

ACADEMIC POLICY

This Academic Policy Statement is effective for students who matriculated to Pepperdine Caruso School of Law for their JD after August 1, 2026

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ACADEMIC POLICY

Pursuant to the Reservation of Rights set forth in the Pepperdine University Caruso School of Law Catalog, the following statements of Academic Policy shall be effective as of the date of adoption. To the extent that there may be a conflict between this statement and the School of Law Catalog, the later-published statement shall govern. It is the intention of the School of Law to fully adhere to American Bar Association Standards for the Approval of Law Schools and the Standards for Membership in the Association of American Law Schools. All such standards not specifically mentioned in this document are incorporated by reference.

1.00 Academic Standards Policy Objectives

1.10 Objectives

The objectives to be achieved by the academic standards of the School of Law are as follows:

- A. Providing Best Education: To provide the best possible legal education to each student, including, but not limited to, knowledge about the nature and sources of law, legal principles, legal methods, legal analysis and reasoning, legal writing and advocacy skills, factual knowledge in selected fields, and professional attitudes.
- B. Meeting Accreditation Standards: To meet all professional and appropriate accreditation standards in the field of legal education for purposes of academic credit and recognition in the fields of both law and education.
- C. Enhancing School's Reputation: To enhance the professional reputation of the School of Law as a producer of highly qualified graduates so that the degrees issued by the School of Law will be recognized and accepted as evidence of excellence and achievement by the public and profession.
- D. Encouraging Personal Integrity: To provide a climate of professionalism, personal integrity and responsibility of the highest order based upon academic excellence, industry, ingenuity, dependability, and honesty.

So that these objectives may be achieved and maintained, the following standards will be adhered to by the School of Law except as noted in Section 15.00.

2.00 General Requirements

2.10 Approval by Dean or Academic Dean

All academic matters requiring the decision or approval of the Dean may, in the alternative, be decided or approved by the Academic Dean. Unless otherwise stated, any reference to the Dean means the Dean of the School of Law. All academic matters requiring the decision or approval of the Academic Dean may, in the alternative, be decided or approved by the Dean.

2.20 Definition of Academic Year

The academic year includes only the fall and spring semesters. For determining class rank, summer grades apply to the following academic year.

2.21 Definition of Law School Year

The first year of law school is defined as the period of time until a student completes 30 units. The second year of law school is defined as the period of time when a student takes 31 through 58 units. The third year is defined as the time after a student completes 58 units. Thus, a student does not move from the first year of law school to the second year until the student has completed 30 units, and from the second year of law school to the third year until the student has completed 58 units.

2.30 Definition of Semester Unit

All academic work in the School of Law is measured in semester units. A semester unit is the equivalent of not less than 700 minutes of instruction. Further, each semester unit in lecture or seminar classes should approximate one hour of direct faculty instruction and a minimum of two hours of out-of-class student work per week. Alternatively, if the time is occupied with law journal, moot court, clinical work, externships or independent study, a minimum of 45 hours of student work is expected for each unit of credit, unless a greater number of hours is required for the work elsewhere in the Academic Policy Statement.

2.40 Requirement of Make-up Class

When a scheduled class does not meet or is dismissed early, the lost time must be made up.

3.00 Academic Enrollment

3.10 Academic Program and Calendar

In compliance with the requirements imposed by Standard 311 of the American Bar Association Standards for the Approval of Law Schools, the School of Law requires an academic year of not fewer than 140 days on which classes and examinations are regularly scheduled in the law school, extending into not fewer than eight calendar months. The School of Law does not count more than five class days each week toward the 140-day requirement.

- A. Definition of “Class Hours”: The term “class hours” means time spent in regularly scheduled class sessions in the School of Law.
- B. Definition of “Full-Time Student”: The term “full-time student” means a student who devotes substantially all working hours to the study of law. The amount of time spent in any outside employment must in no way interfere with the full-time study of law and may not exceed twenty (20) hours per week. The school retains the right to decide, in individual cases, whether a student is, in fact, a full-time student.

3.11 Maximum Units per term

Pepperdine J.D. and J.D./M.D.R. students may take no more than 16 units from the law school per semester or summer session. Students may take up to 18 units but no more than 18 units with the permission of the Registrar and Academic Dean. Each unit above 16 units will be paid at the per unit tuition rate.

3.12 Receiving Credit for Non-Classroom Activities

To the extent that the School of Law may permit or require student participation in studies or activities away from the School of Law or in a format that does not involve attendance at regularly scheduled class sessions, the time spent in such studies or activities may be included as satisfying the class hours requirements provided the conditions of this subsection are satisfied.

- A. Credit Limited to Educational Benefit: The class hours credit allowed must be commensurate with the time and effort expended by, and the educational benefits to, the participating student.
- B. Advance Approval Required: The studies or activities must be approved in advance in accordance with the School of Law’s established procedures for curriculum approval and determination.

- C. Faculty Supervision Required: Each such study or activity, and the participation of each student therein, must be conducted or periodically reviewed by a member of the faculty to insure that in its actual operation, it is achieving its educational objective and that the credit allowed for it is, in fact, commensurate with the time and effort expended by, and the educational benefits to, the participating student.
- D. Maximum of 22 units of Non-classroom Credit: The law school requires as a condition of graduation that J.D. students take no fewer than 88-credit hours, of which at least 66 shall be in courses that require attendance in regularly scheduled classroom sessions or direct faculty instruction. The remaining 22 credits toward the J.D. degree may be for courses that involve student participation in studies or activities in a format that does not involve attendance at regularly scheduled class sessions, including courses approved as part of a field placement program, moot court, law review, and directed research. In exceptional cases, such as to allow students to pursue an extraordinary non-classroom opportunity or to avoid undue hardship, the dean may allow a student to take as few as 64 credit hours in regularly scheduled classroom sessions or direct faculty instruction. It is the responsibility of the student to manage the schedule to be in compliance with these graduation requirements.

3.13 Regular Class Attendance Requirement

Regular and punctual class attendance is necessary to satisfy class hours requirements. See subsections 5.11 and 5.12 for further definition of regular and punctual class attendance.

3.14 Enrollment Requirement

No student may attend classes or receive credit for any course for which such student is not enrolled either as a regular student or as an auditor.

3.20 Three-Year Degree Requirement

Except as provided in Section 5.22 B., or except as provided in this Section 3.20, three calendar years is the maximum time to complete the degree requirements of the School of Law without written permission from the Dean. Although this three-year period need not be consecutive, permission to interrupt the study of law must be granted by the Dean in advance. Failure to secure such approval or to resume the study of law at the end of such approved interruption may result in dismissal.

