

# SANTA CLARA LAW

**2020-2021**

**School of Law MLS  
Student Bulletin**

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The MLS Student Bulletin is available online at <https://law.scu.edu/compliance/>.

**2020-2021 MLS Student Bulletin**

**Table of Contents**

Bulletin General ..... 4

Financial Information ..... 5

Billing and Payment Procedures ..... 5

Tuition Refund Policy and Processes ..... 8

Financial Aid ..... 9

MLS Degree Program ..... 12

Registration ..... 15

Academic Policies ..... 16

Graduation ..... 17

Grades ..... 18

Academic Disqualification ..... 20

Altering the Academic Program ..... 21

Students with Disabilities ..... 22

Formal Student Complaints ..... 23

Academic Integrity Policy ..... 24

Examinations ..... 29

Administrative Policies ..... 30

MLS Faculty, Administration, and Services ..... 35

University Conduct Code ..... 37

University Policies ..... 41

Academic Accreditations ..... 44

Officers ..... 45

Board of Regents (2020-21) ..... 46

Board of Trustees (2020-21) ..... 48

Board of Directors of the Law Alumni Association ..... 49

Correspondence ..... 49

# MLS Student Bulletin 2020-2021

## Bulletin General

This student bulletin is compiled for Santa Clara Law MLS students. It is intended as a source book, containing important information students need about curriculum, financial aid, administrative rules and procedures, and the resources available through the University at large. The bulletin contains material relevant to MLS students and includes many of the academic policies that govern the activities of MLS students at the Law School. Each student is responsible for knowing and complying with the rules and procedures outlined in this bulletin. The MLS Student Bulletin is the document of authority for all MLS students.

We hope that you will find this material helpful. If you have any questions, please contact your Student Success Coordinator or the Online Legal Programs Office at [mls@scu.edu](mailto:mls@scu.edu) or 408-551-1896.

# MLS Student Bulletin

## Financial Information

### ***Financial Responsibility***

Students assume responsibility for all costs incurred as a result of enrolling at Santa Clara University. It is the student's responsibility to be aware of his/her account balance and financial aid information, and to maintain current valid address information at all times to ensure receipt of all University correspondence in a timely manner.

### ***Financial Terms and Conditions***

Students are required to accept the financial terms and conditions outlined by the University in order to continue their enrollment at SCU. Students will be prompted to accept the terms and conditions at the time of enrollment and after the beginning of any new academic year (after July 1<sup>st</sup>) upon their login to eCampus. Students will not have access to their Student Center until they have read and agreed to the information contained on the page(s) prompted. By accepting SCU's financial terms and conditions, students are agreeing to pay for services rendered by the University and to abide by all policies and procedures as published.

### ***Tuition and Fees***

The Board of Trustees, upon the recommendation of the president and the provost, sets the annual academic year tuition rate for all programs. Students are charged tuition based on the rates approved by the Board of Trustees. Refer to: <https://www.scu.edu/bursar/tuition> for details. Tuition and fee rate differences found in other publications will not be honored.

### **2019-2020 Academic Year (July 1, 2020-June 30, 2021) MLS Tuition and Fees**

Application Fee (nonrefundable)	\$75.00
Tuition	\$1,110.00/unit

## Billing and Payment Procedures

### ***Student Accounts and Billing***

Students assume responsibility for all costs incurred as a result of enrolling at Santa Clara University and agree to abide by applicable University policies and procedures. Students may designate a third party (e.g. spouse) to be an authorized payer for their student account. That individual is authorized by the student to have access to his/her billing statements, student account activity including financial aid disbursements, and to make payments on the student's behalf. However, it is still the student's responsibility to make sure all financial obligations are completed by the published deadlines. Once authorization is arranged, the authorized payer will be notified via the e-mail address provided by the student.

Students will receive monthly billing statements which are available to view online. A billing

notification will be sent to the student's University e-mail address and to the e-mail address of any payer authorized by the student. Students also may forward their student account statements electronically to any third party they authorize for remittance. Information on a student's account cannot be provided to third party payer unless a completed Family Educational Rights and Privacy Act form authorizing its release by the student is on file with the University.

Students are obligated to pay the applicable tuition and fees associated with their enrollment status by the published payment deadline. Students enrolling after the initial billing of any quarter may be required to pre-pay for tuition before enrollment is granted. Registered students who do not withdraw formally from the University are responsible for all tuition and fees assessed to their accounts as well as any penalty charges incurred for nonpayment. Nonattendance does not relieve the student of his or her obligation to pay tuition and fees.

More helpful information, including detailed instructions on Santa Clara's billing and payment procedures, are located at [www.scu.edu/bursar](http://www.scu.edu/bursar).

### ***Billing dates and deadlines***

Fall 2020 - Billing available August 1; payment due August 21

Winter 2021 - Billing available December 1; payment due December 21

Spring 2021 - Billing available March 1; payment due March 21

Summer 2021 - Billing available May 1; payment due May 21

### ***Payment Methods***

Santa Clara University offers the following payment methods to students to assist with their financial obligations.

#### ***Payment by Electronic Check***

A student or authorized user may make online payments by authorizing a fund transfer directly from his/her personal checking or savings account through the SCUpay system. Students will login to eCampus to complete their transaction; authorized users will login to a separate URL provided at the time their access is created.

#### ***Payment by Mail***

Payment by personal or cashier's check for student account charges should be mailed to: SCU Payment Processing, PO Box 550, Santa Clara CA 95052-0550. It is extremely important to include a copy of the student's billing statement to ensure accurate and timely posting. Please **do not** send payments to the general campus address or your payment may be misplaced or significantly delayed.

#### ***Payment in Person***

Payments for student account charges may be made in person by personal/cashier's check, money order or cash at the Enrollment Services Center in the Admissions & Enrollment Services Building. The University is not able to accept any electronic form of payment, including debit or credit cards. However, there are computer kiosks located in the Enrollment Services Center for the convenience of students and payers to make electronic payments.

### ***Payment Plans***

Students have the option to enroll in a term monthly payment plan for tuition costs to assist with budgeting needs. Students must be in good financial standing to enroll in a payment plan. There is a modest fee to enroll in a plan, however no interest or additional fees are charged as long as payment is received per the agreement. All payments are remitted electronically. The first is due upon enrollment and students authorize the University to extract remaining payments from their designated bank account.

*Please note: This option is not a deferral for students with financial aid. All aid will be applied to the student's account and any remaining balance can be placed on a payment plan. More information can be found on the Bursar's Office webpage.*

### ***Delinquent Payments***

If all charges on a student's account have not been cleared by payment, financial aid, or loan disbursement, a late payment fee will be assessed to the student's account and a hold will be placed on the student's record. A hold on a student's record prevents the release of diplomas, access to any registration services, and may limit access to other University services. Students who have unpaid accounts at the University or who defer payment without approval are subject to dismissal from the University. All unpaid balances will accrue 10 percent interest per annum on the balance remaining from the date of default, in accordance with California state law.

Delinquent student accounts may be reported to one or more of the major credit bureaus and may be forwarded to an outside collection agency or an attorney for assistance in recovering the debt owed to the University. The student is responsible for all costs incurred to collect outstanding debt, including but not limited to accrued interest, late fees, court costs, collection fees, and attorney fees. All outstanding bills and costs of collection incurred by the University must be paid in full prior to a student re-enrolling at the University.

### ***Billing Disputes***

If a student believes there is an error on his or her billing statement, a written explanation should be forwarded to: Santa Clara University, Bursar's Office, 500 El Camino Real, Santa Clara, CA 95053-0615. The Bursar's Office must receive written correspondence within 60 days from the billing statement date on which the error appeared. Communication can be made by telephone, but doing so will not preserve the student's rights.

Communication should include the student's name, SCU identification number, the amount in question, and a brief explanation. Payment for the amount in question is not required while the investigation is in progress. An adjustment will be made on the student's account for any incorrect charges. If the amount in question is found to be valid, payment must be submitted to the Enrollment Services Center immediately upon notification.

### ***Tuition Insurance Protection***

Students may protect themselves from loss of funds paid toward tuition/fees, by purchasing tuition insurance provided by A.W.G. Dewar Inc. This low cost plan is designed to assist those that have an unexpected withdrawal from the University due to medical reasons. Plan enrollment is available annually or by quarter. Enrollment must be complete before the first day of school to be eligible for insurance benefits. For more information visit: [www.collegerefund.com](http://www.collegerefund.com).

## Tuition Refund Policy and Processes

### ***Process***

Students may be eligible to receive a refund due to excess financial aid or change in enrollment. Refunds are not provided for an overpayment on an account. The refund process begins after the late registration period of each term. Students must have a credit balance before a request can be processed. Students should enroll in direct deposit, prior to requesting a refund, to obtain their funds quickly and securely. Refunds by check method is delayed significantly. Payment on a student's account received by personal check will have a 21-day hold before a refund can be issued; a 5-day hold will be imposed for electronic check payments. More information on the refund criteria and process is located at [www.scu.edu/bursar/refund](http://www.scu.edu/bursar/refund).

### ***Policy***

Students who formally withdraw from the University or drop courses are eligible for a tuition refund in accordance with the policies outlined below. No refunds are made for registration fees, student activity fees, or course audit fees.

The effective date used for the determination of any tuition refund is the date on which notification of withdrawal is received by the Online Legal Programs office or the date on which the student drops his or her course online—not the last date of attendance. Students who fail to drop a course, even if they do not attend, or fail to notify the University of their intent to withdraw, regardless of the reason, will be responsible to pay all tuition and fee charges. The Online Legal Programs office can be reached at [mls@scu.edu](mailto:mls@scu.edu) or 408-551-1896.

Neither informing an individual faculty member, an academic department, nor the Dean's Office constitutes an official withdrawal from the University. The official date of withdrawal from the University cannot be backdated prior to the date on which the student submits the applicable withdrawal form or the Records Office receives notification.

### ***Tuition Refund Schedule***

Students who withdraw from the University, drop courses or are approved for a leave of absence, during their academic program, will receive a tuition refund in accordance with the following schedule:

The start of the quarter is considered to be the first date on which instruction begins according to the MLS academic calendar.

– Students who petition in writing to withdraw from the University or drop courses by midnight on the Sunday at the end of the first week of classes will receive a full refund of tuition for the quarter, less any applicable fees.

– Students who petition in writing to withdraw from the University or drop courses by midnight on the Sunday at the end of the second week of classes will receive a 50 percent refund of tuition for the quarter, less any applicable fees.

– Students who petition in writing to withdraw from the University or drop courses by midnight on the Sunday at the end of the third week of classes will receive a 25 percent refund of tuition for the quarter, less any applicable fees.

– Students who petition in writing to withdraw from the University or drop courses after midnight on the Sunday at the end of the third week of classes will receive no tuition refund for the quarter.



