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§1
PREAMBLE

This Student Handbook of the Chapman University Dale E. Fowler School of Law is binding on all students. The Handbook is subject and subordinate to all applicable federal and state laws, any and all Standards for Approval of Law Schools and Interpretations of the American Bar Association, all standards for accreditation by the Western Association of Schools and College, and any applicable standards by the State Bar of California. This Handbook may be revised as necessary from time to time to conform to applicable laws, rules and regulations, standards for accreditation, law school policy and procedure changes, and Chapman University policies. All students are deemed to know the contents of this Handbook in its current reiteration as so revised.
§2
DATES AND TIMES

§2.1 ACADEMIC CALENDAR

Fall Semester - 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Orientation for 1L, Transfer, and Visiting Students</td>
<td>August 14 – 16</td>
</tr>
<tr>
<td>First Day of Instruction</td>
<td>August 19</td>
</tr>
<tr>
<td>Last Day for Add/Drop</td>
<td>August 23</td>
</tr>
<tr>
<td>Labor Day Holiday (Campus closed)</td>
<td>September 2</td>
</tr>
<tr>
<td>Last Day of Instruction</td>
<td>November 25</td>
</tr>
<tr>
<td>Thanksgiving Holiday (Campus closed)</td>
<td>November 28-November 29</td>
</tr>
<tr>
<td>Reading Period</td>
<td>November 26 –December 2</td>
</tr>
<tr>
<td>Reading Period First Year Students</td>
<td>November 26– December 3</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>December 3 – December 13</td>
</tr>
<tr>
<td>University Winter Break (Campus closed)</td>
<td>December 21-January 1</td>
</tr>
</tbody>
</table>

Spring Semester - 2020

<table>
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<tr>
<th>Event</th>
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</tr>
</thead>
<tbody>
<tr>
<td>First Day of Instruction</td>
<td>January 13</td>
</tr>
<tr>
<td>Last Day for Add/Drop</td>
<td>January 17</td>
</tr>
<tr>
<td>Martin Luther King Day-Campus Holiday</td>
<td>January 20</td>
</tr>
<tr>
<td>Spring Break (no classes)</td>
<td>March 2-March 6</td>
</tr>
<tr>
<td>Last Day of Instruction</td>
<td>April 27</td>
</tr>
<tr>
<td>Reading Period</td>
<td>April 28 – May 3</td>
</tr>
<tr>
<td>Reading Period First Year Students</td>
<td>April 28 – May 5</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>May 4-May 15</td>
</tr>
<tr>
<td>Commencement</td>
<td>(tentative) May 22</td>
</tr>
<tr>
<td>Memorial Day (campus closed)</td>
<td>May 25</td>
</tr>
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</table>

Summer Semester – 2020

<table>
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<th>Event</th>
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</tr>
</thead>
<tbody>
<tr>
<td>First Day of Instruction</td>
<td>June 1</td>
</tr>
<tr>
<td>Last Day for Add/Drop</td>
<td>June 5</td>
</tr>
<tr>
<td>Independence Day Holiday (campus closed)</td>
<td>July 3</td>
</tr>
<tr>
<td>Last Day of Instruction</td>
<td>July 17</td>
</tr>
<tr>
<td>Reading Period</td>
<td>July 18-July 21</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>July 22-July 24</td>
</tr>
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SECTION 3 HAS BEEN INTENTIONALLY DELETED
§4
FOWLER SCHOOL OF LAW POLICIES

§4.1   ACADEMIC POLICIES & PROCEDURES

§4.1.1   PREAMBLE
The following Academic Policies and Procedures, as adopted by the faculty of the Chapman University Dale E. Fowler School of Law, are intended to be in accordance with our present understanding of the Standards for Approval of Law Schools and Interpretations of the American Bar Association (ABA). In the process of development of the Law School, it may be necessary to adapt these policies and procedures to comply with these ABA Standards. NOTE: For purposes of these Academic Policies and Procedures, the term “semester” excludes both Summer and Interterm Sessions.

§4.1.1A   SUBMISSION OF UNDERGRADUATE TRANSCRIPTS
All deposited students must submit their undergraduate transcripts indicating degree conferral to the Office of Admission by August 1. Absent a determination by the Associate Dean of Academic Affairs that an extension is warranted due to extraordinary circumstances, any student who has not submitted an undergraduate transcript indicating degree conferral by October 15 will be administratively withdrawn from the J.D. program on October 16. Extensions will only be granted in which extraordinary circumstances—through no fault of the student—may make it impossible for the student to meet the October 15 deadline.

§4.1.2   GRADUATION REQUIREMENTS

A. Chapman University Fowler School of Law confers the degree of Juris Doctor (J.D.) upon its qualified graduates. A student shall be a qualified graduate upon satisfying the following requirements:

1. The successful completion of 88 semester hours of course work, including all required courses. In compliance with ABA Standard 310, a “credit hour” or “semester hour” or “credit” is an amount of work that reasonably approximates:
   a. Not less than 50 minutes of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks (including one week for a final examination), or the equivalent amount of work over a different amount of time; or
   b. At least an equivalent amount of work as required in subparagraph a for other academic activities, including simulations, externships, field placements, clinical and other academic work for which units of credit are awarded.
2. Credit for courses will only be awarded where a student receives a grade of 0.7 or above in the course;
3. The maintenance of a cumulative grade point average of at least 2.0; and
4. The completion of six semesters in residence (or the equivalent) if a full-time student or eight semesters in residence (or the equivalent) if a part-time student.

B. Of the 88 credits needed for graduation, of which a number are satisfied by required courses, no more than 16 credits may be acquired through externships, non-law graduate level courses or co-curricular activities, see §4.1.14. The list of required courses is subject to change by the law school faculty when reviewing and revising the law school curriculum. Note: the required courses a student must take in order to graduate is dependent, at least in part, on the student’s cumulative grade point average at the end of the student’s first year and/or the student’s class rank at the beginning of the student’s final full year of law school. Based on these factors, the minimum number of credit hours in required courses may increase significantly depending upon the student’s performance in law school. In addition, the number of ungraded credits may drop from 16 credits to 7 credits depending on the student’s cumulative grade point average at the end of the student’s first year.

1. **First-Year Curriculum:** Required courses include the first-year full time curriculum: Contracts I & II, Torts I & II, Civil Procedure I & II, Civil Procedure Lab, Property, Legal Analysis Writing and Research I & II, and Criminal Law. Part time students take all of these courses except Criminal Law and Contracts I & II.

2. **Upper Level Curriculum:** Upper-level required courses include Federal Income Taxation (which must be taken in a student’s second year of law school); Corporations or Business Associations; Constitutional Law, Evidence, Professional Responsibility, and Practice Foundations Transactions.

Students who took a full time first year course of study must take Practice Foundations-Transactions in their second year, and those who were part time students during their first year must take this course during their third year of legal study.

Students must complete two (2) Practical (Practice-Oriented) Writing requirements.

Students entering in Fall 2016 or thereafter must take at least two credits from a list of prescribed experiential courses that include but are not limited to Trial Practice, Client Interviewing & Counseling, Negotiations, Mediation, Arbitration, Clinics, Law and Motion, and Pre-Trial Civil Practice. These courses are marked as “experiential” courses, as defined by ABA Standard 303(a)(3), in the registration materials.
Students entering prior to Fall 2016 must take at least one course from a list of prescribed skills courses that include but are not limited to Trial Practice, Client Counseling, Negotiations, Mediation, Externships, Clinics, and Pre-Trial Civil Practice. These courses are marked as “lawyering skills” courses in the registration materials.

Required courses for students that have a cumulative GPA below 2.6 at the end of their first year of law school (either full or part time study) and transfer students designated by the Associate Dean for Academic Affairs also include: Criminal Procedure/Police Practices, Remedies, and Wills & Trusts. In addition, students must take Legal Writing Skills as a condition of graduation if they received a grade of 1.9 or below in Legal Analysis Writing and Research I or II (previously Legal Research and Writing), if their LRW professor for either of these courses recommends that the student take Legal Writing Skills, or if they are a transfer student and are required to do so by the Associate Dean for Academic Affairs.

Students with a GPA below 2.6 at the end of their first year of law school may not earn credits for graduation through Directed Research.

3. The following requirements for graduation are not subject to variance or waiver unless otherwise provided in the academic rules:

   a. Required number of hours.
   b. The requisite grade point average.
   c. Required courses.
   d. Residency credit.
   e. Writing requirements.

   In exceptional circumstances, a variance to the rules for additional upper level required courses may be granted, upon petition and at the discretion of the Associate Dean for Academic Affairs in consultation with faculty members when appropriate.

4. Non-graded credits: For students with a cumulative GPA of 2.6 or above at the end of their first year of law school (full or part time study), no more than 16 of the credits needed for graduation may be acquired through ungraded courses such as externships, non-law graduate level courses or co-curricular activities, §4.1.14. For students with a cumulative GPA below 2.6 at the end of their first year of law school (full or part time study), no more than seven (7) credits may be acquired through ungraded courses such as externships, non-law graduate level courses or co-curricular activities, §4.1.14.

Additional Graduation Requirements: All students entering their final year of law study ranked in the bottom 25% of their class MUST take Selected Topics in American
Law in the fall semester and Advanced Selected Topics in American law in the spring semester.

5. **Residency Credits:** To graduate, a student must receive at least six residence credits. No more than one residence credit may be earned in a single semester.

   a. In a given semester during the regular academic year, to receive one residence credit, a student must receive credit for at least 12 credit hours of course work. Part-time students must be enrolled in a minimum of 8 credit hours of course work throughout a Fall or Spring semester and must satisfactorily complete and receive credit for at least 5 of those credit hours in order to earn fractional residence credit in a given semester. A student who in a given fall or spring semester is not enrolled throughout the semester in at least 8 credit hours of course work will receive no fractional residence credit for that semester. If a student in a given semester is enrolled throughout the semester in at least 8 credit hours of course work and receives credit for at least 5 credit hours of course work but less than 12 credit hours of course work, the student will receive fractional residence credit only in the ratio that the credit hours earned bear to the minimum of 12 credit hours required for a full residence credit.

   b. To receive fractional residence credit in a given summer term, a student must receive credit for at least 3 credit hours of course work during the summer session. A maximum of one-half (0.5) residence credit may be earned for course work completed during a given summer session. Subject to the limitation that no more than one-half of a residence credit may be earned for study during a summer session, a student who receives at least 3 credit hours of course work will receive residence credit in the ratio that the credit hours earned bear to the minimum of 12 credit hours required for a full residence credit in a semester during the regular academic year.

   c. For summer study abroad programs, the rules regarding residence credit for study during a summer session will apply.

6. **Professional Development Graduation Requirement:**

   a. The goal of Professional Development training is to provide students with exposure to the perspectives of successful practitioners and the core competencies now being required of lawyers, as well as the variety of practice settings in which students can explore career options. In addition, student training will also address professional conduct during law school in preparation of your transition into practice and includes training in job search skills and career planning that allows students to practice the concepts they are learning as they interact with their professors, practitioners, career counselors, and prospective employers.

   Students must complete five (5) sessions of Professional Development training to be eligible to graduate from Chapman University Dale E. Fowler School of Law, and they are strongly recommended to meet with a career counselor at
least once a year to (1) clarify their career goals, (2) develop an action plan to meet their professional career goals; and (3) ensure that they are on track to complete all of their Professional Development sessions to meet the graduation requirement:

i. The Career Services Office (“CSO”) administers the Professional Development Graduation Requirement.

ii. The five (5) required sessions will be satisfied by mandatory trainings in the first year.

iii. Students who do not comply with the above requirements by the end of the applicable academic year may be required to complete additional Professional Development sessions beyond what are otherwise required above at the sole discretion of the Associate Dean for Academic Affairs.

b. Programs and events that qualify as a Professional Development session will appear on the CSO’s Calendar of Events.

c. Tracking Professional Development Sessions

i. Every program or event held on campus for which Professional Development sessions are offered will be overseen by a CSO representative who will maintain an attendance record for that event.

ii. Because the Professional Development events are a graduation requirement, they are events for which attendance counts. 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 participation in a Professional Development event, students must arrive on time, sign-in, and stay for the entire presentation. If a student leaves a Professional Development event early or arrives late, they will receive no credit.

iii. To assist students in tracking their sessions, the CSO has created a Professional Development Personal Log form that is available at http://www.chapman.edu/law/careers. As an attorney, students will also need to track and record their attendance at MCLE programs and report attendance to their state bar to maintain their license. Similarly, students will need to track their attendance at Professional Development programs throughout their time in law school.

C. Compliance with ABA Standard 310
For the ABA Standard 310 Compliance Policy of the Fowler School of Law, see Section 7.7 of the Student Handbook.

D. THE WRITING REQUIREMENT

General Requirements: Prior to graduation, all students must satisfactorily complete two practice-oriented writing courses as defined below. Ordinarily, students should satisfactorily complete one writing project in each of their second and third years of law school.

The Practice-Oriented Writing Requirement:

Students may satisfy the practice-oriented writing requirement by the production of one or more documents that require students to engage in the kind of legal writing that lawyers undertake in the practice of law. The writing assignments must be designed to develop the students’ practical legal writing skills, and must be of the scope and complexity ordinarily suitable as a writing sample appropriate for submission to a potential employer. Practice-oriented writings include both litigation-type documents and transactional documents. Examples of documents that likely would qualify as a practice-oriented writing (because of the amount of writing and independent analysis involved) include, but are not limited to, legal memoranda, motions, briefs, opinion letters, settlement agreements, and discovery documents that require more than standard questions (such as deposition outlines, requests for admissions tailored to client facts, etcetera). Examples of documents that likely would not qualify as a practice-oriented writing, without approval from the Associate Dean for Academic Affairs, include standard or template discovery documents and standard lease forms or contracts that involve no more than cutting and pasting. Satisfaction of the practice-oriented writing requirement must involve a close working relationship between the student and the supervising faculty member.

How Satisfied: The practice-oriented writing requirement may be satisfied by student production of any of the following:

   a. Substantial additional research or revision of a document or documents in connection with an upper-level course, clinical program or seminar (as designated each semester by a full- or part-time faculty member, and with the approval of the Associate Dean for Academic Affairs);
   b. A writing originally undertaken as part of an externship or moot court or similar interscholastic competition if a full-time faculty member agrees to supervise its revision.

Beginning Fall 2015, students may not take Practice Foundations-Transactions to fulfill either of the required practice-oriented writings.
Regarding item a, the burden is placed upon the faculty member to establish to the Associate Dean for Academic Affairs, prior to the beginning of Registration for the upcoming semester in which the course will be offered, that the document production required in the course, clinical program or seminar satisfies the general requirements for practice-oriented writing, as described above. In meeting this burden, the faculty member need only submit the course syllabus to the Associate Dean for Academic Affairs clearly indicating the document or documents to be produced. Continuing approval under this requirement is available for recurring courses. It is possible that a course could be approved to satisfy both the practice-oriented writing and the lawyering skills requirements, but a single course may not be used by a student to satisfy both requirements.

In general, no practice-oriented writing project consisting of less than 20 pages will satisfy the practice-oriented writing requirement. However, in special circumstances (typically involving the amount of time and effort expended on the project) a faculty supervisor may, in his or her discretion, seek approval of the Associate Dean for Academic Affairs to reduce the minimum number of required pages, provided that no paper(s) shall be less than 15 pages. If a student submits more than one practice-oriented document to satisfy an upper-level writing requirement, then the documents, considered together, must meet the 20-page minimum (or the minimum approved by the Associate Dean, in the event the supervising faculty member seeks a reduction in the minimum number of pages).

**Particular Requirements re: Revision of Writing Originally Undertaken for an Externship or Interscholastic Competition:** Student proposals for satisfying the practice-oriented writing requirement through revision of a writing originally undertaken in connection with an externship or interscholastic competition must include a detailed topic description and an estimate of the time requirement for completion of the project. The supervising faculty member will require an outline and a draft in addition to the final paper. The supervising faculty member and student will meet on a regular basis to discuss the progress of the paper. The supervising faculty member must ensure that the writing involves substantial original research and advocacy.

All revised externship and competition writing will be graded. The supervising faculty member will notify the student in advance of all requirements for the project and shall determine the number of credits to be awarded for satisfactory completion of the project (ordinarily one credit will be awarded).

Students will receive credit for a practice-oriented writing paper for student satisfaction of the practice-oriented writing requirement in a course that is designated to meet this requirement as approved by the Associate Dean for Academic Affairs.

**Particular Requirements re: Completion of a Practice-Oriented Writing Requirement in Connection with a Course, Clinical Program or Seminar:** Each faculty member supervising a student’s practice-oriented writing in connection with a course, clinical program or seminar shall provide a list of all students in the upper-level
course, clinical program or seminar who have met the requirements of the practice-oriented writing, and shall certify the accuracy of the list. In addition, the registration materials provided to students in advance of registration will indicate whether a course, clinical program, or seminar satisfies the practice oriented writing requirement, in view of the fact that a course or seminar taught by one professor may satisfy the requirement, while the same course or seminar taught by a different professor may not.

**Certifications in General:** All certifications must be submitted to the Registrar when the faculty member’s grades are due at the end of each semester.

**E. Directed Research**

Students must obtain advance approval from the Associate Dean for Academic Affairs to earn academic credit for Directed Research. Student proposals for Directed Research must include a detailed topic description and an estimate of the time requirement for completion of the project. The supervising full-time faculty member will require an outline and a draft in addition to the final paper. The supervising faculty member and student will meet on a regular basis to discuss the progress of the paper.

Student members of the Law Review must undertake Directed Research in the spring semester of their second year of law study.

Any student whose cumulative grade point average at the conclusion of the first year of law school (either full or part time) is below 2.6 may not participate in Directed Research.

No faculty member may supervise more than two Directed Research projects in one semester without the prior approval of the Associate Dean for Academic Affairs. All Directed Research projects will be graded. The supervising faculty member will notify the student in advance of all requirements for the project.

**F. Requirements for the J.D. degree, as well as the courses offered, may be changed by the faculty at any time.**

**G. Students are required to complete their law school studies within 84 months.**

**H. Honors at Graduation:**

The criteria for graduating with honors is as follows:

- **Summa Cum Laude**  Top 1% of the graduating class
- **Magna Cum Laude**  Top 5% of the graduating class
- **Cum Laude**  Top 15% of the class
Please note that class rank percentages are not rounded to the nearest percent. Therefore, a class rank of 15.4% is top 16%.

§4.1.3 REGISTRATION FOR COURSES

i. 1. Full-time students complete the requirements for the J.D. degree in three (3) years. Full-time status is based on enrollment in 12 – 16 credits in a semester. Students complete a designated first year course of study and generally complete 14 to 16 credits each semester on average thereafter. Students who wish to transfer from full time to the part time program must submit a petition the Assistant Dean for Student Affairs. The petition is subject to approval of the Associate Dean for Academic Affairs. Part-time students complete a designated first year course of study and generally complete 8 to 11 credits per semester thereafter. Part-time students complete the requirements for the J.D. degree in no less than four (4) years. However, in most cases, it is expected that part-time students will meet the requirements for graduation after attending nine or more semesters. Absent approval of the Associate Dean for Academic Affairs, part time students must complete their course of studies within six years. Students who wish to transfer from part time to the full time program must submit a petition the Assistant Dean for Student Affairs. The petition is subject to approval of the Associate Dean for Academic Affairs. When considering such a petition, the Associate Dean will evaluate several factors including, but not limited to, the student’s academic performance in his or her first year of law school and the student’s work and co-curricular activities.

2. Procedures and scheduled times for registration must be followed in all cases, including Directed Research, Co-Curricular, and Non-Numeric Graded Courses, such as Externships, Skills Competitions, Law Review or Diversity and Social Justice Forum. Registration is not complete until all charges are paid or arrangements for payment have been made in the Business Office. No academic credit shall be given for courses for which students have not properly registered.

3. The faculty has enacted a strict policy concerning competition credits. Registration for any type of competition must be completed within the first 30 calendar days of the academic semester in which the student will be competing, but prior to the competition. Students are not allowed to register retroactively for a competition in which they competed in an earlier semester. However, in unusual circumstances, and with the approval of the Associate Dean for Academic Affairs and the Faculty Advisor, a student may be allowed to register for a competition after the first 30 calendar days of the academic semester in which the student will be competing. In no event shall students be entitled to receive credit for intra-mural competitions. Nothing in this policy changes the rule prohibiting a student from enrolling in an overload without the permission of the Associate Dean for Academic Affairs and without paying additional tuition.

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ii. All first-year students, both full and part time, are registered in course sections by the Registrar’s Office. First year students may not add or drop classes except that a first-year, full-time student may drop to first-year, part-time status with approval from the Associate Dean for Academic Affairs. All first-year, part-time students shall pursue the same course of studies. A first-year student changing status from full-time to part time, or vice versa, shall be subject to the rules otherwise applicable to the change of sections.

iii. Regular and punctual class attendance is necessary to satisfy residency and class hour requirements.

iv. Full time students may not register for more than 16 credit hours per semester without permission of the Associate Dean for Academic Affairs and no student may take more than 17 credit hours in a given semester. Students will be charged an additional per credit tuition fee for the credit hour taken in excess of 16 credits. The maximum credit limit applies to all students including those in joint degree JD/MBA and JD/MFA programs. Part-time students may not register for more than 11 credit hours per semester without first receiving written permission from the Associate Dean for Academic Affairs. Part-time students also may not register for less than eight credit hours per semester without first receiving written permission from the Associate Dean for Academic Affairs.

v. To receive credit for a course, the student must matriculate in the course, and successfully complete it with a grade of 0.7 or higher. Contracts I, Civil Procedure I, Legal Analysis Writing and Research I, and Torts I are prerequisites for Contracts II, Civil Procedure II, Legal Analysis Writing and Research II, and Torts II, respectively.

vi. Changes between course section/first year tracks: Students who wish to change sections of the same course may do so only upon written application to the Associate Dean for Academic Affairs and with the approval of the Associate Dean for Academic Affairs and the professors of the two sections.

vii. Chapman University alumni and current law students will be able to audit courses at the School of Law at no charge based on the following terms and conditions:

1. Alumni must be attorneys. This is not limited to attorneys who earned their law degree from Chapman Law School.
2. Alumni must choose from a select pre-approved list of courses that are determined by the Fowler School of Law to be feasible for audit and dependent upon space availability.
3. Members of the law faculty have the prerogative to turn down a request for an auditor to take their class.
4. A maximum of 2 (two) persons may audit a course at any time and based on space availability.
5. The University will waive the audit fee for current law students attending the law school and as long as the number of credits is within the allowable
enrollment caps. For example, a maximum of 16 credits for full time students and a maximum of 11 credits for part time students for enrolled and audit credits combined.

Non Chapman University students may audit courses as long as they are currently enrolled law students in good academic standing at ABA approved schools, or California State approved schools, or a current member of a State Bar. Tuition will be charged on a per credit basis.

viii. General rules applicable to all transfer of credit scenarios are:

1. No more than forty-two (42) academic credits shall be accepted for transfer during the student’s career at the Law School.
2. All courses required for graduation must be successfully completed at the Law School, except for comparable courses successfully completed by transfer students at their previous institution and approved for transfer credit by the Associate Dean for Academic Affairs.
3. All course work must either be taken at an ABA-approved law school or in an ABA-approved program.
4. The Associate Dean for Academic Affairs has the discretion to approve or disapprove the transfer of credit in those instances where the grade for a course is 2.2 or below or the equivalent. The law school will not transfer credit if the grade received in the course(s) completed at the other law school is below 2.0 or its equivalent.
5. All grades for which credit is transferred will be reported as “pass” for the purpose of computing academic averages of the student at the Law School.

I. All requests for summer or interterm transfer credit must satisfy the following standards:

1. No more than six (6) credit hours will be transferred.
2. The inability of the student to take the courses at Chapman because they are not offered by the Law School.
3. The residency requirements for graduation remain in effect.
4. The student’s cumulative grade point average is 2.0 or higher.
5. The student may not currently be the subject of academic suspension.
6. The student receives pre-approval by the Associate Dean for Academic Affairs.
7. All requests for transfer credit shall include the course descriptions for the courses.
8. All grades for which credit is transferred will be reported as “pass” on the Chapman Law transcript and for the purpose of computing academic averages of the student at the Law School. The only exception is for courses transferred from programs co-sponsored by Chapman Law or programs otherwise specifically approved by the Chancellor of Chapman University in
which case which the actual grades earned in the program are posted on the Chapman Law transcript.

