



UC ^{SAN FRANCISCO} Law

2023 - 2024 STUDENT HANDBOOK

Updates and changes may occur after publication.
Always refer to Sharknet for the most current version.

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I. Introduction

Welcome to the University of California College of the Law, San Francisco (“UC Law SF” or the “College”). This Student Handbook (“Handbook”) is intended to serve two main purposes: (1) it is a **great place to start when you have questions about the law school**, and (2) it includes a copy of the **Code of Student Conduct and Discipline, and important UC Law SF policies and other rules applicable to all students.**

Notice Regarding UC Law SF Rules, Policies, and Academic Regulations

All students are responsible for reading this publication and relevant locations on Sharknet to familiarize themselves with UC Law SF policies. Policies are subject to change, and thus all students should read the Student Handbook at the start of each new academic year and after any announced changes. **Ignorance of the rules and policies contained within the Student Handbook and posted on Sharknet is no excuse for violating them. All students are responsible for complying with the [Academic Regulations](#), the [Code of Student Conduct and Discipline](#), and other [UC Law SF policies](#), as well as special applications of the rules and regulations responsive to the pandemic, such as the [Policy on Format of Instruction](#). In addition, students are responsible for ensuring that they timely meet all graduation requirements and for conducting their own degree audits during their time at UC Law SF to determine for themselves if they are on track to timely graduate.**

The policies and other information in the Handbook are provided for informational purposes and do not constitute a contract. The College reserves the right to change this Handbook, the Academic Regulations, the Course Catalog, health and safety regulations, building access policies, or other College operations or program elements at any time, with or without notice, in its sole discretion and for any reason, including in order to effectively administer the academic program or respond to emergencies or economic needs. Such changes include but are not limited to: (1) requiring masking or vaccines; (2) changes to computer equipment requirements; (3) cancelling or adding classes or changing the format of instruction (e.g., in-person or online), examination formats, or grading (e.g., from normal grading scales to CR/NC); (4) changing, modifying, or clarifying Academic Regulations; and (5) elaborating new attendance policies. Tuition and mandatory fees have been set regardless of the method of instruction and the College’s policies and programs will not be refunded in the event instruction occurs remotely for any part or the entirety of the Academic Year or in the event of other changes in the College’s policies or programs.

Academic Regulations

Academic Regulations are periodically updated. They are posted online on the [Registrar’s Office Sharknet page](#). Please refer to this online version to be sure you are considering the most updated version of the Academic Regulations.

Student Conduct Policies and Procedures

Official UC Law SF policies, including the Code of Student Conduct and Discipline; Grievance and Complaint Procedures; and Other Policies and Rules may be found on the [Student Conduct Policies and Procedures Sharknet page](#).

Students are also encouraged to review guidance regarding [plagiarism: what it is, why does it matter, and how do I avoid it? on Sharknet](#).

Campus Information

Immunization Requirements

As [mandated by the University of California Office of the President](#), all University of California students must satisfy TB screening and vaccination requirements prior to the start of their first semester. Information on compliance and submission of the New Student Health Form are available here: <https://www.uclawsf.educampus-life/student-health-services/new-student-health-forms/>. Additionally, unless a student has been approved for an explicit medical exemption or religious accommodation by the Dean of Students, all students are required to be fully vaccinated against COVID-19 and influenza.

If you have any questions or need help with this process, please contact Vanessa Sacks at sacksvanessa@uclawsf.edu.

Campus Access Policies, Instructions, & Requirements

The College has no specific restrictions on campus access due to COVID-19 at this time. However, the College reserves the right to reimplement protective measures, including face coverings, social distancing, and requiring vaccinations, at any time without prior notice. [The College's COVID-19 Prevention Plan & Access Policy as of May 9, 2023 is available on Sharknet](#). As a reminder, if you test positive, you are required to notify the Dean of Students (students) or Chief HR Officer (employees). A copy is also included in Appendix D.

Regular Office Hours

Student-facing departments including the Disability Resource Program, Financial Aid, Fiscal Services, Registrar's Office, Student Housing, and the Office of Student Services are open from 9:00 am to 4:00 pm, Monday to Friday, subject to observed College holidays and occasional closures for departmental needs.

Art on Campus

UC Law SF has teamed up with dozens of California artists to showcase their work on campus in a rotating exhibit. Each artist loans their work to be displayed on campus for six months to a year or more. The program offers artists exposure for their work while enriching the on-campus experience for students and the UC Law SF community.

Quick Reference Guide to Support Resources

The quick reference guide below provides a summary of the most common support needs and is intended to help direct you to the most appropriate resources. Contact information for additional resources and departments are included at the end of the of this Handbook. For the most comprehensive information, visit [Sharknet](#).

