

# Stanford Law School



2019-2020 Student Handbook

# Table of Contents

- GENERAL INFORMATION AND RESOURCES ..... 6**
- GOVERNANCE AND ADMINISTRATION OF THE LAW SCHOOL ..... 7
- LAW SCHOOL DEPARTMENTS ..... 7
- COMPUTING SERVICES ..... 7
- JOHN AND TERRY LEVIN CENTER FOR PUBLIC SERVICE AND PUBLIC INTEREST LAW ..... 8
- OFFICE OF CAREER SERVICES..... 9
- OFFICE OF FINANCIAL AID ..... 10
- OFFICE OF STUDENT AFFAIRS..... 10
- REGISTRAR’S OFFICE..... 11
- ROBERT CROWN LAW LIBRARY..... 11
- COMPUTER LABS ..... 12
- COPY MACHINES AND COPY SERVICES ..... 12
- COUNSELING AND ADVISING..... 13
- ACADEMIC ADVISING..... 13
- PERSONAL COUNSELING ..... 13
- EMERGENCIES ..... 14
- LAW LOUNGE AND OUTDOOR SPACES ..... 14
- LOST AND FOUND ..... 14
- MAIL, MAILBOXES, AND LOCKERS ..... 15
- NURSING ROOM..... 15
- OFFICIAL NOTICES ..... 15
- SECURITY AND SAFETY..... 15
- STUDENT MESSAGES AND ANNOUNCEMENTS ..... 15
- GRADUATION REQUIREMENTS ..... 16**
- THE DOCTOR OF JURISPRUDENCE (JD) DEGREE..... 16
- OVERVIEW OF DEGREE REQUIREMENTS ..... 16
- REQUIRED CURRICULUM: FIRST-YEAR PROGRAM ..... 16
- UNIT REQUIREMENT ..... 16
- EXPERIENTIAL LEARNING REQUIREMENT ..... 17
- Deadlines: ..... 17
- THE MASTER OF LAWS (LLM) DEGREE..... 21
- Course Requirements Specific to LLM Degree Programs ..... 22
- THE MASTER OF THE SCIENCE OF LAW (JSM) DEGREE ..... 25
- THE DOCTOR OF THE SCIENCE OF LAW (JSD) DEGREE..... 26
- MASTER OF LEGAL STUDIES (MLS) – A NON-PROFESSIONAL DEGREE ..... 29
- ACADEMIC POLICIES, PROCEDURES AND OPPORTUNITIES ..... 31**
- ATTENDANCE REQUIREMENTS AND LIMITATIONS ON UNITS AND WORKING ..... 31**
- CLASS ATTENDANCE..... 31

CONTINUOUS REGISTRATION .....	31
FIRST-YEAR COURSES FOR JD STUDENTS .....	31
MINIMUM AND MAXIMUM NUMBER OF QUARTER UNITS.....	32
LIMITATIONS ON WORKING.....	32
<b>AWARDS FOR ACADEMIC DISTINCTION.....</b>	<b>32</b>
AWARDS GIVEN FOR OVERALL ACADEMIC EXCELLENCE.....	32
AWARDS GIVEN FOR ACADEMIC EXCELLENCE IN INDIVIDUAL COURSES .....	33
<b>CURRICULAR OPPORTUNITIES.....</b>	<b>33</b>
INTERNAL CURRICULAR OPPORTUNITIES .....	33
CLINICAL EDUCATION.....	33
EXTERNSHIP PROGRAM.....	34
INDIVIDUALIZED EDUCATIONAL OPPORTUNITIES .....	36
POLICY LAB .....	39
EXTERNAL CURRICULAR OPTIONS.....	39
CROSS-REGISTRATION IN OTHER SCHOOLS AND DEPARTMENTS OF THE UNIVERSITY.....	39
JOINT AND COOPERATIVE DEGREE PROGRAMS .....	41
TAKING COURSES AT ANOTHER LAW SCHOOL.....	42
<b>EXAMINATION AND FINAL PAPER PROCEDURES .....</b>	<b>42</b>
EXAMINATION PROCEDURES.....	42
ANONYMOUS GRADING POLICY.....	42
“IN-CLASS” EXAMINATIONS.....	43
“TAKE-HOME” EXAMINATIONS.....	43
FAILURE TO SIT FOR AN EXAMINATION .....	43
RESCHEDULING EXAMINATIONS DUE TO EMERGENCIES.....	44
REVIEWING EXAMINATION ANSWERS AND MODEL ANSWERS .....	44
FINAL PAPER PROCEDURES .....	44
<b>GRADING SYSTEM .....</b>	<b>46</b>
HONORS/PASS .....	46
MANDATORY PASS .....	46
<b>GRADING STANDARDS .....</b>	<b>46</b>
FAILURE TO SIT FOR AN EXAMINATION.....	46
LATE ARRIVAL FOR AN EXAMINATION .....	46
AUTOMATIC GRADING PENALTY FOR LATE PAPERS.....	46
SPECIAL RULES FOR PAPERS IN LEGAL RESEARCH AND WRITING AND GLOBAL LITIGATION.....	47
GRADES CAN BE CHANGED ONLY IN EXTRAORDINARY CIRCUMSTANCES.....	47
<b>LEAVES OF ABSENCE .....</b>	<b>47</b>
FIRST-YEAR STUDENTS.....	47
DURATION .....	47
FINANCIAL AID RAMIFICATIONS.....	47
VISA RAMIFICATIONS.....	47
RELATIONSHIP TO THE LAW SCHOOL WHILE ON LEAVE.....	48
FAILURE TO BE REGISTERED OR TO BE ON AN APPROVED LEAVE OF ABSENCE (REINSTATEMENT).....	48
<b>NON-MATRICULATED QUARTER(S) - VISITING ANOTHER LAW SCHOOL.....</b>	<b>48</b>
LIMITATIONS ON FULFILLING GRADUATION REQUIREMENTS .....	48
TIMING OF THE VISIT .....	48

GRADING .....	49
<b>REGISTRATION AND SELECTION OF CLASSES .....</b>	<b>49</b>
AXESS – ON-LINE REGISTRATION.....	49
ENROLLMENT OPTIONS FOR LAW SCHOOL CLASSES .....	49
OPEN ENROLLMENT COURSES .....	49
LIMITED ENROLLMENT COURSES.....	49
PRE-REGISTRATION.....	49
PRELIMINARY STUDY LIST DEADLINE .....	49
ADD/DROP PROCEDURES .....	50
REPEAT POLICY .....	50
JD STUDENTS .....	50
ADVANCED DEGREE (LLM, JSM, JSD, AND MLS) STUDENTS.....	50
REQUIRED TRANSCRIPTS FROM OTHER INSTITUTIONS.....	50
TRANSCRIPTS AND GRADE REPORTS.....	50
RELEASE OF GRADES .....	50
CLASS STANDING.....	50
TRANSCRIPT REQUESTS .....	51
<b>SATISFACTORY ACADEMIC PERFORMANCE.....</b>	<b>51</b>
FAILURE TO MAKE A GOOD FAITH EFFORT IN A COURSE.....	51
ACADEMIC PERFORMANCE REQUIREMENTS FOR JD DEGREE.....	51
UNSATISFACTORY ACADEMIC PERFORMANCE (JD STUDENTS) .....	51
UNSATISFACTORY ACADEMIC PERFORMANCE (JSD, JSM, LLM, AND MLS STUDENTS).....	51
REINSTATEMENT AFTER ACADEMIC DISQUALIFICATION .....	51
<b>LAW SCHOOL POLICIES AND PROCEDURES.....</b>	<b>52</b>
ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES .....	52
DISABILITY POLICY .....	52
DISABILITY PROCEDURES.....	52
SERVICES OFFERED DIRECTLY BY THE LAW SCHOOL.....	53
TIMELY REQUESTS .....	53
CONFIDENTIALITY AND RECORDS .....	53
CLASS RECORDING.....	53
CLASSROOM TECHNOLOGY POLICY.....	54
CONFERENCE FUNDS .....	54
COURSE EVALUATIONS.....	54
CURRENT CONTACT INFORMATION .....	54
POSTING POLICY .....	54
SIZE LIMITATIONS .....	54
LOCATION LIMITATIONS .....	54
DURATION LIMITATIONS.....	55
PRO BONO PROGRAM.....	55
PRO BONO POLICY .....	55
PROCEDURES FOR PURSUING CONCERNS.....	56
COURSE OR INSTRUCTOR.....	56
ACADEMIC GRIEVANCE.....	56
NON-ACADEMIC GRIEVANCE .....	56

CONCERNS IMPLICATING COMPLIANCE WITH ABA STANDARDS.....	56
<b>THE BAR EXAM.....</b>	<b>57</b>
CALIFORNIA BAR EXAM.....	57
STRUCTURE OF THE EXAM.....	57
THE ESSAY PORTION OF THE EXAM TESTS THE FOLLOWING SUBJECTS:.....	57
THE MBE TESTS THESE SUBJECTS: .....	58
LLM AND JSM REQUIREMENTS .....	58
NEW YORK BAR EXAM .....	58
STRUCTURE OF THE EXAM .....	58
NEW YORK LAW EXAM .....	58
THE NEW YORK LAW EXAM TESTS THE FOLLOWING SUBJECTS: .....	59
PRO BONO REQUIREMENT .....	59
LLM AND JSM REQUIREMENTS .....	59
<b>UNIVERSITY POLICIES AND STANDARDS .....</b>	<b>61</b>
THE FUNDAMENTAL STANDARD.....	61
THE HONOR CODE.....	62
STUDENT RECORDS.....	62
NOTIFICATION OF RIGHTS UNDER FERPA.....	62
DIRECTORY INFORMATION .....	63
CONSENT TO USE OF PHOTOGRAPHIC IMAGES .....	64
NONDISCRIMINATION POLICY .....	64
POLICY ON SEXUAL HARASSMENT.....	64
POLICY ON CONSENSUAL SEXUAL OR ROMANTIC RELATIONSHIPS .....	65
PROHIBITED SEXUAL CONDUCT: SEXUAL MISCONDUCT, SEXUAL ASSAULT, STALKING, RELATIONSHIP VIOLENCE, VIOLATION OF UNIVERSITY OF COURT DIRECTIVES, STUDENT-ON-STUDENT SEXUAL HARASSMENT AND RETALIATION .....	65
TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 .....	66
THE STANFORD STUDENT ALCOHOL POLICY .....	66
SMOKE-FREE ENVIRONMENT POLICY.....	66
POLICY ON CAMPUS DISRUPTIONS.....	66
PROHIBITION OF THE POSSESSION OF DANGEROUS WEAPONS ON CAMPUS .....	66
OWNERSHIP AND USE OF STANFORD TRADEMARKS AND IMAGES .....	67
STUDENT ACADEMIC GRIEVANCE PROCEDURE.....	67
COPYING PRINTED MATERIAL .....	67
COMPUTER AND NETWORK USAGE POLICY.....	68
POLITICAL, CAMPAIGN, AND LOBBYING ACTIVITIES .....	68
AMERICANS WITH DISABILITIES ACT/ REHABILITATION ACT GRIEVANCE PROCEDURE .....	68
CLERY ACT (CAMPUS SECURITY) .....	68

# GENERAL INFORMATION AND RESOURCES

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.

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). You can also use StanfordWho to find contact information for faculty, staff and students: [stanfordwho.stanford.edu/SWApp](http://stanfordwho.stanford.edu/SWApp).

The Law School's website is [www.law.stanford.edu](http://www.law.stanford.edu).

## OTHER NUMBERS YOU MAY NEED:

**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**

(Offers late night escort or transportation home 7 days a week between 9:00 p.m. and 2:00 a.m. 7 nights a week during Fall, Winter and Spring quarters)

## STANFORD LAW SCHOOL OFFICES

Career Services	Room 145	(650) 723-3924
Financial Aid	Room 107	(650) 723-9247
Law Library	Room 250	(650) 723-2477
Levin Center for Public Service and Public Interest	Room 384	(650) 723-8974
Registrar	Room 100	(650) 723-0994
Student Affairs	Room 146	(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  
Stanford, CA 94305-8610

## 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.

### DEANS

- a. **Dean Jenny Martinez** 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 Robert Weisberg** chairs the Curriculum Committee. He selects and schedules the courses that will be offered each quarter.
- d. **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.
- e. **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.
- f. **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.
- g. **Associate Dean for External Relations Julia Erwin-Weiner** supervises the offices of development and alumni relations.
- h. **Associate Dean for Global Programs and Graduate Study Robert Daines** oversees the Law School's Global Initiative and oversees the advanced degree (JSM, LLM, MLS) programs.
- i. **Associate Dean for Graduate Studies Amalia Kessler** oversees the JSD program.
- j. **Senior Associate Dean for Finance and Chief Financial Officer Frank Brucato** manages capital-planning projects and finance for the Law School.
- 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 Jory Steele** oversees both the Registrar's Office and the Office of Student Affairs (OSA), which advises journals and student organizations and runs Orientation, Graduation, and other programs throughout the year in addition to publishing the Weekly Brief.

### 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](http://www.law.stanford.edu)).

## LAW SCHOOL DEPARTMENTS

### COMPUTING SERVICES

Help Desk, Area 260 in the Library, Second Floor, 725-7249, [help@law.stanford.edu](mailto:help@law.stanford.edu)

Webteam/Web Requests: [webteam@law.stanford.edu](mailto: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, legal research, 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.

## JOHN AND TERRY LEVIN CENTER FOR PUBLIC SERVICE AND PUBLIC INTEREST LAW

Jodie Carian, Assistant Director (she/her/hers)

723-8974      jcarian@law.stanford.edu

Diane T. Chin, Associate Dean for Public Service and Public Interest Law (she/her/hers)

725-4192      dchin@law.stanford.edu

Shafaq Khan, Public Interest Career Counselor (she/her/hers)

498-9032      sjkhan@law.stanford.edu

Titi Liu, Director, International Public Interest Initiatives (she/her/hers)

736-8088      tliu@law.stanford.edu

Anna Wang, Executive Director (she/her/hers)

723-2519      annawang@law.stanford.edu

Mike Winn, Director, Pro Bono and Externship Programs (he/him/his)

725-7909      mikewinn@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, domestically and internationally, as well as encourages all students and graduates to make pro bono service an integral part of their professional lives. All of its staff members are available to students for advice about course selection, careers, programming that involves social justice and public service topics, or just to provide a friendly ear to listen to student experiences of law school.

