

ACADEMIC POLICY

For

The LLM,

Master's in Dispute Resolution, and

Certificate in Dispute Resolution Programs

Pursuant to the Reservation of Rights set forth in the Pepperdine University 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 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 applicable standards not specifically mentioned in this document are incorporated by reference.

The Pepperdine University Academic Policy governing the Juris Doctor ("JD" Academic Policy) applies to students with regard to all units that will be applied to a JD degree at Pepperdine University or elsewhere. The Academic Policy applies to students with regard to all other units earned in dispute resolution courses. For example, Juris Doctor students will be expected to comply with the policies for the Juris Doctor degree for all dispute resolution courses applied toward that degree and these policies for all additional dispute resolution units applied only to the MDR. JD students earning the CDR as part of their JD must meet the CDR requirements as published in the School of Law Catalog.

LAST UPDATED: 23 May 2017

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1.0 Academic Standards Policy Objectives

1.1 Objectives:

The objectives to be achieved by the academic standards of the School of Law for the Straus Institute for Dispute Resolution Programs are as follows:

- A. Providing Best Education:
To provide the best possible dispute resolution education to each student including, but not limited to, knowledge about the methods of dispute resolution, dispute resolution skills, and the ethics of dispute resolution practice.
- B. Meeting Accreditation Standards:
To meet all professional and appropriate accreditation standards in the fields of legal and dispute resolution education for purposes of academic credit and recognition.
- C. Enhancing School's Reputation:
To enhance the professional reputation of the School of Law as producing highly qualified individuals to the end that the degrees and professional certificates issued by the School of Law will be recognized and accepted as evidence of excellence and achievement by the public and professions.
- 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.

2.0 General Requirements

2.1 Approval by Dean, Associate Dean, or Director:

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 Law School. Any reference to the Academic Dean means the Associate Dean for Academics. All academic matters requiring the decision or approval of the Academic Dean may, in the alternative, be decided or approved by the Dean. Any reference to the Director means the Director or one of the Co-Directors of the Straus Institute for Dispute Resolution. Any decision

made by the Straus Director in accordance with this Policy are subject to review by the Dean or Academic Dean.

2.2 Definition of Academic Year:

The academic year, unless otherwise indicated, consists of the fall semester, the following spring semester (which includes the Winter Intensive) and the summer session.

2.3 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. Final examination time is not included in the minutes of instruction.

2.4 Requirement of Make-Up Class:

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

3.0 Residency and Satisfactory Progress Requirements

3.1 Residency Requirement:

Students earning the LLM Degree must complete twenty-two (22) (out of the required 26) units through Pepperdine University. Students earning the MDR must complete twenty-two (22) (out of the required 32) units through Pepperdine University. Students earning the CDR must complete ten (10) (out of the required 14) units through Pepperdine University.

3.2 Receiving Residence Credit for Non-classroom Activities:

To the extent that the School of Law may permit or require student participation in studies or activities 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. (Externships typically require 52.5 hours per unit credit).

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 supervised by a member of the faculty to insure that 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 units of Non-Classroom Credit:

Students in the LLM and MDR programs are required to complete six (6) units of externship, clinical, thesis, and/or independent LLM research project, and can complete a maximum of ten (10) units of such non-classroom credits toward graduation. Students in the CDR program can complete a maximum of four (4) units of non-classroom credits toward the certificate.

3.3 Satisfactory Progress Requirement:

The Straus Institute requires that students make satisfactory progress in the program each year. Any student who does not enroll in classes for a period of two (2) semesters (Fall – Spring, Spring – Summer, or Summer – Fall) must enroll in classes during the next semester, receive written permission to delay enrollment one semester from the Director, withdraw from the program, or be dismissed from the program. For purposes of the section 3.3, the Summer is considered to be a semester.

3.4 Time for Completion of Requirements:

The requirements of the LLM or MDR degrees must be completed within four (4) calendar years from the commencement of study unless the student has obtained written permission from the Director. The requirements for the CDR program must be completed within three (3) calendar years from its commencement unless the student obtains written permission from the Director. Permission to interrupt the program of study may only be granted by the Director, and must be obtained in writing in advance of the interruption. Failure to secure such approval or failure to resume study at the end of such approved interruption may result in dismissal from the program.

4.0 Maintenance of Academic Standards

4.1 Strict Application:

In order to achieve the objectives of these academic policies, the academic standards of the School of Law shall be strictly maintained.

4.2 Regular Attendance Required:

Regular and punctual attendance is required in all courses.

A. Dismissal for Nonattendance:

It shall be the responsibility of the professor to monitor attendance and to provide appropriate documentation as needed. The maximum number of hours missed, whether excused or unexcused, shall not exceed two (2) times the unit value of the course. (This includes classes missed because

of late registration.) 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. In intensive courses, failure to attend any portion of courses will result in dismissal and denial of credit, unless an exception is granted by the Director or Academic Dean. Whenever a student notifies a professor in writing in advance 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, except for intensive classes. For Intensive classes, class time missed for religious observance must be discussed with the Director who is authorized to exercise discretion to balance the needs of religious observance and academic integrity.

B. Petition for Readmission After Dismissal from a Course for Nonattendance:

A student academically dismissed under the provision of subsection 4.2 A may petition the Director for readmission 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.

C. Dismissal From School for Nonattendance:

A student dismissed from two (2) or more courses during the same semester for failure to maintain regular class attendance may be dismissed from the LLM, MDR, or CDR program.

D. Petition for Readmission After Dismissal from School for Nonattendance:

A student dismissed under the provision of subsection 4.2 C may petition the Director for readmission. 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. A student readmitted after dismissal pursuant to Section 4.2 C will be on academic probation.

4.3 Minimum Grade Point Average (GPA) Requirement:

Students are required to maintain grades evidencing a satisfactory level of competence at all times.

A. Minimum Grade Point Average for Graduation:

No student may graduate with the LLM, MDR, or CDR with a cumulative grade point average (GPA) of less than 2.3. Students completing substantive law courses as electives towards their dispute resolution program may take those courses on a High Pass/Pass/Credit/Fail basis. Courses taken at another Pepperdine school will be graded; however those

grades will not be counted toward the cumulative Straus GPA when determining if they meet the 2.3 minimum required to complete their Straus program.

B. GPA Below 2.3 at End of Program

Students who finish their LLM or MDR degree requirements with an average below the required minimum for the degree may petition the Director for permission to take up to ten (10) units in order to increase the student's overall average to above the required minimum. Non JD students who finish the CDR requirements with an average below the required minimum for obtaining the CDR may petition the Director for permission to take up to six (6) units in order to increase the student's overall average to above the required minimum. Any student not able to raise his/her overall average to the required minimum after completing additional units will not be awarded the LLM, MDR, or CDR

C. Dismissal for Academic Deficiency:

Except for a JD student earning the CDR, a student will be dismissed from the Straus program if the Director, in his/her sole discretion, determines that the student's cumulative GPA is so low that it is highly unlikely the student's GPA will be a 2.3 or above upon completion of the program requirements.

4.4 Academic Probation:

Except for JD students earning the CDR, if the student's cumulative grade point average in either the LLM, MDR, or CDR program falls below 2.3 at any point, the student will be placed on academic probation.

A. Length of Academic Probation:

Any student in the LLM, MDR, or CDR program placed on academic probation shall be on probation until that student's cumulative GPA is raised to at least a 2.3.

