§5

ACADEMIC & CAMPUS RESOURCES

§5.1  FOWLER SCHOOL OF LAW

§5.1.1  ACADEMIC ACHIEVEMENT PROGRAM AND BAR SERVICES

Chapman University Fowler School of Law's Academic Achievement Program is designed to assist all students in reaching their academic potential. The program reduces the confusion and frustration many first-year law students experience in encountering a new mode of learning and assists Chapman law students in the mastery of those skills necessary to become successful law students and productive attorneys. The Director of Academic Achievement conducts workshops throughout the academic year designed to help first-year students transition from undergraduate school or the workplace to law school by teaching case reading and briefing skills, study skills, notetaking, class participation skills, outlining skills and exam preparation and writing skills. Both the Executive Director of Bar Preparation and Academic Achievement and the Director are available to meet with individual students to address their academic needs and progress, including giving practice exams and reviewing student efforts on these practice exams. In addition, upper-level students serve as Academic Fellows for the first-year and certain other required law courses. The Academic Fellows hold office hours each week during which they are available to respond to student questions. The Academic Fellows also lead class review sessions once each week. Additional one on one meetings are offered during the spring based on first semester grades and other indicators of student academic need.

The law school helps students succeed, not only in law school, but also on the bar examination. During the final year of law study, graduating students may participate in a variety of Bar Preparation courses. Students are strongly encouraged to take Selected Topics in American Law, which covers essay writing and substantive law in all the essay subjects found on the California Bar Exam and Legal Analysis Workshop, which emphasizes writing the Performance Test portion of the Bar Exam, as well as some Multiple Choice skills applicable to the Multistate Bar Examination portion of the Bar Exam. Students who enter their final year in law school ranked in the bottom quartile of their class must take Selected Topics in American Law in the fall semester, and Advanced Selected Topics in the spring semester, which focuses on essay writing in a more intense manner. In addition, after graduation, all students are encouraged to participate in the Law School’s free Supplemental Bar Preparation Program, which includes: (1) a comprehensive nine-week review of the Multistate Bar Examination with four practice exams and 21 live sessions reviewing 700 practice questions; (2) the opportunity to write in excess of 40-45 practice essays and receive feedback within 24-48 hours; and (3) rapid responses to any substantive law or bar exam strategy questions you may have. The Supplemental Bar Preparation program also is available and recommended to LL.M. graduates, but they are expected to have taken Selected Topics in American Law.
§5.1.2 CAREER SERVICES OFFICE (“CSO”)

Susie Park, Esq.
Assistant Dean for Career Services
(714) 628-2626
suspark@chapman.edu

Jennifer Jana, Esq.
Assistant Director of Career Services
(714) 628-2550
jjana@chapman.edu

Sara Kakuris Murrell
Assistant Director of Career Services
(714) 628-2648
kakuris@chapman.edu

Location: Center for Student Engagement (3rd Floor)
Office Hours: Monday through Friday, 8:30 a.m. to 5:30 p.m.

The CSO is dedicated to collaborating with students to market themselves effectively and to facilitating connections between students and employers. To ensure this relationship is cohesive and beneficial, both the CSO and students have roles and responsibilities.

The CSO assists students with their transition into the legal profession by:

- Providing personalized, one-on-one career advising to aid students in the assessment of their current skills, work values, and career goals.
- Reviewing resumes, cover letters, diversity statements, reference lists, and writing sample cover sheets (collectively, “Application Materials”). Students may bring their Application Materials to the CSO in person or email them (in Word/.doc format) to a career advisor.
- Advising students regarding their professional development, including the application of the highest standards of ethical and professional behavior in their interactions with the community, legal employers, law school faculty, administrators, staff, classmates, and all members of the bench and bar.
- Equipping students with the skills necessary to successfully apply for legal employment by offering trainings, mock interview programs, and written materials on job searching skills and providing students with up-to-date information about the legal job market.
- Enhancing students’ employment opportunities by conducting outreach to legal employers and engaging employers in recruitment activities at Fowler School of Law.
- Hosting mandatory career and professional development events for 1Ls as part of the Professional Development graduation requirement (see §4.1.2).
The students’ role in their career and professional development is to:

- Take responsibility for their job search by diligently seeking employment, honing their job searching and interviewing skills, and continuously improving their Application Materials.
- Meet with a career advisor frequently during law school to discuss skill development, revision of Application Materials, and employment opportunities.
- Determine desired career goals by performing self-assessments of talents, values, and preferred work environment. The CSO will guide students through this process.
- Conduct their own “market research” by participating in informational interviews and networking events and researching potential employers. The CSO will teach students how to conduct informational interviews and how to research employers.
- Establish, maintain and continuously grow a network of professional relationships. The CSO hosts career panels, career events, and professional development presentations throughout the school year to help students expand their network. Additionally, the CSO notifies students of off-campus bar association networking opportunities.
- Attend information sessions sponsored by the CSO to explore potential career paths.
- Review The Classifieds (CSO e-newsletter) weekly for announcements, networking events, and job opportunities.
- Apply to positions through Symplicity (online job search database available to Fowler School of Law students and alumni: https://law-chapman-csm.symplicity.com) and participate in the school’s recruiting programs. 1Ls will receive an email with instructions regarding Symplicity access. Transfer students are granted access to Symplicity when enrollment is confirmed by the Registrar’s Office.

