



Stanford Law School

[2014-2015 STUDENT HANDBOOK]



Every effort is made to ensure that the degree requirements, applicable policies and other materials contained in this *SLS Student Handbook* are accurate and current. However, the Law School reserves the right to make changes at any time without prior notice. The *SLS Student Handbook* in the form that it exists online on the Law School's website at www.law.stanford.edu/students, is the governing document and contains the currently applicable policies and information.

SLS STUDENT HANDBOOK

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GENERAL INFORMATION

IMPORTANT LAW SCHOOL OFFICES

As you approach the Law School campus from the front, you first see the Alexander Calder statue *Le Faucon* in Cooley Courtyard. Beyond it, you will see the two wings of the original Law School building connected by a link building. The classrooms are primarily in the building to the right, while the Law Library and administrative offices are primarily in the building to the left. Faculty offices, seminar rooms, and the Mills Legal Clinic are in the Neukom Building behind the link building. The link building houses the Law Lounge, the Law Café, the Manning Faculty Lounge, and two seminar rooms. More seminar rooms and offices are located in the basement of the link building.

The general telephone number for the Law School is (650) 723-2465. The Stanford University Operator provides up-to-date phone listings for all faculty and staff; dial (650) 723-2300 (or 0 from a campus phone).

The Law School's website is <http://www.law.stanford.edu>.

OTHER NUMBERS YOU MAY NEED ARE:

EMERGENCY 911 (9-911 from a campus phone)

You may also use the blue emergency phone towers located around campus

EMERGENCY INFORMATION (650) 725-5555 (University)

(650) 725-0514 (Law School specific)

SURE ESCORT SERVICE (650) 725-SURE

(offering late night escort or transportation home)

Career Services	Room 145	(650) 723-3924
Financial Aid	Room 107	(650) 723-9247
Law Library	Room 250	(650) 723-2477
Registrar	Room 100	(650) 723-0994
Student Affairs	Room 104A	(650) 725-0764

The mailing address for all offices and departments within the Law School is:

Stanford Law School
559 Nathan Abbott Way
Stanford, CA 94305-8610

The street address for the Neukom Building is:

555 Nathan Abbott Way

EMERGENCIES

Emergencies do arise, even at Stanford Law School. If the fire alarm goes off while you are in one of the Law School buildings, exit immediately from the closest emergency exit and proceed to one of the Law School's two emergency assembly points :

1. the lawn in front of Cooley Courtyard toward Meyer Library (beyond the totem pole) if you are in Crown Quadrangle (the classroom building or the administration building.)
2. the corner of Salvatierra Walk and Nathan Abbott Way (toward the Munger Residences) if you are in the Neukom Building.

Emergency exit maps are located at critical points around the Law School.

If an earthquake occurs while you are at the Law School, take cover under a table or desk, in a doorway, or against a hallway wall. Wait until the shaking stops before you evacuate the building. Do not use the elevator. If you are outside, move to an open area, away from anything that can fall on you.

The University has more information on emergency preparedness at the following website:
www.stanford.edu/dept/EHS.

In the event of a disaster or emergency, you will be able to obtain updated bulletins and important instructions for the University by going to <http://emergency.stanford.edu> or by calling either (650) 725-5555 or (800) 89-SHAKE. **Information pertaining just to the Law School will be available by calling (650) 725-0514.**

SECURITY AND SAFETY

Although Stanford University and Stanford Law School are very safe environments, they are not free from crime. Pursuant to the Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Stanford University Department of Public Safety (police department) publishes *The Stanford University Safety and Security Report*, which contains practical information about safety and security practices and statistics about crime on campus. Students may pick up a copy at the police department, may download it from www.stanford.edu/group/SUPDS/safety-report/Stanford.pdf, or may call (650) 723-9633 to request a copy.

Theft is the biggest crime problem at Stanford University. There have been thefts of bicycles, wallets, and laptop computers at the Law School, so students are advised never to leave valuable belongings unattended – even for a minute.

The university provides an escort and transportation service at night, available by calling 725-SURE. The number for “emergency” from a campus phone is 9-911. For more safety information, see page 12 of this *SLS Student Handbook*.

OFFICIAL NOTICES

For most Law School and University communications, email to a student's Stanford email account is the official form of notification to the student, and emails sent by Law School and University officials to such email address will be presumed to have been received and read by the student.

If information has been disseminated via your class distribution list, you will be deemed to have received it.

Some official notices are published in the *Weekly Brief*, an electronic newsletter put out by the Office of Student Affairs every Monday while classes are in session and emailed to the class listservs. Besides providing important administrative information, the *Weekly Brief* includes announcements of social events, on-campus speakers, career services programs, and other important news. Students are expected to read the *Weekly Brief*; you will be held responsible for knowing about all academic notices that appear in the *Weekly Brief*.

The Office of Student Affairs also creates and maintains distribution lists for each class, to which each student is required to subscribe. The Law School administration often posts important notices and information of which you should be aware on these lists.

You should also check the Law School's website regularly for information and news. Located at www.law.stanford.edu, the site contains, among other things: the on-line photo directory (password protected); information about upcoming deadlines; FAQs; crisis resources; a copy of the latest version of this *SLS Student Handbook*; links to the Law Library; transportation resources; information for student organizations; the online form for reserving a room for a student event; information from Student Affairs, Career Services, and the Law Library; connections to the Law School Registrar's Office site (including course information); the Law School's Calendar; faculty biographies; and, the on-line version of *Stanford Lawyer*, the Law School's alumni magazine.

The website also links to SLSNavigator (the Law School's online curriculum guide) and other social media used by Stanford Law School.

STUDENT MESSAGES AND ANNOUNCEMENTS

Class schedules, exam schedules, and other important notices, such as changes in classroom locations or times, are posted on the bulletin board outside the Law School Registrar's Office. Students are advised to check this bulletin board before classes begin and periodically through the quarter. First assignments can be found online on Coursework.

The Law School's website has an events calendar.

MAIL, MAILBOXES, AND LOCKERS

Each student is assigned a Stanford Law School mailbox, which is used for internal distribution of administrative notices. Professors may return papers to student mailboxes as well. Student mailboxes are located on the basement level of the link building.

Students may not receive U.S. mail addressed to them at the Law School. Any mail sent to a student in care of Stanford Law School will be returned to the sender.

Lockers are located in the basement of the link building and the classroom building. Each entering law student is assigned a locker at the start of the school year. In addition, continuing students who want a locker may get one. Students keep the same locker for the entire year but must remove their belongings before leaving for the summer since lockers are reassigned each August.

LAW LIBRARY

Circulation: 650-723-2477

Reference: 650-725-0800

reference@law.stanford.edu

The Robert Crown Law Library at Stanford Law School is a friendly, comfortable, and well-equipped legal research library that supports the curriculum, programs and clinics of the law school, and the scholarship in which the law school community engages. The library's three floors (all Wi-Fi-equipped) are home to an extensive print collection, complemented by hundreds of online databases to support all of your research needs. Reference librarians are available to answer research questions, provide research instruction, and help identify and retrieve useful legal and interdisciplinary materials.

The library's physical space accommodates both individual studying or research, and group collaboration. The first floor is the main entrance and it is where you will find the loan desk, course reserve collection, recent additions, popular reading

materials, loaner bicycles, and reference desk. Required textbooks are available on Course Reserve. In addition, the first floor includes a spacious reading room with floor-to-ceiling picture windows and technology-enabled conference rooms for group meetings and projects.

The second floor of the library offers law students 24-hour access, so you may use the library whenever you need and for as long as you want. The second floor includes a large reading room and a "teaming room" for collaborative projects. The librarians' offices are also located on the second floor.

Unlike all of the other floors, the California sunshine does not reach into the basement. Here you'll find compact shelving and the bulk of the American, foreign, and international law print materials, as well our social sciences collection.

Since so many of the library's newest and greatest resources are online, you are encouraged to get acquainted with the librarians who can help you discover these wonderful new worlds of legal research.

LAW LOUNGE AND OUTDOOR SPACES

The Law Lounge is located on the first floor of the link building. Outdoor tables are available in Crocker Garden between the link building and the Neukom Building. In addition, students are welcome to use the terrace on the second floor of the Neukom Building. All three locations provide a convenient place to relax and to socialize.

In the lounge, you will find a café. Café hours of operation are posted in the Law Lounge and are subject to change.

The Law Lounge contains an audio/visual system with a VCR and a CD/DVD changer holding up to five CDs or DVDs. It also has a projector, six-speaker amplified sound, and an electronic screen. Students wishing to use the lounge for programming have the ability to use handheld, lapel, wired, and wireless microphones, and to do PowerPoint presentations with or without a podium. Although it is possible to turn on the video without assistance, students need to contact the AV department (723-6803 or av-requests@law.stanford.edu) to turn on the sound system.

Students can reserve the Law Lounge and/or Crocker Garden for events by completing the room request form located at www.law.stanford.edu/students/ under "Student Life" on the website. The Neukom Terrace cannot be reserved for events.

COMPUTER LABS

The Law School has computer labs on the first and second floors of the library. The lab on the second floor is available for student use 24 hours a day. These labs also contain high-speed printers, phones, and fax machines for student use.

COPY MACHINES AND COPY SERVICES

Copy machines are available in the Law Library. Students may use either cash or a copy card to make copies. Copy cards are available for purchase in the Law Library copy room. Students can also get copies at the copy center located in room 14 in the basement of the administration building. Students must pay for copies directly; however, student organization leaders may charge the cost of copies to their student organization's account. Students and student organizations are expected to comply with the copyright policy (see page 52) in their use of copy machines and services.

FAX MACHINES AND PBNs

There is a fax machine dedicated to student use. It is located on the first floor of the Law Library. Students may send faxes to anywhere in the United States including Alaska, Hawaii, Puerto Rico and the Virgin Islands at no charge. International and specialty toll calls or faxes like 411, 900 and 976 numbers require a personal billing number (PBN).

Every registered student is offered a PBN. You can sign up for a PBN at the My IT Services website in Axess under the Student Center tab. If you have any questions, contact the University's IT Services Department at 497-HELP. If you live on campus, the charges for international calls will be added to your telephone bill. If you live off campus, the charges for international calls will be billed on a monthly basis and sent to your address as listed with the University Registrar. Outstanding bills will be referred to the Controller's Office for collection. Failure to pay bills will result in consequences, including a hold being placed on your account.

Students who do not have a PBN may send faxes (for a fee) by going to the Copy Center in room 14 in the basement of the administration building.

LOST AND FOUND

Lost and Found is located on the first floor of the Law Library. Contact the loan desk at 723-2477.

NURSING ROOM

The Law School has a nursing room, located in room 184 of the classroom building. Students or the partners of students may use the room if they are breastfeeding. Contact the Office of Student Affairs for the door code.

FACILITIES

The Facilities staff, located in room 146 of the administration building, reserves rooms, oversees the maintenance of the Law School buildings, and provides facilities support for student organizations hosting events.

Student groups are required to have an Event Manager in order to reserve rooms for meetings and events. The Event Manager has the ability to add events to the School's main calendar. To request an Event Manager's account, students need to complete the form located on the Law School website, under Calendar/Events.

COUNSELING AND ADVISING

ACADEMIC ADVISING

Students are encouraged to take advantage of SLS Navigator, the Law School's online course planning system, and to consult with faculty members who have expertise in the student's area of interest as well as with the Associate Dean for Student Affairs about academic choices or concerns.

PERSONAL COUNSELING

1. Classes

As a general rule and whenever possible, a student with a non-disability-related problem in a particular course should discuss the problem with the instructor. If this is not practicable, or if these discussions do not resolve the problem, students should contact Catherine Glaze, the Associate Dean for Student Affairs.

If the problem is disability-related, the student should contact Dean Glaze and/or the Office of Accessible Education (see pages 13 and 45–46 of this *SLS Student Handbook*). **Students should NOT discuss accommodations for disabilities directly with their instructors; discussion of exam accommodations (e.g., extra time or postponement) would be inconsistent with the anonymity required by the blind grading system.**

2. Financial Aid

Students with financial aid issues should first contact the Associate Director of Financial Aid, in room 107. If this does not resolve the issue, students should then contact Faye Deal, the Associate Dean for Admissions and Financial Aid.

Billing questions should be directed to the University Cashier's Office.

3. Career Advice

Students seeking career advice should contact Susan Robinson, the Associate Dean for Career Services.

4. Personal Problems

Problems Affecting School Work

Students with personal problems that are interfering with their ability to attend classes, to study, or to take exams should contact Catherine Glaze, the Associate Dean for Student Affairs, to discuss how to handle the problem and to obtain referrals for services in other parts of the University. The Associate Dean also works closely with the Law School Registrar to explore solutions to the academic aspect of these concerns.

Problems with Roommates or Classmates

Students having difficulties with roommates or classmates should contact Catherine Glaze, the Associate Dean for Student Affairs or the Graduate Life Office (see page 11). Housing questions or concerns can also go to the Graduate Life Office.

Other Personal Problems

The Associate Dean for Student Affairs can be students' first stop for these issues as well. Although she does not provide long-term counseling, she can direct students to outside service providers to help them address their concerns.

One such resource is the Graduate Life Office (GLO), which can assist with personal or family issues, roommate problems, health concerns, etc.

Another resource is Counseling and Psychological Services (CAPS). CAPS, which is part of Vaden Student Health Services, provides counseling for a broad range of concerns, including substance abuse, anxiety, depression, emotional distress, eating problems, grief, stress, relationships, as well as vocational choices and personal growth and development. More information on CAPS can be found on page 11 of this *SLS Student Handbook*.

The Office of Sexual Assault & Relationship Abuse Education & Response (SARA) is the centralized campus resource for sexual and relationship violence. More information on SARA can be found on page 12 of this *SLS Student Handbook*.

The YWCA Rape Crisis Center offers confidential counseling and support and has a 24-hour hotline for Stanford students at 650-725-9955. Other resources are the Sexual Harassment Policy Office and the Title IX Office. Contact information on

both offices can be found on pages 12 - 13.

The Law School's website has a more complete list of resources for crisis intervention and problem solving in the "Information for Current Students" section.

GOVERNANCE AND ADMINISTRATION OF THE LAW SCHOOL

The Dean and the faculty of the Law School are responsible for formulating the Law School's programs. The deans are responsible for administering those programs. Deans include both faculty and staff members.

1. Deans

- a. **Dean M. Elizabeth Magill** is the executive head of the Law School. She is responsible for providing leadership in planning the Law School's future and for overseeing the administration of the school.
- b. **Vice Dean Mark Kelman** oversees the day-to-day academic governance of the Law School.
- c. **Associate Dean for Curriculum Jennifer Martinez** chairs the curriculum committee and is the person who selects and schedules the courses that will be offered each quarter.
- d. **Associate Dean for Graduate Studies Deborah Hensler** oversees the advanced degree (JSD, JSM, LLM, MLS) programs.
- e. **Senior Associate Dean for Finance and Chief Financial Officer Frank Brucato** manages capital-planning projects and finance for the Law School.
- f. **Associate Dean for Admissions and Financial Aid Faye Deal** works with the faculty's admissions committee to review applications for JD, transfer, and advanced degree students. She also oversees the Office of Financial Aid.
- g. **Associate Dean for Career Services Susan Robinson** oversees the Office of Career Services (OCS), which provides comprehensive career services to law students and graduates on private sector, judicial clerkship and international law opportunities.
- h. **Associate Dean for Communications and Public Relations Sabrina Johnson** is responsible for overseeing the Law School's publications and website and for dealings with the media.

- i. **Associate Dean for Executive Education and Special Programs Daniel Siciliano** coordinates and supervises Stanford Law School’s domestic and international Executive Education offerings.
- j. **Associate Dean for External Relations Julia Erwin-Weiner**, supervises the offices of development and alumni relations.
- k. **Associate Dean for Public Service and Public Interest Law Diane Chin** oversees the John and Terry Levin Center for Public Service and Public Interest Law, which provides career services to law students and graduates interested in government, public interest and public policy opportunities (both domestic and international).
- l. **Associate Dean for Student Affairs Catherine Glaze** oversees both the Registrar’s Office and the Office of Student Affairs (OSA), which runs Orientation, Graduation, and other programs throughout the year in addition to publishing the *Weekly Brief* and advising student organizations and journals.

2. Faculty

Photographs and short biographies of each faculty member and lecturer, including courses taught and areas of interest, are included in the photo directory published each fall and on the Law School’s website (www.law.stanford.edu).

3. Office of Career Services

Susan Robinson, Associate Dean for Career Services
725-0175 susanr@law.stanford.edu

Location: Room 143 administration building, main floor
Office Hours: 10:00 a.m. – 5:00 p.m.

OCS provides support and resources to help students make career decisions for summer internships as well as post-graduate choices. The office focuses primarily on private sector, judicial clerkships and alternatives to law, though it works closely on career programming and events with the Levin Center, which handles government and non-profit sectors.

For additional information, please visit their website: <http://www.law.stanford.edu/careers/students/>

4. John and Terry Levin Center for Public Service and Public Interest Law

Diane Chin, Associate Dean for Public Service and Public Interest Law

725-4192 dchin@law.stanford.edu

Anna Wang, Executive Director

723-2519 annawang@law.stanford.edu

Jory Steele, Director, Pro Bono and Externship Programs
725-7909 jsteele@law.stanford.edu

Titi Liu, Director, International Public Interest Initiatives
736-8088 tliu@law.stanford.edu

Holly Parrish, Program & Research Coordinator,
723-8974 hparrish@law.stanford.edu

The John and Terry Levin Center for Public Service and Public Interest Law (the “Levin Center”) supports students pursuing government and public interest careers in a broad range of substantive areas, as well as encourages all students and graduates to make pro bono service an integral part of their professional lives. The staff provides a wide range of services, including: pro bono and career counseling; developing and implementing public interest programs; advising on courses relevant to public interest practice and pro bono; and administering financial support programs.

The mission of the John and Terry Levin Center for Public Service and Public Interest Law at Stanford Law School is two-fold. Internally at the law school, the Center provides a rich resource for students who are interested in exploring or already committed to advancing the public good and achieving social justice through the law. Its research agenda is focused externally – to support the development and health of the public interest legal field, with a particular interest within the US in legal services for the indigent, and internationally regarding the interaction of international human rights mechanisms with domestic reform efforts.

The Levin Center coordinates a variety of workshops and educational programs which highlight substantive areas of practice and administers the Law School’s externship programs and its generous financial support programs for students committed to public interest law, including:

- The Summer Public Interest Employment Funding;
- Public Interest Scholarships; and
- the Miles and Nancy Rubin Loan Repayment Assistance Program (LRAP).

The Levin Center staff plays a vital role in assisting students with preparation for careers in public interest law through a wide range of activities and programs, including:

- Counseling students;
- Coordinating a Mock Interview Program for first-year students;
- Organizing programs and workshops throughout the year;

- Discussing course selection, clinic applications, and externship placements;
- Coordinating mentor programs that link students to public interest faculty as well as alumni.

All students interested in learning about the broad range of career options in the government, non-profit and private public interest fields are encouraged to speak to Anna, Jory, Titi or Diane.

The Director of the Pro Bono Program of the Levin Center oversees the law school's voluntary pro bono program. Students are encouraged to sign a pro bono commitment form, agreeing to undertake at least 50 hours of pro bono work during their three years at the law school. Should students meet or exceed the 50 hour goal, they will be recognized during their third year at a reception and the Public Interest Awards ceremony. They will also graduate with pro bono distinction.

Each fall, the Levin Center hosts a special awards reception to honor two public interest lawyers who have demonstrated outstanding commitment to public service and social justice in their careers. The National Public Service Award and the Miles L. Rubin Public Interest Award are presented to leaders in their fields who embody the tradition of public service that we seek to develop in all our students during their time at Stanford Law School.