B. Terms of Probation:

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

1. Course Approval:

Quantity and selection of all courses to be taken must be approved by the Director.

2. Remedial Programs:

The Director may require participation in remedial programs which do not grant academic credit.

4.5 Student Work Product Rule:

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 collaborations.

B. Violations of this Section:

Any attempt to obtain on behalf of one student 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 conduct and such forfeiture may be cumulative of 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 at Pepperdine School of Law or elsewhere. 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 School of Law or elsewhere.

D. Plagiarism Detection Process:

Straus Institute classes regularly utilize the plagiarism detection service known as "Turnitin." Thus, students will be required to electronically submit research papers through the Turnitin plagiarism detection service (<http://www.turnitin.com>) or comply with an alternative procedure acceptable to the Director. Turnitin is an online plagiarism detection service that conducts textual similarity reviews of submitted papers. When papers are submitted, the service will retain a copy in the Turnitin database for the sole purpose of detecting plagiarism in future submitted works. Students retain copyright on their original course work. The use of Turnitin is subject to the Terms of Use agreement posted on the Turnitin.com website.

Students electing an alternative plagiarism prevention procedure must notify the Director before turning in the subject work product and receive the Director's approval of the alternative plagiarism detection provisions before turning in the subject work product.

- E. When there is reliable evidence that any of the standards in this Section have been violated, the matter will be referred to the Academic Dean who will decide whether to refer the matter to the Honor Board.
- F. All students in any Straus Academic Program are subject to the Honor Code and to the jurisdiction of the Honor Board. The Honor Code is detailed in the Student Handbook.

4.6 Notification of Academic Deans of Visiting Juris Doctor Students:

The Admissions Office and Straus Institute will require each student applying to attend Straus courses as a visiting student from another JD program to include with the application the following form executed by the Academic Dean for that student's JD program.

Disclosure Statement to Academic Deans of Visiting Juris Doctor Students

This communication is to insure that Academic Deans of Juris Doctor students who request to visit at Pepperdine School of Law are fully informed about the variety of ways a visiting student might utilize units earned at Pepperdine School of Law. We believe this explanation is necessary because Pepperdine School of Law is somewhat unique since students can apply units from its courses towards three types of recognition: a Juris Doctor Degree, a Master's in Dispute Resolution Degree, and a Certificate in Dispute Resolution. This document will share Pepperdine's policies and practices regulating the interfacing of these three programs so that the academic deans at other schools can make informed decisions about whether the student he/she is supervising is participating in multiple programs and, if so, how the units from those programs should interface.

Juris Doctor students at Pepperdine can earn the fourteen unit Certificate in Dispute Resolution as part of their 88 unit Juris Doctor Degree. If another law school applied the same policy, it would grant its student permission to visit at Pepperdine, knowing he/she was earning a Certificate in Dispute Resolution, and apply all units back to the student's home school. (Pepperdine allows students from other ABA approved law schools to transfer in up to four units of approved ADR courses towards Pepperdine's Certificate in Dispute Resolution.) Thus, a visiting student could earn a Certificate in Dispute Resolution from Pepperdine with the same units applied towards the student's Juris Doctor Degree from his/her home institution.

Juris Doctor (JD) students at Pepperdine who are also interested in earning the 32 unit Master's in Dispute Resolution (MDR) Degree are allowed to "double count" fourteen units towards both degrees. Thus students earning the joint JD/MDR must complete 88 units towards the JD and an additional eighteen units dedicated to their MDR. If another law school applied the same policy, it would ascertain whether the JD student requesting to visit at Pepperdine was enrolled in Pepperdine's MDR program. If so, the home school would limit the number of Pepperdine units that would "double count" to both degrees to fourteen. (Pepperdine allows students from other ABA approved law schools to transfer in up to ten units of approved ADR courses towards Pepperdine's MDR) The Academic Dean from another law school may want to determine whether the student is also intending to transfer

units from his/her JD program to Pepperdine's MDR and that may also affect the Academic Dean's decision about how many units to allow the student to transfer back to his/her JD program.

Pepperdine is convinced that all of the above policies are good policies in isolation. We created this disclosure statement because we realize that the situation is complicated and that students could structure the combination of the above policies for a very advantageous result. (Your student could apply ten units from your school to Pepperdine's MDR program, transfer 22 additional Pepperdine units to your JD program and earn both degrees with only the number of units necessary to earn the JD at your school.) We would not allow this for a Pepperdine JD student and believe that the Academic Dean at the student's JD program should make the decision on how these programs should interface for his/her institution. Our concern is that the Academic Dean at another institution may not be aware of the unique complexities created by Pepperdine's multiple programs. Thus this disclosure statement must be executed by the relevant Academic Dean for each JD student requesting to take ADR courses at Pepperdine School of Law. Please feel free to contact our Academic Dean (310) 506-4623 or the Managing Director of our Straus Institute for Dispute Resolution (310) 506-4655 if you have any questions or concerns.

Acknowledged by _____

Date _____

Academic Dean

5.0 Bases for Awarding Academic Credit

5.1 Class Participation and Substantial Written Assignments as Suitable Grounds for Awarding Academic Credit:

Academic credit for completing dispute resolution courses can be based on a combination of the professor's assessment of students' class participation, not to exceed one-third of the course grade, and a substantial research paper or other suitable written projects.

5.2 Final Examinations as Suitable Grounds for Awarding of Academic Credit:

Another basis upon which academic credit may be awarded in dispute resolution courses is a final examination and any midterm or interim exams that may be given. (Exams should be graded anonymously.) This policy incorporates the requirement of Section 304 (b) of the Standards for the Approval of Law Schools of the American Bar Association which provides:

“The scholastic achievement of students shall be evaluated from the inception of their studies. As part of the testing of scholastic achievement,

a written examination of suitable length and complexity shall be required in every course for which credit is given, except clinical work, courses involving extensive written work such as moot court, practice court, legal writing and drafting, and seminar and individual research projects.”

This policy also incorporates subsection 2.10 of the Executive Committee Regulations of the Association of American Law Schools which provides as follows:

“Scholastic attainment should be tested by written examination except where academic credit has been earned by substantial written work, as in moot court, drafting, research, or seminars.”

A. Content and Form of Examinations:

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

1. No Maximum Length:

There is no maximum length, nor time limit requirement.

2. Minimum Length Requirements:

The minimum length of each examination shall be one hour for each credit unit of the class, up to three hours.

B. 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. Midterm and other interim exams may be rescheduled at the professor’s discretion, and are not governed by this policy.

5.3 Viewing Graded Written Assignments and/or Examination Answers:

When graded, the answers to all final examinations and papers for which credit is given shall be filed with the Straus Institute and retained for six (6) weeks after the end of the fall semester or summer session. Straus will retain these materials for fifteen (15) weeks after the spring semester. Students are encouraged to review their answers as part of the learning process. The times and places such answers may be reviewed, the method of obtaining them for review, and procedures for obtaining copies will be announced periodically by the Director.

6.0 Policies Regarding Grading

6.1 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 reflections of the learning progress shall rest within the sound discretion of the professor(s); provided, however, that 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 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. High Pass/Pass/Credit/Fail Courses:
LLM, MDR, and CDR students earning units for Clinics, Independent Studies, Theses, Trial Practice, or substantive law classes will be graded on a High Pass/Pass/Credit/Fail basis. Because it is the purpose of the

School of Law to reflect adequately the level of competence achieved by students, a student will receive a grade of High Pass (“HP”) if that student’s work would have received a grade of at least an A- and a grade of Pass (“P”) if that student’s work would have received a grade of less than A- and at least a 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 received a grade of F. High Pass/Pass/Credit/Fail grades will appear on the transcript but will not be computed in the grade point average. LLM, MDR, and CDR students earning units for Clinical Externships will be graded on a Pass/Fail basis.