Each student is assigned a career advisor who will work with the student throughout their law school career and post-graduate job search. Students are encouraged to consistently and actively engage with the CSO throughout law school. Prior to graduation, students are required to meet with the CSO to discuss post-graduate employment plans and job search strategies, and to complete a graduate employment survey.

§5.1.2.1 On Campus-Interviewing, Resume Collection & Job Postings

The CSO actively markets Fowler School of Law students to local employers. Employers are encouraged to recruit at the law school by interviewing students on campus, requesting resume collections from interested candidates, and/or posting job openings on Symplicity. Employers are also often invited to speak on campus to provide students with practice insights, serve as interviewers in mock interview programs, act as mentors, and
participate in networking opportunities with students.

The CSO hosts the Chapman Fowler Law Recruiting Program twice a year:

- **Summer/fall** – Students apply to positions during the summer and employers who elect to interview on campus (“OCI Employers”) hold their interviews in August. Many of these interviews are held prior to the start of classes. This program is open to all rising 2L and 3L students. Because information about this program is sent to all eligible students during the summer, it is imperative that students frequently check their Chapman University email and The Classifieds.

- **Winter/spring** – Students apply to positions during winter break/early January and OCI Employers hold their interviews in February. This program is open to all students. Because information about this program is sent to students during winter break, it is imperative that students frequently check their Chapman University email and The Classifieds.

Employers who are not able to interview on campus are encouraged to participate in resume collection and interviews will be held at the employer’s office (“Resume Collect Employers”) or post a position on Symplicity.

Since legal employers generally have rigid expectations regarding the format of Application Materials, the CSO has published guides to provide specific formatting instructions for Application Materials. Guidelines communicated by the CSO to students regarding the format of their Application Materials reflect consistent feedback from many legal employers. These guides and other career development resources are available on the Fowler School of Law website and Symplicity.

### § 5.1.2.2 Policies for On- and Off-Campus Recruitment

Information about the Chapman Fowler Law Recruiting Program is distributed to students via The Classifieds, the OCI Handbook (distributed via The Classifieds), and email (to students’ Chapman University email). The CSO also hosts a Chapman Fowler Law Recruiting Program information session as part of the 1L Professional Development program, at which application instructions and deadlines are reviewed. All students are encouraged to attend this program. Students should review The Classifieds and their email carefully to ensure that their applications are submitted in a timely fashion and meet the required Application Material formatting guidelines (see OCI Handbook).

After the application deadline of each respective Chapman Fowler Law Recruiting Program, application materials that comply with the employers’ and CSO’s requirements will be forwarded to all participating employers. Resume Collect Employers will contact selected students directly to arrange for an interview at their offices. OCI Employers will submit a list to the CSO of students who are selected for an interview. These students will be contacted via email (to their Chapman University email) with instructions for
scheduling the interview through Symplicity. Upon receipt of this email, students must sign up for an interview slot through Symplicity within 24 hours or an interview slot will be assigned. It is imperative that students check their school email daily.

While the CSO realizes that attending class is a priority, students should be aware that employers conduct interviews during normal business hours. Therefore, students may find that some interview slots conflict with their classes. Students are required to communicate with their professors ahead of time regarding interviews that conflict with any classes.

Misrepresentations or failure to disclose facts relevant to the employment search process, including job application materials, are taken seriously and may be a violation of the school’s Honor Code (see §7.1).

Students are expected to honor their commitment to employers if they accept an offer of employment. Reneging on a job acceptance is unprofessional, reflects poorly on the student and the law school, and may result in the suspension of privileges in future recruiting programs at the discretion of the Assistant Dean for Career Services.

§5.1.2.3 INTERVIEW CANCELLATION POLICY

The CSO expects that students participating in the Chapman Fowler Law Recruiting Program will demonstrate the highest levels of professional behavior. To enhance and preserve the professional reputation of all Fowler School of Law students, the CSO has adopted the following policy that is binding upon all Fowler School of Law students:

If students are not available to interview on the day an employer is scheduled to interview on campus, students should not apply to that employer. Students are also advised to apply for only those positions in which they have a true interest. Should an unforeseen circumstance preclude a student from moving forward with a scheduled on-campus interview, they must seek permission from the CSO to cancel the interview. Students must not contact on-campus interviewers directly. If the interview cancellation request is granted, this will trigger the withdrawal of the student’s application. Each situation will be evaluated on a case-by-case basis. For example, non-refundable travel arrangements are not a valid excuse.