9. Approved transfer courses must be taken for a letter or numeric grade and students may not elect to take the courses for Pass/No Pass credit.

J. The Associate Dean for Academic Affairs may approve the petition of a student requesting visiting student privileges if the visit would serve the best interests of both the student and the Law School, if the petitioner’s cumulative grade point average at the Law School is 2.0 or higher; the petitioner is otherwise in good standing; and if either:

1. The petitioner has a special interest in taking a concentration of courses in a defined subject matter, and the Law School will not be able to offer that concentration of courses during the petitioner’s period of attendance at the Law School; or
2. The petitioner shows that hardship will result if visiting status is not granted. “Hardship” will normally consist of compelling medical or employment circumstances in the petitioner’s family.

In all circumstances, the petitioner must receive pre-approval of the courses to be taken at the other law school, and provide descriptions of the courses. Proportionate residency credit will be granted to students on visiting status. When students seek visiting status at a foreign law school, no more than two (2) students may receive visiting status to contemporaneously study at the same school.

§4.1.4 GRADES AND GRADING STANDARDS

A. The law school will evaluate student using a numeric grading system. The numeric grades and their corresponding letter grade equivalents are shown on the following table:

<table>
<thead>
<tr>
<th>Superior/Excellent</th>
<th>Numeric Grade</th>
<th>Letter Grade Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>Superior/Excellent</td>
<td></td>
</tr>
<tr>
<td>3.9 3.8 3.7</td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>Good/Better Than Average</td>
<td>3.6 3.5 3.4 3.3</td>
<td>B+</td>
</tr>
<tr>
<td>3.2 3.1 3.0</td>
<td>B</td>
<td></td>
</tr>
</tbody>
</table>
### B. PREAMBLE TO THE GRADING STANDARDS

It is the sense of the faculty of Chapman University Fowler School of Law that every faculty member should be guided by responsibility and professionalism when assigning grades in any law school course. Responsibility and professionalism include, among other factors, the basic premise that a faculty member should not give students false hope by assigning favorable grades to students who demonstrate little chance of success on the state bar examination or in the practice of law.

Faculty members must not be reluctant to assign failing grades (0.0 or F) to a student in any course where the performance of the student demonstrates either the inability to grasp basic concepts of the course or an inability to apply basic analytical reasoning skills in a course examination or other performance measure of a student’s course work. Every faculty member has an ethical obligation to adhere to the grading standards adopted by the faculty. Faculty teaching different sections of
the same course in a semester should confer with each other to make every effort to have consistency in grading for the course.

C. MAXIMUM MEDIAN JD GRADING STANDARDS

A faculty member shall not assign grades in a course with a median average in excess of the following standards, except as otherwise provided in the “Application of Standards in Special Circumstances.” Faculty members may and are encouraged to assign grades below the maximum median when appropriate in any course.

All required courses taken by full-time students in the first year are subject to a 2.8 maximum median, subject to the following mandatory and appropriate grade distribution:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Required Range of Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.7 – 4.0</td>
<td>0 – 15%</td>
</tr>
<tr>
<td>0.0 – 1.9</td>
<td>At least 10%</td>
</tr>
</tbody>
</table>

For all other courses, the mandatory maximum median grade is 3.0; exam courses with twenty (20) or more students require a cumulative 20% of grades to be a 2.4 or lower and 10% to be a 2.2 or lower.

D. To ensure compliance with these grading standards, and to screen for substantial deviation from the appropriate distribution of grades, all grades shall be submitted on the Faculty Center Portal on my.chapman.edu and reviewed by the Law Registrar for compliance prior to release. The Registrar shall notify the faculty member when the grades submitted violate the standards, or substantially deviate from the appropriate distribution curve. Any decision to change a professor’s grades in order to comply with the standards shall be made upon recommendation of the Associate Dean for Academic Affairs.

E. A professor shall not change any student’s grade after the course grade sheet has been submitted to the Registrar or the Associate Dean for Academic Affairs, except for documented mathematical errors or to comply with these grading standards.

F. A student who withdraws from a class without complying with the requirements for withdrawal shall be assigned a grade of “FW,” which counts as a 0.0 in the cumulative grade point average.

G. A student who receives a 0.0 (“F” or “FW”) in any first-year course or in any required upper-class course must enroll in the course in the first subsequent semester in which that course is offered. The 0.0 shall be counted in the cumulative grade point average.

H. A professor may take into account the quality of a student’s class participation in determining the course grade, provided this policy is described in writing in the syllabus and/or clearly announced to students no later than the second class meeting
and then confirmed in writing. For the purpose of this provision, the term “class participation” does not include mandatory, ungraded assignments.

I. High Pass/ Pass/ and No Pass grades shall be assigned in only those courses that have been specifically designated by the faculty as non-numeric graded courses. “High Pass” shall be assigned when the student’s performance is equivalent to a numeric grade of 3.7 or higher. “Pass” shall be assigned for a 1.7 to 3.6 numeric grade equivalent performance. “No Pass” shall be assigned for a 1.6 or lower numeric grade equivalent performance. Course credit shall be given for “High Pass” and “Pass” grades, but no numeric equivalent shall be assigned and the grade shall not count in the cumulative grade point average. No course credit shall be given for a “No Pass” grade, and the grade shall count as a 0.0 for purposes of the cumulative grade point average.

J. APPLICATION OF STANDARDS IN SPECIAL CIRCUMSTANCES

Because of the difficulty of applying grading standards in a uniform manner in every law school course, the faculty and the Associate Dean for Academic Affairs should be guided by the preamble and common sense when applying the grading standards. Faculty members shall confer with the Associate Dean for Academic Affairs when seeking a variance from the grading standards under any of the special circumstances listed in this Section J. Any professor who seeks a variance from the grading standards must submit to the Associate Dean for Academic Affairs a written statement justifying the variance and a copy of the complete set of proposed grades for that course. The Associate Dean for Academic Affairs shall review the proposed set of grades for that course and shall not approve the requested variance unless (a) the variance is justified and (b) the proposed grades otherwise comply with the requirements and principles of these grading standards, including an appropriate distribution of grades. The following are examples of application of the grading standards in special circumstances:

1. For exam courses beyond the first year, which are not subject to a mandatory grade distribution curve, there should not be a substantial deviation from the appropriate distribution curve in courses with a statistically significant number of students. Thus, it is inappropriate to assign a predominance of 2.0 and 2.3 (C/C+) grades in a course. Normally it is just as inappropriate to assign all 4.0 (A) grades in a course as it is to assign all 0.0 (F) grades.

2. It is possible that a particular course has a predominance of higher caliber students due to the nature of the course material and other factors. Thus, deviation from the maximum median for a course may be appropriate where the Registrar confirms that the law school cumulative grade point average of the students in the class are relatively higher compared to the maximum required median for the course.

3. Courses with very few students present special problems in applying maximum medians or a bell-shaped curve. For example, it may be especially appropriate to
relax the grading standards, if all the students in a small class have substantially comparable law school cumulative grade point averages.

4. For elective courses taught as a mastery class by full-time faculty, it may be appropriate to deviate somewhat from the mandatory median. Mastery classes are those classes in which:

a) Students have significant opportunity to work with a faculty member on an individual basis;
b) Students receive regular feedback from the faculty member; and
c) Students have the opportunity to incorporate that feedback into their work product.

K. LL.M. GRADING STANDARDS

(1) For J.D. required courses and bar-tested courses [all IL courses, and other courses including Corporations; Constitutional Law I & II; Evidence; Professional Responsibility; California Civil Procedure; California Evidence; Community Property; Criminal Procedure/Police Practices; Legal Analysis Workshop; Remedies; Selected Topics in American Law; Wills & Trusts], LL.M. students shall be subject to the grading curve and standards applicable to J.D. students. (LL.M. student scores are not to be included in setting the curve for a course, but they are graded against the curve set by the JD students.) LL.M. students may elect, however, to take an unlimited number of such courses pass/fail.

(2) LL.M. students in all other courses shall receive letter grades and shall not be subject to any maximum median or required grade distribution. LL.M. grades are not to be included in calculating the curve for JD students. For purposes of calculating cumulative GPA, A = 4.0; A- = 3.7; B+ = 3.3; B = 3.0; etc.

L. CALI (CENTER FOR COMPUTER ASSISTED LEGAL INSTRUCTION) EXCELLENCE FOR THE FUTURE AWARDS

A CALI Excellence for the Future Award generally is given to the highest scoring student in each law school class. However, in some instances, a member of the faculty may determine that a CALI award is inappropriate based on an evaluation of the performance of the students in the course in which case no student in the course will receive a CALI award. CALI awards will not be given to any student other than the student earning the highest grade in the course. It is possible for more than one student to earn a CALI award in the same course if there is a tie for the highest grade. However, it is the professor’s prerogative to designate only one of the students to receive the CALI award.

LL.M. students are not eligible for CALI awards.

M. INCOMPLETE GRADE FOR CERTAIN COURSES
1. A faculty member may assign an Incomplete “I” grade in a Directed Research, externship, or clinical education course, with the approval of the Associate Dean for Academic Affairs. Such approval shall be granted when the student is not able to complete the course work by the end of the semester due to circumstances beyond the student’s control, such as a change in the law or carryover of case work beyond the semester.

   a) Make-up work must be completed at the time prescribed by the faculty member in consultation with the Associate Dean for Academic Affairs, but this time shall be no later than the end of the subsequent semester.

   b) The Incomplete “I” will be replaced with an earned grade only by the assigning faculty member after the work has been completed. A student cannot enroll in the same course taught by a different faculty member in order to remove the Incomplete “I.”

   c) If the make-up work is not completed on time, the Incomplete “I” shall be converted to a “0.0.”

   d) An “Incomplete” shall not count in grade point averages for purposes of class standing, academic probation or dismissal.

2. A student who cannot take an exam at the scheduled time must:

   a) Obtain permission for a delay of the exam under §4.1.9.F;

   b) Drop the course under §4.1.5; or

   c) Take a leave of absence under §4.1.7.B.

These options may be exercised subject to the discretion of the Associate Dean for Academic Affairs.

§4.1.5 WITHDRAWALS FROM A COURSE

A. J.D., LL.M., AND JOINT DEGREE STUDENTS

1. WITHDRAWALS PRIOR TO THE END OF THE EIGHTH WEEK

   a) Unless prohibited in the next section, a student may drop a course at any time prior to the close of business on the eighth Friday of the semester. The student must, however, obtain the faculty member’s approval after the third Friday of the semester. A student must submit a timely and properly completed Registration Change form to the registrar. A grade of “W” will be assigned and appear on the student’s transcript. The “W” will not have any effect on the student’s grade point average. The law school’s “Tuition Adjustment Policy” shall apply.

   b) No student is permitted to drop “restricted withdrawal courses” subsequent to the second class of the semester. A “restricted withdrawal course” is a course that the instructor, with the approval of the Associate Dean for Academic
Affairs, either designates as such in the registration materials or gives written notice at least one week before the start of classes.

2. WITHDRAWALS AFTER THE EIGHTH WEEK

After the eighth Friday of the semester, a student may request to withdraw from a course or courses only for good cause shown.

a) “Good cause” shall be limited to well documented, serious medical problems of the student or an immediate family member or death of an immediate family member.

b) A request to withdraw must be in writing, with all supporting documents, delivered to the Associate Dean for Academic Affairs prior to the start of the scheduled final examination for the course or courses.

c) The request must be approved by both the Associate Dean for Academic Affairs and the faculty member of each course.

d) If approved, a grade of “W” will be assigned and appear on the student’s transcript. The “W” will not have any effect on the student’s grade point average. The law school’s “Tuition Adjustment Policy” shall apply.

e) For course grade distribution purposes, the “W” shall normally not be counted. The faculty member and Associate Dean for Academic Affairs may, however, agree to count the “W” as a zero (“0”) solely for grade distribution purposes.

3. A grade of “FW” will be assigned: (1) to any student who fails to properly and timely withdraw from a course by the eighth Friday of the semester; and (2) to any student who has been absent for more than 20% of the total scheduled classes for a course (or more than 40% of the total scheduled classes for an LL.M. student) without having received permission to withdraw, except as otherwise provided in §4.18. A “FW” shall appear on the student’s transcript and shall be treated the same as an “F” (0.0) for grade point average purposes.

4. Notwithstanding the provisions in §4.1.5 (A) and (B), a student may, with the permission of the instructor and Associate Dean for Academic Affairs, withdraw from Law Review, Nexus or Skills Competitions at any time prior to the last scheduled day of classes. A student shall submit a timely and properly completed withdrawal form to the Registrar. A grade of “W” shall be assigned and appear on the student’s transcripts. The “W” will not have any effect on the student’s grade point average the Law School’s Tuition Adjustment Policy shall apply.

5. A student seeking to withdraw from an externship shall petition in writing to the Externship Committee prior to commencement of the externship. The petition must specify a compelling reason for the withdrawal.
B. TUITION ADJUSTMENT POLICY

Effective Fall 2015, the University has adopted the following tuition refund policy:
100% return of tuition to students who withdraw during the first week of the semester
50% return of tuition to students who withdraw in the second week
20% return of tuition to students who withdraw in the third week
No return of tuition if the withdrawal occurs after the third week of the semester

§4.1.6 GOOD STANDING & CONTINUATION

A. GOOD STANDING

1. JD and Joint Degree Students

   In order to remain in good standing in either the Full Time or Part Time J.D. or joint degree programs, a student must:

   A. Have attained a cumulative grade point average of at least 1.800 at the conclusion of the first semester of the first year; and
   B. Have attained a cumulative grade point average of at least 2.000 at the conclusion of the second semester of the first year;
   C. After the conclusion of each semester thereafter maintain a cumulative grade point average of at least 2.000.

   There is no rounding up of GPAs for purposes of remaining in good standing. A student who misses the 1.800, 2.000 or other standard, even if missing by a hundredth or thousandth of a point, will not be able to round-up his or her GPA, will not be in good standing, and will be subject to academic dismissal.

2. LL.M. Students

   In order to remain in good standing in the LL.M. program, a student must:

   A. Have attained a cumulative grade point average of at least 1.8 upon conclusion of the semester in which the student has completed the fifth (5th) unit of coursework;
   B. Have attained a cumulative grade point average of at least 2.0 upon conclusion of the semester in which the student has completed the tenth (10th) unit of coursework;
C. Have attained a cumulative grade point average of at least 2.0 upon the conclusion of each semester thereafter.

A student who does not remain in good standing shall be academically dismissed.

There is no rounding up of GPAs for purposes of remaining in good standing. A student who misses the 1.800, 2.000 or other standard, even if missing by a hundredth or thousandth of a point, will not be able to round-up his or her GPA, will not be in good standing, and will be subject to academic dismissal.

3. Suspension and Honor Code Violations—All Students

Students who do not remain in good standing will be academically dismissed. A student who has been suspended is not in good standing during the suspension period but may return to classes at the end of the suspension period.

If an Honor Code complaint is pending against a J.D. or LL.M. student at the time a letter of good standing is requested, the letter will be accompanied by additional correspondence advising of the ongoing Honor Code investigation and will provide pertinent details regarding the charges pending against the student.

B. Probation and Dismissal

A first-year J.D. student (both full and part time) whose cumulative grade point average falls below 2.0, but over 1.8, by the conclusion of the first semester of the first year will be placed on academic probation. Any first year student whose cumulative grade point averages below 1.8 at the end of his/her first semester will be dismissed. At the conclusion of the second semester of the first year or any time thereafter, a student whose cumulative grade point average falls below 2.0 shall be dismissed from the law school.

An LL.M. student whose cumulative grade point average is below 1.6 upon the conclusion of any semester shall be dismissed without a probation period. An LL.M. student whose cumulative grade point average otherwise falls below the requirements set forth in Section 4.1.6A of this Handbook will be placed on academic probation for one semester (exclusive of any approved leave of absence granted). If the student’s grade point average does not meet the requirements set forth in Section 4.1.6A of this Handbook by the conclusion of the probationary period, the student will be dismissed if it is mathematically impossible for the student to achieve the minimum cumulative grade point average upon completing the required number of units of coursework. If the student’s grade point average does not meet the requirements set forth in Section 4.1.6A of this Handbook by the conclusion of the probationary period but it is mathematically possible for the student to achieve the minimum cumulative grade point average upon
completion of the required number of units of coursework, the student will be dismissed but may petition for reinstatement pursuant to the Student Handbook guidelines concerning Reinstatement and Procedures Relating to Petitions to the Academic Standards Committee.

C. All J.D. and joint degree students who at any time do not maintain an acceptable grade point average as defined by the faculty as a 2.3 cumulative grade point average are required to participate in the Law School’s academic support program. Students with a cumulative grade point average below 2.3 must schedule a meeting with the Director of the Academic Achievement Program, to determine what participation is required.

§4.1.7 WITHDRAWAL FROM THE PROGRAM & LEAVES OF ABSENCE

A. WITHDRAWAL

Any student may withdraw from the entire Fowler School of Law program at any time provided written notice of complete withdrawal is submitted to the Registrar and the Assistant Dean for Student Affairs accompanied by written permission to withdraw granted by the Associate Dean for Academic Affairs. Chapman University Fowler School of Law’s “Tuition Adjustment Policy” shall apply.

Permission to withdraw in good standing from the entire program does not carry the implication that the student may resume her or his studies the following semester or at any other time. Any such student must apply for readmission, and the application will be considered by the law school’s Admission Office. The school reserves the right to deny, postpone or condition readmission to any student who has withdrawn from the program in good standing. In addition, absent permission from the Associate Dean for Academic Affairs, any student who is readmitted to the law school after having previously withdrawn from the program must begin their studies as a first year student and no credits previously earned at the law school will be applied toward the student’s degree. The curriculum requirements in effect at the time of re-entry shall apply to the student.

Effective Fall 2015, the University has adopted the following tuition refund policy:

- 100% return of tuition to students who withdraw during the first week of the semester
- 50% return of tuition to students who withdraw in the second week
- 20% return of tuition to students who withdraw in the third week
- No return of tuition if the withdrawal occurs after the third week of the semester

B. LEAVES OF ABSENCE
1. **J.D. and Joint Degree Students.** If, for good cause, students find it necessary to interrupt progress toward their degree, a leave of absence may be granted. Only well-documented requests based upon extenuating circumstances beyond the control of the student, (e.g. medical/psychological, death in the family or other family crisis) shall constitute good cause. In those instances where a leave of absence is based on a condition other than pregnancy, illness or injury, the student must have a Chapman GPA of 2.0 or higher in order to obtain a leave of absence. All students seeking a leave must petition the Assistant Dean for Student Affairs. The petition is subject to approval of the Associate Dean for Academic Affairs. The petition must state clearly and completely the reasons for the leave and the duration of the leave. If the request for a leave of absence is granted, the requesting student may not attend any other law school during the leave period. If a student on a leave of absence does attend another law school during the leave period without first obtaining permission to do so from the Associate Dean for Academic Affairs, the right to return may be revoked at the discretion of the Associate Dean. If the right to return is not revoked, no academic credit earned at another institution while on leave may be transferred to Chapman nor will it count toward the required units necessary for graduation.

The curriculum requirements in effect at the time of re-entry shall apply to the student, except that a change in the number of hours in a required course shall not operate to the detriment of the returning student.

Leaves may be granted for a maximum of one year and can be approved only once during a student’s matriculation at the Law School except when otherwise required by law. Failure to return after the specified time shall be considered a withdrawal from the Law School. Re-enrollment then requires full application for re-admission.

2. **LL.M. Students.** If, for good cause, students find it necessary to interrupt progress toward their LL.M. degree, a leave of absence may be granted. Only well-documented requests based upon extenuating circumstances shall constitute good cause. In those instances where a leave of absence is based on a condition other than pregnancy, illness or injury, the student must have a Chapman LL.M. GPA of 2.0 or higher. All students seeking a leave must petition the Assistant Dean for Student Affairs. The petition is subject to approval of the Associate Dean for Academic Affairs. The petition must state clearly and completely the reasons for the leave and the duration of the leave.

The curriculum requirements in effect at the time of re-entry shall apply to the student, except that a change in the number of hours in a required course shall not operate to the detriment of the returning student.

Leaves will ordinarily only be granted for one academic semester. A leave of one year requires approval of the Dean of the Law School and can be approved only once during a student’s matriculation at the Law School. In no event shall a
leave greater than one year be allowed except when otherwise required by law. Failure to return after the specified time shall be considered a withdrawal from the Law School. Re-enrollment then requires full application for re-admission.

This policy does not apply to JD, JD/MBA, JD/MFA or joint JD/LL.M. students enrolled in LL.M. coursework. The JD, JD/MBA, JD/MFA and JD/LL.M. candidates will be bound by the leave of absence rules applicable to JD and joint degree students published in this Handbook.

Effective Fall 2015, the University has adopted the following tuition refund policy:

100% return of tuition to students who withdraw during the first week of the semester
50% return of tuition to students who withdraw in the second week
20% return of tuition to students who withdraw in the third week
No return of tuition if the withdrawal occurs after the third week of the semester

§4.1.8 ATTENDANCE

A. J.D. AND JOINT DEGREE PROGRAM CLASS ATTENDANCE

J.D. and joint degree students are required to attend class meetings in the courses for which they are registered, and to be prepared to participate in the class discussion. Any J.D. or joint degree student who has been absent from more than 20% of class meetings shall not further participate in class, shall not be allowed to sit for the final examination, and shall be given a grade of “FW”. A faculty member may, at his or her option, require a higher level of attendance. A faculty member also may consider lateness, as defined by the professor and communicated to the students in writing at the first class of the semester, as an absence. Absences are counted from the first day of class, regardless of when the student actually registers for the class.

It is the responsibility of the students to track their absences in each course in which they are enrolled. Any student who has missed more than 20%, but not over 30%, of the class sessions in any course may petition the Associate Dean for Academic Affairs for a waiver of the 20% maximum absence policy. The student must, however, document a medical condition that resulted in the missed classes or other extenuating circumstances and must demonstrate efforts to stay current in the course(s). In all other situations, only the Associate Dean for Academic Affairs, upon approval by the Academic Standards Committee and after consultation with the professor of the course, may waive this policy regarding attendance, and only upon a written application for waiver from the student, provided such waiver is filed not less than one week prior to the scheduled examination.
Students who wish to have classes held in Rooms 142, 147, 152 and 237A videotaped due to prolonged serious and documented illness must ask permission from their professors. For classes held in other classrooms, students must ask for permission from the Assistant Dean for Student Affairs allowing reasonable time for such arrangements, and any such videotaping requires advance faculty approval. The law school’s resources to handle requests for videotaping in rooms other than 142, 147, 152 and 237A are limited and we may not be able to accommodate requests even when it is approved by the faculty. Watching course videos may count towards attendance with the consent of the professor.

Students who wish to audiotape classes for any reason must first obtain permission from the faculty.

Attendance is required. When any J.D. or joint degree student has violated the attendance policy by missing more than 20% of the class sessions in any course or any LL.M. student has missed more than 40% of the class sessions of any course, the Registrar shall prepare a “Course Dismissal Memorandum,” to be emailed to the student, and copied to the faculty member.

B. LL.M. STUDENT ATTENDANCE

LL.M. students are required to attend class meetings in the courses for which they are registered, and to be prepared to participate in the class discussion. Any student who has been absent from more than 40% of class meetings shall not further participate in class, shall not be allowed to sit for the final examination, and shall be given a grade of “FW.” A faculty member may, at his or her option, require a higher level of attendance; the course policy must be clearly identified in the course outline or syllabus. Any student who has missed more than 40%, but not over 50%, of the class sessions in any course, may petition the Associate Dean for Academic Affairs for a waiver of the 40% maximum absence policy. The student must, however, document a medical condition which resulted in the missed classes and must demonstrate efforts to stay current in the course(s), such as through tapings. In all other situations, only the Associate Dean for Academic Affairs, upon approval by the LL.M. Academic’s Committee and after consultation with the professor of the course, may waive this policy regarding attendance, and only upon a written application for waiver from the student, provided such waiver is filed not less than one week prior to the scheduled examination. When any student has violated the attendance policy by missing more than 50% of the class sessions in any course, the Registrar shall prepare a “Course Dismissal Memorandum,” to be delivered to the student, and copied to the faculty member. A professor may consider lateness, as defined by the professor and communicated to the students in writing at the first class of the semester, as an absence. Absences are counted from the first day of class, regardless of when a student actually registers for a course. This policy does not apply to JD, JD/MBA, JD/MFA or JD students enrolled in LL.M. coursework. The JD, JD/MBA and JD/MFA candidates will be bound by the attendance requirements applicable to JD students published in this Handbook.
C. RELIGIOUS CONFLICTS

No required courses shall be scheduled on Friday evenings or on weekends. When a conflict occurs between a regularly scheduled exam and a demonstrated religious holiday, the rules pertaining to conflicts of exams shall apply.