Students working on fee-generating matters as part of their externship experience must be paid according to the requirements of the Fair Labor Standards Act and the applicable state’s wage and hour laws.

E. 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.

6.2 Criteria and Process for Course Grades:

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

A. Bases for Grading:

In dispute resolution courses, grades may be based on a combination of examinations, the submission of written work, and class participation. In no case may the class participation count for more than one-third of the overall grade. It is the responsibility of the faculty member to determine the percentage each graded portion of the course will be in the calculation of a final course grade and to communicate that determination to students at the beginning of the course.

B. 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.

C. Professor Discretion Regarding the Requirement of Anonymity:

The School of Law's policy providing for student anonymity in the grading process can be waived, at the discretion of the professor, for all dispute resolution courses, except with respect to grading interim, midterm, or final examination. Professors not utilizing anonymity in grading should notify students at the beginning of the course.

D. Discretionary Modification of Final Grades Based Solely on Written Assignments:

If a professor is assigning letter grades solely based on written assignments and examinations, the professor shall have the discretion to raise or lower the student's written project-based/examination grade by one level 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 examinations;
5. completion of other assignments.

Written project/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 Director a list of the written project/examination grades (according to examination numbers), the faculty member may be provided with a list of examination numbers and matching student names. The professor may then furnish the Director with a list of any students whose course grades will be modified. The final course grade shall be reviewed by the Director and computed by the Records Office.

E. Median Grade Requirement:

All courses in which letter grades are assigned must have a median grade of B+.

6.3 Grades of Incomplete and Fail:

A. Grades of Incomplete:

Students who have regularly attended a course but, due to circumstances determined by the Director 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 units 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 of "I" is assigned

and, if the work is satisfactorily completed, the final course grade shall be substituted for the grade "I".

B. Grades of Fail ("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.

1. 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 course required for their program in which such student fails to receive credit.
2. Petition for Re-Examination for Grades of "F": A student who receives a grade of "F" in a course and, because of such failure, does not receive credit for such course may petition the Director to obtain credit by re-examination or re-writing of the final paper. The granting or denial of such petitions shall be a matter of discretion and not of right.
3. 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, petitions for re-examination or re-writing of a paper will not be granted except in truly exceptional circumstances, such as illness, death in the family, automobile accident or other types of traumatic personal experiences that rendered the student unable to function properly during the exam week or prior to the due date of the final paper. The burden of establishing such circumstances shall be upon the petitioner.
4. Transcript Treatment of Re-Examination: When a student is allowed to take a re-examination or re-write pursuant to the immediately preceding subsection, 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.
5. 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.

6.4 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 written assignments or examination once the course grade has been assigned. Reappraisal of the overall quality of the written assignments or 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 or during winter intensive, 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.

6.5 Procedures for Challenging Grades:

The procedure for challenging a grade is:

A. Professor to Evaluate Student's Work Product:

It is the policy of the school that the person best able to evaluate the student's performance 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 Work Product Grade:

In the event that a student believes that the grade given on work product is a grossly unfair assessment of the student's performance, the student shall first consult with the professor who assigned the grade unless the professor shall be unavailable.

C. Review of Challenged Grade by Academic Standards Committee:

If, after discussion with such professor, the student still believes the grade given is a grossly unfair assessment of the student's performance, 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 shall decide the issue. In those instances where referral to the Academic Standards Committee is impractical, the Chairman of the Committee may act upon the petition or if necessary, the Dean. No petition for re-evaluation will be considered after the time limited for grade correction referred to in subsection 6.4.

D. Professor Submits Documentation to Committee:

The Academic Standards Committee shall next contact the professor whose grade is being called into question and shall request the professor to submit to the committee the examination or assignment 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 work product 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.

6.6 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 work product and course grades will not be released by the professor but will be posted at an appropriate time by the Records Office. Course grades for those students graduating at the end of the term will be submitted at the time requested by the Director. When such grades are compiled, they shall be submitted to the Director, who will review them for compliance with these standards and then submit them to the Academic Dean or 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 academic policy. Any apparent deviation from the policy or standards for grading defined herein will be addressed with the professor by the Director, committee, or the Dean, except where the same shall be impractical.

7.0 Enrollment, Auditing, and Withdrawal from Courses

7.1 Enrollment Requirements:

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.

7.2 Adding and Dropping Classes Without Consequences:

A student may enroll in and withdraw from classes during the first ten (10) class days of regular session courses and before the second (2) class session of intensive courses. This provision shall not be construed to waive the requirement concerning attendance in any class being added (See Section 4.2.).

7.3 Adding and Dropping Classes With Consequences:

After the expiration of the designated time to add or drop courses, students may add or drop courses only with the approval of the Director. A notation of "W" for

withdrawal will appear on the transcript for any withdrawal after the initial add/drop period. The notation of “W” does not affect the student’s grade point average.

7.4 Withdrawal from a Class:

Students may withdraw from any course only by filling out the appropriate withdrawal or “drop” form. A student will not be considered officially withdrawn from any course until such student completes and returns the required forms to the Records Office.

7.5 Auditing of Courses:

A. Enrolled Student Auditor:

Students enrolled in the LLM or MDR programs may audit up to two (2) elective courses without charge, with permission of the Director and after permission is granted by the professor.

B. Non-Enrolled Auditors:

Persons not enrolled in the School of Law may audit courses with the permission of the professor and Director; however, non-enrolled 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 discipline and who present a letter from their immediate supervisor 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 Director.

C. Participation at the Discretion of the Professor

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

D. Credit Not Granted for Auditors

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

E. Auditors Must Complete Class Work

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

F. 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 for an individual to visit an individual class session.

G. Auditors and the Final Examination:

Auditors shall not be required to take the final examination or complete other written work for the course. Auditors who do take the examination will receive an examination grade but shall not receive a course grade or course credit.

8.0 Transferring Credit for Units Completed at Other Universities

8.1 Transfer Credit:

At the Director's sole discretion, students may receive credit toward their dispute resolution program at Pepperdine University School of Law for work successfully completed in dispute resolution at an accredited graduate or professional school.

8.2 Limitation of Transfer Credit:

No more than six (6) such transfer credits will be accepted for students in the LLM program. No more than ten (10) transfer credits will be accepted for students in the MDR program and no more than four (4) transfer credits will be accepted for students in the CDR program. No credit will be allowed for courses being transferred from other graduate programs unless the student earned at least a "B-" in such course. The requirement of a "B-" will be deemed satisfied if the student earned a grade of at least a "Pass" for a course that is regularly graded on a pass/fail basis at Pepperdine School of Law, such as, but not limited to Mediation Clinic, Trial Practice, and Honors Mediation Advocacy.

8.3 Transferring Units to the LLM Degree from Heidelberg University

Up to eight (8) units from a list of approved courses taught at Heidelberg University may be transferred towards an LLM degree. Students exercising this option will need to have completed their first degree in law and be admitted to both schools before matriculating at either university. This arrangement will allow a student to earn an LLM from Pepperdine with one semester in residency.