If the CSO agrees to cancel the interview and withdraw the student’s application, the student must write the employer a letter of apology explaining the student’s absence and submit the letter to the CSO no later than 48 hours from the CSO’s notice of permission to cancel and withdraw. CSO will send the letter of apology to the employer on the student’s behalf. If a student decides to accept a position before completing their remaining interviews, the student must meet with the CSO to discuss the cancellation of those interviews. If a student fails to attend a scheduled on-campus interview without prior notice, the student will be required to meet with the Assistant Dean for Career Services and may be suspended from participating in future recruiting programs at the discretion of the Assistant Dean for Career Services.
This policy also applies to mock interviews organized by the CSO and interviews organized through the Law School Career Advisors of Southern California Consortium. Failure to comply with this policy may result in the suspension of privileges in future recruiting programs at the discretion of the Assistant Dean for Career Services.

§5.1.2.4 Intentionally Omitted

§5.1.2.5 NON-DISCRIMINATION PRACTICES

Chapman University is committed to creating and maintaining a community where all individuals who participate in University programs and activities can achieve their academic and professional aspirations free from harassment and discrimination.

Employers receive a copy of Chapman University’s Harassment, Discrimination, and Sexual Harassment Policy when they register to use the school’s facilities and services for on-campus interviewing or when they submit a position to be posted on Symplicity. Employers are required to acknowledge that have read and reviewed the policy. Chapman University Fowler School of Law and the CSO firmly expect that employers who interview or hire Fowler School of Law students, mentors who work with the Fowler School of Law community, and those who engage with Fowler School of Law students will observe such principles. A limited exception to this policy exists for military recruiters and federal agencies but only insofar as their employment and hiring practices are permitted under federal law.

The CSO may elect to post positions for students and alumni that are received from Symplicity and other external sources. Since the CSO has not directly communicated with these employers, each of these Symplicity postings will clearly state that the employer may not have agreed to Chapman University’s Harassment, Discrimination, and Sexual Harassment Policy and that students must carefully evaluate the suitability of the position and employer. Please review the Job Posting Disclaimer available on your Symplicity homepage for more information about evaluating the suitability of each position and employer.

§5.1.2.6 STUDENT COMPLAINTS REGARDING RECRUITING PRACTICE

As outlined in Chapman University’s Harassment, Discrimination, and Sexual Harassment Policy, student, staff or faculty who believe that they have been subjected to harassment, discrimination, sexual harassment, including sexual assault violence or other sexual misconduct, or any other form of discrimination by a third party should freely and without fear of retaliation report such misconduct or file a report to a Title IX Coordinator. Please contact DeAnn Yocum Gaffney, Lead Title IX Coordinator and Associate Vice President for Student Affairs and Senior Associate Dean of Students, at (714) 997-6721 or gaffney@chapman.edu. For staff and faculty matters, please contact Misha Martinez, Deputy Title IX Coordinator and Equal Opportunity and Diversity
Officer, at (714) 997-6847 or mismarti@chapman.edu.

Please see Section 4.6 of this Handbook and Chapman University’s Harassment, Discrimination, and Sexual Harassment Policy for additional reporting options and resources.

§5.2 GRADUATE FINANCIAL AID OFFICE

Bhathal Hall 100
Office Hours
Monday – Friday: 9:00 am – 5:00 pm
Phone: (714) 628-2730
Fax: (714) 628-2571
Email: gradfinaid@chapman.edu

Director of Graduate Financial Aid
Kathleen Clark – katclark@chapman.edu

Assistant Director of Graduate Financial Aid
Marissa Tobias – mvargas@chapman.edu

Counselor – Graduate Financial Aid
Deanna Hunter – dehunter@chapman.edu

Counselor – Graduate Financial Aid
Alyson Hornsby – hornsby@chapman.edu

Counselor – Graduate Financial Aid
Ryan Boudreau – boudreau@chapman.edu

The Graduate Financial Aid Office is open Monday through Friday from 9:00 am to 5:00 pm. Evening appointments may be arranged for students unable to arrive during normal office hours. Please call the Graduate Financial Aid Office to schedule an appointment. The office is located in the Bhathal Building directly behind the law school.

Chapman University Fowler School of Law offers substantial financial aid in the form of scholarships, federal student loans, private loans, and work study. Chapman scholarships and grants typically cannot exceed tuition charges. Students eligible for Chapman scholarships/grants in excess of tuition, may have one or more reduced. Students must complete the Free Application for Federal Student Aid (FAFSA) and can do so at www.fafsa.gov. Chapman’s school code is 001164. Financial aid is administered according to and in compliance with Chapman University Fowler School of Law policies and procedures and U.S. Department of Education regulations.
Students can check their financial aid award status on their Student Service Center in my.chapman.edu. In addition, students will receive notices via email regarding special seminars, scholarship opportunities, important dates, and impending deadlines. Information regarding available programs will be maintained on the Law Website.

Students are encouraged to investigate outside scholarship and grant opportunities. Students should check their email, and the WRIT regularly for opportunities. Many local bar associations, corporations, community groups and fraternal organizations offer scholarships, grants, and loans to law students. Students should contact such organizations directly.

