts will be made to schedule proceedings consistent with the advisor's availability, the process will not be delayed to schedule the proceedings at the convenience of the advisor. Advisors who do not abide by these guidelines may be excluded from the process.

E. Required Training

Every employee, upon hire and annually thereafter, is required to review this policy and acknowledge that they have read and understand its content. All employees, including temporary employees and volunteers, must complete sexual harassment prevention training within six months of hire and every two years thereafter, with supervisors completing a course specifically designed for them. The California Department of Fair Employment and Housing offers sexual harassment training at https://www.dfeh.ca.gov/shpt/.

F. Consequences of Violating this Policy

Employees who violate this policy may be subject to discipline up to and including termination of employment. Students who violate this policy may be subject to discipline up to and including expulsion. If a matter involves conduct covered by this policy and another policy, the Law School may choose to proceed under either or both policies.
With respect to full-time faculty, this policy and applicable policies in the Faculty Manual will be consulted in determining the outcome of a matter.

G. Policy Revisions

The Law School reserves the right to revise this policy at any time and for any reason. Revisions may be enforced on 15 days' notice to the student body. Notice may be made via the student listserv or in another manner deemed by the Dean to reach most students.

Appendix A

Resolution Process for Complaints Involving a Current Student

A. Initial Inquiry

The SSO will make an initial inquiry about whether the report falls within the scope of this policy or another institutional policy. Following an initial inquiry, possible next steps include:

- Close the case: The SSO may close a case when the alleged misconduct—even if substantiated—would not be a violation of this policy. The SSO may, at its discretion, reopen a case in the future if additional information becomes available. Each closure decision will be documented in writing.
- Informal action (see Section B below)
- Formal resolution (commonly referred to as an investigation) (see Section C below)

The scope and timing of further action will depend upon a number of factors, including but not limited to, whether the identity of the reporting party or responding party is known; whether the reporting party is willing to participate in an investigation; whether the reporting party requests anonymity; whether the reporting party or responding party is affiliated with the Law School; whether the matter is currently under review in another forum (local/state/federal agency or court); and whether the Law School has an obligation to proceed with an investigation based on the nature of the conduct alleged, regardless of the reporting party's wishes.

B. Informal Action

Informal action involves measures taken by the Law School in response to a situation or report of discrimination or harassment when formal resolution is not desired by the person who may have experienced the conduct or when there is not enough information to proceed with a formal resolution process against a known responding party. Informal action must be approved by the SSO and is not used when the SSO has determined that the Law School needs to proceed with an investigation. Informal action may include mediation or other informal action determined by the SSO to be appropriate.

Informal action does not result in findings related to responsibility or sanctions. Informal action does not preclude further steps, including formal resolution, if a complaint is later made or additional information is received by the SSO. Informal actions include, but are not limited to:

- An educational meeting with the subject of the report;
- Training for a group or unit; or
- An advisory letter.

C. Formal Resolution (Investigation)

1. Notifying parties

The formal complaint resolution process operates under a standard of fairness for the parties involved. If a case is referred for formal resolution, the Civil Rights Investigator will notify the reporting party and responding party simultaneously about the opening of the investigation in writing. The notification will include the allegations, identities of the parties involved in the particular matter, the section of this policy that was allegedly violated, the precise conduct allegedly constituting the potential violation, and the date and location of the incident (if known).

If additional Law School policies are being investigated concurrently with the alleged violations of this policy, the notice will specify those policies, and this process will be the sole process for investigating, adjudicating, and appealing determinations of violations of those policies.

This notice will be given to the responding party before any initial interview of the responding party.

The Law School may modify the notice based on additional information learned during the investigation.

a. Accepting responsibility

Before an investigation is concluded, the responding party may elect to accept responsibility for the prohibited conduct by contacting the SSO in writing. When accepting responsibility is appropriate, the SSO will issue a brief outcome determination summarizing the allegations and stating the responding party has accepted responsibility and the matter will proceed to the review panel for sanctioning. Following the determination of sanctions, parties may appeal the sanctions but not any finding of responsibility.

b. Withdrawing a complaint

Before an investigation is concluded, the reporting party may request to withdraw the complaint by contacting the SSO in writing. The SSO will determine whether to close the case or conclude the investigation without the reporting party's continued participation. The Civil Rights Investigator may be required to investigate even if the reporting party requests to withdraw the complaint.

2. Investigation

The Civil Rights Investigator investigates complaints proceeding through formal resolution. Depending upon the circumstances, the SSO may assign additional

investigators. In some cases, another Law School office may investigate under the direction of the SSO, or an outside investigator may be retained. All investigators are educated about the Law School's policies and procedures. Depending on the circumstances and at its discretion, the Law School may consolidate for investigation and sanctioning multiple complaints involving the same responding party or complaints where the parties have made allegations against each other.

a. Preliminary investigative report

During an investigation, the reporting party will have the opportunity to describe their allegations and present supporting evidence to the investigator. The responding party will have the opportunity to receive notice of the allegations and evidence being considered against them, respond to them, and present supporting evidence to the investigator. Investigation meetings are not audio or video recorded by the Law School and may not be recorded by any participant.

Parties and witnesses may take notes during investigation meetings. Generally, the investigator will meet with each party and each witness separately and may hold multiple meetings with a party to obtain all necessary information. Parties may submit additional materials or information to the investigator. In all cases, the parties will have equal opportunities to share information and have their information considered.

Each party may present names (with contact information, where available) of potential witnesses and questions the investigator might ask the other party. Each party should identify only factual witnesses, not character or expert witnesses. The investigator will consider the parties' lists when identifying whom they will interview and what questions they might ask, but these decisions are solely within the investigator's discretion. The investigator may also choose to interview witnesses not identified by either party.

After each party has had the opportunity to meet with the investigator, identify witnesses, and suggest questions, and the investigator has completed witness interviews and gathered evidence, the investigator will prepare a preliminary investigative report. The preliminary investigative report will include a summary of the information provided by each party and witness during the investigation (including relevant supporting evidence provided by either party or witnesses). The preliminary investigative report will not contain any factual findings. The parties will be provided with an opportunity to review the preliminary investigative report and respond in writing. Typically, the preliminary investigative report will be provided to each

party electronically. Parties are expected to maintain the privacy of this document and may not distribute this document. However, each party may share the report with their advisor or legal counsel, with instructions to treat the document as confidential.

Unauthorized distribution of this document may result in referral to the appropriate office for disciplinary action.

Within five business days after the preliminary investigative report is made available for review, each party may submit to the investigator comments, feedback, additional documentary evidence, requests for additional steps in the investigation, names (and contact information, where available) of additional witnesses, or any other information they deem relevant. This may include concerns about perceived inaccuracies or how evidence is characterized. The investigator will consider all submissions, but retains discretion to determine what revisions, if any, are appropriate based on the full record. A party may request an extension in writing to the SSO. The SSO has the discretion to grant or deny the extension in accordance with fairness to both parties.

If a party provides or identifies new, relevant information, or if material revisions are made to the preliminary investigative report, the parties will have a final opportunity to review the revised preliminary investigative report and submit feedback limited to the new information or material revisions. Each party will have five business days to respond after the revised report is made available for review. Thereafter, the investigator will finalize the investigative report and make any factual findings based on the record.

b. Investigation outcome/findings of policy violations

Based on the status of the responding party, the appropriate Law School office or officer will review the final investigative report, and a decision-maker will issue a written final report that determines whether the preponderance of the evidence shows the responding party has violated this policy or other identified policies. For cases involving a student responding party, the appropriate office is the SSO. For cases involving a faculty responding party, the appropriate officer is a Vice Dean or another full-time faculty member, as determined by the Dean. For cases involving staff responding parties, the appropriate officer is the Chief Operating Officer or their designee. For cases involving a trustee responding party, the appropriate officer is the Board of Trustees Chair or their designee.
Each party will be notified simultaneously of the outcome of the investigation.

3. Sanctions

If the report proceeds through formal resolution and the responding party accepts responsibility or is found responsible for violating this policy or other policies contained in the notice, the Law School will issue sanctions commensurate with the violation. The SSO will designate three trained individuals to serve on a panel ("Review Panel") to determine sanctions. The SSO will notify

the parties, in writing, of the names of each panelist within three business days upon receipt of the final report. Each party will have three business days to object to each review panelist based on bias or conflict of interest. If either party objects, the SSO will evaluate whether the objection is substantiated. The SSO will remove and replace any review panelist believed to have a bias or conflict of interest against either party.

The SSO will notify the parties that they may submit statements regarding the appropriateness of any sanctions to the Review Panel within five business days after the date to object to the review panelists has expired. The Review Panel will review all materials in the case, including the final report and any exhibits, in assessing the appropriate sanction. The Review Panel does not have the power or ability to alter the factual findings or the finding of responsibility in the final report; the Review Panel may only recommend the appropriate type or severity of sanction.

The Review Panel will issue a recommendation to the SSO regarding sanctions within five business days of receiving all materials in the case. The SSO will attempt to issue final sanctions within ten business days of receipt of the Review Panel recommendation. For conduct that meets the definition of dating violence, domestic violence, stalking, or sexual assault as defined by the Clery Act and that is not being processed under the Sexual Misconduct Policy, the SSO will notify the parties of the sanctions simultaneously in writing. Otherwise, the reporting party will be notified of sanctions about which they are entitled to know by law, which include sanctions that directly affect their educational or working environment (i.e., a no-contact order).

The SSO's final sanction decision will be based solely on the Review Panel's recommendation and the case record without reconsidering findings of responsibility or conducting a new factual inquiry.

4. Appeals

Each party has a limited right to appeal the findings in the final report. If the final report concludes that the responding party did not violate this policy (or any policy in the notice of allegations), the reporting party has five business days from receiving written notice of the investigation outcome to submit a written appeal. If the final report concludes that the responding party violated one or more policies, the responding party has five business days from receiving written notice of the

sanction to submit a written appeal to the SSO. If the responding party has been found responsible for one or more violations but not others, either party may submit a written appeal within five business days of notice of the sanction.