- A. Extended Option Exception: Under procedures determined by the Dean and Admissions Committee, students may be admitted to the Extended Option (under which they will complete the J.D. degree in a set period of up to 84 months).
- B.. Additional Provision for Extended Option Students: Extended Option students must complete the J.D. degree within eighty-four (84) months of their enrollment. Students applying for admission under the Extended Option (or seeking to transfer into it) must choose a particular schedule for completion of their degree. Students who wish to change that particular schedule must petition the Academic Dean for permission to do so.
- C. Transferring Provisions for Extended Option: Law students may petition the Academic Dean for permission to transfer into or out of the Extended Option. If the Academic Dean grants the petition, the Academic Dean will specify the schedule changes that the student will have to comply with as a result of the transfer.

3.30 Minimum Units Per Year and Per Semester

Except as provided in Section 3.20 A., no student may enroll for less than twelve (12) units per semester nor less than twenty-six (26) units per academic year without written permission from the Dean. If a student requires less than twelve (12) units to graduate, the student may be granted permission to enroll for less than twelve (12) units.

- A. Special Provision for Extended Option Students: Students enrolled in the Extended Option Program may not enroll for less than four (4) units per semester without written permission from the Dean.

3.40 Minimum Letter Graded Units

All students must complete at least 66 credit hours in courses that assign letter grades consistent with Section 6.30. The remaining 22 credit hours may be taken High Pass/Pass/Credit/Fail or Pass/Fail pursuant to Sections 6.31 (D), 6.31(E), 7.15, 10.11(B), and 14.12(B), or in any other courses the dean has designated may be taken High Pass/Pass/Credit/Fail or Pass/Fail. In exceptional cases, consistent with 3.12(D), the dean may allow a student to take as few as 64 credit hours of letter graded courses.

3.41 Minimum Graded Units for Dual-Degree Students

The graded unit requirement for dual degree students is prorated to the same percentage of credit hours when the total JD units are reduced.

JD/MBA: 82 JD units are required for graduation, with at least 62 credit hours of letter-graded courses.

JD/MPP: 78 JD units are required for graduation, with at least 59 credit hours of letter-graded courses.

JD/MDiv: 79 JD units are required for graduation, with at least 59 credit hours of letter-graded courses.

3.60 Seaver-GSBM Joint Degree Students

Students enrolled in the five-year joint degree program of Seaver College and the Graziadio School of Business and Management (“GSBM”) (leading to a bachelor’s degree and an MBA, both awarded after five years of study) may be permitted to enroll, at the discretion of the Academic Dean and of the Straus Institute, in Straus Institute courses taught as part of the JD curriculum, but only after they have completed at least four years of the five-year program. Units earned by such students may count toward any concentration permitted by Seaver College or GSBM and may also count toward a Straus Institute Certificate in Dispute Resolution, but they may not count toward any degree awarded by the School of Law, including the MDR degree.

4.00 Tuition and Student Accounts

4.10 Charges for Regular Students and for Auditors

Full tuition will be charged for all regularly enrolled students in all courses.

Courses being audited by a student shall count toward the units eligible for flat rate tuition charge. Unless an exception is made by the Dean, auditors not eligible for flat rate tuition will pay one-half of the regular per hour tuition charge for such courses.

4.20 School's Security Interest in Student's Academic Record

A student may not be graduated, nor may such student receive any diploma, certificate, or transcript until all accounts, current or otherwise, have been satisfied in accordance with policies announced by the School of Law. Any diploma, certificate or transcript, shall be retained by Pepperdine University as security for such obligations until they are satisfied. This security interest shall not be discharged in bankruptcy or other creditor arrangements. Release of any such security interest prior to, or subsequent to, any default by the debtor shall not be considered a binding precedent or modification of this policy.

5.00 Maintenance of Academic Standards

5.10 Strict Application

In order to achieve the objectives of this policy (see Section 1.00), Law School academic standards shall be strictly maintained.

5.11 Regular Attendance Requirement; Dismissal for Non-attendance

Regular attendance is required in all courses. It shall be the responsibility of the professor or the professor in conjunction with the Academic Dean, to monitor attendance and to provide appropriate documentation as needed. The maximum number of hours missed, whether excused or unexcused, shall not exceed two times the unit value of the course. Students missing more than that number may be academically dismissed from the class, may not be allowed to sit for any scheduled exams, and may not be given academic credit for the course.

Whenever a student notifies a professor in writing of any absences arising from the observance of religious holidays, those absences shall not be counted as “hours missed” for the purposes of this section.

5.12 Attendance in Assessing Grades

Individual professors have the discretion to use attendance in assessing grades for the non-examination portion of the course grade. Any absences, at the discretion of the professor, could have an adverse impact on the course grade. In determining that impact, professors may, at their discretion, consider whether the absences were excused or unexcused.

5.13 Petition for Re-admission after Dismissal from Class for Non-attendance

Students academically dismissed from class for violation of subsection 5.11 may petition the Academic Dean for re-admission to the class upon a showing that the absences were caused by serious medical or similar reasons. In order to be readmitted, the student must make satisfactory arrangements with the professor involved to make up the missed class sessions.

5.14 Dismissal from School for Non-attendance

A student dismissed from two or more courses during the same semester for failure to maintain regular class attendance may be dismissed from the School of Law.

5.15 Petition for Re-admission after Dismissal from School for Non-attendance

A student dismissed under the provision of subsection 5.14 may petition the Dean for re-admission. The burden of proof shall be upon the petitioner to demonstrate that the petitioner’s future attendance in all classes at the School of Law will be both punctual and regular and that the petitioner has developed a satisfactory plan

for making up the work missed. Re-admission after dismissal pursuant to Section 5.14 will be on academic probation.

5.19 Guided Enrollment for Certain Students

Guided Enrollment for Certain Students: To promote the law school's mission of accountable excellence, the law school is committed to guiding students' course enrollment in a manner tailored to ensure that students have the best opportunities to succeed in their academic courses, graduate, pass the bar exam, and obtain desired professional legal employment. To that end, the law school will carry out its commitment to all students by guiding the enrollment of students with less than a 3.0 grade point average at the end of their 1L year and all transfer students. The Academic Dean or his/her designee will develop individually tailored guided-enrollment conditions for each student. These guided-enrollment conditions may include, but are not limited to, requirements that students take or not take certain courses or types of courses; that the student maintain a certain course load; or that students refrain from exceeding certain levels of outside employment or extracurricular activities. Students will remain subject to guided-enrollment conditions until their cumulative GPA surpasses 3.0.

5.20 Minimum Grade Point Average Requirement for Graduation

Students are required to maintain grades evidencing a satisfactory level of competence at all times. No student may graduate with a cumulative grade point average of less than 2.3. In order to maintain the standards of quality necessary to make a law degree from the University compatible with levels of competency expected by the public and profession and in order not to raise false hopes and expectations in marginal students, minimum standards of performance are established and will be enforced.

5.21 Academic Good Standing

A student with a cumulative average of 2.4 or above after the first year of law school will be admitted into the second year of law school in good academic standing. For purposes of calculating this cumulative average, only first-year required courses for the juris doctor will be used. A second year student with both a cumulative average of 2.4 and a second year average of 2.4 will be admitted into the third year in good academic standing.