Students receiving financial aid are required to maintain good standing and meet Satisfactory Academic Progress standards. Satisfactory Academic Progress policies can be found on the Graduate Financial Aid website. In addition, students must notify the Graduate Financial Aid Office if additional funds are received (scholarships, stipends) or if their enrollment status changes; these changes can affect students’ disbursements, and disbursements may be adjusted retroactively to comply with federal regulations. Federal loan recipients are required to complete entrance and exit counseling.

Students wishing to withdraw from all classes during a scheduled term should contact the Associate Dean for Academic Affairs. Students withdrawing completely from a term may be required to return some or all of the funds received under the Federal Title IV aid programs. More information regarding withdrawals can be found on the Graduate Financial Aid website or directly from the Graduate Financial Aid Office.

§5.2.1  MERIT-BASED TUITION SCHOLARSHIPS

Merit-based tuition scholarships awarded to entering students (both full- and part-time) are renewable for the second year of study provided the scholarship recipient meets the requisite academic standard. Scholarships awarded to entering students (both full- and part-time) are renewable on a yearly basis after the second year of study (for a maximum of three years for full-time students and four years for part-time students) so long as the scholarship recipient meets the requisite academic standard at the end of the first academic year and continues to meet the requisite academic standard at the end of each succeeding academic year.

The requisite academic standard is a cumulative grade point average of 2.900 or above.

Any student who does not meet the requisite academic standard for their catalog year is not eligible for a continuation of their merit-based tuition scholarship and will not receive such a scholarship for any subsequent year of study except as provided below under “Earning a Merit-Based Tuition Scholarship.”

Fowler School of Law First Generation Scholarships are considered merit-based tuition scholarships under §5.2.1 and §5.2.4.
§5.2.1.1 EARNING A MERIT-BASED TUITION SCHOLARSHIP

Students who entered catalog year Fall 2017 or earlier who do not receive a merit-based tuition scholarship at the time of matriculation are eligible for an earned scholarship at the end of their first year of study or any year of study thereafter (for a maximum of two years for full-time students and three years for part-time students) if their cumulative grade point average at the end of an academic year ranks them in the top 15% GPA cut off of their cohort group (as determined below). Any student who entered catalog year Fall 2017 or earlier who is not eligible for a continuation of their initial scholarship because they do not meet the requisite academic standard at the end of an academic year will not receive a scholarship for any subsequent year of study unless their cumulative grade point average once again places them in the top 15% GPA cut off of their cohort group at the end of another academic year.

Students who entered law school catalog year Fall 2018 or later who do not receive a merit-based tuition scholarship at the time of matriculation are eligible for an earned scholarship at the end of their first year of study if their cumulative grade point average at the end of their first academic year ranks them in the top 15% GPA cut off (as determined below). Any student who enters in Fall 2018 or later who is not eligible for a continuation of their initial scholarship because they do not meet the requisite academic standard at the end of an academic year will not receive a scholarship for any subsequent year of study. Earned scholarships will be renewed for each successive year if the student maintains the requisite academic standard at the end of each succeeding academic year.

§5.2.1.2 INCREASING A MERIT-BASED TUITION SCHOLARSHIP

Any student who entered law school catalog year Fall 2017 or earlier and received less than a full scholarship at the time of matriculation is eligible for a scholarship increase at the end of their first year of study or any year of study thereafter (for a maximum of two years for full-time students and three years for part-time students) if their cumulative grade point average at the end of an academic year ranks them in the top 15% GPA cut off of their cohort group and the amount earned is greater than their current scholarship (as determined below). This scholarship will be renewed at the increased amount for each successive year if the student has a cumulative grade point average of 2.900 or above at the end of each succeeding academic year. Any student who entered law school catalog year Fall 2017 or earlier who is not eligible for a continuation of their scholarship because they do not have the requisite academic standard at the end of an academic year will not receive a merit-based tuition scholarship for any subsequent year of study unless the student’s cumulative grade point average at the end of an academic year once again places them in the top 15% GPA cut off of their cohort group.

Any student who entered law school catalog year Fall 2018 or later and received less than a full scholarship at the time of matriculation is eligible for a scholarship increase at the end of their first year of study if their cumulative grade point average at the end of their
first academic year ranks them in the top 15% GPA cut off of their cohort group (as determined below) and the amount earned is greater than their current scholarship. This scholarship will be renewed at the increased amount for each successive year if the student has a cumulative grade point average of 2.900 or above at the end of each succeeding academic year. Any student entering catalog year Fall 2018 or later who is not eligible for a continuation of their scholarship because they do not have the requisite academic standard at the end of an academic year will not receive a scholarship for any subsequent years of study.

§5.2.1.3 EARNING/INCREASING A MERIT-BASED TUITION SCHOLARSHIP

For students entering Fall 2019 or later, please refer to the scholarship policies provided to all students at time of admission or consult the Graduate Financial Aid Office for more details about earned scholarships.

