LAW SCHOOL, UNIVERSITY, AND CAMPUS POLICIES

I. CAREER SERVICES OFFICE ("CSO") POLICIES

A. Interview Program Policies

Information about the Recruiting Program is distributed to students via The Classifieds (CSO weekly update), the Recruiting Program Handbook (distributed via The Classifieds and available on Symplicity), and email (to students’ Chapman University email). The CSO also hosts a Recruiting Program information session as part of the mandatory 1L Professional Development program, which introduces 1Ls to the Recruiting Program and reviews application instructions and deadlines.

The policies herein also apply to mock interviews[1] organized by the CSO and interviews organized through the Law School Career Advisors of Southern California Consortium (these programs and the Recruiting Program are collectively referred to herein as “Interview Programs”). Students who fail to comply with the policies herein may be suspended from participating in Interview Programs at the discretion of the Assistant Dean for Career Services.

- **Interview Cancellation Policy**: The CSO expects that students participating in Interview Programs will demonstrate the highest levels of professionalism. To preserve and enhance the professional reputation of all Chapman University students, students are required to adhere to the following.

  - **Recruiting Program Interview Cancellations**: 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 to that employer. Each situation will be evaluated on a case-by-case basis. For example, nonrefundable travel arrangements are not a valid excuse.

    If the CSO agrees to cancel the interview and withdraw a 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. The CSO will send the letter of apology to the employer on the student’s behalf. If a student decides to accept a

[1] “Interview” or “interviews” include in person and virtual interviewing formats.
position before completing their remaining interviews, the student must meet with the CSO to discuss the cancellation of those remaining 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 Recruiting Programs at the discretion of the Assistant Dean for Career Services.

- **Interview Cancellations for Other Programs:** For mock interviews and interviews organized through the Law School Career Advisors of Southern California Consortium, students are expected to adhere to interview cancellation policies distributed by the CSO or organizing entity.

- **Acceptance of Offers Policy:** If an offer of employment is accepted, the CSO expects that the student will honor their commitment to the employer. Reneging on a job acceptance is not acceptable; it is unprofessional and reflects poorly on the student and the law school. Students are required to meet with the CSO before reneging on an accepted offer. Students who renege on an accepted offer may be suspended from participating in Interview Programs at the discretion of the Assistant Dean for Career Services.

- **Application Materials Policy:** Students’ application materials must adhere to the formatting guidelines outlined by the CSO, including, but not limited to, in handouts and guides available on Symplicity such as the Recruiting Program Handbook, Resume Guide, Cover Letter Guide, and Writing Sample & References Guide. The CSO reserves the right to withdraw applications that do not meet CSO guidelines.

  - Any misrepresentation in job application materials (e.g., rounding up of a student’s GPA or class rank) may be a violation of the Honor Code and may result in severe sanctions from the law school. The CSO will not submit a student’s application materials to an employer if they are aware of any misrepresentations. It is the student’s responsibility to ensure their application materials accurately state all facts, including, but not limited to, class rank, GPA, awards, extracurricular activities, and employment details. Further, the CSO’s handouts and guides may contain resume and cover letter samples to assist in the drafting of application materials. Plagiarizing these sample application materials may be a violation of the Honor Code and may result in severe sanctions from the law school.

  - By participating in Interview Programs, students affirm that they have read and understood the terms of the Interview Cancellation Policy, Acceptance of Offers Policy, and Application Materials Policy (collectively, the “Interview Program Policies”), and agree to comply with all terms and requirements of the Interview Program Policies. Students also agree to release the CSO and all related personnel from responsibility for events or consequences arising from or relating
to noncompliance with the terms and requirements of the Interview Program Policies or the law school’s Honor Code.