More information about the Levin Center staff and programs, including links to handbooks and application forms, is available on our website, <http://publicinterestlaw.stanford.edu>.

5. Computing Services

Help Desk, 2nd floor, administrative building
725-7249 help@law.stanford.edu
Webteam/Web Requests
webteam@law.stanford.edu

LAW SCHOOL LAPTOP REQUIREMENT

The Law School requires each student to have a laptop computer. Students use their laptop computers for class notes, exams, word processing, and legal research to access network and for e-mail communications with the administration. The Law School recommends that students purchase and use an external keyboard and mouse with their laptop computer because an external keyboard and mouse are more ergonomically sound than are the keyboard and mouse on a laptop.

Students who receive financial aid and who purchase a new laptop to meet this requirement can have their financial aid packages revised to take out a loan for the purchase price of a

laptop computer, up to a maximum of \$3300. Students who do not receive financial aid can obtain a private loan, facilitated through the financial aid office. **Students must save their receipts from the computer purchase to obtain this loan.**

6. Office of Financial Aid

Faye Deal, Associate Dean
723-0302 fdeal@law.stanford.edu
Kyung Chong, Associate Director
723-9247 kchong@law.stanford.edu
Alyson Hornsby, Financial Aid Advisor
725-6361 ahornsby@law.stanford.edu

The Office of Financial Aid (room 107 of the administration building) assists students with financing their law school education through a combination of tuition fellowships, federal loans, private loans, and University loans appropriate to the circumstances of each student. Each year, the Office of Financial Aid publishes a guide outlining financial policies and procedures and provides information about short-term emergency loans. Students may also obtain information about outside scholarships from the Office of Financial Aid.

More information about financial aid can be found on the Law School's website: www.law.stanford.edu/program/tuition/

If a student needs enrollment verification for a lender, he or she should request such verification via AXESS. The University cannot verify enrollment for future terms.

7. Registrar's Office

registrar@law.stanford.edu
Website: <http://www.law.stanford.edu/school/offices/registrar/>
Location: Room 100 (lobby of the administration building)
General Hours: Monday - Friday 8 AM to 5 PM
Walk-in Hours: Monday - Friday 10 AM to 4 PM

Alberto Martin, Registrar
725-0147 amartin@law.stanford.edu
Kim Borg, Associate Registrar
725-0145 klborg@stanford.edu
Mila Fernandez-Ronquillo, Assistant Registrar
725-0144 milaf@law.stanford.edu

The Law School Registrar's Office is responsible for coordinating and administering course registration, examinations, and grade distribution and for maintaining student records and processing student petitions. The Law School Registrar's Office also supports faculty teaching by scheduling classrooms, and collecting and distributing papers and exams.

Course descriptions and schedules are available on the Law School Office of the Registrar website. Changes to class schedules for the current term are also posted on the bulletin boards outside room 100. Students are advised to check for course updates before classes begin and periodically during the quarter. Notices are also placed in students internal mailboxes and on official class e-mail lists throughout the year.

Enrollment verification and transcripts are available through the University Registrar via Axess. For more information about these services and for diploma information see the Office of the University Registrar website at <http://studentaffairs.stanford.edu/registrar>. See Students and then see Records.

The Office of the Law School Registrar will certify enrollment, degree conferral and moral character for State Bar applications.

Enrollment and degree verifications for requests other than Law School State Bar certifications are available through Axess.

See the Office of the Law School Registrar website for additional information and services.

8. Office of Student Affairs

Catherine Glaze, Associate Dean
723-6203 cglaze@stanford.edu

Chidel Onuegbu, Associate Director
725-0764 chidel@law.stanford.edu

Meg Quist, Journal Manager
723-2747 mquist@law.stanford.edu

The Office of Student Affairs (OSA), located in rooms 104A, 108 and 110 of the administration building, provides information to students on a variety of issues and acts as a liaison between students, faculty, and other administrators.

OSA staff provide advice and counseling on academic and personal matters, run annual events such as Orientation and Graduation, advise student organizations and journals, coordinate student activities, and host workshops designed to enhance students' understanding of law school procedures and the bar exam and to facilitate a high quality of life for law students. Chidel Onuegbu is also a notary public who can notarize documents at little or no cost.

EVENTS, ANNOUNCEMENTS AND STUDENT GROUPS

OSA creates and maintains distribution lists for each class, to which each student is required to subscribe, maintains the law school's web-based calendar of events, and publishes the *Weekly Brief*.

OSA oversees student organizations and journals, and, working with Law Association and the Dean's Office, provides funding through a combination of an annual budget and conference

funding. *A Handbook for SLS Student Organizations* and a *Handbook for SLS Journals*, which include information on how to obtain funding, event planning, and spending procedures and regulations; both are available the Student Affairs website. Students can get hard copies from OSA, room 104A.

Students interested in hosting an event at the Law School must first contact their organization's calendar administrator who is responsible for scheduling the organization's events. Calendar administrators are trained by the webteam on how to post events on the Law School web calendar and request space for the event.

Items on the calendar are not automatically included in the Weekly Brief. To submit an event to the Weekly Brief, e-mail chidel@law.stanford.edu with the appropriate information..

CRISIS MANAGEMENT, ADVICE, AND COUNSELING

OSA provides short-term counseling and other assistance with academic and personal problems, leaves of absence, and other issues that affect a law student's life. The Associate Dean for Student Affairs can also provide information and advice to students regarding professional counseling within the University. Emergency financial aid is available from the Financial Aid Office. Specific vocational counseling is available through the Office of Career Services, the Center for Public Service and Public Interest Law, and individual faculty members. Students can make an appointment to see either the Associate Dean for Student Affairs or the Associate Director of Student Affairs, both of whom are also regularly available on a drop-in basis.

STUDENTS WITH DISABILITIES

OSA is the liaison between the Office of Accessible Education (OAE) and the Law School, and oversees the process of providing accommodations to law students with disabilities. Please see page 12 of this *SLS Student Handbook* for more information on the OAE and pages 44–46 for more information on disability accommodations and procedures.

STUDENT ORGANIZATIONS

The Law School is home to a wide variety of student organizations. They include:

Acappellants
Advanced Degree Student Association
All Our Nephews
American Bar Association, Law Students Division
American Constitution Society
Asian & Pacific Islander Law Students Association (APILSA)
Black Law Students Association (BLSA)
China Law & Policy Association
Civil Rights & Civil Liberties Society

Code = Law
 Criminal Law Society
 Drama Society
 Environmental Law Society (ELS)
 Fashion, Art & Design Society
 Federalist Society
 First Person
 International Law Society
 Iraqi Refugee Assistance Project
 J. Reuben Clark Law Society
 JD/MBA Club
 Jewish Law Students Association
 Law Students Building a Better Legal Profession
 League of Stanford Transfers
 Marion Rice Kirkwood Moot Court Board
 National Lawyers Guild
 Native American Law Students Association (NALSA)
 Older & Wiser Law Students (OWLS)
 OUTLAW
 Parents Attending Law School (PALS)
 Phil-Law-Sophy
 Public Interest Coalition
 Real Estate & Land Use Association
 Shaking the Foundations
 SLS Academy
 SLS Christian Fellowship
 SLS Entrepreneurship Club
 Stanford Association for Law in the Middle East (SALME)
 Stanford Association of Law Students for Disability Rights
 Stanford BioLaw & Health Policy Society
 Stanford Critical Law Society
 Stanford Entertainment & Sports Law Association (SESLA)
 Stanford Food Law & Policy Society
 Stanford Intellectual Property Association (SIPA)
 Stanford International Human Rights Law Association (SIHRLA)
 Stanford Latino Law Students Association (SLLSA)
 Stanford Law & Business Society
 Stanford Law & Policy Society
 Stanford Law & Technology Association (SLATA)
 Stanford Law & Wine Society
 Stanford Law Association
 Stanford Law Democrats
 Stanford Law School Energy Club
 Stanford Law School Mock Trial Program
 Stanford Law Students for Reproductive Justice
 Stanford Law Veterans Organization (SLVO)
 Stanford Muslim Law Students Association
 Stanford National Security & the Law Society
 Stanford Program in Law & Society

Stanford Public Interest Law Foundation (SPILF)
 Stanford Tax Club
 StreetLaw
 Student Animal Legal Defense Fund
 The Voting Rights Project
 Women of Stanford Law (WSL)
 Youth and Education Advocates of Stanford (YEAS)

More information about these organizations can be found at <http://www.law.stanford.edu/studentlife/organizations>.

STUDENT PUBLICATIONS

Stanford Law School students publish ten journals and run a Law and Visual Media Project.

They are:

Stanford Journal of Animal Law and Policy

The *Stanford Journal of Animal Law and Policy* was founded in August 2007 to provide a high-quality, widely accessible forum for the publication and discussion of animal law scholarship. SJALP is by design an online-only journal.

Stanford Environmental Law Journal

The *Stanford Environmental Law Journal* was founded in 1978, and is now considered one of the best environmental law journals in the nation. ELJ is a semiannual scholarly periodical dedicated to analyses of current environmental legal issues and policies. Compiled and edited entirely by Stanford Law School students, ELJ publishes articles, and sometimes essays, on timely and important issues in natural resources law, environmental policy, law and economics, international environmental law, and other topics relating to law and the environment.

Stanford Journal of Civil Rights and Civil Liberties

The *Stanford Journal of Civil Rights and Civil Liberties* is an interdisciplinary journal dedicated to civil rights and liberties issues both domestically and internationally. It seeks to explore the changing landscape of the civil rights and civil liberties dialogue, the real world implications of these changes on society, and the larger structural and systemic implications of these issues.

Stanford Journal of Complex Litigation

The *Stanford Journal of Complex Litigation (SJCL)* was founded in 2012 and is the only law journal in the country focusing exclusively on complex litigation. The student-run, peer-reviewed journal prints articles by professors, practitioners, and students on a range of legal topics relating to complex litigation, including civil procedure, aggregate litigation, and mass torts.

Stanford Journal of Criminal Law and Policy

The *Stanford Journal of Criminal Law and Policy* focuses exclusively on criminal justice issues. It publishes a mix of traditional scholarly articles, response pieces by practitioners and criminal justice professionals, student notes, and short interest pieces.

Stanford Journal of International Law

The *Stanford Journal of International Law* is a scholarly periodical devoted to analyses of current international legal issues. The student-run biannual prints articles by professors, practitioners, and students on a wide range of legal topics, including public international law, human rights, international trade, and comparative law. SJIL also publishes book reviews.

Stanford Journal of Law, Business and Finance

The *Stanford Journal of Law, Business & Finance* is a semiannual publication dedicated to exploring legal issues in the fields of business and finance. Edited and operated by students in all three classes of the law school, SJLBF brings a practical focus to the world of legal scholarship. Each issue features articles that emphasize innovative solutions to problems that currently confront practitioners.

Stanford Journal of Law, Science and Policy

The *Stanford Journal of Law, Science and Policy* is a peer-reviewed journal for innovative interdisciplinary scholarship that bridges the divide between legal and scientific scholarship. The semiannual journal provides a unique opportunity for scientists and legal scholars to write together and is freely available online to ensure a broad readership. SJLSP is founded on the recognition that the challenges facing today's policy makers are complex for both scientific and political reasons, and that the search for solutions will require pioneering, cross-disciplinary collaboration.

Stanford Law and Policy Review

The *Stanford Law & Policy Review* is a non-ideological publication compiled and edited by students at Stanford Law School. While maintaining the scholarly standards of other law journals, SLPR is written for and distributed to the nation's policymakers: lawyers, judges, government officials, scholars in law and the social sciences, and leaders in the business world. Each issue features a symposium on a current policy topic.

Stanford Law Review

The *Stanford Law Review* was organized in 1948. Each year the Law Review publishes one volume, which appears in six separate issues between November and July. Each issue contains material written by student members of the Law Review, other Stanford law students, and outside contributors, such as law

professors, judges, and practicing lawyers. The Law Review has two principal functions: to educate and foster intellectual discourse among the student membership, and to contribute to legal scholarship by addressing important legal and social issues.

Stanford Law and Visual Media Project

The *Stanford Law and Visual Media Project* is an alternative law journal that produces student-made documentary films about contemporary legal topics.

Stanford Technology Law Review

The *Stanford Technology Law Review* is an innovative forum for intellectual discourse on critical issues at the intersection of law, science, technology, and public policy. Covering a broad array of topical areas, STLR combines technological expertise with a scholarly outlook in substantive discussion.

For more information on the journals, please see <http://www.law.stanford.edu/publications/journals>.

IMPORTANT UNIVERSITY RESOURCES

A complete listing of Stanford organizations, services, offices, departments, faculty, staff and students is published every autumn in the Stanford Directory.

ASSU (ASSOCIATED STUDENTS OF STANFORD UNIVERSITY)

Old Union

<http://assu.stanford.edu/>

ATHLETIC FACILITIES

DEPARTMENT OF ATHLETICS, PHYSICAL EDUCATION AND RECREATION

Arrillaga Family Sports Center

(650) 724-9872 www.stanford.edu/dept/pe/

BECHTEL INTERNATIONAL CENTER

584 Capistrano Way

(650) 723-1831

E-mail: visa@stanford.edu

www.stanford.edu/dept/icenter

BOOKSTORE

White Plaza

(650) 329-1217 or (800) 533-2670

www.stanfordbookstore.com

CAMPUS EVENTS

(650) 723-0336 <http://events.stanford.edu>

CANTOR ARTS CENTER

Lomita Drive and Museum Way

(650) 723-4177

(650) 723-3469 (tour information)

www.stanford.edu/dept/ccva

CHILD CARE

Work/Life Office

3160 Porter Drive, Suite 250, Palo Alto, CA

(650) 723-2660

E-mail: worklife.office@stanford.edu

www.stanford.edu/dept/worklife/cgi-bin/drupal/childcare

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

Vaden Health Center

866 Campus Drive

(650) 723-3785 <http://caps.stanford.edu/>

DIVERSITY AND ACCESS OFFICE

585 Capistrano Way, First Floor

(650) 725-0326

<http://www.stanford.edu/dept/diversityaccess/>

GRADUATE COMMUNITY CENTER

750 Escondido Road

(650) 735-4739

Fax: (650) 736-7135

<http://glo.stanford.edu/gcc/>

GRADUATE LIFE OFFICE

750 Escondido Road

(at the Graduate Community Center) and 859 Comstock Circle

(650) 736-7078

24/7 Crisis Assistance Pager

(650) 723-8222 ext. 25085

<http://www.stanford.edu/group/glo/>

GRADUATE STUDENT INFORMATION CENTER

750 Escondido Road, 2nd Floor

(650) 723-5155

(650) 736-1015 fax

E-mail: graduateinfo@stanford.edu

<http://studentaffairs.stanford.edu/glo/gsic>

HOUSING ASSIGNMENT SERVICES

482 Galvez Mall, Suite 110

(650) 725-2810

Fax: (650) 736-1297

E-mail: housingassignments@lists.stanford.edu

<http://www.stanford.edu/dept/rde/cgi-bin/drupal/housing>

ID CARDS

Tresidder Union
459 Lagunita Drive, 2nd Floor
(650) 498-CARD
<http://itservices.stanford.edu/service/campuscard>

LEGAL COUNSELING OFFICE (ASSU)

Old Union, 1st Floor Ste. 103
(650) 375-2481
lco.stanford.edu

LIBRARIES

<http://library.stanford.edu>

MARGUERITE CAMPUS SHUTTLES

(650) 723-9362
<http://transportation.stanford.edu/marguerite/MargueriteSched.shtml>

OFFICE OF ACCESSIBLE EDUCATION (OAE)

563 Salvatierra Walk
(650) 723-1066
TTD (650) 723-1067
www.studentaffairs.stanford.edu/oae

OFFICE OF COMMUNITY STANDARDS

Tresidder Union, 2nd floor
(650) 725-2485
(650) 736- 0247 fax
www.stanford.edu/dept/vpsa/judicialaffairs

OFFICE OF SEXUAL ASSAULT & RELATIONSHIP ABUSE EDUCATION & RESPONSE (SARA)

Mariposa House
585 Capistrano Way, Room 209
(650) 725-1056
saraoffice @stanford.edu
<http://studentaffairs.stanford.edu/sara>

OMBUDS

Mariposa House, Room 210
585 Capistrano Way

(650) 723-3682
<http://www.stanford.edu/dept/ombuds/>

PARKING AND TRANSPORTATION

340 Bonair Siding
(650) 723-9362
<http://transportation.stanford.edu>

RECYCLING (STANFORD RECYCLING CENTER)

339 Bonair Siding
(650) 723-0919
<http://recycling.stanford.edu>
Drop-off center: 701 Serra Street

RELIGIOUS LIFE

Memorial Church
Main Quad
(650) 723-1762
<http://www.stanford.edu/group/religiouslife/index.html>

SAFETY

POLICE SERVICES

(650) 723-9633 www.stanford.edu/group/SUDPS

YWCA RAPE CRISIS HOTLINE

(650) 725-9955

SURE (STUDENTS UNITED FOR RISK ELIMINATION) ESCORT SERVICE

(650) 725-SURE
<http://5-sure.stanford.edu>

Hours: Sunday – Thursday 9 p.m. – 1:45 a.m.

SEXUAL HARASSMENT POLICY OFFICE

556 O'Connor Lane, 1st Floor
(650) 724-2120
<http://harass.stanford.edu>

STUDENT SERVICES CENTER

Tresidder Union, 2nd floor
(650) 723-7772
(866) 993-7772
M - F, 9 - 5
Can assist with billing, enrollment verification, ID card forms,
etc.

TELEPHONE

Communications and Networking Services
(650) 497-HELP
(650) 723-1611 (system repair)
<http://www.stanford.edu/services/telephone/students/>

TELEVISION

Stanford Student Television (SCBN-TV 61)
(650) 723-9069
<http://stanfordtv.wordpress.com/>
SCBN-TV 61 is a student-run, free cable station airing live student shows, local events, music videos, and Teleflixs movies.

SUNet Video Services and Stanford Television (STV)
Forsythe Hall, room 195
(650) 497-HELP
(650) 723-1611 (system repair)
<http://cns.stanford.edu/>

TICKET OFFICE

Tresidder Union, 2nd floor
(650) 725-ARTS
The Stanford Ticket Office provides tickets for both campus events and events around the Bay Area (through BASS).
Tickets for Stanford athletic events are available by visiting the Athletic Department's website at go.stanford.com or <http://www.stanford.edu/group/tickets/>

TITLE IX OFFICE

Catherine Criswell, Title IX Coordinator
E-mail: titleix@stanford.edu
(650) 497-4955

UNIVERSITY REGISTRAR

See Student Service Center
E-mail: registrar@stanford.edu
<http://studentaffairs.stanford.edu/registrar>

VADEN STUDENT HEALTH SERVICES

866 Campus Drive
(650) 498-2336
<http://vaden.stanford.edu/>

WOMEN'S CENTER

Old Firehouse
459 Lagunita Drive, Suite 9
(650) 723-1709
<http://studentaffairs.stanford.edu/wcc>

WORK/LIFE OFFICE

215 Panama Street and
Escondido Village, 140 Comstock Circle
(650) 723-2660
www.stanford.edu/dept/ocr/worklife

OTHER CAMPUS SERVICES

Additional campus facilities and services available to law students include the Stanford Post Office, bank branch offices and ATM's, copying and printing services, a credit union, a bicycle sales and repair shop, and a gasoline station. Please refer to the Stanford Directory or the Stanford University website at www.stanford.edu for further information.

ACADEMIC STANDARDS

ACADEMIC CALENDAR

The Law School has three quarters of instruction each year: Autumn Quarter, Winter Quarter and Spring Quarter. Please note that the Autumn Quarter for first-year students differs slightly from the calendar for all other students.