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 in training the next generation of effective managers and leaders for nonprofit organizations.

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.

The Levin Center coordinates a variety of workshops and educational programs that highlight substantive areas of practice and contemporary issues as well as works with student organizations to develop programs. It also administers the Law School’s Externship Program, Pro Bono Program, and several generous financial support programs for students committed to public interest law, including:

- Summer Public Interest Employment Funding;
- Public Interest Post-Graduate Fellowships; 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 and public service 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, Mike, Shafaq, or Titi. 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>.



## OFFICE OF CAREER SERVICES

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

Melissa Maynard Léger, Director of Recruiting  
723-3924 melissa@law.stanford.edu

Nicole Pitman, Judicial Clerkships Director and Private Sector Advisor  
725-6786 npitman@law.stanford.edu

Deidre Sparks, Private Sector Advisor  
725-5935 dsparks@law.stanford.edu

Elizabeth Di Giovanni, Director of International and Advanced Degree Programs  
723-0363 earmand@law.stanford.edu

Nancy Lieberman, Private Sector Advisor  
723-1054 nlieberman@law.stanford.edu

Zeenat Basrai, Private Sector Advisor  
724-5045 zbasrai@law.stanford.edu

Rhiannon Acoba, Asst Director, Private Sector Programs  
725-3116 rhiannon@law.stanford.edu

Kyle Costello, Career Services Coordinator  
723-5780 kcostello@law.stanford.edu

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

The Office of Career Services (OCS) serves as a bridge between students, alumni and employers with a focus on private sector careers and judicial clerkships. The staff provides students with the tools, information and resources they need to make informed career decisions and achieve their career aspirations.

The cornerstone of OCS is individualized counseling. Advisors get to know students through one-on-one appointments in order to provide strategic and personalized advice based on each student's particular career objectives. They help guide students in developing an effective career plan and in identifying the steps necessary to meet their goals. Advisors also connect students with SLS alumni and other practitioners to enable them to build and grow their network.

OCS provides guidance and resources on self-assessments, resume and cover letter review, preparing for interviews, employer research, and much more. This includes a variety of career programs and workshops. A few of the most popular include:

- “Spotlight” lunches focusing on specific practice areas and career paths
- Resume Workshops
- 1L and 2L Job Search Workshops
- Interview workshops
- Mock Interview Program (where students can practice their interviewing skills with both practicing attorneys and OCS Advisors)

OCS also offers two On-Campus Interviewing programs (OCI). Spring OCI is focused primarily on 1L recruiting and takes place mid-January. During Fall OCI, over 200 employers representing more than 450 offices visit the Stanford Campus to recruit 2Ls and 3Ls. The majority of 2L students find their summer job through Fall OCI. Interviews are assigned by lottery, so all students have equal opportunity to meet with employers. OCS handles the logistics and provides advice and support to students, helping them to navigate the entire process from bidding to interviews to offers.

Judicial clerkships are one of the many career options students pursue. Over 30% of each class clerk at some point after graduation, and OCS works with faculty and students to facilitate the application process. Our Judicial Clerkship Director, Nicole Pitman, provides individualized counseling to students so that they can best position themselves for a clerkship. In April, students are invited to attend a judicial clerkship orientation, which covers various topics including an overview of the application process, researching judges, identifying recommenders, and preparing application materials. OCS also provides students with a Clerkship Handbook, which is a comprehensive resource on preparing and applying for clerkships.

For additional information, please visit the OCS website: [law.stanford.edu/ocs](http://law.stanford.edu/ocs).

## OFFICE OF FINANCIAL AID

Faye Deal, Associate Dean  
723-0302      fdeal@law.stanford.edu

Heather Trujillo Smith, Associate Director  
723-9247      htsmith@law.stanford.edu

Christina Rosalita, Financial Aid Advisor  
725-6361      rosalita@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: [law.stanford.edu/apply/tuition-financial-aid](http://law.stanford.edu/apply/tuition-financial-aid).

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.

## OFFICE OF STUDENT AFFAIRS

Jory Steele, Associate Dean  
723-6203      jsteele@law.stanford.edu

Megan Brown, Student Services Administrator  
736-8766      mybrown@law.stanford.edu

Meg Harrington, Journal Manager  
723-2747      mharrington@law.stanford.edu

Holly Parrish, Associate Director for Student Affairs  
723-8974      hparrish@law.stanford.edu

Gisell Quihuis, Associate Director for Community Engagement and Equity  
721-2933      gisell@law.stanford.edu

The Office of Student Affairs (OSA), located in rooms 146, 108 and 112 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 to facilitate the health and well-being of law students, including around issues of diversity and inclusion and mental health and wellness.

### Events, Announcements and Student Groups

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

OSA oversees student organizations and journals, and, working with the Stanford Law Association and the Dean's Office, provides funding through a combination of an annual budget and conference funding. OSA also produces a *Handbook for SLS Student Organizations* and a *Guidebook for SLS Journals*, which include information on how to obtain funding, event planning, and spending procedures and regulations; soft copies are available on the Student Affairs website: [law.stanford.edu/office-of-student-affairs/](http://law.stanford.edu/office-of-student-affairs/). Students can get hard copies from OSA.

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 Web team 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 [weeklybrief@law.stanford.edu](mailto:weeklybrief@law.stanford.edu) with the appropriate information. If you would like your item to appear in the *Weekly Brief*, please email it no later than Friday at noon the week before you would like it to appear.

## **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 of Student Affairs can help resolve classroom and personal issues and can also provide information and advice to students regarding professional counseling and other resources within the University. Emergency financial aid is available from the Financial Aid Office. Specific career counseling is available through the Office of Career Services, the Levin Center for Public Service and Public Interest Law, and individual faculty members. Students can make an appointment to see the Associate Dean of Student Affairs, the Associate Director of Student Affairs, or the Associate Director of Community Engagement and Equity, each of whom are regularly available either by appointment or on a drop-in basis.

In addition, Stanford Law School partners with Counseling and Psychological Services (CAPS) to provide on-site therapists for up to twelve hours each week. Contact and scheduling information is provided in the *Weekly Brief*.

## **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 'Accommodations for Students with Disabilities' in this SLS Handbook for more information on disability accommodations and procedures.

## REGISTRAR'S OFFICE

Alberto Martin, Registrar

725-0147      amartin@law.stanford.edu

Kim Borg, Associate Registrar

725-0145      klborg@law.stanford.edu

Mila Fernandez-Ronquillo, Assistant Registrar

725-0144      milaf@law.stanford.edu

Karina Zapata, Student Services Specialist

725-0146, kzapata@law.stanford.edu

SLS Registrar's Office website: [www.law.stanford.edu/office-of-the-registrar/](http://www.law.stanford.edu/office-of-the-registrar/)

Stanford University Registrar's Office's Website: [registrar.stanford.edu](http://registrar.stanford.edu)

Location: Room 100 (lobby of the administration building) General Hours: Monday - Friday 10 AM to 4 PM

Walk-in Hours: Monday - Friday 10 AM to 4 PM General Phone Number: 723-0994

The SLS 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 SLS Registrar's Office also supports faculty teaching by scheduling classrooms and administering exams and the submission of final papers.

Course descriptions, schedules, and course updates are available on the SLS Registrar Office's website (see address above). Students are advised to check for course updates before classes begin and periodically during the quarter. Notices also are also sent to the official class e-mail lists throughout the year.

Enrollment verification and transcripts are available through the Stanford University Registrar's Office via Axess. For more information about these services and for diploma information see the Stanford University Registrar's Office website at [registrar.stanford.edu/](http://registrar.stanford.edu/). See Students and then see Certifications and Verifications, and Diplomas.

The SLS Registrar's Office certifies 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.

Please see the SLS Registrar's Office website for additional information and services.

## ROBERT CROWN LAW LIBRARY

Circulation: 650-723-2477 [circulation@law.stanford.edu](mailto:circulation@law.stanford.edu)

Reference: 650-725-0800 [reference@law.stanford.edu](mailto: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 law

school's curriculum, programs and clinics, as well as the scholarship needs of its students, faculty, and community. The library itself houses an extensive print collection, plus we provide access to hundreds of online databases that will help you with any of your research needs.

As you research, reference librarians are available to answer research questions, provide research instruction, and help identify and retrieve useful legal and interdisciplinary materials. You can stop by the Reference Office on the first floor, generally open 9am to 6pm Monday through Friday; email the reference team at the email above; or schedule a research consultation through our online calendar. We would be delighted to show you the vast array of resources available to you; you can also browse through our most popular resources at [law.stanford.edu/robert-crown-law-library/research-resources/legal-databases](http://law.stanford.edu/robert-crown-law-library/research-resources/legal-databases) or check out our research guides at [guides.law.stanford.edu](http://guides.law.stanford.edu). We have databases on a wide range of topics, such as securities law, taxation, international law, legislative history, trade law, arbitration, and legal history.

The Circulation Desk on the first floor is available to serve you during all operating hours. In addition to being the place to check out books, bicycles, sporting equipment, games, and other gadgets, the Circulation Desk is also available to help you locate library material, to request material from off-campus and other institutions (interlibrary loan), to assist with printing and scanning, and to respond to any study-space issues.

Self-checkout is available using your mobile devices. Visit the Apple App Store or Google Play Store to download the app. Search the app stores for "Stanford Law Self-Checkout." Additionally, a self-checkout kiosk is available on the second floor in the Teaming Room.

Course Reserves with copies of required texts from all your classes are located in the Teaming Room. Please use self-checkout to borrow course reserves or use the scanners to scan sections that you need. Two scanners are conveniently located next to course reserves. If you need assistance borrowing course reserves, please visit the Circulation Desk. Loan periods for course reserves are 2 hours.

Bicycles and Conference Rooms are reservable online. To book a conference room, please go to <https://law.stanford.edu/robert-crown-law-library/student-services/library-conference-rooms/> or visit the Circulation Desk. To reserve a bicycle, reserve it online at <https://libcal.law.stanford.edu/reserve/bikes> and then proceed to the Circulation Desk. Bike helmets are also available for check-out.

An online "suggestion box" is available if you need to report a problem or make a suggestion. Circulation staff will respond to your submissions in a timely manner. The form is available at the bottom of the main library page: <https://law.stanford.edu/robert-crown-law-library/>.

If you are looking for a place to study, the library's physical space accommodates individual studying or research, and group collaboration. In addition to the Circulation Desk and Reference Office, the first floor of the library also offers a spacious reading room with floor-to-ceiling windows plus several well-equipped conference rooms for group meetings and projects. Computers and printers for student use are located on both the first and second floors.

Law students have 24-hour access via the library's second floor, allowing you to use the library whenever you need and for as long as you want. The second floor has a large reading room (home to many popular study aids), and a Teaming Room for collaborative projects (home to several scanners and printers). When you need a study break, you can move over to the second-floor lounge for the distractions of cookbooks, puzzles, and more games. Importantly, the second floor is also the location of the librarians' offices.

While the first and second floors bask in California sunshine, the basement envelops you in cozy fluorescent lighting. Here you'll find compact shelving and the bulk of the American, foreign, and international law print materials, as well our social sciences collection.

Come visit the library and explore our spaces, materials, collections, and online resources. We look forward to seeing you!

## 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 'Copying Printed Material' under University Policies and Standards) in their use of copy machines and services.

# COUNSELING AND ADVISING

## ACADEMIC ADVISING

Students are encouraged to consult with faculty members who have expertise in the student's area of interest, or with the Associate Dean for Student Affairs about academic choices or concerns. Additionally, the Associate Dean for Curriculum holds meetings during the academic year to provide course registration guidance for first-year students.

## PERSONAL COUNSELING

### CAREER ADVICE

Students seeking career advice should contact the Office of Career Services regarding private sector careers, judicial clerkships, or alternatives to law, and the Levin Center for Public Service and Public Interest regarding public service and public interest careers. Both Career Services and the Levin Center can also help you pursue international opportunities.

### 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 Jory Steele, the Associate Dean for Student Affairs or the Associate Dean for Curriculum, Robert Weisberg.

If the problem is disability-related, the student should contact Dean Steele, Associate Director for Student Affairs Holly Parrish, and/or the Office of Accessible Education. **Students should NOT discuss accommodations for disabilities directly with their instructors unless they have previously spoken with Holly Parrish; discussion of exam accommodations (e.g., extra time or postponement) is also inconsistent with the anonymity required by the anonymous grading system and may be considered a violation of the Honor Code.**

### FINANCIAL AID

Students with financial aid issues should first contact Heather Trujillo Smith, the Associate Director of Financial Aid, at [htsmith@law.stanford.edu](mailto:htsmith@law.stanford.edu), or Christina Rosalita, Financial Aid Advisor, at [rosalita@law.stanford.edu](mailto:rosalita@law.stanford.edu), both 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.

### PROBLEMS AFFECTING SCHOOL WORK

Students who are experiencing any issues with a class or instructor or any personal problems that are interfering with their ability to attend classes, to study, or to take exams should contact Jory Steele, the Associate Dean for Student Affairs, to discuss how to handle the problem and, if necessary, to obtain referrals for services in other parts of the University.

Dean Steele 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 the Graduate Life Office ([glo.stanford.edu](http://glo.stanford.edu)), or Dean Steele.

### OTHER CAMPUS RESOURCES FOR PERSONAL ISSUES

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

#### **Graduate Life Office (GLO):**

One such resource is the Graduate Life Office (GLO), which can assist with personal or family issues, roommate problems, health concerns, etc. GLO deans are accessible 24/7. You can find more information at [glo.stanford.edu](http://glo.stanford.edu). If you are in a crisis and need immediate assistance at any time of day or night, you can reach GLO in one of two ways:

1. Text the GLO pager at [25085@pageme.stanford.edu](mailto:25085@pageme.stanford.edu) and include your name and reason for paging in the message, or
2. Call the GLO pager at 650-723-7288. You will reach a Stanford operator. Provide pager ID #25085 and indicate that you need to reach the graduate dean-on-call.