8.4 Treatment of Transfer Grades:

All grades earned at institutions other than Pepperdine School of Law shall be made a part of the student's permanent record, but not counted for purposes of determining whether the student has met the GPA requirement of 2.3. (See Section 4.3A.)

8.5 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 will be very important factors. Successful applicants will usually have good grades in at least four substantive law courses tested on the bar exam.

If the applicant is accepted into the JD Program, he or she may 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. 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 an LLM degree. Only students currently enrolled in Pepperdine's LLM program may apply in this manner.

8.6 Seaver Conflict Management Certificate:

Students in the LLM, MDR, or CDR program who earned their Certificate in Conflict Management as an undergraduate at Seaver College will not be allowed to transfer in credit for those undergraduate courses; those students will also not be allowed to earn credit for the School of Law titled courses they completed at Seaver. Such students will be required to replace the units for required courses previously completed at Seaver with other dispute resolution elective courses to complete the units required for their program.

9.0 Independent Studies and Theses

LLM in Dispute Resolution students must complete either a six (6) unit thesis or a two (2) unit LLM Independent Study Research Project. MDR students must complete either a six (6) unit thesis or six (6) units of externship experiences. Any LLM, MDR, or CDR student can complete a two unit Independent Study.

9.1 General Provisions:

A. Statement of Values:

Two (2) unit Independent Studies (meaning both LLM Independent Research Projects as noted in 9.3 as well as other Independent Studies as noted in 9.2), and six (6) unit theses as noted in 9.4, with proper planning provide a valuable opportunity for individual study by a student in an area of special interest.

B. Faculty Participation:

Faculty members are encouraged to participate in the independent study and thesis programs when they believe they can offer direction and supervision. Faculty members should not agree to supervise an independent study or thesis when they cannot provide guidance in the substantive area involved or do not believe their schedules will permit proper supervision. Normally, a faculty member will not be supervising more than three Independent Studies or two Theses at any time.

C. Units for an Independent Study or Thesis:

All Independent Studies will be for two (2) units and all theses will be for six (6) units. No student will be allowed to do more than one (1) Independent Study; likewise students will not be allowed to do a Thesis and an Independent Study.

D. Waiving LLM Independent Study Requirements:

The LLM Independent Study writing project requirement (ISP 2 units) will be waived for any international student who completes twelve (12) units of doctrinal law courses.

E. Quality of Final Written Product:

Students enrolled in an Independent Study are required to write a research paper of substantial merit no less than twenty-five (25) pages in length under the supervision of a faculty adviser. The paper must be of publishable quality, appropriately footnoted, and in a form suitable for publication in a scholarly journal. Students should conform to law review standards unless permission to use another form is granted in writing by the Director. The topic for the paper must be specific, focused and require independent thought and analysis.

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.

The purpose of the writing requirement is to provide a significant new learning experience. Accordingly, an independent study project may not be based upon research and study done for other purposes, such as a paper or article for which academic credit has been given, a revision of a previously written paper or article, or work done during an externship taken for academic credit.

As with all participants in Straus academic programs the Honor Code will apply to papers prepared for Independent Studies and Thesis projects. While students may confer with others concerning their study, their work product must be their own. As noted in 4.5 D, Turnitin, a plagiarism detection service or an acceptable alternative, will be utilized for all Independent Study and Thesis projects.

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. After the Faculty Adviser grades the paper, a copy shall be submitted to the Director for approval who will forward a copy to the Academic Dean for approval.

F. Grade:

Independent Studies and Theses are graded on a high pass/pass/credit/fail basis.

- G. Guidelines for Formatting an Independent Study Project or Thesis:
- Typeface, Font and Paper: The final paper should be typewritten and laser printed, in Times New Roman typeface and 12-point font size, on standard size (8.5"x11") white, acid-free 20-pound bond paper with at least 25% rag or cotton fiber content.
- Photocopies: Photocopies are acceptable if made from a clearly printed original and the photocopy image is clean, clear, dark and sharp. The copies should be free of lines, shadows and other marks.
- Spacing and margins: The main text of the thesis, abstract and dedication should be double-spaced. Footnotes, long quoted passages and the bibliography should be single spaced. Leave a margin of 1.5 inches on the left side of each page, to allow for binding, and one inch (1") margins at the top, bottom and right side of each page.
- Pagination: All page numbers (Arabic and Roman numerals) should be centered at the bottom of the page.
- Footnotes: Footnotes should be in 11-point font size, single-spaced and placed at the bottom of the appropriate pages. Do not use endnotes. The format in *The Blue Book (19th Edition)* should be followed.
- Tables, graphs, figures and computer printouts: Tables, graphs, figures and computer printouts may be placed in the main text or in an appendix. If they are too large for the margin requirements, they should be reduced appropriately and copied on thesis paper.
- Title page and adviser's approval/signature page: a title page and an adviser's approval/signature page, consecutively, should begin the paper. These pages should not be numbered or counted in page numbering.
- H. Policies and Procedures for Research that Involves Obtaining Data and Information from Human Sources:
- Pepperdine University requires that research involving human participants be conducted in accordance with University and Federal policies, regulations, and procedures. All Independent Studies, LLM Independent Research Projects, and Theses must be in compliance with this requirement. Accordingly, if the research includes a survey, interviews, or other means of collecting information from human sources, the candidate and faculty adviser should check the University's *Protection of Human Participants in Research: Policies and Procedures Manual* to ensure compliance. The *Manual*, and related documents, can be found at the

following website: <http://www.pepperdine.edu/provost/policies/>. See, in particular, Section II. In addition, see <http://services.pepperdine.edu/irb/>, which contains procedures and guidance for obtaining the necessary approval or an exception for a research project from the appropriate University Institutional Review Board (IRB).

9.2 Additional Provisions Governing Independent Studies that are not LLM Independent Research Projects

- A. The Policies in section 9.1 above apply to Independent Studies, except where different policies are presented in this section.
- B. 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 (20) percent of the total time commitment for an Independent Study will be utilized prior to the submission of this outline. Independent Studies normally will be for one semester or one summer session.
- C. Procedures:
Students desiring to complete an Independent Study, other than the LLM Independent Research Project, should petition and obtain approval from the Director and confirm an available supervising faculty member for the project by the end of the second week of the semester or summer session in which they intend to register for this experience.

The student should discuss the proposed Independent Study with the proposed faculty supervisor. If the faculty member is agreeable to supervising 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 simultaneously forwarded to the Director and Academic Dean. Only full time faculty at Pepperdine University will be authorized to supervise Independent Studies, other than the LLM Independent Research Project, unless specifically authorized by the Academic Dean.

9.3 Additional Provisions Governing LLM Independent Research Projects:

- A. The policies in Section 9.1 above affecting Independent Studies apply to LLM Independent Research Projects, except where different policies are presented in this section.
- B. Adjunct professors are eligible to supervise LLM Independent Research Projects.
- C. The process for the LLM Independent Study Research Project will usually take two (2) semesters. LLM students should begin discussing the scope and focus of the project with the LLM Academic Adviser one (1) full

semester before the student intends to register for the experience. The LLM Academic Adviser must approve the topic and potential faculty adviser. The LLM Academic Adviser will continue to supervise the student until an appropriate faculty adviser accepts this responsibility. The student should have the LLM Academic Adviser's approval of the topic, outline, and faculty adviser before the beginning of the semester in which the student registers for the LLM Independent Study Research Project.