5.22 Academic Dismissal and Academic Probation

- A. *Petition for Probation:* Students whose cumulative grade point average is below 2.4 at the end of their first or second year must petition the Academic Dean to be continued on academic probation. The Academic Dean will refer the petition to a faculty committee, which will be appointed by the Committee on Committees. The committee must be composed of an odd number of members and will consist of at least five members: one tenured or tenure-track professor from each first-year section; one additional tenured or tenure-track professor; and the Legal Research & Writing Director (or designee). The

Committee on Committees may expand the size of the committee, as long as it remains composed of an odd number of members, to include up to four more tenured or tenure-track faculty members. All faculty may express their opinions to the committee. The petition for probation must clearly and convincingly demonstrate that the student has the ability to do satisfactory law school work, and that the student will achieve the required 2.4 average upon completing the next school year. The granting of academic probation to petitioning students shall be discretionary and is not a matter of right. There is no presumption that any petition will be granted. There is a strong presumption that students whose grade point average is below 2.0 at the time of their petition are not capable of performing satisfactory law school work. Petitions of students whose grade point average is below 1.8 at the time of their petition will not be granted except in rare circumstances. The committee's decision may be appealed only to the Academic Dean, who has discretion to recommend that the committee reconsider its decision. The committee will then make a final decision and transmit it to the Academic Dean. The composition of the committee shall not be disclosed to the students.

- B. *Automatic Probation*: A third year student who, at the end of the third year, has a cumulative average of less than 2.4 shall be allowed to continue for the summer session and the fall semester on academic probation.
- C. *Academic Dismissal*: A student will be dismissed from school, without right to petition for re-admission, if the student was required to petition the faculty to be continued on academic probation under 5.22 (A), but failed to do so, or if the faculty voted to deny the student's petition to be continued on academic probation.

5.28 Academic Disqualification and Summer School

Students who begin summer school prior to learning of the need to petition the faculty under 5.22 (A) may complete summer school or, at their option, may withdraw without academic penalty. Summer school grades will not be considered in determining whether the student has met the 2.4 first-year or the 2.4 second-year requirement. Summer school grades, either at Pepperdine or elsewhere, shall not be considered by the faculty in reaching decisions on probation for students petitioning at the end of their first year.

5.29 Below 2.4 at End of Third Year

A third year student, as defined in Section 13.11, who, at the end of the third year, has a cumulative average of less than 2.4 and who is unable to achieve a cumulative average of 2.4 by the end of the following fall semester will not be eligible to continue or to graduate.

5.31 Materials Considered by Reviewing Party

The decision of the faculty committee regarding the petition for probation shall be based upon the materials submitted by the petitioner together with the transcript of the petitioner's grades, materials in the petitioner's student file and, when appropriate, the faculty committee may request additional relevant information from the petitioner or from anyone else, in which instance the additional information shall be reduced to writing and shall become part of the materials upon which a decision is made to grant or deny a petition for re-admission. The deliberations and vote of the faculty committee shall remain privileged and confidential.

5.32 Length of Academic Probation

Any student granted academic probation shall be on probation for the second or third year of law school, as defined in Section 2.21. Such student may petition for removal of academic probation any time after the completion of fourteen (14) units in the second year of law school, as defined in Section 2.21, only if the student's cumulative grade point average is then 2.4 or above. Such petitions must show (1) strong academic improvement and (2) substantial hardship from continuing probation for the year.

5.35 Terms of Probation

A student on probation is subject to the following terms and conditions:

- A. Grades of F: Any required course in which the student received a grade of F must be repeated during the year of probation. The student must re-register for the course, pay tuition, regularly attend, and successfully complete all course requirements. This rule does not apply to students who are allowed to reexamine.
- B. Limitation on Non-Examination Courses: Probationary students may not take elective courses which require papers in lieu of examinations except in cases where the student is repeating elective courses which, when originally taken, required papers. In appropriate cases, the Dean may make an exception to this policy.
- C. Course Approval: Selection of all courses to be taken must be approved by the Dean.
- D. Employment Approval: Any employment must be approved by the Dean.
- E. Reduced Course Load: A reduced course load may be imposed by the Dean even though it may result in requiring attendance for more than the usual time to complete degree requirements.
- F. Remedial Programs: The Dean may require participation in remedial programs which do not grant academic credit.

- G. Student Organization Ineligibility: A probationary student shall be ineligible to hold office in any student organization and shall not participate in Law Review or in any Clinical Law program. Probationary students shall not serve on the Moot Court Board or on any committee of the Law School during the period of probation.
- H. Participation on Moot Court Teams: Probationary students may participate in either the Dalsimer Moot Court Competition or the Armand Arabian Advocacy Tournament (AAAT) but may not participate in both, nor may they participate in an inter-school competition team.
- I. Participation in Off-campus Programs: Probationary students shall be ineligible to apply for or participate in any off-campus program.
- J. Signed Acknowledgment of Probationary Conditions: Students admitted on probation must sign an acknowledgment that they have read and will comply with the terms and limitations of Academic Probation.

6.00 Bases for Awarding Academic Credit

6.10 Requirement of Suitable Examination

The principal basis upon which academic credit may be awarded in the School of Law is a final examination of suitable length and complexity.

6.11 Final Examination Requirement; Standards for Waiver

A final examination is required in all courses, except those designated as seminars, unless the course is specifically exempted by the Dean. The criteria for evaluating requests for waivers shall be as follows:

- A. Course Objectives: Whether the course objectives are capable of being measured by a final examination.
- B. Size of Class: Whether the class is small enough in size to insure a greater degree of personal interaction between professor and student and a more reliable basis for evaluating a student.
- C. Research Requirements: Whether the research requirements of the project or the written work are substantial enough as to the quantity and quality of work expected.

6.12 First Year Mid-Semester Examination Requirement; Interim Exams

A mid-semester essay examination, similar in format to the essay questions on the final examination, shall be required in all fall semester first-year courses. Students will receive individualized feedback on their performance. Interim examinations may be given in any other course at the professor's discretion. Such interim exams, including fall semester first-year courses, may at the professor's discretion count up to one-third of the final course grade. The professor shall inform the students prior to the interim examination whether the grade on such examination shall be counted in determining the course grade and the weight to be given.

6.13 Exceptions to Scheduled Examination Policy

Students are required to take final examinations at the scheduled dates and times unless an exception is approved by the Academic Dean. Students should not make arrangements with their faculty or notify their faculty that their examination will be rescheduled; faculty cannot authorize any changes to the examination schedule. A student may be excused from scheduled exams only under the following circumstances:

- A. A student may petition for a rescheduled exam in the case of serious illness, personal hardship (such as the death or serious illness of a spouse, significant other, parent, child, sibling, grandparent or other close family member), accident or other emergency that arises during the examination period. The student requesting a rescheduled exam for such an emergency must have appropriate

documentation demonstrating that the student was unable to take the examination at the scheduled time. In the case of an examination that is rescheduled for medical reasons, the student must be examined by a physician prior to or within 24 hours after the scheduled examination. Rescheduling in such genuine emergency situations beyond the student's control shall be governed as per below.