For students who entered Fall 2018 or earlier, please refer to the Earned/Increased Scholarship Chart on the following page:

<table>
<thead>
<tr>
<th>Published Full-time GPA cut-off</th>
<th>Earned/Increased Scholarship Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top 1-5%</td>
<td>100%</td>
</tr>
<tr>
<td>Top 6-10%</td>
<td>90%</td>
</tr>
<tr>
<td>Top 11-15%</td>
<td>80%</td>
</tr>
</tbody>
</table>

Percentages are rounded to the next highest number. Example: Ranking is 5.01%, rounded up would be 6% and student would receive a 90% scholarship.

The grade point average cutoff for scholarships will be determined by the official full-time class rankings in the manner set forth in Section 5.2.6.8 of this Handbook.

Any student who wishes to appeal the loss of his/her scholarship may do so by obtaining an appeal form from the Graduate Financial Aid Office. All appeals must be based on extraordinary circumstances and must be supported by appropriate documentation. All appeals must be submitted to the Graduate Financial Aid Office no later than July 15. Appeals will be decided by the Scholarship Committee, and all decisions of the committee are final.

§5.2.1.4 LIMITS

Merit-based tuition scholarships will be limited as follows:

JD Full-time – Up to three years
JD Part-time – Up to four years
JD/MBA – Up to three years law scholarship, one year Business Scholarship
JD/MFA – Up to two and one half years law scholarship, one and one half year Film Scholarship
LL.M. – Per terms listed in offer letter

Students who move from the JD full-time program to the part time program after completing one year or less will have their scholarship eligibility extended to four years and will receive the remainder of their scholarship promise divided over their remaining terms.

Students who move from the JD part-time program to the full-time program after their first year will have their remaining scholarship promise applied to their remaining terms.

If the scholarship was initially granted as a percentage of tuition, it would be applied as a percentage following the change in full-time/part-time status. If the scholarship was initially granted as a flat amount, a new flat amount would be determined (as described above) and would be applied consistently thereafter regardless of changes in tuition. All full- and part-time scholarships will be awarded in accordance with the time limits and other restrictions set forth in §5.2.

§5.2.1.5  SCHOLARSHIPS GRANTED AS A PERCENTAGE OF TUITION OR IN A FLAT AMOUNT

Merit-based tuition scholarships (whether awarded at the time of admission or earned at the end of a spring semester) may be granted either as a percentage of tuition or in a flat amount. When renewed, scholarships initially granted as a percentage of tuition will be applied as a percentage of the tuition for the year in which it is awarded. When renewed, scholarships initially awarded as a flat amount will be applied consistently in the amount initially offered to the student at the time of admission, regardless of any changes in the cost of tuition.

§5.2.1.6  FOR STUDENTS ENROLLED IN JOINT JD AND MFA/MBA.

§5.2.1.6.1  JD/MBA

Students receiving merit-based tuition scholarships from the law school will have those scholarships applied to the first, third and/or fourth years of the program according to the law school’s scholarship policy in effect under the catalog year the student entered. Any scholarships awarded by the MBA program will be applied to the student’s second year in the program. Thus, a joint degree student who is eligible for a renewed, earned, or increased law scholarship after completion of their first JD year will have that scholarship suspended during the second year of their program while the student engages primarily in MBA course work. The suspended/earned law scholarship will be applied to the student’s third year of JD study. If a student who entered catalog year Fall 2017 or earlier is not eligible to renew their scholarship (due to not achieving the requisite academic
standard) or earn a scholarship after completion of their first year, they will not be eligible to earn a scholarship until after completion of their third year. Students who entered catalog year Fall of 2018 or later are eligible to earn or increase a scholarship after the completion of their first year only.

The renewal/earning of a law scholarship immediately after the first year will be based on the student’s ranking within the law school cohort group with whom they entered. Thereafter, law scholarship awards will be based on the student’s ranking within the JD cohort that entered after their first year.

§5.2.1.6.2  JD/MFA IN FILM AND TELEVISION

Students receiving merit-based tuition scholarships from the law school will have those scholarships applied to the first, third and fourth years of the program according to the law school’s scholarship policy in effect under the catalog year the student entered. Any scholarships awarded by the MFA program will be applied to the student’s third through fifth term the in the program. Thus, a joint degree student who is eligible for a renewed, earned, or increased scholarship after completion of their first JD year will have that scholarship suspended during the third through fifth term of their program while the student is engaged in MFA coursework and paying MFA tuition rates. The suspended/earned scholarship will be applied to the student’s second term of the third year of JD study during any semester the student is being charged law school tuition rates (earning at least one-half law school residence credit). If a student who entered catalog year Fall 2017 or earlier is not eligible to renew their scholarship (due to not achieving the requisite academic standard) or earn a scholarship after completion of their first year, they will not be eligible to earn a scholarship until after completion of their third year. Students who entered catalog year Fall of 2018 or later are eligible to earn or increase a scholarship after the completion of their first year only.

The renewal/earning of a law scholarship immediately after the first year will be based on the student’s ranking within the law school cohort group with whom they entered. Thereafter, law scholarship awards will be based on the student’s ranking within the JD cohort that entered after their first year.