AUTUMN QUARTER

The first day of classes for the 2014 – 2015 academic year is Tuesday, September 2, 2014, for first-year JD students and is Monday, September 22, 2014, for all other students. Students take their exams in December. Please refer to the Academic Calendar (<https://www.law.stanford.edu/sites/default/files/portal/current-students/doc/slspublic/2014-2015-academic-calendar-final-.pdf>) for specific dates.

WINTER QUARTER

Stanford Law School's second quarter begins January 5, 2015. Students take their exams in mid to late March. Please refer to the Academic Calendar for specific dates.

SPRING QUARTER

Stanford Law School's third quarter begins Monday, March 30, 2015. Students take their exams the first week of June. Please refer to the Academic Calendar for specific dates. The Law School's diploma ceremony is June 13, 2015, and the University Commencement takes place on June 14, 2015.

SUMMER

Stanford Law School does not have a summer session.

UNIT AND WORK LIMITATIONS AND ATTENDANCE REQUIREMENTS

FIRST-YEAR COURSES FOR JD STUDENTS

First-year JD students may not take courses outside the Law School (other than Physical Education courses). The autumn quarter comprises only required courses. During winter quarter, first-year JD students continue to take required courses but have the option to take a limited number of units of elective

coursework that has been approved for first-year students by the Vice Dean or the Associate Dean with responsibility for the curriculum. All spring quarter law classes are open to first-year JD students.

MINIMUM AND MAXIMUM NUMBER OF QUARTER UNITS

All students (except JSD students on TGR or students eligible by law for a reduced course load) must take at least nine (9) quarter units of course work for credit toward their degree in each quarter and pass at least eight (8) such units by the date all grades for the quarter are due. Students who take fewer than 9 units or pass fewer than 8 units during any quarter may be subject to dismissal or other action by the Committee on Petitions, Disqualification and Reinstatement (the "Petitions Committee"), such as being required to take an additional quarter of course work in order to graduate. (See page 33 of this *SLS Student Handbook* for more information on satisfactory academic progress.)

No student may take more than 14 quarter units of course work for credit in any quarter, except upon an approved petition.

LIMITATIONS ON WORKING

In accordance with Standard 304 of the American Bar Association's Standards for Approval of Law Schools, students must devote substantially all of their working hours to the study of law during the academic year. Implementation of this requirement means that:

- A student may not be employed more than 20 hours per week in any week of the term, whether such employment is inside or outside the Law School.
- The Law School cannot employ any student as a legal assistant, research assistant, teaching assistant, or other position for more than 20 hours per week during the academic year. In most cases, Law School employment does not exceed 12 hours per week.
- Any student who is receiving financial aid through the Law School must report any employment during an academic year, including the number of hours per week that the student is working, to the Office of Financial Aid. If, based on this information, the Associate Dean for Admissions and Financial Aid believes that a student may be violating Law School policy regarding work during the quarter, the Associate Dean will take appropriate action.
- The Office of Career Services endeavors to schedule

on-campus interviews, to the degree possible, to avoid conflicts with a student's courses or other academic programs at the Law School.

- Second-year and third-year students are encouraged to schedule off-campus job interviews during the “fly back” period or at other times that do not conflict with the student's courses or other academic programs at the Law School. First-year students are encouraged to schedule interviews during the academic breaks or at other times that do not conflict with the student's courses or other academic programs at the Law School.

CLASS ATTENDANCE

In accordance with ABA accreditation standards, the Law School requires regular and punctual class attendance in order to receive course credit. Instructors have the discretion to announce more specific requirements than this.

Where an instructor does not believe that a student is making a good faith effort at regular and punctual class attendance, the instructor may counsel the student and/or take any action allowed under the provisions found on page 33 of this *SLS Student Handbook* that the instructor believes is appropriate.

Degree Requirements

THE DOCTOR OF JURISPRUDENCE (JD) DEGREE

OVERVIEW OF DEGREE REQUIREMENTS

The requirements for the degree of Doctor of Jurisprudence are:

- Successful completion of all first-year required courses plus an additional 82 quarter units of elective coursework;
- Nine quarters of residency;
- Satisfaction of the ethics requirement;
- Satisfaction of the writing requirement;
- Satisfaction of the professional skills instruction requirement;
- Timely filing of an application for graduation.

UNIT REQUIREMENT

Students entering in the fall of 2009 and thereafter must

complete all first-year required courses plus an additional 82 approved quarter units of elective coursework to obtain a JD.

No more than ten (10) quarter units of coursework earning a grade of Restricted Credit (R) can be counted toward the unit requirement for graduation. In addition, the Law School's satisfactory academic progress rules impose further restrictions on the number of units of restricted credit and failing grades that a student may earn before being academically disqualified. (See page 33 of this *SLS Student Handbook* for more information on satisfactory academic progress.)

In accordance with ABA accreditation standards, JD students may not count toward the JD graduation requirement more than thirty-one (31) quarter units of the following types of coursework: externships, directed research, practica, policy labs, senior thesis, research track, courses taken outside the Law School, and moot court (Kirkwood competition).

REQUIRED CURRICULUM: FIRST-YEAR PROGRAM

Each law student entering in Autumn 2009 and thereafter must complete the following courses during his or her first year at the Law School:

Autumn Quarter	Winter Quarter	Spring Quarter
Civil Procedure	Constitutional Law I	Federal Litigation
Contracts	Property I	Electives (7-12 units)
Criminal Law	Federal Litigation	
Torts	Electives (0-4 units)	
Legal Research and Writing		

Each first-year student is assigned to a small section of approximately 30 students. During the first quarter of the first year, students take Legal Research and Writing and one other of their required courses with only their small section. They take the other required courses in combination with their section and one other small section. Usually, each of these courses will be with a different small section. Section assignments (and thus class assignments) may not be changed.

During the Autumn Quarter, a first-year student may take only those courses on the required list.

First-year JD students may take no more than 4 units of electives in the Winter Quarter, and they must take at least 7 units but no more than 12 units of electives in the Spring Quarter. Elective courses are limited to those within the Law School, with the exception that first-year JD students may take a physical education course each quarter but it will not count toward residency or graduation.

RESIDENCY REQUIREMENT

To graduate, a JD student must be “in residence” as a law student for at least nine (9) quarters and no more than eleven (11) quarters. More time may be granted only to accommodate a documented disability. For purposes of the JD degree, the term “in residence” means that a student:

- Takes at least 9 quarter units of credit that can be counted toward the degree each quarter.
- By the date all grades for the quarter are due, passes at least 8 such units each quarter.
- Pays full tuition to the law school.
- Does not work more than 20 hours per week during the term. A student must be in residence during the quarter in which the final degree is conferred or during the quarter immediately preceding degree conferral. (For more information on limitations on working, see page 15 of this *SLS Student Handbook*.)

ETHICS REQUIREMENT

JD students must complete at least one advanced course that contains one or more units of ethics instruction. Only a course approved by the Curriculum Committee and explicitly classified as an ethics course before the quarter begins satisfies this requirement.

WRITING REQUIREMENT

Students Entering Prior to Autumn 2012

In addition to first-year Legal Research and Writing and Federal Litigation, all students must complete three courses of at least two units each in which a principal part of the assigned work is a paper or other written product. Only courses approved by the Curriculum Committee and explicitly classified as an R or W course before the term begins can satisfy this requirement. Of the three courses, at least one course must be designated as an “R” course.

- A course designated as an “R” course is defined as one in which the written product is substantial and is based on open-ended research by the student.

- A course designated as a “W” course is defined as one in which students engage primarily in focused writing and research exercises.
- A course designated as a “PW” course is defined as one in which the students engage in the sort of professional writing common to practicing lawyers, e.g., writing briefs, drafting contracts, etc.
- A course could potentially satisfy either the “R” or the “W” requirement. The instructor and student must agree whether the student will receive an “R” or a “W” and the student must enroll in the appropriate section of the class for “R” credit.
- A course in which the final examination is a take-home paper does not satisfy the writing course requirement.
- A Directed Research paper may count as the equivalent of an “R” course with the approval of the supervising faculty member.
- Satisfactory completion of a Senior Thesis or Research Track counts as the equivalent of two “R” courses.
- An “R” course may count as a “W” course. So, a student who takes three “R” courses or two “R” courses and one “W” course will have satisfied the writing requirement.

Students Entering in Autumn 2012 or Thereafter

In addition to first-year Legal Research and Writing and Federal Litigation, all students must complete two courses of at least two units each in which a principal part of the assigned work is a paper or other written product. One course must be an R course and the other must be a PW course. Only courses approved by the Curriculum Committee and explicitly classified as an R or PW course before the term begins can satisfy this requirement.

- A course designated as an “R” course is defined as one in which the written product is substantial and is based on open-ended research by the student.
- A course designated as a “PW” course is defined as one in which the students engage in the sort of professional writing common to practicing lawyers, e.g., writing briefs, drafting contracts, etc.
- A Directed Research paper may count as the equivalent of an “R” course with the approval of the supervising faculty member.
- A Directed Writing project may count as the equivalent of a “PW” course with the approval of the supervising faculty member.

- Satisfactory completion of a Senior Thesis or Research Track counts as the equivalent of an “R” course.

SUBSTANTIAL INSTRUCTION IN PROFESSIONAL SKILLS REQUIREMENT

All students must complete at least one course that includes substantial instruction in the professional skills generally regarded as necessary for effective and responsible participation in the legal profession. Only courses approved by the Curriculum Committee and explicitly classified as professional skills courses before the term begins can satisfy this requirement.

TIMELY FILING OF A “GRADUATION APPLICATION”

Students should consult the University’s online Academic Calendar for the Graduation Application deadline dates for each term. The Academic Calendar is available through the Office of the University Registrar. See Academic Calendar under Help Resources.

TRANSFER STUDENTS

In a transfer student’s offer of admission to Stanford Law School, the Associate Dean for Admissions and Financial Aid will specify the amount of transfer credit that the student will receive and the course requirements that the student will need to fulfill at the Law School to ensure that the student’s professional training in law will be substantially equivalent to that required of a student who does all of his or her JD coursework at the Law School. Thus, it is possible that transfer students may be required to enroll in one or more first-year required courses.

A transfer student will not be given credit for law course work taken elsewhere unless at the time he or she took such course work it would have been allowed credit toward a first degree in law if taken at the Law School.

THE MASTER OF LAWS (LLM) DEGREE

Stanford Law School offers three LLM (Master of Laws) degrees – an LLM in Corporate Governance and Practice, an LLM in Environmental Law and Policy, and an LLM in Law, Science and Technology. The LLM degree is awarded only to individuals who already hold a JD degree (or its equivalent).

OVERVIEW OF DEGREE REQUIREMENTS

The general requirements for the degree of Master of Laws are:

- Successful completion of at least 35 approved quarter units, including specific course requirement;
- Three quarters of residency;
- Timely filing of an application for graduation.
- Each LLM has further specific course requirements as outlined below.

UNIT REQUIREMENT

To obtain an LLM degree, students must complete at least 35 but no more than 45 approved quarter units of course work. At least 26 of these units must be in Law School courses; however, see page 37 of this *SLS Student Handbook* for the policies and limitations on enrolling in courses from elsewhere in the University.

COURSE REQUIREMENTS FOR THE LLM IN CORPORATE GOVERNANCE AND PRACTICE

Candidates for the LLM in Corporate Governance and Practice must successfully complete each of the following courses:

Introduction to American Law
Professional Responsibility
Corporate Governance and Practice Seminar I
Corporate Governance and Practice Seminar II
Corporations

Either:

Advanced Legal Writing: Business Transactions or
Advanced Legal Writing for American Practice

In addition, LLM Corporate Governance and Practice students must successfully complete at least four (4) of the following courses:

Accounting
Antitrust
Bankruptcy
Capital Markets I (Securities Regulation)
Capital Markets II
Comparative Corporate Governance
Corporate Acquisitions
Corporate Finance
Corporate Law Seminar
Corporate Law: Theory and Practice
Corporate Governance Seminar

Corporate Reorganization
 Corporate Tax
 Deal Litigation Seminar
 Deals I
 Deals II
 Financial Crises and Regulation of Financial Institutions
 International Deal Making
 International Corporate Debt Restructuring
 International Mergers and Acquisitions
 International Tax
 Modern Securities Regulation
 Negotiation
 Negotiation, Advanced
 OTC Derivatives
 Partnership Tax
 The Role of the Modern General Counsel
 Secured Credit
 Securities Litigation
 Taxation I
 Venture Capital I
 Venture Capital II

A number of other courses at the Law School are recommended for LLM CGP students, and students with adequate backgrounds in finance and accounting are eligible to enroll in some courses at the Graduate School of Business, subject to availability. A list of both sets of courses was provided to all LLM CGP students and is available from the Office of International Graduate Programs.

COURSE REQUIREMENTS FOR THE LLM IN ENVIRONMENTAL LAW AND POLICY

Candidates for the LLM in Environmental Law and Policy must successfully complete each of the following courses:

Introduction to American Law
 Environmental Law and Policy Colloquium I
 Environmental Law and Policy Colloquium II
 Environmental Law and Policy Colloquium III

A number of other courses both inside and outside the Law School are recommended for LLM ELP students. A list of these courses was provided to all LLM ELP students and is available from the Office of International Graduate Programs.

COURSE REQUIREMENTS FOR THE LLM IN LAW, SCIENCE AND TECHNOLOGY

Candidates for the LLM in Law, Science, and Technology must

successfully complete each of the following courses:

Introduction to American Law
 Professional Responsibility
 LST Colloquium I
 LST Colloquium II
 Either
 Advanced Legal Writing: Business Transactions or
 Advanced Legal Writing for American Practice

A number of other courses are recommended for LLM LST students. A list of these courses was provided to all LLM LST students and is available from the Office of International Graduate Programs.

RESIDENCY REQUIREMENT

To graduate, an LLM candidate must be “in residence” as a law student for at least three quarters. For purposes of the LLM degree, the term “in residence” means that a student:

- Takes at least 9 quarter units of credit that can be counted toward the degree each quarter.
- By the date all grades for the quarter are due, passes at least 8 units each quarter.
- Pays full tuition to the law school.
- Does not work more than 20 hours per week during the term. A student must be in residence during the quarter in which the final degree is conferred or in the quarter immediately preceding degree conferral. (For more information on limitations on working, see page 15 of this *SLS Student Handbook*.)

TIME LIMIT ON DEGREE CONFERRAL

Candidates for the LLM degree are expected to complete all degree requirements within one academic year and must complete the degree requirements within two consecutive academic years.

LIMITATIONS ON COURSE SELECTION

LLM candidates are subject to the following limitations on course selection:

- LLM candidates may not take more than forty-five (45) units while enrolled at Stanford Law School. All units taken at Stanford Law School or Stanford University count toward this total, whether or not these units are taken for credit toward the degree.
- LLM candidates may not take any courses that are required as part of the first quarter of the first year of the JD curriculum and must petition for permission to

take any courses that are required as part of the second quarter of the first year of the JD curriculum.

- LLM candidates may not take any courses at other law schools.
- LLM candidates may take for Law School credit no more than nine (9) quarter units worth of courses elsewhere in the University and may not take any foreign or English language courses for Law School credit.

TIMELY FILING OF A “GRADUATION APPLICATION”

Students should consult the University’s online Academic Calendar for the Graduation Application deadline dates for each term. The Academic Calendar is available through the Office of the University Registrar. See Academic Calendar under Help Resources.

THE MASTER OF THE SCIENCE OF LAW (JSM) DEGREE

The JSM (Master of the Science of Law) degree is awarded to individuals who hold a JD (or its equivalent) and are at the Law School participating in the Stanford Program for International Legal Studies (SPILS Program).

OVERVIEW OF DEGREE REQUIREMENTS

The requirements for the degree of Master of the Science of Law are:

- Successful completion of at least 35 approved quarter units;
- Three quarters of residency; and
- Timely filing of an application for graduation.
- Successful completion of the SPILS Thesis.

UNIT REQUIREMENT

To obtain the JSM degree, students must complete at least 35 but no more than 45 approved quarter units of course work under the personal supervision of a faculty adviser and the SPILS Teaching Fellow. At least 26 of these units must be in Law School courses; however, see page 38 of this *SLS Student Handbook* for the policies and limitations on courses from elsewhere in the University.

RESIDENCY REQUIREMENT

To graduate, a JSM candidate must be “in residence” as a law student for at least 3 quarters. For purposes of the JSM degree,

the term “in residence” means that a student:

- Takes at least 9 quarter units of credit that can be counted toward the degree each quarter.
- By the date all grades for the quarter are due, passes at least 8 units each quarter.
- Pays full tuition to the law school.
- Does not work more than 20 hours per week during the term. A student must be in residence during the quarter in which the final degree is conferred or during the quarter immediately preceding degree conferral. (For more information on limitations on working, see page 15 of this *SLS Student Handbook*.)

TIME LIMIT ON DEGREE CONFERRAL

Candidates for the JSM degree are expected to complete all degree requirements within one academic year and must complete the degree requirements within two consecutive academic years.

COURSE REQUIREMENTS

Candidates for the JSM must successfully complete each of the following courses:

- SPILS Law and Society Seminar
- Research Design for Empirical Legal Studies
- SPILS Research Methods Workshop
- SPILS Masters Thesis (2 quarters)

All JSM candidates must complete required coursework in the designated sequence and obtain the approval of their faculty adviser for their choice of electives. In addition, each JSM candidate must (1) complete, under the personal supervision of a faculty adviser, a thesis reflecting substantial independent research that results in a significant contribution to the scholarly literature or policy debates in the student’s area of concentration; and, (2) make a public presentation on their thesis research at an approved forum during the academic year.

LIMITATIONS ON COURSE SELECTION

JSM candidates are subject to the following limitations on course selection:

- JSM candidates may not take more than forty-five (45) units while enrolled at Stanford Law School. All units taken at Stanford Law School or Stanford University count toward this total, whether or not these units are taken for credit towards the degree.
- JSM candidates may not take any courses that are required as part of the first quarter of the first year of the JD curriculum and must petition for permission to

take any courses that are required as part of the second quarter of the first year of the JD curriculum.

- JSM candidates may not take any courses at other law schools.
- JSM candidates may take for Law School credit no more than 9 units elsewhere in the University and may not take any foreign or English language courses for Law School credit.

GRADING

JSM students are encouraged to write papers instead of taking examinations if the instructor of the course offers that option.

TIMELY FILING OF A “GRADUATION APPLICATION”

Students should consult the University’s online Academic Calendar for the Graduation Application deadline dates for each term. The Academic Calendar is available through the Office of the University Registrar. See Academic Calendar under Help Resources.

THE DOCTOR OF THE SCIENCE OF LAW (JSD) DEGREE

The JSD (Doctor of the Science of Law), the most advanced law degree, is designed primarily for those interested in becoming scholars and teachers of law. Study toward this degree is open only to exceptionally well-qualified students who hold a JD or its equivalent. It is awarded to students who, under the personal supervision of a faculty member, successfully pursue a course of advanced research in a field in which they are already well grounded, and who produce an advanced dissertation that, in the opinion of the adviser, makes a substantial contribution to knowledge. A candidate must successfully complete the SPILS program prior to commencing work on a JSD. SPILS students (or alumni) must apply separately to the JSD program during the spring quarter of each year. Admission to or completion of the SPILS program does not imply a commitment by Stanford Law School to admit an applicant for the JSD program.

OVERVIEW OF DEGREE REQUIREMENTS

The requirements for the degree of Doctor of the Science of Law are:

- Three quarters in residency during the first JSD year;
- Successful completion of 9 - 12 approved quarter units during the first JSD year;

- Successful completion of an oral exam at the end of the first JSD year, intended to determine the candidate’s readiness to embark on doctoral research, as determined by the candidate’s dissertation committee chair and at least one other Stanford faculty member;
- Filing of a Doctoral Dissertation Reading Committee Form, signed by each member of the committee, as well as the Associate Dean for Graduate Studies;
- Successful completion of an advanced dissertation, as determined by a faculty dissertation advisory committee;
- Successful completion of an oral defense of the dissertation, as determined by the same dissertation advisory committee;
- Successful participation in the JSD colloquium during the first year and all subsequent years in which the student is in residence; and
- Timely filing of an application for graduation.