***Please note: Alterations to MLS course schedules (i.e., course drops) must be approved by the Associate Dean or his/her designate. Drop course forms must be submitted to the Online Legal Programs Office at [mls@scu.edu](mailto:mls@scu.edu). To receive tuition refunds from the Bursar's Office, these course drops must be handled administratively. Students may NOT drop classes themselves through eCampus.***

### ***Financial Hardship***

Students who withdraw from the University or drop courses due to an illness, injury, or psychological/emotional condition are eligible for a tuition refund in accordance with the schedule above. Tuition insurance may be purchased to cover tuition charges for medically related withdrawals that occur after the first week of the term.

Santa Clara University degree students who withdraw from the University or who are administratively withdrawn from the University after the third week of the term due to a qualifying financial hardship may be eligible for an allocation from the student hardship fund for 25 percent of the tuition charges for that term. Qualifying financial hardships include: (1) death, disabling injury, medical emergency, (2) loss of job by an independent student, (3) medical or other emergency involving a dependent of an independent student, and (4) student deployment for active military duty. The Vice Provost for Student Life or designee, in consultation with the Financial Aid Office, will determine qualifying financial hardships and any allocation from the student hardship fund. Students must submit a request for an allocation from the student hardship fund by the end of the applicable term.

No tuition refunds are made because of curtailed services resulting from strikes, acts of God, civil insurrection, riots or threats thereof, or other causes beyond the control of the University.

## Financial Aid

Santa Clara University School of Law offers financial assistance to law students administered through the Law Admissions and Financial Aid Office. More information can be found by visiting the [Santa Clara Law Financial Aid website](#).

### ***Enrollment Status and Financial Aid Eligibility***

Students must be enrolled at least half-time to receive Federal financial aid. Half-time status is based per program and the following rules apply to Federal loans:

School of Law, MLS – enrolled in a minimum of 5 units

To be eligible for financial aid, students must be enrolled at least half-time and must maintain satisfactory academic progress. Students who drop below half-time status must notify the Law Admissions and Financial Aid Office as eligibility will be affected by enrollment status.

Students who begin in the spring of 2019 or thereafter are required to maintain a minimum cumulative 3.00 grade point average for all completed courses in order to avoid disqualification. If an award has been made to a student who disqualifies, the award offer will be withdrawn.

### ***Federal Aid***

Federal aid is available to MLS students who are citizens or permanent residents of the

United States. To apply, complete the Free Application for Federal Student Aid (FAFSA).

### ***Federal Direct Loan***

The Federal Direct Loan program provides unsubsidized loans to assist law students in paying their legal educational costs. Students may qualify to borrow up to \$20,500 each academic year. Students must complete the Free Application for Federal Student Aid (FAFSA) to be considered, and must be enrolled at least half time to be eligible.

### ***Federal Direct PLUS Loan***

Federal Direct PLUS Loan provides unsubsidized loans to assist students in paying their educational costs. Students may qualify to borrow up to the cost of attendance minus any other accepted aid (including any scholarship, Federal Work-Study, Federal Direct Loan, private loan, etc.). Students must complete the Free Application for Federal Student Aid (FAFSA) to be considered. The Federal Direct PLUS Loan requires an adverse credit check through a secondary application at [studentloans.gov](http://studentloans.gov), and students must be enrolled at least half time to be eligible.

NOTE: If denied a Federal Direct PLUS Loan due to adverse credit history, students may appeal the denial with the U.S. Department of Education or re-apply with a credit-worthy endorser.

### ***Entrance Counseling and the Master Promissory Note (MPN)***

Students that have not previously borrowed a Federal Direct Loan must complete entrance counseling before their student loan can be disbursed. This tutorial helps students understand their responsibilities regarding their student loan. Students complete entrance counseling at [studentloans.gov](http://studentloans.gov).

### ***Deadlines***

The Free Application for Federal Student Aid (FAFSA) is available on October 1. Please verify that you are filling out the applicable FAFSA for the academic year in which you plan to enroll

NOTE: Students must complete the FAFSA annually to be considered for financial aid.

### ***Veterans and Veterans' Dependents Assistance***

Santa Clara University has been certified by the Department of Veterans Affairs as qualified to enroll students under applicable federal legislation and regulations, including Chapter 30/1606 (active duty Montgomery G.I. Bill), Chapter 31 (rehabilitation), Chapter 33 (Post 9/11 GI Bill), and Chapter 35 (Survivor/Dependent Educational Assistance). Individuals interested in attending under any of the veteran's assistance programs should contact the Veterans Administration and consult with our [Veteran's Support Services](#) team.

### ***Private Loans***

Private student loans may provide other source of funding for law students who have exhausted or who are ineligible for federal student loans. Private student loan lenders have their own application and repayment terms, and all terms and disclosures should be reviewed before applying for one of the credit-based loan alternatives.

Santa Clara University School of Law does not promote nor endorse any particular private student loan lender.

IMPORTANT: You should first apply for a Federal Direct Loan or the Federal Direct PLUS Loan and then, if additional funding is needed, apply for a private student loan.

### ***Financial Aid Cancellation and Return of Funds***

All students who withdraw completely from the University and who have federal financial aid, including federal student loans, are subject to the return of Title IV funds policy. Under this policy, it is assumed that a student earns his or her aid based on the period of time he or she remains enrolled. Unearned Title IV funds, other than federal work-study, must be returned to the federal aid programs. Unearned aid is the amount of disbursed Title IV aid that exceeds the amount of earned Title IV aid.

During the first 60 percent of the enrollment period, a student earns Title IV funds in direct proportion to the length of time s/he remains enrolled. That is, the percentage of time during the period that the student remain enrolled is the percentage of disburseable aid for that period that the student earned. Institutional costs play no role in determining the amount of Title IV funds to which a withdrawn student is entitled.

A student who withdraws after the 60 percent point of the enrollment term earns all Title IV aid disbursed for the period.

All funds must be returned to federal programs before being returned to state or institutional aid programs and/or the student. This return of funds allocation will be made in the following specific order and will be applied to all students who have received federal Title IV assistance:

- Unsubsidized Federal Direct Loans (other than Direct PLUS Loans)
- Federal Direct PLUS Loans
- Other Federal, State, private or institutional assistance programs.

### ***Exit Counseling***

Students are required to complete exit counseling once they fall below half time enrollment (degree completion, official or unofficial withdrawal, dropping of classes below half time, leave of absence, etc.) This tutorial helps students understand their repayment responsibilities and options. Students complete exit counseling at [studentloans.gov](http://studentloans.gov).

### ***Student Verification of Information***

Verification is the process established by the U.S. Department of Education to check the accuracy of aid applications. If a student is selected for verification, they will need to provide the specific documentation requested based on their dependency status.

Selected students will receive notification by the Law Admissions and Financial Aid Office indicating that they and their parent(s) will need to submit the following items:

- Santa Clara University Verification Worksheet, and
- Student tax return transcripts obtained directly from the IRS, or
- Student completes the IRS Data Retrieval Tool to update the FAFSA.

NOTE: Participation in the verification process is not optional.

After the review of these documents, the amount of a student's award offer may be revised if there are discrepancies.

IMPORTANT: If a student does not submit the requested documentation, they will not be eligible to receive federal financial aid. Failure to meet the verification deadline may result in aid not being reinstated. In addition, any delays in sending documentation may result in a student no

having their aid by the beginning of the quarter. In this case, it is the student's obligation to pay the account balance on their student account.

## MLS Degree Program

The MLS is designed to be a 1-year part-time program available to working professionals who do not wish to practice law, but for whom a legal background is beneficial. All participants seeking the MLS degree must do the following:

1. Successfully complete 36-quarter hours of class credit.
2. Maintain a cumulative grade point average that places the student in good academic standing. To qualify for the MLS degree, a student must maintain an overall grade point average (GPA) of at least 3.0. A grade of C is considered a minimum passing grade in each course.
3. Complete required courses of study.
4. Have no pending question of academic dishonesty or moral turpitude that would preclude granting of the degree.
5. File a completed petition to graduate with the Online Legal Programs Office.

Students will enter as a cohort with their classmates in either the Fall or Spring quarter and take 9 units per quarter over four contiguous quarters. All courses in the MLS program are required and must be completed in the prescribed sequence. There are no electives or options to alter course sequencing or selections. The MLS curriculum is described in the chart on the following page.

Masters of Legal Studies in Corporate Compliance			
Term	Course	Course Description	Units
Quarter 1	MLS 101 - Global Ethics and Compliance I	This course introduces the corporate compliance function by examining the need for corporate compliance programs, challenges faced by companies, key roles, and an overview of processes. Students will evaluate the need for corporate compliance programs and identify the key components of a successful compliance program. Additionally, the course will focus on the need of a compliance officer in a multinational conglomerate to understand varying cultural competencies and develop the requisite soft skills to work across cultures.	4
	MLS 102 - Business Organizations/Corporate Structures	The course provides an overview of varying types of business organizations (public, NGO, etc.), relevant regulations related to different corporate formations, and key differences in terms of compliance. At the completion of the course, students will be able to identify various business organization formations such as joint ventures, partnerships, incentives, and sales programs. They will understand corporate cultures associated with various organization designs and how corporate culture impacts leadership development. Simulations and other in-class experiences will permit them to implement internal controls and auditing systems.	4
	MLS 103A - Professional Development Lecture Series I	Workshop class taken each quarter in which guest presenters address current and emerging trends in the compliance professions. Students will view vignettes from a video catalog, draft reflective pieces that identify emerging issues facing compliance professionals, and create their own professional development plans to enhance their personal soft skills and emotional intelligence.	1

Term	Course	Course Description	Units
Quarter 2	MLS 201 - Global Ethics and Compliance II	Global Ethics/Compliance II is a continuation of Global Ethics/Compliance I, with a greater focus on external investigations, settlements, prosecutions, and the future of compliance. Students will identify the role of prosecutors in compliance matters, evaluate available corporate options when there is evidence of wrongdoing, and develop a plan to help a corporation facing prosecution.	4
	MLS 104 - Corporate Communications	Students enrolled in Corporate Communications will focus on improving their corporate communication style with an emphasis on developing concise, business-appropriate communications delivered through different media and to a variety of audience types. Students will develop concise, impactful communications for a variety of internal and external stakeholders and apply their communication skills to draft policies, procedures, processes, and other communications. With the role of external auditors and regulators in mind, students will also develop communication record-keeping plans.	4
	MLS 103B - Professional Development Lecture Series II	Workshop class taken each quarter in which guest presenters address current and emerging trends in the compliance professions. Students will view vignettes from a video catalog, draft reflective pieces that identify emerging issues facing compliance professionals, and create their own professional development plans to enhance their personal soft skills and emotional intelligence.	1