When a conflict occurs between a scheduled class and a demonstrated religious holiday, a student may miss the class session or sessions after consultation with permission by the Assistant Dean for Student Affairs. The class absence will be excused and not included in any required student semester attendance toll. In these situations, the Law School shall, with permission of the faculty member and the Assistant Dean for Student Affairs, attempt to make videotape and/or audiotape recordings of any missed classes and make the recordings reasonably available to the student provided that the student requests the class be recorded with at least five (5) days advance notice. Please note that the law school’s resources to handle requests for videotaping in rooms other than 142, 147, 152 and 237A are limited and we may not be able to accommodate requests even when it is approved by the faculty. It is the responsibility of the student to make up the missed class or classes, whether by viewing a videotape, listening to an audiotape or by some other means agreed upon with the faculty member and if necessary in consultation with the Assistant Dean.

§4.1.9 POLICIES AND PROCEDURES FOR EXAMINATIONS

The policies and procedures for examinations are set forth below to provide each law instructor and student with a guide to the norms of the Chapman University Fowler School of Law.

Unless the instructor specifically directs that the examination may be written outside the physical confines of the Law School, these provisions on examinations will apply.

Notice:

Law school examinations are a serious and professional exercise, and students are required to conduct themselves accordingly in the examination rooms and follow proctor and exam instructions. Students must follow examination policies and procedures at all times. This includes the time prior to starting of an exam, the exam administration, and during the closing process at the conclusion of an exam.

Students are required to remain quiet in the exam room not just during the exam, but also prior to the start of the exam and at the end of the exam when proctors are collecting packets. Keeping the examination room quiet is important to students taking exams and helps reduce distractions that may be problematic for exam takers. It also allows the proctors to effectively communicate important information about the exam and exam procedures.
A. BEFORE THE EXAM

1. Students will be given one exam number per semester to be used on all examinations and papers subject to anonymous grading for that semester. Since exam numbers assure an anonymous grading system, students are to guard their number as appropriate and must have it with them for all examinations.

2. Each student is charged with the responsibility for noting the exact date, time and room for each and every examination he or she is required to take. The Final Examination Schedule for the term is published at the time of registration and students are required to register accordingly. **Students may not register for courses that meet at conflicting times or with conflicting final examination times.** All students are expected to take their final examinations at the scheduled time. Rescheduling will not be permitted if a student has two exams on the same day or on successive days. Classroom assignments for final examinations will be available a week before final exams commence.

3. The time length of any examination will usually approximate the credit hours assigned to that particular course; however, no examination will exceed three and one-half hours in length, with the exception of take home exams.

4. For courses in which the final grade is determined in whole or in part by a written examination, the examinations are graded anonymously. In those courses in which students may receive credit for class participation, the professor will submit the names of students who are to receive such credit to the Registrar, who will assist the professor in making the appropriate calculations. Professors should provide the Registrar with this information no later than the first day of the final examination period. Final grades should be submitted on the faculty center portal by the due date set for that semester.

B. THE DAY OF THE EXAM

1. Students should arrive in the exam room 15 minutes before the scheduled examination time. Students arriving late for an exam will not be given additional make-up time.

2. Students are required to be quiet in the exam room. This includes the time before we start the exam and the time after closing of the exam.

3. Faculty may not proctor their own examinations. However, the instructor of the course should be available in his/her office during the hours of the exam to respond to questions about the examination. If the course instructor cannot be available in his/her office, he/she should seek to be available by telephone and should ask another member of the faculty to be available in person for questions regarding the exam. Responses to individual questions that might affect the grading of the examination will be, as much as possible, announced to the entire group taking the exam.

4. Handwriting in Blue Books or using Examsoft are the only options available to students for taking law school examinations. Scantron forms are used for multiple choice question exams when applicable.
5. Any books, notes or other course-related materials not authorized for use during the examination may not be brought into the exam room. Students may not consult any unauthorized materials during the examination. For open note examinations, students must print their notes and use hard copies during the exam. Students cannot use a laptop for notes. A laptop may only be brought into the examination room for using ExamSoft. All prohibited materials, including electronic devices such as a cell phone or an Apple watch, must be put away completely prior to examination packets being distributed. Students may not have any prohibited items on their desk or person once examination packets are being handed out by the proctor.

6. There will be a proctor present or nearby throughout each examination.

7. Students handwriting their exams will initially receive two official Blue Books from the proctor. Extra Blue Books will be provided as needed. Writing in Blue Books must be in pen only; writing in Blue Books with a pencil will not be graded. In addition, students must use black or blue ink only and cannot use other pen colors to write their exam response.

8. Prior to starting the exam, the proctor will read the examination instructions and give other relevant instructions. Students cannot make any notes or outlines or begin working on the exam until they are instructed to do so by the proctor. The instructor is responsible for issuing an exam cover sheet of explicit written instructions relating to every exam, whether the exam is given outside or within the law school.

9. **When time is called at the end of the exam, stop writing or typing immediately!**
   a. Students will be given a 10, 5, and 1 minute warnings towards the conclusion of an exam. All students are expected to promptly stop working on the exam when the timer goes off and time is called by the proctor. Using the spellcheck function on ExamSoft, proofing, erasing or marking on the Scantron, or making any further edits to the exam responses must be completed before time is called. Failure to stop when the exam is over will be considered a violation of examination rules and will be reported to the Honor Council accordingly.

10. A proctor who has reasonable cause to believe that a violation of examination rules, procedures or standards has occurred will:
    a. Describe the occurrence in writing and will submit the incident report directly to the Honor Council for investigation.

11. Upon completion of the exam:
    a) (FOR THOSE HAND WRITING): The student's exam number should be on all Blue Books and all Blue Books should be numbered, i.e., 1 of 3, 2 of 3, 3 of 3. At the conclusion of the exam, all Blue Books, any scratch paper, Scantrons (if applicable), and the exam questionnaire must be inserted into the envelope provided and returned to the proctor prior to leaving the exam room. The envelope should be sealed and the student’s exam number written clearly on the front label. Any unused Blue Books must be returned to the proctor.
b) (FOR EXAMSOFT): ExamSoft takers must also turn in the exam question. Place any scratch paper, Scantrons (if applicable), and the exam questionnaire in the envelope provided. The envelope should be sealed and the student’s exam number written clearly on the front label. Answers will be printed by staff and provided directly to professors for grading. Students will not be able to see their answers until after the grading is completed.

c) Students are required to upload their ExamSoft exam file at the conclusion of the exam and before leaving the exam room. **Failure to do so may result in a grade reduction up to a failing grade.**

d) It is the students’ responsibility to insure that all materials (such as blue books, answer sheets, etc.) intended to be graded are submitted to the proctor at the end of the exam in the sealed envelope. Credit will be given only to such materials. In addition, students must turn in the exam questionnaire even if this is not mentioned in the exam instructions cover sheet.

e) Students are required to sign the attendance roster before leaving the exam room. This is important, as it serves as proof of a student's presence during the exam. Students must sign the roster sheet when turning in the completed examination and include their packet number. The packet number is different from the exam number and it appears on the corner of the envelope.

f) Students who finish early should gather their papers **QUICKLY** so as not to disturb others. Once out of the room, please be quiet as students may be taking exams in adjacent rooms.

g) Students may leave the exam room to go to the restroom or to take a break. Doors should be closed carefully and not allowed to slam as students enter and exit the room. During such a break, students may not communicate with any other student or remove any exam materials from the exam room. Students must sign in and out on the Break List when leaving the exam room during an exam.

h) There will be absolutely no smoking or consumption of food in the examination rooms. Students are allowed to have beverages as long as it is in a closed container.

i) With the exception of students using laptops with ExamSoft (Examplify), all other electronic devices are strictly prohibited. This includes **SMART PHONES, TABLETS, IPods, AND APPLE WATCHES. Students may not use these prohibited items when they arrive in the examination room 15 minutes prior to the start of an exam, during the exam administration, and during the closing of an exam until the proctor has collected all examination packets.**

STUDENTS MAY NOT HAVE A CELL PHONE ON THEIR PERSON DURING ANY EXAM. STUDENTS MAY NOT LEAVE THE ROOM WITH A CELL PHONE DURING THE EXAM. IN CASE OF AN EMERGENCY, THE STUDENT MUST FIRST INFORM THE PROCTOR BEFORE USING A CELL PHONE. Students may not use their cell phone during the closing of an exam while packets are being collected. Students may not bring an external keyboard to use with their laptop on an exam.
C. EXAMPLIFY

Chapman University Fowler School of Law has contracted with ExamSoft Worldwide, Inc. to use their program, Examplify, which allows users to take their exams on their personal laptops. The program provides a simple word processor, which has been designed to be familiar to users of WordPerfect or Microsoft Word. It will block access to any stored files during the exam administration. It also prevents users from taking any information about the exam out of the exam room. Examplify will not alter your computer settings.

ExamSoft (Examplify) program

Chapman Law is set up on the ExamSoft program which allows students to download exam files prior to the exam and to upload exam responses to a server upon completion of the exam.

1. Students must register with ExamSoft Inc. and download the SoftTest program.
2. When the exam file is available for that class, students will receive an email from ExamSoft informing them of its availability and to download the file.
3. On the day of the exam, students will be given a hard copy of the exam, and will be able to open the exam file once the proctor provides the exam password.
4. Students type their answer in a familiar word processing environment.
5. Be aware that if you choose to use a laptop to take your exams, you will not see a printed copy of your exam answer. Answers will be printed by staff and provided directly to the professors for grading.
6. Students are required to download the Examplify version as it becomes available for each academic year and make the required updates from ExamSoft. In addition, students should visit the ExamSoft website for more information about minimum system requirements for Mac and PC computers. Examplify can be used on most Mac and PC computers purchased within the last 3-4 years.

Examplify cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.

All computers:

All students who wish to exercise this option must provide their own laptop on which they will need to install certain program files before their exams. **Please be advised that if you do not perform the pre-installation on your laptop computer, you should be prepared to handwrite your exam.**

The option of taking exams via your laptop is offered to students as a convenience and a privilege, not as a right. Making sure your equipment is in good working order and that you know how to use the program are your responsibilities. It is up to the student as an individual to install Examplify and to ensure all online installation and registration steps online have been completed. Note
to students: **Please remember you are choosing this option at your own risk and should be prepared to handwrite in case of an unforeseen problem.**

**Notice to Students:** If your laptop computer is not ready to begin at the designated time, you must begin the examination in handwriting. If your laptop fails during an exam, you must handwrite the remainder of the exam. No extra time will be provided to ensure that a laptop computer is ready to be used before the examination session begins or if your laptop fails while an exam is in progress. In addition, technical assistance will not be available during the exam.

**Students who wish to use ExamSoft must take the following steps:**

1. Register and install Examplify on your laptop in a timely manner and prior to arriving for any midterm or final examination. **Please be advised that the technical support staff may not be able to assist you with Examplify installation difficulties once examinations have started.**
2. Prior to each examination period, midterms and finals, download the exam file for each of your final examinations from the ExamSoft website. Prior to starting the exam, the proctor will provide you with the password in order to open the exam file.
3. All students are required to renew their ExamSoft registration for each academic year and must re-install the latest Examplify version.

**D. After the Exam**

1. Students should not discuss the contents of examinations until grades are posted. This is necessary to insure the security of the exam in the event that someone is unable to take the exam at the scheduled time. Furthermore, at the conclusion of an exam, students should not discuss the exam in the examination room and while exams are being uploaded and packets are being collected.
2. Under no circumstances should students identify themselves or their matching exam numbers to the professor (this applies to the exam paper itself, as well as before, during or after the examination). References or notations on the exam that the professor may recognize as coming from a certain student should be carefully avoided. Students should also refrain from disclosing to the professor that they plan to use Examsoft or handwrite their exam. Students should not discuss their examination with the professor until grades have been posted.
3. Students should contact the Registrar immediately regarding concerns about anonymity, transposed or forgotten exam numbers, etc.

**E. Posting of Grades/Lost Exam Numbers**

1. **Final grades will be posted on the My.Chapman.edu Student Portal ONLY.**
2. The Registrar’s Office will not give out grades to students in person, over the phone, by email, or fax. Those who have lost or misplaced their My.Chapman
login or password must contact the Computer Service Desk at (714) 997-6600 for assistance.

F. Examination Rescheduling (Make-Up)

1. Students should check the final exam schedule before registering for courses. Students may not register for courses which meet at conflicting times or with conflicting final examination times. All students are expected to take their examinations at the scheduled time. Rescheduling will not be permitted if a student has two exams on the same day or on successive days.

2. A student who misses an examination that is not rescheduled by the Assistant Dean for Student Affairs will receive a failing grade of “0.0”.

3. No instructor has the authority to grant to a student a departure from the examination schedule. **Students should not discuss the need for rescheduling directly with the professor concerned as this breaches anonymity.** The rescheduled exam should be given after the time of the regularly scheduled exam, on a date to be determined by the Assistant Dean for Student Affairs and Registrar.

4. Serious Medical Emergency or Death in Family: A student may be granted a short delay from the examination schedule for a course or courses, provided the student or an immediate family member has a serious illness or medical emergency or on account of a death of an immediate family member. The student must petition the Assistant Dean for Student Affairs as soon as possible and provide credible, objective evidence (including a letter from a licensed medical doctor) of the nature and extent of the serious illness or medical emergency or evidence of the death of the immediate family member. If the petition is approved, arrangements shall be made with the Registrar to take a make-up examination. However, the student must be able to take a make-up examination and the faculty member must have sufficient time to grade the exam and turn in the grade to the Registrar on or before the deadline for turning in grades for the semester. Due to the impracticability of maintaining anonymous grading for a make-up exam, the student waives the right to claim a grievance based on arbitrary and capricious grading in section 4.1.12 of this handbook. If the student is not able to satisfy these conditions, the student may petition to withdraw from the course in accordance with the provisions for “Withdrawal After the Eight Week” contained in section 4.1.5 of this handbook.

§4.1.10 REINSTATEMENT

A student who for academic reasons is ineligible to continue in the Fowler School of Law Program and accordingly is dismissed may petition the Academic Standards Committee for reinstatement by submitting a written petition to the Associate Dean for Academic Affairs within the time limit provided in section 4.1.11A.

Reinstatement is the exception and not the rule and is limited to cases of unusual hardship and demonstrated potential. **The petition must be supported by an affirmative showing**
that the dismissal does not indicate a lack of capacity to complete the Fowler School of Law program and be admitted to the State Bar of California. The Academic Standards Committee has been authorized to specify reinstatement conditions, restrictions and limitations and to make final disposition of all petitions on behalf of the faculty.

§4.1.11 PROCEDURES RELATING TO PETITIONS TO THE ACADEMIC STANDARDS COMMITTEE

A. PROCEDURES RELATED TO PETITIONS FOR REINSTATEMENT AFTER ACADEMIC FAILURE

1. Notice of Failure: At the close of each semester, the Registrar shall determine those students whose grade point averages are below the specified standards to remain in good standing. The Registrar shall send the list of students to be dismissed to the Associate Dean for Academic Affairs and/or the Assistant Dean for Student Affairs, who shall then send a written notice of dismissal to each such student. The notice shall be accompanied by a statement of the Academic Standards relating to dismissal and reinstatement, and an outline of the procedure for filing a petition for reinstatement.

2. Petition Procedure: The procedure for filing a petition for reinstatement is as follows:

   (a) Time for Petition. A petitioning student must file a petition for reinstatement within 15 days after the date of mailing of the notice of dismissal. The petition shall be filed with the Associate Dean for Academic Affairs. For purposes of calculating the 15 day period, the day of letter advising a student that they have been academically dismissed shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday. The Committee in its discretion may for good cause shown extend the 15 day period.

   (b) Form and Style of Petition. A petition for reinstatement shall be typewritten and signed by the petitioner. It shall be headed “Petition for an Exception to the Rules for Academic Dismissal.” Petitions may be submitted by email to the Associate Dean for Academic Affairs or by hard copy.

3. Reference to Academic Standards Committee: The Associate Dean for Academic Affairs shall refer all petitions to the Academic Standards Committee for review.

B. GUIDELINES FOR REVIEW BY ACADEMIC STANDARDS COMMITTEE
1. General: The Academic Standards Committee shall review any petition for reinstatement. In reaching its determination, it shall be guided by the considerations stated below.

2. Specifications of Reason for Academic Failure: The petitioning student must allege and prove (1) that the student possesses the requisite ability and (2) that the prior disqualification does not indicate a lack of capacity to complete studies at the Law School and be admitted to the State Bar of California. The petitioning student must also state any extraordinary circumstances beyond the student’s control, that rebut the presumption raised by the student’s record, and establish that the deficiency was not due to lack of ability or failure to apply himself or herself diligently to the study of law. If the circumstances are related to physical or psychological incapacity in the course of a semester or before or during an examination, convincing medical proof must accompany the petition.

3. Scope of Relief: The Academic Standards Committee is authorized to:
   a) Deny the petition; or
   b) Grant the petition, upon terms and conditions stated by the Committee.

4. Guidelines for Reinstated Student:
   i. In the case of students who are dismissed for academic insufficiency and are then reinstated to retake the entire first year by the Academic Standards Committee, the grades received by the student in the year(s) prior to reinstatement being repeated shall not be computed in determining class rank or grade point average, but such grades shall be retained upon the student’s transcript. For purposes of computing the student’s academic average and class rank on this transcript, only grades received after readmission are included.

   ii. In all other cases of reinstatement the Academic Standards Committee shall determine on an individual basis the terms and conditions of reinstatement including, but not limited to, the disposition of grades earned prior to reinstatement. Such students shall have the option for accepting reinstatement as granted or of being reinstated to the first year in accordance with Subsection 4A (above).

   iii. Unless otherwise excused by the Academic Standards Committee, any student who is reinstated after having completed either two semesters as a full time law student or 24 or more credits of study as a law student must register for, take and pass the First Year Law Student’s Examination administered by the State Bar of California as a condition of the student’s reinstatement. The student is solely responsible for registration, payment and preparation for the First Year Law Student’s Examination. The student shall not be permitted to register for, or participate in, any courses or programs offered at the Law School until the
student provides proof from the State Bar of California that the student has passed the First Year Law Student’s Examination.

5. Voting Members of the Academic Standards Committee: Voting members for the purposes of deciding a student petition shall only include the faculty members of the Committee and, if the petitioning student approves, a student appointed to the Academic Standards Committee by the Student Bar Association. Reinstatement is subject to a majority vote by the voting members of the Academic Standards Committee. If a tie vote occurs, a majority vote has not been achieved and the student will not be reinstated.

6. Faculty Review of Decisions by Academic Standards Committee: The Academic Standards Committee shall notify the petitioning student in writing of its decision. The petitioning student may then seek full faculty review of an adverse decision. The faculty shall review the committee’s decision at the request of any full-time faculty member in the case of petitions for reinstatement under Part A of this section, and three full-time faculty members in the case of all other student petitions. However, full faculty review must be requested by the faculty member(s) no more than 60 days from the date of the letter setting forth the adverse decision by the Academic Standards Committee. The petitioning student may appear before the faculty meeting only if the faculty so requests. The faculty shall affirm the decision of the Academic Standards Committee unless upon review of the available information the faculty is convinced that the decision is clearly erroneous.

C. RELATIONSHIP OF THE ASSOCIATE DEAN FOR ACADEMIC AFFAIRS AND THE ACADEMIC STANDARDS COMMITTEE

1. Petitions for Exceptions to Rules: All petitions filed for exceptions to the Academic Standards must be filed with the Associate Dean for Academic Affairs. Any petition to the Academic Standards Committee for relief from the academic rules shall include a showing of good cause.

2. Reference to Academic Standards Committee: The Associate Dean for Academic Affairs shall refer to the Academic Standards Committee any petition for:

   a) Reinstatement; or
   b) Reinstatement after suspension or dismissal from class for poor attendance.
   c) The Associate Dean for Academic Affairs shall refer any other petition for exception to the Academic Standards to the Academic Standards Committee, which should be determined by collective decision-making by the Academic Standards Committee.
   d) The Associate Dean for Academic Affairs shall not vote on any petition for reinstatement to the law school.
D. PETITIONS TO THE COMMITTEE

Meetings with the Committee

1. Initial Reinstatement Petitions: An individual who petitions the Committee for reinstatement to the Law School shall have the right to a meeting with the Committee with respect to the initial petition. Only the student and the Committee may be present at such a meeting.

2. Other Petitions: The Committee may grant, in the Committee’s discretion, personal meetings for all other petitions.

3. Record of Meeting: All personal meetings before the Committee shall be recorded on tape and retained by the Committee.

4. Additional Information to the Committee: The Committee may request such additional information as it deems necessary or helpful in order to act on a petition. The petitioners shall present all relevant material and information in their written petitions.

E. PETITIONS AND RECONSIDERATIONS

1. New or Additional Information: Any petition for reconsideration must be filed no more than 15 days from the date of the letter setting forth the Committee’s decision on the student’s petition. The Committee shall review a petition for reconsideration of a prior petition only to determine if the reconsideration petition contains new or additional information that was not available or that could not reasonably have been available at the time of the original petition. If the Committee determines that the reconsideration petition contains such new information, then the Committee will reconsider its prior determination in light of this new or additional information. If the Committee determines that such reconsideration petition does not contain such new or additional information, reconsideration will be denied.

2. Action by Committee: The Committee may, in the Committee’s discretion, meet with the petitioner during the reconsideration process; however, the petitioner shall not be entitled to such a meeting as a matter of right.

F. MISCELLANEOUS RULES

Communications with the Committee: Students or persons acting on behalf of any student should communicate only with the Associate Dean for Academic Affairs and/or Assistant Dean for Student Affairs with respect to any petition.
§4.1.12  PROCEDURES GOVERNING THE APPEAL OF A FINAL GRADE

PURPOSE: These procedures are an attempt to ensure fairness in the independent and professional judgment of faculty members with regard to the assignment of final grades for students. These procedures are intended to serve the mission of the law school through the preservation of integrity in the achievement of its academic and professional goals.

A. Right to Petition: Any student who has received a final grade in a course at the Chapman University Fowler School of Law may initiate a grievance with regard to the grade by filing a petition with the Associate Dean for Academic Affairs for referral to the Academic Standards Committee (hereinafter referred to as the Committee.)

B. How and When Petition is to be Filed: A petition may be filed with the Committee by hand-delivering or mailing the petition to the Associate Dean for Academic Affairs no later than forty-five (45) days after the final grade in question is posted. A petition filed by mailing shall be deemed to have been filed on the date of the postmark of the petition. A petition filed by hand-delivery shall be deemed to have been filed on the date of receipt.

For purposes of calculating the forty-five (45) day period, the day of posting the final grade shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday. The Committee in its discretion may for good cause shown extend the forty-five (45) day period.

C. FORM OF PETITION: A PETITION SHALL BE ADDRESSED TO THE CHAIRPERSON OF THE COMMITTEE, AND SHALL STATE:

1. The name and the student number of the student filing the petition;
2. The title of the course in which the final grade is received;
3. The name of the professor who taught the course;
4. The date on which the final grade in question was posted; and
5. The reason(s) the petitioner believes he/she is entitled to relief in accordance with the requirements set forth in Number D4 herein; and, the specific relief requested. The petitioner must sign the petition.