B. Job Posting Disclaimer

The CSO provides resources to employers and students/alumni seeking jobs. These resources include, but are not limited to, the Recruiting Program, resume books, and Symplicity job postings (collectively, the “Job Search Resources”). The CSO does not screen employers and does not make any recommendations or guarantees about the positions listed in the Job Search Resources and employers utilizing such resources. As information is subject to change at the discretion of each employer, information has not been verified by the CSO, and Chapman University is not responsible for any misrepresentations, inconsistencies, or errors. The information provided in the Job Search Resources is provided "as is" and Chapman University makes no representations or guarantees about job listings or the accuracy of information provided by the employer. User is responsible for confirming the sufficiency and reliability of any such information, and for researching each employment opportunity prior to applying. Students should be prudent and use common sense and caution when applying for or accepting any position. They should inform themselves about potential fraudulent or improper practices to protect themselves from harm.

CHAPMAN UNIVERSITY MAKES NO EXPRESS OR IMPLIED WARRANTIES, REPRESENTATIONS OR GUARANTEES WITH RESPECT TO THE ACCURACY, COMPLETENESS OR SUFFICIENCY OF ANY AND ALL INFORMATION APPEARING ON THIS WEBSITE OR OTHER PUBLICATIONS REGARDING EMPLOYMENT OPPORTUNITIES. Chapman University assumes no responsibility to the user with respect to the suitability of placements, salary, negotiations, working conditions, or any other aspect of off-campus employment. Furthermore, Chapman University is not responsible in any way for any subsequent events which may transpire between the job seeker and an employer, including, but not limited to, an individual's subsequent satisfaction with the employer or the employer's subsequent satisfaction with the job applicant. The user acknowledges and agrees that Chapman University shall not be liable for any damages, direct or indirect, resulting from the use of this service, including, but not limited to, those job opportunities which are offered by individuals or entities other than Chapman University. Chapman University reserves the right to post or remove any job opportunity from its website, with or without cause, at its sole non-grievable discretion.

C. Non-Discrimination Practices

Chapman University is an equal opportunity employer committed to fostering a diverse and inclusive academic global community. For a complete copy of Chapman University’s Harassment, Discrimination, and Sexual Harassment Policy, go here: https://www.chapman.edu/law/student-resources/discrimination-policies.aspx Chapman
University Fowler School of Law and the CSO firmly expect that employers who interview or hire Chapman University Fowler School of Law students, mentors who work with the Chapman University Fowler School of Law community, and those who engage with our students will observe such principles. Use of the CSO’s resources, including Symplicity, and use of the law school’s facilities by any employer constitutes a representation by the employer that its employment practices are in accord with Chapman University’s Harassment, Discrimination, and Sexual Harassment Policy. 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 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 (see above; also available on the student Symplicity homepage) for more information about evaluating the suitability of each position and employer.

- **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.

D. **Mandatory Professional Development Program**

The Mandatory Professional Development Program (“PD Program”), administered by the Career Services Office, introduces first-year students to the legal profession, its core values, and the core competencies required to succeed. Students must complete five (5) sessions from the PD Program to be eligible to graduate from Chapman Law. Students who do not meet this graduation requirement during their first year must complete outstanding sessions by graduation. Because PD program events are a graduation requirement, attendance is mandatory for all first-year students. As a result, it is an Honor Code offense to misrepresent one’s own or another’s attendance or absence from such an event. This would include signing in for an event and leaving before the event’s conclusion. To receive credit for a PD Program event, students must arrive on time, sign-in, and stay for the entire program. If a student leaves a PD Program event early or arrives late, they will not receive credit. Questions regarding the PD Program should be directed to the Career Services Office at lawcareerservices@chapman.edu.
II. SCHOLARSHIP POLICIES

Students receiving financial aid are required to maintain good standing and meet Satisfactory Academic Progress standards. In addition, students must notify the Graduate Financial Aid Office if additional funds are received (scholarships, stipends, or other funds) 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.

