

# LL.M. Academic Rules – Professional Track

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## I. Degree Requirements

- a. Units Requirement

Students must complete a minimum total of 21 units for the LL.M. degree.
- b. Required Coursework

First-year (1S) students must complete three units of Contracts, two units of Fundamentals of US Law, and one unit of Legal Research and Writing I. Second-year (2S) students must complete one unit for Legal Research and Writing II or two units for Academic Writing.
- c. Writing Requirement

Students must complete a Capstone Writing Project consisting of a research paper of at least 15 pages in length. Students will fulfill this requirement during the second year by successfully completing Legal Research and Writing II or Academic Writing.

## II. Program Requirements

- a. Program Duration/Residency Requirement

Students are expected to enroll in courses and complete LL.M. degree requirements during two consecutive summers. Students are not permitted to take courses offered at the law school during the academic year. Each summer students must be in residence and enrolled in morning courses during Quarters 1-3 (10-week option); Quarter 4 is optional (13-week option).
- b. Minimum/Maximum Course Load

Students must take between 10 units and 16 units per summer. Students may submit an Academic Rules Petition to take an overload of 17 units, or an underload of nine units per summer. The petition must be approved before a student can overload or underload. Students

must enroll in one morning course per quarter during Quarters 1-3.

c. Add/Drop Deadlines

The deadline to add or drop an elective course in Quarters 1-3 is the end of the first day of class in that course. In Quarter 4, the final deadline to drop a course is by the end of the 3<sup>rd</sup> class session. Students may not drop any required courses.

d. Auditing Policy

Auditing (attending class without enrolling for credit) is not permitted. This applies to summer courses as well as to courses offered at the law school during the academic year.

### III. **Class Attendance & Participation**

Students are expected to prepare fully for class and to participate actively in class discussion. Regular attendance and preparation of assignments are required and students may not enroll in courses with overlapping meeting times.

An instructor may exclude a student from a class for which the student is unprepared, and may exclude a student from the final examination on the basis of repeated unexcused absences or unpreparedness. If a student cannot attend a class due to an unforeseen emergency, the student must inform the professor and the ADP Office immediately. If a student misses more than two days of any class, the student may not receive credit for the class.

In determining the student's grade in the course, the instructor may consider the quality of a student's preparation and his or her participation in class discussion.

### IV. **Exams**

a. Format & Timing

Written examinations are held at the end of each course, except where another procedure for evaluation has been announced. In-class examinations are monitored by proctors. "Take-home" examinations are not monitored. Every student must be present for an examination at the regularly scheduled time and place in each course for which he or she is registered, unless previously excused by the Dean of Students' Office. A student who is unable to attend an examination must notify the Director of Student Services in 280 Simon Hall (510-643-2744) as soon as possible and present all reasons why attendance is impossible. In cases of medical disability the student must furnish medical documentation, and in all other cases the student must furnish whatever appropriate corroborating documentation is available. The Dean of Students Office will make the final determination as to whether a student can reschedule an exam.

b. Special Accommodations

Students with a documented disability may request in advance special accommodations for

taking examinations. Requests should be made to the Director of Student Services in 280 Simon Hall.

c. Rescheduling

A student who has been excused from taking an examination at the regularly scheduled time must make up the examination by taking it at a later scheduled time. We do not allow exams to be taken early.

d. Honor Code

Examinations are conducted under the Academic Honor Code, which is strictly enforced at Berkeley Law. See attached Appendix.

## V. Grades & Grading Curve

a. Grade Designations

Students will receive one of the following grades for completed work:

- i. An honors grade, which may be High Honors (HH) or Honors (H).
- ii. A Pass grade (P).
- iii. A Substandard Pass grade (PC), showing that while credit has been obtained, the work is of low quality.
- iv. A failing grade (NC) showing that no credit is earned for the course.
- v. Courses graded Credit/No Pass will receive either a Credit (CR) or a No Pass (NP).

Students who violate the Academic Honor Code will receive a failing grade in the course.

b. Grading Curve

A mandatory curve applies to all classes and seminars with 11 or more students such that 20% of the students receive HHs, 30% receive Hs, and 50% receive Ps. The same curve is recommended for classes and seminars with 10 or fewer students.