D. REQUISITES OF A GRIEVANCE CLAIM: A PETITION STATES A GRIEVANCE CLAIM IF IT SAYS THAT:

The petitioner has consulted or attempted to consult with and request relief from the professor involved and that the professor has either:

1. Refused to consult with the student; or
2. Has not been conveniently available for a period of fifteen (15) days after the grade was posted; or,

3. After consultation with the petitioner, has declined to grant relief acceptable to the petitioner; and

4. The grade received was unfair, or substantially inappropriate, for one or more of the following reasons:
   a) An error in computation was made in calculating the grade;
   b) The grade received was the result of arbitrary and capricious grading by the professor. (NOTE: If the grade was received in a course graded anonymously, in whole or in part, and the claim of arbitrariness or capriciousness relates to that part of the grade that was anonymous, there must also be an allegation of a breach of anonymity. The student must establish, by a preponderance of evidence, that anonymity was breached.)

In no event shall there be an inquiry into the professor’s academic judgment or prerogative and responsibility for assigning grades as his or her judgment and conscience dictate.

E. WHEN AND HOW COMMITTEE TO CONSIDER PETITION.

1. Time for Consideration: The Committee shall make every reasonable effort to make a recommendation regarding a petition within a period of fifteen (15) days from the time a petition is filed. If the petition is not acted upon for any reason within this period, the petitioner shall be deemed to have received a negative recommendation. If, however, the petition is filed during the summer months when faculty members are ordinarily occupied with research, teaching and/or travel, the Committee may meet to consider the petition in August when the fall semester begins.

2. Actions and Procedures Available to Committee in Considering Petition: The Committee may take one or more of the following actions and allied procedures in response to a petition:
   a) After due deliberation, decide that the petition does not state a claim, in which case it shall write a decision to that effect and send a copy, with any dissenting opinion, to the petitioner and to the professor.
   b) If the Committee, after due deliberation and by majority vote, determines that the facts stated in the petition, if true, state a claim under Paragraph IV herein, the Committee shall notify in writing the professor whose grade is being considered, and shall invite the professor to submit a written response to the petition within a reasonable period of time to be set by the Committee. If a written response is submitted said response should thereupon be included in the record. The professor shall in no case be required to make a response of any kind.

3. After the professor’s response has been received, or the time for the professor’s response has expired, the Committee may request from the
petitioner, the professor, or any other source, such material, documents, or information it deems useful in considering the merits of the petition. Neither the student nor the professor is obliged to produce any such requested material, documents or information. The Committee shall make its decision based upon the written submissions. In the unusual case where the Committee decides that special circumstances require a hearing, both the professor and the student shall be permitted to be present when oral testimony is given, but no person shall be required to attend an oral hearing. The parties may offer such evidence as they desire and may produce such evidence as the Committee may deem necessary to a determination of the petition. The Committee shall be the judge of the relevance and materiality of the evidence, and conformity to legal rules of evidence shall not be necessary. The Committee may limit reasonably the oral presentations.

4. Final Action by Committee: In a case where the Committee finds no action is appropriate, the Committee shall so notify the student and the professor.

If any recommendation is made by the Committee, it shall be made to the professor in writing, stating the recommendations and the reasons therefore. If the professor accepts the recommendations of the Committee, the professor may change a grade. If the professor declines to accept the recommendation of the Committee within a period of three (3) days, the Committee shall then issue a written decision, and provide a copy to the professor and the student. The grade will be changed only if a majority of the Committee finds that the final grade was assigned arbitrarily or capriciously or that there was an error in computation, in which case, the Committee shall so notify the Registrar, the professor and the student.

§4.1.13 CREDIT FOR THE J.D. DEGREE FOR NON-LAW GRADUATE LEVEL COURSES

The Law School will accept no more than 6 credits toward the Juris Doctor degree for graduate level courses taken within the graduate programs of Chapman University.

The graduate level credits may be earned only after successful completion of the courses required for the 1st year law school full-time curriculum (29 credits).

A student interested in enrolling in a graduate level course must request and receive approval of the course from the Associate Dean for Academic Affairs prior to registration.

The student’s written statement to the Associate Dean for Academic Affairs must establish that: (a) the graduate level course is not duplicative of a course in the law
school curriculum; (b) the graduate level course is not duplicative of any other course completed in the student’s prior academic career; and (c) the graduate level course will contribute significantly to the student’s legal education.

If the Associate Dean for Academic Affairs denies a student’s request, the student may bring the proposal to the Academic Standards Committee for review.

Law students enrolled in non-law graduate level courses must earn a grade of B or better (a grade of B- does not qualify) in order to receive law school credit for the course. The non-law graduate level course, the credits completed, and the grade received will appear on the student’s academic transcript; however, the grade will not be treated as “earned” for purposes of GPA or class rank.

In compliance with University policy, the law student enrolled in non-law graduate level courses at the University will pay “home” tuition (he or she will pay law school-per credit hour tuition for credits taken at the graduate level).

NOTE: Non-law graduate students taking courses in the law school are governed by existing University policy (permission of their graduate advisor; permission of the law faculty member teaching the course and the Associate Dean for Academic Affairs; and room must be available for the student in the class). In addition, the following restrictions should be placed upon non-law graduate students taking credits at the law school: No courses in the first year full-time curriculum, no co-curricular credits, and no clinic or externship experience shall qualify.

§4.1.14 MAXIMUM CREDITS FOR NON-LAW-CLASSROOM ACTIVITIES

Maximum Cap of 16 Credits: Co-Curricular & Non-Graded Courses*

<table>
<thead>
<tr>
<th>Co-Curricular Activities</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law Review (4-10 credits)</td>
<td>Non-law Graduate Level Courses at Chapman University (6 credits)</td>
</tr>
<tr>
<td>Diversity and Social Justice Forum (1-2 credits)</td>
<td>All credits earned through other ABA law schools after admission to Chapman (i.e. individual courses, or Semester abroad programs) (6 credits)</td>
</tr>
<tr>
<td>Skills Competitions (1-3 credits per Competition)**</td>
<td></td>
</tr>
</tbody>
</table>

Maximum cap of three semesters totaling no more than 8 credits of part time externships or one semester of a 10-credit full time externship‡. See Section 6.11 for more on the Externship Program.

* Any student whose cumulative grade point average at the conclusion of the first year of law school (either full or part time) is below 2.6 may apply no more than seven (7) pass/no pass credits toward the 88 credits required for graduation. This includes credits
earned for participation on journals, in skills competitions, and externships. No student shall receive credit for participation on more than one journal at the same time.

** No student may participate for credit in more than one (1) external competition during a semester. Participation in Skills Competitions is subject to an overall limitation of no more than two (2) different types of skills competitions for credit and no more than three (3) external competitions for credit (regardless of type).

+ The six (6) credit limitation shall not apply to students who visit for one or two semesters at another ABA law school with the permission of the Associate Dean for Academic Affairs. For specific criteria see §4.1.3. The six credit limitation also shall not apply to any course taken in a Study Abroad program offered by Chapman University Fowler School of Law or for which specific grade approval has been granted by the Provost of Chapman University.

‡ Eligibility for full time externships is limited to students with a minimum cumulative GPA of 2.6 or higher

§4.1.15 ADMISSION OF FOREIGN STUDENTS WITH ABA LL.M. DEGREES

Prospective applicants to the JD program who have previously earned an LL.M. in an ABA-approved law school must furnish with their application the results of a recent LSAT. Once admitted, such students are expected to complete the full 88-credit Chapman JD with all of its concomitant requirements. Advanced standing for credits earned in an LL.M. program will not be granted.

The Associate Dean for Academic Affairs may grant a waiver from re-enrolling in certain required courses successfully completed as an LL.M. student (e.g., Contracts I). In such an instance, the student will still be required to complete 88 credits by substituting elective courses for any courses that were waived.

**Note:** This policy does not preclude the Associate Dean for Academic Affairs from granting up to 29 advanced standing credits for law work completed in an undergraduate program in a common law system (e.g., from England or Australia).

§4.1.16 POLICY ON MILITARY SERVICE

A student who is called to active duty military service during any semester of law school will, upon that student’s request, be entitled to withdraw from classes that semester and will receive a full refund of all tuition paid for that semester.

A student who is called to active duty military service during the second semester of his/her first year of law school, or at any other time thereafter, may alternatively request that he/she receive passing credit for any or all of the courses in which he/she is enrolled and has attended at least 70% of the scheduled classes in that course for that semester. Assuming that the student has attended at least 70% of the scheduled classes in a course for that semester, the student’s professor has the discretion to grant or deny the student’s request. If a professor declines to grant the student passing credit for a course, the
student shall be entitled to withdraw from that course and receive a full refund of all
tuition paid for that course that semester.

When a student who is called to active duty military service withdraws from a course or
receives passing credit for a course, the registrar shall so indicate by marking “MW
(Military Withdrawal)” or “MP (Military Pass)” on the student’s transcript.

Any student who suspends law study after having been called to active duty military
service may re-matriculate within a reasonable time after completing active duty military
service.

§4.1.17 STUDENT COMPLAINTS

As an ABA-accredited law school, Chapman University Fowler School of Law is subject
to the ABA Standards for Approval of Law Schools. The ABA Standards may be found
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:

1. 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.

2. 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).

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. This policy is not applicable to situations where another policy applies, including, but not limited to, sexual harassment, Honor Code violations, and violations of the University Student Conduct Code.

§4.1.18  J.D. Learning Outcomes

The School of Law faculty have identified the following learning outcomes as critical to a law degree and to developing the skills needed to become a proficient attorney.

1. Graduates will know basic principles of the substantive and procedural law covered in the following courses: Civil Procedure, Constitutional Law, Contracts, Corporations / Business Associations, Criminal Law, Evidence, Federal Income Taxation, Professional Responsibility, Property and Torts.

2. Graduates will be able to engage in legal analysis and reasoning as required for the competent practice of the law.

3. Graduates will research legal issues effectively and efficiently.

4. Graduates will demonstrate the ability to write effectively as needed for the competent practice of law.

5. Graduates will orally communicate in a professional manner that is audience appropriate.

6. Graduates will demonstrate an understanding of and an ability to engage in the professional conduct expected of practicing attorneys, and the ethical standards set out in the ABA model rules, required to competently represent clients and to provide for an effectively functioning legal system.
7. Graduates will be able to diagnose problems confronting clients, understand clients’ objectives, and generate strategies to achieve those objectives.

§4.1.19 Emphasis Learning Outcomes

Advocacy and Dispute Resolution
1. Graduates will be able to communicate effectively across a variety of legal contexts.
2. Graduates will demonstrate civility, ethics, and professionalism across a variety of legal contexts.

Business Law
1. Students will know the basics of the laws most frequently encountered in business. They will be able to distinguish between matters under federal, state, and local jurisdictions.
2. Students will learn to distinguish between the different kinds of laws and regulations that govern business. This will enable graduates to direct their further research on behalf of clients into the most likely fruitful directions.
3. Students will learn to distinguish business decisions from legal decisions, and to find ways to contribute to business outcomes through innovative legal strategies. This is an important aspect of successful practice of business law.

Criminal Law
1. Students will be able to engage in legal analysis and reasoning as required for the competent practice of criminal law.
2. Students will research legal issues effectively and efficiently.
3. Students will demonstrate the ability to write effectively as needed for the competent practice of law.
4. Students will orally communicate in a professional manner that is audience appropriate.
5. Students will demonstrate an understanding of and an ability to engage in the professional conduct expected of practicing attorneys, and the ethical standards set out in the ABA model rules, required to competently represent clients and to provide for an effectively functioning legal system.
6. Students will be able to diagnose problems confronting clients, understand clients’ objectives, and generate strategies to achieve those objectives.

Entertainment Law
1. Students who earn the Entertainment Law Emphasis Certificate will know the basic principles of the substantive law applicable to clients engaged in business transactions in the entertainment industry.
2. Students who earn the Entertainment Law Emphasis Certificate will be able to understand clients’ objectives and recommend practical strategies to achieve those objectives in the entertainment industry.

Environmental, Land Use, and Real Estate
1. Graduates will know the basic principles of the substantive law applicable to environmental, real estate, and land use law.
2. Graduates will be able to engage in legal analysis and reasoning as required for the competent practice of the law.
3. Graduates will demonstrate the ability to write effectively as needed for the competent practice of law.

**International Law**
1. Students who earn the International Law Emphasis Certificate will know the basic principles of public and private international law applicable to the international legal system and its relationship to national laws and institutions.
2. Students who earn the International Law Emphasis Certificate will be able to understand legal issues that span national borders and advise clients whose interests and concerns are transnational in scope.

**Tax Law**
1. Students who earn the Tax Law Emphasis Certificate will understand the basic principles of law applicable across a breadth of tax law including personal, business and estate & gift tax.
2. Students who earn the Tax Law Emphasis Certificate will be able to understand clients’ objectives, recognize the legal issues that arise from them and recommend strategies to either achieve client objectives or recommend alternative solutions if client objectives cannot be met.

§4.1.20 **LL.M. Learning Outcomes**

1. Understanding American Law – LL.M. students with foreign law degrees will demonstrate an understanding of the legal system of the United States by applying (1) the common law and case method, (2) basic principles of legal procedure, and (3) specific content areas relevant to their area of emphasis to propose, assess, justify, and/or recommend resolutions to simulated and real-world legal issues.

2. Emphasis-Appropriate Content and Analysis – LL.M. students should demonstrate subject matter knowledge and information appropriate to their area of emphasis and their personal and program goals. Students should apply legal rules and information appropriate to their area of emphasis to formulate clear and effective legal analysis and to prepare and recommend solutions to legal problems.

3. Emphasis-Appropriate Skills – LL.M. students should develop essential skills appropriate to their area of emphasis and their personal and program goals.

-- For Trial Advocacy emphasis students, this primarily means skills appropriate to trial practice.
-- For Business Law emphasis students, this primarily means practice-related legal research and writing, as well as skills such as Negotiation and Mediation for students with those focus areas.

-- For International & Comparative emphasis students, this primarily means academic legal writing (Directed Research/Thesis).

-- For Entertainment Emphasis students, it primarily means real-world negotiating and drafting media-related legal instruments via the Entertainment Law Clinic.

-- For Tax emphasis students, this primarily means tax-related practice skills and legal research/writing.

§4.2 FOWLER SCHOOL OF LAW HONOR CODE

Students are subject to the Chapman University Fowler School of Law Honor Code set forth in full in Section §7.1 of this Handbook.

§4.3 UNIVERSITY CONDUCT CODE

Fowler School of Law students are also subject to the University Conduct Code which is set forth on the University website at https://www.chapman.edu/students/policies-forms/student-conduct/index.aspx. The University Conduct Code is incorporated herein its entirety.

§4.4 DISABILITY ACCOMMODATIONS

§4.4.1 POLICY OVERVIEW

Chapman University is committed to making educational and employment opportunities accessible to qualified individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. By providing full access to qualified students with disabilities, the University demonstrates its belief that the community will benefit from the skills and talents of these individuals. As an equal opportunity employer, the University does not discriminate on the basis of disability in the hiring, promotion, and retention of otherwise qualified faculty and staff. In this regard, Chapman University has implemented the following policies:

• Chapman University strictly prohibits any form of discrimination on the basis of an individual’s disability.

• Chapman University offers individualized assessment of student needs and reasonable accommodation to otherwise qualified individuals with disabilities.

These policies apply to every facet of the University’s operations, including but not limited to admissions, academic requirements, financial aid, or other school-administered program or service.
Chapman University has developed and maintains programs and resources to monitor and to assure compliance with these policies. These include Disability Services, an ADA Compliance Officer, Equal Opportunity Officer, and an ADA Committee. These resources are designed to offer individualized assessment and to provide accommodations in the most integrated setting appropriate.

The Director of Disability Services, who is a standing member of the University’s ADA Committee, administers these policies together with the law school’s Assistant Dean for Student Affairs. Information concerning these policies is maintained in Disability Services. Summaries and references to these policies are provided in the law school’s Student Handbook. Individuals can also obtain information about these policies through the University’s ADA Compliance Officer and Equal Opportunity Officer.

1. **Definitions**

   a) For purposes of this policy, a person with a disability is defined as any person who has a physical, psychological and/or medical impairment which substantially limits one or more major life activities; has a record of such impairments; or is regarded as having such impairment.

   b) For purposes of this policy, an otherwise qualified person with a disability is defined as an individual with a disability who meets the academic and technical standards requisite to admission and participation in the law school’s educational program and activities.

2. **Policy and Procedures for Providing Services to Students with Disabilities**

   a) **Non-Discrimination.** Chapman University strictly prohibits any form of discrimination against individuals with disabilities in its programs.

   b) **Reasonable Accommodations for Otherwise Qualified Individuals.**

To comply with the Americans with Disabilities Act and other applicable laws, the University will provide as necessary reasonable and readily achievable accommodations, including academic adjustments and auxiliary aids, to ensure otherwise qualified students with disabilities access to the University’s services, programs and activities. Accommodations will not be provided if they fundamentally alter the nature of the program or if they would be unduly burdensome, either financially or administratively, to the University. Students with disabilities who require accommodations must make those needs known to the law school’s Assistant Dean for Student Affairs or the University’s Disability Services as soon as possible. Students are responsible for making these needs known in a timely fashion and for providing appropriate documentation and evaluation in appropriate cases.
The University seeks to accommodate students with disabilities on an individual basis. Individual students are given reasonable and necessary accommodations based on specific information and assessment data documented by a professional from outside the University who, in the judgment of the University, is qualified to provide such information and assessment. Disability Services makes available information as to the existence and location of services, activities, and facilities that are accessible to and usable by persons with disabilities.

3. VERIFICATION OF DISABILITY

Applicants are not required to notify the University or law school of a disability or need for accommodations prior to admission. Individuals who need accommodations in order to submit an application are invited to contact the Admission Office of Chapman University Fowler School of Law.

Following admission, any student who, because of a disability, needs a special accommodation with respect to any policy, practice, service, or benefit, is requested to notify Disability Services and provide appropriate information including the reason for the request and the specific type of accommodation requested. In order to provide the accommodations on a timely basis, it is recommended that new students inform the University of the need for accommodations well in advance of their matriculation.

A student or applicant requesting special accommodation(s) because of a disability will be required to provide current professional verification by a licensed physician, psychologist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, occupational therapist, or other professional health care provider who, in the opinion of University, is qualified in the diagnosis and assessment of the disability. The verification must reflect the student’s present level of functioning of the major life activity affected by the disability. The student must provide the verification documentation to Disability Services or his/her designate. The cost of obtaining the professional verification will be borne by the student.

If the initial documentation is deemed incomplete or inadequate to determine the present extent of the disability and appropriate accommodations, the University reserves the right to require supplemental assessment of a physical disability. The cost of the supplemental assessment will be borne by the student.

4. ASSESSMENT AND ACCOMMODATION

Requests for accommodation will be reviewed and assessed on an individualized basis by Disability Services.

The University will offer accommodations to otherwise qualified students and applicants unless doing so would fundamentally alter the nature of its academic programs, impose
an undue financial or administrative burden, or would result in lowering academic and other essential performance standards.

Where more than one accommodation is reasonable, preference shall be given to the accommodation that will result in the most integrated setting appropriate for the individual.

5. RECORDS AND PRIVACY

Medical information provided to the University by students as part of a request for accommodation(s) is treated as confidential medical records under applicable laws and school policies. Such information is provided only to individuals who are privileged to receive such information on a need to know basis. Such confidential records shall be separately maintained by the University’s Disability Services. These records shall be archived apart from official transcripts and educational records. All documents produced by consultants in the performance of services for the University will remain the property of Chapman University.

6. GRADUATE SERVICES

The University will assist students in documenting accommodations received during law school as an aid in requesting accommodations for bar examination and/or entrance exams for other graduate programs.

7. ADMISSIONS POLICY

The University does not discriminate on the basis of a disability. Any information concerning an applicant’s disability provided during the admissions process is voluntary or optional and is maintained in accordance with laws relating to confidentiality. The University uses this information only for the purpose of avoiding past performance difficulties that the students may have experienced due to disabilities as reflected in their academic records. No limitations are placed on the number or proportion of persons with disabilities who may be admitted or enrolled.

8. PROHIBITION AGAINST RETALIATION

The University strictly prohibits any form of retaliation against any student or applicant who requests an accommodation, reports or participates in the investigation of a complaint, or otherwise exercises rights secured by this policy.

9. INTERNAL GRIEVANCE/APPEALS PROCEDURES

Students who have concerns about a granted service, accommodation, modification of a law school or University practice or requirement, are encouraged to bring those concerns
or complaints to the attention of the appropriate campus personnel, e.g., law school Assistant Dean for Student Affairs or law school Associate Dean for Academic Affairs, for immediate resolution. Complaints or appeals related specifically to services for students with disabilities provided by Disability Services should be immediately brought to the attention of the Director. He/she will review the matter and attempt to informally resolve the situation. In the event that the matter cannot be resolved, students have the right to use the University’s grievance/appeal procedures.

All grievances or appeals must be in writing. The complaint should include the name and address of the person filing the complaint and describe the alleged complaint or concern. For matters involving a classroom accommodation or a requested classroom service, the Director, along with the University’s ADA Committee, will review and investigate the complaint. The investigation while informal but thorough, will afford the student an opportunity to submit evidence relevant to the complaint. In a timely manner the committee will review the matter and respond to the student. Matters involving a petition for substitution of a University practice or academic requirement will also be forwarded to the ADA committee. The committee will review the petition and forward the petition along with their recommendation to the law school’s University’s Student Standards Committee. The Committee will approve or deny the petition. If the petition is denied the student may make a personal appeal to the Student Standards Committee.

Any petition, grievance or appeal denied by the Student Standards Committee may further appeal directly to the Office of the Provost for reconsideration. If the student is dissatisfied with decision of the Office of the Provost, he/she may file a complaint with the University’s Equal Employment Opportunity Officer (EOO). The EEO will investigate the complaint in accordance with the procedures as set forth in Chapman University’s Harassment and Discrimination Policy.

10. EXTERNAL GRIEVANCES

Although students are encouraged to attempt to resolve grievances using the University process, they have the right to file any grievance directly with the Office of Civil Rights (OCR). Complaints filed with the OCR must be filed within 180 days from the time the incident occurred.

§4.5 HARASSMENT & DISCRIMINATION POLICY

The University’s Harassment and Discrimination Policy applies to all members of the Chapman community, including students, faculty, administrators and staff. The University Harassment and Discrimination Policy is set forth on the University website at https://www.chapman.edu/law/student-resources/discrimination-policies.aspx

The University’s Harassment and Discrimination Policy is incorporated herein its entirety.
§4.6 INFORMATION REGARDING THE STUDENT SEXUAL MISCONDUCT POLICY

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. The Student Sexual Misconduct Policy, Chapman University’s Harassment, Discrimination, and Sexual Harassment Policy, the Student Conduct Code, and applicable State and Federal laws prohibit gender/sex-based harassment and discrimination, including sexual battery, sexual assault, intimate partner violence and abuse, stalking, sexual exploitation, or other forms of sexual misconduct. Definitions of these policies, available support resources, and an overview of relevant University procedures can be found at www.chapman.edu/consent.

In furtherance of this commitment, 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. It is the duty of every member of the faculty, staff, and administration to ensure compliance with the policy by promptly reporting allegations of the policy violations. Faculty and staff who receive information about potential harassment, discrimination, or sexual misconduct or who are otherwise concerned that a member of the Chapman community may have engaged in or been affected by sexual harassment, discrimination, or sexual misconduct are required to 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.

§4.7 POSTING OF SIGNS

To allow for the tasteful, efficient and equitable use of the approved posting areas throughout the Fowler School of Law Campus, the Office for Student Affairs has developed this posting policy for your use. This is the only policy addressing posting at the law school and is your official guide to all posting rules and locations.

A. POSTING APPROVAL PROCESS

Before posting in Kennedy Hall other than on the bulletin boards in the Student Lounge approved for use by students or in the student locker room, students and/or organizations must have approval from the Law School’s Events Coordinator.

All postings must be stamped with the date approval was granted. Information may be posted no earlier than one month before an event. No more than 10 copies per event.
may be posted and should be removed promptly when the event is over. No more than one copy of an item may be posted on a given bulletin board.

B. SIZE AND CONTENT OF POSTINGS

All materials posted should be of an attractive and clean nature and as professional in appearance as is possible. Advertising for an event may not include information or pictures about alcohol being served unless approved by the Assistant Dean for Student Affairs.

Student publicity written in a foreign language must have a translation on file in the Office of Student Affairs. Three-dimensional materials will be approved for posting/display providing they meet all the criteria listed in this policy.