#### **Counseling and Psychological Services (CAPS):**

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 at: [vaden.stanford.edu](http://vaden.stanford.edu). And, as noted above, the Law School has dedicated therapists on site for up to 12 hours each week. For more information, see the *Weekly Brief*.

### **Confidential Support Team (CST):**

Stanford University has a dedicated team of therapists who specialize in sexual assault and relationship violence, the Confidential Support Team. The CST team is located at Kingscote Gardens and walk-in hours are 8:30 am–5 pm (Monday–Friday). CST Office Line: 650-736-6933. After-hours: CST 24/7 Hotline: 650-725-9955 (After hours, the CST hotline is handled by ProtoCall, a national provider of on-call behavioral health services. ProtoCall’s licensed counselors provide immediate assistance to callers and share information about the call with CST for follow-up the next business morning as appropriate).

### **Title IX Office:**

Another resource is the Title IX Office, which investigates allegations of sexual harassment, sexual assault, sexual misconduct, relationship (dating or domestic) violence and stalking. Contact and other information on Title IX can be found at: [titleix.stanford.edu](http://titleix.stanford.edu).

### **The Office of Sexual Assault & Relationship Abuse Education & Response (SARA):**

The Office of Sexual Assault & Relationship Abuse Education & Response (SARA) provides training and guidance relating to sexual and relationship violence. Contact and other information about SARA can be found at: [sara.stanford.edu](http://sara.stanford.edu).

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: <https://law.stanford.edu/office-of-student-affairs/problem-solving/>.

## **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:

- The lawn in front of Cooley Courtyard toward Hoover Tower (beyond the totem pole) if you are in Crown Quadrangle (the classroom building or the administration building.)
- 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, 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: [emergency.stanford.edu](http://emergency.stanford.edu).

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 [emergency.stanford.edu](http://emergency.stanford.edu) or by calling either (650) 725-5555 or (800) 89-SHAKE.

## **LAW LOUNGE AND OUTDOOR SPACES**

The Russo 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 seating in Cooley Courtyard and the terrace on the second floor of the Neukom Building. All of these locations provide a convenient place to relax and to socialize.

The Russo Law Lounge contains an audio/visual system that consists of three large HD displays at its core. All three displays can operate as mirrored images or independently of each other, with a multiple zoned speaker system capability. The entertainment lounge contains a BluRay/DVD player, gaming connectivity, and HDMI inputs for guest connections. Use of the Russo Lounge is intended for the enjoyment of the entire Stanford Law community.

When appropriate, the lounge may be reserved for community-wide law school and student organization events. Student organizations wishing to use the lounge for programming have the ability to use microphones, and display presentations with or without a podium. Although it is possible to turn on the AV system without assistance, students should contact the AV department (723-6803 or [av@law.stanford.edu](mailto:av@law.stanford.edu)) for any assistance with the AV system or for assistance with planning the AV details for any future event. Student organizations can reserve the Law Lounge and/or Crocker Garden or Cooley Courtyard for events by completing the room request form located at [www.law.stanford.edu/students](http://www.law.stanford.edu/students) on the website. The Neukom Terrace cannot be reserved for events.

## **LOST AND FOUND**

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

## 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.

## NURSING ROOM

The Law School has a nursing room, located in room 82 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.

## 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 that 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. **You are also deemed to have received and read this Handbook, and are therefore responsible for following the policies and procedures contained herein.**

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, 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. Students are not permitted to email to these lists.

## 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 <https://police.stanford.edu/security-report.html> 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. This free service operates 7 days a week from 9:00 p.m. to 2:00 a.m. Note: 5-SURE does not operate during finals, summer, Thanksgiving, or winter and spring breaks.

The number for “emergency” from a campus phone is 9-911. There are also emergency phones (on blue towers or with blue lights) located around campus.

## STUDENT MESSAGES AND ANNOUNCEMENTS

Class schedules, exam schedules, and other important notices, such as changes in classroom locations or times, are emailed to students and also posted on the bulletin board outside the Law School Registrar's Office. Students are advised to check before classes begin and periodically through the quarter. First assignments can be found online on Canvas. The Law School's website has an events calendar and the academic calendar.

# GRADUATION REQUIREMENTS

## THE DOCTOR OF JURISPRUDENCE (JD) DEGREE

### OVERVIEW OF DEGREE REQUIREMENTS

The requirements for the degree of Doctor of Jurisprudence are:

- For students who entered law school before 2019, successful completion of all first-year required courses plus an additional 82 quarter units of elective coursework (111 total units);
- For students who entered law school in 2019 or later, successful completion of all first-year required courses plus an additional 78 quarter units of elective coursework (111 total units);
- For students who entered law school in 2016 or later, satisfaction of the experiential learning requirement;
- Satisfaction of the ethics requirement;
- Satisfaction of the writing requirement;
- Satisfaction of the learning outcomes requirement;
- For students who entered law school before 2016, satisfaction of the professional skills instruction requirement;
- Nine quarters of residency;
- Timely filing of an application for graduation.

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: externship, directed research, directed writing, senior thesis, research track, courses taken outside the Law School, and moot court (Kirkwood competition).

Additionally, students must make satisfactory academic progress (see the section on ‘Satisfactory Academic Performance.’)

### REQUIRED CURRICULUM: FIRST-YEAR PROGRAM

For JD students entering law school in 2019 or later, each JD student must complete the following courses during his or her first year at the Law School:

Autumn Quarter	Winter Quarter	Spring Quarter
<ul style="list-style-type: none"><li>• Civil Procedure</li><li>• Contracts</li><li>• Torts</li><li>• Legal Research and Writing</li><li>• 1L Discussion Seminars</li></ul>	<ul style="list-style-type: none"><li>• Constitutional Law I</li><li>• Criminal Law</li><li>• Federal Litigation in a Global Context</li><li>• Electives (0-5 units)</li></ul>	<ul style="list-style-type: none"><li>• Property I</li><li>• Federal Litigation in a Global Context</li><li>• Electives (3-8 units)</li></ul>

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. With the exception of 1L Discussion Seminars, they take the other required courses in combination with their section and one other small section. 1L Discussion Seminars will be assigned separately. Usually, each of these courses will be with a different small section. Neither section assignments nor class assignments may be changed.

### UNIT REQUIREMENT

Students who entered law school before 2019 must complete all first-year required courses plus an additional 82 approved quarter units of elective coursework to obtain a JD (a total of 111 units). Students who entered law school in 2019 or later must complete all first-year required courses plus an additional 78 approved quarter units of elective coursework to obtain a JD (a total of 111 units).

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 5 units of electives in the Winter Quarter, and they must take at least 3 units but no more than 8



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 or a music course each quarter but it will not count toward residency or graduation.

## EXPERIENTIAL LEARNING REQUIREMENT

Students entering in Autumn 2016 or thereafter must complete 8 units of coursework designated as fulfilling the Experiential Learning (EL) requirement pursuant to ABA Standard 303.

### **Pathway A - Full-time Clinic:**

Students who complete any of Stanford Law School's full-time clinics are deemed "Pathway A" students. These students will automatically satisfy the ABA Experiential Learning Requirement.

### **Pathway B - Self-Design:**

Students who do not enroll in one of Stanford Law School's full-time clinics are deemed "Pathway B" students. Pathway B students must submit to the Registrar's office a *Self-Design Plan* specifying which courses the student has taken and/or intends to take to satisfy the ABA Experiential Learning requirement.

Courses that count towards the EL requirement are identified on the Registrar's website and in course listings. Students choosing Pathway B to fulfill this requirement should note that not all courses are offered every year and that enrollment for some courses may be limited.

All students who elect Pathway B must include a Professional Writing ("PW") course within their individually tailored plan. 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. PW courses include only those approved by the Curriculum Committee and explicitly classified as a PW class before the term begins.

Deadlines:

### **Primary Experiential Learning Curricular Planning Form (Rising 2Ls)**

All students must submit a *Primary Experiential Learning Curricular Planning Form* by the deadline set by the Registrar's office before the start of the student's second year. This form will indicate whether the student intends to satisfy the EL graduation requirement through one of Stanford's full-time clinics (Pathway A) or through Self-Design (Pathway B). Students who do not meet this deadline will have a hold placed on their course registration until they submit the form, and will be required to select Pathway A.

### **Pathway A:**

Students planning to satisfy the EL requirement via clinic must indicate whether they have applied and been accepted to a clinic for the 2L year and/or intend to enroll during the 3L year. Stanford has capacity for 100 percent of our students to take a full-time clinic, but admission to a particular clinic in a particular quarter is not guaranteed. Students electing Pathway A should ordinarily plan to apply to more than one clinic, and will be required to apply to multiple clinics (at least four) if they need to gain admission into a clinic during the third year to satisfy the graduation requirement.

### **Pathway B:**

If the student plans to elect Pathway B, the student must complete the portion of the form calling for the student's Self-Design Plan. Self-design plans will be reviewed and approved by the Associate Dean for Student Affairs and the Associate Dean for Curriculum. The plan should demonstrate how the student will complete at least 50% of their EL credits (4 units) by the end of their second year.

Plans in which fewer than 4 units will be completed by the end of the 2L year will be approved only upon a showing of good cause necessitating the completion of more than half of the credits in the third year. Students whose plans are initially rejected may resubmit the form to address any identified deficiencies by the deadline, or may elect to move to Pathway A. If the resubmitted form is rejected, the student will be moved to Pathway A.

In some circumstances, an externship may satisfy the Experiential Learning Requirement. Ordinarily, an externship that otherwise meets the criteria will be approved for EL credit when the field placement provides specialized experience complementary to a student's intended career path and comparable benefits cannot be obtained through other EL coursework at Stanford. Students who plan to satisfy the experiential learning requirement through an externship should consult with the law school's Externship Director regarding the externship proposal as early in the process as possible and must secure approval for the externship no later than the deadline for rising 3Ls to file Pathway B curriculum plans. (These Secondary Curricular Planning forms are described below).

If, during the second year, the student finds that he or she is deviating from the submitted and approved Self-Design Plan (because, for example, the student did not gain admission to a limited-enrollment EL offering, the student had planned to take), the student must, as soon as practicable, consult with the Associate Dean for Student Affairs concerning the deviation.

## Secondary Experiential Learning Curricular Planning Form (Rising 3Ls)

Students who have not completed a clinic by the end of their second year must also submit a *Secondary Experiential Learning Curricular Planning Form* by the deadline set by the Registrar's office at the start of the student's third year. Students who do not meet this deadline will have a hold placed on their course registration until they submit the form.

### Pathway A:

Students who indicate on the Secondary Experiential Learning Curricular Planning Form that they plan to satisfy the EL requirement via a clinic in their 3L year must, in the spring of their 2L year, apply to at least four clinics in the clinic application process or, if they apply to fewer clinics, have a clearly articulated and feasible back-up plan in Pathway B.

### Pathway B:

If the student had previously elected Pathway A on the *Primary Experiential Learning Curricular Planning Form* as a rising 2L but has decided to switch to Pathway B, the student must demonstrate good cause for the switch.

For students who had previously elected Pathway B on the *Primary Experiential Learning Curricular Planning Form*, the *Secondary Experiential Learning Curricular Planning Form* must indicate whether the student did in fact complete at least 4 units towards the EL requirement prior to the start of their 3L year or, if they failed to do so (and did not have an approved plan for doing so), why extraordinary circumstances excuse their failure to complete the units on schedule and how they realistically plan to complete the 8 units before graduation.

The Associate Dean for Students Affairs will review the forms containing the *Self-Design Plans* to ensure that each student has a coherent and feasible plan for completing the graduation requirements that takes into account, among other things, the fact that some classes may not be offered every year or have limited enrollment. Students whose plans are rejected may resubmit to address any identified deficiencies by the deadline, or may elect to move to Pathway A. If the submitted form is rejected, students will be moved to Pathway A.

If, during the third year, the student finds that he or she is deviating from the submitted and approved Self-Design Plan (because, for example, the student did not gain admission to a limited-enrollment EL offering, the student had been planning to take), the student must, as soon as practicable, consult with the Associate Dean for Student Affairs concerning the deviation.

Students who plan to satisfy the EL requirement through an externship should consult with the Law School's Externship Director regarding the externship proposal as early in the process as possible and must secure approval for the externship from the law school's Externship Director no later than the deadline for rising 3Ls to file Pathway B curriculum plans.

## 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 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 through Autumn 2016

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.

## Students Entering in Autumn 2017 and Thereafter

In addition to first-year Legal Research and Writing and Federal Litigation, all students must complete another course of at least two units in which a principal part of the assigned work is a paper or other written product (an “R” paper). Only courses approved by the Curriculum Committee and explicitly classified as an R 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 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 an “R” course.

## DOUBLE-COUNTING REQUIREMENTS

### Students Entering in Autumn 2016 and Thereafter

If a course satisfies two requirements (such as “R” and “Ethics,”) students may use that course to satisfy both requirements. However, this rule permitting double-counting does not apply to the Experiential Learning requirement. Students wishing to use a course to satisfy the Experiential Learning requirement cannot double-count, and must use that course solely to satisfy the Experiential Learning requirement.

## SUBSTANTIAL INSTRUCTION IN PROFESSIONAL SKILLS REQUIREMENT

### Students Entering Prior to Autumn 2016

Students entering law school before 2016 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. This requirement does not apply to students entering law school after Autumn 2016.

## LEARNING OUTCOMES REQUIREMENT

The ABA requires each law school to “establish and publish learning outcomes” designed to “prepare its students, upon graduation, for admission to the bar and for effective, ethical, and responsible participation as members of the profession.” ABA Standards 301 (a) & (b). The syllabus for each course may either set forth the course’s particular Learning Outcomes or direct students to the online course description, where Learning Outcomes are provided. By completing your degree, Stanford Law School certifies that you have satisfied the ABA’s Learning Outcome requirements listed below.