UNIT REQUIREMENT

To obtain a JSD degree, a student must successfully complete, under the personal supervision of a faculty member, an approved 44-unit course of study. Credits earned to meet the JSM requirements will count toward 35 of these quarter units. At least 26 of those 35 units must be in Law School courses; however, see page 38 of this *SLS Student Handbook* for the policies and limitations on courses from elsewhere in the University.

Students must participate in a year-long research colloquium (0 units) designed especially for JSD students. In addition, JSD students in their first year must take 3 courses of at least 3 units each, for a minimum of 9 but no more than 15 units. No student may take more than 8 units in a single quarter.

These additional courses must provide either advanced methodological training or further study in a substantive field related to the student’s doctoral research and must be approved by the student’s dissertation adviser or by the Associate Dean for Graduate Studies. Generally, directed research will not satisfy the coursework requirement units unless it is intended to provide the student with new or enhanced methodological, theoretical knowledge or substantive knowledge that is essential to carrying out that student’s dissertation research and that is not offered by any regularly scheduled courses or seminars at Stanford during the period of the candidate’s residency. Candidates seeking credit for directed research while in residence must petition and receive the approval of their dissertation adviser and the Associate Dean for Graduate Studies as well as the Petitions Committee.

Students in the first year of the JSD program (*i.e.*, who have completed the JSM degree and have been admitted to the JSD program) will be entitled to terminal graduate registration (“TGR”) status, which allows students to register at a reduced tuition rate and pay for additional units.

RESIDENCY REQUIREMENT

JSD candidates must complete a full academic year (three quarters) in residence at the Law School. This requirement is in addition to quarters in residence that may have been completed as part of the SPILS program. Thus, students who go through the SPILS program and then enter the JSD program must be in residence at Stanford Law School for six full quarters. For JSD candidates on TGR status, the term “in residence” means that a student is physically on campus and regularly meets with his or her adviser throughout the quarter.

DISSERTATION REQUIREMENT

JSD candidates must successfully complete an advanced dissertation, under the personal supervision of a law school faculty member (the Dissertation Committee Chair). The dissertation must, in the opinion of the student’s dissertation committee, make a substantial contribution to knowledge. JSD candidates must then orally defend that dissertation before the dissertation committee.

The JSD Dissertation Committee must have three members and may not have more than five members. All members of the committee approve the dissertation. Normally, all committee members are members of the Stanford University Academic Council or are emeritus Academic Council members; however, in some cases, a student may have one (and only one) committee member who is not a current or emeritus member of the Academic Council, if that person is particularly well qualified to consult on the dissertation topic and holds a Ph.D. or equivalent foreign degree. This means that senior lecturers or people with research appointments, who are not members of the Academic Council, qualify to serve on the committee so long as they have doctoral degree.

If a former Academic Council member, emeritus Academic Council member, or non-Academic Council member serves as the Dissertation Committee Chair, there must also be a co-chair who is currently on the Academic Council.

In general, candidates for the JSD degree are required to submit a single extended monograph to satisfy the dissertation requirement. In exceptional cases, and only where approval is sought in advance of the work, the Law School may approve

a series of three substantively related papers that are suitable for journal publication. A request to substitute three papers for a monograph must be submitted prior to the first-year oral examination and must have received approval by the chair of the student’s dissertation committee and the Associate Dean for Graduate Studies. In addition, where such approval is given, the JSD candidate must also submit (as part of the completed dissertation file) a fourth paper that summarizes the findings of the three related papers and reflects on the implications of these findings, taken together.

With the approval of the chair of the candidate’s dissertation committee and the Associate Dean for Graduate Studies, the dissertation may be written in absentia following the fulfillment of the JSD residency requirement. It must however, be completed and submitted for approval within the period of four consecutive academic years and TGR fees must be paid for every quarter in which the candidate is in residence at Stanford. For this purpose, residency is defined as a student being physically present on campus, using university resources (*e.g.*, library, computing, statistical advising), and interacting regularly with his or her dissertation chair or other members of the faculty. The JSD candidate must be registered and paying tuition in any quarter in which he/she completes a graduation requirement.

At the end of each quarter in which a JSD candidate is enrolled in the program, the student’s faculty adviser will evaluate whether or not the candidate shall receive an ‘N’ grade in Law 802 (TGR Dissertation), indicating satisfactory progress toward completion of the degree or an ‘N-’ grade, indicating unsatisfactory progress. The first ‘N-’ grade constitutes a warning. The adviser and student should discuss the deficiencies and the adviser should set forth the steps necessary to correct them. A second consecutive ‘N-’ will normally cause the Law School to deny the student further registration unless and until a written plan for the completion of the degree requirements has been submitted by the student and accepted by the adviser and the Committee on Graduate Study. Subsequent ‘N-’ grades are grounds for dismissal from the JSD program. Once a JSD student has satisfactorily finished all the degree requirements, the faculty adviser shall enter a grade of ‘S’ (satisfactory) for the student’s final TGR quarter.

ORAL EXAMINATION REQUIREMENT

All JSD candidates must pass an examination at the end of the first academic year of the JSD program (normally before the University’s commencement date).

The oral exam is intended to determine the candidate’s readiness

to embark on doctoral research. Normally, the candidate will be asked to present his or her plans for doctoral research (*i.e.*, the research proposal) and will be expected to demonstrate mastery of the research literature and theoretical concepts relevant to the dissertation topic, and competence to deploy the required research methods. The candidate's dissertation adviser will determine the exact content and format of the exam. Each first-year JSD candidate is encouraged to discuss with his or her dissertation adviser how best to prepare for the oral examination.

Oral examinations will be given under the supervision of the faculty dissertation adviser. At least one additional Stanford faculty member will also participate in the oral examination. Candidates are encouraged to form their dissertation committee during their first year in residence and request that all members of the committee participate in the oral exam. If the candidate does not pass the oral examination, he or she must retake the exam at a later time. Any such candidate should meet with his or her faculty adviser to receive guidance concerning why his or her performance on the oral examination was insufficient to pass and how those deficiencies can be corrected with further preparation in advance of the second oral examination. In the event that the candidate needs to retake the oral examination, the second exam will be before a panel including at least three faculty examiners. A second failure to pass an oral examination will disqualify the student from the JSD program.

COLLOQUIUM REQUIREMENT

Regular attendance and participation (including presenting JSD research at various states) in a faculty-led colloquium is required of all first-year JSD candidates and all other JSD candidates who are in residence at Stanford.

TIME LIMIT ON DEGREE CONFERRAL

Candidates for the JSD degree must complete all degree requirements, including the dissertation, within four consecutive academic years of the time of matriculation into the JSD program. This is not extended for any quarters during which the JSD candidate is on leave. Only under extraordinary circumstances will a JSD candidate be allowed to extend his or her time to degree completion; such petitions require the approval of both the student's adviser and the Associate Dean for Graduate Studies and whether to approve such petition is within the discretion of each.

FACULTY ADVISER

Each candidate for the JSD degree shall have as his or her adviser a member of the Law School faculty. The faculty adviser

will:

- Review for approval the student's course program and provide general guidance to the student on work at the Law School; and,
- At the end of each quarter in which a JSD candidate is enrolled in the program, evaluate whether or not the candidate shall receive an 'N' grade in Law 802 (TGR Dissertation), indicating satisfactory progress toward completion of the degree, or an 'N-' grade, indicating unsatisfactory progress.

The faculty adviser will be the committee chair of the Doctoral Dissertation Reading Committee. All members of the Committee sign the Doctoral Dissertation Reading Committee form, confirming that they are members of the Academic Council and willing to serve on the Committee. This form is also signed by the Associate Dean for Graduate Studies and filed with the Law School Registrar, as soon as the committee is agreed to but no later than the beginning of the term in which the candidate expects to defend and graduate.

TIMELY FILING OF A "GRADUATION APPLICATION"

Students should consult the University's online Academic Calendar for the Graduation Application deadline dates for each term. The Academic Calendar is available through the Office of the University Registrar. See Academic Calendar under Help Resources.

MASTER OF LEGAL STUDIES (MLS) – A NON-PROFESSIONAL DEGREE

The MLS (Master of Legal Studies) is a non-professional degree designed to introduce a small number of graduate students and scholars in other disciplines to the foundations of the legal system, the basic modes of legal argumentation and analysis, legal procedure, and the substantive law of selected areas. The MLS is intended primarily for those pursuing academic careers. Exceptionally qualified MLS applicants may also apply to participate in the SPILS Program.

UNIT REQUIREMENT

To obtain the MLS degree, a student must complete four Autumn Quarter Law School courses, at least three of which must be 1L required courses (at least one of which must be Legal Research and Writing) plus an additional 24 approved quarter units of coursework.

RESIDENCY REQUIREMENT

To graduate, a student must be “in residence” as a law student for at least three quarters. For purposes of the MLS degree, the term “in residence” means that a student:

- Takes at least 9 quarter units of credit that can be counted toward the degree each quarter;
- By the date all grades for the quarter are due, passes at least 8 units each quarter;
- Pays full tuition to the law school; and,
- Does not work more than 20 hours per week during the term. A student must be in residence during the quarter in which the final degree is conferred or during the quarter immediately preceding degree conferral. (For more information on limitations on working, see page 14 of this *SLS Student Handbook*).

COURSE REQUIREMENTS

- Successful completion, during the Autumn Quarter, of four Law School courses, at least three of which must be those required of first-year law students in the Autumn Quarter and at least one of which must be Legal Research and Writing.
- Successful completion of additional courses at the Law School relevant to the candidate’s interest. Those courses may include Winter Quarter first-year courses, including Federal Litigation.
- Successful completion of at least one course, seminar, or directed research project in which a paper or other form of prepared written work involving a substantial independent effort on the part of the student constitutes a principal part of the assigned work (*i.e.*, a course that would count for “R” credit).

FACULTY ADVISER

Each MLS candidate is to have as his or her adviser a member of the Law School faculty. The faculty adviser shall review for approval the student’s course program and provide general guidance to the student on work at the Law School.

TIME LIMIT ON DEGREE CONFERRAL

Candidates for the MLS degree are expected to complete all degree requirements within one academic year and must complete the degree requirements within two consecutive academic years.

TIMELY FILING OF A “GRADUATION APPLICATION”

Students should consult the University’s online Academic Calendar for the Graduation Application deadline dates for each term. The Academic Calendar is available through the Office of the University Registrar. See Academic Calendar under Help Resources.

CURRICULAR OPTIONS

DIRECTED RESEARCH/POLICY LABS

Directed Research allows students to receive academic credit for study in areas not covered by regularly scheduled courses. However, Directed Research is an extraordinary opportunity that is available to a student only if it appears that the student’s work will result in a significant scholarly contribution. Faculty members are under no obligation to take on students for Directed Research.

1. Requirements and Limitations

- JD students may not engage in directed research or policy labs during the first year of study at the Law School.
- Students may normally receive no more than four units for a directed research project. The supervising faculty member will determine the actual number of units received for a directed research project. Students who conceive of a project warranting more than four units should consider the option of a Senior Thesis or the Research Track (both of which are described later in this *SLS Student Handbook*).
- Students may not take more than four units of policy lab in any quarter.
- Students may not count more than a combined total of eight units of directed research projects and policy lab practica toward graduation unless the additional counted units are approved in advance by the Petitions Committee. Such approval will be granted only for good cause shown, and only in the most extraordinary circumstances will approval be granted to a student who has previously received grades of F for more than four units of academic work, or grades R or F for more

than ten units of academic work.

- Even in the case of a successful petition for additional units, a student cannot receive a letter grade for more than eight units of independent research (Policy Lab practicum, Directed Research, Senior Thesis, and/or Research Track). Any units taken in excess of eight will be graded on a mandatory pass basis.
- The results of a directed research project must be embodied in a paper or other form of prepared written work involving a substantial independent effort on the part of the student.
- To receive credit for directed research, a student is expected to submit at least ten pages of original written work for each unit of credit. The exact requirements for a directed research project, however, are in the discretion of the supervising faculty member.
- If a student wants to use the work product of a directed research project for a Law Review article as well, he or she will normally complete the directed research first, and only after that submit it to the Law Review editorial process. The process may be pursued simultaneously only with the supervising faculty member's advance permission.
- Directed research credit may not be awarded for work originally assigned or conceived for a course, clinic, or externship which the student has taken for credit, nor as a substitute for work that duplicates the work of a course, clinic, or externship for which the student has registered. However, a student may petition for credit for a new scholarly project that derives from work done in a course, clinic, or externship.
- Directed research credit may not be awarded for work as a TA or RA for a faculty member.
- Credit may be available as "Directed Research: Curricular Development" for work assisting a faculty member in developing concepts or materials for law school courses.
- The student must submit a petition, approved by the sponsoring faculty member, outlining his or her proposed project and demonstrating that the research is likely to result in a significant scholarly contribution.

2. Writing credit

With the approval of the instructor, successful completion of a directed research project of two units or more, may satisfy the

JD writing requirement to the extent of one research writing course (R course).

3. Procedure for Applying for Directed Research

- To participate in directed research, a student must first find a faculty member to supervise and grade his or her written work.
- After working with the faculty member to develop a directed research project, the student must, by the published deadline, submit a completed Directed Research Petition to the Law School Registrar's Office (room 100).
- The petition should include the following information:
 - o a detailed description of the directed research project, including a description of how it is likely to result in a significant scholarly contribution;
 - o the number of units requested;
 - o whether the directed research project will be graded or will be mandatory pass;
 - o whether the faculty member supervising the project has chosen to opt out of the automatic grading penalty system or not;
 - o whether the product is intended for publication in the Law Review or elsewhere;
 - o the signature of the supervising faculty member;
 - o the signature of the faculty adviser if the petitioning student is a JSM, LLM, or JSD student.

SENIOR THESIS

The Senior Thesis option allows qualified third-year JD students to engage in substantial original, independent scholarly research and to prepare a substantial written product on the scale of a law review article.

1. Requirements and Limitations

- A third-year JD student may petition to write a Senior Thesis under the supervision of a faculty member. The Senior Thesis must be read by not fewer than two faculty members and must be defended orally by the student to the readers.
- Students normally receive between five and eight units of credit upon successful completion and defense of a senior thesis.

- To receive credit for a Senior Thesis, a student is normally expected to submit at least ten pages of original written work for each unit of credit. The exact requirements for a Senior Thesis are, however, in the discretion of the supervising faculty member.
- If a student wants to use the work product of a Senior Thesis for a Law Review article as well, he or she will normally complete the Senior Thesis first, and only after that submit it to the Law Review editorial process. The process may be pursued simultaneously only with the supervising faculty member's advance permission.
- Senior Thesis credit may not be awarded for work originally assigned or conceived for a course, clinic, or externship which the student has taken for credit, nor as a substitute for work that duplicates the work of a course, clinic, or externship for which the student has registered. However, a student may petition for credit for a new scholarly project that derives from work done in a course, clinic, or externship.

2. Writing credit

Successful completion and defense of a Senior Thesis may satisfy the JD writing requirement to the extent of two research writing courses (R courses).

3. Procedure for Applying for a Senior Thesis

- To do a Senior Thesis, a student must first find a faculty member to supervise his or her written work as well as a second faculty member to read the work and participate in the oral defense.
- The thesis topic should be chosen no later than two weeks after the beginning of the seventh quarter of law study and may be chosen in the sixth quarter.
- After working with the faculty member to develop a Senior Thesis topic, the student must, by the published deadline, submit a completed Senior Thesis Petition to the Law School Registrar's Office (room 100).
- The petition should include the following information:
 - o a detailed description of the Senior Thesis topic;
 - o the number of units requested;
 - o whether the product is intended for publication in the Law Review or elsewhere;
 - o the signature of the supervising faculty member;
 - o the name of the second faculty member, who will read the thesis and participate in the oral defense.

RESEARCH TRACK

A JD student who wishes to carry out a research project of a scope larger than that contemplated for a Senior Thesis may petition to register for Research Track. Students are admitted to the research track only if they have a demonstrated capability for substantial independent research and propose a significant and well-formulated project at the time of applying.

1. Requirements and Limitations

- The student must petition no later than his or her sixth quarter for admission to the Research Track for the third academic year.
- The student must conduct his or her research under the supervision of at least two faculty members. At least one of the professors must be a member of the Law School faculty.
- The written product of the research will be read by the supervising faculty members and not fewer than one additional faculty member and must be defended orally by the student to the readers.
- Students normally receive between nine and twelve units upon successful completion and defense of a research track project. At least three of these units must be allocated to the seventh quarter. If the supervisors find that the student's work on the project in that quarter does not justify three units of credit, the Research Track project shall be terminated.
- Students are expected to finish Research Track projects within two academic quarters.
- In exceptional circumstances, research work aimed at the production of a book-length work of professional academic quality may, with the approval of the Committee on Research and Interdisciplinary Studies, be granted more than twelve units of credit.
- To receive credit for a Research Track project, a student is expected to submit at least ten pages of original written work for each unit of credit. The exact requirements for a Research Track project, however, are in the discretion of the supervising faculty member.
- A student may not participate in both the Research Track and an externship.
- A student admitted to the Research Track is not eligible to receive credit for a Senior Thesis.
- If a student wants to use the work product of a Research Track project for a Law Review article as

well, he or she will normally complete the Research Track project first, and only after that submit it to the Law Review editorial process. The process may be pursued simultaneously only with the supervising faculty member's advance permission.

- Research Track credit may not be awarded for work originally assigned or conceived for a course, clinic, or externship which the student has taken for credit, nor as a substitute for work that duplicates the work of a course, clinic, or externship for which the student has registered. However, a student may petition for credit for a new scholarly project that derives from work done in a course, clinic, or externship.

2. Writing credit

Successful completion and defense of a research track project shall satisfy the JD writing requirement to the extent of two research writing courses (R courses).

3. Procedure for Applying for Research Track

- To participate in Research Track, a student must first find at least two faculty members to supervise his or her written work as well as a third faculty member to read the work and participate in the oral defense.
- After working with the faculty member to develop a research track project, the student must, by the published deadline, submit a completed Research Track Petition to the Law School Registrar's Office (room 100).
- The petition should include the following information:
 - a detailed description of the research track project;
 - o the number of units requested;
 - o whether the product is intended for publication in the Law Review or elsewhere;
 - o the signatures of the two supervising faculty members;
 - o the name of the third faculty member, who will read the written work and participate in the oral defense.

DIRECTED WRITING

Teams of students may earn "Directed Writing" credit for collaborative problems involving professional writing, such as briefs, proposed legislation or other legal writing. Only projects supervised by a member of the faculty (tenured, tenure-track, senior lecturer, or professor of the practice) may qualify for Directed Writing credit. It will not necessarily be appropriate to

require each member of the team to write the number of pages that would be required for an individual directed research project earning the number of credits that each team member will earn for the team project. The page length guidelines applicable to individual papers may be considered in determining the appropriate page length, but the faculty supervisor has discretion to make the final page-length determination.

GRADING OF INDEPENDENT RESEARCH

A student cannot receive a letter grade for more than eight units of independent research (Directed Research, Senior Thesis, and/or Research Track). Any units taken in excess of eight will be graded on a mandatory pass basis.

EXTERNSHIP PROGRAM

A limited number of JD students may be selected to spend their fourth, fifth, sixth, seventh, eighth, or (subject to the rule on residency after externship found in section 2 below) ninth academic term in full-time or part-time residence away from the Law School in law-related externships. Students on externships still pay tuition to the Law School.