§5.2.2  DISTINGUISHED SCHOLARS

Students awarded a Distinguished Scholars Award will have it renewed each year provided the student remains in good academic standing. The maximum limits for eligibility specified in the “Limits” section in §5.2.1 apply.

§5.2.3  OTHER SCHOLARSHIPS ADMINISTERED BY THE LAW SCHOOL

For information about other scholarships administered by the Law School, such as the Bergener Mirejovsky Scholarship, Distinguished Student Stipend, or Fowler Book Award, please refer to the scholarship policies provided to the recipient when the
scholarship offer was initially made or please contact the Graduate Financial Aid Office. All additional scholarship policies set forth below in §5.2.4 apply to such scholarships.

§5.2.4 ADDITIONAL SCHOLARSHIP POLICIES

§5.2.4.1 OVERLOAD CHARGES

Students who receive permission from the Associate Dean of Academic Affairs to take more than 16 credit hours in a given semester will be charged additional tuition for each unit above 16 credit hours. This additional tuition is not covered by any scholarship granted by the Law School, and payment of the additional tuition is the responsibility of the individual student.

§5.2.4.2 SUMMER COURSES/VISITING/STUDY ABROAD

Scholarships may not be applied to courses taken during interterm, summer or at another institution. Scholarships may not be applied to any study abroad program.

§5.2.4.3 SCHOLARSHIP REVOCATION

The University reserves the right to revoke any scholarship if the student to whom a scholarship is awarded is determined to have violated the Honor Code or the University Student Code of Conduct. If a student is suspended for one or more semesters as a result of a violation of the law school Honor Code or the University Student Code of Conduct and their scholarship is not revoked as part of the conduct proceedings, the law school’s Scholarship Committee shall determine whether the student’s scholarship shall continue upon reinstatement and, if so, under what terms, the scholarship shall be continued.

§5.2.4.4 LEAVE OF ABSENCE

Similarly, if a student is granted a leave of absence under section §4.1.7.B of this Handbook, the law school’s Scholarship Committee shall determine whether the student’s scholarship shall continue upon the student’s return to the law school and, if so, under what terms, the scholarship shall be continued. Students wishing to have their scholarship continued after a granted leave of absence should submit a request to the Graduate Financial Aid Office.

§5.3 HUGH & HAZEL DARLING LAW LIBRARY

The Hugh and Hazel Darling Law Library provides services and resources to help you succeed in law school and beyond. The Research Librarians are here to help you find and use legal materials, the Circulation staff helps you access those materials, and the
Technical Services staff works behind the scenes to make legal resources available to you.

The Law Library’s website at http://www.chapman.edu/law/student-resources/library/index.aspx has more detailed information.

§5.3.1 HOURS

Regular Law Library hours are:
Monday – Thursday 8 a.m. to 12 a.m.
Friday 8 a.m. to 10 p.m.
Saturday 9 a.m. to 10 p.m.
Sunday 9 a.m. to 12 a.m.

Hours are extended during finals and vary during breaks. Check the Law Library website for special hours.

§5.3.2 POLICIES

Library policies are intended to ensure a comfortable, safe environment conducive to studying and research.

- You must show your Chapman University ID to enter the Law Library. Guests must register at the Circulation Desk.
- On weekdays after 9 p.m. and on weekends, you must swipe your Chapman University ID to enter the Law Library.
- Noise carries. Please be considerate of others while in the library.
- Food and drinks are allowed within reason. Please help keep the library clean.

§5.3.3 FINDING & ACCESSING LIBRARY RESOURCES

From the Law Library’s website, you can access a wide variety of specialized legal databases, and use the online catalog to find print and electronic study aids, course material on Reserve, old exams, books, and other resources. Librarians are available to answer research questions and assist with identifying and using print and online resources. For help with accessing and using Law Library databases and online study aids (e.g., Westlaw, TWEN, Lexis Advance, CALI, etc.), please visit or contact the Law Library Research Desk at lawlib@chapman.edu or (714) 628-2548. Your Chapman University ID is also your library card. For help with your library account, please visit or call the Law Library Circulation Desk at (714) 628-2552.

§5.3.4 STUDY ROOMS

The Law Library has 11 study rooms for groups of two or more Fowler School of Law students; some hold as many as twelve students. All study rooms have whiteboards; markers and erasers are available at the Circulation Desk. You can reserve rooms online.
up to one week in advance at https://libcal.law.chapman.edu/reserve/rooms or by asking Law Library staff.

§5.3.5 PRINTING, COPYING & SCANNING

Copiers and wireless printers are located on the first floor of the Law Library. A scanner is located in the Microfiche Room on the first floor of the library.

§5.4 INFORMATION SYSTEMS & TECHNOLOGY (IS&T)

Chapman University Information Systems & Technology (IS&T) (https://www.chapman.edu/campus-services/information-systems/services/service-desk/index.aspx) is responsible for law school computing and technical support and can help resolve certain computing issues. If you need assistance with your Chapman login for email or printing, accessing the Wi-Fi network (eduroam), or help with ExamSoft please contact the IS&T Service Desk at servicedesk@chapman.edu or (714) 997-6600, or visit the Service Desk walk-up window located at the Leatherby Libraries.

