UNIVERSITY OF THE PACIFIC
McGEORGE SCHOOL OF LAW

GRADUATE

GRADING AND GRADUATION POLICIES

RULES, REGULATIONS AND PROCEDURES

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100. **INTRODUCTION**

101. **Authority**

The Graduate Studies Committee (hereinafter referred to as the Committee) is the body duly authorized by the Faculty and Administration of McGeorge School of Law, University of the Pacific, to study, develop, adopt and apply rules, regulations and procedures pertaining to course requirements, examinations, grading, graduation, and related matters as these matters particularly apply to graduate students. The Grading and Advancement Committee implements grading policies affecting Juris Doctor candidates and shall exercise authority over graduate students as provided for herein. (See section 500) (amended 11/16/12)

102. **Scope and Definitions**

The rules, regulations and procedures contained in this document are intended to serve as a supplement to the official catalog of the law school and the Grading and Advancement Committee rules referred to herein. As used herein:

a. “Graduate student” refers to a student who has already received the juris doctor degree or a comparable first professional degree in law,

b. “Graduate work” refers to course work, directed research or other work undertaken for academic credit while enrolled as a graduate student.

(amended 11/16/12)

103. **Petitions**

Any graduate student who is affected adversely by the application of these rules may file in the Office of the Director of Graduate and International a written petition for relief setting forth the nature of the request and the reasons why it should be granted.

a. Written petitions must be filed within thirty (30) days of notice of the application of the rule from which the student seeks relief. No specific format is required for a student petition, the substance being more important than the form.

b. The Committee shall consider the written petition and grant, modify, or deny the relief requested.

c. The Committee shall be the final decision-making body in matters concerning graduate student petitions.

(amended 11/16/12)

103.1 **Personal Appearances**

Any graduate student submitting a petition to the Committee pursuant to Section 103 shall have the right to appear personally before the Committee. Such personal appearance by the
individual petitioner shall be limited to the purpose of informing the members of any new facts which have a significant and substantial bearing upon the issue before the Committee or to answer any questions which the members may have relevant to the issue before the Committee.

In no event shall any inference, either adverse or beneficial, be drawn from an individual petitioner’s failure to appear personally in support of his or her petition before the Committee. (amended 11/16/12)

200. COURSES

201. Required Courses

The Academic Schedule published prior to each academic year lists required and elective courses for candidates for the Master of Laws degree. All required courses shall be taken on a graded basis.

202. Electives

Elective courses to fulfill the unit requirements for the Master of Laws degree must be selected from the approved list of graduate elective courses or be approved by the Director of Graduate and International Programs. Elective courses are either “graded” or ‘honors/pass/no credit/fail,” and are further described in the Grading and Advancement Committee Rules. (amended 11/16/12)

203. Right to Take Elective Courses Honors/Pass/No Credit/Fail

Candidates for the Master of Laws degree may, subject to the prior approval of the Associate Dean, choose to take any elective course on a honors/pass/no credit/fail basis but may count toward graduation no more than ten units of courses that are taken on a honors/pass/no credit/fail basis. (amended 4/09/08, 11/16/12)

203.1 Auditing Courses

A graduate student who is enrolled in a course as an auditor shall not be eligible to have the audit noted on the transcript unless the professor certifies to the registrar at the conclusion of the course that the student’s class attendance, preparation, and participation were satisfactory. (amended 11/16/12)

204. Graduation Credit

Of the 24 semester units required for graduation, 14 semester units must be earned in graded courses. A graduate student may receive credit for directed research and master’s thesis that is carried out in accordance with the guidelines adopted by the Committee. Such directed research and master’s thesis shall be graded unless the student elects otherwise pursuant to section 203. (amended 11/16/12)
205. Maximum Time for Completion Minimum Course Load

Candidates for the LL.M. degree must complete degree requirements in three (3) consecutive years from the date of beginning graduate law studies. Upon petition filed under section 103, this period may be extended for good cause. There is no minimum course load during any academic period. (amended 11/16/12)

300. ATTENDANCE (amended 11/16/12)

301. McGeorge School of Law subscribes to the policy of the American Bar Association's Section on Legal Education which considers student preparation and class attendance essential for a legal education.

302. Each professor shall consider a student's class attendance in assigning the student's final grade in a course. A professor may consider a student’s preparation, participation and performance in assigning his/her final grade in a course. In flagrant instances of repeated absences, a professor may notify the Associate Dean for Academic Affairs that, by reason thereof, the professor is considering denying the student the right to take the final examination or to submit the final written assignment in a course; thereupon the Associate Dean for Academic Affairs shall notify the student in writing that unless the student's attendance after receipt of the notice is deemed satisfactory, he/she may be denied the right to take the final examination or to submit the final written assignment in the course; if the student's attendance following receipt of the notice is deemed unsatisfactory by the professor, the professor may, with the concurrence of the Associate Dean for Academic Affairs, deny the student the right to take the final examination or submit the final written assignment in the course. In assigning a final grade pursuant to this rule, no final examination or final written assignment grade shall be changed more than one/third of a grade (e.g. “B-“ to “C+”) without the concurrence of the Associate Dean for Academic Affairs.

303. A professor may not alter a final grade under Rule 302 after final grades in the course have been distributed to students.

304. A student may not be employed more than 20 hours per week in any week in which the student is enrolled for more than nine semester units.