Quarter 3	MLS 105 - Top Regulations I	This course addresses regulations and compliance areas experienced by most corporations. Regulatory topics may include supply chain/sustainability, harassment, violence in the workplace, and anti-bribery/corruption. The course will focus on trends in various common corporate regulatory areas. Students will apply their knowledge of regulations and trends to evaluate examples of compliance program implementation and develop surveys, statements, training, and other processes that apply to relevant regulatory areas.	4
	MLS 106 - Compliance Processes	Compliance Processes explores challenges and priorities in various compliance-related processes, including hiring, monitoring, policy drafting, training, communications, auditing, and investigations. Students will be able to identify the key compliance processes within a corporation and develop various plans, communications, policies, and proposals related to compliance processes.	4

Term	Course	Course Description	Units
Quarter 3	MLS 103C - Professional Development Lecture Series III	Workshop class taken each quarter in which guest presenters address current & emerging trends in the compliance professions. Students will view vignettes from a video catalog, draft reflective pieces that identify emerging issues facing compliance professionals, and develop their own professional development plans to enhance their soft skills and emotional intelligence.	1

Quarter 4	MLS 205 - Top Regulations II	A continuation of the Top Regulations I course that addresses additional regulations and compliance areas experienced by most corporations. Topics may include supply chain/sustainability, harassment, violence in the workplace, and anti-bribery/corruption. This course will focus on trends in various common corporate regulatory areas. Students will apply their knowledge of regulations and trends to evaluate examples of compliance program implementation and develop surveys, statements, training, and other processes that apply to relevant regulatory areas.	4
	MLS 107 - Enterprise Risk, Metrics and Management	This course addresses risk management processes as well as the metrics used to measure compliance with regulations and conduct a risk analysis. Students will evaluate various types of systems used to monitor and measure compliance, analyze sample metrics, and develop a risk management plan.	4
	MLS 103 D - Professional Development Lecture Series IV	Workshop class taken each quarter in which guest presenters address current and emerging trends in the compliance professions. Students will view vignettes from a video catalog, draft reflective pieces that identify emerging issues facing compliance professionals, and develop their own professional development plans to enhance their personal soft skills and emotional intelligence.	1

## Registration

All students will be registered for classes by the School of Law. Registration weeks for each quarter are indicated on the [MLS Academic Calendar](#). For inquiries regarding registration, consult with the Online Legal Programs Office at [mls@scu.edu](mailto:mls@scu.edu).

### **Course Credit**

Students must be officially registered in any course to receive credit. Academic credit for courses is given during regular academic quarters only. Students who register for academic credit

in a course and do not formally withdraw before the last day of the quarter in which the course was taken may receive a failing grade. Students who drop a course during the first week of the semester will be eligible for a 100 percent tuition refund for that course. Students who drop a course after the first week and before the end of the third week may be eligible for a partial tuition [refund](#). Please refer to the [MLS Academic Calendar](#) for specific dates per term. As used here, the word “course” is meant in its most inclusive sense and refers to classes and any other undertakings in which a student is registered for academic credit.

### ***Dropping Classes***

MLS students may not drop classes except in extraordinary circumstances, and only with the permission of the Associate Dean for Experiential and Competency-based Learning or the Associate Dean’s delegate. To initiate the process to drop a course, students should fill out the Course Drop Form, which can be obtained from the Online Legal Programs Office. It is the student’s responsibility to know the tuition and fee refund provisions should the request to drop a course be granted.

Students may not drop a class after the ninth week of the quarter. Students who stop attending a class and do not complete the formal drop process are subject to receiving an F grade and are liable for tuition. Students who do not take a final exam or complete required work will receive an F grade.

### ***Academic Holds***

Students with holds on their records or accounts may not register. It is the student’s responsibility to clear holds with the appropriate office. Students who did not clear holds in order to be registered according to the academic calendar will not be given special consideration.

Possible holds are:

1. Bursar holds due to an unpaid balance on the student’s account
2. Financial aid holds due to missing information or paperwork
3. Student Services holds due to missing transcripts or other required paperwork
4. Student Services holds due to leaves of absence
5. Campus Safety Services holds due to on-campus parking tickets

### ***Enrolling in a Course Outside of the MLS Program***

MLS students may not apply to enroll as non-degree students in classes offered in the JD curriculum by Santa Clara Law or any other graduate and professional school of the University.

## **Academic Policies**

### ***Attendance***

Regular class participation is required of all students in all classes. Individual faculty members may utilize class participation in assessing grades or granting credit for a course. Students not regularly participating in classes and logging into the Learning Management platform will be referred to the Associate Dean for Experiential and Competency-based Learning. Students unable to participate in the online MLS program regularly should consider petitioning to take a leave of absence.



## Graduation

### ***Petition to Graduate***

MLS students must file a [petition to graduate form](#) prior to the completion of their academic program. Petitions to graduate must be filed as follows:

- For MLS students **completing** their program at the end of the Winter quarter; the petition to graduate must be **filed by** the end of the first week of the Fall quarter.
- For MLS students **completing** their program at the end of the Summer quarter, the petition to graduate must be **filed by** the end of the first week of the Winter quarter.

### ***Number of Units Required***

Students must successfully complete 36 units of study while maintaining academic good standing to earn the MLS degree and graduate. A student successfully completes units by earning a grade not lower than C.

### ***Period of Study and Distribution of Units***

Students pursuing the MLS degree must complete the course of study within 24 months of matriculation. Matriculation means the date on which a student first begins studies for the MLS degree.

Unless granted a leave of absence by the Associate Dean for Experiential and Competency-based Learning, students must enroll in 9 units over four contiguous quarters.

### ***Academic Good Standing***

Students must be in academic good standing to be eligible for graduation. This requires a cumulative grade point average of 3.0 or above.

### ***Courses Required for Graduation***

A student must successfully complete the following required courses:

- MLS 101 Global Ethics and Compliance I
- MLS 102 Business Organizations/Corporate Structures
- MLS 103A Professional Development Lecture Series I
- MLS 201 Global Ethics and Compliance II
- MLS 104 Corporate Communications
- MLS 103B Professional Development Lecture Series II
- MLS 105 Top Regulations I
- MLS 106 Compliance Processes
- MLS 103C Professional Development Lecture Series III
- MLS 202 Top Regulations II
- MLS 107 Enterprise Risk, Metrics and Management
- MLS 103D Professional Development Lecture Series IV

### ***Academic Dishonesty***

Students must be in ethical good standing at the time of graduation. Graduation may be

denied or delayed based on charges or findings of academic dishonesty or moral turpitude. A student may not graduate while there is a pending charge of academic dishonesty or moral turpitude.

### ***Commencement***

Commencement typically is the second or third Saturday in May at 9:30 a.m. Tickets are not required for attendees. Caps and gowns are required for participants. Students who file a petition to graduate by the stated deadlines will receive information by e-mail for ordering caps and gowns, announcements, and other such materials. Students who fail to turn in the petition by the deadline will not receive information and may not be included in the commencement program. MLS students completing their course work in August may participate in the commencement ceremony either immediately before or after they graduate.

## Grades

### ***General grading scale***

A = 4.0	I: Incomplete
A- = 3.7	N: Continuing work
B+ = 3.3	NS: No Show
B = 3.0	W: Withdrawn
B- = 2.7	P: Pass
C+ = 2.3	NP: No Pass
C = 2.33	
C- = 2.00	
D+ = 1.67	
D = 1.33	
D- = 1.00	
F = 0.00	

### ***Grading System***

The A grade indicates distinguished performance and competence; the A- and B+ ranges indicate excellent performance and competence; and a B grade demonstrates work meeting academic and professional standards. Grades in the B- and C+ ranges are given for acceptable performance levels in a particular course but are insufficient for meeting overall performance requirements and graduation requirements. A C- grade is the minimal passing grade. A grade of F is given for performance that insufficiently demonstrates academic and professional competence. Instructors may assign grades without pluses and minuses at their discretion.

The University also uses the following designators for which no unit credit or grade point value is granted:

I: Incomplete  
N: Continuing work  
NS: No Show

W: Withdrawn  
P: Pass  
NP: No Pass

### ***GPA Requirements***

A student's academic standing is determined by the cumulative grade point average (GPA), which is calculated by dividing the total grade points scored, in accordance with the above norms (e.g., A = 4.0, B = 3.0, C = 2.0, etc.), by the number of units of graded work attempted. A student's cumulative GPA is expressed as a number carried out three decimal places.

To be in academic good standing, students must have a cumulative GPA of 3.0. A grade of C is considered a minimum passing grade in each course.

Each student must maintain satisfactory academic standing as a prerequisite for continued attendance in the MLS program. Students must have a cumulative grade point average of 3.0 or higher in order to graduate. For purposes of determining academic standing, a student's cumulative GPA is computed at the end of each quarter in which the student is enrolled.

### ***Grade Changes***

Once submitted to the Online Legal Programs office, a grade may not be changed except to rectify a computational error in deriving the grade or a clerical error in recording the grade. Computational or clerical errors do not include a subjective re-evaluation of the content of student work. Faculty members who seek a grade change for the cause named must present a written petition to the Associate Dean. Before taking effect, all grade changes must be signed by the instructor and approved by the Associate Dean.

### ***Incomplete Grades***

An "I" (Incomplete) grade may be assigned by the instructor when a student does not complete some essential portion of the assigned work in a class because of extraordinary circumstances beyond the student's control. The unfinished work must be completed and given to the instructor within three weeks of the beginning of classes in the next scheduled term (not the student's next term of enrollment) unless extraordinary circumstances require an extension. A request for an extension must be submitted in writing by the instructor and approved by the Associate Dean within the original three-week period. Extensions shall not be for longer than two academic quarters after the incomplete was assigned. An incomplete that has not been completed within the specified deadline or has not received an approved extension will be converted to a grade of "F."

### ***NS (No Show) Grades***

The "NS" (No Show) grade is assigned when a student fails to attend and does not drop a course for which he/she has registered. The NS grade does not impact the student's GPA but cannot be changed or removed from the transcript. No adjustment in tuition will result from the awarding of a mark of "NS" in a class.

### ***Withdrawn (W) Grades***

A "W" (Withdrawn) is assigned by the Online Legal Programs office when a student completes the formal requirements for dropping a class or withdrawing from the University after the quarter's add/drop period. A mark of "W" cannot be changed to any other grade. A "W" is

included in the student's academic record and appears on the student's transcript but has no effect on the student's GPA.

### ***Availability of Grades***

The Online Legal Programs Office or faculty in the program post grades to eCampus. Under no circumstances will the Online Legal Programs Office personnel give out grades via phone or e-mail.

The Office of the University Registrar is the sole source of copies of academic transcripts. For details see [www.scu.edu/studentrecords/Frequently-Asked-Questions.cfm#transcript](http://www.scu.edu/studentrecords/Frequently-Asked-Questions.cfm#transcript). Individual professors may, at their discretion, use supplemental grade posting or grade availability including a summary of grades awarded.