1. Eligibility

A JD student is eligible to participate in an externship only if he or she:

- has no outstanding papers from previous quarters;
- is a second- or third-year student;
- is concurrently enrolled in a companion seminar or Directed Research;
- submits a complete application by the deadline;
- receives the approval of the Public Interest Committee; and,
- will be eligible for graduation on schedule in compliance with the satisfactory academic performance requirements set forth on page 33 of this *SLS Student Handbook* even if the student receives five quarter units of marginal grades after return to the Law School.

A student may only participate in the externship program once during his/her time at Stanford Law School.

2. General Provisions

- Site Visit. A member of the Law School Faculty must conduct at least one site visit of each externship site during the term of the externship.

- **Field Supervisor.** The Committee on Externships must approve the qualifications and training of the field supervisor for each externship site prior to the start of the externship and must evaluate the performance of the field supervisor both during and at the end of the externship.
- **Residency after externship.** A participating student must return to the Law School for at least one academic term in residence after completing his or her externship, and may not receive credit for more than one term of other course work taken at another law school. Students may participate in an externship in the ninth quarter of residence only if working in the field placement no more than 16 hours per week.
- **Duration of externship.** Externships must run contemporaneously with the term in which the student enrolls in the externship, beginning on the first day of classes of the term and ending on the last day of classes of the term.
- **Acceptable externships.** A student may participate in an externship only in a non-profit agency or governmental agency.
- **Limitations on participation.**
 - o A student may not participate in both an externship and the Research Track.
 - o Students who are enrolled in joint degree programs may not enroll in an externship unless they can demonstrate that they will have completed 52 quarter units of regular Law School courses beyond those required in the first year by the end of their ninth term at the Law School.

3. Standard Externship Program

Under the Standard Externship Program, students may apply to participate in any one of a set of externships in the Bay Area that have been approved in advance by the Faculty of the Law School on the recommendation of the Public Interest Committee.

Upon successful completion of the externship, as determined by the Committee on Externships, the student shall receive three units of credit for every ten hours that the student worked each week in the field placement, with a minimum of 6 units up to a maximum of 12 units of credit. Thus, a student working 20 hours a week would receive 6 units. These units of credit will be graded on a Mandatory Pass/Fail basis.

To receive credit for the externship, a student must also enroll

in and successfully complete a related writing seminar at the Law School carrying two to three term-units of credit. Students participating in a criminal externship must enroll in the Criminal Law Externship Seminar (Law 472) for the quarter of the externship. Students participating in a civil law externship must enroll in the course designated in the pre-registration packet as the companion course unless they obtain permission from the Associate Dean of Public Interest Programs to designate a different course or Directed Research. The instructor must also agree to oversee the externship. The companion course must be taken concurrently with the externship.

4. Special Circumstances Externship Program

A small number of students can enroll each term in externships that are not part of the Standard Externship Program. These externships can take place outside the Bay Area only where the student demonstrates that the externship cannot be replicated locally and can take place in foreign countries only in exceptional circumstances where the externship is directly related to the student's career plans and cannot be replicated in the United States.

The Public Interest Committee shall carefully review all Special Circumstances Externships for approval in advance of the externship.

Before applying for a Special Circumstances Externship, a student must obtain a Faculty sponsor who agrees to:

- arrange with the field supervisor a program of work satisfactory to that Faculty member and to the participating student;
- help the student develop a reading list for the externship;
- conduct a weekly tutorial with the student and maintain regular communication with the field supervisor during the entire length of the externship; and
- conduct at least one site visit during the period of the externship.

During the externship, the student shall participate in a weekly tutorial with his or her Faculty sponsor and, as part of the tutorial, shall submit weekly reflection papers.

At the conclusion of the externship, the student shall submit a paper of at least 15 pages based on the externship and the readings agreed to with the Faculty sponsor. The deadlines for papers shall be governed by the standard paper deadlines

outlined on page 43 of this *SLS Student Handbook*.

Upon successful completion of the externship and the final paper, as determined by the Faculty sponsor, the student shall receive three units of credit for every ten hours that the student worked each week in the field placement, with a minimum of 6 units up to a maximum of 12 units of credit. Thus, a student working 20 hours a week would receive 6 units. These units of credit will be graded on a Mandatory Pass/Fail basis.

CROSS-REGISTRATION IN OTHER SCHOOLS AND DEPARTMENTS OF THE UNIVERSITY

To broaden the educational base of students' legal training, to encourage interaction with experts in a variety of fields with whom lawyers work over the course of students' professional careers, and to increase students' capacity to bring a multiplicity of disciplinary perspectives to bear on complex issues, Stanford Law School encourages students to pursue courses of instruction in other disciplines, subject to the following:

1. Policy and Limitations

General

- The Dean, or his delegate, shall designate certain courses offered at the University that any Stanford Law student shall be permitted to enroll in, without petition, so long as that student certifies that he or she has not taken the course or a substantially equivalent course in the past. All such courses are listed in SLSNavigator. If the student has taken the course or a substantially equivalent course in the past, he or she may take the course for credit, with the approval of the Petitions Committee, only upon making a showing that the skills taught in the course are central to his or her academic or career plans, and that there is good reason that his or her skills have atrophied since he or she first took a substantially similar or identical course. Such petitions shall be granted only in extraordinary circumstances.
- If a student wishes to enroll in a class that has not been designated by the Dean or the Dean's delegate pursuant to the foregoing section, the student may petition to take that class so long as he or she shows that the class bears a close and significant relationship to the student's academic or career plans.
- The Petitions Committee shall judge whether the course bears a close and significant relationship to the student's academic or career plans by applying the

following standards:

- o the petition must articulate in detail how the work is specifically relevant to the student's law school work (in terms of original scholarly research or as a necessary adjunct to advanced or specialized law school courses) or to the student's specialized practice goals;
 - o credit may not be awarded merely because the work lies within a discipline that bears a general intellectual or practical relationship to the law;
 - o credit will be awarded only for courses at the graduate or the advanced undergraduate level. That means that credit will not be granted for a non-language course below the 100 level.
- Foreign Language Courses. Petitions to take foreign language courses are subject to a higher standard. Law School credit may be granted for courses in foreign languages, subject to the following:
 - o the petition must articulate in detail how training in this language is essential to the student's practice goals or is necessary to enhance scholarly work done in the law school;
 - o Law School credit is limited to one-half the number of quarter units which the language department generally grants for the course; and
 - o the student will normally be expected to take 2 or 3 quarters of the language if she is taking the introductory series of courses.
 - o LLM, JSM, and JSD students may not take foreign language courses for Law School credit.
 - Maximum units allowable for JD students. No more than thirty-one (31) quarter units of credit toward a law degree shall be authorized for such work for students entering in Autumn 2009 or thereafter. Students entering prior to Autumn 2009 may count only twenty (20) quarter units of such work toward a JD.
 - Maximum units allowable by bar examiners. Some bar examiners, e.g., New York, limit the number of non-law units a student can take at a number far lower than what Stanford Law School allows. If you know, or have an idea of, which bar exam you plan to take, please be sure to check that state's curriculum requirements.
 - Maximum units allowable for JSM students. No more

than nine (9) quarter units of credit toward a law degree shall be authorized for such work for students.

- Maximum units allowable for LLM students. No more than nine (9) quarter units of credit toward a law degree shall be authorized for such work for students.
- Not available to 1L JD students and MLS students. First-year JD students, and candidates for the Master of Legal Studies degree are not eligible to cross-register for any courses in other university departments. In certain circumstances, 1L students in a joint or dual degree program may, upon petition, be permitted to take a course in another university department during the winter or spring quarter.

2. Auditing

Law students may audit a course in another school or department with the permission of the instructor and the approval of the University Registrar's Office. Stanford does not confer credit for auditing nor is a permanent record kept of courses audited. In addition, students may not audit courses that involve direct participation (such as language or laboratory science courses or art courses with studio instruction). Auditors are expected to be observers rather than active participants in the courses they attend.

3. Procedure for Taking Courses Outside the Law School

Law students wishing to cross-register in another school or another department of the University must follow the procedures set forth on page 37 of this *SLS Student Handbook*.

Joint and Cooperative Degree Programs

Any candidate for the JD degree may petition to combine his or her law study with a course of study leading to another degree at Stanford University or at another University (a "cooperative degree program") subject to the rules set forth in this section.

If the degrees are concurrent but units are not being used for both programs, the student is pursuing a "dual degree." A "joint degree" is a program within Stanford by which a student can use units from one program toward the other program as well. A cooperative degree program is one in which the second degree is being pursued at a university other than Stanford.

1. Requirements

Joint degree and cooperative degree programs are subject to the following provisions:

- Admission to both programs. Formal admission both to the Law School and to the other cooperating school or department in accordance with the established admission standards of each school or department is required.
- Compliance with all University rules. The student's program of study must meet all the rules and requirements imposed by Stanford University, by the other university (if applicable), and by the cooperating school or department.
- Compliance with all ABA regulations. The student's program of study must meet the requirements imposed by the American Bar Association and any other organization that accredits or regulates the Law School and/or University with respect to the JD degree and joint degree or cooperative degree programs.
- Compliance with any special requirements. The student's program of study must meet any special requirements imposed on joint degree or cooperative degree candidates by agreement between the Law School and the cooperating school or department.
- Satisfaction of all requirements for the JD degree. The student must satisfy the Law School requirements for JD degree candidates (set forth on pages 15–17) except that:
 - o the minimum requirements and maximum limitations for quarters in residence and/or time limit on degree conferral may not apply; and
 - o the units of credit required to graduate may be reduced by up to the thirty-one (31) units.

2. Residency

Complying with the requirements for a JD degree requires devoting a full academic year exclusively to completing the Law School's first-year program. Although the rules of the joint and cooperative degree program relax the minimum requirement for quarters in residence, it is the view of the faculty that, in the absence of extraordinary circumstances, such a degree program should include at least seven quarters in residence at the Law School.

3. Effect on Student's Ability to Cross-Register for University Courses and/or to Take Certain Courses

If a degree student reduces the units of credit required for the JD degree by using courses from the other degree program, that

student lowers the maximum available Law School credit units permitted for cross-registration in other schools or departments of Stanford University on a unit-for-unit basis. In addition, the number of units taken outside the Law School may limit a student's ability to take certain types of Law School courses (*i.e.*, externships, directed research, practica, policy labs, senior thesis, research track, moot court).

4. Limitations on Working

Joint degree and cooperative degree students are subject to the same limitations on working, described on page 15 of this *SLS Student Handbook*, as are all other law students.

5. Procedure for Petitioning for a Joint Degree

Participation in a joint degree or cooperative degree program requires the approval of the Joint Degree Committee, which must also approve any reduction in required units or modification of the minimum requirements or maximum limitations for quarters in residence (and/or time limit on degree conferral). To petition for a joint or cooperative degree, a student must submit a completed petition for a Joint or Cooperative Degree form to the Law School Registrar's Office (room 100).

The petition must:

- Demonstrate how getting another degree will enhance the petitioner's legal education.
- Set an expected graduation date and provide a timetable for accomplishing the petitioner's goals within that schedule.
- Propose a pattern of quarters in residence at the Law School and at the cooperating school or department.
- Attach a transcript from the other degree program if it was begun prior to matriculation at Stanford Law School.

Upon approval of a petition, students will need to submit further paperwork as described below.

- If the other degree program is at Stanford University, the student must complete two forms:
 - o The first is the Graduate Program Authorization Petition. The student needs to fill in the proposed department and degree for the program he/she wishes to add as a dual or joint degree, then submit the form electronically through Axess. To do so, go to the Acedemics Panel in the Student Center and select "Petitions and Forms" from the drop down menu.

- o The second is the Enrollment Agreement for Students with Multiple Programs. This form must be completed to document the student's tuition payment agreement with the Law School and the other department. It, too, must be approved by both the Law School and the other department and then submitted to the University Registrar.

- If the other degree program is at another university, the student needs to submit a Leave of Absence form for the quarter(s) he/she plans to be at that other school pursuing the other degree. The form must be submitted prior to the start of the term for which the student is requesting a leave. A leave of absence is required for any term of the academic year for which a student is not enrolled in classes at Stanford University. The Leave of Absence form is available at www.stanford.edu/dept/registrar/publications/#GradStud.

The Bar Exam

Most Stanford Law School graduates take the bar exam in either California or New York; therefore, we address those two exams here. Students contemplating taking the bar exam in another state should investigate the subjects it tests. A link to the websites for the bar examiners of all 50 states is available on the Office of Student Affairs page of the Law School website. Students should also consult the relevant website for filing deadlines.

The bar exam is administered twice a year: at the end of February and at the end of July.

CALIFORNIA BAR EXAM

STRUCTURE OF THE EXAM

The California Bar Exam is a 3-day exam: Tuesday, Wednesday, and Thursday. The first and third days comprise three one-hour essay questions in the morning and a three-hour "performance exam" in the afternoon. The second day is the Multistate Bar Exam (MBE), a 200-question, multiple-choice exam. There are 100 questions in the morning, and 100 in the afternoon.

THE ESSAY PORTION OF THE EXAM TESTS THE FOLLOWING SUBJECTS:

Business Associations (corporations, agency, partnership, limited liability entities)

Civil Procedure (Federal and California)

Community Property

Contracts/Sales
Constitutional Law
Criminal Law/Procedure
Evidence (Federal and California)
Professional Responsibility
Real Property
Remedies
Torts
Wills and Trusts

THE MBE TESTS THESE SUBJECTS:

Civil Procedure
Contracts/Sales
Constitutional Law
Criminal Law/Procedure
Evidence (Federal Rules)
Real Property
Torts

The Performance Test asks examinees to draft memos or discovery documents or arguments or the like using a “closed universe” of facts, case law, statutes, etc.

For a more detailed description of the bar exam and the subjects tested, go to calbar.ca.gov.

REQUIREMENTS FOR LLMS AND JSMS

California has a number of specific course requirements for LLMS and JSMS who want to sit for the bar exam and are not licensed in their home country.

- Minimum of one course in four separate subjects tested on the California Bar Examination
 - Those courses must comprise at least 16 units.
- One of the four courses must be Professional Responsibility
 - PR/Ethics must cover the California Rules of Professional Conduct, relevant sections of the California Business and Professions Code, the ABA Model Rules of Professional Conduct, and leading federal and state case law on the subject.

NEW YORK BAR EXAM

STRUCTURE OF THE EXAM

The New York Bar Exam is a two-day exam – Tuesday and Wednesday – with the New York essays and Multistate Performance Test (MPT) on Tuesday and the multiple-choice Multistate Bar Exam (MBE) on Wednesday.

The first day has five essay questions, 50 New York multiple choice questions, and a 90-minute MPT question and two 45-minute essay questions.

The second day is the MBE, a 200-question, multiple-choice exam. There are 100 questions in the morning, and 100 in the afternoon.

THE NEW YORK PORTION OF THE EXAM TESTS THE FOLLOWING SUBJECTS:

Administrative Law
Business relationships
 including agency, business corporations, limited liability companies, partnerships and joint ventures;
Civil practice and procedure (New York, except as noted);
Conflict of laws;
Constitutional Law (New York and federal);
Contracts and contract remedies;
Criminal law and procedure;
Evidence;
Matrimonial and family law;
Professional responsibility;
Real property;
Torts and tort damages;
Trusts, wills and estates; and
UCC Articles 2 and 9.

More detailed information on the subjects tested can be found at: <http://www.nybarexam.org/>

PRO BONO REQUIREMENT

New York requires applicants for bar admission to show that they have contributed at least 50 hours of participation in law-related pro bono service before being accepted for admission to practice. You need not have completed this requirement before registering to take the New York bar examination, but you must satisfy it by the time you apply for admission to practice in New York. Rules implementing this requirement should be available September 2012. Check the website of the New York Board of Law Examiners at nybarexam.org.

REQUIREMENTS FOR LLMS AND JSMS

New York has a number of specific requirements for LLMS and JSMS who want to sit for the bar exam. Most are already satisfied through Stanford Law School’s academic requirements. However, some are not (especially for JSMS). In addition, New York imposes stricter limits on clinics and non-law classes than does the Law School.

The curriculum requirements for an advanced degree student who wants to sit for the New York bar exam are:

- A minimum of 3 quarter units of coursework in “American legal studies, the American legal system or a similar course designed to introduce students to distinctive aspects and/or fundamental principles of United States law, which may be satisfied by a course in United States constitutional law or United States or state civil procedure.” This requirement is satisfied by taking **Introduction to American Law**.
- A minimum of 3 quarter units of coursework in “the history, goals, instruction, value, rules and responsibilities of the United States legal profession and its members. This requirement is satisfied by the **Professional Responsibility** course taught before the autumn quarter begins or by any other course fulfilling the Law School’s ethics requirement.
- A minimum of 3 quarter units of coursework in “legal research, writing and analysis, which may not be satisfied by a research and writing requirement in a substantive law course.” This requirement is satisfied by taking either of the following courses:
 - o **Advanced Legal Writing: Business Transactions**
 - o **Advanced Legal Writing: Drafting and Negotiating Sports Law Transaction**
 - o **Advanced Legal Writing: Litigation**
 - o **Advanced Legal Writing: Technology Transactions**
 - o **Advanced Legal Writing for American Practice**
- A minimum of 8 quarter units in “other courses in subjects tested on the New York State bar examination, where a principal focus of the courses includes material contained in the Content Outline for the New York State bar examination published by the New York State Board of Law Examiners.” (See above.)
- In addition, New York will accept:
 - o a maximum of 5 quarter units of clinic; and,
 - o a maximum of 7 quarter units outside the Law School.

Grading System

HONORS/PASS

In the majority of courses, *e.g.*, those graded by exam or paper and Legal Research and Writing/Federal Litigation in the first-year JD curriculum, the following grades will be given:

H	Honors	Representing exceptional work, significantly superior to the average performance at the school.
P	Pass	Representing successful mastery of the course material.
R	Restricted credit	Representing work that is plainly unsatisfactory; work that if done over the course of the student’s law school career in many or all of the student’s courses, would be inconsistent with allowing the student to receive a degree.
F	Fail	Representing work that does not show minimally adequate mastery of the material.

MANDATORY PASS

In other classes, primarily the so-called “skills” courses, the following grading scale is in effect:

MP	Mandatory Pass	Representing P or better work.
R	Restricted credit	Representing work that is plainly unsatisfactory; work that if done over the course of the student’s law school career in many or all of the student’s courses, would be inconsistent with allowing the student to receive a degree.
F	Fail	Representing work that does not show minimally adequate mastery of the material.

Grading Standards

FAILURE TO SIT FOR AN EXAMINATION

If a student fails to sit for an examination or otherwise attempts to drop a course after the drop deadline without first obtaining permission from the Petitions Committee, the student will receive a grade of F.

FAILURE TO SUBMIT A PAPER IN A TIMELY MANNER

Any student who, without express permission of the Committee on Student Petitions, fails to turn in a paper by the deadlines set out on page 43 of this *SLS Student Handbook* is ineligible for a

Class Prize and an Honors grade.

A paper that is submitted 14-17 weeks late cannot receive a grade higher than R (Restricted Credit).

A paper that is submitted more than 17 weeks late cannot receive a grade higher than F.

An instructor may choose to opt out of the automatic grading penalty system before a course begins, but not after. If a faculty member opts out of the automatic grading penalty, that fact must be noted in the Pre-Registration Packet course description. Similarly, a faculty member may opt out of the automatic grading penalty for a directed research project. In such a case, the directed research petition must explicitly note this fact.

The paper deadline in these instances becomes the date for submission of all papers by graduating students for the quarter in which the student in question is graduating.

LATE ARRIVAL FOR AN EXAMINATION

If a student is late arriving for an in-class examination without prior permission from the Associate Dean for Student Affairs or the Law School Registrar, he or she will not be granted the full time for the examination and must take the exam in the remaining time scheduled.