- LO1: Exhibit knowledge and understanding of key concepts in substantive law, procedural law, and legal thought.
- LO2: Demonstrate facility with legal analysis and reasoning. This may include, but will not necessarily include, a combination of skills such as synthesizing cases, identifying and applying relevant principles, and mastering modes of inquiry (whether scientific, social scientific, or humanistic) that inform and contextualize legal analysis and reasoning.
- LO3: Demonstrate the ability to conduct legal research.
- LO4: Demonstrate the ability to communicate effectively in writing.]
- LO5: Demonstrate the ability to communicate orally (such as in group or individual presentations, while delivering advice to a client, or in the course of oral advocacy).]

- LO6: Display familiarity with the law governing lawyers and exhibit an understanding of a lawyer’s distinctive ethical responsibilities to clients, the legal system, and the broader public.
- LO7: Display other professional skills needed for effective and responsible participation in the legal profession (such as, interviewing; counseling; negotiation; fact development and analysis; trial practice; contract review and drafting; conflict resolution; leadership behaviors, attitudes, and styles; collaboration and teamwork; execution; and cultural competency).

### **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 twelve (12) quarters. 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. (See section entitled ‘Limitations on Working’ for more information.)
- A student must be in residence during the quarter in which the final degree is conferred or during the quarter immediately preceding degree conferral.

### **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.

### **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 s/he 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 four LLM (Master of Laws) degrees: an LLM in Corporate Governance and Practice, an LLM in Environmental Law and Policy, an LLM in International Economic Law, Business 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 requirements;
- Three quarters of residency;
- Timely filing of an application for graduation.
- Each LLM program 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 below for the policies and limitations on enrolling in courses from elsewhere in the University, and see the section on the California or New York bar exam for special unit requirements for students expecting to sit for the Bar Exam in California or New York.

## 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.
- LLM candidates generally cannot avail themselves of the “clinical quarter.” However, in exceptional circumstances and with permission of the clinical instructor and the LLM teaching fellow for the relevant program, this restriction may be waived. Students receiving such an exception will be required to satisfy all other course requirements for their degree.

## 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. (See section entitled ‘Limitations on Working’ for more information.)

A student must be in residence during the quarter in which the final degree is conferred or in the quarter immediately preceding degree conferral.

## 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.

## 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.

## Course Requirements Specific to LLM Degree Programs

### **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
- Strongly encouraged, but optional (required for the New York Bar): Advanced Legal Writing

In addition, LLM Corporate Governance and Practice students must successfully complete at least four (4) of the following courses, depending on offerings and availability (not all courses are offered every year). At the discretion of the Teaching Fellow, classes not on this list that relate to business law and are offered by the Law School may be counted towards fulfillment of these requirements. The following classes represent the core of the Corporate Law curriculum at Stanford:

- Accounting
- Advanced Legal Writing: Business Transactions
- Antitrust (and Advanced Antitrust)
- Banking Law
- Bankruptcy
- China Law and Business
- Comparative Corporate Capitalism
- Comparative Corporate Law and Governance
- Comparative Venture Capital: China
- Contract Design
- Contracts: American Law
- Corporate Acquisitions
- Corporate Finance (and Advanced Corporate Finance)
- Corporate Income Taxation
- Corporate Reorganization
- Corporate and Securities Litigation
- Current Issues in Corporate Governance
- Current Issues in Tax
- Deals I/II
- Deals in Latin America
- Derivatives
- Economic Analysis of Law
- Going Global
- International Commercial Arbitration
- International Deals

- International Investment Law
- International Securities Offerings
- International Tax
- Introduction to Law and Economics
- Introduction to Financial Institutions
- Introduction to Finance
- Law and Economics Seminar I/II
- Mergers and Acquisitions
- Negotiations (and Advanced Negotiations)
- Partnership Tax
- Private Equity Investing
- Quantitative Methods: Finance
- Securities Litigation
- Securities Regulation
- Taxation
- Tax Policy
- Venture Capital I/II
- White Collar Crime

A number of other courses at the Law School are recommended for LLM CGP students, and students can also enroll in some courses outside the Law School such as at the Graduate School of Business or the d.school, subject to availability. A list is available from the Office of International Graduate Programs.

### **COURSE REQUIREMENTS FOR THE LLM IN INTERNATIONAL ECONOMIC LAW, BUSINESS & POLICY**

Candidates for the LLM in International Economic Law, Business & Policy must successfully complete each of the following courses:

- Introduction to American Law
- Professional Responsibility
- IELBP Colloquium I (Fall)
- IELBP Colloquium II (Spring)

In addition, IELBP students are strongly encouraged, but not required, to take an advanced legal writing course (indicated with an “ALW” prefix), including:

- Advanced Legal Writing: Business Transactions
- Advanced Legal Writing for American Practice
- Advanced Legal Writing: Litigation

Note that some but not all of the law school’s ALW courses meet the “legal research, writing and analysis” requirement for the New York Bar’s legal research, writing, and analysis requirement. LLM students should refer to the section on “LLM and JSM Requirements” of this *SLS Student Handbook*, which lists the courses that meet the New York bar requirement. LLM students who are not taking the New York Bar and wish to opt out of taking an ALW course may do so with the permission of the Teaching Fellow.

In addition, candidates for the LLM in International Economic Law, Business and Policy students must successfully complete at least four (4) of the following courses:

- Antitrust
- Blockchain and Cryptocurrencies: Law, Economics, Business, and Policy
- Business, Social Responsibility, Human Rights

- Climate Law and Policy
- European Union Law
- Global Litigation
- Global Poverty and the Law
- Immigration Law, Policy, Constitutional Rights
- International Business Negotiation
- International Business Transactions & Litigation
- International Investment Law
- International Trade
- IP: International & Comparative Copyright
- IP: International & Comparative Patent Law
- Negotiation
- International Tax
- Regulating Artificial Intelligence
- International Commercial Arbitration

### **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 requirements:

- Introduction to American Law
- Professional Responsibility
- Environmental Law and Policy Colloquium I (fall)
- Environmental Law and Policy Colloquium II (spring)
- At least one environmental course outside of the law school to be approved by the ELP Teaching Fellow.

In addition, LLM ELP students must successfully complete at least four of the following environmental law focal courses. At least one of the four courses must be a core environmental law course. Core courses are noted in the list below with an \*:

- Energy Law and Policy\*
- Animal Law
- Natural Resources Law and Policy\*
- Land Use Law
- Food Law and Policy
- Clean Energy Project Development and Finance
- Environmental Law and Policy\*
- Climate Change Law and Policy\*
- Business of Water
- Climate: Politics, Finance and Infrastructure

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

LLM LST students who intend to take the New York Bar also must take a compliant advanced legal writing course, such as Advanced Legal Writing: Business Transactions or Advanced Legal Writing: American Practice. For a complete list of approved advanced legal writing courses and other eligibility requirements, please refer to the New York Bar Exam section of this handbook. In addition to these required courses, a number of others are recommended for all LLM LST students. A list of these courses was provided to all LLM LST students prior to enrollment and is available from the Office of International Graduate Programs.

## 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;
- Successful completion of the SPILS Thesis; and
- Timely filing of an application for graduation.

### 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 Law School courses; however, see below for the policies and limitations on enrolling in courses from elsewhere in the University, and see the section on the California or New York bar exam for special unit requirements for students expecting to sit for the Bar Exam in California or New York.

### 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 Master's Thesis (2 quarters, Winter and Spring)

All JSM candidates must complete required coursework in the designated sequence and obtain the approval of their teaching fellow 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.
- Because of their special course and thesis requirements, JSM candidates cannot avail themselves of the "clinical quarter."

## PAPERS V. EXAMS

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

## 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. (See section entitled ‘Limitations on Working’ for more information.)

A student must be in residence during the quarter in which the final degree is conferred or during the quarter immediately preceding degree conferral.

## 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.

## 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

## 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; including at least one methodological course;
- 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

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 and who have successfully completed the SPILS program 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 the JSD is highly competitive and completion of the SPILS program does not imply a commitment by Stanford Law School

to admit an applicant for the JSD program.

### **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 below for the policies and limitations on enrolling in 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.

At least one of these additional courses must provide either advanced methodological training and the remaining courses must provide further study in a substantive field related to the student's doctoral research and all three must be approved by the student's dissertation chair 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 candidate's first year in the JSD program. 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.

### **LIMITATIONS ON COURSE SELECTION**

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

- JSD 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.
- JSD 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.
- JSD candidates may not take any courses at other law schools.
- JSD 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.
- Because of their special course and thesis requirements,

JSD candidates cannot avail themselves of the "clinical quarter."

### **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 also referred to as the dissertation adviser). The dissertation must, in the opinion of the student's dissertation committee, make a substantial contribution to knowledge.

JSD candidates also must orally defend that dissertation before the dissertation committee.

The JSD Dissertation Committee must have three members and may not have more than five members. Normally, all committee members are members of the Stanford University Academic Council or are emeritus Academic Council members. However, in exceptional circumstances, one of the three required members (but only one) may be neither a current nor emeritus member of the Academic Council if he or she is a Stanford affiliate and has special expertise in the subject of the dissertation. Additional committee members, if any, may be unaffiliated with Stanford University if they have special expertise in the subject of the dissertation and distinguished scholarly or government credentials. The composition of the committee must be approved by the Associate Dean of Graduate Studies. All members of the committee must approve the dissertation.

The chair of the dissertation committee must be a Stanford law faculty member and current member of the Academic Council. Under

exceptional circumstances, an emeritus law faculty member who was a member of the Academic Council or a current senior member of the Stanford law faculty who has special expertise in the subject of the dissertation but is not an Academic Council member may serve as co-chair along with a current law faculty member who is a member of the Academic Council.

Candidates for the JSD degree are required to submit either a single book-length monograph to satisfy the dissertation requirement or three papers in the form of publishable journal articles. Generally, candidates should decide on the format of the dissertation early in the dissertation research process but they may choose between the two formats later in the process, as long as they have the approval of their dissertation committee chair. The three papers should be related by methodology or substance.

Candidates who choose the paper option will defend all three papers at their dissertation defense. When submitting their papers for approval prior to their oral defense, students should include a brief (2-5 page) memo explaining the relationship among the papers and summarizing and commenting on the findings and their implications.

Ideally, by the time of the defense, at least one of the papers will have already been accepted for publication, a second will have been submitted for journal review, and the third will be ready for submission.

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 defends the dissertation or submits the completed dissertation, except that candidates are allowed to register for a special "graduation quarter" (for a modest fee) in the quarter immediately after they have successfully defended their dissertation, in order to make minor revisions to their written dissertation as requested after the defense.

At the end of each quarter in which a JSD candidate is enrolled in the program, the student's dissertation chair 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 faculty 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 dissertation chair shall enter a grade of 'S' (satisfactory) for the student's final TGR quarter.

### **ORAL EXAMINATION REQUIREMENT**

All JSD candidates must pass an oral examination at the end of the first academic year of the JSD program (normally before the University's commencement date) and must successfully defend their dissertation orally at the completion of the program.

The first-year 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.

First year 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.

The oral dissertation defense is given under the supervision of the doctoral dissertation adviser and all members of dissertation committee. At the discretion of the dissertation chair, one member of the committee (but only one) may participate by videoconference. Oral dissertation defenses are not open to the public.

### **COLLOQUIUM REQUIREMENT**

Regular attendance and participation (including presenting JSD research at various stages) 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.

## **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.

## **JSD REINSTATEMENT**

Students who withdraw from the JSD program before receiving their doctoral degrees may petition for reinstatement. Decisions on reinstatement will be made by the graduate program admissions committee.

Students who withdrew from the program after completing a dissertation research proposal and passing the first-year oral exam must submit the following:

- An application for reinstatement available online or from the registrar's office;
- A statement describing the circumstances under which the student left the program and the changes in circumstances that suggest that the student now will be able to successfully complete the requirement for the doctoral degree;
- A revised research proposal updated to reflect progress made before dropping out and current plans for completion;
- A schedule for completing the proposed research, submitting a final dissertation and defending the dissertation;
- A draft of completed dissertation chapters, if any;
- A statement from a Stanford Law School faculty member agreeing to serve as the student's dissertation committee chair plus two other members of the Stanford faculty who have agreed to serve on the dissertation committee.

In deciding whether to reinstate the student, in addition to these materials, the graduate program admission committee will consider the performance of the student prior to dropping out and will consult with university faculty members who supervised the student's dissertation research.

Students who withdrew from the program before completing a dissertation research proposal and passing the first-year oral exam must submit the following:

- An application for reinstatement available online or
- from the registrar's office;
- A statement describing the circumstances under which the student left the program and the changes in
- circumstances that suggest that the student now will be able to successfully complete the requirements for the doctoral degree;
- A description of the research the student proposes to conduct for his/her doctoral dissertation;
- A statement from a Stanford Law School faculty member agreeing to serve as the chair of the student's dissertation committee, plus a statement from at least one other faculty member who agrees to serve on the first-year oral exam committee

## **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 IL 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. (See section entitled ‘Limitations on Working’ for more information.)

A student must be in residence during the quarter in which the final degree is conferred or during the quarter immediately preceding degree conferral.

## **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 in a Global Context.
- 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.

# ACADEMIC POLICIES, PROCEDURES AND OPPORTUNITIES

## ATTENDANCE REQUIREMENTS AND LIMITATIONS ON UNITS AND WORKING

### CLASS ATTENDANCE

The law school requires regular and punctual class attendance in order to receive course credit. A student's failure to satisfy this standard, whether by missing class, arriving late, or departing early, may constitute failure to maintain good standing in the course.

This policy addresses attendance in SLS non-clinical courses. Attendance within the SLS clinical program, which requires full-time professional commitment from students, is determined by the clinical faculty within each clinic. Any clinical instructor who feels that a student is at risk of violating the clinic's effort requirements shall bring that concern to the student's attention as soon as practicable and shall notify the Associate Dean for Student Affairs as necessary.