- B. A student may petition for a rescheduled exam if the student has two examinations scheduled on the same day. The student may take one examination at the scheduled time and the other examination either the day before or the day following the scheduled date for the examination. All requests to reschedule examinations must be made in writing using the printed form "Petition for Examination Schedule Change." All requests must be approved by the Academic Dean.

Examinations deferred under Section (A.) must be made up as soon as possible, but no later than three weeks after the end of the examination period. If a student cannot take the examination within that time, the student will receive an Incomplete in the course and will be required to take the examination the next time the course is offered.

Midterm and other interim exams may be rescheduled at the professor's discretion. The intent of this policy is to regulate only final exams.

6.14 Content and Form of Examinations

It shall be the responsibility of the professor to prepare an examination suitable in both complexity and length to test adequately the extent to which the student has met the objectives of the course.

- A. No Maximum Length: There is no maximum length or time requirement.
- B. Minimum Length and Form Requirements: In all required courses the minimum length of each examination shall be three hours. All graded exams shall consist of essay exams and/or Multi-State Bar type multiple-choice questions. Both essay questions and multiple-choice questions shall require the legal and factual analysis commonly required of attorneys. At the professor's discretion, multiple-choice questions may count as much as 50% of the final exam grade. (Generally, students would be expected to answer 25 to 35 multiple-choice questions of this type per hour of exam time.) There is no limit on the weight given to the essay portion of the exam.

In all required courses, it is strongly recommended but not required that examinations be closed-book and closed-notes rather than open-book and/or open-notes.

Any requests for exceptions to this policy shall be submitted in writing each year to the Chair of the Academic Standards Committee who shall give notice of the requests and any granted exceptions to the Dean. Each request for an

exception must be supported by the reasons therefore and should note any aspects of the course, which would specifically warrant such an exception.

In all elective courses, it is strongly recommended that the policy set forth in the first paragraph be followed regarding both the length and content of the examination. In any event, the minimum length of each examination shall be one hour for each credit unit of the class, up to three hours.

- C. Take-home Examinations: A professor may elect to administer a take-home examination, for elective upper-division courses only, in lieu of, or in addition to, a proctored final examination given at Pepperdine Caruso School of Law. The take-home examination must be due before the first scheduled proctored final examination of the semester.

6.15 Viewing Graded Examination Answers

When graded and marked, the answers to all final examinations and papers for which credit is given shall be filed with the Faculty Support Office. Students are authorized and encouraged to review their answers as part of the learning process.

6.16 Requirement of Anonymity

All final examinations shall be administered, graded, and posted in such a way as to assure the anonymity of the student.

6.17 Timed Examinations

Timed examinations test students' ability to read fact patterns; to analyze the issues; to recall, evaluate, and synthesize legal rules and principles; and to apply them to relevant facts, all while under time pressure. Such timed examinations are designed to prepare students both for professional licensure, which requires taking and passing state bar licensure exams, and for the practice of law, which often involves time pressures and timed activities. Accordingly, the Office of Student Accessibility will collaborate with the law school to ensure that examination accommodations remain suitable for the training of legal professionals and uphold these essential learning objectives while providing equitable access for all students. The granting of timed accommodations might impact the academic integrity of the law school's fundamental academic goals. This standard does not preclude the use of take-home tests, papers, or other forms of evaluating student learning, such as oral examinations.

6.20 No Credit for Grade of F

No credit shall be given for any course in which the student receives a course grade of F. A student must retake any required course in which such student fails to receive credit.

6.21 Petition for Re-Examination for Grades of F

A student who fails the examination given in a course, and, because of such failure, does not receive credit for such course, may petition the Dean to obtain credit by re-examination.

6.22 Standards for Re-Examination for Grades of F

Inasmuch as failing grades are not ordinarily awarded in a course except upon a determination that the student should repeat the course, such petitions for reexamination will not be granted except in truly exceptional circumstances, such as illness, death in the family, automobile accident, or other types of traumatic experiences that rendered the student unable to function properly during the exam. The burden of establishing such circumstances shall be upon the petitioner.

6.23 Transcript Treatment of Re-Examination

When a student is allowed to take a re-examination pursuant to subsections 6.21 and 6.22, the student will receive the average of the original grade and the subsequent grade as the grade for the course; however, both grades will be noted on the transcript.

6.24 Specially-Prepared Re-Examination

Any student permitted to re-examine under subsection 6.21 should take the examination the next time it is offered in the course.

In cases where taking the next regularly scheduled examination is impractical or will impose an extreme hardship, the student may petition the Dean for a specially-prepared examination to be given at a time mutually convenient to the student and to the professor. The granting or denial of the petition shall be discretionary and all such specially-prepared examinations permitted under this subsection shall be subject to a \$60 special examination fee.

6.25 Treatment of Transcripts for Repeated Course

Any student required to repeat a course in order to obtain credit will receive both the original grade and the subsequent grade as the grade for the course with both grades counting towards the student's cumulative average.

6.30 Assignment of Letter Grades

Letter grades shall be assigned to all students in graded courses other than those designated as High Pass/ Pass/Credit/Fail.

- A. *Distinguishing Levels of Competence*: The grade assigned to examinations, papers, and other indicia of learning progress are intended to facilitate meaningful evaluation of the relative degree to which the student has achieved the course objectives and to make a relative distinction between the levels of competence demonstrated by students.

B. Discretion of the Professor: All grades assigned to examinations, papers and other indicia of learning progress shall rest within the sound discretion of the professor(s). All such grading will be done in accordance with the grading policies stated herein.

C. Numerical Weight of Letter Grades: Letter grades shall be assigned the following numerical weights in the computation of grade point averages:

A+	4.33
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

D. Medians: Medians referenced in this paragraph are for course grades and are to be determined after the discretionary modification of grades under subsection 6.31(B). All first year courses must have a median grade of B. All upper-division courses must have a median grade of B+.

E. Grades of F: A course grade of F should be reserved for those who, in the opinion of the professor, should be required to repeat the course.

F. Grade Upon Failure to Take Required Examination: Students who fail to take a required examination, produce a required paper or assignment, or meet any other criterion necessary to make the proper assessment of a course grade and who fail to show circumstances excusing such failure will be assigned a course grade of F for the affected course. (See subsection 6.31(C) for grades of “Incomplete” and subsection 12.11 for treatment of “Withdrawals.”)