<p>If you have general questions about law school, student organizations, wellness programming, or need help finding a resource or support program:</p>	<p>Office of Student Services studentservices@uclawsf.edu (415) 565-4773</p>
<p>If you want to know more about graduation requirements, get schedule planning advice, or strategize about taking advantage of co-curricular and extra-curricular opportunities:</p>	<p>Academic Advising & Planning page on Sharknet Academic Advisors in Student Services: Make an appointment online for a 1-on-1 meeting at: uclawsf.edu/ss-appointment</p>
<p>If you would like academic support to improve your reading, briefing, outlining, and exam-taking skills:</p>	<p>Office for Academic Skills Instruction & Success:</p>
<p>If you would like help understanding feedback on previously-graded or non-graded LRW assignments or would like general assistance with your legal writing:</p>	<p>Legal Writing Resource Center: Sign up online at uclawsf.mywconline.com for a 1-on-1 appointment with a LRW I/II teacher or staff member.</p>
<p>If you have questions about the moral character application, the MPRE, State Bar admission requirements, UC Law SF bar subject and skills courses, and bar exam preparation:</p>	<p>Bar-Related Advising: Contact Director of Bar Passage Support Margaret Greer, mgreer@uclawsf.edu</p>
<p>If you would like to provide feedback about the Academic Program (e.g., classes or services you would like to see offered, etc.):</p>	<p>Contact Provost & Academic Dean Morris Ratner or submit comments anonymously through this comment box</p>
<p>If you would like help achieving your professional goals, finding your career path, navigating your job search, and refining your application materials and interviewing skills:</p>	<p>Career Development Office (CDO): Make an appointment online with a CDO counselor for a 1-on-1 meeting.</p>

<p>If you are a LEOP student:</p>	<p>LEOP Director Elizabeth McGriff (general LEOP questions); Associate Director of Academic and Bar Support for LEOP Richard Sakai (LEOP Academic Support and Bar questions)</p>
<p>If you have questions about a disability-related accommodation or would like to make a request for an accommodation:</p>	<p>Disability Resource Program (DRP): Contact DRP to make an appointment to meet with the department to initiate a request for accommodations.</p>
<p>If you have questions related to your financial aid, including loans, disbursements, work-study, or other student aid programs:</p>	<p>Financial Aid financialaid@uclawsf.edu</p>
<p>If you have questions about tuition, fees, or Academe rent</p>	<p>Office of Fiscal Services fiscal@uclawsf.edu (415) 565-4704</p>
<p>If you have questions about student employment:</p>	<p>Human Resources Office humanresources@uclawsf.edu</p>
<p>If you need assistance with visa issues:</p>	<p>Assistant Director of Graduate Admissions Mei Cooley</p>
<p>If you have questions about UCSHIP, Carbon Health, health insurance, physical and mental health services:</p>	<p>Student Health Services Vanessa Sacks, Health and Wellness Coordinator HealthServicesHelp@uclawsf.edu (415) 565-4612</p>
<p>If you are impacted by sexual assault, sexual harassment, dating/domestic violence and stalking:</p>	<p>CARE (Confidential) care@uclawsf.edu (415) 565-4699 or Title IX Coordinator Andrea Bing TitleIXCoordinator@uclawsf.edu (415) 565-4733</p>

II. Communication & Events

Official School Notices

[Sharknet](#)

The UC Law SF intranet, "Sharknet," at uclawsf.edu/intranet is the hub for all information for current students. Each department posts information on their respective Sharknet webpage. Sharknet may be accessed by using your UC Law SF email username (email address without the @uclawsf.edu) and email password. **All students are expected to regularly log in to Sharknet to access all student information, including academic notices, events, deadlines, handouts from various departments (including career office materials), etc.** You can download the intranet app from the Apple iTunes store and Google Play by searching for "Simplr" and then authenticating with your UC Law SF credentials.

[Sharknet Weekly](#)

Official law school notices, including academic deadlines, are published in *Sharknet Weekly*, an electronic newsletter emailed to all students every Monday when classes are in session. *Sharknet Weekly* contains important information on upcoming deadlines, events, and on-campus employment opportunities. **All UC Law SF students are expected to read *Sharknet Weekly* regularly. You are held responsible for knowing about all academic notices and deadlines published in *Sharknet Weekly*.**

[Email](#)

You are also expected to read emails sent to your @uclawsf.edu address on a regular basis. All academic departments will only email students to their UC Law SF email address. Important information, including academic and career-related announcements, registration information, financial aid deadlines and notices, etc., are sent to individual students and sometimes sent to distribution lists for each class, e.g., Students – 1L – Class of "Year," Students – LLM – ALL, or Students – MSL – ALL.

If information has been sent to your class distribution list or to your UC Law SF email address, you will be deemed to have received it. Not reviewing your email is not an acceptable excuse for failure to meet critical deadlines. Additionally, please reply to these emails from your UC Law SF email address, which proves your identity (not your personal email address).