A. Merit-Based Tuition and Conditional Scholarships

Merit-based tuition scholarships, First Generation Scholarships, and Distinguished Student Fellowships awarded to entering students (both full and part-time) are conditional scholarships that are renewable provided the scholarship recipient meets the requisite academic standard at the end of their first academic year and each subsequent academic year thereafter. The academic year includes only the fall and spring semesters. Merit-based tuition scholarships and First-Generation Scholarships are applied in equal parts to tuition charges for the fall and spring semesters only, unless the student changes programs (part-time to full-time or vice versa) mid-year, in which case the scholarship amount may be adjusted mid-year as described under the “Limits” section below. Distinguished Student Fellowships are distributed as set forth in the letter received at the time of the fellowship offer. For full-time students, scholarship/fellowship eligibility is limited to up to three years. For part-time students, eligibility is limited to up to four years.

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 at the end of the academic year is not eligible for a continuation of their merit-based tuition scholarship, First Generation Scholarship, or Distinguished Student Fellowship, and will not receive such a scholarship or fellowship for any subsequent year of study.

- Earning a Merit-Based Tuition Scholarship

Students who do not receive a merit-based tuition scholarship at the time of matriculation are eligible for an earned merit-based tuition 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 of their cohort group (as determined below).
Earned merit-based tuition scholarships will be renewed for each successive year if the student maintains the requisite academic standard at the end of each succeeding academic year, subject to the limits set forth in Section II. Any student who is not eligible for a continuation of their earned merit-based tuition scholarship because they do not meet 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.

- **Increasing a Merit-Based Tuition Scholarship:**
  Any student who received less than a full scholarship at the time of matriculation is eligible for a merit-based tuition 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 merit-based tuition 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, subject to the limits set forth in Section II. Any student 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 years of study.

- **More Information on Earning/Increasing a Merit-Based Tuition Scholarship:**
  Earned and increased merit-based tuition scholarships are typically awarded in a flat amount. If renewed, the amount will not change in subsequent academic years, despite any changes in the amount of tuition. Students may refer to the scholarship policies provided to all students at time of admission or consult the Graduate Financial Aid Office and the Law Admission Office for more details about the amount of earned scholarships.

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

- **Appealing the Loss of a Conditional Scholarship:** Any student who wishes to appeal the loss of his/her conditional 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. A scholarship appeal cannot be used by students who did not receive a conditional scholarship upon admission to the Fowler School of Law or earn a conditional scholarship after their first academic year.

  “Extraordinary circumstances” are sudden, unanticipated, and exceedingly rare circumstances or events that have a debilitating effect on the student’s ability to perform in their courses. “Appropriate documentation” is documentation from a disinterested third-party authority that is sufficiently relevant and complete to verify the circumstances presented in the student’s appeal. Additionally, students who
appeal must show that their cumulative GPA was close to reaching the requisite standard and that they would have succeeded in achieving the requisite standard (cumulative GPA of 2.900) but for the extraordinary circumstances.

Appeals will be decided by the Scholarship Committee, which may take up to two weeks to review. All decisions of the Scholarship Committee are final. When reviewing appeals, the Scholarship Committee will consider (a) whether the circumstances were extraordinary as defined above, (b) whether the documentation is appropriate as defined above, (c) the student’s grades and cumulative GPA, and (d) the apparent likelihood of meeting the requisite standard of 2.900 cumulative GPA during the upcoming academic year.

Any changes to financial aid awards will be contingent on the types of funds available, eligibility policies, and regulations. After initial review, additional documentation may be required. Students waiting for an appeal decision should be fully prepared to assume responsibility for all course enrollment and account balance payment, regardless of the appeal decision.

- **Limits:** Merit-based tuition scholarship eligibility 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 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 divided over 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 Section II.

- **Scholarships Granted as a Percentage of Tuition or in a Flat Amount:**
  Conditional 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, regardless of any changes in the cost of tuition.