- D. Upon completion, two (2) copies of the completed paper, with the Certificate of Approval signed by the candidate's faculty adviser, must be submitted to the LLM Academic Adviser for approval. The LLM Academic Adviser will submit a copy to the Law School's Associate Dean of Academics for approval. A candidate's grade will not be recorded until the paper has been approved by the Associate Dean.
- E. Presentation of LLM Independent Study Research Projects: LLM students are required to orally present and discuss what they learned in their LLM Independent Research Projects to at least one (1) full time Straus faculty member who was not the Faculty adviser for the project and potentially other students at the conclusion of the project.

9.4 Additional Provisions Governing Theses Projects:

- A. The policies in Section 9.1 above affecting Independent Studies apply to Theses Projects, except where different policies are presented in this section.
- B. A six (6) unit thesis project requires a substantial commitment to scholarly research and writing. The purpose is to provide degree candidates with an opportunity to pursue in-depth research and investigation of a critical aspect of dispute resolution theory, practice or implementation and make a significant contribution to the advancement of knowledge, theory or the quality of practice in the field. A candidate may not use all or a substantial part of a paper or article for which the candidate has received academic credit or a revision of a previously written paper or article to satisfy the project requirements. The final product is a ninety to one hundred (90-100) page thesis that will be bound and placed on reserve in the Law Library and the Straus Institute.
- C. Developing a Thesis Proposal: There are a variety of subjects and approaches for thesis projects. For example, a candidate may present a hypothesis he/she intends to defend, explore or disprove, or explore an unsettled area of law or practice that the candidate will examine with the objective of offering proposals for clarification or reform. A candidate is required to consult with the LLM Academic Adviser when developing a Thesis Proposal. It is recommended that a candidate consult with members of the faculty who may be potential

advisers and others who have special expertise in the subject area of the thesis when developing a Thesis Proposal.

- D. Submitting a Thesis Proposal to the LLM Academic Adviser: Before a student can register for thesis credits, the LLM Academic Adviser must approve that student's six to eight (6-8) page Thesis Proposal which contain:
1. A cover page with the proposed title for the thesis, the author's name and the name of the faculty adviser for the project, if one has been assigned;
 2. A statement summarizing the scope and purpose of the project;
 3. An explanation of the contribution the project will make to the dispute resolution field;
 4. A description of anticipated research sources and methodology. Potential research sources include: traditional library research, relevant studies, examination of public or private documents, interviews, surveys, etc.; and
 5. A bibliography of research sources reviewed when developing the Thesis Proposal.
- E. Appointment of a Faculty Adviser: Before a student can enroll in Thesis credits, the candidate must have a faculty adviser approved by the Director; the faculty adviser will supervise and certify successful completion of the thesis project. If the candidate has not arranged for a qualified adviser, the LLM Academic Adviser will assist in locating a person suited to supervise the project. Only a member of the full-time faculty member at Pepperdine University will be authorized to supervise a Thesis project, unless the Academic Dean approves otherwise.
- F. Thesis Enrollment for Multiple Semesters: A total of six (6) units of academic credit is given for a thesis project. Normally a candidate will register for two (2) units during an academic term. Registration for the second and third two (2) unit segments is conditioned upon the candidate's faculty adviser's judgment that satisfactory progress has been made toward completion of the project. With permission of the LLM Academic Adviser, a candidate may register for two (2) three (3) unit segments, with registration for the second three (3) unit segment conditioned upon the candidate's faculty adviser's approval.
- G. A thesis project must be completed within two (2) years of the date of the candidate's initial registration for units of thesis academic credit. A candidate may, for good cause, request an extension of this deadline from the Director.
- H. The Structure for a Thesis Presentation: The main text of a thesis should contain the following components:

1. Introduction (an informative description of the project, including what the author intends to accomplish)
2. Literature Review (a survey of relevant articles, books, studies, etc.)
3. Research Methodology/Design (a description of the research strategy and design, and how it will advance the author's objectives)
4. Research Findings (the product of the author's research)
5. Analysis (application and interpretation of research funds and any resulting recommendations)
6. Conclusion (bring it all together)

Modifications to this format may be appropriate to meet the needs of a particular thesis project and should be discussed with, and approved by, the candidate's faculty adviser. For example, it may be desirable to combine the research findings and analysis components.

I. Guidelines for Formatting a Thesis:

Thesis organization and pagination: The thesis manuscript should be arranged in the following order, with the pagination indicated:

1. Title page (not numbered or counted in numbering)
2. Adviser's approval/signature page (not numbered or counted in numbering)
3. Copyright page (optional – if included, not numbered or counted in numbering)
4. Abstract (number in Arabic [1, 2, etc.] in separate pagination)

The following preliminary pages (in 5, 6 and 7 below) that precede the main text are numbered consecutively in lowercase Roman numerals (i, ii, iii, iv, etc.).

5. Dedication page (optional)
6. Table of Contents
7. Lists of tables, graphs, illustrations, etc. (if any)

The remainder of the thesis, the main text through the bibliography, is numbered consecutively in Arabic numerals, beginning with page 1.

8. Main text
9. Appendices (if any)
10. Bibliography

J. Submission of the Thesis: Three (3) unbound copies of the final thesis document, as approved by the candidate's faculty adviser, are to be submitted to the LLM Academic Adviser for approval and referral to the Academic Dean for approval. After certification of the necessary approvals, the copies will be bound. Bound copies will be placed on reserve in the Law Library and the Straus Institute. The third bound copy will be given to the candidate. If a candidate wants extra bound copies, special

arrangements should be made with the LLM Academic Adviser and the appropriate number of extra unbound copies must be submitted.

- K. Presentation of Theses: Students completing a Thesis are required to orally present and discuss what they learned in their Thesis Projects to at least one (1) full-time Straus faculty member who was not their Faculty Adviser for the project and potentially other students at the conclusion of the project.

10.0 Clinical Education Credit

10.1 Standards for Awarding Units for Dispute Resolution Externship Experiences: Students earning the LLM or MDR may be required to either complete a thesis or earn units for clinical placements. The Straus Institute administers a clinical program to serve students needing a dispute resolution clinical placement. Externship placements that only apply to an LLM, MDR, or CDR program have criteria different from those for the JD program. Students who wish to apply Straus externship units to their JD program must meet the requirements for the JD program. Such students are encouraged to consult on this issue with their Straus Academic Advisor and the School of Law's Director of Clinical Education. The standards for Straus' clinical program are:

- A. The dispute resolution clinical placement should serve the student in exploring and advancing career options. Externship placements that only apply to an LLM, MDR, or CDR program have criteria different than those for the JD program.
- B. The placement will include a supervisor who has experiences or expertise that should be of benefit to the student. Prior to commencing the placement, the supervisor must complete the Externship Placement Form so that the supervisor is fully apprised of Straus's expectation that they will mentor the student. Since the Straus program includes non-JD students and the dispute resolution field includes professionals who are not attorneys, the clinical supervisor need not be an attorney.
- C. Hours worked to earn academic externship units may be paid or unpaid.
- D. To earn units from the Straus clinical program students must submit time sheets bi-weekly with their supervisor's signature, submit journals, complete end of semester placement evaluations and have their supervisor submit the end of semester evaluation of the student. The student must also document working the number of hours required by the School of Law's JD clinical program, currently 52.5 hours per unit.