Announcements about Classes

Class cancellations, as well as room and time change notices, are posted directly to Self-Service and to the [Registrar's Sharknet Website](#) under "Classroom Changes" page. These are the best places to see immediate changes in real-time. Additionally, The Registrar will send a notification of all recent classroom changes 1x a week to the students' UC Law SF email address. This information should also be posted on your Canvas Dashboard:

<http://canvas.uclawsf.edu/>. Under certain circumstances, your professor may also email you directly.

Badging into Classes

The College is piloting a new automated attendance system that will record your in-person class attendance in Canvas for your class. To be deemed in attendance, you must tap your UC Law SF ID Card on one of the card readers located just outside of your classroom prior to the start of class each day. You only need to tap the reader at the beginning of class, no need to tap out.

The card readers are rectangular in shape, have a little light above them, and are placed near the room number signage. If your room does not have one of these readers, or if your class is online, your professor will be tracking your attendance through other means.



These are not to be confused with the panels that display the room schedule.



Your attendance is recorded once you hear a “beep” noise from the card reader when you tap your badge on it – you can ignore the red or green light that may flash when you tap your card. That will not impact attendance. We will be following up periodically if the system reports that you have been absent for multiple class sessions to ensure data integrity. If you forget your ID badge or need assistance with recording your attendance, please email helpdesk@uclawsf.edu

The badging system is in place in all classrooms in the 333 Golden Gate building (Cotchett Law Center). **Students taking classes in these rooms must badge in through card readers adjacent to classroom entryways to be recorded and verified as having attended class each day.** Faculty are required to monitor the attendance reports available on Canvas and to report students who miss more than 15% of classes – i.e., approximately two weeks of classes, total – to the Dean of Students or her designee so that they may support students with attendance compliance issues.

Faculty teaching online classes or in classrooms on the 1st and the 6th floor of the 200 McAllister building will take attendance manually. Badging systems will be installed in the classrooms in 198 and 200 McAllister by the end of the fall term. Starting Spring 2024, all students must badge in to record attendance in all in-person classes.

Events and Master Calendar

There are many opportunities to get involved at UC Law SF. To help you find relevant campus events, there are two calendars at UC Law SF: (1) the [“Events Calendar,”](#) which includes all featured events taking place on and off-campus and is accessible to the public on the College’s external website; and (2) various “internal” event calendars managed on Sharknet, including [Sharknet Weekly](#), which are visible only to persons with “credentials” who can access our intranet.

For information on how to publicize your event, please review the “Reserving Rooms and Event Promotion” section below and the [Calendaring and Publicizing Events Guidelines](#) available on Sharknet. The campus will be switching to new events software in the coming months, so please consult with the [Calendaring and Publicizing Events Guidelines](#) available on Sharknet frequently for updates.

III. Campus Safety, Parking & Navigating Campus

Safety & Security Program

UC Law SF Law views the safety of our campus community as a paramount concern and top priority.

If you are experiencing an emergency, *always dial 911* for an immediate emergency response.

Urban Alchemy Sidewalk Safety Program

In August of 2020, we implemented a pilot project utilizing safety practitioners from [Urban Alchemy](#), (“UA”) as an alternative to increased police enforcement, to assist in providing safe and clear passage along sidewalks between campus buildings. Urban Alchemy employs safety practitioners, with unique skill sets gained from their life experiences, to protect our campus frontages by establishing relationships with community members and forming agreements to reduce the potential for certain negative activities that are common in dense urban environments such as drug dealing, drug use, and any associated violence. The pilot was incredibly successful as we heard from those in our UC Law SF community who were present during the shelter-in-place, including critical support personnel and Tower residents, as exemplified by an UCLAS resolution. This success was also noted by the broader Tenderloin neighborhood and other institutions, as well as the City & County of San Francisco, which is

now utilizing Urban Alchemy on a comprehensive scale throughout the Tenderloin neighborhood and beyond.

As a result, the College has transitioned the Urban Alchemy pilot into a comprehensive ongoing program. Urban Alchemy provides coverage for the entirety of the two blocks on which our campus buildings are situated as bounded by Larkin, Leavenworth, Hyde, Golden Gate, and McAllister. Additionally, the safety practitioners are present on all campus frontages from 6:30 a.m. to 11:30 p.m. seven days a week. Additionally, and as described in greater detail below, Urban Alchemy will provide walking escorts within the campus vicinity including between campus buildings, parking garages, and mass transit.

San Francisco Police Department – 911 and Emergency Response

The San Francisco Police Department (“SFPD”) provides 911 and emergency response to our campus. Specifically, we are served by the Tenderloin Police Station, which is located at 301 Eddy Street and available at (415) 345-7300.