GRADES CAN BE CHANGED ONLY IN EXTRAORDINARY CIRCUMSTANCES

When a faculty member submits final grades to the Law School Registrar's Office, those grades are final and not subject to change by reason of a revision of judgment on the faculty member's part. Changes may be made at any time to correct an actual error in computation or in transcribing, or where some part of the student's work has been unintentionally overlooked: in other words, an instructor can change a grade only if the new grade is the one that would have been entered on the original grade report had there been no mistake in computing and had the instructor had all pertinent data before him or her.

If a student disputes a grade, he or she must follow the University's established grievance procedure and deadlines (see page 52 of this *SLS Student Handbook*). Students may also consult the Associate Dean for Student Affairs to discuss this process.

Satisfactory Academic Performance

Admission to Stanford Law School is highly selective. It is anticipated that every admitted student will be able to fulfill the degree requirements. This section provides the guidelines to be used in the unusual situation in which a student fails to make a good faith effort and/or fails to make the expected amount of progress toward his/her degree.

FAILURE TO MAKE A GOOD FAITH EFFORT IN A COURSE

When, in the opinion of an instructor, a student enrolled in his or her course has failed to make a good faith effort to do the work assigned in the course or to make a good faith effort at regular and punctual class attendance and, after reasonable warning and opportunity to make up and/or correct the deficiencies, continues to fail to make a good faith effort, the instructor may, in his or her discretion, take any one or more of the following steps:

- exclude the student from further attendance in class and from taking the final examination in the course;
- cause a final grade of F in the course to be entered forthwith on the student's record;
- recommend to the Petitions Committee that the student be disqualified from the Law School, in which event the Committee shall have the power to disqualify the student from the Law School.

ACADEMIC PERFORMANCE REQUIREMENTS FOR JD DEGREE

A student receives no credit toward the overall graduation unit requirement for courses in which the grade is F. Moreover, a student cannot count toward graduation more than 10 units of courses in which the grade is R.

UNSATISFACTORY ACADEMIC PERFORMANCE (JD STUDENTS)

A JD student is academically disqualified and not eligible to continue as a student at the Law School if he or she receives 14 units of restricted credit (R) or failing (F) grades during the first year or accumulates, at any point thereafter during enrollment at the Law School, a total of 16 or more units of marginal and/or failing grades (including first-year grades).

UNSATISFACTORY ACADEMIC PERFORMANCE (JSD, JSM, LLM, AND MLS STUDENTS)

A student in the JSM, JSD, LLM, or MLS program who at any time has received a total of 7 or more units of grades of R and/or F shall be academically disqualified from the Law School and shall not be eligible to continue as a student at the Law School.

A JSD student who has completed his or her coursework must register TGR each quarter and is graded on an N/N- scale each quarter for progress on his/her dissertation. A student must achieve a grade of N, signifying satisfactory progress, each quarter in order to maintain registration privileges. A grade of N- indicates unsatisfactory progress. The first N- grade constitutes a warning. A second consecutive N- grade will normally cause the Law School to deny further registration until the student submits a written plan to complete the JSD requirements and gets that approved by the student's adviser and the Committee on Graduate Study. Any subsequent N- grade will academically disqualify the student from the JSD program and the student will not be eligible to continue as a student at the Law School.

CONDITIONAL CONTINUATION

A student who has been academically disqualified from the Law School may petition in writing to the Petitions Committee for permission to continue his or her law studies. The Committee may, in its discretion, allow the student to continue at the Law School if it concludes that the student has met his or her burden of making an affirmative showing that he or she possesses the requisite ability and motivation to succeed and that the disqualification does not indicate a lack of capacity to complete studies at the Law School. A student who (in the discretion of the Petitions Committee) meets these criteria shall be eligible to continue as a student at the Law School subject to such conditions as the Petitions Committee may impose. To reiterate, the Petitions Committee is not obliged to approve a petition to continue; that decision is subject to its discretion.

A petition to continue must be filed with the Associate Dean for Student Affairs no later than July 1 for reinstatement in the fall quarter, no later than November 1 for reinstatement in the winter quarter, and no later than February 1 for reinstatement in the spring quarter. Please consult with the Associate Dean for Student Affairs about the requirements and procedure for petitioning for reinstatement.

Awards for Academic Distinction

Faculty may award class prizes to recognize extraordinary performance in a particular course. The four prizes, which will be noted on student transcripts, are:

- **Hilmer Oehlmann, Jr Award** for Federal Litigation
- **Gerald Gunther Prize** for exam classes
- **John Hart Ely Prize** for paper classes
- **Judge Thelton E. Henderson Prize** for clinical courses

Faculty teaching first-year required courses shall award four class prizes in large sections and two class prizes in small sections. In all other courses, the awarding of class prizes is at the discretion of the instructor. However, no more than one class prize may be awarded for every 15 students in a course.

LAW SCHOOL POLICIES AND PROCEDURES

CLASSROOM TECHNOLOGY POLICY

Laptop computers and wireless internet access shall be used in class only for purposes that are educationally relevant to that class and only in a manner that is not unreasonably distracting to fellow students. Any professor is free to set a stricter technology use policy for his or her individual classes.

PRO BONO POLICY

The ethical codes of the American legal profession provide that lawyers should aspire to provide significant pro bono publico legal service. Stanford Law School similarly expects its students and faculty to aspire to provide such service. For purposes of this policy, pro bono legal work includes any uncompensated public service in which legal skills are exercised.

Students should volunteer at least 50 hours of law-related pro bono work without compensation or academic credit before graduation. Clinical coursework over and above the number of hours set by clinical instructors as appropriate for their course may be counted toward this standard. Students who meet the aspirational standard will be designated members of the Pro Bono Awards Program.

Members of the faculty should aspire to meet the standard of the American Bar Association's Model Rules of Professional Conduct, which call for 50 hours a year of pro bono service annually or the financial equivalent.

REQUIRED TRANSCRIPTS FROM OTHER INSTITUTIONS

Every law student must ensure that an official transcript from each institution from which he or she received a degree is on file with the Law School. Unofficial transcripts will not suffice. Students who do not have an official transcript on file within 90 days of the date that they begin their studies at Stanford Law School will not be permitted to register for the following quarter.

CURRENT CONTACT INFORMATION

The Law School requires students to make available to the Law School at all times current contact information so that we can contact you in an emergency and so that we can ensure that you

receive necessary academic information.

E-mail address. If you change your e-mail address, you must re-subscribe to your class e-mail list by sending a blank message to LISTNAME-join@lists.stanford.edu. (You should, obviously, replace LISTNAME with the appropriate class list, e.g., law-2014-join@lists.stanford.edu.)

Remember that you are deemed to have received any notice sent to your class e-mail list; so, be sure you are on it.

Address and telephone number. You may update your address(es) and telephone number(s) on AXESS the University's on-line registration system, at <http://axess.stanford.edu>.

Privacy of Directory Information. As explained on page 48 of this *SLS Student Handbook*, certain information about you is considered "directory information" under FERPA (the Family Educational Rights and Privacy Act). You may prohibit the release of many of the items comprising your directory information beyond the confines of institutional use by the University and the Law School by designating on the Privacy function of AXESS which items should not be released.

PROCEDURE FOR SUBMITTING COMPLAINTS IMPLICATING COMPLIANCE WITH ABA STANDARDS

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

Any currently registered Stanford Law School student who wishes to bring a formal complaint against the Law School alleging a significant problem that directly implicates Stanford Law School's program of legal education and its compliance with the ABA Accreditation Standards should submit a signed, written complaint to the Vice Dean, Associate Dean for Student Affairs, or, if appropriate, another of the Law School's Associate Deans.

The writing must identify the problem in sufficient detail to permit the appropriate member of the administration to investigate the matter. Thus, it should include the following:

- A detailed description of the behavior, program, process, or other issue that is the subject of the complaint.
- A full explanation of how the issue implicates Stanford Law School's program of legal education and its compliance with the Accreditation Standards, including identification of the specific Standard(s) at implicated.
- The student's signature and contact information, including name, mailing and email addresses, and phone number to allow further communication about the matter.

Within thirty (30) days of acknowledgment of receipt of the complaint, the Vice Dean or the Associate Dean who received the complaint, shall either meet with the complaining student, or respond to the substance of the complaint in writing. In this meeting or in this writing, the student should either receive a substantive response to the complaint, or information about what steps are being taken by the Law School to address the complaint or further investigate the complaint. If further investigation is needed, the complaining student shall receive a substantive response to the complaint within fourteen (14) days after completion of the investigation.

Within ten (10) business days of being advised of receipt of either a substantive response or information about any action the Law School is taking to address the matter, the student may appeal that decision to the Dean. The decision of the Dean shall be final.

At the discretion of the Dean, the procedures detailed herein and the associated time constraints may be postponed when classes are not in session.

The Dean's Office shall keep the original complaint and a summary of the process and resolution of the complaint, including any appeal, and the final disposition of the complaint for a period of eight years from the date of final resolution of the complaint.

REGISTRATION AND SELECTION OF CLASSES

AXESS – ON-LINE REGISTRATION

The Law School uses AXESS, the University's on-line registration system for pre-registration and for adding and dropping courses during the add/drop period.

The URL for AXESS is: <http://axess.stanford.edu>.

ENROLLMENT OPTIONS FOR LAW SCHOOL CLASSES

Instructors can open their courses to all interested students (open enrollment) or limit the enrollment of their courses in one of two ways: (1) by lottery or (2) by consent of the instructor.

1. Open Enrollment Courses

Open enrollment courses are open to all second- and third-year JD students and advanced degree students who have met whatever prerequisites are listed. Winter and Spring courses are open to first-year students at the election of the instructor.

2. Limited Enrollment Courses

Lottery Courses

For some courses, the students able to enroll are determined by a lottery conducted by the Law School Registrar's Office during the pre-registration period (*i.e.*, in April for autumn quarter, in mid-October for winter quarter and in mid-February for spring quarter). Students who are not selected for the course are placed on a waiting list.

Admitted students must attend the first class session or inform the instructor in advance of their intention to enroll. At that class meeting, the instructor will note the attendance of those admitted to the class, those who are on the wait list, and those who wish to be added to the wait list. If an admitted student is absent without having informed the instructor, the instructor will replace that student with the highest student on the wait list who has attended the first class session or who has informed the instructor in advance of his or her intention to enroll.

If a student wishes to be added to the wait list, he or she should visit the Law School Registrar's Office. Students cannot be admitted to the class except off the waiting list, and students will be admitted in the order that they are listed.

Consent of Instructor Courses

Instructors who choose this method of limiting course enrollment submit to the Law School Registrar, along with the course description, a form that lists the criteria for selection for the class and solicits relevant information from interested students. Interested students must fill out the form and return it to the Law School Registrar's Office, which will then forward the forms to the instructor. The instructor will admit students and create a waiting list for students who do not get admitted initially.

PRE-REGISTRATION

After the first quarter of the first year, students may sign up for Law School courses by pre-registering on Axess during the designated pre-registration period. The Law School Registrar's Office will disseminate information both in hard copy and on-line in advance of the pre-registration period, including deadlines, course descriptions, class and exam schedules, and biographies of visiting instructors.

Students may not pre-register for courses that overlap in time, no matter how small the overlap. The Law School makes every effort to avoid overlapping classes, but some time conflicts are inevitable.

PRELIMINARY STUDY LIST DEADLINE

Students must be "in status" by 5:00 p.m. on the first day of classes in each quarter. This means that, at the end of the first day of classes in each quarter, a JD, JSM, LLM and MLS student must be enrolled in no fewer than 9 units, a JSD student must be enrolled in TGR (Law 802), and students on an approved special registration status must be enrolled in no fewer than the minimum units applicable to that status.

ADD/DROP PROCEDURES

Adding a Course

The default deadline for adding a course is 5:00 p.m. on Friday of the third week of classes. However, an instructor may designate an earlier add deadline and different deadlines apply to quarter courses. A student may add a course after the default deadline only by obtaining both the consent of the instructor and the approval of the Petitions Committee. Petitions to add a course after the deadline will be granted only in extraordinary circumstances.

Dropping a Course

The default deadline for dropping a course is 5:00 p.m. on Friday of the third week of classes. However, an instructor may designate an earlier drop deadline. A student may drop a course after the default deadline only by obtaining the approval of the Petitions Committee. Petitions to drop a course after the deadline will be granted only in extraordinary circumstances.

Petition to Add or Drop a Course after the Deadline

A student who wishes to add or drop a course after the official deadline must petition the Petitions Committee to do so. Such petitions are granted only in extraordinary circumstances and require the consent of the instructor. Petitions are available from

and should be returned to the Law School Registrar's Office (room 100).

TAKING COURSES OUTSIDE THE LAW SCHOOL

As explained on pages 28 - 30 of this *SLS Student Handbook*, second- and third-year JD students as well as JSM, LLM, and JSD students may take courses offered by other Stanford University departments.

1. Registering for an Outside Course

A student wishing to take a course in another department may register for the course in Axess when enrollment opens each quarter.

2. Getting Law School Credit for an Outside Course (Except Foreign Language Courses)

A student may take a course that appears in SLSNavigator without submitting a petition. If a student wishes to take another course, the student must petition to obtain Law School credit. That petition will be evaluated under the standards articulated on page 28 - 29 of this *SLS Student Handbook*. Thus, the student must show that the outside course bears a close and significant relationship to the student's academic or career plans. Credit may not be awarded merely because the work lies within a discipline that bears a general intellectual or practical relationship to the law.

The petition must articulate in detail:

- whether the student is in a joint degree program;
- the course name, department or school, number of units, and whether the units are quarter units or quarter units;
- a showing that the course is at the graduate or advanced undergraduate level.
- how the work is specifically relevant to the student's law school work (in terms of original scholarly research or as a necessary adjunct to advanced or specialized law school courses) or to the student's specialized practice goals;
- how many units of courses the student has already taken outside the Law School.

3. Getting Law School Credit for a Foreign Language Course

A JD student wishing to get Law School credit for a foreign language course bears a higher burden. (Advanced degree

students may not receive credit for foreign language courses.)

The petition must articulate in detail:

- whether the student is in a joint degree program;
- the course name, department, and number of units;
- how the work is essential to the student's practice goals or to enhance scholarly work done in the Law School;
- how this class fits into the student's plan to take two to three quarters of the language;
- how many units of courses the student has already taken outside the Law School;
- whether the student has already participated in the Law School's Externship program or plans to do so.

Law School credit is limited to one-half the number of quarter units that the language department generally grants for the course.

4. Limitations on Number of Outside Courses

JD students entering in Autumn 2009 and thereafter may count as many as 31 quarter units of outside courses toward their degree. JD students entering prior to Autumn 2009 may not count more than 20 quarter units of outside course work toward their degree. Please see further limitations set out on page 14 of this *SLS Student Handbook*.

LLM and JSM students are limited to 9 quarter units of outside course work. No advanced degree student may take a foreign language course for Law School credit. First-year JD students and MLS students are not eligible to take outside courses for Law School credit, except for Physical Education courses.

5. Timing of Petition and Notification

A student wishing to take an outside course for credit must file his or her petition with the Law School at least one week before the outside course begins.

Third-year students who wish to take Spring Quarter outside courses must file their petitions no later than the first week of the Law School's Winter Quarter. Exceptions to these deadlines are made only by the Petitions Committee and only under extraordinary circumstances.

6. Unit Conversion for Foreign Language Courses

Credit for foreign language courses is limited to one-half the number of units the language department usually gives the course. Thus, quarter units of credit for foreign language courses

shall be converted to quarter units as follows:

5 units = 2 1/2 units

4 units = 2 units

3 units = 1 1/2 units

2 units = 1 unit

1 unit = 1/2 unit

TAKING COURSES AT ANOTHER LAW SCHOOL

Only under extraordinary circumstances may a student take a quarter at another law school. For more information on those circumstances, see page 37 of this *SLS Student Handbook*.

If there is a class at another local law school that is not offered at Stanford Law School, a student may petition to take it. However, the course (and the attendant travel time) must not overlap with any course the student is taking at Stanford Law School. Please contact the Law School Registrar for more information about the process you need to follow to petition for this opportunity.

TRANSCRIPTS AND GRADE REPORTS

RELEASE OF GRADES

Final grades shall be released only by the Law School Registrar's Office or the Dean of the Law School, and then only to the student concerned, to the University Registrar's Office, to members of the Faculty, or to members of the administrative staff of the Law School or University, unless the student has given written authority for the release of such information to other specific persons or organizations, or unless some other exception to FERPA applies (see page 48 - 50 of this *SLS Student Handbook*).

CLASS STANDING

The class standing of Law School students shall not be calculated.

TRANSCRIPT REQUESTS

1. Official Transcripts

Students may obtain official transcripts either by submitting a written request to the University Registrar or by submitting an on-line request via Axess at axess.stanford.edu.

REPEAT POLICY

JD STUDENTS

1. First-Year Required Courses

A JD student who fails a required first-year course must

repeat the course or successfully petition, with the instructor's approval, to demonstrate mastery in some other way and then demonstrate such mastery, as determined by the instructor. The failing grade will remain on the student's transcript whichever route he or she chooses. If the student demonstrates mastery without repeating the course, he or she must take additional units to meet the minimum unit requirement for graduation.

2. Other Courses

If a JD student fails a course other than a first-year required course, he or she may repeat the course if he or she so desires. If the student repeats the failed course, the grades of both enrollments will appear on the student's transcript. The second grade does not replace the first grade. If the student does not repeat the course, he or she must take additional units to meet the minimum unit requirement for graduation. The failing grade will remain on the student's transcript.

ADVANCED DEGREE (LLM, JSM, JSD, AND MLS) STUDENTS

A student in the LLM, JSM, JSD, or MLS program may repeat a failed course if he or she so desires. If the student repeats the failed course, the grades of both enrollments will appear on the student's transcript. The second grade does not replace the first grade. If the student does not repeat the course, he or she must take additional units to meet the minimum unit requirement for graduation. The failing grade will remain on the student's transcript.

CONTINUOUS REGISTRATION

Law students must register for each Autumn, Winter, and Spring quarter from the term of their admission until the conferral of their degree or withdrawal from the Law School. The only exception to this requirement occurs when the student is granted, in advance, an official leave of absence (see pages 37 - 38 of this *SLS Student Handbook*). Failure to register for a term during the academic year without taking a leave of absence results in denial of further registration unless and until reinstatement to the degree program is granted and the University's reinstatement fee paid.

In addition, the University requires graduate students to be registered:

1. In each term during which any Law School requirement is fulfilled, including the JSD oral exam.
2. In any term in which a thesis or dissertation is submitted.

3. In any term at the end of which a degree is conferred.
4. In any term in which the student received financial support from the University.
5. In any term for which the student needs to use Law School or other University facilities.
6. For international students, in any term of the academic year for which they have non-immigrant status (for example, a J-1 or F-1 visa).

LEAVES OF ABSENCE

Under extraordinary circumstances, a student in good academic standing may petition in advance for a leave of absence for up to one year. In no circumstance will a student ever be permitted to be on leave for more than two years total. Students considering a leave of absence should consult with the Associate Dean for Student Affairs before filing any petition. The granting of a leave of absence is in the discretion of the Law School.

1. First-Year Students

First-year students may not petition for a leave of absence during their first quarter. First-year students who wish to take time off during their first quarter must request a deferral from the Associate Dean for Admissions and Financial Aid. Such requests are rarely granted, however, and are granted in the discretion of the Law School and only for compelling reasons.

First-year students who petition for a leave of absence after the first quarter will be required to wait to return until the same quarter of the following year so that they can continue the first-year required courses in the normal order.

2. Duration

Leaves of absence may be taken for a single quarter, except in the instance of first-year JD students as noted above, and are granted for a maximum of one calendar year.