### ***Fulfillment of Course Requirements***

It is the policy of the law school faculty that all course requirements be completed in a timely manner. All students enrolled in a course for which there is a final exam must complete all assignments made by the professor and complete the exam within its specified period.

If completion of the course requirement takes the form of a paper or series of papers in place of a final exam, students must submit material at the time specified by the professor. In no event shall this be later than the end of the quarter during which the course is taken, absent prior approval by the faculty member and the Associate Dean for Experiential and Competency-based Learning. Eligible students who are not able to complete requirements by the deadline should petition the Director of Online Legal Programs and their professor for an Incomplete grade.

## Academic Disqualification

### ***General Standard of Academic Good Standing***

At the end of each quarter, students must achieve and maintain a cumulative GPA of at least 3.0 for all completed courses. A grade of C is considered a minimum passing grade in each course. Failure to achieve or maintain a 3.0 cumulative GPA will result in academic disqualification. Academic probation and disqualification status are noted on the student's transcript but academic warning status is not noted.

The administration will contact faculty midway through the term to acquire a status update on academic performance, and to ensure that students are aware of academic resources in an attempt to assist the student in improving performance.

A student is allowed to appeal the disqualification one time only. The appeal process begins with the student submitting a written appeal, including the steps to be taken to reestablish good academic standing. Further registration will not be allowed until the written appeal has been approved. Upon approval, the student will be responsible for adhering to the plan outlined in the appeal. If, at any time, the conditions of the appeal are not met, or the student is not consistently making academic progress, the student will be withdrawn from all classes and required to leave the program.

If a student has a cumulative GPA below a 3.0 at the end of his/her final quarter and all course requirements have been satisfied, no degree will be awarded until the cumulative GPA is a 3.0 or better through completion of additional coursework in the MLS program.

### ***Repeating Courses***

Students who receive a grade of C- or lower in a course and are otherwise eligible to continue in the MLS program must repeat the course; that is, must re-register for the course, pay tuition, regularly log into the online learning management platform, and successfully complete all course requirements. Upon completion of the repeated course, the grade and units earned replace the initial grade and units in the GPA calculation, although the initial grade and units will still appear on the transcript, and a transcript notation will indicate that the course has been repeated. Because the MLS program has a lock-step curriculum, students will need to wait for the next quarter in which the next level of courses are offered before resuming their studies. Students may not repeat a required course in which a grade of C or higher was received.

### ***Determination of Units Awarded for Courses Offered in the MLS Program***

One academic unit of study is an amount of work that reasonably approximates not less than one hour of online course engagement (lectures, polls, practice activities, discussions, etc.) and two hours of out-of-class student preparation per week for ten weeks, or the equivalent amount of work over a different amount of time.

For purposes of this policy, fifty minutes of course engagement suffices for one hour of classroom or direct faculty instruction. An “hour” for out-of-class student work is sixty minutes. The ten week period may include one week for a final examination.

## Altering the Academic Program

### ***Leave of Absence***

Registered students in good academic standing may petition for a leave of absence for up to one year, but only with the permission of the Associate Dean for Experiential and Competency-based Learning or the Associate Dean’s delegate. The Leave of Absence Request Form should be obtained from the Online Legal Programs Office. Full or partial tuition will be assessed, depending on the requested date of the leave. Students on leave of absence are expected to register for the term immediately following the expiration of the leave. Returning students should contact the Online Legal Programs Office prior to the registration period to ensure that they are enrolled in classes.

A student who takes a leave of absence after receiving a grade of “C-” or lower in any course must retake the course upon his or her return. Upon completion of the repeated course, the grade and units earned replace the initial grade and units in the GPA calculation, although the initial grade and units will still appear on the transcript and a transcript notation will indicate that the course has been repeated.

After a leave of absence has been granted, if a student does not return by the date specified, the law school may permanently withdraw the student. A student will not be readmitted without submission of an application for admission that will be reviewed by the Associate Dean for Experiential and Competency-based Learning or designate.

Leaves of absence are included in the two year program completion requirement.

### ***Withdrawal***

Students who wish to withdraw from the MLS program must first consult with the Associate Dean for Experiential and Competency-based Learning or the Associate Dean’s delegate. The

student can obtain the Withdrawal Request Form from the Online Legal Programs Office. Withdrawal from the University is not officially complete until the student clears obligations with the Bursar's Office. Students on deferments or federal loans also must clear their financial obligations with the Bursar's Office. Refund checks for approved graduate course withdrawals are issued by the Bursar's Office. It is the student's responsibility to contact that office and request disbursement.

The Online Legal Programs Office advises the appropriate campus offices regarding student withdrawals. Withdrawing students should contact the ACCESS Card Office at 408-551-1647 for information regarding the process of canceling their card.

### ***Readmission***

After withdrawal from the MLS program, a student will not be readmitted without submission of an application for admission; a student must reapply through the Online Legal Programs Office and complete the formal competitive admissions process.

A student who does not complete the registration form to authorize enrollment and meet the financial clearance deadline for any regular academic period, and does not apply for a leave of absence, will be administratively withdrawn from the MLS program. After a student is administratively withdrawn, an application for admission accompanied by a reapplication fee of \$75 must be submitted. The student then will be considered for readmission on the same basis as a new applicant. The student also will be required to fulfill any additional requirements and satisfy any curriculum changes the MLS program may adopt during the interim period between registrations. Credit is not guaranteed for previous completed course work and no further leaves of absence will be allowed.

*The student must be in good standing, in order to be considered for readmission.*

### ***Concurrent Enrollment***

A student in the MLS Program will not be allowed concurrent enrollment in Santa Clara University's other academic programs or at any other university. Once a student has enrolled, no transfer credit for course work done at another university will be granted. Due to the nature and rigor of the MLS Program, a student's full attention is required to maintain good standing in the program.

## Students with Disabilities

### ***Admissions***

The School of Law does not discriminate on the basis of disability. Any information concerning an applicant's disability provided during the admissions process is strictly voluntary and will be kept in accordance with state and federal laws relating to confidentiality. No limitations are placed on the number or proportion of persons with disabilities who may be admitted or enrolled.

### ***Educational Program***

The School of Law provides academic accommodations necessary to afford equal opportunity and full participation in the MLS program for qualified students with professionally verified disabilities. To facilitate the verification of disabilities and the determination of

appropriate accommodations, the law school encourages voluntary self-identification by students with disabilities as soon as possible after admission.

The Policy and Procedures for the Provision of Academic Accommodations to Students with Disabilities at Santa Clara University is available from the Office of Disabilities Resources. Accommodations are provided through the Office of Disabilities Resources. Visit <http://www.scu.edu/disabilities> for instructions for accessing accommodations. For more information, contact the Office of Disabilities Resources at 408-554-4109.

### ***Administration***

The dean of the School of Law is the senior administrative officer responsible for law school policies affecting students with disabilities. With the advice of the appropriate faculty administrative staff responsible for implementing policy, the dean ensures that these policies are both educationally sound and responsive to the needs of students with disabilities.

## Formal Student Complaints

Any student in the MLS program who wishes to bring a formal complaint to the administration of the law school of a significant problem should do the following:

1. Submit the complaint in writing to the Associate Dean for Experiential and Competency-based Learning. The writing may consist of e-mail, U.S. mail, or fax.
2. The writing should describe in detail the behavior, program, process, or other matter that is the subject of the complaint, and should explain how the matter implicates the Master of Legal Studies' program of education.
3. The writing must provide the name, official law school e-mail address, and street address of the complaining student, for further communication about the complaint.
4. The Associate Dean of Experiential and Competency-based Learning will acknowledge the complaint within three business days of receipt of the written complaint. Acknowledgment may be made by e-mail, U.S. mail, or by personal delivery, at the option of the administrator.
5. Within three weeks of acknowledgment of the complaint, the Associate Dean for Experiential and Competency-based Learning, or the Associate Dean's designee, 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 MLS program to address the complaint or further investigate the complaint. If further investigation is needed, when the investigation is completed, the student shall be provided either a substantive response to the complaint or information about what steps are being taken by the MLS program to address the complaint within three weeks after completion of the investigation.

6. Appeals regarding decisions on complaints may be taken to the Dean of the law school. Any decision made on appeal by the Dean shall be final.
7. A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the office of the Senior Assistant Dean for Student Services for a period of eight years from the date of final resolution of the complaint.

## Academic Integrity Policy

### ***Introduction***

Honesty and integrity are qualities that are essential to compliance professionals. Students preparing to enter this and related professions must conduct themselves in accordance with these qualities in all of their professional activities, including with respect to the School of Law. Accordingly, MLS students shall act with honesty and candor, and shall fulfill obligations of good faith and fair dealing in their relations with their peers, University faculty and staff, and the professional community at large.

This Academic Integrity Policy spells out the School of Law's expectations for MLS students in this regard. In particular, it addresses the rules governing dishonest conduct, such as cheating, plagiarism, and unauthorized collaboration. The policy also makes clear that serious administrative, academic, and other consequences will flow from any breach of these rules.

This policy will be enforced regardless of a student's actual knowledge or awareness of the provisions. Each student has the responsibility to understand and follow these rules. MLS Students are also subject to the University Student Conduct Code. ([www.scu.edu/studentlife/about/osl.cfm](http://www.scu.edu/studentlife/about/osl.cfm).)

### ***Prohibited Conduct***

The following conduct violates the Academic Integrity Policy:

- Cheating on tests or assignments
- Plagiarism
- Unauthorized collaboration
- Multiple submission of the same work product ("double dipping")
- Any other dishonest behavior concerning academic work

### ***Definitions and Examples***

#### ***Cheating***

Cheating can take many forms and includes, but is not limited to, plagiarism, unauthorized collaboration, and "double dipping."

Examples:

1. In an exam or test-taking environment, bringing, referencing or using prohibited materials or information (e.g. unauthorized notes or study aids) or accessing websites or unauthorized sources.
2. Using unauthorized devices during an exam.
3. Seeking any unauthorized assistance from another person during an examination.
4. Copying from another student during an examination.
5. Continuing to write any exam answer when the exam time has expired.



6. Gaining access to exam materials prior to the administration of the exam without authorization.
7. Receiving information about or offering to provide information about a re-scheduled exam to someone who is a late test taker.
8. Obtaining an unfair academic advantage through any other means.

Cheating does not include authorized assistance given to accommodate an approved disability.

### ***Plagiarism***

Plagiarism is the use of the words or ideas of another without appropriate attribution. Any academic work that is submitted must be the student's own work product. This includes drafts of assignments turned in for review, final versions of any work product, or any other work produced for an academic purpose.

Research papers naturally include reference to cases, journal articles, books, statutes, internet resources and other sources. "You must acknowledge all material quoted, paraphrased, or summarized from any published or unpublished work. Failing to cite a source, deliberately or accidentally, is plagiarism—representing as your own the words or ideas of another." *Harbrace College Handbook* 412 (12th ed., 1994). When using such materials, writers should err on the side of providing, rather than omitting, reference information.