C. POSTING LOCATIONS

Only bulletin boards designated as Student Notice boards may be used for postings. No posting is permitted on any painted surfaces, glass doors, classroom doors, elevator doors or call button areas, doors in general, walls or windows. Classroom door signs may be used on a limited basis as they are reserved for academic postings.

Posting on trees, trash cans, light poles, utility poles, phone booths, phones, benches, sidewalks, bushes, or any other surface otherwise noted as a illegal posting location is not permitted anywhere on campus. Such posting will be removed immediately.

D. USE OF BLACKBOARD

The University’s electronic email and message posting service, commonly known as Blackboard, may not be used by students for commercial purposes, including but not limited to the distribution of information concerning commercial bar preparation courses or law school study aids. Blackboard also may not be used by students for the dissemination of information regarding events.

§4.8 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 or Disability Services. This policy will remain in place unless and until a uniform University policy regarding dogs and animals in campus buildings is implemented.
§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 they 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

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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 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. When
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.
§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.
§6

FOWLER SCHOOL OF LAW STUDENT OPPORTUNITIES

§6.1 STUDENT BAR ASSOCIATION

WELCOME TO ALL NEW AND RETURNING STUDENTS!

The Student Bar Association invites everyone to become involved with the many programs and organizations that the school has to offer. As some of you already know, our school is home to organizations representing a wide field of interests. These enrich your study of the law as well as provide an opportunity to network with lawyers from the local community.

In addition, your Student Bar Association has many events planned for the coming year. Sporting events, charity drives, student mixers, town hall meetings, and a formal spring ball are some of the activities that will be offered. There are a number of committees forming that will deal with the planning and execution of these schoolwide events. Student Bar Association representatives serve on certain faculty committees for the purpose of ensuring that student voices are heard on issues that affect the school. Most importantly, these positions aid in keeping the lines of communication open among faculty, administration and students.

The Student Bar Association also serves an important role as the official liaison between students and administration. Your representatives have volunteered to advocate your interests and concerns. Please do not hesitate to call on them when you have a question or issue that you would like to have heard.

2019-20 EXECUTIVE BOARD

Candace Carpenter          President
Matt Falkenstein           Vice-President
Yara Wahba                 Secretary
Timothy Schuler            Treasurer
Suzanne Voas               Parliamentarian

Elections for 1L representation will be held during the Fall semester. The Student Bar Association wishes everyone the best of luck and success for the upcoming year. Together we will make it the best ever!
§6.2 HONOR SYSTEM

The Honor System is comprised of three separate offices. These offices are the Honor Council Committee, Office of Law School Advocate, and Office of Student Assistance. Each of these offices has distinct duties and responsibilities. You should read the Honor Code for a full understanding of the processes involved in enforcing the Code.

The Office of the Law School Advocate serves as the School’s representative in any investigation, formal action or appeal under the Honor Code. The Advocate’s Office consists of several faculty members and five students. During an Honor Code proceeding, one faculty member and one student member jointly represent the School in each case. The Advocate’s Office has the power to file formal complaints to set the case before the Honor Council in a formal action or may seek an informal resolution of the matter. In any action before the Honor Council, the Advocate’s Office has the burden of proof by clear and convincing evidence. Thus, the Advocate’s Office has the power to conduct investigations in the preparation of its case.

In addition to the Assistant Dean for Student Affairs, the Office of Student Assistance serves as the students’ contact point for the Honor System. The Assistance Office consists of three student members. The Assistance Office members are available for education on the Honor Code, to counsel about Honor Code violations and procedures, to act as a confidant, and ultimately to take any report of a suspected Honor Code violation. The Assistance Office is not involved with any investigation or decision processes regarding any suspected violation reports. The counselors maintain neutrality and impartiality in any pending action. For this reason, it is necessary for you to remember not to discuss any suspected violation with anyone else or to approach a member of the Honor Council or the Office of Law School Advocate. In doing so, you might prejudice any action taken against you or another student.

The 2019-2020 Honor Council student members are:

**Honor Council Committee**

Bethany Ring, Student Chair;
Brie Barry, Megan LaPointe

**Office of Law School Advocate**

Sarah Hasselberger, Marlyss Maxham, Lesley Pilgrim, Courtney Mix, Holly Soliman

**Office of Student Assistance**

Kevin El Khoury, Logan Hensley, Melody Morales

§6.3 LAW REVIEW

The *Chapman Law Review* 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.
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.

The Law Review is committed to providing its membership with rigorous training designed to enhance legal writing, proofreading, editing, and cite-checking skills. Members are required, in their first year as staff editors, to write an individual case note of publishable quality as part of a directed research project under the supervision of a member of the faculty. The case note project provides each student with the opportunity to gain experience researching, writing, and critically evaluating legal issues and legal scholarship.

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. 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.

Membership on the Board of Editors is a significant honor and responsibility and is highly valued. The Editor-in-Chief for 2019-20 is Jillian Friess. For more information, please contact the Law Review at friess@chapman.edu.

§6.4 TAX LAW PROGRAM

§6.4.1 TAX LAW EMPHASIS

Chapman University Fowler School of Law was the first law school in California to offer a Tax Law Emphasis certificate as part of the Juris Doctor program. The program is designed to encourage students to study a challenging, ever-changing area of law that impacts all individuals and businesses. Another goal is to help students gain a competitive advantage in the job market for tax professionals.

In addition, an LL.M. in Taxation degree program is available at Chapman, and students in the J.D. program will have the benefit of interaction with LL.M. students and adjunct professors who are practicing tax lawyers. J.D. candidates who complete prescribed tax law courses while pursuing the J.D. degree will also be able to get a head start towards completing their LL.M. in Taxation degree at Chapman. These students may receive as many as 12 units of credit towards our program requirements and electives, which represents close to half of the 27 required units to earn the LL.M. in Taxation. Chapman has several full-time faculty teaching and researching in the tax law programs.
Please refer to the faculty biography section for details. We also are fortunate to have experienced and dedicated practitioners who teach as adjunct professors in a variety of cutting edge areas of tax law.

Students in both the J.D. and LL.M. tax programs have access to an extensive tax law collection in the law library, including tax law case reporters, treatises, and periodicals. A smaller, satellite tax library is also available to students in the tax law clinic conference room through the courtesy of PricewaterhouseCoopers, LLP.

A detailed brochure on the Tax Law program is available in the Tax Law Clinic office (Room 380) or online at http://www.chapman.edu/law/academic-programs/emphasis-areas/tax-law.aspx.

§6.4.2 CURRICULAR EMPHASIS

Chapman graduates who satisfy the tax law emphasis requirements earn a notation on their transcript and receive a certificate upon graduating that certifies completion of the Emphasis in Taxation. The requirements for certification are as follows:

- Completion of the required core courses;
- Completion of at least one of the required clinical or research courses listed below.
- An overall 3.0 GPA average in the required core and clinical/research courses. (Grades in elective tax courses will not be included when computing whether the 3.0 required course GPA has been met.)
- A cumulative law school of GPA of at least 2.6 is required;
- Please note that the law school does not round up when determining grade point averages needed to satisfy the emphasis requirements.

Required Core Courses:
- Federal Income Tax (3)
- Advanced Federal Income Tax (2)
- Estate and Gift Tax (3)
- Taxation of Business Organizations (3)

Required Clinical or Research Course:
(At least one of the following is required)
- Tax Research (2)
- U.S. Tax Court Clinic (3)
- Tax Procedure and Administration (3) with mandatory Clinic (1)

Approved Course Substitutions:
- With prior approval, students may substitute Corporate Tax and Partnership Tax for certificate credit in lieu of Taxation of Business Organizations. This is especially practical for students who plan on earning their LL.M. at Chapman.
The following elective tax courses are in the J.D. course catalog and do not require special permission for J.D.’s to enroll. Grades earned in the courses listed below do not count in the GPA calculations for the Tax Law Emphasis certificate:

**Elective J.D. Tax Courses:**
- Appellate Tax Law Clinic
- Business Planning
- Corporate Stock and Asset Acquisitions and Dispositions
- Estate Planning and Drafting
- Income Taxation of Trusts, Beneficiaries and Estates
- Qualified Pension and Profit-Sharing Plans
- State and Local Taxation
- Tax Exempt Organizations
- Taxation of Real Estate
- U.S. Taxation of International Income

**LL.M. Tax Courses for J.D. Students:**
- The curriculum of the Tax LL.M. Program includes a variety of additional advanced tax courses not listed in the J.D. course catalog. A J.D. student who wishes to enroll in Tax LL.M. courses may do so with the Associate Dean’s approval.
- J.D. students who are considering earning their LL.M. at Chapman are advised to meet with J.D. Tax Law Emphasis Director early in their law school career in order to plan their course progression in both the J.D. and LL.M. programs to determine which courses to take in each semester in order maximize transfer units to the LL.M. program.
- For additional information on the LL.M. Program, contact the LL.M. Program Office (Room 370) at (714) 628-2635 or taxllm@chapman.edu.

**Other Courses for J.D. Tax Students:**
- Chapman offers a broad range of recommended business and related courses including Financial Accounting, Agency, Partnerships and Other Unincorporated Organizations, Community Property, Corporations, International Business Transactions, and Wills and Trusts.

For guidance to help plan your law school tax curriculum, the tax faculty recommends:

**Second Year**
- Fall Semester: Federal Income Tax (3)
- Spring Semester: Advanced Federal Income Tax (2)
  Estate and Gift Tax (3)
Third Year

Fall Semester:  
- Taxation of Business Organizations (3)
- Tax Procedure & Admin. (3) & Clinic (1)

Spring Semester:  
- U.S. Tax Court Clinic (3)
- Tax Research (2)

For more information regarding this program, please contact Professor George Willis at gwillis@chapman.edu. Also, please refer to the Program’s website at http://www.chapman.edu/law/academic-programs/emphasis-areas/.

§6.4.3 TAX LAW EMPHASIS CERTIFICATION

A certificate and transcript notation will be awarded to students who complete the course requirements outlined in §6.4.2 of this handbook.

§6.4.4 TAX LAW CLINICAL AND EXTERNSHIP OPPORTUNITIES

The tax law clinical courses are open to all students who have completed Federal Income Tax. (You do not have to be pursuing the Tax Law Emphasis Certificate.) These “live client” courses are designed to impart negotiation, advocacy and trial litigation skills to the students - all skills that are sought after by employers.

We are pleased to offer three clinical opportunities for Tax Law Emphasis students. In the two primary tax law clinic courses (Tax Procedure and Administration Clinic and U.S. Tax Court Clinic), students represent actual taxpayers with their disputes before the Internal Revenue Service and in U.S. Tax Court. In our third clinical course, in conjunction with the Center for the Fair Administration of Tax (CFAT), selected students may also have the opportunity to work on trial briefs in appellate court cases as part of the Appellate Tax Advocacy Clinic.

The two primary tax law clinic courses meet the Lawyering Skills requirement for graduation. Appellate Tax Advocacy clinic may meet one of the graduation writing requirements depending on the clinic’s caseload in that semester. Please consult with the Director of the Tax Law Clinics prior to enrolling in the Appellate Tax Advocacy clinic in order to determine whether or not graduation writing requirement credit is available in that semester.

§6.4.4.1 TAX PROCEDURE AND ADMINISTRATION CLINIC

In addition to the 3-unit substantive course, students have the option of earning an additional 1-unit of credit by participating in the clinical component of the course. Students who participate represent clients in the pre-trial income tax dispute process and learn negotiation and advocacy skills. Under the supervision of professors and attorneys, students handle cases before the IRS and in U.S. Tax Court, including conducting trials as needed.
The U.S. Tax Court Clinic is designed to teach students practical tax litigation and trial advocacy skills for cases docketed with the U.S. Tax Court. After first attending class sessions to study the rules of the court, trial proceedings and techniques, students handle cases before the IRS and in U.S. Tax Court, including conducting trials as needed.

This course offers the opportunity for students to participate in actual appellate tax cases conducted under the auspices of The Center for Fair Administration of Taxation. Students conduct research on legal issues, draft appellate briefs, and depending on the jurisdiction of the court and the nature of the case, present their brief before an appellate court.

Through the Externship program at the law school, students have the opportunity to extern at a variety of tax related jobs. Check with the Director of Externships for current opportunities. Past externships include the California State Board of Equalization Tax Appeals Assistance Program, the California Attorney General’s Department of Justice Tax Section Clinical Honors Program, the U.S. Department of Justice Tax Section and the Internal Revenue Service.

The Environmental, Land Use, and Real Estate Law (ENLURE) Emphasis Program gives students the tools to be effective lawyers addressing land resource issues. The Program has a required program of study and offers a formal certificate. Through this program, students can choose from a number of electives appropriate to their particular interests and goals.

A Certificate and Transcript Notation are awarded to students who meet the following requirements:

ENLURE Certificate Requirements:
- At least 4 ENLURE electives, including at least 2 Core Electives
- At least 2 Core Electives (see Core Electives below)
- A minimum 3.0 cumulative GPA in all ENLURE electives (including those that exceed the minimum of 4) at the time of graduation. A minimum 2.6 cumulative GPA (all courses) at the time of graduation.
• Completion of a paper on an ENLURE-related topic (approved by the ENLURE director) that satisfies the Law School’s substantial writing requirement.
• Please note that the law school does not round up when determining grade point averages needed to satisfy the emphasis requirements.

ENLURE Electives (at least 4 of these):

Core Electives:
 AT LEAST 2
 • Environmental Law
 • Land Use Regulation
 • Real Estate Transactions

Advanced Electives:
 (Counts towards minimum of 4 ENLURE electives)
 (Note: Course Offerings May Vary Based on Availability)
 • Administrative Law
 • Advanced Land Use Practice Seminar
 • Commercial Leasing
 • Directed Research (if approved by ENLURE Director, depending on topic)
 • Ecosystems and Legal Problem-Solving
 • Environmental Justice Seminar
 • Externship (if approved by ENLURE Director, depending on placement)
 • Global Climate Change Governance
 • International Environmental Law
 • Land Use Practice Seminar
 • Local Government Law
 • Local Government Real Estate Practice
 • Seminar in Land Use Law, Planning & Policy
 • Seminar in Natural Resources Laws & Policy
 • Toxic Torts
 • Water Law

If a course is offered but is not listed here, please contact Professor Kenneth Stahl at kstahl@chapman.edu to determine whether the course will count toward the elective course requirement.

For more information, please visit the Program’s website at http://www.chapman.edu/law/academic-programs/emphasis-areas/ or contact Professor Kenneth Stahl at kstahl@chapman.edu.
§6.6 ADVOCACY AND DISPUTE RESOLUTION PROGRAM

§6.6.1 CURRICULAR EMPHASIS

The Certificate in Advocacy and Dispute Resolution is part of our overall emphasis on training competent, ethical lawyers. We want Chapman students to become the graduates of choice for Orange County employers seeking new lawyers who can hit the ground running. We believe that offering such a Certificate is a positive step toward achieving this goal.

The Certificate is awarded to students who meet the following requirements:

**Required Courses**:  
- Trial Practice  
- Negotiations  
- Client Interviewing and Counseling

Plus two of the following, some of which will be occasional offerings:  
- Mediation  
- Arbitration  
- California Street Gangs  
- Clinics  
- Competitions  
- Legal Drafting  
- Litigating California Regulations  
- Practice Foundations: Criminal Law  
- Practice Foundations: Civil Litigation  
- Preliminary Hearings  
- Approved Externships

Overall GPA: 2.6 or above  
GPA in Certificate courses: 3.0 or above.

Professor Nancy Schultz, the Director of the Program, will resolve any questions relating to satisfaction of the Certificate requirements. For more information please refer to the

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1 Required courses are in addition to courses normally required for graduation, some of which (such as Evidence and Civil Procedure) have obvious relevance to the Certificate.  
2 Selected Externships, including United States District Court, most District Attorney’s Offices, most Public Defender’s Offices, Public Law Center, Legal Aid, and most public interest organizations. Professor Schultz will consider petitions from students who have completed other externships and who believe the externship should count toward the Certificate. In order to count, the externship must involve significant opportunities to practice lawyering skills other than research and writing.
Program’s website at http://www.chapman.edu/law/academic-programs/emphasis-areas/ or contact Professor Schultz at nschultz@chapman.edu.

§6.6.2 MEDIATION CLINIC

The Mediation Clinic is designed to enable students who have completed the Mediation course (or equivalent ADR course) to use and develop their skills through practice with actual parties involved in real disputes, under the supervision of experienced mediators. The Mediation Clinic requires students to serve as mediators in Superior Court and to attend a one-and-a-half-hour class each week. There is no final exam or paper; however, students must conduct at least 24 mediations of filed cases during the semester, complete specified documentation for each case mediated, and write weekly reflection journals on their mediation experiences. Completion of the above requirements, and regular attendance and participation in class are necessary to receive a passing grade. This course will satisfy the Experiential Learning Requirement. Prerequisite: Mediation or equivalent ADR course.

§6.7 ENTERTAINMENT LAW PROGRAM

§6.7.1 CURRICULAR EMPHASIS

Chapman University Fowler School of Law offers an Entertainment Law Program which provides students with a thorough foundation in the laws and the business of the evolving entertainment and media industries. Courses are taught by faculty with a wide range of professional experience, including representing clients as in-house counsel, in corporate business affairs, and in private practice. Students are encouraged to take advantage of Chapman’s proximity to the diverse internship, externship and employment opportunities in Hollywood and Southern California.

Students who satisfy the Entertainment Law Emphasis Program requirements earn a notation on their transcript and receive a Certificate upon graduation. To earn the Certificate, students must receive a 3.0 GPA average in the entertainment law emphasis courses and a cumulative law school GPA at the time of graduation of at least 2.6. Please note that the law school does not round up when determining grade point averages needed to satisfy the emphasis requirements.

Required:
- Core Courses, both: (1) Entertainment Law, and (2) Intellectual Property
- Eight (8) credit hours of Approved Elective Courses (below), of which up to six (6) credit hours may be experiential training. The experiential training may consist of: (1) being a member of an entertainment law moot court team; (2) participating in an entertainment law-related externship approved by the Executive Director of the Entertainment Law Program; or (3) a comparable Entertainment Law-related activity approved by the Executive Director of the Entertainment Law Program
Approved Elective Courses:

- Advanced Topics in Art Law
- Copyright Law
- Entertainment Business and Legal Affairs
- Entertainment Industry Contracts
- Entertainment Law Clinic
- First Amendment Law Seminar
- Information Privacy Law
- Law, Lawyers and the Legal System in Film
- Music Business Law
- Patents and Trade Secrets
- Sports Law I
- Trademarks and Unfair Competition
- Dodge College MFA courses: Up to 6 elective credits may be taken, on a pass/fail basis, from courses offered by the MFA program of Dodge College of Film and Media Arts, subject to the prior approval of the Executive Director of the Entertainment Law Program. Such courses may include the following: Film & Television Financing; Independent Feature Filmmaking; and Marketing, Distribution & Exhibition.

This is not intended to be an exhaustive list of elective courses as additional courses may be added. These offerings will vary from year to year, depending on periodic rotation of electives, instructor availability, student interest, scheduling dynamics and other factors. If you have any questions as to whether a course meets the Certificate requirements, please contact the program director, Professor Kathy Heller at kheller@chapman.edu.

In addition, an emphasis in Entertainment Law is available as part of the Fowler School of Law’s LL.M. program. As a result, students in the J.D. program will have the benefit of interacting with American and foreign lawyers and advanced students. Students who complete prescribed emphasis courses while pursuing the J.D. degree will also be able to get a head start towards the LL.M. emphasis in Entertainment Law. These students may receive as many as 12 units of credit towards the LL.M, which represents half of the 24 required units to earn the LL.M.

For more information, please refer to the Entertainment Law Emphasis Program webpage at: http://www.chapman.edu/law/academic-programs/emphasis-areas/entertainment-law.aspx or contact the Executive Director of the Entertainment Law Program, Professor Kathy Heller at kheller@chapman.edu.

§6.7.2 ENTERTAINMENT LAW CLINIC

The Entertainment Law Clinic provides students with the opportunity to work directly with independent filmmakers and to serve as production legal counsel for a feature length motion picture. Clinic students interview film producers and directors and prepare documents and contracts for their clients’ films, which typically include: forming a
Limited Liability Company; obtaining underlying rights; securing chain of title; filing at the U.S. Copyright office; drafting employment agreements for the producer, director, actors and crew; and drafting music agreement, IP releases, and location agreements. Students meet to discuss drafting and negotiating issues and the role of the production attorney in advising a filmmaker or production company. Clinic students receive an on-screen credit on each film. Prerequisite: Entertainment Industry Contracts or with pre-approval from the professors.

For further information, please visit the clinic webpage at http://www.chapman.edu/law/legal-clinics/entertainment-contracts.aspx or contact Professor Kathy Heller at kheller@chapman.edu.

§6.8 INTERNATIONAL LAW EMPHASIS PROGRAM

§6.8.1 CURRICULAR EMPHASIS

Chapman University Fowler School of Law offers an Emphasis Program in International Law. Students who complete the International Law Emphasis Program requirements will receive a Certificate and transcript notation.

Lawyers can expect to work in an increasingly global environment, facing legal issues that span national borders and servicing clients whose interests and concerns are multinational in scope. Lawyers who have a proven familiarity with public and private International Law will possess the skills and credentials to compete in the global workplace. The International Law Emphasis Program also complements Chapman University’s commitment to preparing its students to be global citizens.

Successful completion of the International Law Emphasis Program requires the law student to earn a minimum 2.6 overall GPA at the time of graduation and a minimum 3.0 cumulative GPA in the International Law Emphasis Program courses. Please note that the law school does not round up when determining whether the required GPAs have been met.

The law student must complete the two core courses of Public International Law (International Law and Organizations) and Private International Law (International Business Transactions or International Business Litigation), eight additional credit hours of International Law-related elective courses (up to six credit hours may include Experiential Training) and an International Law-related writing requirement.

Approved Electives & Advanced Topics Courses:
- Advanced Topic: Art Law
- Advanced Seminar: The Holocaust, Genocide and the Law
- Climate Change and the Law
- Comparative Law and Religion
- Family Protection Clinic
• Immigration Law
• International Business Litigation
• International Business Transactions
• International Criminal Law
• International Environmental Law
• International Trade Law
• Refugee Law
• U.S. Taxation of International Income

Specific offerings will vary from year to year, depending on periodic rotation of electives, instructor availability, student interest, and scheduling dynamics. Additional courses may be added in the future.

In addition, an emphasis in International & Comparative Law is available as part of the Fowler School of Law’s General LL.M. program. Thus, students in the J.D. program will have the benefit of interaction with American and foreign advanced students and the combined law resources available to both J.D. and LL.M. students. Students who complete prescribed emphasis courses while pursuing the J.D. degree will also be able to get a head start towards the General LL.M. emphasis in International & Comparative Law. These students may receive as many as 12 units of credit towards the LL.M, which represents half of the 24 required units to earn the LL.M.

For more information, please refer to the Program’s website at http://www.chapman.edu/law/academic-programs/emphasis-areas/ or contact Professor Lan Cao at lcao@chapman.edu.

§6.9 BUSINESS LAW EMPHASIS PROGRAM

§6.9.1 OVERVIEW

Chapman University Fowler School of Law offers an Emphasis Program in Business Law. Students who complete the Business Law Emphasis Program requirements will receive a Certificate and transcript notation.

Many students intend to practice as in-house counsel with companies or trade associations or with law firms representing or opposing companies. Having a background in the basics of business fundamentals will help those students obtain positions, and to do well in them. Simple familiarity with the language of business will be of substantial help in this field.

Some students might choose to pursue a joint JD/MBA. The business law emphasis program is not intended to replace the rigor of obtaining both degrees; however, it is understood that not all students with an interest in business are able to or wish to pursue the joint degree program. For them, the business law emphasis program is a sensible alternative.
§6.9.2 CURRICULUM EMPHASIS

Successful completion of the Business Law Emphasis Program requires the law student to earn a minimum 2.6 overall GPA and a minimum 3.0 cumulative GPA in the Business Law Emphasis Program courses. Please note that the law school does not round up when determining whether the requisite GPAs have been met.

The law student must complete: (1) the four required core courses listed below; and (2) an additional 8 or more credit hours of approved business law-related elective courses or seminars listed below, distributed as described below.