University of California San Francisco Police Department (UCSFPD) – Security Guards

The College utilizes UCSFPD security guards to protect the safety of our community by staffing a security booth in the lobby of each campus building. These security guards receive ongoing training from UCSFPD and perform the following functions:

- They oversee the badging process in each building, which ensures that everyone entering a campus building is an approved member of our campus community or authorized visitor.
- They enforce College policies and protocols, which means that all community members must adhere to their requests and instructions.
- They serve in an “observe and report” function, which means that they report incidents of concern to either Urban Alchemy or the SFPD, based on the circumstances.
- They coordinate walking escorts, as described below, with Urban Alchemy practitioners.
- They provide campus information to visitors.

Please note that while the security guards perform critical responsibilities to support the safety of our community, they are not permitted to leave their security guard booths and or to intervene in ongoing incidents that occur outside of the building. In such instances, they contact UA or SFPD depending upon the nature of the incident.

To contact the security guards, please call (415) 565-4611 or visit any campus security booth during building hours.

* Allied Universal will be providing security through August 31 at 198 McAllister.

Director of Safety & Emergency Preparedness

To ensure the integration of all of these various safety and security programs, Noah Skinner serves the College as the Director of Safety & Emergency Preparedness. The Director supports and coordinates compliance with all safety and security policies and protocols, with a specific

emphasis on emergency preparedness and response, and ensures the safety of our campus in close concert with SFPD, UCSFPD Security, and UA. He also continually assesses the College's safety and security program for continual opportunities for improvement.

- *Noah Skinner Email:* skinnernoah@uclawsf.edu
- *Phone Number:* (415) 581-8873

How to Request a Walking Escort

UA provides walking escorts to the UC Law SF campus community during UA hours, which are from 6:30 a.m. to 11:30 p.m. Urban Alchemy practitioners, upon request, will escort all in our campus community in between all campus buildings, to nearby parking garages, as well as to nearby mass transit stops.

Here is how to request a walking escort:

1. Call the security desk at (415) 565-4611 or visit one of the security booths. We advise requesting the escort at least 15 minutes in advance of your estimated departure time.
2. Let the security guard know that you would like a walking escort as well as (1) where you are and (2) where you are going.
3. The security guard will dispatch the request to Urban Alchemy.
4. The Urban Alchemy practitioner will meet you at the designated location and escort you to your destination.
5. Alternatively, you can request a walking escort directly from UA practitioners either on-site or off-site including at UN Plaza.

Campus ID Cards & Requirement to Badge in at Security Booths

To increase the safety of our campus community, enhance the security of our campus buildings, and reduce the potential for perceived or actual implicit bias in requests for showing a campus ID, the College implemented a state-of-the-art access control system for all buildings.

Specifically, all in our campus community must "badge in" with their campus ID at the security booth of each building they enter every time that they enter. You will see signage indicating where to scan your ID card at the security booth, which will allow security to see that you are authorized for campus entry. Security guards are not permitted to provide access merely by recognizing you as a member of the community. We respectfully request that you honor their need to ask you to badge in by doing so each time you enter. If you do not have your ID card, you are required to present alternative photo identification to the guard for entry. Again, this will ensure that all who enter are authorized to do so and that there is no actual or perceived bias in requests for identification as everyone in the community must present ID.

Replacement of Campus ID Cards

Please report lost or stolen cards to Security officers via email at id_replacement@uclawsf.edu and [make a payment here for a replacement ID](#). Once payment is made replacement ID, e-mail your payment receipt and request for an appointment for your new HID card to: id_replacement@uclawsf.edu. You will then receive instructions for receiving a new ID card.

For more information visit: [Campus Identification Cards](#).

UC Law SF Safe

The College provides a campus safety app called UC Law SF Safe, which includes emergency contact information, emergency procedures, and safety resources like friend-walk. Please search UC Law SF Safe wherever you get your apps and download to your smart phone.

EverBridge Mass Notification System

The College sends out emergency notifications campus-wide to all in the campus community via the EverBridge Mass Notification System. The College automatically enrolls your UC Law SF Law email address and known phone numbers. However, to verify your contact information on EverBridge, please go to [this link](#) on Sharknet.

Clery Timely Warning Notifications

The College also sends out notifications on crimes that have occurred within the campus vicinity where there is an ongoing threat to the community. These alerts are sent via UC Law SF email.

The information below addresses some of the more common questions students have about safety on campus. For more information, visit the Safety & Security page on the UC Law SF website or on [Sharknet](#).

Reporting a Crime

If you are a victim of or a witness to a crime, immediately report the Crime to SFPD. In the event of an ongoing crime or emergency, always call 911. If it is not an emergency, contact SFPD non-emergency dispatch line at (415) 553-0123.