3. Extensions and Cumulative Total

A student may submit another petition for an additional year's leave. Extension petitions must be filed prior to the expiration of the original leave of absence. Leaves of absence may not exceed a cumulative total of two academic years.

4. Financial Aid Ramifications

Because a leave of absence may affect a student's financial aid status, a student who receives financial aid and is considering a leave of absence must consult with the Office of Financial Aid before filing his or her petition. For example, in almost all cases,

a student's loan repayment grace period will expire during the leave; therefore, he or she will need to start paying on the loan while on leave.

5. Visa Ramifications

A leave of absence may also affect the visa status of students who are not U.S. citizens or U.S. registered permanent residents. Therefore, before applying for a leave of absence, non-citizen students must consult with the international student adviser at the Bechtel International Center regarding the possible consequences of a leave of absence.

6. Relationship to the Law School while on Leave

Students on a leave of absence are not registered at Stanford and, therefore, do not have the rights and privileges of registered Stanford students. They cannot fulfill any official Law School or University requirement during the leave period. They can, however, complete papers from the previous quarter, and the usual paper deadlines and penalties continue to apply and are unaffected by the leave of absence.

7. Failure to Be Registered or to Be on an Approved Leave of Absence (Reinstatement)

A student who either fails to be registered or on an approved leave of absence by the start of the quarter must apply to the Law School for reinstatement before he or she can return to the degree program. The decision to approve or deny reinstatement is made by the Law School's Petitions Committee in its discretion. The Law School is not obliged to approve reinstatement petitions. Reinstatement decisions may be based on the applicant's academic status when last enrolled, the reasons for or circumstances surrounding the unapproved absence, activities while away from campus, the length of the absence, the perceived potential for successful completion of the program, and the ability of the Law School to support the student as well as any other factors or considerations regarded as relevant by the Petitions Committee. If granted, the Petitions Committee may condition reinstatement on such conditions and requirements as in its discretion it deems appropriate.

While the Law School's Petitions Committee will entertain petitions for reinstatement in certain exceptional circumstances, students should be aware of the American Bar Association's accreditation standard requiring that a full-time JD student should finish his or her degree within eighty-four months of the time that the degree program was started.

If a student is granted reinstatement, he or she will be subject to and evaluated under the academic standards and course

requirements in force at the time of reinstatement.

A student seeking reinstatement must file the Law School's reinstatement petition form with the Law School Registrar's Office no later than two months prior to the start of the quarter for which the student seeks reinstatement. Even if the Petitions Committee grants the student's petition, reinstatement is not effective until the student completes the University's petition form and pays to the University the applicable reinstatement fee.

NON-MATRICULATED QUARTER(S) (VISITING ANOTHER LAW SCHOOL)

In rare circumstances, a student may petition to receive credit at Stanford Law School for one or more quarters taken at another law school up to a maximum of three quarters. Petitions to spend a non-matriculated quarter or quarters at another school will be granted only for humanitarian reasons of an extraordinary nature. Students considering a non-matriculated quarter should consult with the Associate Dean for Student Affairs before filing any petition. The granting of such a petition is in the discretion of the Law School.

LIMITATIONS ON FULFILLING GRADUATION REQUIREMENTS

Students may not normally fulfill the writing requirement (either R or W) or the professional skills requirement with courses taken outside Stanford Law School. Thus, a student who expects to visit away should plan his or her course schedule accordingly.

Students may petition to fulfill the ethics requirement by taking a course at another school. Such petitions must be filed and approved in advance of the visit. Credit will not be retroactively given.

TIMING OF THE VISIT

Stanford University requires students to be in residence at the Law School in the quarter they graduate. Thus, a three-quarter visit will not be allowed for the third year. The University requires students who visit away the last quarter of their third year to register for a "graduation quarter" at Stanford at the same time and pay the requisite fee (but not any tuition) to Stanford.

GRADING

Courses taken at the other law school may not be evaluated on a pass-fail basis unless such evaluation is mandatory in a particular course.

Students must obtain a letter grade of or equivalent to C or above to transfer units to the Law School.

Grades for courses taken at the other school will not appear on the student's Stanford Law School transcript.

PROCEDURE FOR APPLYING FOR A NON-MATRICULATED QUARTER

Students considering visiting another law school for a quarter should first consult with the Associate Dean for Student Affairs. To apply to visit away, a student must file a petition with the Associate Dean for Student Affairs. The petition should include the following information:

- a detailed explanation of the reasons for the request;
- the quarter(s) for which the visit is sought;
- the name of the school the student plans to attend, and whether the student has been accepted as a visitor or is in the process of applying.

Examination Procedures

Law School examinations are conducted in accordance with the University's Honor Code, described on page 48 of this *SLS Student Handbook*. During examinations, the Associate Dean for Student Affairs and the Law School Registrar are available to answer questions regarding the Honor Code or the parameters of the examination. Students cannot contact the instructor directly during the examination, even if questions arise regarding interpretation of the examination. Instead, they should state their assumption and answer the question.

“BLIND” GRADING POLICY

All examinations are graded on a “blind” basis. Each quarter, students are assigned a number by the Law School Registrar for each of their final examinations and must use that number for identification on the appropriate final examination that quarter. Instructors are not allowed to learn the identity of any examination-taker prior to turning in their final grades to the Law School Registrar, and students should not attempt to identify themselves in the examination or at any point between the examination and the time the instructor submits his or her final grades to the Law School Registrar. Any attempt to contact an instructor about an exam between the regularly scheduled exam date and the date the exam grades are posted may be interpreted as a violation of the Honor Code and/or the Fundamental Standard.

If class participation is part of a grade, it is factored into the

grade only after the instructor has submitted a preliminary grade on the blind-graded examination to the Registrar.

Papers are not graded on a blind basis.

“IN-CLASS” EXAMINATIONS

1. Administration

The Law School Registrar administers “in-class” examinations and designates the rooms in which they are taken.

Students are allowed to take in-class examinations on laptop computers, provided the professor has not opted out of the laptop alternative.

Students are not permitted to use earphones during an in-class exam although earplugs are allowed. All cellphones must be turned off and put away.

Most Stanford Law School students take their examinations on laptops. However, students who wish to write their in-class examinations in a bluebook may do so. They will take their exams in the same room as those students taking their exams on laptops.

The instructor determines the length of the examination and whether or not it is closed book, open book, or partially open book. Exams last either three or four hours but cannot be more than four hours (except as an accommodation for a student with a documented disability). Students are responsible for adhering to the instructor's standards for the in-class examination, which are included in the examination materials. If there are no instructions regarding whether the exam is open book or closed book, students must assume that the examination is closed book and that no outside materials may be used during the examination.

Where outside sources are permitted, those sources must be in printed or handwritten form. Digital sources are not allowed. Thus, students may not log on to the internet or access other documents on their computer during an examination.

2. Scheduling

Examinations for required first-year courses will be given on a fixed day and at a fixed time.

Most other exams are “self-scheduled.” This means that students may choose the day during the exam period on which they wish to take each of their in-class and one-day take-home examinations (see exceptions below). The Law School Registrar's Office will determine the start times for examinations and designate rooms for examinations on each day of the examination period.

However, faculty teaching classes with an enrollment of more than 75 students have an option to offer their examination at a fixed day and time and other faculty may seek permission to do so from the Vice Dean if there is some reason that self-scheduling is inappropriate or will not work for a particular class. The Registrar's Office will announce the dates and times of these exams each quarter.

A detailed examination schedule (including room assignments) for the current quarter will be posted on the Registrar's Office page of the Law School website when finalized.

“TAKE-HOME” EXAMINATIONS

A “take-home” examination is defined as an examination that is completed outside the room designated by the Law School Registrar. Stanford Law School permits two kinds of take-home examinations: one-day take-home examinations and extended take-home examinations.

1. One-Day Take-Home Examinations

A one-day take-home examination is handed out and returned on the same day, beginning at 8:30 a.m. and ending at 4:30 p.m. The Law School Registrar's Office distributes the take-home exams. Students submit one-day take-home exams by uploading them to Coursework. They then return the exam questions to the Registrar's Office. One-day take-home examinations are open-book, but students may not discuss a one-day examination among themselves unless the instructor specifically grants permission to do so.

2. Extended Take-Home Examinations

An extended take-home examination is taken over a much longer period of time. The student picks up the examination from the Law School Registrar no later than the last regularly scheduled day of classes. The examination is due no later than 4:30 p.m. on the last scheduled day of examinations for courses open to second and third-year students. Students submit extended take-home exams by uploading them to Coursework. Extended take-home examinations are open-book and instructors must permit full discussion among students about the examination if it is an extended take-home examination.

FAILURE TO SIT FOR AN EXAMINATION

A student who is absent from an examination session without prior permission from the Associate Dean for Student Affairs or the Law School Registrar will receive a failing grade of F for the course.

RESCHEDULING EXAMINATIONS DUE TO EMERGENCIES

If a student becomes ill or injured or is otherwise unable to take an examination on a scheduled day or during the exam period, the student must notify the Law School Registrar's Office (650-723-0994) or the Associate Dean for Student Affairs (650-723-6203) before the examination period ends. (Notifying the instructor is ineffective and could be construed as a violation of the Honor Code.) Voice mail or e-mail messages are sufficient as long as they are left prior to the start of the last examination for the course.

It is the student's responsibility to follow up promptly with the Registrar or the Associate Dean for Student Affairs about a new examination date and time. Examinations rescheduled due to emergencies must normally be completed by the end of the examination period. Absent the most extraordinary circumstances, a rescheduled exam must take place no later than 5 business days after the last day of the exam period for that quarter.

Failure to sit for an examination without advance notice to the Registrar or the Associate Dean for Student Affairs will result in an F for the course.

If a student feels ill or indisposed but decides to take the examination anyway and earns a poor grade, there will be no adjustment made to the grade nor will the student be allowed to take the class or the test again. Once a student has begun an exam, he or she cannot postpone the exam due to illness.

REVIEWING EXAMINATION ANSWERS AND MODEL ANSWERS

Faculty must return to the Registrar's Office all graded essay exams within two weeks of the date exam grades are due. After that date, students may review their examination answers. Requests to see examination answers must be submitted in writing or via email to the Registrar's Office, and the examination answers will be available for the student to pick up the following day.

Professors are required either to write comments on individual examination answers or provide model answers to the examination questions. Model answers are available in the Registrar's Office three weeks after the date they are due from the instructor and are later placed on “Course Reserve” in the Law Library.

Paper Submission

LENGTH

For paper classes, a student is expected to submit at least ten pages of original written work for the first unit of credit and at least eight pages for each additional unit of credit.

For Directed Research, Senior Thesis, and Research Track, a student is expected to submit at least ten pages of original written work for each unit of credit.

PROCEDURES

All papers must be submitted to the Law School Registrar's Office via Coursework. Even if a faculty member asks students to submit the paper directly to him/her, students must still submit the paper to the Registrar's Office via Coursework (through the "Papers and Projects" link) by the paper deadline.

Because papers are not graded on a "blind" basis, a student's name must appear on each paper.

Students are responsible for ascertaining the due date of each paper. In some instances, faculty set a deadline earlier than the default deadline.

DUE DATES

Instructors set the due dates for their course papers. A paper may be due any time during the quarter or thereafter, as long as it is on or before the final deadline set by the Law School. Instructors may not set a due date after the Law School's final deadline. If the instructor does not specifically set a paper deadline, the Law School's default deadline will apply. This is true for externship papers and directed research papers as well as papers in regularly scheduled classes.

The Law School's final deadline for submission of papers for the Autumn Quarter is the fourth Monday of the following Winter Quarter. The Law School's final deadline for the submission of papers for the Winter Quarter is the fourth Monday after the end of Winter Quarter examinations. Papers for students graduating at the end of the Spring Quarter will be due on the last day of classes for Spring Quarter. All other Spring Quarter papers are due no later than the fourth Monday after the end of Spring Quarter examinations. Please check the Deadlines sheet provided by the Law School Registrar for the applicable dates for the current academic year.

EXTENSION PETITIONS

Students seeking a deadline extension must submit a **petition** to the Law School Registrar's Office **at least two weeks prior** to the paper deadline for that course. Individual faculty members do not have the authority to extend the paper deadline.

The Petitions Committee reviews each petition and issues a written response. Petitions for paper deadline extensions usually are denied unless a student is engaged in ongoing archival or empirical research that cannot reasonably be completed before the deadline. Thus, the evolution of a paper topic is not enough to merit an extension of the deadline.

The Petitions Committee requires the following information to be submitted in support of a petition for an extension of the paper deadline:

- The current draft or outline of the paper. (Please note that the Petitions Committee will be expecting to see a draft; so, a student who turns in only an outline has an additional hurdle to overcome.) The Petitions Committee may also, in its discretion, require additional information, including notes or other research materials.
- A description of the diligence with which the student has worked on the paper prior to the date of the petition.
- A detailed explanation of the need for the extension, including a description of the research and why it cannot reasonably be completed before the deadline.
- Where appropriate, documentation from the faculty member supporting the need for more archival or empirical research and acknowledging the student's inability to reasonably complete such research prior to the paper deadline.
- Consent of the faculty member to extend the deadline to the date requested in the petition.

To assess whether or not the student could reasonably complete a paper before the deadline, the Petitions Committee considers the entire period of time during which the student could work on the paper. Therefore, a genuine emergency (including computer failure) arising near the deadline is unlikely to persuade the Committee to grant an extension.

On occasion, a student may be granted an extension due to extraordinary personal circumstances. A student who believes this is an appropriate option should consult with the Associate Dean for Student Affairs.

AUTOMATIC GRADING PENALTY FOR PAPERS

As described in detail on page 33, an automatic grading penalty applies to late papers in all classes for which the faculty member has not explicitly opted out of the system.

If the Petitions Committee grants a petition to extend the deadline for a paper, the automatic grading penalty will accrue only if the student fails to meet the new deadline. The penalty will accrue at the normal rate after the extended deadline.

PETITIONS PROCESS

A student who wants to take any action for which a petition is required by this *SLS Student Handbook* must submit a written petition to the Law School Registrar's Office on the appropriate petitions form by the published deadline. Late petitions may be summarily denied.

Petitions to extend a deadline must be submitted at least two weeks in advance of the deadline.

Policies and Procedures for Students with Disabilities

Students with disabilities who are seeking accommodations, auxiliary aids and services should consult the Associate Dean for Student Affairs or proceed directly to the University's Office of Accessible Education (OAE). All accommodations, auxiliary aids and services must be arranged with the OAE and the Office of Student Affairs. Under no circumstances should a student seek to arrange disability-based accommodations, auxiliary aids or services directly with a faculty member.

The phone number for the OAE is 723-1066 or (TTY) 723-1067. The OAE is located on Salvatierra Walk. The OAE's website is www.studentaffairs.stanford.edu/oea.

POLICY

Stanford University and Stanford Law School have an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 (as amended) and Section 504 of the Rehabilitation Act of 1973.

To provide equality of access for students with disabilities, accommodations and auxiliary aids and services will be provided to the extent necessary to comply with state and federal laws. For each student, these accommodations and auxiliary aids and services will address those functional limitations of the disability that adversely affect equal educational opportunity. Stanford has established the OAE to assist qualified students with disabilities in securing such appropriate accommodations, auxiliary aids, and services.

Stanford maintains specific criteria and procedures to implement this policy.

PROCEDURE

As a general proposition, if an incoming student mentions having a disability during the admissions process, the Office of Admissions will contact the Associate Dean for Student Affairs. The Associate Dean for Student Affairs, in turn, will contact the incoming student and notify the OAE of the student's acceptance to the Law School. An OAE staff member will then seek to contact the student to inquire about his or her accommodations and academic adjustment needs.

Students who do not notify the Law School during the admissions process or who have not been contacted by the OAE may contact the OAE at any time, but preferably at least two weeks before the beginning of an academic quarter or as soon as the need arises.

Each student bears the responsibility of initiating a disability-related request for accommodations, auxiliary aids and/or services with a Program Coordinator at the OAE prior to the time such an accommodation, auxiliary aid and/or service is needed.

To receive an accommodation, auxiliary aid and/or service for a disability, a student must first talk with a Program Coordinator at the OAE. Once specific academic accommodations, auxiliary aids and/or services are identified and discussed, the student will be asked to provide to the OAE appropriate documentation to support the request. This documentation from an appropriate professional should reflect the student's present level of disability and how the disability affects the student's needs in a law school setting. The Program Coordinators at the OAE have the discretion to determine what type of professional documentation is necessary, and this may vary depending on the nature and extent of the disability and the accommodations, auxiliary aids and/or services requested. Once the Program Coordinator has reviewed the documentation, he or she will

then consult with the Law School's Associate Dean for Student Affairs, and together they will write a letter to the student explaining the type of accommodations the student will receive.

The Associate Dean for Student Affairs may coordinate with Law School personnel to provide accommodations, auxiliary aids and/or services for a disability, including one or more of the following:

- The Law School Registrar and Registrar's Office staff, for examination procedures;
- The Academic Deans, for general procedures and academic issues;
- The Associate Director of Student Affairs, for note-taking services;
- The Access Services Librarian, for accommodations in the Law Library; and/or
- Any other staff member whose cooperation is necessary to provide the accommodation, auxiliary aid, and/or service.

The Associate Dean for Student Affairs coordinates with faculty members only on a "need-to-know" basis (such as, if necessary to determine the feasibility of the proposed accommodation, auxiliary aid or service in terms of its consistency with the essential requirements of the course), and keeps the identity of the student confidential, if possible. In general, the disclosure to other administrators occurs only on a "need-to-know" basis, in compliance with federal and state law.

SERVICES OFFERED DIRECTLY BY THE LAW SCHOOL

The Law School works closely with the OAE in offering accommodations, auxiliary aids and services for students with disabilities. While the OAE provides some services directly, it also coordinates other services with the Law School. The Law School provides the following services directly to students who have submitted documentation to the OAE and consulted with a disability resource specialist:

- Note-taking services;
- Administration of most examinations; and
- Some accommodations in the Law Library.

Students who need any of these services may contact the Associate Dean for Student Affairs.

If a student requests and is granted a reduced course load during

the first year as an accommodation, the student must meet with either the Law School's Academic Dean or the Associate Dean for Student Affairs in subsequent quarters to ensure that the student has the proper foundation for subsequent, advanced courses. For many advanced courses, instructors assume (without stating explicitly) that students have taken the first-year core courses, which include Civil Procedure, Constitutional Law, Contracts, Criminal Law, Property, Torts and Legal Research and Writing. Failure to take any of these courses may render a student ineligible to take an advanced course.

TIMELY REQUESTS

As noted above, requests for accommodations, auxiliary aids and/or services should be made as soon as possible. At the beginning of each school year, the Associate Dean for Student Affairs will send an e-mail to the class lists reminding students (including returning students) that they need to contact the OAE and provide the Law School with a current letter setting forth the appropriate accommodations, auxiliary aids and/or services for them.

In addition, the student should immediately communicate to the Associate Dean for Student Affairs and/or the OAE any problem or delay experienced by the student in receiving accommodations.

CONFIDENTIALITY AND RECORDS

CONFIDENTIALITY

The Law School has adopted the University's policy regarding confidentiality. It states: "University employees have an obligation to maintain confidentiality regarding a student's disability. To that end, disability specialists will provide information to University staff and faculty only when necessary in evaluating and/or facilitating accommodations, auxiliary aids and/or services. Except where permitted by applicable law, disability information will not be shared with non-Stanford employees without the student's express written permission."

RECORDS

Students' files, containing disability documentation and a record of accommodations requested, will be kept at the OAE.

LAW SCHOOL RECORDS

Since the Law School provides certain accommodations to students with disabilities, the Law School is required to maintain some limited administrative information about students who receive accommodations. For example, the Law School Registrar must keep a list of students who are eligible

for special accommodations during examinations in order to administer the examinations. Any information about a student's accommodation is kept in a segregated, secure location to maintain confidentiality.