Required:
- Business Associations OR Corporations
- Federal Income Tax
- Financial Accounting

Electives:
Students must take at least 2 credit hours in each of the following clusters:

1. Issues in corporate, partnership, and agency law
   - Agency & Partnership (3 credits)
   - Entertainment Industry Contracts (3 credits)
   - Entertainment Business & Legal Affairs (3 credits)
   - Mergers & Acquisitions (3 credits)
   - Fundamentals of In-House Corporate Practice (2)

2. Issues in intellectual property, transactions, and competition law
   - Antitrust (3 credits)
   - Information Privacy Law (3 credits)
   - Intellectual Property (3 credits)
   - Negotiations (3 credits)

3. Issues in taxation
   - Corporate Tax (2 credits)
   - Partnership Tax (3 credits)
   - Taxation of Business Organizations (3 credits)
   - Business Planning (2 credits)

4. Issues in commercial law
   - Commercial Leasing (2 credits)
   - International Business Transactions (3 credits)
   - International Business Litigation (2 credits)
   - Real Estate Transactions (3 credits)
   - Secured Transactions (3 credits)

Specific offerings will vary from year to year, depending on periodic rotation of electives, instructor availability, student interest, and scheduling dynamics. New courses may be added in the future. See the course descriptions for more information about specific courses.
For additional information, please refer to the Program’s website at http://www.chapman.edu/law/academic-programs/emphasis-areas/ or contact the director of the Program, Tom Campbell, Professor of Law and Professor of Economics, at tcampbell@chapman.edu.

§6.10 CRIMINAL LAW EMPHASIS PROGRAM

Successful completion of the Criminal Law Emphasis Program requires the law student to earn a minimum 2.6 overall GPA and a minimum 3.0 cumulative GPA in the Criminal Law Emphasis Program courses. Please note that the law school does not round up when determining whether the requisite GPAs have been met.

Required:
- Criminal Law
- Evidence
- Criminal Procedure-Police Practices; and
- Practice Foundations: Criminal Litigation

Approved elective courses (Must take 3 of the following):
- Trial Practice
- Advanced Criminal Procedure: Adjudicative Process (LL.M./JD)
- Criminal Procedure: Practice and Professionalism (LL.M./JD)
- International Criminal Law
- Preliminary Hearings (LL.M./JD)
- Criminal law externships (2 credits or more)
- California Street Gangs

NOTICE TO STUDENTS INTERESTED IN CAREERS IN CRIMINAL LAW

Most employers that hire graduates in this area rely heavily on the records built by students who have worked in the offices of prosecutors or defense attorneys. Externships and part-time and summer employment are critical for students interested in careers in this area. Until students have taken the upper-level courses that prepare them to work in this area, however, they are at a great disadvantage. Students without sufficient background will have difficulty impressing potential employers and references, and cannot be assigned a wide variety of work requiring familiarity with areas of law not taught in the first year. Accordingly, students should resist the temptation to work in this area immediately on completion of the first-year curriculum. Instead, as soon as possible, students should take the courses necessary to facilitate success in an externship or employment in this area. The following courses are strongly recommended:

FALL OF THE SECOND YEAR:
- Criminal Procedure: Police Practice
- Evidence

SPRING OF THE SECOND YEAR
- Trial Practice
- Practice Foundations: Criminal Litigation
SOMETIME IN THE SECOND YEAR

- Professional Responsibility

After students have completed these courses, they should undertake externships and/or part-time or summer employment, preferably with an employer with which the student would like to obtain a full-time position after graduation.

For additional information, please contact the director of the Program, Professor Larry Rosenthal, at roenthal@chapman.edu.

§6.11 EXTERNSHIP PROGRAM

Students may receive academic credit for a legal internship through the externship program. Externship students work in a judge’s chambers in a state or federal court (full-time or part-time), a government agency, public interest organization, an in-house legal department or select law firms (part-time only). Externships are available during the fall and spring semesters and summer session. Externships can be a rewarding method to improve a student’s research and writing skills while gaining “hands-on” experience in a particular agency. Students receive valuable instruction that supplements the traditional legal education they receive in the classroom, and students develop the practical skills, poise and confidence necessary to be effective practitioners in the courtroom and the law office. Externships also provide insight into professional responsibility and the operation of the legal system.

Externships are taken pass/fail, and there is a maximum cap of 8 credits that can be used for part-time externships or 10 credits for a single full time judicial externship. Students may take up to 3 part-time externships over three semesters/summer sessions with each externship taken for between 1 and 5 units (or 6 units in the summer), depending on hours worked, and as long as the total externship units do not exceed 8. Students may earn externship credit at a placement at which they also receive compensation, provided the placement agrees to comply with all program requirements. The Externship Director must approve all new externship placements, as well as any request to enroll in a repeat externship. Please consult the Externship Program Handbook for a complete description of program rules and application procedures. The Handbook is available in Suite 350, and for download from the Fowler website at www.chapman.edu/law/externships. For more information about this program, you may contact Professor Carolyn Larmore, Director of Externship Programs at larmore@chapman.edu.

§6.12 ALONA CORTESE ELDER LAW CLINIC

Students have a variety of clinical experiences at Chapman, including working with elderly clients in the Elder Law Clinic. Cases include will-drafting, preventing elder abuse, and government benefits, among others. This clinic incorporates client counseling and other client work with the classroom study of Elder Law, affording students the opportunity to get some practical experience while learning the law. Students work
directly with clients, and engage in interviewing, counseling, preparation of draft and final documents, and representation of clients in court and in administrative hearings.

For information about the clinic, please refer to the Clinic website at http://www.chapman.edu/law/legal-clinics/index.aspx or by email at elderlaw@chapman.edu. You may also contact Professor Kurt Eggert, Director of the Alona Cortese Elder Law Center, at keggert@chapman.edu or Professor Sandy Skahen at skahen@chapman.edu.

§6.13 **BETTE AND WYLIE AITKEN FAMILY PROTECTION CLINIC**

The Family Protection Clinic is an experiential clinical law school course open to second- and third-year J.D. students and most LL.M. students. Family Protection Clinic students will learn and practice client interviewing & counseling skills while representing or providing legal advice to low-income survivors of family violence. Students will learn domestic violence law, lead client workshops, engage in legal research, write legal memos, and provide legal advice and assistance to survivors of domestic violence seeking protective orders. Students may also work with homeless survivors of interpersonal violence on a variety of related legal issues. Advanced students may represent a client in a contested hearing in the Orange County Superior Court, family law division. Weekly classes and team meetings are generally held at the law school. Client meetings and monthly workshops occur on-site, at the Bette & Wylie Aitken Family Protection Clinic, located within the Orange County Family Justice Center (OCFJC) -- approximately five miles from the law school, in Anaheim.

Requirements: J.D. students must be enrolled in or have passed Evidence. Enrollment is contingent upon completion of a background/conflicts check, which can be found on the Family Protection Clinic web page or on the Registrar’s web page under “Forms.” This course will satisfy the Lawyering Skills Requirement OR the Practice-Oriented Writing Requirement. The Clinic may be taken in place of Client Interviewing & Counseling or as an approved elective for the Advocacy and Dispute Resolution Emphasis program.

For more information about the clinic, please refer to the Family Protection Clinic website at http://www.chapman.edu/law/legal-clinics/family-protection.aspx or contact Professor Wendy Seiden at seiden@chapman.edu.

§6.14 **THE CONSTITUTIONAL JURISPRUDENCE CLINIC**

The Constitutional Jurisprudence Clinic is sponsored by the Center for Constitutional Jurisprudence, a public interest law firm affiliated with the Claremont Institute, a local-area think tank whose stated mission is to restore the principles of the American Founding Fathers to their rightful and preeminent authority in American life. The Center files *amicus curiae* briefs in the Supreme Court of the United States and lower courts (both federal and state) and also represents clients in cases raising important constitutional issues. Students can participate in the work of the Center through the
Constitutional Jurisprudence Clinic. The clinic has also partnered with the Pacific Legal Foundation to engage in trial-level live-client litigation on cases involving property rights and economic liberty. Students in the clinic will have the opportunity to research and draft briefs to be filed in the Center cases and also to prepare trial complaints, trial motions, client interviews, etc. The clinic is normally offered as a 3-credit course, but students can choose to take it for less than 3-credits in extraordinary circumstances and with the permission of the clinic’s professors. While in the clinic, students may complete one of the following graduation requirements provided they register for the appropriate number of credits: Legal Skills; Practice-Oriented Writing Requirement.

For more information about the clinic, please refer to the Clinic website at http://www.chapman.edu/law/legal-clinics/index.aspx or contact Professor Anthony (Tom) Caso at caso@chapman.edu.

§6.15 JOINT JD/MBA DEGREE

§6.15.1 BACKGROUND

The Fowler School of Law offers an 88-credit, 6-semester full-time JD program. The George L. Argyros School of Business and Economics offers an MBA program that consists of 52 credits and may be completed in 15 to 23 months.

The two programs, combined into the joint degree, require the completion of only 125 credits, a saving of 15 credits and up to one year of study, resulting from the cross-application of completed coursework in the two schools.

§6.15.2 JOINT DEGREE PROGRAM

1. The program is intentionally designed to be a joint degree rather than a dual-degree program.

   a. Two separate transcripts will be maintained for each student – one in Law and one in Business. Cumulative GPAs will not be co-mingled. Work transferred into the JD from the MBA will be treated as Pass/No Pass for the purposes of arriving at a law school GPA.

   b. Students will make only one financial aid application – to the Director of Financial Aid at the Fowler School of Law. Scholarships and grants will be decided separately.

   c. Degrees from each School will be awarded upon successful completion of all requirements for each degree.

   d. The degrees conferred are to be reflected on both transcripts (i.e., the Law transcript would reflect both the JD and the MBA, and vice versa).
2. Students interested in the joint degree must meet all admission requirements for each school and must submit separate applications to each school. The GMAT is required for the MBA admissions application.

3. The Law School has, in addition to completion of a certain number of credits and specific required courses, a residency requirement. Law students must complete six units of residency. The JD/MBA program is carefully constructed to allow students to meet their residency requirements. Students are cautioned that any self-initiated deviations from the schedule could result in difficulty meeting residency requirements.

4. The joint degree program will require the completion of 125 total credits. The Fowler School of Law will accept 8 of the MBA credits toward completion of its 88-credit requirement; thus students must complete 80 law credits (52-53 units of required courses and 27-28 units of electives). The School of Business will accept 7 of the JD credits toward completion of its 52-credit requirement; thus students must complete 45 MBA credits (37 units of required courses and 8 units of electives). The Business School will apply any 7 credits from the Law School toward completion of its MBA degree. Students must earn a grade of 2.00 or better in these credits but will be assigned a grade of “P” or “NP” in the Business School.

5. For the 8 credits that the Law School will accept from the Business School for completion of its JD degree, the following Business School required courses qualify: BUS 601 and BUS 602, BUS 607 and BUS 610. Students must earn a grade of 3.00 or better in each of these two courses but will be assigned a grade of “P” or “NP” in the Law School.

6. Students must earn a cumulative GPA of 2.6 or above upon completion of the first-year law curriculum in order to proceed into the second year JD/MBA combined curriculum.

7. Financial Aid for students admitted to the Joint JD/MBA will be assigned location 103 – Fowler School of Law and processed by the Law Financial Aid Office.

8. Students register for course work with the law school’s Registrar. However, each program will appoint an advisor for students and that advisor will counsel students on progress to the respective degrees as well as changes or updates within each school. The Business School advisor is Associate Director Debra Gonda and the Law School advisor is Prof. Tom Campbell.

9. Students in the JD/MBA program will pay law school tuition for all four years of the program. [Note: should a student abandon either the JD or the MBA, such student will pay the tuition for the program in which he/she continues].
§6.16   JOINT JD/MFA DEGREE IN FILM AND TELEVISION

§6.16.1  BACKGROUND

The Fowler School of Law offers an 88-credit JD program while Dodge College of Film and Media Arts offers an MFA in Film and Television Producing program that consists of 48 credits. The dual degree program would require the completion of 124 total credits (as opposed to 136 credits if the two degrees are sought separately and outside the joint program).

The Fowler School of Law would accept up to twelve selected credits from the MFA in Film and Television Producing toward completion of its 88-credit requirement; thus students must complete 76 credits from the JD program (54-56 units of required courses and 20-22 units of electives). The Dodge College of Film and Media Arts would accept up to six credits from the JD program.

§6.16.2  JOINT DEGREE PROGRAM

1. The program is intentionally designed to be a joint degree rather than a dual-degree program.

   a. Two separate transcripts will be maintained for each student – one in Law and one in the MFA. Cumulative GPAs will not be co-mingled. Work transferred into the JD from the MFA will be treated as Pass/No Pass for the purposes of arriving at a law school GPA.

   b. Financial Aid for students admitted to the Joint JD/MFA will be assigned location 103 – Fowler School of Law and processed by the Law Financial Aid Office. Students enrolled in the MFA exclusively will be assigned location 101 – Orange Campus and processed by the Orange Campus Graduate Financial Aid Office (please refer to their policies and procedures).

   c. Degrees from each School will be awarded upon successful completion of all requirements for each degree.

   d. The degrees conferred are to be reflected on both transcripts (i.e., the Law transcript would reflect both the JD and the MFA, and vice versa).

2. Students interested in the joint degree must meet all admission requirements for each school and must submit separate applications to each school. Students normally apply to the MFA program during their first year in the Fowler School of Law. Students must complete an “Intent to Enroll” form for the joint program upon application to each program. Students should consult Dodge College about current requirements for the MFA admissions application. (Students should specially inquire if they are considering applying simultaneously to both programs. If admitted to both, the student will defer taking MFA courses for one year and will enroll exclusively in the regular first-year law curriculum of the JD program. If a student is admitted to both programs, the student must apply for a deferment with the Director of Graduate
Studies in Dodge College.) Years two, three and four will be a combination of both law and MFA courses. Students should follow the sample curriculum at the end of this sub-section. All students must earn a cumulative law GPA of at least 2.6 after completing the first-year law curriculum in order to continue in the JD/MFA combined curriculum.

3. The Law School has, in addition to completion of a certain number of credits and specific required courses, a residency requirement, as discussed in section 4.1.3. Law students must complete six units of residency. The JD/MFA program allows students to meet their residency requirements, but students are cautioned that deviations could result in difficulty meeting residency requirements.

4. The dual degree program would require the completion of 124 total credits (as opposed to 136 credits if the two degrees are sought separately and outside the joint program). The Fowler School of Law would accept up to twelve selected credits from the MFA in Film and Television Producing toward completion of its 88-credit requirement; thus students must complete 76 credits from the JD program (54-56 units of required courses and 20-22 units of electives). The Dodge College of Film and Media Arts would accept up to six credits from the JD program.

5. MFA in Film and Television Producing Courses eligible for credit towards JD Degree:

   • FTP 560 Overview of Producing 3
   • FTP 562 Development Process of Film and Television 3
   • FTP 564 Film and Television Financing 3
   • FTP 661 Marketing/Distribution/Exhibition 3
   • FTP 674 Entertainment Law 3

   Students must earn a grade of 3.0 or better in each of these courses, but will be assigned a grade of “P” or “NP” in the Fowler School of Law.

6. JD Courses eligible for credit towards MFA in Film and Television degree (limit of six credits applied towards MFA):

   • LAW 7538 Entertainment Law 3
   • LAW 7600 Entertainment Contracts & Negotiations 3
   • LAW 7347 Film & Television Law 3
   • LAW 7348 International Entertainment Law 3
   • LAW 7830 Entertainment Industry Contracts 3
   • LAW 7843 New Media and the Entertainment Industry 3

7. Students must earn a cumulative GPA of 2.6 or above upon completion of the first-year law curriculum in order to proceed into the second year JD/MFA combined curriculum.
8. Students in the JD/MFA program will be “housed” in the law school. They will register for course work with the law school’s Registrar. However, each program will appoint an advisor for students and that advisor will counsel students on progress to the respective degrees as well as changes or updates within each school. The advisor for the JD portion of the program is Professor Kathy Heller, and the advisor for the MFA component is Professor Barbara Doyle.

9. Students in the JD/MFA program should meet with the Financial Aid Director at the Law School do discuss tuition and scholarship arrangements. [Note: should a student abandon either the JD or the MFA, such student will pay the tuition for the program in which he/she continues].

**JD/MFA – Sample Curriculum**

**Requirements for the Degree (Total Credits: 124)**

<table>
<thead>
<tr>
<th>First Year</th>
<th>Fall/Spring: LAW 1L curriculum (2.5 LAW residence units [2.5])</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Summer:</td>
</tr>
<tr>
<td></td>
<td>LAW 7560 Client Interviewing and Counseling</td>
</tr>
<tr>
<td></td>
<td>LAW 7653 Externship Entertainment Law</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Fall: (12 cr.) (0.25 LAW residence units [2.75])</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTP 502</td>
<td>Evolution of Narrative Film I</td>
</tr>
<tr>
<td>FTP 531</td>
<td>Production Workshop I</td>
</tr>
<tr>
<td>FTP 534A</td>
<td>Production &amp; Set Management for Producers</td>
</tr>
<tr>
<td>FTP 560</td>
<td>Overview of Producing</td>
</tr>
</tbody>
</table>

|            | Spring (12 cr.)                                    |
|            |FTP 527 Fundamentals of Screenwriting              |
|            |FTP 566 Story for Producers                       |
|            |FTP 567 Independent Feature Filmmaking            |
|            |FTP 631A Production Workshop IV for Producers     |

|            | Summer (3 cr.)                                    |
|            |FTP 690 Independent Internship                     |

<table>
<thead>
<tr>
<th>Third Year</th>
<th>Fall (9 cr.) (0.25 LAW residence units [3])</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTP 661</td>
<td>Marketing, Distribution and Exhibition</td>
</tr>
<tr>
<td>FTP 667</td>
<td>Thesis in Producing I</td>
</tr>
<tr>
<td>LAW 7538</td>
<td>Entertainment Law</td>
</tr>
</tbody>
</table>

|            | Spring (12 cr.) (0.75 LAW residence units [3.75]) |
|            |FTP 562 Development Process of Film and Television |
|            |FTP 564 Film and Television Financing           |
|            |FTP 698 Thesis in Producing II                  |
|            |LAW 7830 Entertainment Industry Contracts        |

|            | Summer (6 cr.) (0.5 LAW residence units [4.25]) |
|            |LAW 7581 Mediation                               |
|            |LAW 7653 Externship Entertainment Law            |
### Fourth Year

**Fall (16 credits)**
- **LAW 7126** Constitutional Law 4
- **LAW 7133** Federal Income Tax 3
- **LAW 7142** Evidence 4
- **LAW 7145** Corporations 3
- **LAW 7139** Professional Responsibility 2

**Spring (15 credits)**
- **LAW 7325** First Amendment Law OR elective approved by Director 3
- **LAW 7555** Intellectual Property Law 3
- **LAW 7631** Entertainment Law Clinic 3
- **LAW 7676** Select Topics in American Law 3
- **LAW 7657** Practice Foundations Transactions 3

* FTP cross-list counting for LAW credit

### §6.17 LL.M. Programs

Chapman offers LL.M. programs designed to provide students with a post-graduate specialized education in selected areas of law. Currently, Chapman J.D. students may earn up to 12 units of credit towards the LL.M. while still in law school. This allows Chapman students to complete the LL.M. degree in roughly half the time and with approximately one half of the expense of a regular LL.M. program.

Financial Aid for students admitted to LL.M programs will be assigned location 103 – Fowler School of Law and processed by the Graduate Financial Aid Office. Scholarship terms and conditions of renewal are outlined in the offer letter.

### Transfer Credits

In some circumstances, students may receive credits toward the LL.M. degree for courses taken before matriculation into the LL.M. Program, and for courses taken at another law school or in Chapman University Fowler School of Law’s J.D. curriculum after matriculation into the Program. The grades in such courses are ignored in determining whether the student's grade point average satisfies the LL.M. degree requirements.

With the approval of the Director, a student may petition to receive up to twelve (12) credits toward the degree for LL.M. level courses or advanced J.D. level courses equivalent to courses currently in the LL.M. curriculum taken at Chapman University Fowler School of Law during the three academic years preceding matriculation into the Program and within five years of completing the Program, provided the student received at least a grade of "B" (3.0) in the course for which credit is sought. The Associate Dean for Academic Affairs has the discretion to disapprove the transfer of credit in those instances where the grade for Chapman courses is below a “B.”
A student may petition to receive up to six (6) credits toward the degree for certain LL.M. level courses or advanced J.D. level courses taken at any ABA-accredited law school during the three academic years preceding matriculation into the Program and within five years of completing the Program, provided in the case of each course that (1) the course is determined to be equivalent to a course or courses currently included in the LL.M. curriculum and (2) the student received at least a grade of "B" (3.0) or the equivalent in the course. Applicants requesting such credit should so indicate when applying for admission and provide a syllabus or other description of the material covered in the course for which such transfer credit is sought. In no case will credit be given for extension or correspondence courses. In unusual cases, a student may petition the Director of the Program in order to request additional transfer credits.

With the prior approval of the Director and for good causes shown, a matriculated student may receive up to six (6) credits in the aggregate for LL.M. level courses taken at another ABA-accredited law school and courses taken in the Chapman University Fowler School of Law J.D. curriculum, provided the student receives at least a grade of "B" (3.0) or the equivalent in each such course.

The Associate Dean for Academic Affairs may grant an LL.M. student a waiver from re-enrolling in certain required courses successfully completed as a J.D. student. In such an instance, the student will still be required to complete the needed credits by substituting elective courses for any courses that were waived.

**Grading**

This policy applies to all LL.M. students:

(1) LL.M. students in non-bar tested courses shall receive letter grades instead of numerical grades. The Chapman system allows plus (+) and minus (-) grades, though there is no grade of A+.

- LL.M. students in non-bar tested courses must not be included in the calculation of a curve for JD students.
- LL.M. students in non-bar tested courses are not subject to any maximum median or any required grade distribution.

(2) LL.M. students in bar-tested courses may opt for (i) a Pass/No Pass option, or (ii) a graded option. Under the graded option, the student should be subject to the grading curve and standards applicable to JD students. LL.M. students receive a letter grade.

- Note that the LL.M. students selecting the graded option are subject to the JD curve, but are not to be included in calculating the curve. To avoid moving the JD grades up or down based on the presence of LL.M. students in the course, the curve should be calculated based only on the raw scores of the JD students, and then the LL.M. student grades should be assigned based on that curve.
- Bar-tested courses include all 1L courses, as well as Agency and Partnership, Business Associations, Corporations; Constitutional Law; Evidence; Professional Responsibility; California Civil Procedure; California Evidence; Community...
Property; Criminal Procedure/Police Practices; Legal Analysis Workshop; Remedies; Select Topics in American Law; Wills & Trusts.

- Note that LL.M. students will not be enrolled in the 1L LRW courses; they are to enroll in the LL.M. courses covering the material.

§6.17.1 LL.M. PROGRAM IN TAXATION

The LL.M. in Taxation curriculum includes an extensive array of courses in the estate planning area, reflecting the interests of the students, but it also includes specialized courses in many areas of business taxation, including international taxation. Courses in the program are taught by full-time law teachers and leading tax practitioners who bring extensive experience in specialized areas of tax practice to the classroom.

Completion of the LL.M. in Taxation meets the educational requirements to become a California Certified Legal Specialist in Tax. (See www.ca.calbar.org for the requirements to become a certified legal specialist.)

Credits and Grades

Twenty-seven (27) units of credit are required to obtain the LL.M. in Taxation degree. Full-time students may enroll in a minimum of nine (9) and a maximum of fifteen (15) units per semester. To receive financial aid, a student must be enrolled in a minimum of five (5) units per semester. Degree requirements must be completed within four (4) years.

Incoming students must complete a total of 27 LL.M. credits with a grade of C (2.0) or better in each course and have an LL.M. a minimum cumulative grade point average of C (2.0) in order to receive the LL.M. in Taxation degree.