• For Students Enrolled in Joint JD and MFA/MBA
  
  o JD/MBA
  Students receiving conditional scholarships and/or fellowships from the law school will have those scholarships and/or fellowships 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 and/or fellowship after completion of their first JD year will have that scholarship and/or fellowship suspended during the second year of their program while the student engages primarily in MBA coursework. The suspended/earned law scholarship and/or fellowship will be applied to the student’s third year of JD study. Students are eligible to earn or increase a scholarship after the completion of their first year only.

  The renewal/earning of a law scholarship and/or fellowship 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 and/or fellowship awards will be based on the student’s ranking within the JD cohort that entered after their first year.

  o JD/MFA in Film and Television
  Students receiving conditional scholarships and/or fellowships from the law school will have those scholarships and/or fellowships 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 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 and/or fellowship 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 and/or fellowship 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).

  Students are eligible to earn or increase a scholarship after the completion of their
first year only.

The renewal/earning of a law scholarship and/or fellowship 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 and/or fellowship awards will be based on the student’s ranking within the JD cohort that entered after their first year.

B. Other Scholarships Administered by the Law School

For more information about other scholarships administered by the Law School (in addition to the policies discussed above, where applicable), such as the First Generation Scholarship, Sam & Ash Scholarship (formerly Bergener Mirejovsky Scholarship), Distinguished Student Fellowship, or Fowler Book Award, please refer to the scholarship and/or fellowship policies provided to the recipient when the scholarship offer was initially made or please contact the Law Admission Office or the Graduate Financial Aid Office. All additional scholarship policies set forth below apply to such scholarships.

C. Additional Scholarship Policies

- **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.

- **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.

- **Scholarship Revocation**

  The University reserves the right to revoke any scholarship and/or fellowship if the student to whom a scholarship and/or fellowship 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 and/or fellowship is not revoked as part of the conduct proceedings, the law school’s Scholarship Committee shall determine whether the student’s scholarship and/or fellowship shall continue upon reinstatement and, if so, under what terms, the scholarship and/or fellowship shall be continued.
• **Leave of Absence**

If a student is granted a leave of absence under [Section XI](#) of this Handbook, the student’s scholarship and/or fellowship shall continue upon the student’s return to the law school, unless the maximum number of semesters that the scholarship and/or fellowship can be applied has already been exhausted, in which case their scholarship and/or fellowship will not continue upon their return to law school. For example, merit-based tuition scholarships, First Generation Scholarships, and Distinguished Student Fellowships may be applied during fall and spring semesters for up to three years for full-time students and up to four years for part-time students; other limits may apply to these and other scholarships as set forth in [Section II](#). If a student takes a leave of absence after the date when tuition may be refunded under the University’s Refund Schedule published on the University’s website, then their scholarship will have already been applied for that semester. Students who receive a refund (or partial refund) of tuition for a term they received a scholarship may have the scholarship reduced accordingly. Percent scholarships will be adjusted to reflect the appropriate percentage of the new tuition charges. Flat scholarships will only be adjusted if they exceed the new tuition charge. Scholarships can never exceed tuition charges for any given term.

If a student with a conditional scholarship and/or fellowship takes a leave of absence during a semester when their scholarship and/or fellowship renewal would normally be determined and no grades are assigned due to the leave of absence, the renewal determination will be deferred until the end of the semester the student returns.

### III. LIBRARY POLICIES

[The Hugh and Hazel Darling Law Library](https://www.chapman.edu/law/student-resources/library/index.aspx) provides services and resources to help you succeed in law school and beyond. Please note the following policies:

- Students must show their Chapman University identification card to enter the law library. Guests must register at the circulation desk.

- On weekdays after 9 p.m. and on weekends, students must swipe their Chapman University identification card to enter the law library.

- Food and drinks are allowed within reason.
IV. LAW REVIEW MEMBERSHIP POLICIES

The Chapman Law Review (https://www.chapman.edu/law/publications/chapman-law-review/index.aspx) is published by law students, working with the guidance of a faculty advisor and the Law Faculty Advisory Committee. Members of the Editorial Board, who are third or fourth-year students, are primarily responsible for planning each volume and working with outside authors whose articles have been accepted by the Board for publication.