The party who submits the written appeal will be the "Appellant," and the other party will be the "Appellee." The Appellant's written appeal must be based on one of three grounds:

- **Significant procedural error:** A procedural error occurred that significantly impacted the outcome of the investigation as it applies to the Appellant (e.g., substantiated bias, material deviation from established procedures, etc.). A description of the error and its impact on the outcome of the case must be included in the written appeal.
- **New information:** New information has arisen that was not available and could not have been known to the Appellant during the investigation, and that could significantly impact the findings. Information that was known to the Appellant during the investigation or hearing but which they chose not to present is not new information. A summary of this new evidence and its potential impact on the investigation findings must be included in the written appeal.
- **Disproportionate sanctions:** Sanctions that are manifestly contrary to the weight of the information presented (i.e., unreasonable and unsupported by the findings).

Appellee will have five business days to submit a response. At the conclusion of these time periods, the SSO will refer the written appeal, any response thereto, and the final report with attached exhibits (the "Appeal Record") to an Appeals Board of three trained individuals.

The SSO will notify both parties of the members of the Appeals Board within three business days of receiving the written appeal. Both parties will have three business days to object to members of the Appeals Board based on bias or conflict of interest. The SSO will consider any objection on the grounds of bias or conflict of interest. If the SSO determines that a member of the Appeals Board may have a bias or conflict of interest, the SSO will remove the individual and designate a new member.

The role of the Appeals Board is limited. The Appeals Board will not reassess credibility or reweigh evidence except to the extent necessary to evaluate whether new information or procedural error substantially impacted the findings. Appeals are confined to a review of the Appeal Record for the grounds stated above. The findings contained in the final report are presumed to have been decided reasonably and appropriately. The Appellant carries the burden of proof to demonstrate that

either the alleged error or the proposed new evidence would significantly and materially impact the outcome of the proceeding.

The Appeals Board will determine whether any grounds for the appeal are substantiated. If the Appeals Board determines that the request for appeal does not meet the standards for an appeal under this policy, the Appeals Board will notify both parties of that outcome within ten business days of receiving both the

Appellant's appeal and the Appellee's response. If the Appeals Board determines that the request for appeal does meet the standards for an appeal under this policy, the Appeals Board will take appropriate action as indicated below, and the parties will have the opportunity to appeal a re-issued decision.

- **Significant procedural error:** If it is determined that a procedural error occurred that was substantially prejudicial to the outcome of the investigation, the Appeals Board may return the complaint to the investigator with instructions to correct the error and to reconsider the findings as appropriate. In rare cases, where the procedural error cannot be corrected by the original investigator (as in cases of bias), the Appeals Board may order a new investigation with a new investigator.
- **New information:** If the Appeals Board determines that new information should be considered, the complaint will be returned to the investigator to reconsider the complaint considering the new information only, and to reconsider the original findings as appropriate. The investigator will prepare an Addendum to the final report.
- **Disproportionate sanctions:** If the Appeals Board determines that the sanctions are manifestly contrary to the weight of the information presented, the SSO and the Review Panel will collaborate to issue appropriate sanctions.

The Law School will attempt to issue a notice in writing of the outcome of the appeal within ten business days of receipt of Appellee's response statement. The Appeals Board's decision is final and is not subject to appeal.

Appendix B:

Resolution Process for Complaints Involving an Employee Reporting Party and an Employee Responding Party

A. Overview

When Southwestern receives a report of prohibited conduct involving an employee reporting party and an employee responding party, and the reporting party wishes to proceed with a resolution process, the Law School will follow the procedures outlined below.

Southwestern will assign a trained investigator and a trained decision-maker to conduct a thorough and impartial investigation in a reasonably prompt timeframe. Southwestern reserves the right to use internal or external investigators and decision-makers.

Each party has the option to participate in the investigation, and each party has the same rights during the resolution process, including the right to an advisor, the right to submit relevant witness names and evidence, and the right to review the evidence gathered by the investigator before the decision-maker issues a final determination. Each party has the right to object to any individual assigned to this matter based on bias or a conflict of interest.

B. Notice of Investigation

Before the start of an investigation, the Deputy Title IX Coordinator will issue a written notice of investigation to the parties. The notice will include:

- The reporting party's name;
- The Law School's investigation procedures and a link to the relevant policies;
- Information about the informal resolution process;
- Nature of the report, including specific policy violations, and the date, time, and a brief description of the alleged violation;
- A statement that the responding party is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the formal resolution process;
- A statement that each party is entitled to an opportunity to access relevant and not otherwise impermissible evidence and an investigative report that accurately summarizes the relevant and not otherwise impermissible evidence;
- Information about the privacy of the process;
- Information on the right to have an advisor of choice (subject to the restrictions in Section D.7. of this policy;
- The name of the investigator and the process to identify, in advance of the interview process, any bias or conflict of interest that the investigator may have;
- An instruction to preserve any evidence that is relevant to the allegations;
- A statement addressing the prohibition against knowingly making false statements during the formal resolution process; and

- A statement explaining the Law School's prohibition against retaliation.

If additional allegations or information are brought forward, the Deputy Title IX Coordinator will issue an updated notice of investigation.

C. Interviews

The investigator will hold individual interviews with the parties and witnesses to ask relevant and not otherwise impermissible questions, including questions exploring credibility. Generally, only the investigator and the party or witness may attend their respective individual interview. A party's advisor may attend these meetings, subject to the rules described in Section D.7. of this policy. Additional attendees may be permitted at the discretion of the Deputy Title IX Coordinator or in connection with an approved disability-related accommodation.

The individual interviews may be conducted with all participants physically present or, at Southwestern's discretion, with all participants joining virtually through a video conferencing option.

The Law School has the discretion to remove, with or without warning, from any meeting or proceeding a party, witness, or advisor who does not comply with this policy, including this Appendix.

D. Evidence Review and Investigation Report

After all fact-gathering, the investigator will provide the parties and their advisors the opportunity to review all relevant and not otherwise impermissible evidence gathered.

The purpose of the evidence inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence before the conclusion of the investigation and to submit any additional relevant evidence or names of any additional witnesses with relevant information. Given the sensitive nature of the information provided, the Law School will facilitate the evidence review in a secure manner. Neither the parties nor their advisors may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate or remove the information provided. Any employee who fails to abide by the prohibition against duplicating or removing evidence may be subject to discipline. Any advisor who fails to abide by the prohibition against duplicating or removing evidence may be excluded from further participation in the resolution process.

Within five business days after the investigation report is made available for review, the parties may submit to the investigator comments, feedback, additional documentary evidence, requests for additional steps in the investigation, names (and contact information, where available) of additional witnesses, or any other information they deem relevant. This may include concerns about perceived inaccuracies or how evidence is characterized. The

investigator will consider all submissions, but retains discretion to

determine what revisions, if any, are appropriate based on the full record. The Law School will provide access to copies of each party's written responses. The Deputy Title IX Coordinator will have the discretion to extend the evidence review period based on the volume and nature of the evidence.

At the conclusion of the evidence review, when deemed appropriate by the investigator, the investigator will conduct any additional fact-gathering as necessary. New, relevant evidence that was not previously known to exist and was not previously discoverable with the exercise of reasonable diligence is gathered during this second fact-gathering period and will be made available for review by the parties and their advisors. The parties will have five business days to respond in writing to the new evidence.

The investigator will consider the parties' written responses before finalizing the investigation report.

E. Final Report

The decision-maker will evaluate the relevant and not impermissible evidence and make factual determinations regarding each allegation. The decision-maker will determine whether a violation of the Policy occurred. The decision-maker may choose to place less or no weight upon statements by a party or witness who refused to respond to questions deemed relevant and not impermissible or declined to participate in the resolution process. The decision-maker will not draw an inference about whether prohibited conduct occurred based solely on a party's or witness's refusal to respond to questions.

The decision-maker will prepare a final report that includes:

- A description of the allegations of prohibited conduct;
- Information about the policies and procedures used to evaluate the allegations;
- A description of the procedural steps taken from the receipt of the complaint through the determination of responsibility, including any notifications to the parties, interviews with the parties and witnesses, and methods used to gather other evidence;
- An evaluation of the relevant and not otherwise impermissible evidence and the rationale for that evaluation;
- Findings of fact for each allegation, with rationale; and
- Conclusions regarding the section of this policy that responding party has violated with rationale.

The final report will be provided to the Deputy Title IX Coordinator. The Deputy Title IX Coordinator will share the final report with the parties and their advisors in the same or similar manner as the investigation report.

F. Sanctions

If the decision-maker determines that a violation of this policy has occurred, the Deputy Title IX Coordinator will provide the final report to the Vice Deans (faculty) or the Chief Operating Officer (staff) to determine the appropriate sanctions. Each party may submit a written impact statement to the individual responsible for determining sanctions.

The Deputy Title IX Coordinator will provide the parties and their advisors with a notice of outcome. The notice of outcome will include:

- A statement of and rationale for any disciplinary sanctions imposed on the responding party;
- A statement on whether remedies will be provided to the reporting party;
- For the reporting party, a description of any remedies that apply to the reporting party;
- The Law School's procedures for the parties to appeal, including identifying the appeals officer; and
- The opportunity to object to the appeals officer for bias or conflict of interest.

G. Appeals

The parties may appeal the decision-maker's determination, and the sanctions imposed on the grounds of procedural error that affected the outcome of the case, new information that was not previously available or known to the party, actual conflict of interest, or demonstrated bias that affected the outcome of the case, and disproportionate sanctions. An appeals officer will review each party's appeal, if any, and issue determinations. The appeals officer's decision is final.

The determination regarding responsibility will be final either on the date the Law School provides the parties with the appeals officer's determination or, if no party appeals, the date on which an appeal would no longer be considered timely.

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Religious and Cultural Observances Policy

Administrative policy approved May 11, 2022. Effective as of June 1, 2022.

Revision history: This policy supersedes the Student Religious Observance Policy in the 2021–22 Student Handbook; this policy applies to students and employees; technical updates were made in September 2024.

Related policies: Attendance Policy; Religious Accommodation Policy for Employees and Job Applicants; Floating Holidays Policy

Scheduled Review Date: July 2026 (Administrative Services Office and President & Dean).