In addition to this general standard, individual instructors may announce and enforce specific attendance requirements.

If an instructor concludes that a student is at risk of failing to meet Stanford Law School's general standard of "regular and punctual attendance" and/or any specific attendance requirement for the course, then the instructor may notify the Associate Dean for Student Affairs. Once notified, the Associate Dean, in consultation with the Vice Dean and, when appropriate, the referring instructor, may engage with the student to address issues that prevent the student's consistent attendance. This may include a referral to appropriate campus resources. If the problem persists, action may be taken, which may include, but is not limited to, the student's exclusion from further attendance in the class, the student's exclusion from taking the final examination in the course, and/or the entry of an automatic "F" in the course. A student shall only be barred from further attendance, excluded from taking the final examination, or given an automatic "F" in a course if reasonable notice has been provided.

In addition to the policy above, and even in the absence of referral to the Associate Dean for Student Affairs, the instructor may take attendance into account for grading purposes (including when awarding Fs, Rs, or class prizes), as long as the instructor has noted in the course syllabus and/or course description that "attendance" or "participation" may provide a basis for student evaluation.

### 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 the section on Leaves of Absences in this SLS 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:

- In each term during which any Law School requirement is fulfilled, including the JSD oral exam.
- In any term in which a thesis or dissertation is submitted.
- In any term at the end of which a degree is conferred.
- In any term in which the student received financial support from the University.
- In any term for which the student needs to use Law School or other University facilities.
- 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).

### 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 for 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 action by the Committee on Petitions, Disqualification and Reinstatement (the “Petitions Committee”), such as being required to take an additional quarter of coursework in order to graduate. (See the section on ‘Satisfactory Academic Performance’ for more information.)

Except during the fall quarter for 1L JD students, no student may take more than 14 quarter units of course work for credit in any quarter, except upon an approved add/drop petition: [stanford.io/2wOokx2](https://stanford.io/2wOokx2).

## LIMITATIONS ON WORKING

Students are expected to devote substantially all of their working hours to the study of law during the academic year. Therefore:

- 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.
- 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 avoid conflicts with a student’s courses or other academic programs at the Law School.
- Second-year and third-year students are expected to schedule off-campus job interviews at 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.

## AWARDS FOR ACADEMIC DISTINCTION

### AWARDS GIVEN FOR OVERALL ACADEMIC EXCELLENCE

The Law School recognizes overall academic excellence among JD candidates in the following ways, subject to the eligibility requirements discussed below:

- **The Nathan Abbott Scholar** recognizes the student with the highest cumulative grade average at the end of the third year.
- **The Urban A. Sontheimer Third-Year Honor** recognizes the student with the second-highest cumulative grade average at the end of the third year.
- **The Urban A. Sontheimer Second-Year Honor** recognizes the student with the highest cumulative grade average at the end of the second year.
- **The Urban A. Sontheimer First-Year Honor** recognizes the student with the highest cumulative grade average at the end of the first year.

Students are eligible for these prizes if 60% of all units that they take are eligible for law school Honors. Award recipients will be determined by calculating a cumulative score based upon performance in “Honors-eligible courses” and “Class Prize-eligible courses.”



## AWARDS GIVEN FOR ACADEMIC EXCELLENCE IN INDIVIDUAL COURSES

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 in a Global Context
- **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.

## CURRICULAR OPPORTUNITIES

### INTERNAL CURRICULAR OPPORTUNITIES

#### CLINICAL EDUCATION

All of the Law School's clinics are consolidated into a single umbrella program, known as the Mills Legal Clinic (MLC). (Formally, because of conflicts policies, the Criminal Prosecution Clinic operates outside of the Mills Legal Clinic, but it is for all other purposes part of the Law School's consolidated clinical program.) In all of the clinics, law students represent real clients on real cases and projects under the close supervision of clinical faculty and other supervising attorneys.

While the Law School's classroom curriculum trains students to "think like a lawyer," the clinics complement this education by giving students real professional responsibility and the skills "to act like a lawyer." The Law School's clinical program has the capacity to provide a clinical experience to 100% of the students in each graduating JD class (though not to guarantee a student's enrollment in her or his first choice clinic).

#### FORMAT OF CLINICS

The eleven clinics at the Law School are:

- Community Law Clinic
- Criminal Defense Clinic
- Criminal Prosecution Clinic
- Environmental Law Clinic
- Immigrants' Rights Clinic
- International Human Rights and Conflict Resolution Clinic
- Juelsgaard Intellectual Property and Innovation Clinic
- Organizations and Transactions Clinic
- Religious Liberty Clinic
- Supreme Court Litigation Clinic
- Youth and Education Law Project

Each clinic is designed to offer valuable professional training to any student, regardless of prior experience in or long-term commitment to its subject area. The clinical program has been crafted to benefit every student, whether they plan to be a litigator, deal-maker, scholar, politician, entrepreneur, or any combination of the above. Each clinic teaches the habits of mind, pride in craft, and most importantly, the exercise of professional judgment that every legally trained person needs.

All of the Law School's clinics are offered on the same curricular model: students enroll in one clinic for a full-time quarter, during which they have no other competing academic commitments. Full-time clinic promotes spontaneous and continuous interaction, and provides students a fully immersive experience. Most of the clinics also permit a limited number of students, determined by each clinic director, to enroll for Advanced Clinic credits if they have already taken the full-time clinic in that program. Advanced clinic is offered for up to seven credits, as

determined by the instructor.

Each clinic is directed by a member of the Stanford faculty who directly supervises the students' work. One of the hallmarks of the Law School's clinical education is extensive "face-time" with and personalized feedback from faculty, as well as the other supervising attorneys in the clinic. Clinic professors are both leading lawyers in their fields and dedicated teachers, and each student receives extensive, personalized feedback from these senior faculty. The instructor to student ratio in every clinic is approximately 1:4.

### **REQUIREMENTS AND LIMITATIONS**

First-year students may not participate in clinics.

Second and third year JD candidates may apply for full-time clinic. After completion of a full-time clinic, at the discretion of the instructor, a limited number of students may participate in Advanced Clinic.

Transfer students are encouraged to apply for clinics, and to ask about openings and submit applications as soon as possible after admission to the Law School.

Stanford Law candidates for degrees other than the JD should consult with the Mills Legal Director, Professor Jayashri Srikantiah, if they are interested in participating in clinic.

Each full-time clinic provides 12 credits for the quarter the student is enrolled, and students may not enroll in any other course during that quarter.

In a full-time clinic, students receive three separate H/P/ R/F grades, one for each of three courses that together make up the 12 credits for full-time clinic. Individual clinical directors establish criteria to evaluate students for these 12 credits. Grading for the clinics is subject to the grading rules that govern the Law School's seminars.

### **MAXIMUM CREDIT RULE**

Students may apply up to 27 clinical credits (including both full-time and Advanced Clinic) to their law degree graduation requirements. Any clinical credits earned in excess of this 27-unit limit will not count toward the student's law degree graduation requirements. The 27-credit limit permits enrollment in two full-time clinics during a student's SLS career.

### **EXPERIENTIAL LEARNING CREDIT**

Students who participate in a full-time clinic satisfy their Experiential Learning Requirement with one quarter of clinic. For more information on the Experiential Learning Requirement, please see the Experiential Learning section of this SLS Student Handbook.

### **APPLICATION PROCESS**

There is one consolidated, on-line application process for all of the clinics that takes place in spring and early summer for the upcoming academic year. Information about the clinics and the application process is provided to students at multiple events during the year, and in particular an information session in the spring quarter about the upcoming application process.

## **EXTERNSHIP PROGRAM**

JD students may spend one quarter of their second or third years of law school in full-time or part-time law-related externships. Students on externships still pay tuition to the Law School.

### **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 is being supervised individually by a faculty member;
- Submits a complete application by the deadline;
- Receives the approval of the Externship Director; and,
- Will be eligible for graduation on schedule in compliance with the requirements set forth in the satisfactory academic performance section of this *SLS Student Handbook*, even if the student receives five quarter units of restricted credit grades after returning to the Law School.

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

### **STANDARD EXTERNSHIP PROGRAM**

Under the Standard Externship Program, students may participate in any Bay Area externship at a non-profit or government agency that has

been approved in advance by the Externship Director.

Upon successful completion of the externship, as determined by the Externship Director, 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 10 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 the Externship Companion Course, which must be taken concurrently with the externship. Students will receive two- units of credit for the Externship Companion Course. In limited circumstances, students may engage in an academic course of study related to the subject of the externship under the supervision of a Faculty Sponsor for two units of credit in lieu of the Externship Companion Course, but only if they: 1) obtain permission from the Externship Director to work with a Faculty Sponsor, and 2) have the Faculty Sponsor agree to oversee the student's academic course of study pursuant to the requirements of the Special Circumstances Externship Program.

### **SPECIAL CIRCUMSTANCES EXTERNSHIP PROGRAM**

- Students may also enroll in externships outside of the Bay Area if they can demonstrate that the externship cannot be replicated locally. Students may do externships in foreign countries only where the externship is directly related to the student's career plans and cannot be replicated in the United States. The Externship Director will carefully review all Special Circumstances Externships for approval in advance of the externship. Students doing a Special Circumstances Externship must work full-time, or 40 hours per week, at their 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 academic study 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 for the duration of the externship;
- Sign a Memorandum of Understanding, along with the student and the field supervisor, agreeing to the terms of the externship; and
- Conduct at least one site visit during the period of the externship. Please note that this site visit may be conducted via Skype.

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 to both the Faculty Sponsor and the Externship Director.

At the conclusion of the externship, the student shall submit a paper of between 10-15 pages based on the externship and readings agreed to with the Faculty Sponsor. The deadlines for the final paper shall be governed by the final paper procedures section 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 12 units of credit for the externship. These units of credit will be graded on a Mandatory Pass/Fail basis.

### **GENERAL PROVISIONS**

- **Site visit.** The Externship Director or a member of the Law School Faculty must conduct at least one site visit or its equivalent, for each externship site during the externship. For local placements, this means that if students are frequently placed with the same organization, a phone call between the Faculty member and the site supervisor, in conjunction with a meeting with the student extern, may satisfy the site visit requirement. If, on the other hand, students are infrequently placed, or have never been placed, with an organization, the Externship Director or Faculty member will conduct the local site visit in person. The Externship Director will conduct all site visits for local placements. If the externship is outside the Bay Area, the Faculty Sponsor (see above) must conduct the site visit. Site visits outside the Bay Area may be conducted via Skype.
- **Field Supervisor.** The Externship Director 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 during the course of the externship.
- **Duration of externship.** Externships must run conterminously 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. Students who work more than the amount of time required by SLS may count their additional time as pro bono hours.
- **Acceptable externships.** A student may participate in an externship only in a non-profit agency or government agency.

## LIMITATIONS ON PARTICIPATION

- A student may not participate in both an externship and the Research Track.
- 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.

## INDIVIDUALIZED EDUCATIONAL OPPORTUNITIES

### DIRECTED RESEARCH

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.

Directed research credit may not be awarded for work that duplicates the work of a course, clinic, or externship for which the student has registered. Directed research credit may be awarded for work that expands on work initially assigned in, or conceived during, a course, clinic, or externship, but only if the continued work represents a meaningful and substantial contribution to the already existing project, significantly beyond mere editing or polishing. If a student seeks to continue or expand on work that the student initiated previously (whether for a course, clinic, externship, or otherwise) a student must (1) share the initial work with the professor supervising the directed research, to the extent that work is non-privileged, and (2) obtain permission for the expansion from the instructor or supervisor who supervised the initial project.

### REQUIREMENTS AND LIMITATIONS

- JD students may not engage in directed research during the 1L year.
- 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 count more than a combined total of eight units of Directed Writing, Directed Research, independent research, and/or Senior Thesis 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 Directed Writing, Directed Research, Senior Thesis, and/or Research Track. Any units taken in excess of eight will be graded on a mandatory pass/restricted credit/ fail 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 at 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 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.

## 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).

## 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:
  - a detailed description of the directed research project, including a description of how it is likely to result in a significant scholarly contribution;
  - the number of units requested;
  - whether the directed research project will be graded or will be mandatory pass;
  - whether the faculty member supervising the project has chosen to opt out of the automatic grading penalty system or not;
  - whether the product is intended for publication in the Law Review or elsewhere;
  - the signature of the supervising faculty member;
  - the signature of the faculty adviser if the petitioning student is a JSM, LLM, or JSD student.

## RESEARCH TRACK

A JD student who wishes to carry out a research project of a scope larger than that contemplated for a Senior Thesis (see "Senior Thesis" section below) 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.

## 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 at 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.

## 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).

## 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;
  - the number of units requested;
  - whether the product is intended for publication in the Law Review or elsewhere;
  - the signatures of the two supervising faculty members;
  - the name of the third faculty member, who will read the written work and participate in the oral defense.

## 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.

## 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, at 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, s/he 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.

## 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).

## 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:
  - a detailed description of the Senior Thesis topic;
  - the number of units requested;
  - whether the product is intended for publication in the Law Review or elsewhere;

- the signature of the supervising faculty member;
- the name of the second faculty member, who will read the thesis and participate in the oral defense.

### **GRADING OF INDEPENDENT RESEARCH**

A student cannot be graded on the H/P/R/F scale 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/restricted credit/fail basis.

### **POLICY LAB**

Policy Lab practicums offer students the opportunity to work closely with a faculty member and to receive academic credit for policy analysis relevant to current issues, typically at the request of a government or non-profit client. Such work complements doctrinal courses with policy analysis skills useful to legal practice.

Many practicums continue across quarters and students may enroll in the quarter/s of their choice, participating in the project according to its needs.

Admission is typically by consent of the instructor, allowing faculty to match student skill sets and interests with particular aspects of the subject and build student teams with complementary abilities. Some teams include graduate students from other departments and schools, bringing valuable perspectives to bear on a problem and allowing law students to interact across disciplinary boundaries.