The following policies apply (please check the Chapman Law Review bylaws for comprehensive policies):

- Staff editors will be graded on one unit of academic credit awarded at the end of the editor’s second semester on Law Review.

- Senior editors may receive up to three units of credit each semester during their senior year with the approval of the faculty advisor.

- Membership on the Law Review is open automatically to the top ten percent of the 1L students (both full and part-time) at the end of their first year.

- Membership may also be earned through a write-on competition. The write-on competition is open to any full or part-time student ranked in the top 11–40% of their class at the end of their first year.

- Space permitting, transfer students may also participate in the write-on competition, provided they were (a) eligible for the write-on competition at the law school they attended during their first year of study or (b) already invited to join the law review at the law school they attended during their first year of study. The burden is on the incoming transfer student to provide the Law Review with evidence of their eligibility to participate in the Law Review’s write-on competition.

V. DIVERSITY AND SOCIAL JUSTICE FORUM JOURNAL POLICIES

The Diversity and Social Justice Forum (https://www.chapman.edu/law/publications/diversity-social-justice/index.aspx) is a student-run publication at the Fowler School of Law, dedicated to providing a forum that can give expression and representation to a wide spectrum of progressive and diverse voices. Student members may receive academic credit (pass/fail) as a co-curricular activity. Journal Membership is determined by a write-on competition. The write-on competition is open to all rising 2 and 3L students with a minimum cumulative GPA of 2.8.
VI. DISABILITY ACCOMMODATIONS

Chapman University is committed to providing support services to achieve equal access to the education experience. Disability Services (DS) approves and coordinates accommodations and services for students with disabilities at Chapman to help students acquire skills essential to achieve academic and personal success.

Registration with DS is on a voluntary, self-identifying basis. However, services are only available after a student has registered and presents current documentation of the disability from an appropriate specialist or physician. All information and documentation are confidential.

For general information on how to access University Disability Services: https://www.chapman.edu/students/health-and-safety/disability-services/index.aspx

For a policy overview, definitions, and specific policies and procedures for students with disabilities: https://www.chapman.edu/students/health-and-safety/disability-services/policy.aspx

VII. STUDENT COMPLAINTS

As an ABA-accredited law school, the Fowler School of Law is subject to the ABA Standards for Approval of Law Schools. The ABA Standards may be found at http://www.americanbar.org/groups/legal_education/resources/standards.html

Any student at the law school who wishes to bring a formal complaint to the administration of the law school of a significant problem that directly implicates the school’s program of legal education and its compliance with the ABA Standards should do the following:

- Submit the complaint in writing to the Associate Dean for Academic Affairs or the Assistant Dean for Student Affairs. The signed, dated statement may be delivered as a hard copy or scanned and delivered via email.

- The writing should describe in detail the behavior, program, process, or other matter that is the subject of the complaint, and should explain how the matter implicates the law school’s program of legal education and its compliance with a specific, identified ABA Standard(s).

- The writing must provide the name, official law school e-mail address, phone number, and street address of the complaining student, for further communication about the complaint.

- The administrator to whom the complaint is submitted will acknowledge the complaint within ten (10) business days of receipt of the written complaint. Acknowledgment may be made by e-mail, U.S. mail, or by personal delivery, at the option of the administrator.
Within three weeks of acknowledgment of the complaint, the Associate Dean of Academic Affairs or the Assistant Dean for Student Affairs, or their designee, shall either meet with the complaining student, or respond to the substance of the complaint in writing. In this meeting or in this writing, the student should either receive a substantive response to the complaint, or information about what steps are being taken by the law school to address the complaint or further investigate the complaint. If further investigation is needed, when the investigation is completed, the student shall be provided either a substantive response to the complaint or information about what steps are being taken by the law school to address the complaint within three weeks after completion of the investigation.