Avoiding allegations of plagiarism requires knowing when to provide a citation or attribution. Here are important rules to follow when working with authority:

1. Acknowledge direct use of someone else's words.
2. Acknowledge any paraphrase of someone else's words.
3. Acknowledge direct use of someone else's idea.
4. Acknowledge a source when your own analysis or conclusion builds on that source.
5. Acknowledge a source when your idea about a legal opinion came from a source other than the opinion itself.

Material obtained through any source must be attributed, including material obtained from electronic databases such as LexisNexis®; Westlaw®; and the Internet. Review the *Publication Manual of the American Psychological Association* for the rules on properly citing sources. (see <https://www.apastyle.org/manual>) Students will be responsible for learning and using rules on proper attribution and citation throughout the MLS program.

However, "[i]tems of 'common knowledge' can be indicated without citation, that is, facts most readers would already know, and facts available from a wide variety of sources, for instance, the date of D-Day or the name of the previous U.S. President. Common knowledge is distinguished from a unique set of words or a unique idea." *The New St. Martin's Handbook* 495 (4th ed., 1999).

The School of Law reserves the right to use electronic means to detect and help prevent plagiarism. By submitting work product to law school personnel, students consent to have the work product submitted to Turnitin.com's restricted access database or similar database. This submission is solely for the purpose of detecting plagiarism.

The following examples are illustrative only. Numerous others could be provided.

### ***Examples of Plagiarism***

1. Using someone else's words without quotation marks.

2. Using someone else's words without quotation marks even if you footnote or attribute the source.
3. Turning in a rough or final draft of a work product that includes material cut and pasted from other sources without proper attribution or quotation marks.
4. Paraphrasing without acknowledgement.
5. Representing another person's work (including that of another student or former student) as your own.

### ***Unauthorized Collaboration***

Unauthorized collaboration involves working with others in the production of a work product without prior authorization from the professor. Students must work independently on all course assignments and exams, unless they have prior approval to collaborate. Students may share work products only up to the point that their professor authorizes teamwork.

This section is not intended to cover assigned project teams, independently formed study groups, working together to prepare study aids, or otherwise collaborating in order to better understand the course material or prepare for an exam. Such collaboration is encouraged. This section bars unauthorized collaboration in relation to a work product that is going to be turned in, whether for credit or no credit.

### ***Examples of Unauthorized Collaboration:***

1. Working with classmates, professionals or other outside resources to complete an assignment without the approval of the professor.
2. Undertaking any acts that exceed the outside assistance permitted by the professor.
3. Receiving assistance on research or writing from students or other outside resources when not specifically permitted by the professor.
4. Working with another student or students, or obtaining other outside assistance, on a take-home exam when such collaboration is not permitted.

### ***Multiple Submission of Work Product ("Double-Dipping")***

Multiple submission of work product ("double-dipping") is submitting substantially the same work product in more than one course without prior authorization from the professor. To obtain credit for any course, a student must do original work equivalent to the work demanded for the credits awarded to that course. A student who has submitted work product for one course may not submit, in substance, that same work in another course. For example, a student who completes a research paper on a topic for one course cannot use substantially the same paper for another course, even if the topic would be appropriate.

Under certain circumstances a student may expand upon a shorter research assignment completed in one course provided the professor in the second course is given a copy of the prior paper and gives his or her approval.

### ***Other Dishonest Behavior***

Other dishonest behavior includes, but is not limited to:

1. Providing false or misleading information to a professor or law school official or in any other way misrepresenting the reasons why one is unprepared, cannot participate in class, or is unable to complete the requirements for a class.
2. Appropriating or interfering with the work of others.
3. Providing false or misleading information or records to the University or law school in an

admission or scholarship application, a job resume or job application, or any other document to be used to assess a student's qualifications.

4. Forging or using any law school document or record in an unauthorized manner.
5. Seeking to invade privacy by gaining access to another student's social security number, campus ID number, resume, records, or grades.

### ***Procedures***

Each student will receive and attest to reading and abiding by the Academic Integrity Policy as part of the MLS online orientation.

### ***Protocol***

Reports of suspected violations of this policy will be forwarded to the Online Legal Programs Office according to the procedure below. Professors may, at their discretion, consult with students directly, but, if a professor concludes that an intentional or substantial violation has occurred, he or she must, at the conclusion of these conversations, report the suspected incident to the administration along with his or her findings and recommendations. The determination of whether to classify the violation as intentional or substantial is within the professor's discretion. If the professor is uncertain as to how to categorize a violation, he or she should consult with the Associate Dean or her delegate.

Once a report of suspected violation of this policy is made, the procedures detailed below will be followed.

### ***Initial Proceedings Before the Associate Dean or His/Her Delegate***

Any person may refer allegations of violation of these rules, orally or in writing, to the Associate Dean for Experiential and Competency-based Learning, who has the sole authority to initiate proceedings hereunder. If the Associate Dean decides to initiate proceedings, he or she shall either resolve the matter or refer the matter for hearing to (a) the Panel on Student Conduct or (b) an outside hearing officer appointed for that purpose. If forwarded to the Panel on Student Conduct or to an outside hearing officer, the protocol detailed in the Addendum will apply.

In resolving the matter, other than by its dismissal, the Associate Dean shall provide the accused student an opportunity to respond in writing to the allegations. The Associate Dean may impose any of the sanctions authorized by these rules or make such other disposition as is deemed appropriate. Formal suspension or dismissal shall be noted in student's official record. The Associate Dean shall determine whether or not other sanctions shall be noted in the student's official record.

If the accused student disagrees with the Associate Dean's resolution of the matter, a hearing before the Panel on Student Conduct shall be convened at the student's written request. This request must be received by the Associate Dean within 15 days of written notice of the disposition. The hearing is de novo.

Before final action on an alleged violation, the Associate Dean may take any appropriate action on an interim basis when there is reasonable cause to believe that such action is needed to avoid disruption of the academic process. Written notice of action hereunder shall be given expeditiously. When interim action is taken, the disciplinary process shall proceed expeditiously.

### ***Discipline and Sanctions***

Violating the Academic Integrity Policy is a serious matter. If a violation is proven, the faculty and/or administration may impose severe academic or institutional sanctions or both.

These sanctions could affect a grade or academic credit or result in suspension or expulsion from the MLS program.

Possible sanctions include:

1. Informal warning: oral or written notice to the student that a future violation of this policy will be cause for disciplinary action as herein provided.
2. Exclusion from activities: exclusion from participation in designated classes or activities for a specified period.
3. Censure: written reprimand for a violation of this policy.
4. Grade reduction at professor's discretion: denial of course credit by mandated withdrawal or failing grade ("F") or grade reduction on the assignment in question or the course as a whole.
5. Formal suspension: termination of student status for a specified period.
6. Dismissal: permanent termination of student status.
7. Any other sanction appropriate to the violation.

Remedies provided herein are not exclusive of the right of a faculty member to make his or her own determination of grades.

## ***ADDENDUM***

### ***Formal Hearing Procedure and Mediation***

#### ***Panel on Student Conduct***

Each year the dean shall appoint seven persons (faculty and students) to serve as members of the Panel on Student Conduct. The dean shall appoint one member to chair the panel. When a hearing is required, the panel chair shall appoint three members of the panel to serve as a hearing committee, designating one member as committee chair. The three-person committee shall be composed of two faculty members and one student.

#### ***Hearing***

The accused student shall be given written notice, within a reasonable time period prior to the hearing, including a brief statement of the factual basis of the charges, the MLS program policies or regulations allegedly violated, and the time and place of the hearing. The student may be represented by counsel or other representatives of the student's choice. The law school shall be represented by the Associate Dean for Experiential and Competency-based Learning or his/her designate.

The student and the law school shall have the opportunity to present documents and witnesses and to confront and cross-examine witnesses. The law school shall bear the burden of proof by clear and convincing evidence. The law school shall make an adequate record of the hearing by written memorandum, tape recording, or otherwise. The hearing shall be open unless the student, the law school, or a majority of the hearing committee requests that it be closed. The hearing committee shall have the discretion to prescribe its procedures for matters not addressed herein. For example, the hearing committee may require that

- a. Oral evidence shall be taken only on oath or affirmation.
- b. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission

of the evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The hearing committee may impose any of the sanctions authorized by these rules or make such other disposition as is deemed appropriate. The hearing committee's disposition shall indicate whether or not the sanctions other than formal suspension or dismissal shall be noted on the student's transcript. If the student does not appeal the hearing committee's disposition as described below, such disposition will be final.

### ***Appeal to the Dean***

A disciplined student may appeal the decision of the hearing committee to the dean of the law school in writing. Appeal must be made within 30 days of the date of the decision.

On appeal, the dean shall review the written decision of the hearing committee. The dean may reverse the hearing committee's findings, or reduce the sanctions it imposed, only if he/she strongly disagrees with the committee's decision. The dean may not assess a greater sanction than that imposed by the committee. The dean shall issue a written decision affirming or overruling the findings and/or modifying the sanction of the hearing committee. A copy shall be sent to the student and the committee members. If the dean overrules or modifies in any respect the decision of the committee, the written decision shall include the reasons for this action. The dean's decision is final.

### ***Mediation***

At any time before the start of a hearing concerning a violation of this policy, the Associate Dean for Experiential and Competency-based Learning or the individual(s) involved may request mediation. Both the Associate Dean and the individual(s) must agree to the mediation. The mediation shall be informal and confidential. A mediator may be chosen jointly by the parties from a list of (a) law school faculty who have volunteered to be part of the mediation process or (b) qualified members of the University community. The mediator may also be any other person agreed upon by the parties. If the matter is not resolved to the satisfaction of the parties within a reasonable time, the alleged violation will be processed pursuant to the procedures outlined above.

## **Examinations**

All projects and examinations will be completed within the 10 weeks of instruction for each quarter. The first and last day of each quarter is published on the Academic Calendar.

### ***Exam Rules***

These rules apply to all exams. Exceptions may be posted by the instructor. It is the student's responsibility to check for posted notices and announcements prior to an exam. Students should be familiar with and abide by the Academic Integrity Policy.

Students may not discuss the exam questions with each other during the exam period. Faculty will not be available to answer questions directly during exams.

Students may not refer to notes, textbooks, study aids, or other references during the exams unless approved by the professor on the exam instructions. Students may utilize the Internet at the discretion of the professor.

All exams are administered through the online learning management system which controls the dates and times during which an exam is open. Submissions to supplement exam hours outside of the stated exam period will not be considered. Subverting the online management system is a breach of the law school policy, and will be reported to the professor and the Associate Dean for Experiential and Competency-based Learning.