1. Statement of Principles

Southwestern Law School values and respects diversity, including diversity of religious and cultural expression. Southwestern's community includes individuals from myriad religions and cultures. For many individuals, religious practice is an important element of personal identity, intellectual development, and psychological well-being; in many situations, religious practice is inseparable from cultural identity. The Southwestern community also includes individuals who do not adhere to any religion. To be inclusive and give all individuals equal footing, Southwestern will no longer designate no-class days for religious holidays. In addition, Southwestern will include only designated holidays recognized by the federal or California state government on academic calendars and employee holiday calendars.

Southwestern recognizes that on religious and cultural holidays, certain members of the Southwestern community will observe practices that preclude them from attending to their regular duties as faculty, staff, or students. Southwestern also recognizes that federal and state laws prohibit discrimination on the basis of religious belief, observation, or practice.

It is the policy of Southwestern to accommodate faculty, staff, and students who observe work-restricted religious or cultural holidays unless the accommodation would cause undue hardship or compromise or fundamentally alter a program of study. A work-

restricted religious or cultural holiday is one observed by persons or groups who are required, through a set or system of religious or cultural beliefs, laws, doctrines, tenets, canons, or theology, to restrict or limit work or physical or mental activity to produce or accomplish something, toil, or labor. Observances and practices vary from culture to culture, and within and across denominations, but the definition of a work-restricted religious or cultural holiday may include academic endeavors (e.g., examinations, classroom activities, research, and out-of-classroom learning experiences). Requests for religious and cultural accommodations may extend beyond holidays and pertain to observances and practices.

It is also the policy of Southwestern to be sensitive to non-work-restricted religious and cultural holidays.

2. Scheduling Campus-Wide and Major Events

Southwestern's offices, departments, and student organizations are encouraged to avoid scheduling campus-wide or major events on work-restricted religious or cultural holidays and should be sensitive to the diverse religious and cultural commitments of the community.

Until Southwestern develops its own calendar of religious and cultural holidays, Southwestern recommends that members of the community consult the University of Missouri's guide to holidays and dates celebrated. This guide explains whether a particular holiday is work-restricted. We acknowledge that not all religious and cultural holidays are included in this guide. Instead, the guide is meant to assist with event and program planning and is not an exhaustive list of dates on which an individual may base a request for accommodation.

3. Faculty Work and Classes on Work-Restricted Religious or Cultural Holidays

Faculty will not be required to work on their own work-restricted religious or cultural holidays. Faculty should consider whether they could provide asynchronous online content for the class session, trade teaching days and times with another professor in the same section, arrange for a guest speaker, or have teaching assistants run exam or review tutorials.

If a full-time faculty member is considering rescheduling the class, arrangements for the make-up class must be worked out with the Vice Dean's Office, given that rescheduling requires checking available days and times for the class meeting. Adjunct faculty members must consult with a Vice Dean before canceling or rescheduling any class.

If a class is rescheduled, the professor will record the class session and should consider whether holding the class via Zoom or other synchronous online method would be more convenient for students.

4. Course Syllabi

Faculty, as they develop their syllabi, are encouraged to consult the University of Missouri guide when scheduling assignments and setting other significant deadlines.

So that students can readily identify potential dates on which they may need to seek an accommodation for a religious or cultural observance and have sufficient time to seek an accommodation, Southwestern encourages faculty to include all assessment, examination, and other significant due dates and deadlines in the syllabus released before the start of the new semester or period, and to update the syllabus promptly with any changes.

5. Student Requests for Accommodations for Religious and Cultural Observances

The Student Services Office handles student requests for accommodations for religious and cultural observances, including holidays. Students seeking an accommodation should contact the Student Services Office as early in the semester as possible. Students should also 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.

a. Examinations and in-class assignments

Student requests for accommodations in the examination process must be directed to the Student Services Office and made as early in the semester as possible.

Where accommodations are sought for in-class assignments and presentations, students must contact their particular faculty member, who will then coordinate with the Student Services Office.

b. Class absences

Absences for religious or cultural holidays are not considered excused absences and are subject to Southwestern's general attendance policy. However, absences resulting from a student's religious or cultural observances will be given great weight in cases where a student petitions an administrative withdrawal that results from exceeding the absence limit, especially when the student contacted the Student Services Office in advance.

6. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Student Health-Related Leave of Absence and Return Policy

Administrative policy approved December 2, 2024. Effective immediately.

Revision history: Revisions made in January 2025 to reference the Code of Student Professionalism and Conduct and to address withdrawals; revised April 17, 2025 to address transfer requests and letters of good standing; revised September 2025 to address changes to federal financial aid.

Related policies and forms: Disability Accommodations Policy (Including Standards for the Study of Law); Student Honor Code; Code of Student Professionalism and Conduct; Student's Right to Cancel and Tuition Refund Policy; Federal Financial Aid Eligibility Policy; Financial Aid Satisfactory Academic Progress Policy; Return of Title IV Funds Policy; Incomplete Grade Policy; SCALE Program Policies; Student Records Policy – FERPA; Withdrawing from Southwestern; Length of Study for J.D. Degree Policy (for students entering in or after August 2025); Length of Study for J.D. Degree Policy (for students entering before August 2025); Leave of Absence and Return Policy; Student Complaint and Grievance Policy and Procedures (Including Complaints Implicating ABA Standards) (in development)

Related forms: Voluntary Health-Related Leave of Absence Request Form; Student Readiness to Return Form; Request to Re-Enroll Form

Scheduled Review Date: June 2026 (Student Services Office)

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A. Overview and Scope

Southwestern Law School encourages students to prioritize their health and safety and take steps toward recovery, even if they must delay their academic progress.
Southwestern provides two types of health-related leaves: a Voluntary Health Leave of Absence (VHLA) and a Mandated Health Leave of Absence (MHLA). This policy describes both health-related leaves and the process for returning from them. It also describes an Interim Health Restriction and when one may be imposed. This policy applies to students in all degree programs, whether residential or online.

For leaves not related to a student's own health, please see Southwestern's *Leave of Absence and Return Policy*.

B. Health Leave Coordinator

Each student requesting a health-related leave will be assigned a Health Leave Coordinator

from the Student Services Office who will administer the leave and support the student through the administrative and logistical issues associated with the leave, possible appeal, and return processes. A Health Leave Coordinator will work with the student, their healthcare providers, and other appropriate professionals and campus officials to develop a leave of absence plan. This plan will address the student's needs and the considerations of the Southwestern community.

C. Voluntary Health Leave of Absence (VHLA)

A VHLA is a temporary and voluntary leave from Southwestern due to a student's own health needs. A VHLA is available when a student's health condition significantly interferes with their ability to function successfully within Southwestern's programs.
Typically, a VHLA lasts for one full term (e.g., a semester or SCALE quarter) or one academic year. Although a VHLA typically will not exceed one academic year, the Associate Dean for Student Services may extend the leave when the student provides sufficient documentation supporting the continuation. This policy does not apply to a student requesting a leave of absence due to another person's health-related issue; for those situations, students should follow the General Leave of Absence Information section of the Academic Policies and Procedures.

1. Requesting a VHLA

A student may request a VHLA after they have completed at least one full semester or, for SCALE students, at least Quarter 1. A student who does not meet this threshold may withdraw from Southwestern and reapply at a later date.

Only a student in good academic standing is eligible for a VHLA unless the Associate Dean for Students Services grants special permission. A student involved in a potential disciplinary process, on academic probation, or facing academic disqualification may still request a VHLA, although Southwestern will make an individualized determination in consultation with the student about whether the discipline or academic process should proceed or wait for the student's return.

An eligible student may request a VHLA by (i) speaking with the Associate Dean for Student Services, who will assign a Health Leave Coordinator and (ii) completing the Voluntary Health-Related Leave of Absence Request Form.

If the student cannot meet with the Health Leave Coordinator or complete the Voluntary Health-Related Leave of Absence Request Form due to an emergency like hospitalization or inability to function independently, a parent, spouse, guardian, or individual holding a power of attorney that covers health decisions may do so on the student's behalf.

The deadline to apply for a VHLA is the last day of the term, as specified in the academic calendar. A VHLA request made after the student has completed the term

will be considered for the upcoming term.

The Associate Dean for Student Services will provide the student (or the person acting on the student's behalf) with their assigned Health Leave Coordinator's name and contact information.

The Health Leave Coordinator will review the completed form and forward the request with a recommendation to the Associate Dean for Student Services. If approved by the Associate Dean for Student Services, the Associate Dean will notify the student and forward the form to the Registrar's Office for processing.

The Health Leave Coordinator and other Southwestern personnel will exercise discretion in sharing with each other only the minimum details about the student's medical condition as necessary to facilitate the student's health-related leave or to protect the Southwestern community's health, safety, or educational interests. In some situations, the student may be asked to sign a release that will permit the Health Leave Coordinator to communicate with the student's healthcare providers during the student's leave or facilitate internal discussions about implementing the student's health-related leave.

2. Creating a VHLA plan

After the Associate Dean for Student Services approves a VHLA, the student and the Health Leave Coordinator will create an individualized health-related leave plan that the student will complete while on leave or as otherwise set forth in the plan. The plan may refer to medical treatment recommended by the student's healthcare provider and other requirements to return to Southwestern, such as how incomplete grades will be resolved and recertifying admission application certifications and representations (e.g., criminal record). Whether the student completed the plan is a factor Southwestern will consider when a student seeks to return to Southwestern after the leave.

3. Additional components of the VHLA process

A student who is taking a VHLA must (i) complete an exit interview with the Student Services Office and (ii) complete meetings with the Financial Aid Office and the Accounting Office to discuss tuition payment consequences, if any.

If the student cannot complete these components of the VHLA, the Associate Dean for Student Services may delay or waive them or allow the person approved to act on the student's behalf to complete the meetings.

D. Interim Health Restriction

The Associate Dean for Student Services, Vice Dean, or Dean may institute an Interim Health

Restriction upon a student's health-related hospitalization or emergency or during a health-related evaluation period. In addition, the senior Southwestern official, using their professional judgment and considering all reasonably available information, may institute an Interim Health Restriction when they determine that the student presents a substantial threat of immediate harm to themselves or others within the Southwestern community.