Appeals regarding decisions on complaints may be taken to the Dean of the law school. Any decision made on appeal by the Dean shall be final.

A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the office of the Assistant Dean for Student Affairs until the subsequent re-accreditation review by the ABA. Such reviews occur every seven years.

The law school shall not in any way retaliate against an individual who makes a complaint under this section, nor permit any faculty member, administrator, employee or student to do so.

This policy is not applicable to situations where another policy applies, including, but not limited to, the Harassment, Discrimination, and Sexual Harassment Policy, Honor Code violations, and violations of the University Student Conduct Code.

VIII. HONOR CODE

Students are subject to the Fowler School of Law Honor Code set forth in full here: https://www.chapman.edu/Law/_files/students/fsol-honor-code.pdf

IX. UNIVERSITY CONDUCT CODE

All law students should review the Chapman University Conduct Code and conform their behavior to the terms contained in that Code: https://www.chapman.edu/students/policies-forms/student-conduct/index.aspx

The University’s Conduct Code is incorporated herein its entirety.
X. HARRASSMENT, DISCRIMINATION, AND SEXUAL MISCONDUCT

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, including sexual harassment.

In furtherance of the University's commitment in maintaining an environment that encourages an educational and work environment free from all forms of prohibited discrimination and harassment, the University's administration, faculty, staff, and students are each responsible for creating and maintaining an environment conducive to work, study, and learning and for cooperating with University Officials who investigate allegations of policy violations. Harassment and discrimination, in any form prohibited by this policy, impedes the realization of the University's mission to provide an education of distinction in a dignified and respectful learning environment.

When the University becomes aware that a member of the University community may have been subjected to discrimination and/or harassment based upon their protected class, the University will take prompt action reasonably intended to stop any form of harassment, discrimination, and/or related retaliation, eliminate any hostile environment, prevent its recurrence and as appropriate, remedy its effects.

A complete copy of Chapman University’s Harassment, Discrimination, and Sexual Harassment Policy may be viewed at https://www.chapman.edu/law/student-resources/discrimination-policies.aspx

XI. POSTING OF SIGNS

The Fowler School of Law does not permit the display of hardcopy flyers anywhere in the building (this includes but is not limited to classrooms, bulletin boards, doors, or lockers). The primary means of event communication is display of electronic flyers on the TVs in the student lounge and the 3rd floor, as well as in the weekly newsletter.

XII. ANIMAL POLICY

Dogs and other animals are not permitted in Kennedy Hall unless they are designated as service animals or as an accommodation through the Office of Human Resources (https://www.chapman.edu/faculty-staff/human-resources/index.aspx) or Disability Services (https://www.chapman.edu/students/health-and-safety/disability-services/index.aspx). This policy will remain in place unless and until a uniform University policy regarding dogs and animals in campus buildings is implemented.
XIII. CORONAVIRUS GLOBAL PANDEMIC (COVID-19) SPECIAL POLICIES

A. Grading, Scholarship, and Other Policies

• The Fowler School of Law faculty voted to make temporary changes to grading, scholarship, and other policies during the spring 2020 semester. Full details were communicated via a Responses to Frequently Asked Questions Regarding the Fowler School of Law Special Grading Policy for Spring 2020 (“FAQ”) document sent to all students. See Section II of the Appendix for the FAQ. The policies outlined in the FAQ supersede conflicting and/or inconsistent provisions in the Student Handbook for the time period(s) contemplated by the policies in the FAQ.