6.31 Criteria for Course Grades

In assigning final course grades, the following criteria shall be applied:

A. Interim and Final Examinations: The final course grade shall be based on a final examination and, at the professor’s option, one or more interim examinations given during the semester. At the professor’s option, any interim examination or examinations may, in total, account for any portion of the grade up to one-third. Final examinations may not be limited to material covered after any interim examination or examinations, but must instead be cumulative over the entire semester.

B. Discretionary Modification of Final Exam Grade: In all courses where a letter grade is assigned, the professor shall have the discretion to raise or lower a student's examination-based grade by one grade on the grading scale. For example, the professor may raise a B to a B+ or lower a C to a C-. Such changes shall be based upon the professor's evaluation of the following:

1. regular and punctual attendance;
2. quality of preparation and recitation;
3. willingness to participate in discussion;
4. performance on any interim examination;
5. completion of other assignments.

Examination grades should be raised or lowered only when the student's performance is well below or above that normally expected in the course. After the faculty member has turned into the Records Office a list of the examination grades (according to examination numbers), the faculty member may be provided with a list of examination grades and matching student names. The professor may then furnish the Records Office with a list of any students whose course grades will be modified from their final examination grades. The final course grade shall be computed by the Records Office.

C. Grade of Incomplete: Students who have regularly attended a course but, due to circumstances determined by the Dean as being excusable, have failed to take a required examination, produce a required paper or assignment, or meet some other criterion necessary to the proper assessment of a course grade shall be given the grade of "Incomplete" ("I") for the affected course. The grade "I" shall not be computed in the hours completed or in the cumulative or grade point average. The time for completion of the required work shall be determined at the time the grade is assigned and, if the work is satisfactorily completed, the final course grade shall be substituted for the grade "I". The provisions of subsection 6.30 (F) above shall govern the failure to satisfactorily complete the work.

D. High Pass/Pass/Credit/Fail Courses: Certain courses may be designated by the Dean as High Pass/Pass/Credit/Fail courses. Because it is the purpose of the School of Law to reflect adequately the level of competence achieved by students, a student will achieve a grade of High Pass ("HP") if that student's work would have received a grade of at least A- and a grade of Pass ("P") if that student's work would have received a grade of less than A- and at least C. Students will be given the grade of credit ("CR") if the student's work would have received a grade below C but above F. Students shall be assigned the grade of Fail ("F") if the student's work would have been F.

High Pass/Pass/Credit/Fail grades will appear on the transcript but will not be computed in the grade point average.

- E. Student Election of High Pass/Pass/Credit/Fail: Upper division students may elect to retroactively convert up to two (2) graded elective courses to a high pass/pass/credit/fail course. This option may not be used for first year curriculum courses or required courses, even if a student completes one of these courses in the second or third year. The retroactive conversion of the grade must be exercised within the short time frame announced by the Records Office after a student has had an opportunity to see all the letter grades earned for the semester. In the Spring of the 3L year this time frame may be extremely short due to graduation. Exercise of the option shall be accomplished by submitting the Retroactive HP/P/CR/F Form to the Records Office either in person or electronically within the established time frame. The Records Office will not open the time frame for election of the retroactive conversion until all grade rosters for a particular graduating class have been turned in. Students may not obtain a transcript for the semester until they have made a decision regarding exercising their retroactive option. The option, once elected, shall not be revocable or transferable, even if grades in later semesters prove that a different choice would have been more beneficial.
- If the retroactive conversion is exercised, the Records Office will enter the grade of “high pass” for a grade of at least A-, a “pass” for a grade of less than A- and at least C, a “credit” for a grade below “C” but above F, and a “fail” for a grade of F. These High Pass/Pass/ Credit/Fail grades will appear on the transcript but will not be computed in the grade point average.
- F. Bar to Repeating Courses: No student may repeat any course in which such student has already received credit, except when required as a Term of Academic Probation. When a student on Academic Probation is required to repeat a course, credit will be given for the course, and the letter grade received in the repeated course will be calculated into the student’s overall grade point average. The student’s original grade will remain on the student’s transcript but will not be calculated into the student’s overall grade point average.
- G. Special Grading Criteria for Seminar and Dispute Resolution Courses: It is recognized that written assignments in dispute resolution and seminar courses cannot always be graded anonymously because of the nature of some assignments and/or the small seminar format of the classes where faculty are expected to work closely with students on their research and writing.

Whenever possible, grading should be done on an anonymous basis with examination numbers. Notice should be given to students at the beginning of the course regarding any non-anonymous grading of work.

The grade awarded in a seminar course or in a dispute resolution survey or skills course shall be based primarily upon any examination or written papers produced for that course. An instructor may determine up to thirty-three percent (33%) of the course grade based upon significant class participation.

6.32 Modification of Grades

Grades recorded on the student's permanent record may not be modified except due to an arithmetical error or a specific, demonstrable grading error. In connection with a specific, demonstrable grading error, it is the policy of the school that a professor may not increase a grade based upon an overall reappraisal of the quality of the examination once the course grade has been assigned. Reappraisal of the overall quality of an examination made after the identity of the student is known is unfair to other students whose papers were graded anonymously. No grade change will be made until a memorandum from the professor detailing the change, and the specific basis for the change, has been approved by the Dean. Such changes will be approved only in rare circumstances.

For all examinations taken during the fall semester, any grade corrections must be made prior to the end of the following spring semester. For all examinations taken during the spring semester or summer session, any grade corrections must be made prior to the end of the following fall semester.

6.33 Procedure for Challenging Grades

The procedure for challenging a grade in a particular course is as follows:

- A. Professor to Evaluate Student's Examination: It is the policy of the school that the person best able to evaluate the student's examination is the professor who taught the course. This policy is based upon the belief that evaluation is affected by participation in the course, by the course objectives, and by reference to the level of response of the class as a whole.
- B. Student Challenge of Examination Grade: In the event that a student believes that the grade given on an examination is a grossly unfair assessment of the student's performance on the examination, the student shall first consult with the professor who assigned the grade unless the professor is unavailable.
- C. Review of Challenged Grade by Academic Standards Committee: If, after discussion with such professor, the student still believes the grade given on an examination is a grossly unfair assessment of the student's performance on the examination, the student may submit a timely petition to the Dean challenging that particular grade and stating fully the bases upon which relief is sought.

Such petitions will, unless impracticable, be referred to the Academic Standards Committee for evaluation and recommendation. If the professor in question is a member of the committee, the remaining members of the committee shall decide the issue. In those instances where referral to the Academic Standards Committee is impractical, the Chairman of the Committee or the Dean may act upon the petition. No petition for re-evaluation will be considered after the time limited for grade correction referred to in Section 6.32.