- E. Straus students who are Juris Doctor candidates may complete any externship administered through the School of Law's JD Clinical program and use those units to satisfy the clinical requirement for the MDR
- 10.2 Maximum Clinical Units for a Single Semester:
The maximum number of credits in a single semester which may be earned in clinical placements is ten (10) units.
- 11.0 Miscellaneous Policies for Dispute Resolution Programs
 - 11.1 Summer School Unit Limitations:
No LLM, MDR, or CDR student may enroll for more than (12) units during a summer session in the School of Law, unless permission is granted by the Director, or for a JD/MDR candidate, unless permission is granted by the Academic Dean.
 - 11.2 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 (5) years of study) may be permitted to enroll, at the discretion of the Director, in Straus Institute courses taught as part of the JD curriculum, but only after they have completed at least four (4) 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 CDR, but they may not count toward any degree awarded by the School of Law, including the MDR degree.
 - 11.3 Permission for Doctrinal Courses as Electives:
LLM, MDR, and CDR students who are not earning a JD may enroll in doctrinal courses at the School of Law and other graduate schools at Pepperdine University and count those units towards the elective requirements for their program only with the advanced permission of the Director and of the professor teaching the substantive course. The Director may grant such permission if convinced that there is a reasonable nexus between the content of the substantive course and the student's career goals. Such courses taken at the School of Law will be graded on a high pass/pass/credit/fail basis or for a letter grade on the same basis as other students in the course, at the student's election. Courses taken at another Pepperdine school will be graded based on that school's grading policies, but these grades will not be counted when computing a student's minimum grade point average to complete a Straus program.
 - 11.4 Remedial English:
LLM, MDR, or CDR students demonstrating a deficit in English language professional writing skills may be required to complete a remedial English course

before graduating. Such a course can count for not more than two (2) units of elective credit towards the student's program requirements. The Director will determine whether and how a student completes this requirement. Courses taken at another Pepperdine school will be graded based on that school's grading policies, but these grades will not be counted when computing a student's minimum grade point average to complete a Straus program.

11.5 Post Juris Doctor Requirement:

Only units earned after completion of a Juris Doctor or an equivalent foreign law (including foreign bachelor's degrees that qualify students to practice law) degree will be counted toward the LLM requirements.

11.6 Non Duplication of Courses:

The Straus Director will determine whether a student should be ineligible for specific Straus courses because the student has already completed an academic course with a similar subject matter content prior to their studies at Straus. Students deemed ineligible for a Straus course that is required for their program will be required to complete an additional elective to replace the units they would have earned in the required course for which they were deemed ineligible. Students must notify the Straus Director of any and all academic courses that could duplicate content of the Straus courses.

12.0 Requirements for Graduation

12.1 Participation of LLM and Master's Degree Students in Graduation Ceremony:

Students pursuing the LLM or MDR who have not completed graduation requirements shall be permitted to participate in the graduation ceremony provided they are reasonably likely to complete their degree requirements in the following summer session. Such students must have completed all but six (6) units of their program requirements. Such reasonable likelihood shall be certified by the Director.

12.2 Date on Degree:

University policies require that all degree requirements must be met prior to the issuance of a degree or certificate. Even if a student participates in Spring commencement, the degree will reflect the actual date of program completion.

12.3 Curriculum Requirements for Graduation with the LLM in Dispute Resolution:

The required curriculum for the LLM in Dispute Resolution consists of the following:

A. Required Curriculum:

Ten (10) units required:

Arbitration Course Requirement
Mediation Clinic *or* Fair Employment and Housing Mediation
Clinic
Mediation Theory and Practice
Negotiation Theory and Practice
Psychology of Conflict Communication

B. Additional Requirement for International Students:

Two (2) units required:

Legal Research and Writing I

C. Clinical, LLM Research Project, or Thesis Experiences:

Four (4) to six (6) units required:

Either (1.) two (2) units of approved clinical externship experience
(see Section 10) combined with the two (2) unit LLM independent
study research project (see Section 9.2); or
(2.) The six (6) unit thesis (see Section 9.3).

D. Elective Requirements:

Completion of elective units (listed below) to earn a total of twenty-six
(26) units. Elective units can be earned by completing additional
externship units or the following courses:

Advanced Mediation Seminar

Advanced Trial Practice

Appellate Advocacy

Arbitration Law ⁺

Arbitration Practice and Advocacy ⁺

Cross-Cultural Conflict and Dispute Resolution

Current Issues in International Dispute Resolution:

London/Paris/Geneva

Hong Kong/Beijing

Dispute Resolution in Education

Dispute Resolution and Religion

Divorce and Family Mediation

Environmental and Public Policy Dispute Resolution

Ethical Considerations in International Arbitration

Faith-Based Diplomacy and International

Peacemaking

International Commercial Arbitration ^{***}

International Commercial Arbitration and the

National Courts ⁺
 International Commercial Arbitration Procedure and
 Practice ⁺
 International Commercial Arbitration Theory and
 Doctrine⁺
 International Investment Disputes
 International Litigation
 Interviewing, Counseling and Planning
 Introduction to US Law
 Restorative Justice
 Selected Issues in Dispute Resolution:
 Apology, Forgiveness and Reconciliation
 Dispute Resolution Systems Design
 Employment Disputes
 Entertainment Industry Disputes
 Ethical Practices in Dispute Resolution
 Facilitating Dynamic Groups
 Healthcare Dispute Resolution
 Intellectual Property
 Labor Disputes
 Managing Litigation and Conflict for
 Corporations and Organizations
 Ombuds
 Online Dispute Resolution
 Settling Mass Torts
 Trial Practice
 Trial Preparation and Settlement
 or a Substantive Law Class with Advisor Approval

Students desiring to sit for a US bar exam will need to take twelve (12)
 units of substantive law courses which may include: Torts, Civil
 Procedure, Professional Responsibility, Introduction to Ethical Lawyering,
 Contracts or Corporations.

⁺ If this course was not taken to fulfill the arbitration requirement, it can be
 taken as an elective.

**This class is for students who have not completed International
 Commercial Arbitration Theory and Doctrine or International Commercial
 Arbitration Procedure and Practice. Students who have taken the other two
 international commercial arbitration courses can only enroll in this course
 with permission from their advisor.

In special circumstances the Director can authorize up to a total of ten (10) elective credits for satisfactory completion of:

1. an undergraduate remedial English (subject to section 11.4) or another language course;
2. substantive courses at the law school; or
3. courses at other graduate schools at Pepperdine University.

Students will be allowed to enroll in special circumstances courses only with the approval of the faculty for the course. No more than two (2) of the ten (10) units can be for remedial English or another language course.