Required Courses:

16 of the required 27 credits must be for the following six (6) courses:

- Income Taxation for LL.M. Students
- Corporate Tax I
- Partnership Tax
- Ethics in Tax Practice
- Federal Tax Procedure
- Federal Tax Research

Elective Courses:

- Advanced Corporate Tax Planning
- Advanced Partnership Tax
- Closely-Held Business Tax Planning
- Corporate Tax II
• Divorce Tax Planning
• Elder Law Clinic
• Estate And Gift Taxation
• Estate Planning
• Estate Planning for the High Net Worth Individual
• Income Taxation of Trusts, Estates And Beneficiaries
• Qualified Pension And Profit-Sharing Plans
• Real Estate Tax Planning
• S Corporations
• State And Local Taxation
• Tax-Exempt Organizations
• U.S. Taxation Of International Income

For more details about the program, visit the Graduate Tax Program office located in the Tax Law Clinic suite on the third floor of the Law School. Interested students also may e-mail taxllm@chapman.edu, contact Professor George Willis, or contact the LL.M. Programs Office at 714-628-2635.


The General LL.M. with Emphasis options is distinct from the more focused LL.M. program in Tax. In this program, LL.M. students have the ability to pursue an emphasis in a field in which the Fowler School of Law has particular strength, including Business Law, Business Law & Economics, Entertainment & Media Law, International & Comparative Law, and Trial Advocacy.

In addition, with the approval of the Associate Dean for Academic Affairs, students may also develop their own emphasis in a course of study of their choice. Any student interested in such a program must meet with the LL.M. Program Director to design a program prior to enrolling for courses, and have the approved program forwarded to the Registrar’s Office.

To qualify for the LL.M. degree, students previously must have earned a Juris Doctor (J.D.) from an ABA accredited law school or an equivalent foreign degree, or be members of an American legal licensing jurisdiction. (LL.M. students who do not possess a J.D. or LL.M. degree from an American or Canadian law school will be required to take a course, Introduction to American Law, designed exclusively for LL.M. students.)
Credits and Grades

Twenty-four (24) units of credit are required to obtain the LL.M. degree. Full-time students may enroll in a minimum of nine (9) and a maximum of fifteen (15) units per semester. To receive financial aid, a student must be enrolled in a minimum of five (5) units per semester. Degree requirements must be completed within four (4) years.

Effective Fall 2011, incoming students must complete a total of 24 LL.M. credits with a minimum cumulative grade point average of C (2.0) in order to receive the LL.M. degree.

Core Courses

Each emphasis area requires completion of one or two required core courses. Introduction to U.S. Law (3 cr.), and Constitutional Principles (2 cr.) are required of all foreign lawyers with a degree from a foreign jurisdiction or law school. In addition, foreign lawyers may be required to take coursework in Legal Writing and Legal Research as directed by the LL.M. Program Director. Special note for LL.M. students planning to take the Bar Exam: The Supplemental Bar Preparation program is available and recommended to LL.M. graduates, but they are expected to have taken the course, “Selected Topics in American Law.”

All LL.M. students are expected to complete a substantial writing project, and recommended to consider completing this requirement through Directed Research. Students also are strongly encouraged to pursue experiential learning opportunities, either through enrollment in an externship for credit (normally 3 to 5 cr.), or through other volunteer or paid employment.

For more details about the General LL.M. program, visit the Graduate Program office located in room 370 on the third floor of the Law School. Interested students also may e-mail llm@chapman.edu, contact Professor Ronald Steiner, or contact the LL.M. Programs Office at 714-628-2665.

§6.17.2.1 CURRICULUM FOR EMPHASIS AREAS

A. LL.M. EMPHASIS IN BUSINESS LAW

Core Required Courses (choose two):
- Business Associations
- Corporations
- Financial Accounting
- International Business Litigation
- Seminar Law & Economics
- Spontaneous Order and the Law
Elective Courses:

- Administrative Law
- Advanced Mediation Clinic
- Antitrust Law
- Art Law
- Bankruptcy I & II
- Business Planning
- Client Interview & Counseling
- Commercial Leasing
- Corporate Tax
- Directed Research (1-3 credits)
- Entertainment Industry Contracts
- Environmental Law
- Externship: Civil/Agency (1-3 credits)
- International Business Litigation
- International Human Rights
- International Environmental Law
- Internet Law
- Land Use Regulation
- Mediation Clinic (1-3 credits)
- Mediation
- Mergers & Acquisitions
- Negotiations
- Partnership Tax
- Patents/Trade Secrets
- Practice Foundations Transactions
- Professional Responsibility
- Real Estate Transactions
- Remedies
- Secured Transactions
- Securities Regulation
- Trademarks and Unfair Competition

B. LL.M. Emphasis in Business Law & Economics

Required Courses:

- Law and Economics
- Spontaneous Order and the Law

Elective Courses:

- Administrative Law
- Advanced Real Estate Finance
• Advanced Topics In Copyright Law
• Advanced Topics In Business Law
• Agency, Partnerships, And Other Unincorporated Organizations
• Antitrust Law
• Bankruptcy Procedure And Practice I & II
• Business Planning
• Corporate Mergers And Acquisitions
• Corporate Tax
• Corporate Tax II: Mergers And Acquisitions
• Financial Accounting
• Intellectual Property
• International Business Transactions
• International Energy Security And Climate Change
• Land Use Regulation
• Partnership Tax
• Patents And Trade Secrets
• Copyright Law
• Real Estate Development And Law
• Real Estate Tax Planning
• Real Estate Transactions And Finance
• Secured Transactions
• Securities Regulation
• Seminar In Land Use Law, Planning, And Policy
• Trademarks And Unfair Competition

C. LL.M. EMPHASIS IN ENTERTAINMENT & MEDIA LAW

Required Courses:
• Copyright Law
• Entertainment Law

Elective Courses:
• Art and Cultural Heritage Law
• Entertainment Law Clinic
• Financial Accounting
• First Amendment Law
• Gambling Law
• Intellectual Property
• International Intellectual Property
• Law Lawyers and the Legal System
• Legal and Business Affairs in Hollywood
• Music Law
• Entertainment Industry Contracts
• Patents And Trade Secrets
• Sports Law I&II
• Taxation Of Intellectual Property
• Trademarks And Unfair Competition
• Video Game Law

D. LL.M. EMPHASIS IN INTERNATIONAL & COMPARATIVE LAW

Required Course:
• International Law And Organizations (3 Credits)

Elective Courses:
• Art and Cultural Heritage Law
• Comparative Law and Religion
• Holocaust, Genocide and the Law
• Immigration Law
• International Business Litigation
• International Business Transactions
• International Criminal Law
• International Environmental Law
• Refugee Law
• U.S. Tax Of International Income

E. LL.M. EMPHASIS IN TRIAL ADVOCACY

• Advanced Criminal Procedure/Adjudicative Process
• Criminal Procedure: Practice and Professionalism
• Trial Practice
• California Evidence
• Preliminary Hearings
• Pre-Trial Civil Procedure
• Externship (up to 10 credits)

§6.18 CO-CURRICULAR ORGANIZATIONS

The following organizations promote the development of skills in the areas of Appellate Advocacy, Trial Advocacy, and the growing field of Alternative Dispute Resolution (client counseling, mediation, and negotiation). Over the course of the academic year, these organizations sponsor intra-school competitions. Also, students from these groups represent Chapman University Fowler School of Law at inter-scholastic competitions at the regional, national and international level.

More information can be obtained about these groups by contacting Professor Nancy Schultz, the faculty advisor to the Appellate Moot Court Board, the Mock Trial Board
and the Alternative Dispute Resolution Board. Professor Schultz can be reached at nschultz@chapman.edu.

§6.19 COMMITMENT TO SERVICE AWARD

The Commitment to Service Award program recognizes students who contribute at least 50 pro bono hours—without compensation or other credit—to a public interest organization or governmental entity, other than for a judge. The Law School, in partnership with the law school’s Public Interest Law Foundation, created this award to recognize and encourage students to engage in pro bono legal work at an early stage in their legal careers. Details about the Commitment to Service program are available from the Externship Office (Room 350) or on the Chapman University Fowler School of Law website at http://www.chapman.edu/law/externships/pro-bono-program.aspx. (See Appendix §7.6 for description and requirements).

§6.20 DIVERSITY AND SOCIAL JUSTICE FORUM

The Diversity and Social Justice Forum is a student-run publication at Chapman University Dale E. Fowler School of Law, dedicated to providing a forum that can give expression and representation to a wide spectrum of progressive and diverse voices. The Diversity and Social Justice Forum seeks to promote a climate of engagement and dialogue with a wide spectrum of views and values. The Diversity and Social Justice Forum hosts an annual symposium on issues of social justice, and publishes the DSJ Forum, an online publication featuring articles about practice-oriented issues of social justice, including any aspect of the underlying legal or humanitarian concerns, legal or policy solutions, or the work of movements organizing to address the problem. Student members may receive academic credit (pass/fail) as a co-curricular activity. 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.
APPENDICES

§7.1 FOWLER SCHOOL OF LAW HONOR CODE

PREAMBLE

The Honor Code of Chapman University Fowler School of Law calls for a commitment by students to adhere to the highest ideals of professional integrity. Paramount among those ideals is the concept of honor, which fosters an environment of trust to be carried into the larger professional community after our students have left the law school. Each student who joins the law school community affirms, by the student's acceptance of a position in the community, this commitment to integrity, honor, and trust. Every student is presumed not to have violated this commitment unless and until proven otherwise.

Each student of Chapman University Fowler School of Law is to understand this Honor Code as a system of duty. Key to this system is self-regulation, which requires the cooperation of each member of the Law School community.

Article I

Scope of the Honor Code

This Honor Code applies to each student of Chapman University Fowler School of Law and shall be the Law School's exclusive policy for dealing with ethical violations as defined by Article II of this code.

Administration of the Honor Code

(A) The Dean and the Honor Council shall have the exclusive responsibility for taking all action in connection with or relating to any suspected violations, except for the revocation of a previously granted degree, which shall be within the exclusive authority of the Board of Trustees of Chapman University.

(B) Each law student shall be responsible for the Code’s implementation. The Council will be responsible for the administration of the Code as well as the adopted policies and procedures. As law students will inquire of the bar association in their future capacity as bar members, all students have the responsibility to inquire of the Council as to whether their conduct constitutes a Code violation.
Article II

General Provisions

(A) No proceedings may be initiated under this Code if more than one year has elapsed since the date when the ethical violations were or reasonably should have been discovered.

(B) All substantive definitions in this Code shall be broadly construed to ensure fairness to the suspected violator.

Violations of the Honor Code

(A) As used in this Code, the term “ethical violation” includes the following acts, where such acts affect the School’s operations, academic integrity, educational environment, or reputation in the academic or legal community:

1. Lying;
2. Cheating;
3. Stealing;
4. Plagiarism;
5. Actions of a criminal nature committed on the campus of either Chapman University, the Chapman University Fowler School of Law or any University or law school affiliated event;
6. Obstruction of an investigation;
7. Misdemeanor or felony crimes committed after admission to the law school and while off campus of Chapman University or Chapman University Fowler School of Law, where a final judgment has been rendered by a competent court. A final judgment shall include a conviction or acceptance of a guilty plea or a plea of nolo contendere.
8. Failing to report a misdemeanor or felony crime as required under Article IV of this Code.

Violations Defined

(A) As used in this Code, “willfully” means intentionally or purposefully, but not accidentally, mistakenly, or negligently. As used in this Code, “recklessly” means that with respect to a material element of an offense, he or she consciously disregards a substantial and unjustifiable risk that the material element exists or will result from his or her conduct. The risk must be of such a nature and degree that, considering the nature and intent of the actor’s conduct and circumstances known to him or her, its disregard involves a gross deviation from the standard of conduct that a reasonable person would observe in the actor’s situation.
(B) **Lying** means willfully or recklessly misrepresenting or willfully or recklessly failing to disclose a material fact that a reasonable person would consider relevant under the circumstances. Examples of lying include, but are not limited to, the following:

1. Misrepresenting or failing to disclose facts relevant to admission to the School;
2. Misrepresenting or failing to disclose facts relevant to class attendance;
3. Misrepresenting or failing to disclose facts relevant to compliance with course requirements;
4. Misrepresenting or failing to disclose facts relevant to financial aid, work study or scholarships;
5. Misrepresenting or failing to disclose facts relevant to the employment search process;
6. Misrepresenting or failing to disclose facts relevant to co-curricular activities for which credit is granted;
7. Misrepresenting or failing to disclose facts in a misconduct report;
8. Misrepresenting or failing to disclose facts in any Honor Code proceedings.

(C) **Cheating** means willfully or recklessly giving, receiving, taking or using, or attempting to give, receive, take or use, any unauthorized advantage that is specifically prohibited by school policies or procedures or by the student’s professor, adjunct professor or instructor in connection with any course work or curricular activity for which credit is granted. Cheating includes, but is not limited to, the following:

1. Any prohibited aid, assistance or cooperation in connection with an examination;
2. Any prohibited aid, assistance or cooperation in connection with a paper, report, brief or other assignment;
3. Commencing an examination before the stipulated time, including reading the contents of the examination or writing any notes or outlines, or continuing to write after the time for taking the examination has expired;
4. Possession, use or reference to prohibited materials during an examination;
5. Depriving other students for an unreasonable length of time of access to library materials or other information that either is needed for the timely completion of course work or is helpful to preparation for a class or an examination with the intent to disadvantage other students;
6. Obtaining knowledge or possession of unreleased examination questions, answers or information, or retaining copies of an examination or other materials contrary to a professor’s instructions;
7. Any copying or use without permission of the original of another student’s personal work product, including briefs, notes, tapes, computer
software or data, outlines, written assignments or other materials;
(8) Failing to disclose to a professor the submission for credit of work that
was wholly or substantially done outside the course for which credit is
being sought.

(D) **Stealing** means willfully or recklessly taking any services or property of another
without authorization or by fraud of any kind with the intent to permanently or
substantially deprive. Stealing includes, but is not limited to, the following:
(1) Taking any personal property on School premises, or taking any School
property on or off School premises;
(2) Taking briefs, books, notes, tapes, computer software or data, or outlines
belonging to a faculty member or another student, on or off School
premises;
(3) Taking any items from student mail files or faculty mailboxes or reading
electronic mail meant for other recipients without authorization;
(4) Taking School computer time, computer software or computer access;
(5) Taking School photocopy services;
(6) Taking School library materials.

(E) **Plagiarism** means willfully or recklessly misrepresenting all or part of another’s
work as one’s own, either for credit or for publication. Plagiarism includes, but is
not limited to, the following:
(1) Verbatim presentation of another’s work without acknowledgment;
(2) Paraphrasing or restating another’s work without acknowledgment;
(3) Partial but significantly incomplete acknowledgment of another’s work.

(F) **Obstruction** means interference with the enforcement of the Honor Code, the
University Student Conduct Code or Honor Council investigation. Obstruction
includes:
(1) Intimidating or harassing a person who has made a complaint, regarding
an alleged ethical violation;
(2) Willfully or recklessly failing to cooperate in a timely manner with
lawful requests made by the Dean of the Law School, his or her
designate, the Board of Trustees of Chapman University, the Honor
Council, any University Conduct Board or investigator, or the suspected
violator in connection with any Honor Code procedures.

(G) Obstruction does not include, nor shall Section IIB of the Honor Code Policies and
Procedures apply to, confidential information that is protected by a legal privilege,
disclosed to the Office of Student Assistance, or disclosed to any student retained to
assist an accused violator in any Honor Code proceedings.
Article III

Sanctions for Violations of the Honor Code

Appropriate sanctions shall include any one or more of the following:

(1) A public or private reprimand;
(2) Reduction of the grade in the course in which the violation occurred including but not limited to changing the student’s grade to an “F” (with professor approval);
(3) Loss of library privileges, including Westlaw and Lexis accounts;
(4) Restitution;
(5) Loss of scholarship;
(6) Disciplinary probation, with or without conditions, until graduation;
(7) Suspension for up to two calendar years, with or without conditions;
(8) Notation on the violator’s transcript;
(9) Permanent dismissal from the School;
(10) A recommendation to the Board of Trustees of Chapman University that the Board permanently revoke a previously granted degree, where the penalty would have been permanent dismissal, had the violation been discovered while the violator was still in school; or
(11) Any other sanction determined by informal resolution under Section IV.

Article IV

Mandatory Reporting of Criminal Misdemeanors, Felonies or Restraining Orders

(A) Any student who has been found to have committed a misdemeanor or felony crime after admission to the law school and while off campus of Chapman University or Chapman University Fowler School of Law, where a final judgment has been rendered by a competent court, has committed an Honor Code violation. A final judgment shall include a conviction or acceptance of a guilty plea or a plea of nolo contendere. The student shall, within thirty (30) calendar days of judgment being entered a competent court, report the crime to the Office of Student Assistance or may alternatively report the crime to the Faculty Chair of the Honor Council Committee (the “Chair”).

(B) For matters involving a student self-reporting a criminal misdemeanor or felony as required under Article IV(A), the student may request that the Chair appoint a second faculty investigator in lieu of a student investigator to perform all necessary procedures as defined in Section III. Further, the self-reporting student may also request that any adjudicative board considering the self-reported criminal misdemeanor or felony be comprised only of faculty members of the Honor Council Committee and any additional faculty members necessary to comprise an adjudicative board of five members as required under Sections IV, V, and/or VI. Any additional faculty members shall be appointed on an ad hoc basis by the Dean as described under Section VIII(F). The option for a student to exclude student
members of the Honor Council from serving as investigators or as part of an adjudicative board shall only be available when the student self-reports a criminal misdemeanor or felony and in no other circumstance.

(C) Although the issuance of a restraining order does not constitute a violation of the Honor Code, any student against whom a restraining order of any type is issued must report the issuance of the order to the Assistant Dean for Student Affairs within five (5) business days after the issuance of the order.

Article V

Policies and Procedures

Section I - General Provisions

All procedural definitions in this Code shall be broadly construed to ensure fairness to the suspected violator.

(A) The Honor Council is composed of three branches: The Office of the Law School Advocate, The Office of Student Assistance, and the Honor Council Committee.

(B) The Office of the Law School Advocate shall serve as the School’s representative in any formal action under Section V or any appeal under Section VI. The Office shall consist of five students appointed by the Student Bar Association Board of Directors. One member of the Office of the Law School Advocate and one faculty member of the Honor Council Committee shall be selected by the Chair to jointly represent the School in each matter.

(C) The Office of Student Assistance shall be available to counsel students regarding Honor Code violations and procedures. The Office shall consist of three students appointed by the Student Bar Association Board of Directors.

(D) The Honor Council Committee shall serve as the ultimate adjudicatory body in all Honor Code proceedings. The Honor Council Committee shall consist of four full-time faculty members appointed by the Dean and three students appointed by the Student Bar Association Board of Directors. The Chair shall be a faculty member appointed by the Dean.

(E) The qualifications, terms of service and conditions for removal, if any, of the members of the Office of Law School Advocate, Office of Student Assistance, and student members of the Honor Council Committee shall be determined by the Student Bar Association Board of Directors.

(F) A suspected violator may retain counsel at his or her own expense or may be represented by another person of his or her choice, including another student. Any
representative of a suspected violator shall file an appearance with the Dean, the Honor Council Committee and the Office of the Law School Advocate. No professor, adjunct professor, instructor, administrator or staff member shall represent a suspected violator.

Section II A—Student Representation on the Honor Council

Student Chair of the Honor Council Committee (1 Position) The Student Chair of the Honor Council serves as the liaison between the Honor Council and the Faculty Chair of the Honor Council Committee. Together with the Faculty Chair, the Student Chair oversees the student-led activities of the Honor Council. In formal proceedings, the Student Chair will also serve as a member of the Honor Council adjudicative body.

Honor Council Committee (2 Positions) The Honor Council Committee members along with the Student Chair perform the ultimate adjudicative functions of the Honor Council proceedings. Student members, along with appointed faculty, hear and decide on the investigative efforts brought forth by the Office of the Law School Advocate and faculty members of the Honor Council Committee.

Office of the Law School Advocate (5 Positions) Members of the Office of the Law School Advocate (“OLSA”) will serve as the School's representative in any formal action, including the investigation and prosecution of Honor Code violations. One student member of the OLSA and one faculty member of the Honor Council Committee shall be selected by the Faculty Chair to jointly represent the School in each case.

Office of Student Assistance (3 Positions) The Office of Student Assistance (“OSA”) shall be available to counsel students regarding Honor Code violations and procedures. OSA members also assist students in reporting violations.

Section IIB- Reporting Procedures

(A) If a student becomes aware of facts establishing reasonable grounds to believe that a violation of the Honor Code, as defined in Article II or IV, may have occurred, he or she shall report the violation to the Office of Student Assistance or the Faculty Chair of the Honor Council Committee. If the violator self-reports a violation (an “admission”) prior to a report being filed with the Office of Student Assistance or the Faculty Chair, it shall be considered a mitigating circumstance in determining the appropriate sanction to be imposed.

(B) The Office of Student Assistance shall provide students with a form to use in reporting suspected violations. The report shall include a full written description of the suspected violation, including the place and the approximate date and time it occurred. The report shall also include the name of the suspected violator or, if the violator’s name is not known, all relevant identifying information. The report shall be signed by the reporting student and filed with the Chair.
(C) No professor, adjunct professor, instructor, staff member or employee shall individually resolve or attempt to resolve matters of suspected violations. Any professor, adjunct professor, instructor, staff member or employee who has reasonable grounds to believe that an Honor Code violation has occurred shall promptly report it pursuant to the procedures described in Subsections (A) and (B) of this Section. This reporting requirement shall not apply to information disclosed in confidence by a student making a good faith effort to ascertain his or her other responsibilities under the Honor Code. Any professor, adjunct professor, instructor or student who reports a suspected violation shall be disqualified from serving in any capacity other than that of a witness in connection with the matter in which the report is filed.

(D) The identities of the reporting student/individual and any witness shall not be disclosed until a complaint has been served in anticipation of formal action as set forth in Section V.

Section III – Investigating Suspected Violations

As soon as practicable after receiving a report under Section II, the Faculty Chair shall appoint one faculty member of the Honor Council Committee and one student member of the Office of the Law School Advocate to serve as Investigators (the “Investigators”). The faculty member serving as an Investigator shall not thereafter act as a member of the Honor Council Committee with regard to the matter under investigation.

(A) The Investigators shall meet to conduct a preliminary review to determine whether investigation of the matter described in the statement is warranted or, alternatively, is unwarranted. If the Investigators determine an investigation is warranted, the Investigators will conduct the investigation. As used in this Section, “unwarranted” means the report has no reasonable basis in law or fact.

(B) If, after the preliminary review under subsection (A) of this Section, the Investigators decide a report is unwarranted, the Faculty Chair shall notify the person who made the report in writing that it is not sufficient to warrant further action. The Faculty Chair shall have the discretion to reopen an investigation within the statute of limitations period defined in Article II, but only if new evidence indicates further investigation is appropriate. The Faculty Chair shall also send a copy of the report to the suspected violator. The report shall be redacted so as to not identify the reporting student/individual or any witnesses. The Faculty Chair’s transmittal letter shall advise the suspected violator that:

(1) Any intimidation or harassment of the person who made the report shall be grounds for instituting proceedings under the Honor Code and;
(2) He or she has the right to provide a written statement responding to the report for inclusion in the files of the Honor Council.
(C) If the Investigators, after the preliminary review, decide a report is warranted, the Investigators shall serve a copy of the report on the suspected violator. The report shall be redacted so as not to identify the reporting student/individual or any witnesses. The Investigators’ cover letter shall notify the suspected violator that:

1. Each suspected violator must submit an independent signed written response fully and fairly disclosing all of the facts and circumstances surrounding the suspected violation that he or she is aware of within fifteen (15) working days after the date the report is served;
2. A failure to respond within the time permitted is itself a violation under Article II of the Honor Code;
3. The student may refuse to respond if the information required could lead to criminal prosecution;
4. Any intimidation or harassment of the person who made the report shall be grounds for instituting proceedings under this Honor Code pursuant to Article II of the Code and;
5. The Office of Student Assistance is available to counsel accused violators regarding Honor Code violations and procedures.

(D) After the suspected violator has filed a response, or the time for filing a response has expired, the Investigators shall promptly conduct whatever further investigation they deem appropriate. When all investigation is complete, the Investigators shall decide whether there are reasonable grounds to believe that an ethical violation occurred.