- D. Professor Submits Documentation to Committee: The reviewing party shall next contact the professor whose grade is being called into question and shall ask the professor to submit to the committee the examination in question along with an explanation of the grade given and any other information which may be pertinent to the committee's review.
- E. Recommendation of Remedy to Dean: The committee shall consider the petition of the student, the examination, and all relevant information supplied by the professor and shall determine whether there was a gross abuse of grading discretion. The committee shall report its findings to the Dean. Only upon a finding of gross abuse of grading discretion will the committee recommend to the Dean that the grade be changed.

6.40 Release and Review of Examination Grades

Inasmuch as grades are considered to be tentative until approved by the Academic Standards Committee and by the Dean, final examination and course grades will not be released by the professor but will be made available at an appropriate time by the Records Office. Course grades for graduating third year students will be submitted at the time requested by the Dean. All other final examination and course grades will be submitted as soon as reasonably possible, but in no event later than four (4) weeks from the date the final examination was given to the class. Independent Study credit or grades based on written assignments will be submitted as soon as reasonably possible, but in no event later than four (4) weeks from the last regularly scheduled class day for the semester in which credit is to be awarded. When grades are compiled, they shall be submitted to the Dean via the Academic Standards Committee. The professor must assume responsibility for turning in grades in a timely manner and in conformity with the grading standards of this Section. Any apparent deviation from the policy or standards for grading defined herein will be discussed with the professor by the committee or the Dean, except where impractical.

6.45 Dean's Honor List

Students whose semester averages are in the upper-fifteen percent (15%) of their class will be placed on the Dean's Honor List. Students must be enrolled for a minimum of nine graded units in a semester in order to qualify for the Dean's Honor List. The Dean's Honor List will be compiled and published for each semester.

6.50 Student Work Product Rule

The standards of the University and the School of Law demand that each student be graded and credited only upon the basis of such student's own work product.

- A. Presumption Against Collaboration: It will be presumed that students are not allowed to collaborate on the preparation of work product (examinations, research papers, assigned problems, etc.) unless the professor specifically authorizes such collaboration.
- B. Violations of this Section: Any attempt by a student to obtain credit for any activity, examination answer, or other work product not actually performed by such student, or to a degree not reflective of the actual activity or performance of such student, whether or not such attempt is successful, will be subject to administrative discipline. Such discipline may include, *inter alia*, the forfeiture of all or part of any credit obtained by such cheating and such forfeiture may be cumulative with any other penalty imposed.
- C. Prohibition on Submitting Papers for Credit Multiple Times: Students may not submit their own work product for credit in more than one course. Credit will not be awarded for a student's own work product that has already been submitted to obtain academic credit in another course, either at Pepperdine Caruso School of Law or elsewhere.
- D. Canned Briefs: A canned brief is generally defined as a commercially prepared brief which gives the facts and holding of cases to be discussed in the classroom. Where the predominant material is explanatory in nature, the mere statement of the holding of a case or cases will not be deemed a canned brief. Because of their detrimental impact on the student's legal analysis, the use of canned briefs in the classroom is expressly prohibited. The use of canned briefs outside the classroom is strongly discouraged.

7.00 Independent Studies

7.10 General Statement of Value

Independent studies, with proper planning, provide a valuable opportunity for individual study by a student in an area of special interest.

7.11 Faculty Participation

Faculty members are encouraged to participate in the independent study program when they feel they can offer direction and supervision. Faculty members should not agree to supervise an independent study when they possess no expertise in the area of the law involved or do not feel their schedules will permit proper supervision. Normally, a faculty member will not be supervising more than three independent studies at any time. Only full-time faculty members may supervise independent studies.

7.12 Units for an Independent Study

Except for projects of exceptional merit which require extraordinary effort and research, all independent studies will be for two units. No student will be allowed to do more than one independent study.

7.13 Procedures

Students should petition and obtain approval for the independent study prior to the academic period for which the study is approved and register for the study in the normal manner. Students may first register for an independent study and submit the petition after classes have begun. Petitions will not normally be approved after the late registration period.

The student should discuss the proposed independent study with the proposed faculty supervisor. If the faculty member agrees to supervise the study, the student should complete the petition, including a detailed outline, and submit it to the faculty member. If approved, the petition should be forwarded to the Academic Dean, for approval. If approved by the Academic Dean, the original of the petition will be sent to the Records Office and copies will be given to the student and to the supervising faculty member.

7.14 Paper Requirement

All students enrolled in independent studies are required to produce a paper of substantial merit which is of publishable quality and in a form suitable for law review publication.

Proposed subjects that can be easily completed from secondary sources or existing literature are not appropriate. The subject matter for independent studies, therefore, will be specific rather than general, and will require independent thought and analysis by the student. Students are expected to review existing

literature in the area of proposed study prior to petitioning for the study and prior to the beginning of the minimum number of hours.

The independent study must not be based on research and study done for other purposes such as law review, moot court, clerking in law offices, clinical law or clinical projects. The Honor Code will apply to papers prepared for independent studies. While students may confer with others concerning their study, their work product must be their own. If a student uses the independent study to satisfy the Upper Division Writing Requirement pursuant to the provisions of 14.12, there must be at least one substantial conference between the student and faculty member providing detailed comments on a draft prior to the completion of the independent study.

All independent study projects must be completed and turned in to the supervising faculty member no later than the last regularly scheduled class day for the semester in which credit is to be awarded. A copy of the paper shall be submitted simultaneously to the Academic Dean.

7.15 Grade

Independent studies are graded on a high pass/pass/credit/fail basis.

7.20 Time Commitment

In addition to the student's initial discussions with the supervising faculty member, the student is expected to confer regularly with the faculty member. Before the student begins writing the paper, the faculty member must approve a detailed outline of the proposed paper. Normally, twenty per cent (20%) of the total time commitment for the study will be utilized prior to the submission of this outline.

7.21 Duration

Independent studies normally will be for one semester or one summer session.

7.22 Student Eligibility

To be eligible to participate in an independent study, a student must have completed the first year of law school, as defined in Section 2.21. Absent compelling reasons for an exception, students on academic probation are not eligible to participate in independent studies.

8.00 Auditing of Courses

8.10 Enrolled-Student Auditor

Students enrolled in the School of Law may audit any elective course upon payment of the auditor's fee established by the School of Law (see subsection 4.10).

8.11 Non-Enrolled Auditors

Persons not enrolled in the School of Law may audit courses; however, nonenrolled auditors will be limited to the following individuals: (1) teachers and professors who desire certain courses in order to improve their effectiveness in their own disciplines and who present a letter from their immediate supervisors attesting to their professional purpose; (2) currently enrolled students in approved law schools who present a letter from the Dean of their school authorizing such an audit; (3) graduates of approved law schools; (4) members of the bar of any state; and (5) any other person specifically approved in writing by the Dean.

8.12 Participation at the Discretion of the Professor

Admission shall be limited to a few students only. The extent of participation by such students may be limited at the discretion of the professor.

8.13 Credit Not Granted for Auditors

The School of Law grants no credits to auditors that apply toward any School of Law degree or certificate.