### **REQUIREMENTS AND LIMITATIONS**

- JD students may not engage in policy labs during the first quarter of the first year of study at the Law School.
- There is no limit on the number of Policy Lab units, but students typically enroll in no more than one practicum in any quarter.
- Policy Lab practicum work is typically graded on the standard H/P/R/F system but, in some instances, may be graded on a MP/R/F system. The grading system is listed in the course description for each practicum. Grades may take into account: overall performance in class and in individual and team written work; collaboration on projects; class attendance, preparation and participation; timely submission of work product; mastery of policy analysis skills necessary to the assigned project; and general professionalism, initiative, and follow-through, both on individual projects and in group assignments.
- Some Policy Lab practicums can be taken for “R” or Experiential Learning (EL) credit, as indicated in the course description.

### **WRITING CREDIT AND EXPERIENTIAL LEARNING CREDIT**

- With the approval of the instructor and the Associate Deans for Curriculum, successful completion of a Policy Lab project of two units or more may satisfy the JD writing requirement to the extent of one research writing course (R course).
- With the approval of the instructor and the Associate Deans for Curriculum, successful completion of a Policy Lab project of two units or more may contribute to the JD Pathway B Experiential Learning (EL) requirement. If a course supplies R or EL credit, that fact will be noted on the course description at the time of enrollment.

### **PROCEDURE FOR APPLYING FOR A POLICY LAB PRACTICUM**

To participate in a Policy Lab practicum, a student must submit a Consent of Instructor form. The instructor will admit students according to the needs of the policy project. In some instances, with approval from the instructor, students may choose to continue a multi-term project on a voluntary basis, without academic credit, as a fully engaged auditor. With the exception of students who are continuing in multi-quarter projects, however, practicums are closed to auditors.

## **EXTERNAL CURRICULAR OPTIONS**

### **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 their 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.

### **REGISTERING FOR AN OUTSIDE COURSE**

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

### **GETTING LAW SCHOOL CREDIT FOR AN OUTSIDE COURSE (EXCEPT FOREIGN LANGUAGE COURSES)**

The Dean, or her 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. The Registrar has a list of pre-approved courses that a student may take without submitting a petition. If a student wishes to take a course not on the pre-approved list for law school credit, s/he must obtain approval from the Petitions Committee.

For a petition to be approved by the committee, 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. 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.

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;
- 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.

### **TIMING OF PETITION AND NOTIFICATION**

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

Third-year students who wish to take courses outside the Law School during Spring Quarter 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.

### **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 or 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.

### **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

### **LIMITATIONS ON NUMBER OF OUTSIDE COURSES**

- JD students may count as many as 31 quarter units of outside courses toward their degree.
- First-year JD students and MLS students are not eligible to take outside courses for Law School credit, except for Physical Education courses.
- 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.
- 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 lower than what Stanford Law School allows. If you know which bar exam you are likely to take, be sure to check that state's curriculum requirement.

## 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.

## 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 University 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.

## 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 (see the section graduation requirements for the JD degree) except that:
  - the minimum requirements and maximum limitations for quarters in residence and/or time limit on degree conferral may not apply; and
  - the units of credit required to graduate may be reduced by up to thirty-one (31) units.

## 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.

## 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 (e.g., externships, directed research, senior thesis, research track, moot court).

## LIMITATIONS ON WORKING

Joint degree and cooperative degree students are subject to the same limitations on working, as are all other law students. See the "Limitations on Working" in the Academic Standards section of this SLS Student Handbook.

## MAXIMUM UNITS FROM OTHER DEGREE 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. Students who know which bar exam they are likely to take should check that state's curriculum requirements.

## 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:
  - The first is the Graduate Program Authorization Petition. The student needs to fill in the proposed department and degree for the program s/he wishes to add as a dual or joint degree, then submit the form electronically through Axess.
  - 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 must submit a Leave of Absence form for the quarter(s) s/he 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.

## TAKING COURSES AT ANOTHER LAW SCHOOL

Only under extraordinary circumstances may a student take a quarter at another law school. 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.

# EXAMINATION AND FINAL PAPER PROCEDURES

## EXAMINATION PROCEDURES

Law School examinations are conducted in accordance with the University's Honor Code, as described in that section 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.**

## ANONYMOUS GRADING POLICY

All examinations are graded anonymously. Each quarter, students are assigned a number 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 exam 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 anonymously-graded examination to the Registrar.

Instructors may also anonymously grade papers, by asking students to put their name only on the last page of the paper. If the instructor chooses to grade anonymously, please follow their instructions.

## “IN-CLASS” EXAMINATIONS

### 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.

### 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 it is 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.

### One-Day Take-Home Examinations

From the beginning of the exam period until the end, students are able to take one-day take-home exams online. Students have 8-hours to take a one-day take-home exam unless the student receives disability accommodations, in which case the student will have the time set by the accommodation to take the exam. The exam begins once the student downloads the exam questions. At the end of the exam, students upload exam answers online. We call this approach to taking exams “anytime-anywhere.” One-day take-home examinations are open book, but students may not use any materials, available online or in hardcopy, the professor does not explicitly authorize. 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.

### Extended Take-Home Examinations

An extended take-home examination is taken over a much longer period. 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 Canvas. 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 fails to sit for an examination in a course in which the student is still enrolled without the prior approval of the Associate Dean for Student Affairs or the Law School Registrar will receive a grade of F. A student who attempts to drop a course after the drop deadline, including by failing to sit for an examination, without first obtaining permission by filing an Add/Drop Petition and having it granted will receive a grade of F.

## RESCHEDULING EXAMINATIONS DUE TO EMERGENCIES

If a student becomes ill or injured or is otherwise unable to take an examination on the day it is scheduled, the student must notify either the Associate Dean for Student Affairs ([jsteele@law.stanford.edu](mailto:jsteele@law.stanford.edu) or 650-723-6203) or the Law School Registrar's Office ([registrar@law.stanford.edu](mailto:registrar@law.stanford.edu) or 650-723-0994) before the examination begins. If a student is too ill or otherwise unable to take the examination for a self-scheduled exam, the student must notify the Associate Dean for Student Affairs or the Law School Registrar's Office before the examination period ends. **(Do not notify the instructor as it could be construed as a violation of the Honor Code.)** Voice mail or e-mail messages are sufficient as long as they are left within the timeline described above.

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 10 business days after the last day of the exam period for that quarter.

**Please note:** 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 all graded essay exams within two weeks of the date exam grades are due to the Registrar's Office. 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. Some instructors write comments on individual examination answers. All instructors must provide model answers to the examination questions. Model answers are either available via Canvas and/or submitted to the Registrar's Office two weeks after the date they are due from the instructor. They may also be published on Digital Reserves in the Law Library.

## FINAL PAPER PROCEDURES

### 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 final papers (i.e., those papers that are turned in at the end of the course and that constitute a major portion of the student's grade) must be submitted to the Law School Registrar's Office via Canvas. 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 Canvas (through the "Papers and Projects" link) by the paper deadline.

Some instructors grade papers anonymously, and will therefore ask students to write their names on the last page of the paper. If an instructor does this, please comply with his or her instructions.

### 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. Students are responsible for ascertaining the due date of each paper.

The Law School's final deadline for submission of papers for the Autumn Quarter is Monday, January 20, 2020 at 4:00 p.m. The Law School's final deadline for the submission of papers for the Winter Quarter is Monday, April 6, 2020 at 4:00 p.m. Papers for students graduating at the end of the Spring Quarter will be due on the last day of classes for Spring Quarter, May 28, 2020 at 4:00 p.m. All other Spring Quarter papers are due no later than Monday, June 22, 2020.

### 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 are usually 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 LATE PAPERS**

As described in detail in the Grading Standards section above, 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.

Please note that the rules governing final papers do not apply to final papers in Legal Research and Writing and Global Litigation. Please contact your instructor to find out more information.

# GRADING SYSTEM

## HONORS/PASS

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 regularly over the course of the student's law school career, 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

MP	Mandatory Pass	Representing P or better work.
R	Restricted Credit	Representing work that is plainly unsatisfactory; work that if done regularly over the course of the student's law school career, 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 Office of the Registrar, the student will receive a grade of F.

## 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.

## AUTOMATIC GRADING PENALTY FOR LATE PAPERS

Any student who, without express permission of the Committee on Student Petitions or the Associate Dean for Student Affairs, fails to turn in a final paper (i.e., those papers that are turned in at the end of the quarter and constitute a major portion of the student's grade) by the deadlines set out in the section entitled 'Final Paper Procedures' of this SLS Student Handbook is ineligible for a Class Prize and an Honors grade. Consequences for failing to meet the deadline for reflection or other non-final papers will be set by the instructor in advance.

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. If the professor does not set a new deadline after which penalties will apply, then the paper deadline becomes the date for submission of all papers by graduating students for the quarter in which the student in question is graduating.

## **SPECIAL RULES FOR PAPERS IN LEGAL RESEARCH AND WRITING AND GLOBAL LITIGATION**

The penalties for submitting late papers in Legal Research and Writing and Global Litigation may be different. Please consult your instructor for more information.

## **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 section entitled 'Student Academic Grievance Procedure' in this *SLS Student Handbook*). Students may also consult the Associate Dean for Student Affairs to discuss this process.

## **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. Students will not be permitted to be on leave for more than two years total under any circumstances. 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.

## **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 leave during their first quarter must request a year-long deferral from the Associate Dean for Admissions and Financial Aid. Such requests are rarely granted, however, and are granted at 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.

## **DURATION**

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

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.

## **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, s/he will need to start paying on the loan while on leave.

## **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.

## 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.

## 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, s/he 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 the applicable reinstatement fee to the University.

## 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 at the discretion of the Law School.

To apply to visit another school for a non-matriculated quarter, 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.

## LIMITATIONS ON FULFILLING GRADUATION REQUIREMENTS

Students may not normally fulfill the writing requirement 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.

## 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: [axess.stanford.edu](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.

#### 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.

#### LIMITED ENROLLMENT COURSES

##### LOTTERY COURSES

For some courses, the Law School Registrar's Office will determine which students able to enroll by conducting a lottery 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, s/he 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 are not 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, JD, JSM, LLM and MLS students 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. 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 will only be granted 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).

## REPEAT POLICY

### JD STUDENTS

#### 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 s/he chooses. If the student demonstrates mastery without repeating the course, s/he must take additional units to meet the minimum unit requirement for graduation.

#### OTHER COURSES

If a JD student fails a course other than a first-year required course, s/he may repeat the course if s/he 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, s/he 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.

## 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.

## 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.

### CLASS STANDING

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

## TRANSCRIPT REQUESTS

Students may obtain official transcripts either by submitting a written request to the University Registrar or by submitting an on-line request via Axxess at [axess.stanford.edu](http://axess.stanford.edu).

## 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 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 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 of the following steps: exclude the student from further attendance in class, and from taking the final examination in the course, and/or cause a final grade of F in the course to be entered on the student's record.

This policy addresses performance in SLS non-clinical courses. Good faith effort within the SLS clinical program, which requires full-time professional commitment from students, is determined by the clinical faculty within each clinic. Any clinical instructor who feels that a student is at risk of violating the clinic's effort requirements shall bring that concern to the student's attention as soon as practicable, and shall notify the Associate Dean for Student Affairs as necessary.

Note; this section does not refer to student attendance policies. Student attendance is governed by the Class Attendance section of this SLS Student Handbook.

### **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 restricted credit 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.

### **REINSTATEMENT AFTER ACADEMIC DISQUALIFICATION**

A student who has been academically disqualified from the Law School may submit a written petition for reinstatement to the Reinstatement Committee, which is comprised of the Vice Dean, Associate Dean of Curriculum, and Dean of Admissions. The Reinstatement Committee shall consider whether 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 academically and that the disqualification does not indicate a lack of capacity to complete studies at the Law School. Should a majority of the Reinstatement Committee find that the student meets these criteria, the student shall be eligible for reinstatement and able to continue as a student at the Law School subject to any conditions that the committee may impose. The decision of the Reinstatement

Committee is final and not subject to review. A student who has been academically disqualified from the Law School for the second time, is not eligible for petition.

A petition reinstatement 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. The Associate Dean for Student Affairs will provide the petition to the Reinstatement Committee, which shall make its determination within two weeks of the date of receipt of the petition. Please consult with the Associate Dean for Student Affairs regarding the requirements and procedure for petitioning for reinstatement.

# LAW SCHOOL POLICIES AND PROCEDURES

## ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students with disabilities who require accommodations, auxiliary aids and services must register with the University's Office of Accessible Education (OAE). Once the student has registered with OAE, and OAE has determined the necessary accommodations, the Office of Student Affairs will work with the student to implement accommodations. **As a general matter, students should not 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: <https://oae.stanford.edu/>. The Associate Director for Student Affairs, Holly Parrish, is available to meet with any law student who has questions about the process of obtaining accommodations, or any general disability concerns.

## DISABILITY POLICY

Stanford University and Stanford Law School have an institutional commitment to provide equal educational opportunities for disabled students who are otherwise qualified 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.

## DISABILITY PROCEDURES

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 or the Associate Director of Student Affairs, in turn, will contact the incoming student and notify the OAE of the incoming student's acceptance to the Law School.

Students who do not notify the Law School during the admissions process 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 the student needs such an accommodation, auxiliary aid and/or service.**

To receive an accommodation, auxiliary aid and/or service for a disability, a student must register with the Office of Accessible Education, provide current documentation of the disability from an appropriately licensed professional, and meet with a Disability Advisor in the Office of Accessible Education. Once the Disability Advisor has reviewed the documentation, he or she will then send a letter to the Associate Dean for Student Affairs and the Associate Director for Student Affairs recommending accommodations. In cases where accommodations pose a fundamental alteration to class or program requirements, OSA and OAE will work with the student to find alternative accommodations or support options.

The Associate Dean for Student Affairs or the Associate Director of 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 Office 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 eligible 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 either the Associate Dean for Student Affairs or the Associate Director 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 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, Legal Research and Writing, and Global Litigation. 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. Accommodations are made after the law school receives notification from OAE; accommodations cannot be made retroactively.