Course Evaluations

The Law School surveys all courses with enrollment of 3 or more students using the anonymous Online Course Evaluation system. The process is managed by the Office of Student Affairs. Instructors allocate approximately 10 minutes of class time during the last week of classes for students to complete the evaluations.

Evaluations for each quarter open on the first day of the last week of classes and close before exams begin. Results are available to instructors and students via Axxess after the grading deadline.

Instructors can also choose to distribute mid-term evaluations to their students. These optional evaluations are returned directly to, and are seen only by, the instructor.

UNIVERSITY POLICIES AND STANDARDS

Registration as a student constitutes an agreement by the student to abide by University policies, rules, requirements, and regulations, including (but not limited to) those concerning admissions, registration, academic performance, student conduct, health and safety, housing, use of the libraries and computing resources, operation of vehicles on campus, University facilities, and the payment of fees and assessments.

Students are responsible for knowing the applicable policies, rules, requirements, and regulations. Many of these are set forth in this *SLS Student Handbook* while others are available in relevant University offices or publications, such as the Stanford Bulletin, the currently applicable version of which is available on-line at <http://exploreddegrees.stanford.edu/#text>. A collection is also available on the Stanford University Administrative Guide website at <https://adminguide.stanford.edu>

The University reserves the right to withhold registration privileges or to cancel the registration or take other appropriate action of or as to any student: who is not in compliance with its policies, rules, requirements or regulations; or for reasons pertaining to academic performance, health and wellness, qualification to be a student, or the safety of the university community.

The primary codes of conduct for students are the Fundamental Standard and the Honor Code. When a violation of the Fundamental Standard, the Honor Code, or other policy or rule governing student conduct is alleged, or whenever a member of the Law School community believes such a violation has occurred, he or she should contact the Associate Dean for Student Affairs, the Vice Dean, the Law School Registrar, or the Office of Community Standards, Tresidder Memorial Union, 2nd floor, (650) 725-2485.

THE FUNDAMENTAL STANDARD

Students at Stanford are expected to observe the Fundamental Standard of student conduct, which was stated by Stanford's first President, David Starr Jordan, as follows:

“Students are expected to show both within and without the University such respect for order, morality, personal honor, and the rights of others as is demanded of good citizens. Failure to do this will be sufficient cause for removal from the University.”

Actions that have been found to be in violation of the Fundamental Standard include:

- Physical assault
- Property damage
- Forgery
- Theft
- Sexual harassment or other sexual misconduct
- Misrepresentation in seeking financial aid, University housing, University meals, or other University benefits
- Driving on campus while under the influence of alcohol
- Misuse of computer equipment or e-mail
- Sending threatening or obscene messages

There is no standard penalty that applies to violations of the Fundamental Standard. Penalties range from a warning to expulsion. Each case is fact specific. Considerations include: the nature and seriousness of the offense; the motivation underlying the offense; and, precedent in similar cases.

For further information on the Fundamental Standard, see the Office of Community Standards website at: <https://studentaffairs.stanford.edu/communitystandards>

THE HONOR CODE

The Honor Code at Stanford is essentially the application of the Fundamental Standard to academic matters. Provisions of the code date from 1921, when the honor system was established by the Academic Council of the University Faculty at the request of the student body and with the approval of the President.

THE HONOR CODE READS:

“A. The Honor Code is an undertaking of the students, individually and collectively:

1. that they will not give or receive aid in examinations; that they will not give or receive unpermitted aid in class work, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading;
2. that they will do their share and take an active part in seeing to it that others as well as themselves uphold the spirit and letter of the Honor Code.

B. The faculty on its part manifests its confidence in the honor of its students by refraining from proctoring examinations and from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The faculty will also avoid, as far as practicable, academic procedures that create temptations to violate the Honor Code.

C. While the faculty alone has the right and obligation to set academic requirements, the students and faculty will work together to establish optimal conditions for honorable academic work.”

Actions that have been found to be in violation of the Honor Code include:

- Copying from another’s examination paper or allowing another to copy from one’s own paper
- Unpermitted collaboration
- Plagiarism
- Revising and resubmitting a quiz or exam for regrading without the instructor’s knowledge and consent
- Representing as one’s own work the work of another
- Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted

In recent years, most student disciplinary cases have involved Honor Code violations; of those, the most frequent arise when a student submits another’s work as his or her own, or gives or receives unpermitted aid. The standard penalty for a first offense is a one-quarter suspension from the University and 40 hours of community service. In addition, many faculty members issue a “No Credit” for the course in which the violation occurred. The standard penalty for a multiple violation (for example, cheating more than once in the same course) is a three-quarter suspension

and 80 hours of community service.

For further information on the Honor Code, see the Office of Community Standards website at: <https://studentaffairs.stanford.edu/communitystandards/honorcode>

STUDENT RECORDS

RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the date the University receives a request for access.

A student wishing to inspect and review his or her records should submit to the Registrar, Dean, or other appropriate University official, a written request that identifies the record(s) that the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student may ask the University to amend the record that he or she believes is inaccurate or misleading. The student should write the University official responsible for the record (with a copy to the University Registrar), clearly identify the part of the records he or she wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student at that time.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA contains various exceptions to the general rule that the University should not disclose education records without seeking the prior written consent of the student. The following circumstances are representative of those in which education records (and information drawn from education records) may be disclosed without the student's prior written consent:

- Upon request, the University may release Directory Information (see next heading).
- School officials who have a legitimate educational interest in a student's education record may be permitted to review it. A school official is: a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The University may disclose education records without consent to officials of another school, in which

a student seeks or intends to enroll, upon request of officials at that other school.

- The University may choose to disclose education records (and information drawn from education records) to either supporting parent(s) or guardian(s) where the student is claimed as a dependent under the Internal Revenue Code.
- The University may inform persons including either parent(s) or guardian(s) when disclosure of the information is necessary to protect the health or safety of the student or other persons.
- For students under the age of 21, the University may notify either parent(s) or guardian(s) of a violation of any law or policy relating to the use of alcohol or controlled substances.
- The University must provide records in response to lawfully issued subpoenas, or as otherwise compelled by legal process.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

DIRECTORY INFORMATION

The University regards the following items of information as "directory information," that is, information that the University may make available to any person upon specific request (and without student consent):

Name
Date of birth
Place of birth
Directory address and telephone number
E-mail address
SUNet ID (as opposed to Stanford Student ID Number)
Mailing address
Campus office address (for graduate students)
Secondary or permanent mailing address
Residence assignment and room or apartment number
Specific quarters or semesters of registration at Stanford
Stanford degree(s) awarded and date(s)
Major(s), minor(s), and field(s)
University degree honors
Student theses and dissertations

Participation in officially recognized sports or activities
Weight and height of members of athletic teams
Institution attended immediately prior to Stanford
I.D. card photographs.

Students may prohibit the release of many of the items listed above by designating which items should not be released on the “Privacy” function of AXESS.

Students, faculty and administrators with questions regarding student records should contact the University Registrar’s Office.

CONSENT TO USE OF PHOTOGRAPHIC IMAGES

Registration as a student and attendance at or participation in classes and other campus and University activities constitutes an agreement by the student to the University’s use and distribution (both now and in the future) of the student’s image or voice in photographs, videotapes, electronic reproductions, or audiotapes of such classes and other campus and University activities.

If a student in a class where such photographing or recording is to take place does not wish to have his or her image or voice so used, the student should raise the matter in advance with the instructor.

NONDISCRIMINATION POLICY

Stanford University admits qualified students of any race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, and gender identity to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. Consistent with its obligations under the law, Stanford prohibits unlawful discrimination on the basis of race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity or expression, veteran status or any other characteristic protected by applicable law in the administration of the University’s programs and activities; Stanford also prohibits unlawful harassment including sexual harassment and sexual violence. The following person has been designated to handle inquiries regarding this nondiscrimination policy: Director of the Diversity and Access Office, Mariposa House, 585 Capistrano Way, Stanford University, Stanford, CA 94305-8230; (650) 723-0755 (voice), (650) 723-1216 (TTY), (650) 723-1791 (fax), equal.opportunity@stanford.edu (email). Stanford’s Title IX Coordinator, Catherine Criswell, has been designated to handle inquiries regarding sexual harassment and sexual violence: 450 Serra Mall, Building 160, Stanford, CA 94305, (650) 497-4955 (voice), (650) 497-9257, titleix@stanford.edu

POLICY ON SEXUAL HARASSMENT

Stanford University strives to provide a place of work and study free of sexual harassment, intimidation and exploitation. Where sexual harassment has occurred, the University will act to stop the harassment, prevent its recurrence and discipline and/or take other appropriate action against those responsible. For the complete text of the currently applicable version of the policy as well as a list of confidential and non-confidential resources that are available, please see Administrative Guide Memo 1.7.1 Sexual Harassment, which can be found at The Sexual Harassment Policy Office (SHPO) website at <http://adminguide.stanford.edu/chapter-1/subchapter-7/policy-1-7-1> is also a helpful resource. The SHPO itself is located at 556 O’Connor Lane, 1st Floor.

POLICY ON CONSENSUAL SEXUAL OR ROMANTIC RELATIONSHIPS

There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions, and parties in such a relationship assume those risks. In the university context, such positions include (but are not limited to) **teacher and student**, supervisor and employee, senior faculty and junior faculty, mentor and trainee, adviser and advisee, teaching assistant and student, principal investigator and postdoctoral scholar or research assistant, coach and athlete, attending physician and resident or fellow, and individuals who supervise the day-to-day student living environment and their students.

Because of the potential for conflict of interest, exploitation, favoritism, and bias, such relationships may undermine the real or perceived integrity of the supervision and evaluation provided. Further, these relationships are often less consensual than the individual whose position confers power or authority believes. In addition, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a sexual or romantic involvement, this past consent does not remove grounds for a charge based upon subsequent unwelcome conduct.

Such relationships may also have unintended, adverse effects on the climate of an academic program or work unit, thereby impairing the learning or working environment for others – both during such a relationship and after any break-up. Relationships in which one party is in a position to evaluate the

work or influence the career of the other may provide grounds for complaint by third parties when that relationship gives undue access or advantage, restricts opportunities, or simply creates a perception of these problems.

For all of these reasons, sexual or romantic relationships--whether regarded as consensual or otherwise--between individuals in inherently unequal positions should in general be avoided and in many circumstances are strictly prohibited by this policy. Since these relationships can occur in multiple contexts on campus, this policy addresses certain contexts specifically. However, the policy covers all sexual and romantic relationships involving individuals in unequal positions, even if not addressed explicitly in the policy.

The complete text of the currently applicable version of the policy can be found at Administrative Guide 1.7.2, available at <https://adminguide.stanford.edu/chapter-1/subchapter-7/policy-1-7-2>. See in particular the section prohibiting such relationships between teachers and their past, current, or likely future students.

SEXUAL MISCONDUCT, SEXUAL ASSAULT, STALKING AND RELATIONSHIP VIOLENCE

Acts of sexual misconduct, sexual assault, stalking and relationship (dating or domestic) violence (collectively “Prohibited Sexual Conduct”) are unacceptable and will not be tolerated at Stanford University. The University investigates or responds to reports of Prohibited Sexual Conduct under circumstances in which the accused person is subject to this policy and (i) the Impacted Party (the individual who experienced the Prohibited Sexual Conduct) is a student, faculty, staff member or program participant and there is a connection between the allegations and University programs or activities; or (ii) investigation and response are necessary for the proper functioning of the University, including the safety of the University community or preservation of a respectful and safe climate at the University. Students, faculty and staff found to be in violation of this policy will be subject to discipline up to and including termination, expulsion or other appropriate institutional sanctions; affiliates and program participants may be removed from University programs and/or prevented from returning to campus.

A comprehensive University web page dedicated to sexual violence awareness, prevention, response and support can be found at NotAlone.Stanford.edu. The web page contains a list

of resources and describes reporting options. Resources are also provided at the end of the complete text of this policy, Administrative Guide 1.7.3,

which is available at <https://adminguide.stanford.edu/chapter-1/subchapter-7/policy-1-7-3>

Reports of sexual misconduct, sexual assault, stalking, and relationship violence should be made to Catherine Criswell, Title IX Coordinator, titleix@stanford.edu, (497-4955).

CONTROLLED SUBSTANCES AND ALCOHOL POLICY

Stanford University prohibits the unlawful manufacture, distribution, dispensation, possession and/or use of controlled substances or the unlawful possession, use or distribution of alcohol on the Stanford campus or as part of any of the University’s activities. Violation of this policy may result in disciplinary sanctions up to and including expulsion and may also be referred to the appropriate authorities for prosecution. For the complete text of the Controlled Substances and Alcohol Policy, please see Administrative Guide Memo 2.2.8 at <https://adminguide.stanford.edu/chapter-2/subchapter-2/policy-2-2-8>.

SMOKE-FREE ENVIRONMENT POLICY

Stanford University prohibits smoking of tobacco products in enclosed buildings and facilities and during indoor or outdoor events on the campus.

Specifically, smoking is prohibited in classrooms and offices, all enclosed buildings and facilities, in covered walkways, in University vehicles, during indoor or outdoor athletic events, during other University sponsored or designated indoor or outdoor events and in outdoor areas designated by signage as “smoking prohibited” areas.

- Ashtrays will not be provided in any enclosed University building or facility.
- “Smoking Prohibited” signs will be posted.

Except where otherwise posted as a “smoking prohibited area,” smoking is generally permitted in outdoor areas, except during organized events. Outdoor smoking in non-prohibited areas must be at least 30 feet away from doorways, open windows, covered walkways, and ventilation systems to prevent smoke from entering enclosed buildings and facilities. To accommodate faculty, staff and students who smoke, Vice Presidents, Vice Provosts and Deans may designate certain areas of existing

courtyards and patios as smoking areas, and must provide ashtrays. The specific academic or administrative unit(s) will be responsible for absorbing all costs associated with providing designated smoking areas and ashtrays.

Administrative Guide Memo2.2.6

CAMPUS DISRUPTION POLICY

The University's policy on campus disruption applies to students, faculty, and staff. In general terms, it states that: "It is a violation of University policy for a member of the faculty, staff, or student body to (1) prevent or disrupt the effective carrying out of a University function or approved activity, such as lectures, meetings, interviews, ceremonies, the conduct of University business in a University office, and public events; (2) obstruct the legitimate movement of any person about the campus or in any University building or facility." The complete policy can be found at <https://ogc.stanford.edu/sites/default/files/campusdisruption.pdf>.

DOMESTIC PARTNER POLICY

In October 1990, Stanford University adopted a domestic partners policy. This policy, which implements the University's nondiscrimination policy, makes services that have historically been available to married students available on an equal basis to students with same-sex or opposite-sex domestic partners. These services include access to student housing, a courtesy card that provides access to University facilities, and the ability to purchase medical care at Vaden Health Service. A domestic partnership is defined as an established long-term partnership with an exclusive mutual commitment in which the partners share the necessities of life and ongoing responsibility for their common welfare.

OWNERSHIP AND USE OF STANFORD NAME AND TRADEMARKS

Stanford registered marks, as well as other names, seals, logos and other symbols and marks that are representative of Stanford, may be used solely with permission of Stanford University. Items offered for sale to the public bearing Stanford's name and marks must be licensed. Online Design Guidelines describe proper use of Stanford's emblems and provide downloadable artwork at the Identity Toolkit.

For the complete text of the currently applicable policy, see Administrative Guide Memo 1.5.4, Ownership and Use of the

Stanford Name and Trademarks at <https://adminguide.stanford.edu/chapter-1/subchapter-5/policy-1-5-4>

STUDENT ACADEMIC GRIEVANCE PROCEDURE

Any student who believes that he or she has been subjected to an improper decision on an academic matter is entitled to file a grievance to obtain an independent review of the allegedly improper decision, followed by corrective action, if appropriate. The University has an extensive grievance procedure that starts with informal attempts at resolution and is followed by a grievance filed with the Law School. Appeals may be taken to the Provost and to the President.

There are short windows of opportunity for filing a grievance and certain criteria that a grievance must address; so, be sure to consult the procedure for all relevant information. The currently applicable version of the procedure, can be found at: <http://exploreddegrees.stanford.edu/nonacademicregulations/#text-grievances>.

For grievances related to non-academic matters, please see the current version of the Student Non-Academic Grievance Procedure, which can be found at <http://exploreddegrees.stanford.edu/nonacademicregulations/#text-studnonagrieproc>.

COPYING PRINTED MATERIAL FOR TEACHING AND RESEARCH

Federal copyright law governs copying intellectual property such as books and articles, including the making of copies for teaching and research. It is each person's responsibility to be aware of and abide by the law, and the Provost's Office periodically issues memoranda reminding faculty and staff members of their responsibilities in this area.

More information on copyright policies can be found at <http://exploreddegrees.stanford.edu/nonacademicregulations/#text-copyright>.

COMPUTER AND NETWORK USAGE POLICY

Users of Stanford network and computer resources have a responsibility not to abuse the network and resources. This policy provides guidelines for the appropriate and inappropriate use of information technologies. In particular, the policy provides that users of University information resources must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other

computer users. The complete text of the currently applicable version of this policy is in Administrative Guide Memo 6.2.1.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

It is the policy of Stanford University to comply with Title IX of the Education Amendment of 1972 and its regulations, which prohibit discrimination on the basis of sex. The Title IX Compliance Officer is Catherine Criswell, Title IX Coordinator, who has been appointed to coordinate the University's efforts to comply with the law. Anyone who believes that, in some respect, Stanford is not in compliance with Title IX and its regulations should contact Catherine Criswell, the Title IX Coordinator: 450 Serra Mall, Building 160, Stanford, CA 94305, (650) 497-4955 (voice), (650) 497-9257, titleix@stanford.edu

POLITICAL ACTIVITIES

Stanford University, as a charitable entity, is subject to federal, state, and local laws and regulations regarding political activities, lobbying, and the giving of gifts to public officials.

While the members of the University community are naturally free to express their political opinions and engage in political activities to whatever extent they wish, it is very important that they do so only in their individual capacities and avoid even the appearance that they are speaking or acting for the University in political matters.

The complete text of the currently applicable version of this policy is in Administrative Guide Memo 1.5.1.

AMERICANS WITH DISABILITIES ACT/REHABILITATION ACT GRIEVANCE PROCEDURE

Stanford University, in compliance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), does not discriminate on the basis of disability in administration of its education-related programs and activities, and has an institutional commitment to provide equal educational opportunities for disabled students who are otherwise qualified.

Students who believe they have been subjected to discrimination on the basis of disability, or have been denied access to services or accommodations required by law, have the right to use this grievance procedure. For the currently applicable version of this policy, go to: <http://exploreddegrees.stanford.edu/>

[nonacademicregulations/#text-amerwithdisaactsgriegriprocstud](#).

For further information concerning policies and procedures for students with disabilities, see pages 45 – 47 of this *SLS Student Handbook*, the Office of Accessible Education website at www.studentaffairs.stanford.edu/oea or the Office of Diversity and Access website at <https://diversityandaccess.stanford.edu/disability-access>, or the ADA/Section 504 Compliance Officer, Diversity & Access, Main Quad, Building 310, Mail Code 2100, (650) 723-3484 (Voice), (650) 723-1216 (TTY), (650) 723-1791 (Fax).

CLERY ACT (CAMPUS SECURITY)

Pursuant to the Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Stanford University Department of Public Safety (police department) publishes The Stanford University Safety and Security Report, which contains practical information about safety and security practices and statistics about crime on campus. Students may pick up a copy at the police department, may download it from <http://web.stanford.edu/group/SUDPS/safety-report.shtml>, or may call (650) 723-9633 to request a copy.