Emergencies

Follow the instructions below in case of the following emergency situations:

- **Active Shooter** – If you hear gunshots: Run. Hide. Fight. The priority is to escape the area. If you cannot leave the area, hide. And, only in a life or death situation where you have no other alternative, fight back.
 - **How to Respond If An Active Shooter/Attacker Event Occurs**
 - Quickly determine the most reasonable way to protect your own life. Remember that students are likely to follow the lead of faculty/staff during an active shooter situation.
 - **1. RUN**
 - If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - Have an escape route and plan in mind
 - Evacuate regardless of whether others agree to follow
 - Leave your belongings behind
 - Help others escape, if possible

- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe
- **2. HIDE**
 - **If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:**
 - Be out of the active shooter's view
 - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
 - Not trap you or restrict your options for movement To prevent an active shooter from entering your hiding place:
 - Lock the door
 - Blockade the door with heavy furniture
 - **If the active shooter is nearby:**
 - Lock the door
 - Silence your cell phone and/or pager
 - Turn off any source of noise (i.e., radios, televisions)
 - Hide behind large items (i.e., cabinets, desks)
 - Remain quiet
 - **If evacuation and hiding out are not possible:**
 - Remain calm
 - Dial 911, if possible, to alert police to the active shooter's location
 - If you cannot speak, leave the line open and allow the dispatcher to listen
- **3. FIGHT**
 - **As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:**
 - Acting as aggressively as possible against him/her
 - Throwing items and improvising weapons
 - Yelling
 - Committing to your actions
 - Some descriptions and content on Run. Hide. Fight. are taken directly from the Department of Homeland Security for how to properly respond in an active shooter or attacker situation. [Read the full DHS text.](#)
 - More information including a training video, please visit the [Sharknet Safety site.](#)
- **Fire** – If the fire alarm goes off while you are in one of the buildings, exit immediately from the closest emergency exit and proceed to the school's emergency assembly point in UN Plaza.

- **Earthquake** – Stay away from windows, shelves, cabinets, outside doors, or anything hanging from the ceiling that could fall on you. Stand next to an inside wall, within a doorframe, or get under a sturdy piece of furniture. Wait until shaking stops before evacuating. Don't use elevators.
- **Power Outage** – Stay where you are and wait for instructions.
- **Bomb Threat** – If an evacuation is necessitated by a bomb threat, a designated official will notify you. Exit from the closest emergency exit and proceed to the school's assembly point in UN Plaza.

If you or someone else needs **medical treatment**, call 911. When in doubt in the event of an emergency, call 911.

Lost and Found

UCSFPD security maintains a *Lost and Found* service. If you lost something on campus, stop by the Security Desk in the lobby of the 200 McAllister building to check the lost and found log. If you find any personal property unattended on campus, please turn it into a security desk ASAP. Please label your personal property, including your law books, with your name and contact information, so that UCSFPD can easily identify you as the owner. Never leave valuables unattended, even within campus buildings.

Bicycle Parking

Bicycle parking is available in front of the 200 McAllister building inside the gated enclosure, at the pedestrian entrance to the UC Law SF Garage, and in the Academe basement. Bicycles must be registered to use campus parking areas. Registration is free. Please visit the UCSFPD security booth in the lobby of the 200 McAllister building to register your bicycle. Bicycle theft is more common than we would like, and the registration system has proven to be an effective theft recovery measure. Please understand that you are parking your bike at your own risk and UC Law SF is not responsible for stolen or damaged bicycles.

Registered bikes must be parked at the UC Law SF bicycle racks, which are located at the 200 McAllister bicycle rack enclosure, at the UC Law SF Garage pedestrian entrance at 376 Larkin, and in the Academe basement. Please note that storing your bike overnight in any outdoor area makes a theft more likely. Please consider storing your bike in the Academe bike room if you need to store it overnight.

Car and Motorcycle Parking

If you have a current UC Law SF student ID (see "Campus ID Cards" section above), you can receive a discounted student daily parking rate of \$13 per day at the UC Law SF Parking Garage located at 376 Larkin Street. You must pay with the parking staff in person at the

cashier booth in the garage and present your UC Law SF ID to receive the discounted rate. The student rate does not apply to the overnight parking rate which costs \$32 per day. If you leave your car in the garage overnight the regular \$32 daily rate would apply.

Students who live on campus at the Academe at 198 may also sign up for monthly parking for a discounted rate of \$225. Those living off campus don't have access to monthly parking but may utilize the discounted daily parking rate. The Parking Garage is open **Monday - Saturday from 6:00 am – 11:00 pm, and from 6:00 am - 10:00 pm on Sundays**. The Parking Garage is occasionally closed for holidays and special events, and we will post signs in the garage and send notices out to the community on these occasions. For more information, please contact Ryan Dreisbach dreisbachryan@uclawsf.edu at or call the cashier booth at (415) 581-8880.