(E) The suspected violator may refuse to submit a response based on the Fifth Amendment privilege against compelled self-incrimination if the information required could lead to criminal prosecution. If the suspected violator refuses to respond on this ground, the Investigators may decide whether valid grounds for refusing to respond exist, or may refer the matter to the Honor Council Committee for a hearing on the claim of privilege. At that point, the Chair will select at random two of the three student members of the Honor Council Committee. The two students selected, together with three faculty members of the Honor Council Committee, shall perform all adjudicatory functions associated with this matter.

(F) If the Investigators decide reasonable grounds do exist, they may either pursue informal resolution of the matter pursuant to Section IV or pursue formal action pursuant to Section V of Article V.

(G) If the Investigators decide reasonable grounds do not exist, they shall notify the Faculty Chair in writing of their intention to dismiss the report. The Investigators’ notification shall include a copy of the report, the suspected violator’s response and a summary of the facts discovered during the Investigators’ investigation. At this point, if an adjudicative body has not already been composed under subsection (E) of this Section, the Chair will select at random two of the three student members of
the Honor Council Committee. The two students selected, together with three faculty members of the Honor Council Committee, shall perform all adjudicatory functions associated with the matter. Unless the appointed Committee concludes that dismissal is clearly erroneous within twenty (20) days after the date the notification was delivered, the report shall be dismissed. If the appointed Committee concludes dismissal is clearly erroneous, the report shall be referred back to Investigators for informal resolution pursuant to Section IV or formal action pursuant to Section V of Article V. After referral back, if either Investigator withdraws, the Faculty Chair shall designate a faculty member of the Honor Council Committee or a member of the Office of the Law School Advocate, as appropriate, to serve as a substitute.

Section IV—Informal Resolution

(A) The Investigators shall have the authority to accept a suspected violator's admission ("admission") or plea of nolo contendre ("plea") regarding Honor Code violation. All admissions or pleas shall be in writing, include the proposed sanction, and be signed by the violator. If the sanction proposed in the plea requires affirmative action by the violator, e.g., submission of a paper or participation in an anger management program, a date by which this must be completed shall be stated in the agreement.

(B) The suspected violator shall have ten (10) working days to submit in writing any mitigating circumstances he or she believes should be considered in determining the appropriate sanction to be included in the proposed informal resolutions.

(C) Sanctions set forth in Article III of the Honor Code shall be appropriate sanctions under this Section.

(D) The Investigators shall notify the Faculty Chair in writing of the proposed sanction. The Investigators’ notification shall include a copy of the report, the violator’s response, a summary of the facts developed during the investigation, the violator’s signed admission or plea, the violator’s mitigation statement, and a statement of reasons explaining the proposed sanction. At this point, if an adjudicative body has not already been composed under Section III of this Article, the Faculty Chair will select at random two of the three student members of the Honor Council Committee. The two students selected, together with three faculty members of the Honor Council Committee, shall perform all adjudicatory functions associated with the matter. Unless the appointed Committee concludes the Investigators’ proposed sanction is clearly erroneous within fourteen (14) working days after the date the notification is delivered to the Chair, the proposed sanction shall become effective. The Investigators shall then notify the violator in writing and a copy of that writing shall be sent to the Law Registrar for inclusion in the student’s file.
(E) If the appointed adjudicative body concludes the Investigators’ proposed sanction is clearly erroneous, the student may at his/her sole option, (1) withdraw the plea of no contest and proceed to formal resolution pursuant to Section V of this Article, or (2) the matter shall be referred to the Office of the Law School Advocate for a sanctions hearing before the Honor Council Committee pursuant to the sanctions procedures described in Section V of this Article. The appointed Committee may impose any sanction authorized by this Code.

(F) If a violator does not comply with the terms of the plea agreement in any way, the Faculty chair shall appoint a committee to determine whether (1) the plea agreement shall be set aside and the matter shall proceed to formal resolution pursuant to Section V, or (2) the Investigators may negotiate a new plea agreement with the violator, which if such negotiations are unsuccessful, the matter shall proceed to formal resolution pursuant to Section V of this Article. The committee shall be comprised of two faculty members appointed to the Honor Council and one student member of the Honor Council Committee. This committee shall have (10) working days upon receipt of the notice that the violator has not complied with the terms of the plea agreement to notify the violator of their decision.

Section V – Formal Resolution

(A) In any matter not dismissed by the Honor Council Committee pursuant to Section III subsection (G) or resolved through informal resolution under Section IV, the Investigators shall prepare a written complaint setting forth the facts of the alleged violation and the specific sections of the Code that are alleged to have been violated, and shall serve a copy of the complaint on the suspected violator within fifteen (15) working days of the filing of that complaint. The Investigators’ complaint shall inform the suspected violator that he or she must submit a signed written answer to the complaint within fifteen (15) working days after the date the complaint was served, and that a failure to respond within the time permitted will be treated as a default. The Investigators’ complaint shall include the names of the reporting student/individual(s) and any witnesses. The Investigators shall file a copy of the complaint and any answer with the Faculty Chair. At this point, if an adjudicative body has not already been composed under Section III or IV of this Article, the Faculty Chair will select at random two of the three student members of the Honor Council Committee. The two students selected, together with three faculty members of the Honor Council Committee, shall perform all adjudicatory functions associated with the matter. The appointed Committee may set aside a default for good cause shown.

(B) The appointed Committee may permit the Investigators to amend the complaint at any time unless the proposed amendment would unfairly surprise or prejudice the suspected violator. Likewise, the appointed Committee may permit the suspected violator to amend his or her answer.
(C) During the pendency of any formal action, the Investigators may conduct such further investigation, as they deem appropriate. The Investigators may dismiss a complaint that has been filed, pursuant to the procedures for dismissing a report described in Article V, Section III, subsection (G), or may pursue informal resolution of the matter pursuant to the same rules set forth in Section IV for informal resolution.

(D) If the matter is not informally resolved, the Investigators shall notify the Faculty Chair that a formal hearing will be necessary. The hearing panel in a contested matter shall consist of the five appointed members of the Honor Council Committee designated to adjudicate the pending matter (2 students and 3 faculty members). The Chair shall notify the Investigators and the suspected violator of the identities of the members of the appointed Committee, as well as the date, time and place for the hearing, at least fifteen (15) working days in advance of the hearing. Both sides shall exchange witness lists no later than five (5) working days before the hearing date.

(E) The suspected violator may challenge any member of the appointed Committee for cause. Challenges for cause shall be filed in writing no more than five (5) working days before the hearing, and shall be decided by the Faculty Chair. A challenge for cause of the Faculty Chair shall be decided by the Dean.

(F) Hearings shall be closed. The Faculty Chair shall serve as the presiding judge. The reporting student and suspected violator shall personally appear and shall be subject to cross-examination. The suspected violator shall have the right to be represented in accordance with the provisions of Section I subsection (F). The appointed Committee shall cause testimony to be taken under oath, and a court reporter or recorder shall be present to make a record of the hearing. The Investigators shall present the School’s case against the suspected violator, and the burden of proof shall be on the School to establish the alleged violation by clear and convincing evidence.

(G) The appointed Committee shall issue a written decision containing the Committee’s findings of fact and conclusions of law within ten (10) working days after the conclusion of the hearing. A majority vote of the appointed Committee members is sufficient to find the violation alleged in the complaint has been established. A copy of the appointed Committee’s decision shall be served on the violator. If the Committee has determined a violation occurred, the Committee’s decision letter shall inform the violator that he or she has ten (10) working days from the date the decision was served to submit in writing any mitigating circumstances he or she believes should be considered in determining the appropriate sanction. The violator shall serve a copy of the mitigation statement on the Investigators and the Investigators shall have ten (10) working days to file a written response.

(H) After the violator’s mitigation statement and the Investigators’ response have been filed, or the time for filing the statement and the response has expired, and before
imposing any sanction, the previously appointed Committee shall hold a sanctions hearing, and shall give the violator and the Investigators a reasonable opportunity to personally address the Honor Council Committee regarding sanctions. A court reporter or recorder shall be present to make a record of this proceeding. The appointed Committee shall give the violator and the Investigators at least ten (10) working days notice of the date when the sanctions hearing will be held.

(I) The appointed Committee shall issue a written judgment of sanction(s) within five (5) working days after the sanctions hearing or the time for the sanctions hearing has expired. A majority vote by the appointed Committee members is sufficient to impose any sanction authorized by this Code. A copy of the judgment of sanction(s) shall be served on the violator and the Investigators. If the sanction imposed is suspension, permanent dismissal from the School or recommended revocation of a previously granted degree, the Committee's written judgment shall inform the violator he or she has the right to appeal the Committee's decision or judgment pursuant to Section VI. A copy of the appointed Committee’s decision and judgment shall be filed with the Faculty Chair of the Honor Council Committee.

Section VI - Appeals

(A) Matters resolved by way of informal resolution pursuant to Section IV shall not be appealable by right or by leave. In any matters resolved by way of formal action pursuant to Section V of this Article in which the sanction of suspension, permanent dismissal or recommended revocation of a previously granted degree has been imposed, the violator shall have an appeal by right from the hearing panel’s decision or judgment to the full faculty. The appellant shall have no more than ten (10) working days from the date the judgment was served to commence an appeal by right by filing a notice of appeal with the Dean. The failure to file a timely notice of appeal shall constitute a waiver of the right to appeal.

(B) Upon the filing of a notice of appeal, the Dean shall order that a transcript of the proceedings, if any, be prepared at the School’s expense. Copies of the transcript shall be served on the appellant, the Investigators, and the Faculty Chair. The transcript, together with all the written documents previously filed or served pursuant to this Code, shall constitute the original record for the appeal.

(C) The appellant shall have no more than fifteen (15) working days from the date the transcript is served, or if there is no transcript, from the date appellant is served with notice that no transcript exists, to file a written brief with the Dean. A copy of any brief filed shall be served on the appellee and the Investigators. The appellee shall have no more than twelve (12) working days to file a written response, a copy of which shall be served on the Investigators and the Dean.

(D) Appeals to the full faculty shall be heard on the original record. Oral arguments shall be limited to thirty (30) minutes per side. Where the resolution of an issue
depends on the credibility of witnesses, the full faculty shall give the decision or judgment being appealed substantial deference. The faculty shall not reverse an Honor Council Committee decision that a violation of the Honor Code occurred or modify the sanction imposed unless a majority of the participating faculty members conclude, after voting by written ballot, that the decision or sanction is clearly erroneous. If the faculty concludes that the sanction imposed by the panel is clearly erroneous, it may impose any sanction authorized by this Code.

(E) In any matter that is not appealable by right under subsection (A) of this Section, or in any matter that was appealable by right but no timely notice of appeal was filed, an application for leave to appeal to the full faculty may be filed with the Dean listing the reasons why leave should be granted. The application must be filed no more than twenty-five (25) working days from the date the hearing panel’s judgment was served. A copy of the application shall be served on the opposing party, who shall then have no more than ten (10) working days to respond. Leave shall only be granted in extraordinary circumstances when the full faculty determines that failure to grant leave would cause material and substantial injustice. If the full faculty grants leave, the appeal shall proceed according to the procedures for appeals by right outlined in subsections (C) and (D) of this Section.

(F) The faculty shall issue a written order or opinion setting forth its decision in all appeals by right and all appeals by leave in which leave is granted. Leave to appeal may be granted or denied without oral argument. Copies of the faculty’s orders or opinions shall be served on the violator, the Investigators and the Faculty Chair.

(G) No decisions or judgments in individual matters may be appealed to the President or the Board of Trustees of Chapman University.

Section VII - Records and Confidentiality

(A) The Honor Council Committee shall maintain records of all matters in which a report was filed. Except as provided in subsections (B) and (C) of this Section, or as required by other portions of this Code, all Honor Council records, information and proceedings shall be strictly confidential. This confidentiality requirement shall extend to the Office of Student Assistance, the Office of Law School Advocate, the student and faculty members of the Honor Council Committee, the Dean or his or her designate, the reporting student(s), the suspected violator, all potential witnesses, and all School employees having knowledge of or access to any such records, information or proceedings. Any breach of confidentiality shall be referred to the Dean for possible disciplinary action.

(B) The Honor Council Committee shall conspicuously publish summaries of all matters that result in admission, plea or a finding that an ethical violation occurred. The summaries shall include the sanction imposed, but shall not identify any reporting student, violator or other person involved in the matter. The Honor
Council Committee shall annually compile the summaries, and copies of the compiled summaries shall be maintained for reference purposes.

(C) In any matter in which there is an admission, plea or a finding that a Honor Code violation occurred, a summary of the matter, including the sanction imposed, shall be made a permanent part of the violator’s student file. If any other law school or state bar to which the violator has applied for admission requests information about the violator, a copy of the summary and any other information the Dean believes appropriate shall be included in the School’s response. The Dean shall have the discretion to disclose such information even in the absence of a request, and shall have the discretion to disclose such information to other outside entities when appropriate. All disclosures under this Section shall be made in accordance with any applicable state or federal limitations on the disclosure of student education records.

(D) In any matter in which there is no admission, plea or finding that an Honor Code violation occurred, no record of any Honor Council proceedings shall be included in the student’s file or transmitted to any outside entity. Three years after the student graduates, the Honor Council Committee shall destroy all records relating to the matter.

Section VIII - Miscellaneous Provisions

All first-semester and transfer students shall be provided with a copy of the Honor Code. They shall also be required to sign an acknowledgment that they have read, understand and agree to abide by the Honor Code. These acknowledgments shall become a permanent part of each student’s file. Any student who knowingly and deliberately fails to sign the acknowledgment shall be dismissed from the School.

(A) In any case involving a graduating student, the Dean shall expedite the preliminary investigation, and all other time periods for action required by this Code may be shortened, unless the suspected violator objects.

(B) As used throughout this Code, the term “working days” means all days except Saturday, Sundays, holidays when the School is not in session and days during semester breaks. For good cause shown, the time periods for action required by this Code may be extended.

(C) Joinder of cases is mandatory where the cases involve common proof. No severance shall be granted unless the moving party proves that severance is necessary to avoid substantial prejudice.

(D) Service of any written document or notification required or permitted by this Code shall be accomplished by personal service, certified mail return receipt requested or
Chapman email. Where service is accomplished by mail, it is effective as of the date of delivery. If service cannot be accomplished, and there are reasonable grounds to believe that evidence may be lost due to delay, the Investigators may take a deposition recorded by a certified recorder or reporter or use other means to preserve the evidence.

(E) If any member of the Honor Council Committee is in any way associated with an alleged violation as a potential violator or witness, that member shall be excluded from any proceedings related to the violation in question. If this exclusion results in fewer than five members being available to hear a particular case, the Faculty Chair shall appoint students and/or faculty on an ad hoc basis as necessary in order to preserve the balance of three faculty and two students on the adjudicating Honor Council Committee.

§7.2 UNIVERSITY STUDENT CONDUCT CODE

Chapman University has standards of behavior that apply to all students and student organizations associated with the University. These standards are set forth as policies in this Student Conduct Code ("the Code"). The Code is a system established to ensure a fair process to people who believe that the behavior standards have been violated, as well as to students and organizations that have allegedly violated the Code. These established standards, which are upheld through an educational disciplinary process, support the University’s academic mission.

The Code also governs community conduct in order to protect and promote the University community’s pursuit of its educational goals. The purpose of an educational disciplinary process is to maintain a safe, healthy, and educational community for all students, staff, and faculty.

Expression, civility, and freedom of speech are especially important values within an academic community and Chapman’s desire to offer a personalized education. Thus, all topics are appropriate for discussion and debate within the framework of academic inquiry and self-expression. Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They are always free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. At the same time, it is clear to the academic and the larger community that students or student organizations speak only for themselves.

As an institution of higher learning, Chapman strives to maintain an environment in which its students, employees, and guests feel challenged and supported. As a diverse population, we must be able to live, work and learn in a climate of tolerance, civility and respect for the rights, property and sensibilities of others.
The newest, most updated version of the University Conduct Code may be found on the following webpage: [https://www.chapman.edu/students/policies-forms/student-conduct/index.aspx](https://www.chapman.edu/students/policies-forms/student-conduct/index.aspx). The University Conduct Code as well as its various related policies and procedures apply to each Chapman University student, including students attending the Fowler School of Law and, therefore, is incorporated herein in its entirety by this reference. All law students should review the University Conduct Code and conform their behavior to the terms contained in that Code.

§7.3 **PLAGIARISM**

A PRIMER ON PLAGIARISM

Law school honor codes and disciplinary rules normally forbid submitting the work of another as one's own work in any academic pursuit, whether or not with the consent of the author of the work. Plagiarism violates this rule.

Types of Plagiarism

1. Quoting the words of another without attribution.
2. Paraphrasing the words of another without attribution.
3. Using the ideas of another without attribution.

The underlying rule is simple: Do not use the words or ideas of another and represent them as your own. Give credit where credit is due. Avoid plagiarism by including a citation to the source.

How Plagiarism Applies to Memos, Briefs, and Other Law School Projects

1. Quotations. When you quote, give a citation to the source.
2. Paraphrasing. If you take another's sentence and change a few words, you still must give a citation. If you paraphrase, do not use quotations, but use a signal, usually see. There is a gray area between paraphrasing and putting something in your own words. You must decide whether or not a citation is necessary. Err on the side of caution. Usually you will want to include a citation, because a citation to authority increases the persuasiveness of what you are saying.
3. Original Ideas. Closely following the structure of another person's written work falls into this category. For example, taking a few pages from a law review article or treatise and rewriting them in your own words constitutes plagiarism. Debatable cases arise when the structure of another's argument is not particularly original. Again, err on the side of giving credit. A citation increases persuasiveness.
4. Legal Work Outside Law School. There, the rules are much looser with regard to paraphrasing and using original ideas. Nonetheless, ignoring one's sources or relying on them too heavily may evidence poor lawyering. In law school, writing legal documents is an academic endeavor, and students must give attribution to sources.
5. A Sense of Proportion. You need not place a citation after every sentence you write. Excessive cites are unattractive and break the flow of the sentences and your argument. They also suggest that you have avoided thinking and instead have pasted together the words of others. This sort of cut-and-paste product rarely is effective. In deciding when to cite, use your common sense. If you have questions, ask them before your deadline for submission. Avoid putting yourself and others in an embarrassing position.

ILLUSTRATION

The first paragraph is an excerpt from a fictitious law review article. The second paragraph is a plagiarized version.

The classic cases on the law of lost and found property are worthless guides for a principled court. Authorities frequently cite Armorie v. Delamirie as the major finder's case. The case, however, is about the rights of a finder against those of a subsequent possessor who wrongfully converted the property. The court's brief discussion of the comparative rights of the finder and true owner is dictum. In South Staffordshire Water Company v. Sharman, workers found gold rings on their employer's property. The court announced a rule accurate as a generality - the owner of a locus in quo presumptively possesses items on the land - when it could have relied on an uncontroversial rule - employees who find things in the course of their employment act as agents of their employers. In reaching its holding, the court entirely misread Bridges v. Hawkesworth, another traditional case. In Hannah v. Peel, the court offered a thorough discussion of the law and then ignored it to reach a curious result.

The classic cases on the law of lost and found property are worthless guides for a principled court. Authorities frequently cite Armorie v. Delamirie as the major finder's case. The case really is about the rights of a finder against those of a subsequent possessor who wrongfully converted the property. South Staffordshire Water Company v. Sharman concerns workers who found gold rings on their employer's property. Though the court could have rested its opinion on an uncontroversial rule - employees who, in the course of their employment, find personal property act on behalf of their employers - it chose to rely on a rule that is accurate only as a generality - the owner of a locus in quo presumptively possesses items on the land in question. The court betrayed its lack of understanding by misreading Bridges v. Hawkesworth, another standard case. The court in Hannah v. Peel reached a curious conclusion after offering a thorough discussion of the law and then ignoring it.

COMMENT ON THE ILLUSTRATION

The first two sentences in the right-hand column are the clearest examples of plagiarism. The writer copied them verbatim without quotation marks and without citation. The next
two sentences are virtually verbatim, but in reverse order, perhaps to mislead the reader who is familiar with the original article. In the remaining sentences, the writer has rearranged parts of sentences and changed a few words here and there. Throughout, the writer has employed the organizational structure and substantive ideas of another without giving credit.

By failing to give proper attribution, the writer has reduced the persuasiveness of the argument. Citations to the article would have demonstrated that a published authority shared the writer’s view and thus made the argument stronger.

© 1988, Louis J. Sirico, Jr., Villanova Law School

§7.4 COMMITMENT TO SERVICE AWARD PROGRAM FOR PRO BONO LEGAL WORK

§7.4.1 POLICY & REQUIREMENTS

"I don't know what your destiny will be, but the one thing I know; the only ones among you who will really be happy are those who will have sought and found how to serve..."
- Albert Schweitzer, doctor, philosopher and Nobel Prize winner

I. Purpose

a. Albert Schweitzer’s quote speaks to one of society’s greatest human values: to serve and empower those who are unable to do so for themselves. This sentiment has been echoed by many of the great humanitarians of our time.

b. In an effort to acknowledge and encourage students to form a habit of providing pro bono legal services, Chapman University Fowler School of Law, in partnership with the Public Interest Law Foundation and Externship Program, has created the “Commitment to Service” award to recognize the public interest work of Chapman law students.

c. The importance of using our law skills to provide for the underprivileged is articulated in ABA Rule 6.1, which states, “every lawyer has a professional responsibility to provide legal services to those unable to pay. A lawyer should aspire to render at least (50) hours of pro bono publico legal services per year.”

II. Criteria for Award

a. Students must complete 50 hours of pro bono legal service.

b. Work may be completed at non-profit organizations or governmental entities other than courts.

c. Students may complete hours at multiple locations.

d. The award will be given annually during the Spring Semester. However hours will “roll over” to successive years until 50 hours are completed.

e. Students will not receive hours for existing for-credit externships, clinic courses, or paid internships, but students may elect to complete extra hours at an appropriate externship/internship, with supervisor approval, to earn hours for the award.

f. Summer pro bono legal hours will be credited for toward the award. Hours completed in the summer will be counted toward the following year’s award.
g. The award will be administered by Chapman University Fowler School of Law, through the Externship Director, and with support from the Chapman chapter of the Public Interest Law Foundation.

III. Paperwork Required

a. Students must complete and sign a timesheet (available at http://www.chapman.edu/law/externships/pro-bono-program.aspx. or from the Externship Director), verifying that they have worked 50 hours.
b. Multiple timesheets may be used.
c. The timesheet must be signed by the supervisor(s) of their work.
d. Additionally, students and supervisor may be asked to complete an evaluation/survey.

IV. Pre-Approved Organizations

a. Students should work with an organization from the pre-approved list compiled and updated by the Externship Director (available at http://www.chapman.edu/law/externships/pro-bono-program.aspx. or from the Externship Director).
b. Students wishing to work with another organization or pro bono legal opportunity should seek pre-approval from Externship Director. If pre-approval is not sought, there is no guarantee that the hours a student works will be counted toward the award.

V. Types of Awards

a. Students who complete the majority of the 50 hours of pro bono legal work with an appropriate non-profit organization will be recognized for their work in Public Interest.
b. Students who complete the majority of the 50 hours of pro bono legal work with an appropriate governmental entity will be recognized for their work in Government Service.

§7.5 ABA STANDARD 310 COMPLAINECE POLICY (May, 2017)

In 2014, the American Bar Association 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.

§7 - 20
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.

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.

1. 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.

2. 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.

3. 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.
4. 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, and127.5 hours for three units of credit.

a. 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.

5. 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.

6. 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 comply.

7. 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).

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

9. 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.

10. Students may receive credit for serving on approved journals per the Student 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.
11. 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.

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

1. 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.

   a. 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).1 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.

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

2. 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.

3. 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

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instructor certifies that outside work for the course meets the requirements of Standard 310(b)(1).

a. 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).

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.

APPENDIX

Credit Hour Time Requirements

<table>
<thead>
<tr>
<th>Number of Credits</th>
<th>Classroom or Direct Faculty Instruction (including time spent taking examinations)</th>
<th>Out-of-Class Hours (50 minute hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12.5</td>
<td>30</td>
</tr>
<tr>
<td>2</td>
<td>25</td>
<td>60</td>
</tr>
<tr>
<td>3</td>
<td>37.5</td>
<td>90</td>
</tr>
<tr>
<td>4</td>
<td>50</td>
<td>120</td>
</tr>
</tbody>
</table>

*Not all courses are required to have this amount of “seat time,” but all courses must meet the overall total hours required for credit granted.