### ***Exam Rescheduling***

The exam period for any individual student may be rescheduled at the discretion of the professor. An exam may be rescheduled for one of the following reasons only:

### ***Personal Conflict***

1. The student's serious illness or other medical emergency
2. Extraordinary and compelling reasons beyond the student's control

**IMPORTANT: For known conflicts, MLS students must request a reschedule within the first four weeks of the start of the quarter. Requests are reviewed and approved by the Associate Dean for Experiential and Competency-based Learning or her designate. Requests must be submitted through the Exam Reschedule Request form available through the Online Legal Programs office by emailing [mls@scu.edu](mailto:mls@scu.edu). Late requests may not be approved.**

For unanticipated or emergency situations, the student must submit a request for rescheduling of the exam to the Online Legal Programs Office as soon as possible, but prior to the start of scheduled exam. The Associate Dean or his/her designate determines if the exam will be rescheduled.

Note: Students who are ill at the time of their exam should consult the Online Legal Programs Office prior to commencing their exam. Once students see the exam, it is not possible to reschedule.

### ***Accommodated Exams***

Students with disabilities may receive accommodation in the exam process. Students must submit requests for accommodation to the Office of Disabilities Resources in a timely manner. Late requests may not be possible to accommodate. All requests must be supported with appropriate documentation in keeping with the law school's Americans with Disabilities Act (ADA) policy.

### ***Distribution of Graded Materials***

Faculty members individually determine how their graded exam materials may be accessed by students. Exam materials are retained for a period of one year only.

## **Administrative Policies**

### ***Clery Act***

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Santa Clara University annually collects information about campus crimes

and other reportable incidents as defined by the law. Information presented in compliance with this act is made available to assist current and potential students and employees in making informed decisions regarding their attendance or employment at the University. These reports and other information about the law are available on the Campus Safety website. It is the policy of Santa Clara University that the campus community will be informed on a timely basis of all reports of crime and other information affecting the security of our campus and the personal safety of our students, faculty, staff, and guests.

### ***E-Mail Accounts***

Students are expected to activate their SCU e-mail account. Official administrative announcements are sent via e-mail, and students are responsible for checking their e-mail regularly and keeping themselves informed. Once an e-mail has been sent to a student's SCU e-mail account, the student is considered to have been officially notified.

### ***Gender-Based Discrimination and Sexual Misconduct Policy Purpose Statement***

Santa Clara University is committed to providing an environment free of gender-based discrimination, including sexual harassment, sexual misconduct, sexual violence and assault, relationship (dating and domestic) violence, and stalking. The University provides resources and reporting options to students, faculty, and staff to address concerns related to gender-based discrimination and sexual misconduct prohibited by Title IX and University policy, and, through training and education, works to prevent its occurrence. The University seeks to provide a consistent, caring, and timely response when sexual and gender-based misconduct occurs within the University community. When the University becomes aware of allegations of sexual misconduct, it will take prompt and effective action. This action may include an initial assessment of safety and well-being, implementing interim remedies at no cost to the complainant for protection and support, discussing how the complainant wishes to proceed, initiating an investigation, and identifying appropriate avenues for resolution. The University's response will be overseen by the EEO and Title IX Coordinator.

The University's Gender-Based Discrimination and Sexual Misconduct Policy applies to all students, faculty, and staff, and includes any individual regularly or temporarily employed, studying, living, visiting, or serving in an official capacity at Santa Clara University (including volunteers and contractors). The policy applies to both on-campus and off-campus conduct and to online actions that have a potential or actual adverse impact on any member of the University community, or which substantially interfere with a person's ability to participate in University activities, or which could affect a substantial University interest or its educational mission.

### ***Policy Statement on What Constitutes Consent***

The University adheres to California's definition of affirmative consent for sexual activity. "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. Under this definition, "No" always means "No." "Yes" means "Yes" only if it is a clear, knowing, and voluntary consent to any sexual activity. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. Fully informed consent means that a person understands the details of a sexual interaction (who, what, when, where, why, and how).

It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in that activity. Consent can be given by words or action, but non-verbal consent is not as clear as talking about what a person does or does not want sexually. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence—without actions demonstrating permission—cannot be assumed to show consent. Consent is also not voluntary if forced or coerced. Coercing a person into sexual activity violates the University’s policy in the same way as physically forcing someone into sexual activity. Because alcohol or drug use can impair the capacity to consent, sexual activity while under the influence of alcohol or drugs raises questions about consent. It shall not be a valid excuse that the accused (hereafter “respondent”) believed that the reporting party (hereafter “complainant”), affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity.

### ***Reporting Options***

There are several ways to report an incident of gender-based discrimination, sexual misconduct, sexual violence, intimate partner violence, and stalking.

- For immediate, emergency assistance or to report a crime, students should dial 911
- Students wishing to seek confidential assistance may do so by speaking with professionals who have the privilege of maintaining confidentiality except in extreme cases of immediacy of threat or abuse of a minor. Confidential resources include on and off-campus mental counselors, health service providers, advisors available through the University’s Violence Prevention Program, local rape crisis counselors, domestic violence resources, and members of the clergy and chaplains.
- Students may also anonymously and confidentially report unethical and inappropriate behavior in violation of the University’s policies via [EthicsPoint](#).
- Students may report incidents and seek support from University officials, including the EEO and Title IX Coordinator, Office of Student Life, Disability Resources, and Campus Ministry. These University resources are required to report incidents to the EEO and Title IX coordinator, who will oversee investigation and resolution process. At the time a report is made, a complainant does not have to decide whether or not to request disciplinary action.

For more information about reporting, response, and adjudication, please see the University’s Gender-Based Discrimination and Sexual Misconduct Policy or contact the EEO and Title IX Coordinator, Belinda Guthrie, 900 Lafayette St, Suite 100, 408-554-4113, [bguthrie@scu.edu](mailto:bguthrie@scu.edu), or the Violence Prevention Program Coordinator, Olga Phoenix, 862 Market Street, 408-554-4409, [ophoenix@scu.edu](mailto:ophoenix@scu.edu).

### ***Name and Address Changes***

Address, e-mail address, and phone number changes should be made through the eCampus system. All changes should be made immediately to ensure that students receive important information from the law school in a timely manner.

Name changes must be submitted to the Office of the Registrar. Please refer to <https://scu.edu/registrar/frequently-asked-questions/> for additional information.

### ***Nondiscrimination Policy***

Santa Clara University prohibits discrimination and harassment on the basis of race, color,



religious creed, sex, gender, gender expression, gender identity, sexual orientation, religion, marital status, registered domestic partner status, veteran status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, genetic information, or any other consideration made unlawful by federal, state, or local laws in the administration of its educational policies, admissions policies, scholarships and loan programs, athletics, or employment-related policies, programs, and activities; or other University-administered policies, programs, and activities.

Additionally, it is the University's policy that there shall be no discrimination or retaliation against employees or students who raise issues of discrimination or potential discrimination or who participate in the investigation of such issues. The University will provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability under the law.

Inquiries regarding equal opportunity policies, the filing of grievances, or requests for a copy of the University's grievance procedures covering discrimination and harassment complaints should be directed to:

Belinda Guthrie  
EEO and Title IX Coordinator  
Office of EEO and Title IX  
Santa Clara University  
900 Lafayette Street, Suite 100  
Santa Clara, CA 95050  
408-554-4113  
bguthrie@scu.edu

### ***Student Records and Release of Information***

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the confidentiality of the University records of Santa Clara University students. A student is any person who attends or has attended a class, which includes courses taken through videoconference, satellite, Internet, or other electronic and telecommunication technologies, and for whom the institution maintains education records. The University is authorized under provisions of the Act to release directory information to any person on request, unless a student explicitly requests in writing that the University not do so and keep directory information confidential.

A student's directory information is designated as follows:

- Student's name
- Address: Campus post office box, local, and permanent addresses (residence hall and room numbers are not disclosed)
- Telephone number
- Email address
- Photograph
- Date and place of birth
- Major field of study
- Classification level/academic standing
- Dates of attendance (defined as academic year or quarter)

- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees (including expected or actual degree date), honors and awards received, and dates
- Most recent educational agency or institution attended

During the registration period and throughout the academic year, students may request in writing through the Online Legal Programs Office that directory information be kept confidential. This request is then filed with the Office of the Registrar. Once filed, the request remains in effect until the beginning of the next academic year or a shorter period if designated by the student. Graduating students must notify the Office of the Registrar in writing to remove the nondisclosure notation from their record. The University is authorized under FERPA to release educational and directory information to appropriate parties without consent if the University finds an articulable and significant threat to the health or safety of a student or other individuals in light of the information available at the time.

Former or current borrowers of funds from any Title IV student loan program should note carefully that requests for nondisclosure of information will not prevent the University from releasing information pertinent to employment, enrollment status, current address, and loan account status to a school lender, subsequent holder, guarantee agency, the United States Department of Education, or an authorized agent.

Students have the right to inspect and review their educational records at the following offices:

- Official academic records, including application forms, admission transcripts, letters of acceptance, and a student's permanent academic record are on file and maintained in the Office of the Registrar and the Student Services Office.
- Records related to a student's nonacademic activities are maintained in the Online Legal Programs Office.
- Records relating to a student's financial status with the University are maintained in the various student financial services offices.

Certain records are excluded by law from inspection, specifically those created or maintained by a physician, psychiatrist, or psychologist in connection with the treatment or counseling of a student. Parents' financial information, including statements submitted with scholarship applications, is also excluded by law from inspection. Third parties may not have access to educational records or other information pertaining to students without the written consent of the student about whom the information is sought.

Students have the right to request the amendment of their educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. Students may direct complaints regarding academic records to the dean of the college or school in which they are enrolled or to the University Registrar. In addition, students have the right to file a complaint with the United States Department of Education concerning alleged failures by the University to comply with the requirements of the Act. Written complaints should be directed to the Family Policy Compliance Office, Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5920.

For further information regarding Santa Clara University's FERPA policy, please refer to <https://www.scu.edu/ferpa/scu-ferpa-policy/>.

### ***Title IX and Americans with Disabilities Act***

The Americans With Disabilities Act, as amended requires that the University ensure that all students have equal access to academic and University programs. Students with disabilities who are registered with the Disabilities Resources Office may be qualified to receive an accommodation, auxiliary aid or service based on supporting documentation.

The federal Department of Education has issued a clarification of laws associated with Title IX and class attendance. To be in compliance with Title IX, a school must offer appropriate accommodation to a student whose absence is related to pregnancy or childbirth for as long as the student's doctor deems the absence to be medically necessary.

See "supporting the academic success of pregnant and parenting students under Title IX of the education amendments of 1972," U.S. Department of Education, Office for Civil Rights, June 2013.