§5.5 OFFICE OF THE REGISTRAR

Office Hours:
Monday through Thursday, 9:00 a.m. – 6:00 p.m.
Fridays, 9:00 a.m. – 5:00 p.m.
Telephone: 714-628-2522
Email: lawregistrar@chapman.edu
Please use the lawregistrar@chapman.edu email address for general inquiries and to request letters and forms.

Maryam Isles
Registrar
Email: misles@chapman.edu

Josia Flutts
Assistant Registrar
Email: flutts@chapman.edu

§5.5.1 MY.CHAPMAN.EDU

My.Chapman.edu is a web interface that allows you to access information from Chapman University’s administrative database. Its function is to provide students direct web access to portions of their academic and financial records, as well as the ability to register for classes online. Information available to students includes their personal course schedule, examination numbers, grades and ranking, transcripts, financial aid award information, and their academic program evaluation information for purposes of degree audit and
tracking progress toward graduation. The My.Chapman.edu system also allows students to print unofficial copies of their transcript, update their mailing address, and verify their biographical data. Students must use their Chapman login and password information to access the My.Chapman.edu system. This information is issued by the IS&T Department and sent to the students prior to their first semester in residence. If you are having difficulty accessing My.Chapman.edu, please contact the Computer Service Desk at (714) 997-6600 or servicedesk@chapman.edu.

Students are encouraged to regularly check their program evaluation degree advising report on their student center portal on my.chapman.edu to ensure they are on track for graduation. Note some requirements, such as electives and bar preparation courses, may be added to your program evaluation on a rolling basis depending on the requirement and assessment period.

§5.5.2 ENROLLMENT VERIFICATION

The Law Registrar is the certifying official for the Fowler School of Law. The Law Registrar's Office processes all enrollment verifications, State Bar certifications, State Bar Moral Character Declarations, and other forms and letters relating to enrollment and academic standing. The Law Registrar’s Office also handles the reporting to the National Student Clearinghouse. Enrollment can be verified one semester at a time.

Certifications for Veteran’s Affairs are completed by Chapman University’s Veterans Resource Center located at 526 N. Shaffer St., Orange, CA 92867 which is located on the Chapman University campus, across from Orange High School.

§5.5.3 EXAM NUMBERS

Students are issued one exam number per semester and it is to be used on all law school examinations and papers subject to anonymous grading. It is the student’s responsibility to keep this information in a safe place and to have it for all of their exams. Exam numbers are never released over the telephone or by fax.

§5.5.4 GRADES AND GRADING

Grades are due approximately 30 days after the date of the last final examination. They are posted on the student center portal on my.chapman.edu as soon as they have been approved and verified for release by the Registrar’s Office. First year grades are not posted until all first year final exams have been completed. Grades are posted on My.Chapman.edu only.

§5.5.5 GRADUATION

Chapman University Fowler School of Law confers degrees three times a year:
September, January, and June. Degrees are not posted and diplomas are not released until the Law Registrar’s Office certifies that all degree requirements have been completed and all financial obligations to the law school have been paid. Degree certification includes verification of final grades in all required and elective courses (no incompletes); cumulative grade point average of 2.000 or higher (please note that 1.999 does not round up to 2.000); both practice-oriented writing requirements completed; experiential course requirement completed; a minimum of 88 credits completed; 6 residency credits completed; emphasis certificate requirements completed (optional to students); and no excess co-curricular credit.

Graduation is not automatic – students are required to complete a “Degree Conferral Application” online.

There is a $335 Graduation Fee that will cover various costs associated with graduation including the cap and gown rental, the composite portrait sitting fee, a diploma fee, and a graduation check fee. This fee also will allow graduates to receive two official transcripts free of charge with their diplomas. This fee is mandatory and will be charged to all students regardless of whether the students plan to participate in the graduation ceremony and/or the class composite photo. The fee will be charged at the beginning of a student’s second year of legal study (third year for JD/MBA and JD/MFA students) so that the fee can be paid at a time when students are not already burdened with bar exam application and preparation costs. In addition, assessing these costs as a single fee at the beginning of the academic year will allow the fee to be included when determining students’ financial aid eligibility. The fee does not cover the ordering of graduation photographs, announcements or invitations.

§5.5.6 LETTERS OF GOOD STANDING

Students who need letters of good standing must submit a request in writing to the Law Registrar’s Office. Letters of good standing and class rankings are not sent automatically with transcripts. Class ranking is not included on letters of good standing unless requested.

§5.5.7 RANKING

Ranking for academic purposes is done once a year at the end of the spring semester for all students. The actual ranking process is performed approximately four weeks after grades have been recorded. Grade changes submitted after the ranking has been done will not result in re-ranking unless there has been a significant error in the grading process. Class ranking information is listed on the student center portal on My.Chapman.edu. Rank does not print on transcripts. Summer courses are not included in ranking calculations until the end of the following spring Semester.