This interim period allows a student to receive needed medical or psychological care and for all parties to consider an evaluation of readiness to remain at Southwestern. Except with the advance written permission of the Associate Dean for Student Services, Vice Dean, or Dean, a student placed on an Interim Health Restriction is temporarily not allowed to participate in any Southwestern-sanctioned events or activities on or off campus, attend or participate in any Southwestern class, participate in academic, co-curricular, or extracurricular activities and on-campus employment, reside in or visit The Residences, or be on campus. A student on an Interim Health Restriction will retain access to their Southwestern email. The Associate Dean for Student Services, Vice Dean, or Dean will determine whether a student on an Interim Health Restriction may retain access to Canvas.

Southwestern will notify a student placed on an Interim Health Restriction in writing. The written notice will include the reason(s) why the Interim Health Restriction is being instituted and a copy of or link to this policy.

The student may request an opportunity to meet with the Vice Dean to discuss the basis for the Interim Health Restriction and the reliability of the information concerning the basis for the Interim Health Restriction. The Vice Dean will meet with the student within two business days of receiving the meeting request; the Vice Dean may determine whether the meeting will be in person or via Zoom and if other members of Southwestern's senior leadership should participate.

Following this meeting, the Vice Dean may continue, modify, or cancel the Interim Health Restriction. The Vice Dean should consult with the Dean before communicating a decision to the student. Regardless of the Vice Dean's decision, other procedures in this policy may continue.

An Interim Health Restriction may remain in effect until Southwestern completes the process for a Mandated Health Leave of Absence or other action. The Vice Dean or Dean has the discretion to cancel the Interim Health Restriction at any time based on new information received.

Given implications for federal financial aid, the Interim Health Restriction cannot last for more than 14 calendar days from the student's last day of class attendance. Thereafter, the student must choose a VHLA, be placed on an MHLA, or be allowed to return to class.

A student who withdraws from Southwestern during an Interim Health Restriction and

who wants to return to Southwestern must follow the process for returning from a health-related leave in **Section I** below. It is recommended but not required that the student desiring to return follow the specific provisions in **Section I** applicable to a student seeking to return from an MHLA.

E. Mandated Health Leave of Absence (MHLA)

An MHLA is designed to assist in the following situations:

- When a student presents a substantial risk of harm to self or others or has engaged in threatening or violent activities;
- When a student significantly disrupts the educational and other activities of the Southwestern community and that disruption is deemed to be related to a health condition; or
- When a student is unable or unwilling to carry out substantial self-care obligations.

A student in one of the above-listed situations should be referred to the Associate Dean for Student Services, who will work with the Vice Dean to assess the student's situation and determine how Southwestern will proceed. In the circumstances listed above, the Vice Dean or Dean may determine that a student must take an MHLA before they can function productively within the Southwestern community.

Any Southwestern community member with reason to believe that a student poses a violent threat or a threat to public safety should contact Campus Security or the local police department.

An MHLA is an administrative and safety process, not a disciplinary process. This policy is not intended to be punitive or replace disciplinary actions under the Student Honor Code or other policies or directives. This policy does not preclude the removal or dismissal of students from Southwestern programs because of violations of other Southwestern policies. Nothing in this policy relieves a student of any financial obligations to Southwestern that were in place when an MHLA was imposed.

Typically, an MHLA will be instituted for one or more full terms (e.g., a semester or a quarter for SCALE students) or one academic year.

A student placed on an MHLA while on academic or disciplinary status will return on that same status.

1. Notification

If, after conferring with the Associate Dean for Student Services, the Vice Dean or Dean determines that Southwestern will consider placing the student on an MHLA, the Associate Dean will notify the student in writing. The written notice will include

the reason(s) why the MHLA is being considered and a copy of or link to this policy. The written notice will include a deadline to respond; after that date, the school may decide whether to impose an MHLA. When reasonably

possible, the student may confer with the Student Services Office to provide additional information for consideration. A member of the Student Services Office may meet with the student, but a meeting at this point is not required.

2. Assessment

In determining whether the student presents a serious health or safety threat, the Student Services Office will assess the student's situation by considering factors such as the following:

- the nature, duration, and severity of any risk;
- the probability that potential injury or harm will occur;
- whether the student substantially impeded the educational process or functions of other members of the Southwestern community; and
- whether reasonable modifications of policies, practices, or procedures might significantly mitigate the risk.

a. Evaluation

As part of this individualized assessment, if the Student Services Office believes it will facilitate a more informed decision, Southwestern may require the student to undergo an evaluation, including a medical or psychological evaluation, by an independent and objective healthcare professional designated by Southwestern and at no cost to the student. The student will be directed to share the Standards for the Study of Law to the provider. The student may also be required to execute necessary releases so that the report from the evaluation may be provided to appropriate Southwestern administrators. Southwestern may also request that the student execute releases for other outside health records as part of the evaluation process. If a student refuses to execute a release or respond within the timeframe set by the Student Services Office, the Student Services Office may proceed with the assessment based on information in its possession.

b. Student information

The Student Services Office will consider any medical or other relevant information submitted by the student, including but not limited to a medical or psychological evaluation by a healthcare professional of the student's choice.

The Student Services Office will give significant weight to the opinion of the

student's treatment provider(s) regarding the student's ability to function academically and safely at Southwestern with or without reasonable accommodations. If the Student Services Office determines that the information provided by the treatment provider(s) is incomplete, requires further explanation or clarification, or is inconsistent with other information in the student's record, the Student Services Office may ask the student to provide additional documentation from the healthcare professional or, if the student provides proper authorization, the Student Services Office may contact the treatment provider(s) to obtain additional information.

c. Reasonable accommodation

Inherent to the decision-making process is Southwestern's commitment to consider an individual's past and ongoing condition, which may have contributed to the risk of harm. The Student Services Office may seek the assistance of other resources, as needed, to determine if the student is a qualified individual with a disability and whether a reasonable accommodation will allow that student to meet their essential academic and other Southwestern community responsibilities while abating the risk of harm and maintaining a safe environment for all students. This determination will also evaluate whether the accommodation can be provided without fundamentally altering the essential functions of the educational program provided by Southwestern, lowering academic standards, or creating an undue hardship for Southwestern.

d. Other resources

The Student Services Office will also confer, as feasible and when appropriate in a particular matter, with individuals regarding the need for an MHLA. Although each case will vary, conferring individuals could include (i) the Vice Dean, (ii) the Associate Dean of a program in which the student is enrolled (e.g., Online or SCALE), (iii) faculty members, (iv) with appropriate authorization, the student's treatment provider(s) or other healthcare professionals, (v) members of Southwestern's behavioral intervention team, (vi) a resource with expertise in mental health disabilities, and (vii) other individuals as may be appropriate in a particular matter.

3. Determination

In consultation with the Student Services Office, the Vice Dean, and Dean will review the relevant documentation and available information and decide how to proceed. The decision may include the following:

- that the student remains enrolled with no conditions;
- that the student remains enrolled subject to conditions (including a description of those conditions); or
- that the student be placed on an MHLA.

a. Enrolled subject to conditions

If Southwestern allows the student to remain enrolled subject to conditions, then the student's failure to comply with the conditions may, after appropriate consideration, result in the imposition of an MHLA. If a student is permitted to remain enrolled subject to conditions, the Vice Dean will inform the student in writing of the effective date and the duration of the modified attendance.

b. MHLA

If Southwestern requires an MHLA, the Vice Dean will inform the student in writing of the leave decision and the basis for the decision, the effective date of the leave, the length of the leave, and conditions or requirements for return (if applicable). The length of the leave will be determined on an individual basis. The written notice will include information about the student's right to appeal.

F. Possible Actions

In responding to a situation listed in **Section E**, Southwestern reserves the right to determine appropriate responses including, but not limited to, the following options:

- Allow the student to remain in school but require a specific mental or physical health evaluation within a certain period (typically 10 days) by a provider designated or approved by Southwestern at no cost to the student. The student may also be required to execute necessary releases so that the report from the evaluation may be provided to appropriate Southwestern administrators. Southwestern may also request that the student execute releases for other outside health records as part of the evaluation process. Evaluation results will be provided to the Associate Dean for Student Services, who will determine next steps.
- Invoke an Interim Health Restriction or MHLA.
- Notify the student's designated emergency contact and appropriate Southwestern officials about a mental or physical health or safety emergency. Notifications are made on a need-to-know basis.

A student typically will be allowed to take a VHLA before Southwestern initiates an Interim Health Restriction or MHLA process.

Nothing in this policy limits the power of Southwestern to take administrative action to ensure the safety of the Southwestern community.

G. Implications of a Health-Related Leave

This Section applies to a VHLA or MHLA unless a specific provision is expressly limited to one type of health-related leave.

1. Association with Southwestern

Unless expressly permitted by the Vice Dean or Dean for a MHLA or the Associate Dean for Student Services for a VHLA, except to attend a meeting or hearing related to their case, a student on a health-related leave will not be permitted to be on campus or participate in any Southwestern-sanctioned events or activities on or off campus, attend or participate in any Southwestern class, participate in academic, co-curricular, or extracurricular activities and on-campus employment. Southwestern's foremost goal for students on a health-related leave is to allow the student to address the medical condition that caused the health-related leave. A student on a health-related leave will retain access to their Southwestern email.

2. Leadership positions

A student on a health-related leave cannot participate or hold a leadership position in a Southwestern student organization or Honors Program during the leave period.

3. Services and student status

Students on a health-related leave typically retain their admitted student status; however, they are not registered and do not have the rights and privileges of registered students. For example, students on a health-related leave will not have access to the Career Services Office, including Symplicity, individual career counseling, on-campus interviewing, and on- or off-campus Career Services Office events or programs. Students on a health-related leave will have access to BisonCares and, subject to eligibility and payment requirements, student health insurance. Exceptions to this general rule will be addressed on a case-by-case basis by the Vice Dean for an MHLA and the Associate Dean for Student Services for a VHLA.

4. Transcript notation

The notation "Leave of Absence" will be entered on the student's transcript. The student will receive a "W" on their academic transcript if the health-related leave is taken after the add/drop period. If the health-related leave occurs during the add/drop period, the student will be dropped from classes without any notation on the transcript of having left for health reasons. Thus, a health-related leave will not affect the student's grade point average.

5. Character-and-fitness certification

Southwestern may report a student's health-related leave to any board of bar examiners that a student applies for if required in response to character-and-fitness certification questions of that jurisdiction.