B. Return to Campus

• Chapman University and the Fowler School of Law have policies in place related to COVID-19 to promote the health and safety of our campus and community. Access to campus and campus resources will depend on a variety of factors including state and local regulations and guidelines as well as University and Law School policies.
• Students are expected to abide by all guidelines and policies put forth by the University and the Law School as communicated via the CU Safely Back website, signage, emails and other written communications, and as otherwise communicated by faculty, staff, or administration.
• Planning is extremely fluid during the pandemic, and schedule, class format/delivery, instructors, or other matters, are subject to change.
APPENDIX

I. ABA STANDARD 310

In 2014, the ABA adopted the federal definition of a credit hour as required by the Department of Education. Pursuant to ABA Standard 310, a credit hour must reasonably approximate “not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per 15 weeks, or the equivalent amount of work over a different amount of time.” Academic activities such as field placement, clinical, and co-curricular courses must entail “at least an equivalent amount of work.” For purposes of this Standard, 50 minutes suffices for one hour of classroom or direct faculty instruction. An “hour” for out-of-class student work is 60 minutes. At a minimum, students must complete 42.5 hours for one unit of credit; 85 hours for two units of credit; 127.5 hours for three units of credit; and 170 hours for four (4) units of credit.

A. PART I: Revised Credit Hour Policy

Credit Hour Requirements

Under the Fowler School of Law's semester system, one credit hour is granted for 50 minutes of classroom or direct faculty instructional time per week, multiplied by 15, and at least 120 minutes of additional out-of-class student work each week, or an equivalent amount of work for other courses and activities, multiplied by 15. The standard course extends over a 14-week semester, followed by a two-week final examination period. Courses or other credit-bearing activities that occur over a different time period must incorporate the same total amount of instructional time and additional assigned work per credit hour as a standard course. At a minimum, students must complete 42.5 hours for one unit of credit, 85 hours for two units of credit, 127.5 hours for three units of credit, and 170 hours for four units of credit.

J.D. credit is earned if a student receives a grade of 0.7 or above or a Pass/HiPass grade.

B. PART II: Determination of Credit Hours

The Fowler School of Law maintains a 14-week semester followed by a two-week exam period. Summer term consists of a seven-week term followed by a one-week exam period. At a minimum, students must complete 42.5 hours for one unit of credit, 85 hours for two units of credit, 127.5 hours for three units of credit, and 170 hours for four units of credit.

- Courses that require a written final exam (in class or take home) are scheduled for 50 minutes per credit hour multiplied by 14, regardless of the length of term. Instructors assign at least 120 minutes per credit hour, multiplied by 15, of out-of-class work for students to complete over the course of the term. All in-class final exams are
scheduled for a minimum of 120 minutes and a maximum of 210 minutes. Take home examinations that are scheduled during an exam period shall be scheduled for a minimum of eight hours (480 minutes). Time dedicated to a final examination can count towards the total required hours of instructional time.

- Legal Analysis, Writing, and Research I and II are scheduled for at least 45 minutes of classroom instruction or direct faculty instruction via individual conferences, multiplied by 12, and a minimum of 155 minutes of out-of-class work per credit hour per week, multiplied by 13, including research, completion of drafts of writing projects, and preparation for oral argument. The combined time per credit hour equals at least 42.5 hours of instructional time and student work over the course of the term.

- Courses not requiring a final exam (other than LAWR I & II and clinical courses) are scheduled for 50 minutes per credit hour multiplied by 14. Instructors assign at least 135 minutes per credit hour per week, multiplied by 14, of out-of-class work for students to complete over the course of the term. The combined time per credit hour equals at least 42.5 hours of instructional time and student work over the course of the term.

- Credit for Clinical Courses may be awarded for 50 minutes of classroom or direct faculty instructional time or for 60 minutes of out-of-class student work preparing for and performing clinic work, preparing for class, and completing class assignments or other academic work related to the course assigned by the supervising faculty member. Clinical faculty members can determine the overall number of hours of each type of work required for each unit of credit for their clinical courses, but they must include a classroom component as per ABA Standard 304. At a minimum, students must complete a total of 42.5 hours for one unit of credit, 85 hours for two units of credit, and 127.5 hours for three units of credit.