**In addition, students 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 by the OAE.

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.

## CLASS RECORDING

The law school will provide classroom recordings in the following circumstances, subject to certain constraints:

- For religious holidays;
- As an approved disability accommodation.

Students who wish to have a class recorded for the above reasons must submit a request to the Office of Student Affairs. Students should not

contact their faculty directly for this purpose.

## 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.

## CONFERENCE FUNDS

A limited amount of funding is available for students to attend regional and national conferences. Students must apply for the funding at least one month before the anticipated date of travel. Students and student organizations are expected to contribute a portion of the cost and to seek low-cost travel and accommodations. Funding is discretionary. Whether a request is granted will depend on such considerations as the availability of funding, if the student has received funding in the past, if the applicant's attendance is expected to enrich the law school community, and the number of students applying to attend the same conference. Students may only use any conference funding they receive for one conference per year.

More information and the application form are available on the Student Affairs website.

## 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 on Axess.

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 Axess after the grading deadline.

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

## 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, replacing LISTNAME with the appropriate class list, e.g., lawschool-2020join@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 [axess.stanford.edu](http://axess.stanford.edu).

Privacy of Directory Information. As explained in the "Student Records" section 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.

## POSTING POLICY

Any SLS individual (student, faculty, or staff) or recognized group (student organization, academic or administrative department, or center) may post fliers at the law school under certain conditions. We place limitations on the size, location, and manner of such postings. Sponsoring individuals or organizations must clearly list their name on any posting. Anonymous postings will be removed. Postings by non-SLS affiliated entities are limited to the public boards in the Kramer lobby, outside the law library.

## SIZE LIMITATIONS

Fliers must be no larger than 14"x17" in size.

## LOCATION LIMITATIONS

SLS groups and individuals may post fliers on the Kramer lobby bulletin boards, which are located on either side of the library's main entrance, as well as on the bulletin boards in the classroom building. Please limit the number of posters to reduce visual clutter and leave space for other groups.

Posting fliers in unapproved locations is prohibited. Posting of notices with adhesives that damage surfaces is also prohibited. The cost of removal and repair for any damage done will be charged to the group and/or individuals who posted said publicity.

Fliers cannot be posted on/in:

- Wooden surfaces
- Painted surfaces
- Windows
- Furniture
- Restrooms
- Elevators
- Anywhere in the library

## DURATION LIMITATIONS

Posting may go up two weeks before an event. Individuals and groups are responsible for removing fliers 24 hours after the event. For posters without an end date, postings may remain in place for 10 working days.

It is a violation of this policy to remove properly posted fliers before the event has occurred or the 10 working days has elapsed without permission. Student organizations that repeatedly violate these posting rules run the risk of losing funds allocated to them, and/or losing the ability to reserve space for events.

## PRO BONO PROGRAM

One of the most noble aspects of the American legal profession, and one outlined in the American Bar Association's Model Rules, is its recognition that lawyers should aspire to provide significant pro bono publico legal service and use their legal expertise and skills to provide assistance to those who are most in need. Stanford Law School similarly expects and encourages its students and faculty to aspire to provide such service. The Law School defines pro bono legal work as any uncompensated public service in which legal skills are exercised.

Stanford Law School has a robust pro bono program, offering many opportunities to students of all levels – including 1Ls and Advanced Degree students – to engage in meaningful and substantive pro bono work. In 2018-19, seventeen student-led pro bono projects will engage students in a variety of law-related service work throughout the academic year. For incoming students, as well as others new to the pro bono program, a Pro Bono Fair is held during Fall Quarter, where students can learn about and sign up to participate in student-led pro bono projects. For more information on these projects, and the Law School's pro bono program, please review the 2018-19 Pro Bono Handbook or contact Michael Winn, Director of Pro Bono & Externship Programs.

The New York Bar has also recognized that the provision of pro bono services is central to the legal profession, and requires all those who wish to be admitted to practice law in New York to complete 50 hours of pro bono work prior to admission. The New York Bar's definition of pro bono is slightly different than the Law School's definition; for example, clinical course work can count towards the New York Bar's requirements, but not towards the Law School's requirements. For more information about the New York Bar's pro bono requirements, please visit its Frequently Asked Questions page: [www.nycourts.gov/attorneys/probono/FAQsBarAdmission.pdf](http://www.nycourts.gov/attorneys/probono/FAQsBarAdmission.pdf). Please note: LLM students wishing to meet the New York Bar's pro bono requirements while at SLS should begin their pro bono work early in the academic year.

## PRO BONO POLICY

Students should volunteer at least 50 hours of law-related pro bono work without compensation or academic credit before graduation. Students who complete 50 hours of pro bono work during their law school career will graduate with Pro Bono Distinction. Students who complete between 150-299 hours of pro bono work during their law school career will graduate with High Distinction, and students who complete 300 hours or more of pro bono work during their law school career will graduate with Highest Distinction. For 1Ls and Advanced Degree students entering the law school in Fall 2018 and beyond, the requirements for reaching High and Highest Pro Bono Distinction will also include engagement in an eligible pro bono or public interest leadership opportunity. Eligible pro bono or public interest leadership opportunities include: (1) serving as a student leader of a student-led pro bono project; (2) serving as a student leader of a Levin Center-sponsored Alternative Break opportunity; and (3) serving as a Levin Center Public Interest Mentor, Fellow, or Associate.

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.

## PROCEDURES FOR PURSUING CONCERNS

### COURSE OR INSTRUCTOR

Law school classes often touch upon controversial issues. SLS strives to maintain a classroom environment that is welcoming to all students while encouraging robust but civil and collegial discussion.

Unfortunately, there can be instances where that goal is not met. If you have concerns on this score, you should feel free to discuss the matter with your instructor. If for any reason you do not feel comfortable speaking with the instructor, we encourage you to contact the Associate Dean for Student Affairs, the Associate Dean for Curriculum, or, if appropriate, another of the Law School's Associate Deans. The appropriate Associate Dean will determine, how best to proceed to resolve the situation after consultation with the student, and will then inform the student of the resolution.

### ACADEMIC GRIEVANCE

Any student who believes that he or she has been subjected to an improper decision on an academic matter may pursue an academic grievance under University procedures. The Associate Dean for Student Affairs can advise on the process, which is set forth at: [exploreddegrees.stanford.edu/academicpoliciesandstatements/#studentacademicgrievanceproceduretext](https://exploreddegrees.stanford.edu/academicpoliciesandstatements/#studentacademicgrievanceproceduretext).

The grievance must be in writing and should be directed to the Vice Dean. The review of grievances or appeals will usually be limited to the following considerations:

- Were the proper facts and criteria brought to bear on the decision? Were improper or extraneous facts or criteria brought to bear that substantially affected the decision to the detriment of the grievant?
- Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the grievant?
- Given the proper facts, criteria, and procedures, was the decision one which a person in the position of the decision maker might reasonably have made?

### NON-ACADEMIC GRIEVANCE

Stanford has a Student Non-Academic Grievance Procedure to provide a process for students to seek resolution of disputes and grievances that may not fall within the scope of one of the other grievance processes, including those which may arise in a student's capacity as a student-employee. Any student with such a concern should contact the Director of the Diversity and Access Office, Kingscote Gardens, 419 Lagunita Drive, Suite 130, (650) 723-0755, [equalopportunity@stanford.edu](mailto:equalopportunity@stanford.edu). The Director in his or her discretion can decide whether to refer a grievance brought under this procedure to another grievance procedure.

### CONCERNS 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: [www.americanbar.org/groups/legal\\_education/resources/standards.html](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) 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 to 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.

## 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: [law.stanford.edu/office-of-student-affairs/bar-exam-information](http://law.stanford.edu/office-of-student-affairs/bar-exam-information). Students should also consult the relevant state bar website for filing deadlines and other relevant information.

The bar exam is administered twice a year: at the end of February and at the end of July. In addition to taking the bar examination for the relevant state, many states, including California and New York, require applicants to pass the MPRE (Multistate Professional Responsibility Examination) and to have their Moral Character application approved. Each state has their own moral character application, with their own fees and requirements. Please check the relevant state bar website for all of the requirements necessary to be admitted to practice in that state.

### CALIFORNIA BAR EXAM

#### STRUCTURE OF THE EXAM

The California Bar Exam is a two-day exam, administered on Tuesday and Wednesday. The Tuesday morning session will comprise three one-hour essay questions. The Tuesday afternoon session will comprise two one-hour essay questions and a ninety-minute "performance test." 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
- Constitutional Law
- Contracts/Sales
- Criminal Law/Procedure
- Evidence (Federal and California)
- Professional Responsibility
- Real Property
- Remedies
- Torts
- Trusts
- Wills and Succession

## 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](http://calbar.ca.gov).

## LLM AND JSM REQUIREMENTS

LLM and JSM students who are admitted to the active practice of law in jurisdictions outside the United States are able to qualify to take the California Bar Exam without any additional legal education. You must submit proof of admission to a foreign jurisdiction, and you must register with the California State Bar and pay the related fee. **Please note: Registration is not the same thing as applying to take the Bar Examination.**

LLM and JSM students who have a first degree in law from a foreign country but who are *not* admitted to practice law in a jurisdiction outside the United States must complete additional requirements:

- You must complete the “Registration as a Foreign Educated General Applicant” and submit the fee. **Please note: Registration is not the same thing as applying to take the Bar Examination.**
- You must provide a Social Security Number or you must request an exemption from this requirement.
- At the same time that you submit “Registration as a Foreign Educated General Applicant,” you must submit your evaluated law degree equivalency report and “Foreign Law Study Evaluation Summary” form, which must be completed by a credential evaluation agency approved by the California State Bar.

Additionally, 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 quarter 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.

Please consult the State Bar website for more details: [www.calbar.ca.gov/Admissions/Examinations/California-Bar-Examination](http://www.calbar.ca.gov/Admissions/Examinations/California-Bar-Examination).

## NEW YORK BAR EXAM

### STRUCTURE OF THE EXAM

New York has adopted the two-day Uniform Bar Exam (UBE). It is administered on Tuesday and Wednesday – with the Multistate Essay Exam (MEE) and Multistate Performance Test (MPT) on Tuesday and the multiple-choice Multistate Bar Exam (MBE) on Wednesday.

The MEE consists of six 30-minute essay questions. The MPT consists of two 90-minute performance tests.

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

### NEW YORK LAW EXAM

Applicants for admission to the New York Bar also need to complete the New York Law Course (NYLC) and pass the New York Law Exam (NYLE). Both are online. The NYLC is a free, fifteen-hour course that must be completed before applicants can take the NYLE. The NYLC is

always available, and contains all of the information that will be tested on the NYLE. The NYLE will be administered several times throughout the year, including December 2019. You must register for the NYLE at least 30 days before the exam date. To be able to register for the NYLE, you must have successfully completed the NYLC. For more information, please consult the New York State Board of Law Examiners website: [www.nybarexam.org/UBE/UBE.html](http://www.nybarexam.org/UBE/UBE.html).

## THE NEW YORK LAW EXAM TESTS THE FOLLOWING SUBJECTS:

- Business Associations
- Civil procedure
- Conflict of laws
- Constitutional Law
- Contracts
- Criminal law and procedure
- Evidence
- Family law
- Real property
- Torts
- Trusts and Estates (Decedents' Estates; Trusts and Future Interests), and
- Uniform Commercial Code (Secured Transactions)

## PRO BONO REQUIREMENT

New York requires applicants for bar admission, including LL.M.s, 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. However, please note that the Law School's definition of pro bono differs from New York's, so not every SLS project will qualify, although work done in law school, such as in clinics, can qualify. For more information, please see: [www.nycourts.gov/attorneys/probono/FAQsBarAdmission.pdf](http://www.nycourts.gov/attorneys/probono/FAQsBarAdmission.pdf).

## LLM AND JSM REQUIREMENTS

New York has a number of specific requirements for LL.M.s and JS.M.s 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 JS.M.s). 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 3-unit 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 any of the following courses:
  - Advanced Legal Writing for American Courts
  - Advanced Legal Writing for American Practice
  - Advanced Legal Writing: Business Transactions
  - Advanced Legal Writing: Global Litigation
  - Advanced Legal Writing: High-Tech Transactions

- Advanced Legal Writing: Litigation
- Advanced Legal Writing: Public Interest Litigation
- A minimum of 8 quarter units in “other courses in subjects tested on the New York State examination, where a principal focus 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). A list of courses pre-approved by the New York Board of Law Examiners is available from the Office of Student Affairs and is on their website at: <https://law.stanford.edu/office-of-student-affairs/bar-exam-information/>.
- In addition, New York will accept:
  - a maximum of 5 quarter units of clinic; and,
  - a maximum of 7 quarter units outside the Law School
- Rule 520.18 of the New York Court of Appeals requires all students to complete 21 quarter credits of experiential learning in order to be eligible to sit for the New York Bar Exam.
  - This applies to applicants who do not need the LLM to be eligible to sit for the New York Bar Exam as well as to those who do.
  - LLM and JSM students may satisfy this requirement through practice in another jurisdiction. They must work full-time for one year or half-time for two years following authorization to practice law, and must submit an Affidavit of Compliance with the Skills Competency Requirement.
- For JSM students only: Please note that the New York Board of Law Examiners will not accept the 8 units of credit received for work to complete a thesis towards their unit requirement. **This means that JSM students must take 5 additional quarter units, or 40 total units to be eligible to sit for the New York Bar Exam.**

# 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 [exploreddegrees.stanford.edu](http://exploreddegrees.stanford.edu). A collection is also available on the Stanford University Administrative Guide website at [adminguide.stanford.edu](http://adminguide.stanford.edu).

The University reserves the right to withhold registration privileges or to cancel the registration or take other appropriate action 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, [community-standards@stanford.edu](mailto:community-standards@stanford.edu).