400. EXAMINATIONS

401. Courses with Juris Doctor Enrollment

When enrolled in courses in which candidates for the juris doctor degree are also enrolled, examinations will be as provided for in the then current rules of the Grading and Advancement Committee. (See sections 401, et seq.)
402. **Courses Limited to Graduates**

When enrolled in courses in which enrollment is limited to graduate students, examinations or other means for measuring student performance shall be designated by the individual professor.

**500. GRADES AND GRADING**

501. **Procedures**

Grades and grading are governed by Grading and Advancement Rules sections 501, et seq., except as otherwise provided herein. All appeals by graduate students regarding grades shall be heard by the Grading and Advancement Committee. (amended 11/16/12)

**600. GRADUATION REQUIREMENTS**

601. **Cumulative GPA**

“Cumulative GPA” is the grade point average for all graduate work undertaken at the School of Law computed as provided in the Grading and Advancement Rules.

602. **Graduation Requirements**

A candidate for the Master of Laws degree must obtain passing grades in a minimum of 24 units of graduate work and must obtain passing grades in each of the courses designated as a required course in the Master of Laws program within the time prescribed in Section 205. The minimum cumulative grade point average required for conferral of a Master of Laws degree is 2.33 for graduate work. This grade point average must be achieved at the end of the semester or other academic period in which the first 24 earned units of graduate work are completed. (Revised 4/2006, 4/2011)

603. **Applying Credits Earned for the J.D. Degree toward LL.M. Degree**

J.D. units earned at McGeorge School of Law in excess of the minimum required to earn the J.D. degree may be applied toward the LL.M. degree if the J.D. course fits the LL.M. curricular degree requirements. When J.D. credit is granted, only the units, and not the grade, will be credited. (added 11/16/12)

604. **Failure to Satisfy Graduation Requirements - Academic Probation**

A candidate for the Masters of Law degree must achieve a minimum cumulative GPA of 2.33 upon completion of 24 units. A graduate student whose cumulative GPA falls within the range from 2.180 through and including 2.324 after meeting the 24 unit requirement may continue enrollment through the end of the next semester on academic probation. During the probationary period, a graduate student must enroll in a minimum of nine units and a maximum of 12 units. Successful completion of probation requires achievement of a cumulative GPA of
2.33 at the end of the probationary semester. No student may repeat probationary status. (amended 11/16/12)

605. Academic Disqualification

   A graduate student whose cumulative GPA is below 2.18 after meeting the 24 unit requirement is automatically disqualified and may not re-enroll. (added 11/16/12)

700. REPEATING COURSES

701. Repeat of Failing Work--Required Courses

   A graduate student who receives a grade of “F” or “Fail” in a required course shall be required to repeat the course. The “F” or “Fail” grade shall remain on the transcript, but once the course has been repeated only the repeat grade will be counted for GPA purposes. However, the highest number of grade points credited to the student will be 2.60 per unit (the equivalent of a “B-” grade).

702. Repeat of Non-failing Work and Electives

   Students shall not be permitted to repeat any elective courses, nor any required courses in which they received non-failing grades.

800. WORK TAKEN AT OTHER LAW SCHOOLS

801. Course Work Taken at Other Schools by McGeorge Graduate Students

   Graduate students enrolled at McGeorge who wish to take an elective course at another ABA-accredited law school must obtain approval advance from the Committee.

   a. Requests for this opportunity should set forth the school, course description, instructor, and whether or not transfer credit back to McGeorge will be sought.

   b. Permission will not be granted in the case of required courses, nor for more than a total of three (3) semester units of credit.

   c. Transfer credit will be granted if the student receives a grade in the course which is a passing grade at the host institution. When transfer credit is granted, only the units, and not the grade, will be credited. The course will be treated the same as a “honors/pass/no credit/fail” course for GPA purposes and for calculation of the ten-unit maximum in Section 204.

   (amended 11/16/12)

802. Concurrent Enrollment Prohibited
Concurrent enrollment at McGeorge and any other school is prohibited unless permission has been obtained advance from the director of the relevant graduate program or Associate Dean for Academic Affairs. Courses in English as a second language do not require such permission. (amended 11/16/12)

900. AMENDMENT AND RESERVATION OF POWERS

901. Amendment

These rules and procedures are subject to amendment at any time by the Faculty upon recommendation of the Committee. No student shall have a vested right in the continued enforcement of the rules as now set forth, but amendments shall not be applied in a manner which would result in preventing a student who is satisfactorily following a regular course of study from graduating at the normal time. (amended 11/16/12)

902. Reserved Powers

As described in the catalog, the School of Law reserves the right to modify or change the curriculum, admission standards, course content, advancement or degree requirements, regulations, tuition or fees at any time without prior notice. Information in this set of regulations or the catalog shall not be regarded as creating a binding contract between the student and the school. (amended 11/16/12)

1000. PROCEDURAL RULES FOR GRADUATE STUDIES COMMITTEE

1001. Committee Operating Procedures

a. The Chair of the Committee shall designate a Committee member to act as secretary and prepare minutes of all meetings.

c. No Committee member may vote, or be otherwise represented, by proxies or alternates. (amended 11/16/12)

1002. Faculty Action

All decisions of the Committee involving major policy considerations are subject to faculty review. Where the majority of the members of the Committee so determine, decisions of the Committee shall not become effective until reviewed and approved by the faculty. (amended 11/16/12)