Navigating Campus

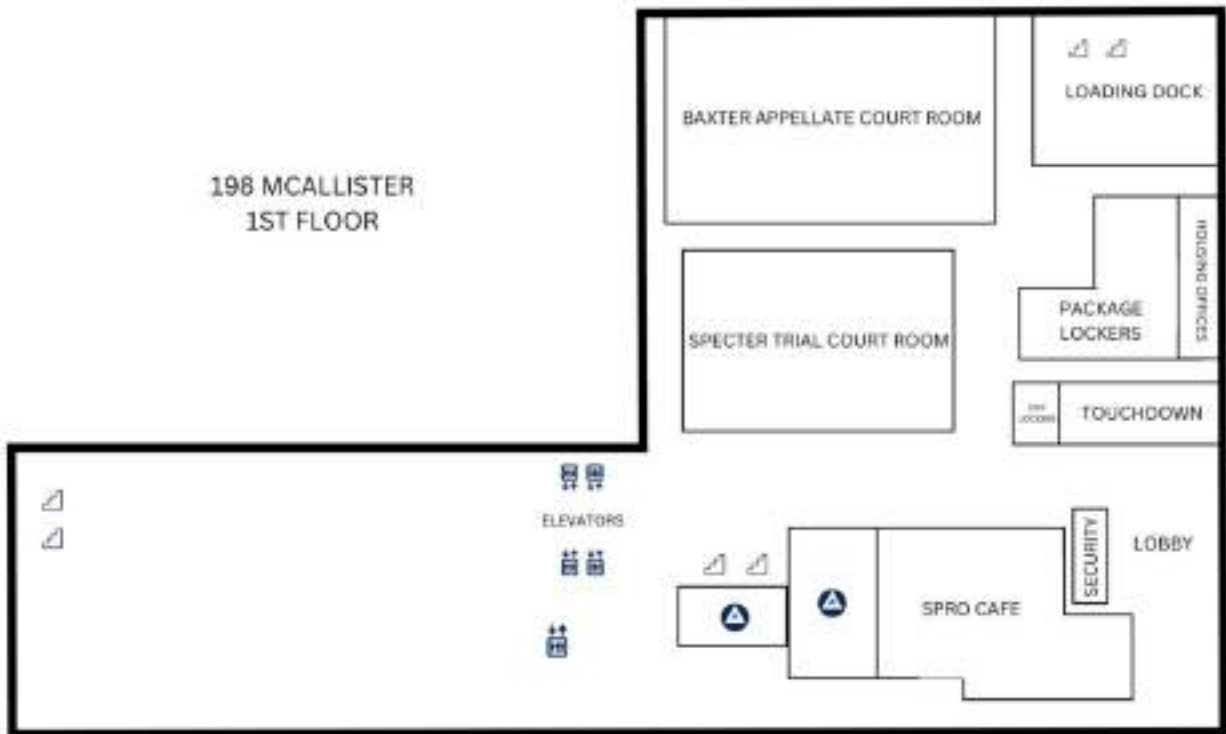
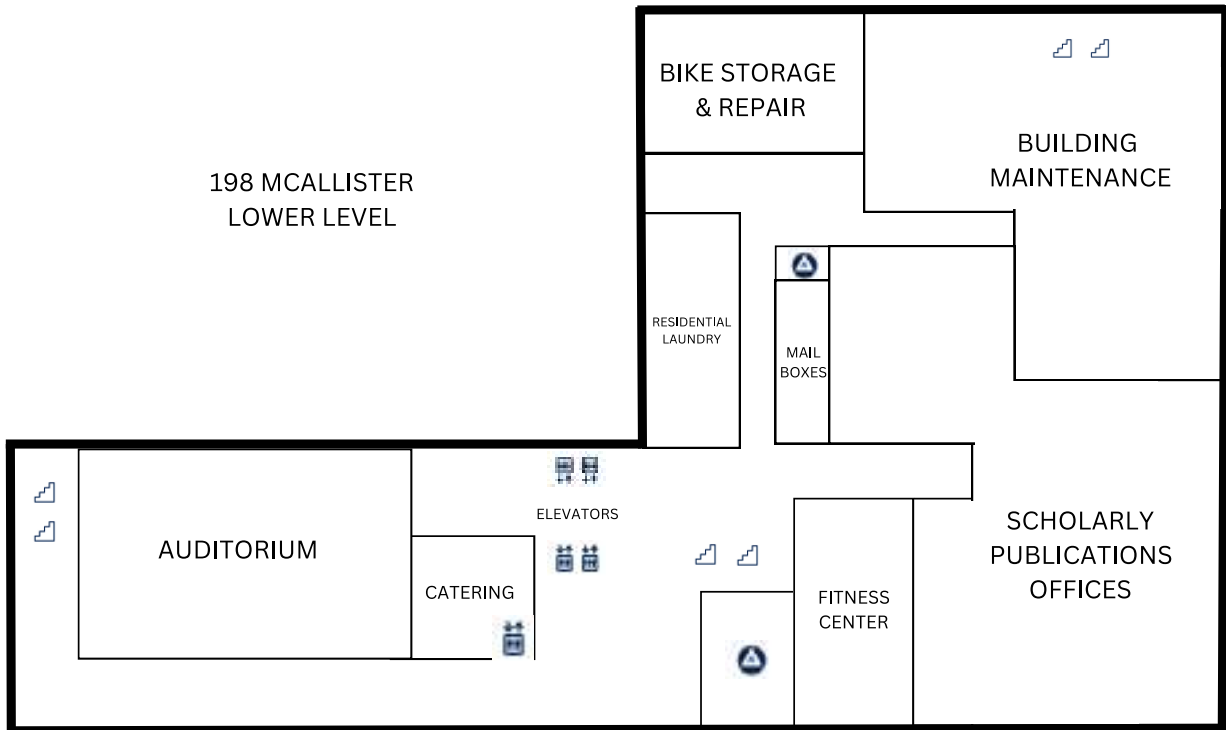
UC Law SF is an urban campus with four buildings and parking garage located along McAllister Street and Golden Gate Avenue as bounded by Larkin Street and Leavenworth Avenue:

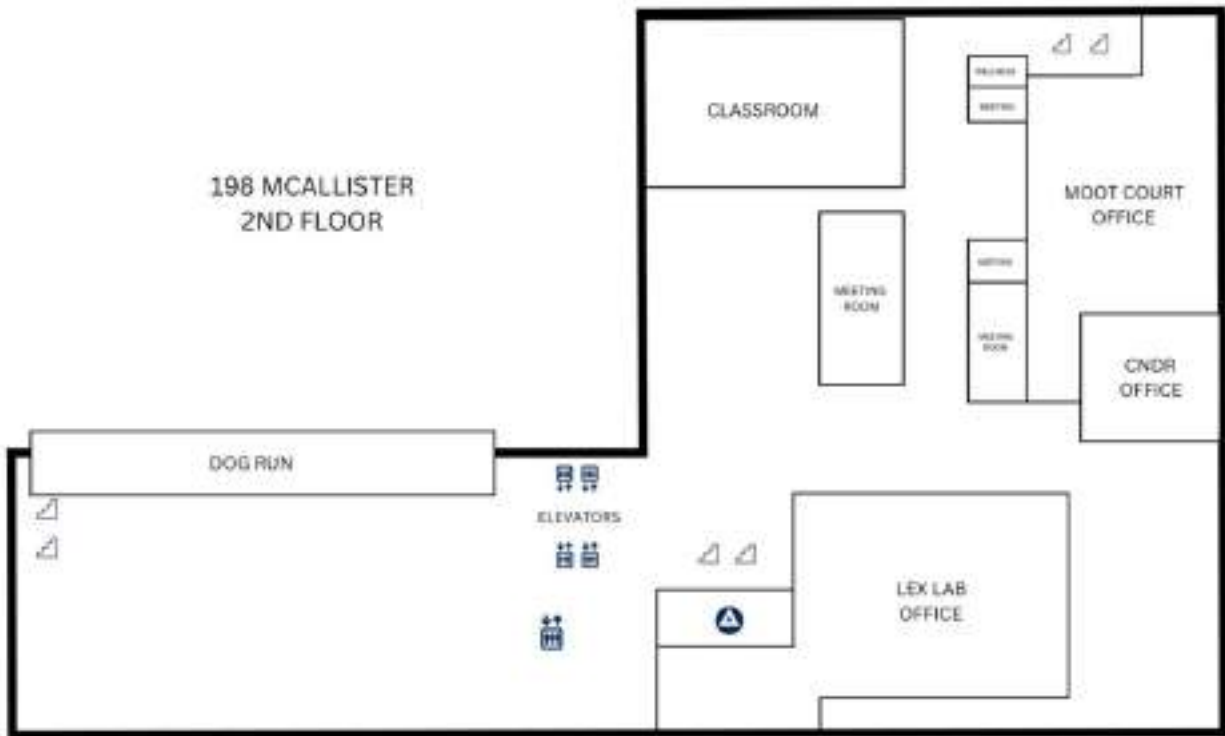
- **100 McAllister Street**, (also known as “The Tower” Closed for construction. Construction questions can be directed to Director of Construction Management, Flora Li at liflora@uclawsf.edu.)
- **198 McAllister Street**, Academe at 198 (also known as “Academe” or “198 Building”) *Scheduled to open for resident move-in early August 2023.*
- **200 McAllister Street**, Mary Kay Kane Hall (also known as the “200 Building”)
- **333 Golden Gate Avenue**, Cotchett Law Center (also known as “333”)
- **376 Larkin**, Parking Garage

Students should visit the [Building Access & Hours website](#) for information on building hours and access requirements.

Each building is described in more detail on the pages that follow.