12.4 Curriculum Requirements for Graduation with the LLM in International Commercial Arbitration:

The required curriculum for the LLM in International Commercial Arbitration consists of the following:

A. Required Curriculum:

Ten (10) units required:

Mediation Theory and Practice
Negotiation Theory and Practice
International Commercial Arbitration Theory and Doctrine
International Commercial Arbitration Procedure and Practice
Capstone Mock Arbitration

B. Additional Requirements for International Students:

Four (4) units required:

Introduction to US Law
Legal Research and Writing I

C. Two of the following three courses:

Completion of two of the following three courses, four (4) units total:

International Commercial Arbitration and the National Courts
International Investment Disputes
Ethical Considerations in International Arbitration

D. Elective Requirements:

Completion of elective units (listed below) to earn a total of twenty-six (26) units. Elective units can be earned by completing externship units or the following courses:

Advanced Mediation Seminar
Advanced Trial Practice
Appellate Advocacy

Arbitration Law
 Arbitration Practice and Advocacy
 Cross-Cultural Conflict and Dispute Resolution
 Current Issues in International Dispute Resolution:
 London/Paris/Geneva
 Hong Kong/Beijing
 Dispute Resolution in Education
 Dispute Resolution and Religion
 Divorce and Family Mediation
 Environmental and Public Policy Dispute
 Resolution
 Faith-Based Diplomacy and International Peacemaking
 International Litigation
 Interviewing, Counseling and Planning
 Lawyering Process
 Restorative Justice
 Selected Issues in Dispute Resolution:
 Apology, Forgiveness and Reconciliation
 Dispute Resolution Systems Design
 Employment Disputes
 Entertainment Industry Disputes
 Ethical Practices in Negotiation
 Facilitating Dynamic Groups
 Healthcare Dispute Resolution
 Intellectual Property
 Labor Disputes
 Managing Litigation and Conflict for
 Corporations and Organizations
 Ombuds
 Online Dispute Resolution
 Settling Mass Torts
 Trial Practice
 Trial Preparation and Settlement
 or a Substantive Law Class with Institute Approval

Students desiring to sit for a US bar exam will need to take twelve (12) units of substantive law courses which may include: Torts, Civil Procedure, Professional Responsibility, Introduction to Ethical Lawyering, Contracts or Corporations.

* *Introduction to US Law* would be waived for any student who has completed or is completing more than ten (10) units of US substantive law courses, which is often required to sit for a bar exam in the US. Thus international students sitting for the California Bar exam would complete sixteen (16) units of required courses listed above and twelve (12) units of substantive law courses as required by the California Bar.

12.5 Curriculum Requirements for Graduation with the LLM in International Commercial Law and Arbitration:

The required curriculum for the LLM in International Commercial Law and Arbitration consists of the following:

A. Required Curriculum:

Eight (8) units required:

Mediation Theory and Practice
Negotiation Theory and Practice
International Commercial Arbitration Theory and Doctrine
International Commercial Arbitration Procedure and Practice

B. Additional Requirements for International Students:

Two (2) units required:

Legal Research and Writing I

C. Commercial Law Courses

Eight (8) units required

Completion of two of the following three courses, four (4) units total:

Commercial Law – Sales
Commercial Law – Secured Transactions & Commercial Paper
International Business Transactions

Additional Commercial Law Classes include:

Contracts
Corporations
Accounting and Finance for Lawyers
Administrative Law
Antitrust
Business Planning
Business Reorganization in Bankruptcy
Conflict of Laws
Creditor's Rights and Bankruptcy

Federal Income Taxation
Intellectual Property Survey
International Litigation
International Tax
Mergers and Acquisitions

D. Doctrinal Law Courses

Completion of eight (8) units required. Please see course catalog for a complete list of doctrinal law courses.

*Students desiring to sit for a US bar exam will need to take twelve (12) units of substantive law courses which may include: Torts, Civil Procedure, Professional Responsibility, Introduction to Ethical Lawyering, Contracts or Corporations.

12.6 Curriculum Requirements for Graduation with the LLM in International Commercial Law and Dispute Resolution

The required curriculum for the LLM in International Commercial Law and Dispute Resolution consists of the following:

A. Required Curriculum:

Twelve (12) units required:

Mediation Theory and Practice
Negotiation Theory and Practice
International Commercial Arbitration Theory and Doctrine
International Commercial Arbitration Procedure and Practice
Mediation Clinic *or* Fair Employment and Housing Mediation Clinic
Cross-Cultural Conflict and Dispute Resolution

B. Additional Requirements for International Students:

Two (2) units required:

Legal Research and Writing I

C. Commercial Law Courses

Eight (8) units required

Completion of two of the following three courses, four (4) units total:

International Commercial Arbitration and the National Courts
International Investment Disputes
Ethical Considerations in International Arbitration

Additional Commercial Law Classes include:

Contracts
Corporations
Accounting and Finance for Lawyers
Administrative Law
Antitrust
Business Planning
Business Reorganization in Bankruptcy
Conflict of Laws
Creditor's Rights and Bankruptcy
Federal Income Taxation
Intellectual Property Survey
International Litigation
International Tax
Mergers and Acquisitions

D. Doctrinal Law Courses

Completion of four (4) units required. Please see course catalog for a complete list of doctrinal law courses.

*Students desiring to sit for a US bar exam will need to take twelve (12) units of substantive law courses which may include: Torts, Civil Procedure, Professional Responsibility, Introduction to Ethical Lawyering, Contracts or Corporations.

12.7 Curriculum Requirements for Graduation with the LLM in US Law and Dispute Resolution:

The required curriculum for the LLM in US Law and Dispute Resolution consists of the following:

A. Required Curriculum:

Six (6) units required:

Negotiation Theory and Practice
Mediation Theory and Practice

One of the following arbitration courses - (2) units total:

International Commercial Arbitration Theory and Doctrine
International Commercial Arbitration Procedure and Practice
International Commercial Arbitration
Arbitration Practice and Advocacy

B. Additional Requirement for International Students:

Two (2) units required:

Legal Research and Writing I

C. Required Doctrinal Law Courses:

Eighteen (18) units of doctrinal law courses. Suggested courses tested on the bar exam include:

- Civil Procedure
- Constitutional Law
- Contracts
- Corporations
- Criminal Law
- Criminal Procedure
- Evidence
- Introduction to Ethical Lawyering
- Property
- Remedies
- Torts
- Wills and Trusts

Please see course catalog for complete list of doctrinal law courses.

Students desiring to sit for a US bar exam will need to take twelve (12) units of substantive law courses which may include: Torts, Civil Procedure, Professional Responsibility, Introduction to Ethical Lawyering, Contracts or Corporations.

12.8 Curriculum Requirements for Graduation with the Master of Dispute Resolution (MDR):

The required curriculum for the Master of Dispute Resolution Degree Program consists of the following:

A. Required Curriculum:

Twelve (12) units required:

- Arbitration Course Requirement
- Cross-Cultural Conflict and Dispute Resolution
- Mediation Clinic *or* Fair Employment and Housing Mediation Clinic (or Investor Advocacy Clinic - JD Students only)
- Mediation Theory and Practice
- Negotiation Theory and Practice
- Psychology of Conflict Communication

B. Additional Required Courses for Students Without a Legal Education:

Four (4) units required:

Non-lawyers and non-law students will be required to also complete:

Introduction to US Law
Legal Research and Writing I

C. Clinical or Thesis Experiences:

Four (4) to six (6) units required:

Either four units of approved clinical externship experience (see Section 10) or

The six (6) unit thesis (see Section 9.3);

D. Elective Requirements:

Completion of elective units (listed below) to earn a total of thirty-two (32) units. Elective units can be earned by completing additional externship units or the following courses:

Advanced Mediation Seminar

Advanced Trial Practice*

Appellate Advocacy*

Arbitration Law* +

Arbitration Practice and Advocacy+

Current Issues in International Dispute Resolution:

London/Paris/Geneva

Hong Kong/Beijing

Dispute Resolution in Education

Dispute Resolution and Religion

Dispute Resolution Law Journal (up to 4 units)

Divorce and Family Mediation

Environmental and Public Policy Dispute Resolution

Faith-Based Diplomacy and International

Peacemaking

Honors Appellate Advocacy (*JD Students only*)

Honors Negotiation Advocacy (*JD Students only*)