Rank while in law school is calculated based on student classification according to cohort group. Final rank upon graduation is calculated based on the graduating cohort group that includes all students graduating from September through the following May.
reporting rank to employers or others, including class rank reporting on their resumes, students must indicate the size of the pool in which they are ranked and, if they are part time students, their part time status.

Rank while in law school is calculated based on student classification according to the following cohort groups:
(a) All first-year full time students and all second year students who have completed 49 or fewer units;
(b) All first-year part time students;
(c) All second year students who have completed more than 49 units and all third year students who will not graduate by May of that year; and
(d) All graduating students.

§5.5.8 RESIDENCY CREDIT

Students must accumulate six (6) residency credits to qualify for graduation. One residency credit is earned for each semester in full time attendance. For the calculation of residency credits for part-time and summer study, see §4.1.2 (B.6).

§5.5.9 REGISTRATION

Registration is conducted online via My.Chapman.edu. Students may register based on their assigned priority registration date and time or anytime thereafter. Registration for courses requiring a professor signature will continue to be handled by the Registrar’s Office. Registration in person is only handled during regular business hours and the day after the student’s assigned registration priority time. Telephone, fax, and email registration are NOT accepted. Registration for fall is held during the spring (typically April) and during fall (typically November) for the spring semester. Registration priority assignments are usually done on a graduation date basis. The order in which students may register is random within each class. Registration for summer courses is on a first-come, first-serve system (typically April). You must register for a course in order to receive credit for it.

Classes will inevitably close during registration. There are no seats held back for instructor sign-in purposes, or for petitioning. A wait list is maintained for closed classes. When and if space becomes available, the Registrar’s Office will register the first person on the list. An email notification is sent to the student’s Chapman email address informing them they have been added to the course from the Wait List. It is the student’s responsibility to drop the course online if they are no longer interested. If the addition of this course puts the student over the maximum credit cap allowed (16 for full time students; 11 for part time students), it is the student’s responsibility to drop another course(s) in order to stay within the allowable credit limit.

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§5.5.10 STUDENT ACCOUNTS

Tuition, as well as Student Bar Association, insurance, course supplement and parking fees are billed to the student account on a per semester basis (annually for the Student Bar Association fee and exam fee). Your account is due when billed and can be paid online or at the Cashier’s Office in the Bhathal Student Administrative Services (SAS) building.

§5.5.11 TRANSCRIPTS

Ordering Official Transcripts

Chapman University has authorized Credentials, Inc. to provide transcript ordering services on its behalf.

The Law Registrar’s Office releases academic record transcripts in compliance with the Family Educational Rights and Privacy Act (FERPA) and issues official transcripts only with a signed permission from the owner of the student record. A one-time consent form to release your transcript may be required.

Requests for official transcripts from students with outstanding financial obligations to the University cannot be completed. Check for holds in your Student Center by logging into my.chapman.edu prior to submitting an order for transcripts. To clear financial holds, contact the Business Office at (714) 997-6617. Learn more about Business Office Hold.

§5.5.11.1 ORDERING TRANSCRIPTS FOR CHAPMAN UNIVERSITY STUDENTS: CURRENT, FORMER AND ALUMNI

Credential Solutions Online Self-Service

- Current students should request their transcripts through My.Chapman.edu by selecting "Transcript: Request Official."
- Former students can place an order by visiting Credentials Solutions
- Select Delivery Methods.
- Pay for your order using any major credit card.
- Save the order number received at the end of your transaction to track your order.

Delivery Methods and Price

- Transcripts are $10.00 each. The Mail and Fax/Mail deliveries will be sent out from Credentials Solutions via First-Class U.S. mail.
- Rush/FedEx delivery is available for an extra $25.00. FedEx cannot be mailed to P.O. Boxes and will require signatures for delivery. Tracking number will be provided to the order once the order has been sent.
• **Hold for Pick-Up** at the Office of the University Registrar, is on Monday - Friday, 9 a.m. - 5pm.

Order with Attachments

• An option is available to add attachments to your order via the official order form.

Ordering Unofficial Transcripts

• Students with HOLDS on their Chapman University academic records will be unable to access Unofficial Transcripts. Contact the appropriate departments to resolve and clear all holds.

To View and Print your Unofficial Transcript

• Login to my.chapman.edu
• Click on the **Student Self Service** link, then **Student Center**.
• Under the **Academics** bar, select **Unofficial Transcripts** from the pull-down menu.
• From **View Unofficial Transcript** screen, select Unofficial Transcript option for the **Report Type**, then click on **View Report**.
• To ensure the unofficial transcript will open in a new window in pdf format, turn-off pop-up blockers prior to viewing report.

**Transcripts from other institutions are the property of Chapman University Fowler School of Law and are not available for copying. If you need a transcript, either official or unofficial, from an institution you attended previously, you must contact that institution directly. Copies of transcripts from LSDAS reports will not be copied under any circumstances.**