8.14 Auditors Must Complete Class Work

Auditors admitted hereunder will be held to the same standards of performance and must complete the same work as regularly enrolled members of the class.

8.15 Persons Not Enrolled May Not Attend Class

Persons other than students officially enrolled in the particular course or those given permission to audit the course may not attend classes. The professor may grant permission to visit an individual class session.

8.16 Auditors and the Final Examination

Auditors may take the final examination for the course. Auditors who do take the examination will receive an examination grade but shall not receive a course grade.

8.17 Auditors Taking the Course for Credit

Enrolled student auditors who have audited an elective course pursuant to the provisions of 8.10 may not at a later date and during their enrollment in the School of Law take the same course for credit. This provision, however, does not apply to Pepperdine LLM Students.

9.00 Clinical Law Credit

9.10 Separate Policy Requirements for Clinical Law Program

The Clinical Law Program of the Law School is an integral part of the educational program of the School of Law and is subject, therefore, to the academic standards of this policy statement. To the extent that separate policy statements are developed to govern the Clinical Law Program, such statements are, by reference, incorporated herein and become an integral part of the academic policy of the School of Law.

9.11 Maximum Clinical Units for a Single Semester

The maximum number of credits in a single semester which may be earned in clinical law fieldwork is ten (10) units; however, seminar units in the Clinical Law Program shall not be counted as fieldwork units.

10.00 Transfer and Advanced Standing

10.10 Limitation of Advanced Standing Credit

Transfer students may receive advanced standing credit for work done only in schools approved by the Association of American Law Schools. The amount of advanced standing credit to be allowed will be determined by the Academic Dean. Typically, 30 such credits will be accepted and no credit will be allowed for courses unless the student earned at least a C in such course. Transfer students must complete at least 50% of their credit at Pepperdine.

10.11 Participation in Summer Programs at Other Law Schools

Pepperdine Caruso Law students wishing to participate in summer programs at other law schools should petition the Dean. The petition should describe the program, courses to be taken and their unit value. The petition should include the beginning and ending dates of the actual class sessions. Upon approval, the student will be notified and a letter of permission listing approved courses will be mailed to the Registrar of the appropriate university. Students who do not submit a written request for prior approval will not receive credit. Attendance at such summer school programs is subject to the following conditions:

- A. Minimum Grade: Credit will be given for courses taken at other schools only if a student achieves a minimum grade of D at the school where the course was taken.
- B. Units Accepted on Pass/Fail Basis: Units accepted for transfer will be accepted on a "Pass/Fail" basis. The actual grade received in the course will not be used in computing the weighted cumulative grade point average.
- C. Required Courses: Permission will not be granted to take required courses at another law school, absent a showing of special need.
- D. Los Angeles Area Law Schools: Students wishing to take courses at any other Los Angeles area law school must be able to demonstrate that the course offerings at the other school will significantly enhance the student's legal education in a way not available at Pepperdine.
- E. Probationary Students Not Given a Letter of Good Standing: Students on academic probation will not be given a letter of good standing allowing them to attend summer programs at other schools.
- F. Maximum Units to Transfer: Current Pepperdine students as well as incoming transfer students should not normally expect to transfer more than six (6) units in any one summer. If the student can demonstrate some special need, up to eight (8) units can be transferred in a given summer.

10.12 Rule Against Non-Matriculating Status at Other Schools

No student enrolled in the School of Law may attend the second or third year, or any portion thereof during the regular school year, at another law school and receive a degree from Pepperdine.

10.13 Treatment of Transfer Grades

All grades earned at other institutions shall be made a part of the student's permanent record in the Records Office with appropriate notations made as to which courses are recognized for advanced standing.

10.14 Class Equivalency and Rank for Transfer Students

Transfer students will not be given a class standing. They will, however, be given a rank-in- class equivalency for purposes of comparing their performance to the class as a whole.

10.15 Transfer Student's Eligibility for Graduation Honors

Transfer students who have been in residence for at least four semesters or its equivalent at this school will be eligible for graduation honors but not for salutatorian or valedictorian positions.

10.16 Transferring from the LLM Program to the JD Program

Pepperdine LLM students can apply to the JD Program as transfer students without taking the Law School Admission Test (LSAT). The applicant's grades and relative difficulty of coursework pursued in Pepperdine's LLM program will be very important factors. Successful applicants will usually have a median grade or higher in at least 12 units tested on the bar exam, or four courses tested on the bar exam.

If the applicant is accepted into the JD Program, he or she may apply to transfer the credits from law classes taken toward completion of the LLM degree. The student must then complete the first year curriculum in his or her second year at Pepperdine. Note that for purposes of remaining in academic good standing pursuant to §5.21, only first-year required courses for the JD will be used. In the third year, enough advanced courses must be completed in order to satisfy the JD graduation requirement. Students transferring from the LLM to the JD will be awarded the JD degree upon completion of the JD requirements and will not be awarded a LLM degree. Only students currently enrolled in Pepperdine's LLM program may apply in this manner.

11.00 Requirements for Graduation

11.10 Course and Units Requirements

A student must complete the courses and number of units required in the catalog effective at the time of such student's admission or resumption of studies following an approved interruption or transfer, whichever is later. The University reserves the right to modify the requirements for graduation during the student's matriculation. In addition to this requirement, every student must meet the requirements of subsection 3.10, the academic requirements of Section 5.00, and the curriculum requirements of Section 14.

11.11 Treatment of Graduation Ranking

Graduating third year students with the same cumulative grade point average will be assigned the same graduation ranking.

11.20 Graduation with Honors

Honors for graduating third year students shall be as follows: the top two per cent (2%) of the graduation class will graduate summa cum laude; the next five per cent (5%) will graduate magna cum laude; and the next eighteen per cent (18%) will graduate cum laude. Transfer students will not be counted in determining the number of students within each of the percentage levels qualifying for honors. However, any transfer student whose grades are within the levels qualifying for honors will also receive the appropriate honor.

11.40 Participation of Masters Degree Students in Graduation Ceremony

Students pursuing the Masters in Dispute Resolution who have not completed graduation requirements shall be permitted to participate in graduation ceremonies provided they are reasonably likely to complete their degree requirements in the following summer session. Such reasonable likelihood shall be certified by the Director of the Institute for Dispute Resolution and the Academic Dean of the School of Law.

12.00 Change of Program Policy and Procedure

12.11 Withdrawal from a Class

Students may withdraw from any course only by filling out the appropriate withdrawal or “drop” form. After the initial add/drop period, approval of the Academic Dean is required. A notation of “W” for withdrawal will appear on the transcript for any withdrawal after the initial add/drop period and by the end of the last day of that course, according to the official course schedule. Withdrawal after the last scheduled class period may result in a failing grade for the course. The notation of “W” does not affect the student’s grade point average. The add/drop period for semester-term courses is two weeks. Summer and intensive courses may have shorter add/drop periods. In case of extenuating circumstances or approval of a clinical placement after the add/drop period, the Academic Dean may extend the period allowed for withdrawal without the notation of “W” appearing on the transcript.