6. Tuition, financial aid, and scholarships

A portion of the tuition paid by the student for courses not fulfilled during the term in which the health-related leave occurs may be refunded per Southwestern's Student's Right to Cancel and Tuition Refund Policy and Return of Title IV Funds Policy, if applicable. Southwestern will send any refunds not required to be returned to the Department of Education to the student via direct deposit. Subject to the specific terms of the scholarship, if a student goes on a health-related leave, Southwestern will reinstate their scholarship if they return to Southwestern and are still eligible for it. A student on a health-related leave will not receive a class rank for the year of the leave and will not be considered for Dean's Merit Scholarships.

Due to provisions of the One Big Beautiful Bill, passed in July 2025, students who take or are placed on a leave of absence during the 2025–2026 academic year may be subject to new restrictions that did not apply previously.

- Voluntary leave: Students considering a leave should contact the Financial Aid Office in advance to discuss the potential impact of these restrictions.
- School-initiated leave: Students placed on a leave by the school must meet with the Financial Aid Office to review how the new federal loan rules apply to them. Completing this financial aid review is mandatory both when the leave begins and before the student may return.

7. Housing

Unless expressly permitted by the Vice Dean for an MHLA or the Associate Dean for Student Services for a VHLA, if the student resides in The Residences, Southwestern may terminate the lease according to the terms and conditions of the lease and provide notice to vacate to the student. Southwestern may also prohibit the student from visiting The Residences. Students may be eligible to receive refunds of portions of their housing charges. The Vice Dean and the Associate Dean for Student Services will consult with the Chief Operating Officer when considering exceptions to this section.

8. Incomplete grade

A health-related leave may extend the time period of an Incomplete grade if approved by the Vice Dean for an MHLA and the Associate Dean for Student Services for a VHLA.

9. Degree completion timeline

Whether a student takes a VHLA or is placed on a MHLA, the period of leave will count toward the maximum time allowed to complete the J.D. degree. For students who entered Southwestern before August 2025, the maximum period for completion is 84 months from the commencement of law study at Southwestern or at a law school from which transfer credit has been accepted.
For students entering in or after August 2025, the maximum period for completion is 72 months. Southwestern is not obligated to extend this time limit, even in cases involving mandated health leaves, and students whose cumulative leaves or other interruptions would exceed the applicable maximum time may not be permitted to return.

H. Transfer Requests and Letters of Good Standing

A student who (i) is placed on an Interim Health Restriction or MHLA or takes a VHLA and (ii) withdraws from Southwestern before the Interim Health Restriction has been lifted or resolved or before they have returned from the VHLA or MHLA will retain the academic status they held at the time of withdrawal (e.g., academic probation or good standing). However, because the Interim Health Restriction, VHLA, or MHLA process was incomplete at the time of departure, the student is not eligible to automatically re-enroll at Southwestern. Any future return requires an individualized readiness assessment and administrative approval in accordance with **Section I** of this policy.

If a student in a situation described in this section requests a letter of good standing or similar document to transfer to another institution or another purpose, Southwestern will generally confirm:

- the student's academic standing at the time of departure;
- the fact that the student's withdrawal is voluntary;
- that the student is not eligible to automatically re-enroll; and
- if applicable, any past disciplinary sanctions imposed by Southwestern and any disciplinary proceedings pending at the time of withdrawal.

Southwestern will not disclose the existence or nature of an Interim Health Restriction, VHLA, MHLA, or any related health information unless the student provides informed, written consent pursuant to the Family Educational Rights and Privacy Act (FERPA) and other applicable privacy laws. Even with consent, Southwestern reserves the discretion to disclose only what is necessary to accurately reflect the student's record and institutional obligations.

I. Process for Returning from a Health-Related Leave

This Section applies to returning from a VHLA or MHLA unless a specific provision is expressly limited to one type of health-related leave.

1. Student responsibilities

Students who wish to return from a health-related leave must demonstrate that they can safely resume their program and not disrupt the community. Students must be well enough to carry out substantial self-care obligations and participate meaningfully in their educational activities. Southwestern will consider whether the student has completed their leave plan when evaluating readiness to return.

A student seeking a return from a health-related leave must take the following steps:

a. Request to return

Typically, a student will not be allowed to return until the full leave period has elapsed and the student has met all conditions and requirements of the leave plan.

To return from a health-related leave, a student must submit (i) a Student Readiness to Return Form completed by their treating provider(s) to the Health Leave Coordinator; and (ii) a completed Request to Re-Enroll Form.

To return from an MHLA, the student must write a personal statement describing what the student did while on leave; what the student perceives were the reasons for the leave; and what changes, if any, the student plans to implement that will allow the student to safely and effectively meet the requirements of their academic program. The student must also describe how they have satisfied all conditions for return and must submit an updated resume with the statement.

To allow ample time for the review process, the deadlines to submit the Student Readiness to Return form, Request to Re-Enroll Form, and personal statement with resume (for a MHLA) to the Student Services Office are as follows:

- October 31 for possible return for the January intersession, spring semester, or SCALE Quarter 7;
- February 15 for possible participation in the London Study-Abroad Program;
- April 15 for possible return for the regular summer session;
- June 30 for possible return for SCALE Quarter 5 or the fall semester; or
- Thirty calendar days for possible return for any other term or SCALE period.

If the student submits all needed materials outside these deadlines, Southwestern will attempt to be flexible and review the student's request to return for the desired semester, period, or term. But an expedited review is

not guaranteed.

b. Additional information about student readiness

Depending upon the nature and individual circumstances of the health-related leave, the Student Services Office may request additional information demonstrating that the student has reasonable capability of day-to-day functioning, with or without accommodations. The decision to require a student to provide this information will be made on an individualized basis and conveyed to the student in writing, along with an explanation about why the information is needed. The student may also voluntarily submit this information with their other materials.

A student might be able to demonstrate their day-to-day functioning in various ways. For example, a student may provide documentation from a reliable community observer who can comment on their activities and readiness to resume their studies. A reliable community observer could be a mentor, a member of the clergy, a work or community service supervisor, co-worker, personal trainer, athletic coach, or some other individual in a position to have observed the student during the leave and who is not related to the student by blood, marriage, or law. Where possible, the letter should be submitted on letterhead stationery, signed, dated, and describe the student's daily activities and the extent to which the writer feels the student is ready to resume studies and participate productively at Southwestern. Alternatively, a student may provide the name and contact information of a reference who can provide information concerning the student's daily activity and readiness to resume studies. The student need not disclose the reason for the leave of absence to the letter writer or reference.

2. Review by the Student Services Office

The Student Services Office gives significant weight to the documented opinion of the student's treatment providers regarding the student's ability to function academically and safely at Southwestern with or without accommodations. When reviewing a request to return, if the Student Services Office determines that information provided by the treatment provider is incomplete, requires further explanation or clarification, or when there is a disconnect between the medical information provided by the treatment provider and other information in the student's files, the Student Services Office will, if the student provides proper authorization, contact the treatment provider to obtain additional information. In extraordinary circumstances (e.g., Southwestern is concerned about the medical provider's credentials), the Student Services Office may request that the student

undergo an additional assessment to allow Southwestern to decide about the student's readiness for return. In those rare instances, the Student Services Office will notify the student of its rationale for making this request. The student will not be responsible for the costs of additional assessments that Southwestern requests.

3. Review by the Associate Dean for Student Services and Vice Dean

After the Student Services Office receives and reviews all documents related to the requested return, (i) for an MHLA, the Associate Dean for Student Services will review all relevant materials with the Vice Dean and Dean; they will decide whether it is appropriate for the student to return for the requested semester, quarter, or term or a later semester, quarter, or term and (ii) for a VHLA, the Associate Dean for Student Services will review all relevant materials and will decide whether it is appropriate for the student to return. Southwestern may place restrictions on the student's return. Restrictions might include a reduced course load, limits on co-curricular or extracurricular activities, requirements to work with a member of the Academic Success and Bar Preparation department, requirements for regular check-ins with the Student Services Office, etc. The

decision, including any restrictions, should be sent to the student in writing along with a copy of or link to this policy.

4. Request to return approved

Once a student receives a decision allowing their return, the Student Services Office or Health Leave Coordinator will contact the student to request a check-in visit to review their safety and plan for sustained health, including recommendations for ongoing treatment. Students with disabilities may be eligible for reasonable accommodations and should follow the provisions of the Policy Statement Regarding Students and Applicants with Disabilities. The Student Services Office or Coordinator will also help the returning student coordinate with other offices, such as Financial Aid, Registrar, etc.

A student returning from a health-related leave is responsible for registering for the semester, quarter, or term following the expiration of the leave. They must notify the Registrar's Office in writing to have their student account reactivated to register.

5. Request to return denied and appeal

If Southwestern denies the student's request to return from leave, the student may appeal that decision. See **Section K** below.

6. Failure to return

If the student does not plan to return to Southwestern, the student should notify the

Health Leave Coordinator at their earliest convenience. Any student who does not return following the expiration of their leave or after their return has been approved will be assumed to have permanently left Southwestern. They will be readmitted only upon successfully completing the return process above (i.e., receiving approval to return) and then filing a new entering student application for admission using regular admission channels. There is no guarantee that the student will be readmitted. A student who fails to enroll in any semester, quarter, or term and has not been granted a leave of absence will be deemed to have withdrawn from Southwestern.

J. Individualized Assessment

Southwestern will base any decision under this policy on objective criteria, not speculation, stereotypes, or generalizations. Before placing any student with a disclosed or known disability on an MHLA, Southwestern will perform an individualized assessment to determine if a reasonable accommodation would permit the student to continue participating in Southwestern's community without an MHLA.

K. Appeal

A student subject to an action under this policy (e.g., placement on an MHLA, placement on an Interim Health Restriction, denial of a VHLA request, denial of a request to return)may appeal any decision of the Associate Dean for Student Services or Vice Dean to the Dean. A student who wishes to appeal must submit a written appeal to the Dean within 10 business days of receiving a decision. The Dean may extend this time for good cause shown, such as a student's continued hospitalization.

The appeal must specify the substantive or procedural basis for the appeal and must be made on grounds other than general dissatisfaction with the decision. The appeal process is designed to remain individualized and interactive. At any point before the final determination, the student may submit additional information relative to the student's care or progress.