## VI. Exceptions/Academic Rules Petition

- a. Where a rule requires approval or determination by the Dean of Students for a certain action, a student who seeks such approval or determination should apply by filing an Academic Rules Petition. Forms are available in the Registrar's Office.
- b. The Dean of Students may grant a special exception from these Academic Rules where the exception is justified by special circumstances, is necessary to avoid serious detriment to the student, and is consistent with sound educational policy.

## **APPENDIX - LAW SCHOOL ACADEMIC HONOR CODE**

### **IN GENERAL**

The Honor Code is a tradition at Berkeley Law. Men and women who are preparing to enter the legal profession are expected to exhibit the same qualities of honesty, responsibility, and respect for the rights of others that are demanded of members of the Bar. The Honor Code governs the conduct of students during examinations and in all other academic and pre-professional activities at Berkeley Law. In addition, students are bound by the Campus Rules of Student Conduct, which govern matters such as dishonesty, forgery and sexual harassment.

Primary responsibility for respecting the appropriate rules rests with each individual student and with the student body as a whole. Students, faculty and staff are urged to bring apparent violations to the attention of the Instructor and/or the Dean. The Honor Code can be successful only to the extent that it is seen to have the overwhelming support of student and faculty opinion and to be taken seriously by everyone.

### **ENFORCEMENT PROCEDURE**

A student, faculty, or staff member witnessing any violation or apparent violation of this Code should bring the matter to the attention of the Dean. After discussion with the alleged violator, the instructor, and other affected or knowledgeable persons, the Dean (or the Dean's designated representative) shall determine if informal resolution of the matter is appropriate. If informal resolution is inappropriate, or if the person accused of a violation does not agree to the resolution, the Dean shall refer the matter to the Campus Dean of Students for appropriate action under the disciplinary rules and procedures of the Berkeley Campus. Informal resolutions may be reported to the Campus Student Conduct Office as needed for their purposes. The Dean also has the responsibility to decide whether information pertaining to violations is relevant to Bar admissions standards and must be reported to the appropriate State Bar authorities. If this is done, the Dean shall send a copy, or notice of such report, to the student so reported.

### **EXAMINATIONS AND OTHER ACADEMIC ACTIVITIES**

The basic guide for a student taking an examination or participating in any other academic activity is a sense of honesty and integrity. Students are expected to rely on their own knowledge and ability, and not use unauthorized materials or represent the work of others as their own. These standards apply also to papers, oral presentations; work in clinical programs, or other activities for which academic credit is assigned, except where the instructor provides otherwise. Examinations at Berkeley Law usually are not monitored, and "take-home" examinations are often employed. Students should be scrupulously careful not to consult materials except as permitted by the rules of the particular examination, not to obtain or receive unauthorized help, and not to continue writing after time has been called. Students who are allowed to take an examination either before or after the normal date should not give or obtain any information about the content of the examination. Because examinations at Berkeley Law are generally graded on the curve system, violations of the letter or the spirit of the rules are violations of the rights of other students, as well as of the standards of integrity required by this school and the legal profession.

Instructors also have an obligation to minimize the likelihood that cheating will occur or that some students will obtain an unfair advantage over others. In particular, instructors should be careful to avoid using old examination questions or questions in use at a neighboring institution if under the circumstances this is likely to provide an opportunity for some students to obtain an unfair advantage. Instructors are also encouraged to cooperate with staff to see that examinations are fairly and efficiently administered.

## **LIBRARY**

Due to the Library's central importance in furthering research and study, and the heavy use of library materials by law students and others, it is important that the posted rules of the library be strictly observed; violation of library rules is a violation of the Academic Honor Code. In particular, mutilation or theft of library material is absolutely forbidden. (It also is a criminal offense.) Any violation should be reported promptly to the Dean for appropriate action in consultation with the Librarian. All Law Library users, including students, should cooperate to see that materials are returned promptly as required under the rules and that they are reshelved or made available for reshelving promptly after use.