## MLS Faculty, Administration, and Services

### ***Faculty***

The foundation of any academic program is its faculty. Not only do the faculty constitute the school's academic "soul," but the faculty also are the primary source of the students' professional training. SCU's faculty is composed of subject matter experts from high-profile companies in Silicon Valley and beyond. They are excellent teachers who are involved in the compliance profession in ways that enhance their effectiveness as teachers. For a list of faculty members, please refer to: <https://compliance.law.scu.edu/academics/faculty>

### ***Faculty Judicial Committee***

The faculty judicial committee is the judicial arm of the faculty. Except as provided below, the committee has jurisdiction, in highly extraordinary circumstances, to grant a student petition for relief from the application of any rule of the law school, including the rule concerning grade changes.

The faculty judicial committee does not have jurisdiction to consider the following matters:

1. Allegations of unlawful discrimination or sexual harassment, which are subject to consideration pursuant to University procedures.
2. Requests for relief from the rules governing academic disqualification.
3. Matters of academic dishonesty delegated to the Panel on Student Conduct.
4. Matters of accommodations delegated to the Disabilities Review Committee.
5. Allegations challenging a faculty member's evaluation of the quality of a student's work and consequent judgment in determining a grade.

If a student wishes relief from any rule, the student must first consult with the Associate Dean for Experiential and Competency-based Learning. If the Associate Dean for Experiential and Competency-based Learning or Dean is unwilling to grant such relief, the student may submit a petition to the judicial committee. A petition may consist simply of a letter describing the situation and the relief requested. The letter should be delivered to the Associate Dean for Experiential and Competency-based Learning who will forward it to the judicial committee.

In the event that members of the faculty judicial committee are unable to convene or otherwise suitably communicate before the time that a judgment on a petition must be rendered, the dean is authorized to perform the functions with respect to that petition.

Decisions of the committee are final and are not reviewable by the dean, although the committee may refer matters to the Associate Dean for Experiential and Competency-based Learning for advice or decision.

### ***Administration***

#### Deans and Administrators of the MLS Program

Sandee Magliozzi, J.D.

Associate Dean for Experiential and  
Competency-based Learning and Clinical Professor of Law  
(408) 554-5015

[smagliozi@scu.edu](mailto:smagliozi@scu.edu)

Vicki Huebner, J.D.

Director, Online Legal Programs  
(408) 551-1896

[vhuebner@scu.edu](mailto:vhuebner@scu.edu)

#### Law Library

<https://law.scu.edu/library/>

[lawcirc@scu.edu](mailto:lawcirc@scu.edu)

(408) 554-4072

#### Financial Aid

Aaron Waldron

(408) 554-1719

[awaldron@scu.edu](mailto:awaldron@scu.edu)

<https://law.scu.edu/compliance/financial-aid-for-mls-students/>

#### Law Alumni Relations and Development

<https://law.scu.edu/alumni/>

#### Online Legal Programs Office (Student Services/Registration/Career Services)

<https://law.scu.edu/compliance/student-services-for-mls-students/>

<https://law.scu.edu/compliance/career-management-for-mls-students/>

#### Deans and Administrators of JD and LLM Programs

Anna Han, J.D.

Interim Dean, School of Law

Michael W. Flynn, J.D.

Associate Dean for Academic Affairs

Sandra Magliozzi, J.D.  
Associate Dean for Experiential Learning

Susan Erwin, M.A.  
Senior Assistant Dean for Student Services

Steve O'Brien  
Senior Assistant Dean for External Relations

Benjamin Martin, MBA  
Senior Assistant Dean for Finance and Administration

Rupa Bhandari, J.D.  
Assistant Dean for Career Management

Bryan Hinkle, J.D.  
Assistant Dean for Enrollment Management

## University Conduct Code

For the most current information on the student conduct code and all policies and procedures regarding the student judicial system, please refer to [www.scu.edu/studentlife/about/osl.cfm](http://www.scu.edu/studentlife/about/osl.cfm).

### ***Statement of Responsibilities & Standards of Conduct***

A goal of Santa Clara University is to provide students with a general education so that they will acquire knowledge, skill, and wisdom to deal with and contribute to contemporary society in constructive ways. As an institution of higher education rooted in the Jesuit tradition, the University is committed to creating and sustaining an environment that facilitates not only academic development, but also the personal and spiritual development of its members.

This commitment of the University encourages the greatest possible degree of freedom for individual choice and expression with the expectation that individual members of the community will:

- Be honest
- Demonstrate respect for oneself
- Demonstrate respect for others
- Demonstrate respect for the law and University standards, policies, and procedures, their administration, and the process for changing them

In keeping with this commitment, this Statement of Responsibilities and Standards of Conduct and related policies and procedures have been formulated to guarantee each student's freedom to learn and to protect the fundamental rights of others. The University administration has established standards, policies, and procedures that are necessary to achieve its objectives as a Catholic, Jesuit university. These standards, policies, and procedures are inclusive of the laws of the nation, the state of California, and the local community.

All members of the Santa Clara University community are expected to conduct themselves in a manner that is consistent with the goals of the institution and demonstrate respect for self, others, and their property. Students living off campus are members of this community and, as such, are representatives of the University to the community at large. In this regard, students living off campus maintain an equal measure of accountability to the values and expectations of all members of this community as identified in the Student Conduct Code.

Whether living in or traversing through the neighborhood, or parking in the street, students are expected to adhere to the same high standards of conduct and behavior that are consistent with the students' developing role as responsible and accountable citizens and reflect well upon the Santa Clara University community.

### ***Student Conduct Code***

All members of the University community have a strong responsibility to protect and maintain an academic climate in which the fundamental freedom to learn can be enjoyed by all and where the rights and well-being of all members of the community are protected. To this end, certain basic regulations and policies have been developed to govern the conduct of all students as members of the University community.

The University reserves the right to review student conduct that occurs on and off campus when such behavior is inconsistent with these expectations and the Student Conduct Code. In addition, students are responsible for the actions of their guests and will be held accountable for any violations of University standards, policies, and procedures by a guest. Students should accompany their guests while on campus. If necessary, the University reserves the right to limit the guest privileges of a student.

The following acts may subject students to disciplinary action:

1. Engaging in any form of academic dishonesty, such as plagiarism (representing the work or ideas of others as one's own without giving proper acknowledgment), cheating (e.g., copying the work of another person, falsifying laboratory data, sabotaging the work of others), and other acts generally understood to be dishonest by faculty or students in an academic context. (MLS students, refer to School of Law code.)
2. Illegal use, possession, or distribution of drugs. The use or possession of equipment, products, or material that is used or intended for use in manufacturing, growing, using, or distribution of any drug or controlled substance. Possessing, concealing, storing, carrying, or using any drug paraphernalia as defined in California Health and Safety Code § 11364.5, including, but not limited to, objects intended for use or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, or hashish oil into the human body. A reported violation of this section will result in the confiscation and immediate disposal of drugs and drug paraphernalia by University officials.
3. Falsification or misuse, including non-authentic, altered, or fraudulent misuse, of University records, permits, documents, communication equipment, or identification cards and government-issued documents.
4. Knowingly furnishing false or incomplete information to the University, a University official, or judicial hearing board in response to an authorized request.
5. Disorderly, lewd, indecent, or obscene conduct; excessive or prolonged noise; behavior that interferes with the orderly functioning of the University, or interferes with an

individual's pursuit of an education on University-owned or controlled property or during an authorized University class, field trip, seminar, competition or other meeting, or University-related activity.

6. Detention, physical abuse, or conduct that threatens imminent bodily harm or endangers the physical well-being of any person, including harm to self.
7. Nonconsensual physical contact of a sexual nature such as sexual misconduct, sexual assault, and rape.
8. Destruction, damage, or misuse of University property or the property of any other person or group.
9. Theft or conversion of University property or the property of any other person or group.
10. Hazing, harassing, threatening, degrading language or actions, including stalking, or any practice by a group or individual that degrades a student or employee, endangers health, jeopardizes personal safety, or interferes with an employee's duties or with a student's class attendance or a person's educational pursuits.
11. Engaging in single or multiple acts – verbal, written, or physical—in violation of the Student Conduct Code motivated in whole or in part by a person or group's actual or perceived race, color, national origin, ancestry, sex, sexual orientation, age, religious creed, physical, or mental disability, medical condition, as defined by California law, marital status, citizenship status, gender identity, gender expression, genetic information, military or veteran status, or other status protected by law, and which has the purpose or effect of unreasonably and substantially interfering with an individual's or group's safety or security, or which creates an intimidating, hostile, and objectively offensive educational, living or working environment. Bias-related conduct in violation of the Student Conduct Code on the basis of actual or perceived religious faith and political affiliation/orientation is also prohibited.
12. Making a video recording, audio recording, or streaming audio/video of private, non-public conversations and/or meetings, inclusive of the classroom setting, without the knowledge and consent of all recorded parties.<sup>1</sup>
13. Intentional obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities; or obstruction or disruption that interferes with the freedom of movement, both pedestrian and vehicular.
14. Possessing, concealing, storing, carrying, or using any real or simulated weapons (including toy guns). The definition of weapons includes, but is not limited to, firearms (including BB/pellet, Airsoft, and paintball guns—regardless of whether they are disassembled), knives [switchblade, double-edged, hunting-style (fixed-blade) of any length, throwing, folding (pocket-style with a blade that locks into place), and knives with blades of 2.5 inches in length or greater], explosives (including, though not limited to, fireworks and firecrackers), ammunition, dangerous chemicals, or any other dangerous weapons or instruments, or chemicals as defined by, though not limited to, California State Law except if expressly authorized by University policy or procedure (see “Housing and Residence Life Policies” for information that pertains to Residence Life). A reported violation of this section will result in the immediate confiscation and disposal of real or simulated weapons by University officials.
15. Unauthorized entry into or use or defacement of University facilities, including residence halls and other buildings and grounds, including unauthorized entry into or presence in or on a University building; unauthorized erection or use on University property of any

structures including specifically but not limited to tents, huts, gazebos, shelters, platforms, and public address systems; or unauthorized use of University property for dances, concerts, assemblies, meetings, sleeping, cooking, or eating if said activity interferes with the operation of the University or surrounding community.