The Dean will review relevant documents and any additional information submitted by the student and may confer with Southwestern officials. In addition, the Dean may meet or speak with the student. The Dean has 10 business days from receiving the appeal to decide. The Dean may extend the time limit for good cause.

The review by the Dean will be limited to the following considerations:

- Were the proper facts and criteria brought to bear on the decision?
- Has the student or another person provided material, relevant new information not previously available?
- Did any procedural irregularities materially affect the outcome to the student's

detriment?

- Was the decision reasonable given the proper facts, criteria, and procedures?

The Dean may (a) uphold the decision, (b) reverse the decision, (c) modify the decision (e.g., reinstating the student subject to specified conditions), (d) return the matter to the decision maker, or (e) take other action consistent with this and other Southwestern policies. The Dean will transmit a written decision to the student, the Vice Dean, and the Associate Dean for Student Services. Unless the Dean returns the matter to another decision maker, the Dean's decision is final and not subject to further appeal.

L. Confidentiality

Southwestern recognizes the sensitive and confidential nature of a health-related leave. Southwestern's use and disclosure of information related to a student's health-related leave will be guided by laws governing the privacy of student information, such as FERPA, and the limited exceptions for disclosure provided by law.

M. Recordkeeping

Documentation generated in connection with administering this policy will be kept in a secure file accessible only to the Student Services Office, Vice Dean, and Dean. If related to a disability, documentation will also be kept in a student accommodation file. The Voluntary Health-Related Leave of Absence Request Form will be retained in the official student file.

N. Policy Revisions

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

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Law Library Collection Development Policy

Faculty Library Committee Policy approved November 2025. Effective immediately.

Revision history: **Reviewed 2014; revised July 2023 to address faculty donations; technical edits made May 2024; revised November 2025.**

Related policies: **Law Library Mission and Goals**

Scheduled Review Date: **November 2028 (Law Library)**

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Appendix A - Subject Area Collections Currently Collected

A. Introduction

The Leigh H. Taylor Law Library is committed to meeting the current and future informational needs of the Southwestern Law School community in accordance with the library's mission. Our objective is to select, organize, and make available those materials that support the curriculum and the increasingly specialized demands of faculty, current students, and alumni. The community's needs and interests are continually changing with new faculty, course offerings, and subject areas developing in the legal field. This policy serves as a general guide for selecting library materials. It is also intended to inform library users about the nature of the collection, the direction of its development, and the basic principles upon which selections are made.

B. Selection Procedures

1. Responsibility for collection development

Associate Dean and Law Library Director is ultimately responsible, as delegated by the Dean of Southwestern Law School, for maintaining and developing the law library collections. The Associate Dean relies on the specialized knowledge of the Senior Reference Librarian for developing foreign and international law collections and the Head of Collection Services for specialized database/E-resources purchases. All reference librarians work on the collection development team in selecting materials. Recommendations are welcomed from faculty, staff, and students. In accordance with our selection criteria, faculty requests will receive priority consideration.

2. General criteria for collection selection

a. ***Relevance to Curriculum and Research Needs*** – Materials that support courses taught in the law school, skills-based training, and specialized research areas pursued by faculty and students.

b. ***Authority and Reliability*** – Publications from recognized legal publishers, academic presses, government bodies, and authors with established expertise.

c. ***Jurisdictional Coverage*** – Resources addressing U.S. federal law, the primary state jurisdiction of the law school, and, as appropriate, international and foreign law.

d. ***Scholarly Quality*** – Works that contribute meaningfully to the field of legal scholarship, demonstrating depth of analysis and representation of diverse perspectives.

e. ***Currency and Updating*** – Preference for current editions, regularly updated works, and resources that provide timely coverage of statutes, case law, and regulations.

f. **Format and Accessibility** – Consideration of whether materials are most effective in print, digital, or hybrid formats, and whether they meet accessibility standards.

g. **Cost and Value** – Balance of price with expected use, long-term sustainability, and contribution to the collection.

h. **Collection Balance** – Avoidance of unnecessary duplication unless justified by high demand; priority given to filling gaps in coverage.

i. **Durability and Preservation** – Preference for materials that can withstand frequent use or, for digital resources, assurances of stable archiving and access.

j. **Professional Reviews and Recommendations** – Consideration of evaluations from faculty, subject specialists, and reviews in professional literature.

3. Additional general criteria for electronic resources

a. ***Ease of Use*** – User-friendly platforms with effective search tools and intuitive navigation.

b. ***PDF of Original Source*** – Availability of facsimile or official PDF versions of documents to support accurate citation.

c. ***Authentication and Access*** – Preference for IP authentication, single sign-on, or other seamless access methods.

d. ***Licensing Terms*** – Licenses that extend to all authorized users, including faculty, students, staff, and, when feasible, alumni and walk-in users.

e. ***Archival Rights*** – Evaluation of perpetual access options versus annual subscriptions, with preference for sustainable long-term availability.

f. ***Technical Support and Reliability*** – Vendor commitment to responsive technical support and reliable system uptime.

g. ***Usage Analytics*** – Provision of COUNTER-compliant or comparable statistics to guide ongoing collection assessment.

h. ***Accessibility Compliance*** – Compliance with ADA/Section 508 standards to ensure equitable access for users with disabilities.

4. Selection tools

Our primary selection tool is the YBP Library Service's GOBI slips (Global Online Bibliographic Information). We have set our GOBI profile to include additional titles in the social sciences. We also review publishers' catalogs, announcements, and book reviews in various publications. For electronic resources, in addition to direct announcements from publishers, we regularly review offers from NELLCO (NELLCO Law Library Consortium)

and SCELC (Statewide California Electronic Library Consortium). We welcome suggestions from faculty and students.

5. Format selection

We expect the collection to continue to grow in multiple formats for the foreseeable future, although the composition of the mix is subject to constant change. Electronic resources provide more current information, greater convenience, and access to a wider range of subject areas than the library can realistically afford to collect in print. As such, we expect electronic formats to be the dominant mode for future acquisitions. However, print resources remain the sole source for some treatises and scholarly monographs and will be collected as required when no suitable electronic version is available.[1] Likewise, some California administrative materials are available only in print or are more easily accessed in print. As a California State Depository Library, we receive copies of the California Code of Regulations (CCR) and the California Buildings Standards Code (Title 24, CCR hereinafter "Building Code") in print at no cost. We do not plan to end our depository status. Although few people use microforms, we will continue to select that format when the content is available only in that format. Additional notes on format selection follow.

a. Electronic Resources

Electronic format is currently the preferred format for library users, with the materials' permanence, accuracy, and authentication still considered. Due to the wide availability of authenticated, or vetted, primary source law through our paid subscription databases and government websites, hard copy versions are no longer on standing order with publishers. When licensing electronic subscriptions, IP authentication is preferred over passwords, and an effort is made to negotiate access, including remote access, for the full range of library users. In many cases, however, the library may only be able to provide access for current students, faculty, and staff. We prefer databases that provide documents in PDF format—for simplicity of citation in scholarly writing—and services that provide e-mail alerts as a faculty current awareness tool.

We decide on a case-by-case basis whether to purchase a perpetual license or one that requires renewals. Note that some collections are offered only as a perpetual license, also referred to as providing "ownership." These collections typically involve large upfront expenditures and a smaller annual access fee. Annual licensing is preferred, but the library has purchased perpetual licenses for several collections. A general concern exists in the field of library science that the safeguards offered by the publishers are illusory, given the turmoil in the

[1] "Suitable electronic version" is defined as e-books that meet standards relating to rights in the material, means of access, archiving, utility of the platform, stability and completeness of the content, pricing, privacy,

discoverability, and usage statistics.

marketplace.

b. Special Selection Criteria for eBook Purchases

Historically, the library has limited its purchase of eBooks to those with licenses for unlimited simultaneous users. However, due to changes in license models used by publishers, the library will expand eBook purchase consideration to titles offered with a 3-simultaneous user license, 1-simultaneous user license, or periodic licenses, e.g., annual licenses. Publishers fully control which licenses are available for a book.

Traditional selection criteria for library materials apply to eBooks. However, additional special criteria will also be applied. The library does not use a strict mathematical formula to choose among licensing formats or, instead, to purchase a book in print format. Factors that are considered include:

- Cost**:**
  - Whether the cost is for a one-time purchase (which may include annual access fees) or a subscription.
  - If a resource will need to be updated on a regular basis, and the associated costs with the same.
- Technical considerations:
  - Compatibility across different platforms (PC, Mac, etc.) and browsers.
  - Compatibility with course management software.
  - Any requirements for additional or special hardware or software, other than what is freely available and widely used.
- Vendor reliability as to content, business practices, customer and technical support, documentation and training, and notification of content and format changes.
- Vendor restrictions on printing, downloading, and email capabilities.
- If a book is likely to be read cover-to-cover, in contrast to books consisting of collected essays or articles, where users will read only selected portions of the volume. Books in the latter category may derive utility from full-text searching of their contents.
- Whether a book is of current interest but is unlikely to be of interest in the future.
- Whether a book is required reading in a course or assigned as part of a leadership program, e.g., the Parris Academy for Excellence in Law & Leadership, Staff Leadership Program.

- Online JD Program considerations:
    - The law library is committed to providing equitable access to information resources for students enrolled in the online program. Every effort will be made to replicate, in digital or otherwise accessible formats, the materials available to residential students. This includes prioritizing the acquisition of electronic resources such as e-books, online databases, and digital course reserves, as well as securing licenses that permit remote use by all authorized users. The goal is to ensure that online students receive the same level of support for their academic and research needs as those attending in person.
    - At present, the only significant category of materials not available to students in electronic format through institutional licenses are major law school casebooks. In such instances, students will be responsible for obtaining required casebooks individually. The library will, however, continue to regularly engage in dialogue with publishers and vendors to expand digital access to casebooks.

c. Monographs

Scholarly monographic works are both the continuing and current focus of collection development. They are purchased in subject areas listed in Appendix A. In addition to the law-related subject areas, the library purchases interdisciplinary monographs requested by faculty if the cost is reasonable and interlibrary loans will not satisfy the need.

We purchase most scholarly monographs in hard copy; however, the library will consider e-book collections, especially to enhance interdisciplinary offerings.