Honors Mediation Advocacy (*JD Students only*)

Honors Trial Practice (*JD Students only*)

International Commercial Arbitration**

International Commercial Arbitration Procedure and
Practice +

International Commercial Arbitration Theory and
Doctrine+

International Investment Disputes

International Litigation*

Interviewing, Counseling and Planning

Investor Advocacy Clinic (*JD Students only*)
 Lawyering Process*
 Moot Court- International (*JD Students only*)
 Moot Court- Interschool Competition (*JD Students only*)
 Restorative Justice
 Selected Issues in Dispute Resolution:
 Apology, Forgiveness and Reconciliation
 Dispute Resolution Systems Design
 Employment Disputes
 Entertainment Industry Disputes
 Ethical Practices in Dispute Resolution
 Facilitating Dynamic Groups
 Healthcare Dispute Resolution
 Intellectual Property
 Labor Disputes
 Managing Litigation and Conflict for
 Corporations and Organizations
 Ombuds
 Online Dispute Resolution
 Settling Mass Torts
 Special Education Advocacy Clinic
 Trial Practice*
 Trial Preparation and Settlement*
 Trial Practice Competition (*JD Students only*)
 or a Doctrinal Law Class with Institute Approval (non-law students
 only)

*These courses are only available to students who have earned or are earning a JD or who are LLM candidates.

+ If this course was not taken to fulfill the arbitration requirement, it can be taken as an elective.

**This class is for students who have not completed International Commercial Arbitration Theory and Doctrine or International Commercial Arbitration Procedure and Practice. Students who have taken the other two international commercial arbitration courses can only enroll in this course with permission from their advisor.

In special circumstances the Director can authorize up to a total of twelve (12) elective units for satisfactory completion of:

1. An undergraduate remedial English (subject to section 11.4) or another language course; or
2. Substantive courses at the law school; or
3. Courses at other graduate schools at Pepperdine University.

Students will be allowed to enroll in special circumstances courses only with the approval of the faculty for the course. No more than two (2) of the twelve (12) units can be for remedial English or another language course.

JD candidates cannot count substantive School of Law courses as elective credit.

12.9 Curriculum Requirements for Earning the Certificate in Dispute Resolution:

The required curriculum for the Certificate in Dispute Resolution Program consists of the following:

A. Required Curriculum:

Six (6) units required:

Arbitration Course Requirement
Mediation Theory and Practice
Negotiation Theory and Practice

B. Elective Requirements:

Eight (8) units required:

Completion of elective units (listed below) to earn a total of fourteen (14) units (only six (6) elective units and a total of twelve (12) units is required for Pepperdine JD students). Elective units can be earned by completing additional externship units, an Independent Study, or any of the following courses:

Advanced Mediation Seminar
Advanced Trial Practice*
Appellate Advocacy*
Arbitration Law* +
Arbitration Practice and Advocacy+
Cross Cultural Conflict and Dispute Resolution
Current Issues in International Dispute Resolution:
London/Paris/Geneva
Hong Kong/Beijing
Dispute Resolution in Education
Dispute Resolution and Religion
Dispute Resolution Law Journal (up to 4 units)
Divorce and Family Mediation
Environmental and Public Policy Dispute Resolution

Fair Employment and Housing Mediation Clinic
 Faith-Based Diplomacy and International
 Peacemaking
 Honors Appellate Advocacy (*JD Students only*)
 Honors Negotiation Advocacy (*JD Students only*)
 Honors Mediation Advocacy (*JD Students only*)
 Honors Trial Practice (*JD Students only*)
 International Commercial Arbitration Procedure and
 Practice ⁺
 International Commercial Arbitration Theory and
 Doctrine⁺
 International Commercial Dispute Resolution
 International Investment Disputes
 International Litigation*
 Interviewing, Counseling and Planning
 Introduction to US Law (*non-JD only*)
 Investor Advocacy Clinic (*JD Students only*)
 Lawyering Process*
 Moot Court- International (*JD Students only*)
 Moot Court- Interschool Competition (*JD Students only*)
 Psychology of Conflict Communication
 Restorative Justice
 Selected Issues in Dispute Resolution:
 Apology, Forgiveness and Reconciliation
 Dispute Resolution Systems Design
 Dispute Resolution and Technology
 Employment Disputes
 Entertainment Industry Disputes
 Ethical Practices in Dispute Resolution
 Healthcare Dispute Resolution
 Intellectual Property
 Labor Disputes
 Managing Litigation and Conflict for
 Corporations and Organizations
 Mass Torts
 Ombuds
 Special Education Advocacy Clinic
 Trial Practice*
 Trial Preparation and Settlement*
 Trial Practice Competition (*JD Students only*)

or a Substantive Law Class with Institute Approval (non-law students only)

* This course is only available to law students or law school graduates.

+ If this course was not taken to fulfill the arbitration requirement, it can be taken as an elective.

In special circumstances the Director can authorize up to a total of four (4) elective credits for satisfactory completion of:

1. an undergraduate remedial English (subject to section 11.4) or another language course; or
2. substantive courses at the law school; or
3. courses at other graduate schools at Pepperdine University.

Students will be allowed to enroll in special circumstances courses only with the approval of the faculty for the course. No more than two (2) of the four (4) units can be for remedial English or another language course.

13.0 Joint Degree Programs

13.1 JD/MDR:

For students desiring to concurrently earn a Juris Doctor degree and an MDR degree, fourteen (14) units from the Pepperdine Juris Doctor program can also apply toward the thirty-two (32) units necessary for the MDR degree. Thus, a Pepperdine law student need only complete an additional eighteen (18) units to earn the Master's degree. Students pursuing concurrent Juris Doctor and MDR degrees are required to allocate any course work they want counted toward their MDR degree at the beginning of each semester. Allocations not submitted during the first four weeks of the semester will not be accepted.

13.2 MDR/MPP:

Students can concurrently earn an MDR degree and a Master's of Public Policy degree from Pepperdine by completing twenty-six (26) units in Dispute Resolution from the Pepperdine School of Law (sixteen (16) units of required courses, four (4) units of elective courses, and six (6) units of thesis or clinical externship) and fifty-six (56) units in Public Policy from the Pepperdine School of Public Policy (thirty-two (32) units of required courses, eight (8) units of electives relating to dispute resolution, and sixteen (16) units of elective courses). Separate admission to both the Straus MDR program and the School of Public Policy MPP program is required.

14.0 Tuition and Student Accounts

14.1 Charges for Regular Students and for Auditors:

Tuition for all courses being applied exclusively to the LLM, MDR, or CDR program will be charged at the applicable per unit rate for the School of Law. Students enrolled in other schools at Pepperdine University who are permitted to enroll in Straus courses will have their flat rate tuition allocated between the School of Law and their home school on a pro rata basis based on the number of units taken at each school. Students auditing courses shall pay one-half of the regular per hour tuition charge for such courses except as provided in Section 7.5 A.

14.2 Full and Part Time Status:

Students enrolled in eight (8) or more units per semester or summer session in any Straus program will be considered full time students. Students must enroll in a minimum of four (4) units per semester in any Straus program to be considered a part time student.

14.3 School's Security Interest in Student's Academic Record:

A student may not 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.

15.0 Waiver of Policies

15.1 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 not inconsistent with the goals and objectives set forward in Section 1.0.

15.2 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.

15.3 Requirement that Exception to Policy Be in Writing:

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

16.0 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.