---

## THE FUNDAMENTAL STANDARD

The Fundamental Standard has set the standard of conduct for students at Stanford since it was articulated in 1896 by David Starr Jordan, Stanford's first President. It states:

*“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:

- Violation of university policy
- Violation of specific university directive
- Violation of an applicable law
- Physical assault
- Theft of property or services
- Threats
- Hazing
- Hate crimes
- Alcohol- and drug-related violations, including driving under the influence
- Intentional or reckless property damage
- Seeking a university benefit to which a student is not entitled
- Falsifying a document
- Impersonating another
- Computer violations
- Knowingly or recklessly exposing others to significant danger

There is no standard penalty that applies to violations of the Fundamental Standard. Infractions have led to penalties ranging from formal warning and community service to expulsion. In each case, the nature and seriousness of the offense, the motivation underlying the offense and precedent in similar cases are considered.

For further information on the Fundamental Standard, see the Office of Community Standards website at: [communitystandards.stanford.edu](http://communitystandards.stanford.edu).

## THE HONOR CODE

The Honor Code is the university's statement on academic integrity written by students in 1921. It articulates expectations of students and faculty in establishing and maintaining the highest standards in academic work.

### 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.”

Examples of conduct that have been regarded as being 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
- Giving or receiving unpermitted aid on a take-home examination
- 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 sanction for a first offense includes a one-quarter suspension from the University and 40 hours of community service. In addition, most faculty members issue a “No Pass” or “No Credit” for the course in which the violation occurred. The standard sanction for multiple violations (e.g., cheating more than once in the same course) is a three-quarter suspension and 40 or more hours of community service.

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

## STUDENT RECORDS

### NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act of 1974 (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.

Current and former students who wish to make a FERPA-related request to view records should submit to the Office of the University Registrar an online request that identifies the record(s) that the student wishes to inspect. For more information, please see: [registrar.stanford.edu/students/student-record-privacy](http://registrar.stanford.edu/students/student-record-privacy).

**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 or volunteer serving on an official committee (or representing a recognized student group), 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 to Stanford or to the student.

- 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
- E-mail addresses
- 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 may prohibit the release of their name (and consequently all other information) after an appointment with a University Associate Registrar to discuss the ramifications of this action. Student thesis and dissertations can be restricted through the publishing options and embargo settings students choose during submission.

Students, faculty and others with questions regarding student records should contact the Office of the University Registrar.

## 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.

## NONDISCRIMINATION POLICY

Stanford University admits qualified students of any race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity, veteran status, or marital status 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, in the administration of the University’s programs and activities, 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, marital status or any other characteristic protected by applicable law; Stanford also prohibits unlawful harassment including sexual harassment and sexual violence. This policy applies to Stanford’s programs and activities both on and off-campus, including overseas programs.

The following person has been designated to handle inquiries regarding this nondiscrimination policy:

Director of the Diversity and Access Office  
 Rosa Gonzalez  
 Kingscote Gardens  
 419 Lagunita Drive, Suite 130  
 Stanford University, Stanford, CA 94305-8230  
 (650) 723-0755 (voice)  
 (650) 723-1791 (fax)  
 equal.opportunity@stanford.edu (email)

The following person has been designated to handle inquiries regarding sexual harassment and sexual violence:

Stanford’s Title IX Coordinator  
 Jill Thomas  
 Kingscote Gardens (2nd Floor)  
 419 Lagunita Drive Stanford, CA 94305-8231  
 (650) 497-4955 (voice)  
 (650) 497-9257 (fax)  
 titleix@stanford.edu (email)

## 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, ([adminguide.stanford.edu/chapter-1/subchapter-7/policy-1-7-1](http://adminguide.stanford.edu/chapter-1/subchapter-7/policy-1-7-1))



which can be found at The Sexual Harassment Policy Office (SHPO) website. The SHPO itself is located at: Kingscote Gardens, 419 Lagunita Drive, Suite 230 Way, Stanford, CA 94305.

## **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. Additionally, even when a relationship ends, there may be bias (even if unintentional) for or against the former partner, or there could be an ongoing impression of such bias; in other words, the effects of a romantic or sexual relationship can extend beyond the relationship itself.

**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: [adminguide.stanford.edu/chapter-1/subchapter-7/policy-1-7-2](http://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.

## **PROHIBITED SEXUAL CONDUCT: SEXUAL MISCONDUCT, SEXUAL ASSAULT, STALKING, RELATIONSHIP VIOLENCE, VIOLATION OF UNIVERSITY OF COURT DIRECTIVES, STUDENT-ON-STUDENT SEXUAL HARASSMENT AND RETALIATION**

Acts of Prohibited Sexual Conduct are not tolerated at Stanford University. The University investigates or responds to reports of Prohibited Sexual Conduct under circumstances in which the accused person(s) (Responding Party) is subject to this policy and (i) the individual(s) who believe he/ she/they have experienced the Prohibited Sexual Conduct (Complainant) are students, faculty, staff members or program participants 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 university 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.

Prohibited Sexual Conduct is the umbrella term that Stanford uses to collectively define different types of misconduct relating to assault, violence or exploitation of a sexual nature, or connected to an intimate relationship. Prohibited Sexual Conduct includes (a) Student-on-Student Sexual Harassment, (b) Sexual Misconduct, (c) Sexual Assault, (d) Stalking, (e) Relationship (dating or domestic) Violence, (f) Violation of University Directive or Court Order relating to Prohibited Sexual Conduct or allegations of Prohibited Sexual Conduct and (g) Retaliation relating to Prohibited Sexual Conduct or Allegations of Prohibited Sexual Conduct.

A comprehensive University web page dedicated to sexual violence awareness, prevention, response and support can be found at [sexualviolencesupport.stanford.edu](http://sexualviolencesupport.stanford.edu). The web page contains a list of resources and describes reporting options. Resources are also provided at [titleix.stanford.edu](http://titleix.stanford.edu).

Reports of Prohibited Sexual Conduct relating to students, either as the Complainant or as the Respondent, should be reported to Jill Thomas, Title IX Coordinator at Kingscote Gardens, Suite 240, 419 Lagunita Drive, Stanford, CA 94305, [titleix@stanford.edu](mailto:titleix@stanford.edu), (650) 497-4955. All other

reports should be made to the Sexual Harassment Policy Office at [harass@stanford.edu](mailto:harass@stanford.edu), (650) 724-2120.

## 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 Jill Thomas, Title IX Coordinator, who has been appointed to coordinate the University's efforts to comply with the law. Anyone who believes that Stanford is not in compliance with Title IX and its regulations should contact Jill Thomas, the Title IX Coordinator: Kingscote Gardens, 419 Lagunita Drive, Stanford, CA 94305, (650) 497-4955 (voice), (650) 497-9257 (fax), [titleix@stanford.edu](mailto:titleix@stanford.edu) (email).

## THE STANFORD STUDENT ALCOHOL POLICY

The University is committed to the health, safety and well-being of each member of the Stanford community. In order to further student learning, development and success and to promote the University's academic mission, Stanford fosters an environment of personal and collective responsibility and respectful citizenship. This means that all members of the university community—students, faculty and staff—have a role in safeguarding a healthy learning environment free of the consequences of alcohol misuse. The University also strives to create a culture that supports students who do not use alcohol and students who use alcohol in a safe, legal and responsible fashion. Members of the Stanford community are expected to abide by all federal, state and local laws, including those governing alcohol consumption and distribution.

Stanford students are expected to behave responsibly, both in the classroom and outside, both on campus and off. In particular, the University does not tolerate reckless drinking—lawful or unlawful—and its consequent harmful behaviors.

All parties must be registered with the University, and availability of alcohol is regulated by [party planning guidelines](#) coordinated by the Office of Alcohol Policy and Education. Groups and residences that are 100 percent graduate student in membership may have hard alcohol in the form of mixed drinks at registered "Members" parties. Shots of hard alcohol are prohibited at all parties. 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 more information and the complete text of the Stanford Student Alcohol Policy, please see [alcohol.stanford.edu/home/stanford-university-student-alcohol-policy](http://alcohol.stanford.edu/home/stanford-university-student-alcohol-policy).

## SMOKE-FREE ENVIRONMENT POLICY

All smoking, including but not limited to, tobacco products and the use of electronic smoking devices, is prohibited 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. See Administrative Guide Memo 2.2.6 Smoke-Free Environment, which is available at: [adminguide.stanford.edu/chapter-2/subchapter-2/policy-2-2-6](http://adminguide.stanford.edu/chapter-2/subchapter-2/policy-2-2-6).

## POLICY ON CAMPUS DISRUPTIONS

The University's Policy on Campus Disruptions 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 [exploreddegrees.stanford.edu/nonacademicregulations/campus-disruptions/](http://exploreddegrees.stanford.edu/nonacademicregulations/campus-disruptions/).

## PROHIBITION OF THE POSSESSION OF DANGEROUS WEAPONS ON CAMPUS

Stanford University prohibits the possession of any of the following weapons on the Stanford campus: firearm, dirk, dagger, ice pick, knife having a blade longer than 2 1/2 inches (except for lawful use in food preparation or consumption), folding knife with a blade that locks into place, razor with an unguarded blade, taser, stun gun, instrument that expels a metallic projectile (such as a BB or a pellet), spot marker gun, or any other weapons prohibited by California Penal Code Sections 626.10 and 626.9.

For purposes of this policy, the term “Stanford campus” shall include all the lands, buildings, and facilities of Leland Stanford Junior University, whether owned, leased, and

controlled, and whether located in the United States or abroad (excluding the privately owned, managed, or leased residences of faculty or staff that are located on the main Stanford campus in unincorporated Santa Clara County). In addition to the prohibited weapons, ammunition is not allowed to be stored or possessed in university owned, leased, and controlled buildings (excluding the privately owned, managed, or leased residences of faculty or staff that are located on the main Stanford campus in unincorporated Santa Clara County). In the event a federal or state law or a county ordinance is more restrictive than this policy, federal or state law or the county ordinance shall apply.

Requests for an exemption from this policy for academic purposes may be requested in writing to the Director of the Stanford University Department of Public Safety. Each request will be considered on a case-by-case basis and be evaluated by the Office of Risk Management and the Department of Public Safety. A written letter will be provided by the Director of the Department of Public Safety in the event an exemption is granted.

The Stanford University Department of Public Safety does not provide facilities for the storage of firearms.

## **OWNERSHIP AND USE OF STANFORD TRADEMARKS AND IMAGES**

Stanford’s registered trademarks, as well as the use of unregistered names, seals, logos, emblems, images, symbols and slogans that are representative of Stanford (together referred to in the policy as “Marks”), may only be used by Stanford faculty, staff, students and alumni as provided in the policy.

Items offered for sale to the public bearing any Marks must be produced by a licensed vendor and be approved by Stanford’s Trademark Licensing Office.

For the complete text of the currently applicable policy, see Administrative Guide Memo 1.5.4, Ownership and Use of the Stanford Trademarks and Images at [adminguide.stanford.edu/chapter-1/subchapter-5/policy-1-5-4](http://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 a 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.

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: [exploreddegrees.stanford.edu/academicpoliciesandstatements/#studentacademicgrievanceproceduretext](http://exploreddegrees.stanford.edu/academicpoliciesandstatements/#studentacademicgrievanceproceduretext).

For grievances related to non-academic matters, please see the current version of the Student Non-Academic Grievance Procedure, which can be found at: [exploreddegrees.stanford.edu/nonacademicregulations/#textstudnonagrieproc](http://exploreddegrees.stanford.edu/nonacademicregulations/#textstudnonagrieproc).

Students may consult on applicable procedures with the Director of the Diversity and Access Office, (650) 723-0755 (voice), (650) 723-1791 (fax), [equal.opportunity@stanford.edu](mailto:equal.opportunity@stanford.edu) (email).

## **COPYING PRINTED MATERIAL**

Copyright laws govern 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; violation may result in civil or criminal liability, and constitutes grounds for University discipline, up to and including discharge, dismissal and expulsion. 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 <https://exploreddegrees.stanford.edu/nonacademicregulations/copyright/>. For a more detailed explanation of the copyright laws, please review the University’s Copyright Reminder website at <http://library.stanford.edu/using/copyright-reminder/copyright-law-overview>.

## COMPUTER AND NETWORK USAGE POLICY

Users of Stanford network and computer resources have a responsibility to properly use and protect information resources and to respect the rights of others. This policy provides guidelines for the appropriate use of information resources.

In particular, the policy provides that users of University information resources must respect licenses to copyrighted materials, respect the integrity of information and information resources, refrain from seeking to gain unauthorized access, and respect the rights of others. The complete text of the currently applicable version of this policy is in Administrative Guide Memo 6.2.1, found at: <https://adminguide.stanford.edu/chapter-6/subchapter-2/policy-6-2-1>.

## POLITICAL, CAMPAIGN, AND LOBBYING ACTIVITIES

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

While all 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, available at: [adminguide.stanford.edu/chapter-1/subchapter-5/policy-1-5-1](https://adminguide.stanford.edu/chapter-1/subchapter-5/policy-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; as amended 2008 (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 unlawful 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: [exploreddegrees.stanford.edu/nonacademicregulations/ada/](https://exploreddegrees.stanford.edu/nonacademicregulations/ada/).

For further information concerning policies and procedures for students with disabilities, see the section on “Policies and Procedures for Students With Disabilities” of this SLS Student Handbook, Stanford Bulletin at: [exploreddegrees.stanford.edu/nonacademicregulations/](https://exploreddegrees.stanford.edu/nonacademicregulations/) or the Office of Diversity and Access website at: [diversityandaccess.stanford.edu/disability-access](https://diversityandaccess.stanford.edu/disability-access), or the ADA/Section 504 Compliance Officer, Diversity and Access Office, Kingscote Gardens, 419 Lagunita Drive, Suite 130, Stanford, CA 94305 (650) 723-3484 (Voice) (650) 723-1791 (fax), [equal.opportunity@stanford.edu](mailto:equal.opportunity@stanford.edu) (email).

## CLERY ACT (CAMPUS SECURITY)

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act, the Stanford University Department of Public Safety (police department) publishes “The Stanford University Safety, Security, and Fire 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 [police.stanford.edu/security-report.html](https://police.stanford.edu/security-report.html) or may call (650) 723-9633 to request a copy.