Currently, we purchase e-book packages from EBSCO Academic, Oxford University Press, Cambridge University Press, and Edward Elgar. E-book package subscriptions are considered, based on relevance of subject matter, quality of publishers and authors, usefulness to Southwestern Law School faculty and students, and cost.

The library maintains blanket standing orders with publishers where the discount is substantial; the library would likely select most of the titles individually, or the materials would be difficult to acquire otherwise.

Current standing orders include:

i. CEB (limited to 27 titles)
ii. Nolo Press

iii. West Academic Hornbook Series

iv. West Academic Nutshell Series

In place of our previous standing orders to California CEB (except as noted above) and PLI (Practicing Law Institute) treatises and course materials in print, we now subscribe online.

In place of our previous standing order status with the American Bar Association, we are now a "silver" ABA customer. We receive a list of new publications every month and order from them. We order most titles, unless cost-prohibitive.

d. Looseleaf Services

Traditionally, the library has maintained at least one major looseleaf service in each area of curricular or faculty interest. If there were competing sets by major publishers, the library would subscribe to both. Due to the high cost to maintain looseleafs and their online counterparts' convenience, print looseleafs will be updated or added to the collection only as needed for specific faculty research needs or when cost or licensing restrictions make print the better option.

e. Legal Treatises And Practice Guides

The library maintains print legal treatises and practice guides in major areas of law practice. The library will check for online availability on Westlaw, Lexis, and other electronic databases in determining the continued purchase of print.

f. Microforms

Microformats, film and fiche, are not convenient to use but have continuing relevance for the lesser-used retrospective back files. The library will continue to maintain, and update established collections unless replaced by equivalents. These collections include materials that are available only in microform, materials that would require too much space to acquire in hardcopy, and materials that carry a concern about being removed from electronic database subscriptions.

6. Duplication

Duplication of print resources occurs only when we need additional copies based on student or faculty use. Duplication between print and online resources is evaluated on a case-by-case basis; factors include the ongoing cost of the print material, the level of use by library users, and the cost, quality, reliability, and ease of use of the online equivalent. Unless we have a specific faculty or curricular demand, the library will no longer acquire national practice guides in print that are available on the major legal research databases.

7. Gifts

a. The library welcomes gifts that will enhance the collection. The library requires a list or description of the donated materials before a gift is accepted. Reporters

and other large sets are accepted only when needed to replace shelf-worn copies. The library retains the right to dispose of the materials at any time after donation, and in any manner deemed appropriate. The library will provide an acknowledgment letter or email summarizing the quantity and types of items donated; the library will not provide an itemized list unless a special need exists.

Under federal tax law, the library, as the donee, is not qualified to provide a monetary valuation or appraisal.

b. When a full-time faculty member retires or otherwise separates from Southwestern, they may designate that a portion, or the entirety, of the books in their office be donated to the library.

Faculty are not required to provide a list of donated items, but must advise the library if they wish the donated items that are not added to the collection be returned to them.

The materials will initially be reviewed by the Head of Collection Services and Archivist, followed by the Reference Team to determine which meet(s) our selection criteria. The librarians will then determine the classification and circulation of all gifted items. Upon acceptance, materials irrevocably become the property of Southwestern Law including disposition. This disposition of accepted materials is at the library's sole discretion, and donors cannot be informed of disposition decisions. Donated materials not added to the collections are regifted, sold, recycled, or discarded; they cannot be returned to donors absent a request at the time of donation as mentioned in the paragraph above.

8. Weeding

After a major weeding project of state materials, regional reporters, and federal government documents in 2021 and the subsequent shifting of remaining materials, significant weeding is not needed at this time. We will revisit this issue every five years. We regularly remove superseded materials but retain prior editions of treatises and other monographs. Retaining materials that have historical research value is increasingly important because they are unlikely to be contained in electronic databases.

When the library discontinues supplementing a source, a decision is made on a case-by-case basis regarding how to manage the materials on the shelves. If materials remain on the shelf, their record in the online catalog will be updated to reflect the source is no longer updated and the date when supplementation ceased. Additionally, warning labels are placed in the book in the location a patron would expect to find the current supplement. Labels are not used if the publisher, rather than the library, discontinued supplementation. If it is likely that users would be confused and rely on outdated materials, we remove items from the shelf.

Duplicate reporter volumes and discontinued digests are removed when shelf space is needed.

C. Subject Area Collections

Current monographic acquisitions are guided by faculty scholarly research interests, the curriculum, and student interests. At this stage of the library's development, the focus is on current publications rather than retrospective purchases. See Appendix A for the list of subjects the library currently collects. The library will review this list annually with the Faculty Library Committee.

D. Collections and Resources Maintained

The library contains numerous focused collections in the subject areas listed in Appendix A of this policy; these materials are collected both in print and electronically. The goal is to provide the law school community with a well-balanced selection of materials on law and law-adjacent topics that support the curricular and research needs of Southwestern faculty and students. As an independent law school, the library does not collect in subject areas, like medicine and linguistics, with no curricular connection, though some materials on these topics may be included in a database subscription.

The list that follows gives a representative overview of the materials that comprise the Subject Area Collections listed in Appendix A of this policy.

1. United States primary sources

a. State Primary Sources

i. California

The library will continue to retain its current print collections. The library will no longer maintain standing orders for most print subscriptions.

Case Law*:* Access is available electronically via numerous databases for current students and faculty, and via the Westlaw Patron Terminal for alumni and Library Members.

Statutory Materials: Electronic access is available to Deering's via Lexis and to West's Annotated Code via Westlaw for current Southwestern students and faculty. Alumni and Members can obtain access to West's Annotated Code via the Westlaw Patron Terminal.

Administrative Materials: Access to the California Code of Regulations (CCR) is available electronically via numerous databases for current students and faculty, and via the Westlaw Patron Terminal for alumni and Members. Many administrative materials are also freely available on government webpages and Municode.

As noted earlier in "Format Selection," the Building Code, will continue to

be collected in print due to its unavailability on paid databases. Available California print materials are located both in the Reserve Collection behind the Circulation Desk and in the California Room on the first floor of the library.

ii. Other States

Due to the wide availability of case law online via both fee-based and free resources, the library no longer subscribes to print case reporters or digests from other states. The library similarly relies on online access to all other state codes, case law, and administrative materials. The majority of print materials from this collection were weeded for space in 2021.

b. Federal Materials

The library will continue to retain its current print collections. The library will no longer maintain standing orders for most print subscriptions.

Case Law: The library will continue to collect the United States Reports in print. The library relies on electronic access to all other official and unofficial federal reporters. Reporters are located in the Federal Room on the first floor of the library.

Statutory Materials*:* The United States Code, United States Code Annotated, and Statutes at Large are located in the Federal Room. Access is available electronically via numerous databases for current students and faculty, and via the Westlaw Patron Terminal for alumni and Members.

Executive And Administrative Materials*:* The library relies on electronic access for administrative materials including the Code of Federal Regulations and Federal Register

These and other federal materials are available digitally via our subscriptions to Lexis, Westlaw, ProQuest Congressional, ProQuest Legislative Insight, and HeinOnline. The Westlaw Patron Terminal provides access for alumni and Members.

2. Secondary sources

a. Digests

The library relies on Westlaw for all current digests. Federal, regional, and California digests remain on the shelves but are not updated. Westlaw Patron Access provides current access for alumni and Members.

b. Legal Encyclopedias

The library will continue to retain its current print collections of American Jurisprudence, 2d and California Jurisprudence in print. However, new print

volumes will not be purchased. These materials are located in the second- floor stacks and California room respectively. Both are additionally available electronically via Lexis and Westlaw. The library relies on Westlaw for access to current volumes of Corpus Juris Secundum. Older volumes remain in the second-floor stacks.

c. Legal Treatises And Hornbooks

The library collects major treatises in areas of curricular or faculty interest in print. Additionally, the library collects titles from the West Academic "Hornbook" series in print. Access to major legal titles not collected in print titles are available via Lexis, Westlaw, Bloomberg Law, PLI Discover Plus, and other databases.

d. Restatements

The library collects the following Restatements of law in print: Agency, American Indian, Conflict of Laws, Contracts, Judgments, Property, Restitution and Unjust Enrichment, Torts, and Trusts.

The library otherwise relies on Lexis, Westlaw, and HeinOnline for access to current editions of the Restatements. The print volumes are located in the Reserve Collection and on the second floor stacks.

e. Study Aids

The library regularly acquires several types of student study aids in print. The library maintains a standing order for West's "Nutshell" series, Aspen's "Examples and Explanations" series, LexisNexis' "Understanding" series, and LexisNexis' "Question & Answer" series. The standing orders include the most popular study aids among our students. The library also selectively collects study aids from other publishers. The most recent edition of the study aid is in the Study Aid collection near the Reference Desk. Older editions are shelved in the stacks on the second floor.

The library subscribes to Aspen Learning Library and LexisNexis Study Aids & Digital Library. Collectively, the digital study aid libraries provide current Southwestern students with access to digital editions of the "Understanding" series," Question & Answers," Examples & Explanations," "Glannon Guides," and "Emanuel" series. The library does not purchase commercial outlines or titles from the Aspen "Case Notes" series. Before the start of each academic year, a librarian coordinates with Aspen to ensure Case Notes are suppressed in the Learning Library.

f. Practice Guides and CLE

The library focuses its print purchases of practice guides on California law. The most recent editions of Rutter Group materials are in the Reserve Collection and older editions are in the California Room. The library collects Mathew Bender

materials related to California as well.

Online access is available via Westlaw and Lexis. Practice guides with a national scope or focused on other states are only available via various electronic databases.

For CLE materials, the library purchases major CEB publications in print. Online access to all CEB materials is available via CEB OnLaw Pro for current faculty and students. The library's CEB OnLaw subscription provides local access for alumni and Members. The print materials are in the California room.

g. Looseleaf Services and Formbooks

Print format is decided on an individual basis. Priority is given to electronic access available via Westlaw, Lexis, Bloomberg Law, and other databases.

h. Periodicals

The library primarily relies on HeinOnline for legal periodical access. For other subject areas, including interdisciplinary materials, electronic access is available through JSTOR, Social Sciences Full Text, and Wiley Online Library.