12.20 Requirement that Official Forms be Completed

A student will not be considered officially withdrawn from any course until such student completes and returns the required forms to the Records Office.

12.21 Unofficial Withdrawals or Student Dismissals

Unofficial withdrawals by the student or dismissals given by the professor will be assigned a course grade of “0” for the affected courses. The student may petition the Academic Dean to have the grade changed to “Fail” upon the showing of unfair hardship. The grade of “Fail,” if assigned, will appear on the transcript but will not be computed in the grade point average.

12.30 Change of Programs During First Ten Class Days of Semester and First Five Days of Summer

A student may change programs during the first ten (10) class days of regular session courses and the first five (5) days of summer session courses upon paying the required fee. This provision shall not be construed to waive the requirement concerning attendance in any class being added (see subsections 5.10 and 5.11).

13.00 Classification of Students

13.10 Academic Status of Students

Enrolled students may be classified for purposes of transcript as follows:

Academic Probation.....(AP) students placed on academic probation for academic reasons;

Withdrew.....(W) students withdrawing in good standing;

Academic Dismissal.....(D) students dismissed for failure to comply with academic standards;

Disciplinary Dismissal....(DD) students dismissed for failure to comply with disciplinary standards; Students removed from probation for academic reasons.

13.11 Year Classification of Students

Enrolled students are classified as:

First year.....completed fewer than 30 units

Second year.....completed 30 or more units, but fewer than 58 units

Third Year.....completed 58 units

14.00 Curriculum Requirements for Graduation

14.10 First Year Required Courses

Law 754	Civil Procedure	5 units
Law 733	Constitutional Structure	3 units
Law 614	Contracts	5 units
Law 622	Criminal Law	3 units
Law 181	Legal Research and Writing I	2 units
Law 182	Legal Research and Writing II	2 units
Law 714	Property	5 units
Law 654	Torts	5 units

14.11 Upper-Division Required Courses

Law 742	Constitutional Law – Individual Rights	3 units
Law 803	Corporations	3 units
Law 822	Criminal Procedure	3 units
Law 654	Ethical Lawyering	2-3 Units
Law 904	Evidence	3-4 units
Law 723	Remedies	3 units
Law 824	Wills and Trusts	3-4 units

There is a presumption that students who plan to practice law, or who, even if they do not plan to practice law, nevertheless plan to take a bar examination, should take all seven of the upper division required courses. However, the Academic Dean, in his or her discretion, may grant a waiver so that a student may graduate without taking all seven of the upper division required courses. In deciding whether to grant a waiver, and in tailoring any such waiver, the Academic Dean may take into account any relevant facts or circumstances. In any event, any such waiver shall require that the student take at least five of the seven upper division required courses.

Additionally, students in the upper half of their class when they enter their final year of law study are highly encouraged to take the Bar Exam Workshop, and all other students are required to do so.

14.12 Upper Division Writing Requirement

- A. All students are required to complete a rigorous upper-division writing experience as defined by this section. This requirement may be met by any one of the following:
 - 1. Completing a note, comment or article meeting the student writing requirements of an official Pepperdine law review or journal;
 - 2. Writing a paper complying with the requirements of this section for a law school course, including but not limited to independent study courses, designated as providing an opportunity to fulfill the upper-division writing requirement;
 - 3. Writing an appellate moot court brief approved by a faculty advisor as satisfying the upper-division writing requirement; or
 - 4. Other substantial and rigorous written work approved by the Academic Dean, as satisfying this upper-division writing requirement.
- B. Students seeking to satisfy the writing requirement under option three must obtain certification from the supervising full-time professor, and under option four must obtain certification from the Academic Dean, that the writing or writings produced reflect substantial research and effort, and constitute a rigorous writing experience. These students must submit to the Registrar a completion form with the professor or Academic Dean's signature. If the student's fulfillment of the requirement is based on taking a course, the student must earn at least a "pass" in the course if it is High Pass/Pass/Credit/Fail, and must earn at least a 2.3 in the course if it is taken for a grade.

14.13 Upper-Division Experiential Course Work

All students must complete at least 15 units of practice-based, experiential course work or its equivalent.

- A. Six of the 15 units must be upper-level courses designated as experiential under the ABA definition of experiential courses, as determined by the Academic Dean and noted in the course schedule.
- B. The remaining 9 units may be fulfilled as follows:
 - 1. First-year LRW courses will count for 4 units.

2. Students may satisfy the remaining units through other classes designated as experiential under the ABA definition of experiential courses or under Pepperdine's designation of experiential courses, in each case as determined by the Academic Dean and noted in the course schedule.
3. Students may count up to 5 units earned in credit-bearing advocacy or journal courses toward the 15 unit requirement. Units earned in the course of satisfying the upper-division writing requirement described in section 14.12 will not count toward satisfying any portion of the 15 unit requirement.
4. Students may seek a waiver for up to 5 units of the nine units by certifying that they have completed 50 hours of legal work under the supervision of a lawyer, paid or unpaid, per unit waived. Note that this is a waiver of units applicable to the 15 unit experiential learning requirement, not a waiver of total general units required to graduate and not a basis for award of units.

14.14 Extended Option Students Required Courses

Extended Option students must follow the same rules as all students regarding curriculum requirements, but Extended Option students must also complete the Bar Exam Workshop course as an additional curriculum requirement for graduation.

14.15 Bias, Cross-Cultural Competency, and Racism Requirement

- A. All students are required to complete two educational activities in the areas of bias, cross-cultural competency, and racism. The first activity shall be offered during orientation or as soon thereafter after possible. The second activity, which must be completed concurrently with or prior to enrollment in any clinical or field placement activity, may be met by any one of the following:
 1. Courses incorporating these topics; or
 2. Other educational experiences incorporating these topics.
- B. The Academic Dean will approve activities that satisfy this requirement and qualifying courses will be noted in the course schedule.

15.00 Waiver of Policies

15.10 Dean's Authority to Consider Waiver

In some cases, regulations and policies may work undue hardship. For good cause, certain regulations may be waived by the Dean provided that the quality of the student's academic program is not impaired and that the waiver is consistent with the goals and objectives set forth in Section 1.00.

15.11 Requirements of Written Petition for Such Exception

In order to preserve an accurate record of the basis upon which such exceptions are granted, a petition must be submitted to the Dean requesting the waiver and outlining the reasons therefore.

15.12 Requirement that Exception to Policy Be in Writing

No exception to the policies stated in the Catalog or this statement shall be allowed unless approved in writing by the Dean and placed in the file of the student.

16.00 Prospective Application of Changes to Academic Programs or Policies

Any changes made to any academic program or policy will only be prospectively applied unless otherwise stated.