  - Students enrolled in clinical courses must complete required hours and submit time keeping records in accordance with clinic practices. Credit may be withheld for any student who fails to comply.

- Students may receive credit to the extent allowed by ABA Standards for distance learning courses that are in compliance with ABA Standards. Distance learning courses for which the Fowler School of Law students receive credit, whether offered in synchronous or asynchronous format, or a combination, shall require at least 42.5 hours of instructional time and student work per unit of credit per week over a fifteen-week period.

- Students may receive credit for approved externship placements. To satisfy Standard 310, students must complete at least 42.5 hours of fieldwork for each credit. Students must complete and submit daily time-reporting logs, regular progress reports, and final reports to the field supervisor and Director of Externships, in accordance with established externship policies. Credit may be withheld for any student who fails to
Students may receive credit for approved competitions. At a minimum, students must complete 85 hours for two units of credit or 127.5 hours for three units of credit. Credit is granted for engaging in practice sessions, preparation alone and with teammates, research, preparing briefs and other material for the competition, and participating in actual competition(s).

All participants in competitions who seek credit must register for credit through the Competitions course.

Students seeking such credit shall submit detailed timesheets to the designated supervising faculty member. Credit may be withheld for any student who fails to comply.

Students may receive credit for serving on approved journals per the Handbook. Students shall submit detailed timesheets to the journal’s Faculty Advisor every two weeks. For each unit of credit, students must complete a minimum of 42.5 hours of journal-related work. Credit may be withheld for any student who fails to comply.

Students may receive credit for Directed Research for up to three credits. For each unit of credit, students must complete a minimum of 42.5 hours of research and writing work. Students shall submit detailed timesheets to their supervising faculty member every two weeks. Credit may be withheld for any student who fails to comply.

C. PART III: Procedures for Determination of Hours of Out-of-Class Student Work

For classes that require attendance in regularly scheduled classroom sessions or direct faculty instruction, course instructors shall require outside student work that reasonably approximates a minimum of 120 minutes per course credit hour per week, multiplied by 15. That outside work may include, but is not limited to: reading assignments, case briefing, written assignments, solving problem sets, participating in out-of-class simulations and role-playing exercises that help students develop lawyering competencies, research assignments, posting to an online discussion board, court or other observations, conferences with the instructor, and other work that assists in comprehension of course content such as outlining and studying for quizzes, midterms and final examinations.

- Academic literature indicates that a skilled adult reads an average of 5-40 casebook pages per hour, depending on the density of the text, the difficulty of the material (number of new concepts), and the competency expected (to skim,
understand or engage). These reading time estimates do not include additional work expected of the student, including but not limited to rereading material for comprehension, briefing cases, additional reading of treatises and course-related material, outlining, practice questions and examinations, CALI exercises, and participation in study groups and review sessions. All expected out-of-classroom work should be considered when measuring the amount of time necessary per credit hour.

- Readings and other assignments shall be indicated on the course syllabus.

- **Initial Review Process:** All faculty members are required to fill out the ABA Standard 310 Compliance form for each course and to append it to their syllabi for submission to the Associate Dean of Academic Affairs in the 2017-2018 academic year. Courses not offered in the 2017-2018 academic year will undergo initial review the next time they are offered.

- **Periodic Review Process:** After the initial review process, all course instructors shall submit their course syllabi consistent with university policy. In so doing, a course instructor certifies that outside work for the course meets the requirements of Standard 310(b)(1).

  - The Associate Dean for Academic Affairs shall keep all course syllabi on file and review them on a regular basis to determine whether assignments of outside work comply with Standard 310(b)(1).

### D. PART IV: New Course Approval Process

All new courses will utilize the New Course Proposal Application form. This form requires proponents to justify the amount of credit requested, including a description of both classroom hours and the estimated out-of-classroom work. The curriculum committee must assess this information when determining how many credit hours should be granted for the course or other academic activity.

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