The library will collect journals/periodicals in print when titles are subject to an embargo in HeinOnline, not available electronically but within the scope of the library collection or are specifically requested by faculty.

The library will also evaluate Interlibrary Loan as an alternative to a subscription. These materials are located on the lower level of the library.

i. Casebooks and Bar Review Materials

Casebooks are generally not purchased unless authored by a Southwestern faculty member. While the library will attempt to purchase required casebooks each semester, to be housed in the Reserve Collection, this attempt is not a guarantee and should not be relied on by students for class planning or preparation purposes.

The library neither acquires nor accepts donations of bar review course materials/outlines. These materials change frequently, and many bar outline publishers prohibit transfer of these sources.

j. Books for Layperson

Books geared to the layperson are generally not collected. However, the library continues to maintain its standing order with Nolo Press. These books are shelved in the California room and in the stacks on the second floor.

3. Monographs (law and interdisciplinary)

Law and law-related scholarly monographs are collected in the subject areas listed in

Appendix A if requested by faculty or relevant to current course offerings.

For non-law related topics, the library prefers for new materials to be acquired in digital format. Materials related to the social sciences and humanities are available via JSTOR, Social Sciences Full Text, and ACLS Humanities E-book. Wiley Online Library provides access to books and scholarly journals about a broad range of topics, from agriculture to astronomy to engineering and more.

Older materials and new titles acquired in print are on the second floor.

4. Foreign law

The library collects materials based on faculty interest, current courses, and needs of law school journals dealing with foreign and comparative law. Materials related to Great Britain, Canada, and Mexico specifically reflect our Anglo-American legal system and the law of neighboring countries. The preferred format is digital, and all purchases are guided by curricular (including study abroad programs) and research needs. Exemplar databases that support foreign law research are ICLR Online, Reynolds & Flores Foreign Law Guide, and HeinOnline.

The foreign law materials are located on the lower level.

5. International law

The library collects materials based on faculty interests, current courses, and needs of law school journals dealing with international law.

a. **Public International Law**

Primary and secondary materials related to public international law and international organizations are collected in select areas, including international criminal law, dispute resolution among nations, terrorism, international trade, United Nations treaties and commissions, and international environmental law. The library will collect materials, including treaties, arbitral decisions, yearbooks, treatises, and journals not available online if supported by current curricular and research needs of faculty and students.

The library increasingly relies on electronic access to these materials as they become available. Exemplar databases include Oxford Constitutions of the World, Oxford Reports on International Law in Domestic Courts, Max Planck Encyclopedia of Public International Law, WorldTradeLaw.net, and HeinOnline.

b. **Private International Law**

The library collects materials in select areas of Private International Law. Subject areas collected include conflict of laws, transnational business arrangements, international IP law, international judicial assistance, dispute resolution, and multi-national litigation. The library relies on online access to Lexis, Westlaw,

HeinOnline, WordTradeLaw.net, and official websites for access to most materials but still collects in print if needed based on current course offerings and research needs of faculty.

The International Law materials are located on the lower level.

6. Current awareness

Article level access is provided to numerous publications by online access through subscriptions to multiple databases. Access to certain newspapers such as the Daily Journal, Economist, and Forbes are only collected in print.

Institutional access to the Los Angeles Times, New York Times, and other publications of interest will be considered and provided when practicable.

7. Popular reading and movie collection

The library maintains a small collection of popular reading materials which includes crime, mystery, and justice-based fiction. As part of the Tiffani Willis

Pleasure Reading Collection, established in 2022, we collect current best sellers and popular reading across multiple genres. The Alan H. Friedenthal Law in Film Collection contains legal-themed movies available for loan. This collection was curated and donated by Alan H. Friedenthal, class of '83.

E. Conclusion

The faculty library committee, working in conjunction with the Leigh H. Taylor Law Library librarians, are responsible for reviewing and updating this policy to ensure it reflects current faculty interests, course offerings, developing subject areas in the law, and aligns with the mission and values of the Law School and Law Library. Policy reviews and updates will happen as needed, with at least one comprehensive review every three years.

F. Policy Revisions

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

Appendix A - Subject Area Collections Currently Collected

- Administrative Law
- Agency & Partnership
- Animal Law
- Appellate Advocacy
- Bankruptcy
- Bioethics
- Cannabis Law
- Civil Procedure
- Commercial Law
- Comparative Law
- Advertising Law
- Alternative Dispute Resolution
- Antitrust Law
- Art Law
- Behavioral Law and Economics
- Business Associations
- Children and the Law
- Civil Rights Law
- Community Property
- Conflict of Laws

- Constitutional Law
- Consumer Protection
- Copyright Law
- Criminal Law
- Criminal Procedure
- Cultural Property Law
- Death Penalty
- Education Law
- Employment Discrimination Law
- Entertainment Law
- Environmental Law
- Family Law
- Federal Courts
- Health Care Law
- Housing/Community Dev. Law
- Immigration Law
- Information Privacy Law
- Intellectual Property Law
- International Trade Law
- Jewish Law
- Jurisprudence
- Land Use and Zoning
- Latin American Laws and Institutions
- Law and Emotions
- Law and Literature
- Mass Torts
- Mexican Legal Institutions
- National Security Law
- Patent Law
- Products Liability
- Real Estate Law
- Restorative Justice
- Special Education Law
- State and Local Government
- Taxation
- Torts
- Trial Practice
- Water Law
- Wills and Trusts
- Workers' Compensation
- Construction Law
- Contracts
- Corporate Law
- Criminal Law Sentencing, Federal
- Critical Race, Gender & Sexuality Studies
- Cyber Law
- Disability Law
- Election Law
- Employment Law
- Environmental Justice
- Evidence
- Fashion Law
- Gambling and Gaming Law
- Historic Preservation Law
- Human Rights
- Indigenous Peoples Law
- Insurance Law
- International Law
- Islamic Law
- Judicial Administration
- Labor Law
- Landlord/Tenant Law
- Law and Economics
- Law and Gender Identity
- Legislation
- Media Law
- Music Law
- Native American Law
- Prison Law
- Property
- Remedies
- Securities Regulation
- Sports Law
- Supreme Court
- Telecommunications Law
- Trademark Law
- Videogame Law
- White Collar Crime
- Women and the Law

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Law Library Policies

Administrative policy approved July 22, 2022. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; technical edits made in May 2024; technical edits made in October 2025.

Related policies: Law Library Collection Development Policy; Acceptable Use Policy; Code of Student Professionalism and Conduct; Student Honor Code

Scheduled Review Date: June 2028 (Law Library)

A. General Overview

The primary function of the Leigh H. Taylor Law Library is to support the study and research activities of the Southwestern legal community. Library rules and regulations have been designed to make resources available on an equitable basis. The current library Access Policy is available on the Library Policies page of the Southwestern website; it may be updated and amended without notice based on the needs of the law library and law school.

The library functions best if each patron is always considerate of others when using the library. As such, library disturbances are not permitted (e.g., answering or other use of cell phones, or loud vocal exchanges) and are grounds for immediate removal from the library.

Users must dispose of all trash and leave the area clean for the next person. Personal belongings and laptop computers should not be left unattended in the library. Children under the age of 14 may not be left unattended in the library.

Library services and policies are outlined. Additional information is available on the Library Policies webpage.

Please note that violations of library rules and regulations, particularly any misuse of library materials that interferes with other students' academic work, may be addressed

under the Code of Student Professionalism and Conduct or reported to the Honor Code Committee, as appropriate.

B. Library Hours

Regular library hours are subject to change and can be found on the Library Policies webpage.

Changes in this schedule will be made during holidays, vacations, and summer sessions, and will be posted in advance at the library entrance and on the Library Policies webpage. Students may also call (213) 738-6728 for a recording of current library hours.

C. Library Cards

The Southwestern ID card activates the electronic door release at the library entrance. Patrons must always carry their Southwestern ID card while in the library. The same card also serves as a library card and must be presented to check out library materials.

D. Circulation

The loan periods below are specific to students. Different loan periods may apply to other members of the Southwestern community. Only current Southwestern students, faculty, staff, and library members are permitted to check out (i.e., borrow) materials from the library for home use.

1. Books

Southwestern has an extensive treatise collection, most of which circulates. Typical of most law libraries, certain materials, such as reporters, codes, citators, digests, looseleaf services, reference works, law reviews, and journals, are intended for library use only. The library no longer subscribes to many of these materials in print; databases like Lexis, Westlaw, and HeinOnline will contain the most recent content.

Patrons may borrow circulating books for 14 calendar days, unless a book is requested by another library user. In that case, the loan period for the original borrower may be reduced to seven calendar days.

Patrons may renew book loans if the need for the book extends beyond 14 calendar days. Up to six renewal periods of 14 calendar days each are allowed. The library will grant renewals unless the book has been requested by another library user. To renew, contact the circulation desk in person (with or without the book), call (213) 738-5771, or renew online using My Library Account.

2. Reserve materials

Reserve materials may circulate for up to two hours. Patrons may renew reserve items for up to eight renewal periods of two hours each, unless the item is requested by another library user. Reserve books checked out within two hours of

the library closing are due within two hours of the library opening the next morning.

3. Videotapes and DVDs

Non-reserve videotapes and DVDs can be borrowed for a three-day loan period. Five renewal periods of three calendar days are allowed, unless the videotape or DVD is requested by another library user.

E. Overdue Materials and Fines

The collection of fines is currently suspended and is under review. A revised policy is expected to be approved by May 2026.

F. Group Study Rooms

Students must make a reservation to use a study room. Study room capacity is limited to four students. Rooms are booked in two-hour increments. Each student may make one reservation per day. Students who wish to study together should each make their own reservation for consecutive hours.

The complete Study Room Reservation Policy is available on the Library Policies webpage. Violation of these policies may result in the loss of the room use privileges.

G. Computer Lab and Network Services

The computer lab is located on the first floor of the library. Students may use the lab without charge; however, printing carries a per-page charge. All use of library computing and network equipment is governed by Southwestern's Acceptable Use Policy, which is available on the Institutional Policies page of the Southwestern website. Use of library equipment constitutes acceptance of the terms of this policy.

Basic computer troubleshooting assistance is available from library staff. For other questions, please contact the Information Technology department at ithelp@swlaw.edu or visit W410.

H. Policy Revisions

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