16. Publication, posting, or distribution through the use of University resources (e.g., computer networks, telephone lines, e-mail services, Internet -connections), or at authorized University activities of material that violates the law of libel, obscenity, postal regulations, the fair use of copyrighted materials, or any law or statute or University policy.
17. Failure to comply with a reasonable request or order of a University executive or other authorized official(s); refusal or failure to leave such premises because of conduct prescribed by this code when such conduct constitutes violations of this code or a danger to personal safety, property, or educational or other appropriate University activities on such premises; or refusal or failure to identify oneself when requested by a University official provided the official is identified and indicates legitimate reason for the request.
18. Possession, consumption, sale, or action under the influence of alcoholic beverages by persons under the age of 21; furnishing alcoholic beverages to persons under the age of 21; consumption of alcoholic beverages in a public place (all areas other than individual residences, private offices, and scheduled private functions); excessive and inappropriate use of alcoholic beverages. (See also “Alcohol Policy Within the Residence Halls”).
19. Engaging in acts or deeds that may violate existing federal, state, county or municipal laws or ordinances that materially or adversely affect the individual’s suitability as a member of the Santa Clara University community.
20. Tampering with, removing, damaging, or destroying fire extinguishers, fire alarm boxes, smoke or heat detectors, emergency call boxes, and other safety equipment anywhere on University property; creating a fire, safety, or health hazard; or failure to respond to fire alarms, evacuate buildings during alarm activation, or respond to the directions of emergency personnel.
21. Any behavior that disrupts or causes disruption of computer services; damages, alters, or destroys data or records; adversely affects computer software, programs, systems, or networks; or uses data, computer systems, or networks to devise or execute any scheme to defraud, deceive, extort, or wrongfully obtain money, property, or data.

Students who are alleged to have violated the Student Conduct Code are subject to disciplinary action and, if applicable, may also be subject to criminal prosecution.

### ***Student Conduct Records Policy***

The Office of Student Life maintains a hard copy file and a digital record of a student’s conduct history. Conduct records are educational records, and are thereby subject to the Family Educational Rights and Privacy Act (FERPA) and the University’s Student Records Policy.

The conduct record is confidential and is only shared internally with University officials in instances when the student grants permission to release the record, or there is what FERPA defines “an educational need to know” basis for the request. The conduct record is maintained throughout the student’s enrollment and thereafter as indicated below. A student’s conduct record will only be released from the hard copy file to a person or party external to the University if the student has granted permission, where the disclosure of the record is permissible under the provisions of FERPA, or where the University is required to do so by law.



The digital copy of the conduct record will only be released to an external person or party where the University is required to do so by law.

### ***Retention of Hard Copy of Conduct Records***

1. The hard copy file of a student's entire conduct history is kept for a minimum of one (1) academic year beyond the academic year in which the date of the last violation of the Student Conduct Code occurred. When a student commits a violation of academic integrity, the hard copy file is retained for the remainder of a student's academic career.
2. The files of any student who has received one or more of the following sanctions will be maintained for three (3) academic years beyond the academic year in which the student's tenure in his/her current degree program at the University has ended.
3. Removal from University housing
  - a. Disciplinary probation
  - b. Deferred suspension
  - c. Suspension
4. The conduct files of a student who has been expelled will be maintained for seven (7) years beyond the academic year in which the student's tenure at the University has ended. The University reserves the right to change this policy at any time at its sole discretion.

<sup>1</sup>*The recording of classroom lectures, discussions, simulations, and other course-related activity is governed by this University recording policy, which balances the legitimate needs of students with disabilities that require the accommodation, the intellectual property concerns of its instructors, and the privacy of its students. Federal law states that students with documented disabilities should be allowed to record classroom activity. Disabilities Resources will determine if classroom recording is an appropriate academic adjustment, auxiliary aid, and/or service with respect to each individual student's documentation.*

## University Policies

University policies, procedures, and standards are designed to foster a climate in which students can succeed during their time at the University. All MLS students are expected to familiarize themselves with these policies, procedures, and standards and adhere to them as well. Policies in which online MLS students may be interested include those listed below. This list is not an exhaustive list of University policies. For a full list of University policies, please refer to [www.scu.edu/studentlife/about/osl.cfm](http://www.scu.edu/studentlife/about/osl.cfm)

- Academic Integrity (MLS students, please also refer to School of Law Academic Integrity Policy.)
- ACCESS Card Policy
- Crime Reporting
- Death of a Parent or a Student
- Disabilities Resources
- Eligibility Policy for Participation in Student Activities: Academic Standing and Discipline Status
- No Contact Directives
- Nondiscrimination Policy
- Policy for Withdrawal for Health Reasons

- Gender-Based Discrimination and Sexual Misconduct Policy Purpose Statement
- Solicitation Policy
- Student Organizations
- Student Records and FERPA
- University Judicial System

### ***On Campus Parking***

If you plan on visiting campus, please visit <https://university-operations.scu.edu/campus-safety/parking-and-transportation-services/parking-services/> for information about on campus parking.

### ***Title IX and Americans With Disabilities Act***

The Americans With Disabilities Act, as amended requires that the university ensure that all students have equal access to academic and university programs. Students with disabilities who are registered with the disabilities resources office may be qualified to receive an accommodation, auxiliary aid or service based on supporting documentation. The Federal Department of Education has issued a clarification of laws associated with Title IX and class attendance. To be in compliance with Title IX, a school must offer appropriate accommodation to a student whose absence is related to pregnancy or childbirth for as long as the student’s doctor deems the absence to be medically necessary.

See “Supporting the Academic Success of Pregnant and Parenting Students under Title IX of the Education Amendments of 1972,” U.S. Department of Education, Office for Civil Rights, June 2013.

### ***Nondiscrimination Policy***

Santa Clara University prohibits discrimination and harassment on the basis of race, color, religious creed, sex, gender, gender expression, gender identity, sexual orientation, religion, marital status, registered domestic partner status, veteran status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, genetic information, or any other consideration made unlawful by federal, state, or local laws in the administration of its educational policies, admissions policies, scholarships and loan programs, athletics, or employment-related policies, programs, and activities; or other University-administered policies, programs, and activities.

Additionally, it is the University’s policy that there shall be no discrimination or retaliation against employees or students who raise issues of discrimination or potential discrimination or who participate in the investigation of such issues. The University will provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability under the law.

Inquiries regarding equal opportunity policies, the filing of grievances, or requests for a copy of the University’s grievance procedures covering discrimination and harassment complaints should be directed to:

Belinda Guthrie  
 EEO and Title IX Coordinator  
 Office of EEO and Title IX  
 Santa Clara University

900 Lafayette Street, Suite 100  
Santa Clara, CA 95050  
408-554-4113  
bguthrie@scu.edu

### ***Gender-Based Discrimination and Sexual Misconduct Policy Purpose Statement***

Santa Clara University is committed to providing an environment free of gender-based discrimination, including sexual harassment, sexual misconduct, sexual violence and assault, relationship (dating and domestic) violence, and stalking. The University provides resources and reporting options to students, faculty, and staff to address concerns related to gender-based discrimination and sexual misconduct prohibited by Title IX and University policy, and, through training and education, works to prevent its occurrence. The University seeks to provide a consistent, caring, and timely response when sexual and gender-based misconduct occurs within the University community. When the University becomes aware of allegations of sexual misconduct, it will take prompt and effective action. This action may include an initial assessment of safety and well-being, implementing interim remedies at no cost to the complainant for protection and support, discussing how the complainant wishes to proceed, initiating an investigation, and identifying appropriate avenues for resolution. The University's response will be overseen by the EEO and Title IX Coordinator.

The University's Gender-Based Discrimination and Sexual Misconduct Policy applies to all students, faculty, and staff, and includes any individual regularly or temporarily employed, studying, living, visiting, or serving in an official capacity at Santa Clara University (including volunteers and contractors). The policy applies to both on-campus and off-campus conduct and to online actions that have a potential or actual adverse impact on any member of the University community, or which substantially interfere with a person's ability to participate in University activities, or which could affect a substantial University interest or its educational mission.

### ***Policy Statement on What Constitutes Consent***

The University adheres to California's definition of affirmative consent for sexual activity. "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. Under this definition, "No" always means "No." "Yes" means "Yes" only if it is a clear, knowing, and voluntary consent to any sexual activity. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. Fully informed consent means that a person understands the details of a sexual interaction (who, what, when, where, why, and how).

It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in that activity. Consent can be given by words or action, but non-verbal consent is not as clear as talking about what a person does or does not want sexually. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence—without actions demonstrating permission—cannot be assumed to show consent. Consent is also not voluntary if forced or coerced. Coercing a person into sexual activity violates the University's policy in the same way as physically forcing someone into sexual activity. Because alcohol or drug use can impair the capacity to consent, sexual activity while under the influence of alcohol or drugs raises questions about

consent. It shall not be a valid excuse that the accused (hereafter “respondent”) believed that the reporting party (hereafter “complainant”), affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity.

### ***Reporting Options***

There are several ways to report an incident of gender-based discrimination, sexual misconduct, sexual violence, intimate partner violence, and stalking.

- For immediate, emergency assistance or to report a crime, students should call the City of Santa Clara Police Department: dial 911 or call Campus Safety Services: dial 408-554-4444. For immediate, emergency assistance or to report a crime, students should call the City of Santa Clara Police Department: dial 911 or call Campus Safety Services: dial 408-554-4444.
- Students wishing to seek confidential assistance may do so by speaking with professionals who have the privilege of maintaining confidentiality except in extreme cases of immediacy of threat or abuse of a minor. Confidential resources include on- and off-campus mental counselors, health service providers, advisors available through the University’s Violence Prevention Program, local rape crisis counselors, domestic violence resources, and members of the clergy and chaplains.
- Students may report incidents and seek support from University officials, including the EEO and Title IX Coordinator, Office of Student Life, Residence Life (including Community Facilitators, Resident Directors, Assistant Resident Directors, Neighborhood Representatives, and Assistant Area Coordinators), Spirituality Facilitators, Housing, Athletics and Recreation, Center for Student Leadership, Drahmman Center, Disability Resources, Career Center, and Campus Ministry. These University resources are required to report incidents to the EEO and Title IX coordinator, who will oversee investigation and resolution process. At the time a report is made, a complainant does not have to decide whether or not to request disciplinary action.

For more information about reporting, response, and adjudication, please see the University’s Gender-Based Discrimination and Sexual Misconduct Policy or contact the EEO and Title IX Coordinator, Belinda Guthrie, 900 Lafayette Street, Suite 100, 408-554-4113, [bguthrie@scu.edu](mailto:bguthrie@scu.edu), or the Violence Prevention Program Coordinator, Olga Phoenix, 862 Market Street, 408-554-4409, [ophoenix@scu.edu](mailto:ophoenix@scu.edu).

## Academic Accreditations

### ***University Accreditation***

Western Association of Schools and Colleges (WASC)  
Senior College and University Commission  
985 Atlantic Avenue, Suite 100  
Alameda, CA 94501  
510-748-9001

### ***Specialized Academic Accreditations***

- ABET, Inc.
- Santa Clara University School of Law is approved by the Council of the Section of Legal

Education and Admissions to the Bar of the American Bar Association, 321 North Clark Street, Chicago, IL 60654, 312-988-6738.

- American Chemical Society
- Association of American Law Schools
- Association of Theological Schools
- Association to Advance Collegiate Schools of Business-Accounting
- Association to Advance Collegiate Schools of Business-International
- California Board of Behavioral Sciences Accredited Marriage and Family Therapists
- California State Commission on Teacher Credentialing
- State Bar of California

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