198 McAllister Street (Academe)





200 McAllister Street (Mary Kay Kane Hall)

1st Floor

Admissions, Enrollment Management
Business Center
Classrooms
Financial Aid–Room 119
Lex Lab (*Moving to 198 in August 2023*)
Security Desk

2nd Floor

Alumni Reception Center (ARC)
Career Development Office–Room 230
Disability Resource Program–Room 277
Dobbs Atrium, Law Cafe, Dining
Commons
Fiscal Services–Student Finance–
Room 254
LEOP–Room 275
Registrar and Records–Room 218
Student Services–Room 223

3rd Floor

Provost & Academic Dean’s Office–
Room 355
Bar Passage Support–Rooms 323
Chancellor & Dean’s Office–Room 300
Faculty Offices, Lounge & Mailboxes
Global Programs–Room 325
Legal Writing Resource Center
MSL Program–Rooms 333 & 388
Office for Academic Skills Instruction &
Success (OASIS)–Rooms 371-379

4th Floor

Computer Work Stations & Networked
Printers
Information Technology (IT) Help Desk
Law Library - Reference Desk &
Circulation Desk
Lexis Printers
Study Rooms & Large Study Areas

5th Floor

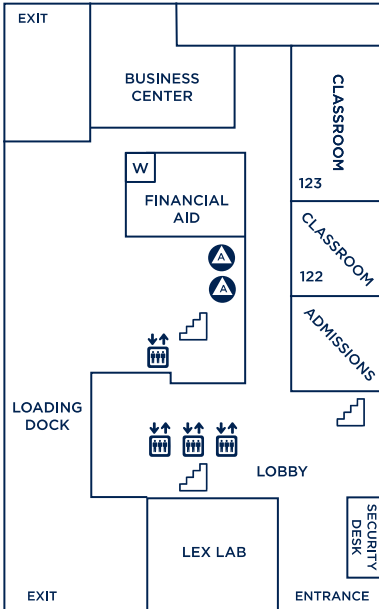
Law Library
Networked Printers
Study Rooms & Large Study Areas

6th Floor

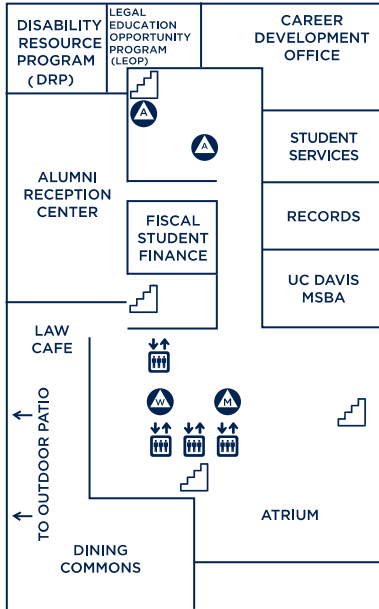
Bridge to 333 Golden Gate
Classrooms
Center for Gender & Refugee Studies
Center for Innovation
Center for Racial & Economic Justice
Center for WorkLife Law
Faculty Offices
Seminar Rooms 620A, 620B
Study Rooms & Study Area
UCSF/UC Law SF Consortium on Law,
Science & Health Policy

**MARY KAY KANE HALL
@ 200 MCALLISTER STREET**

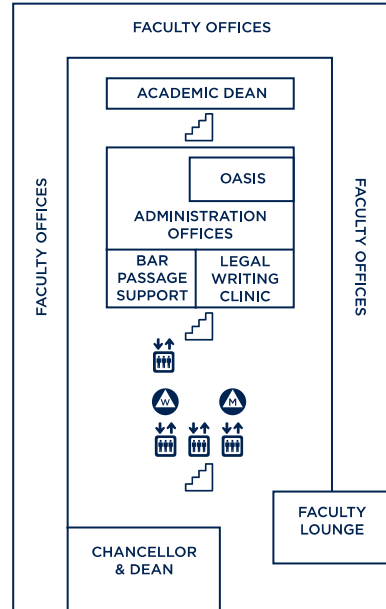
1ST FLOOR



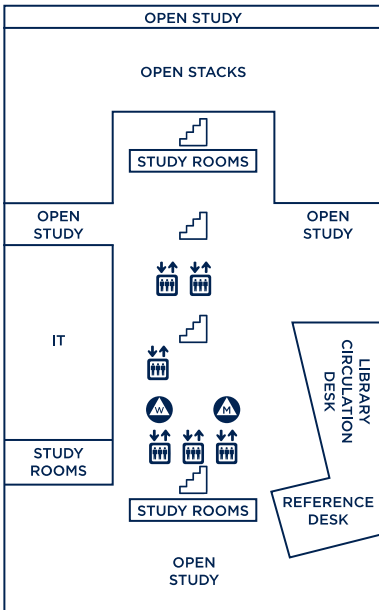
2ND FLOOR



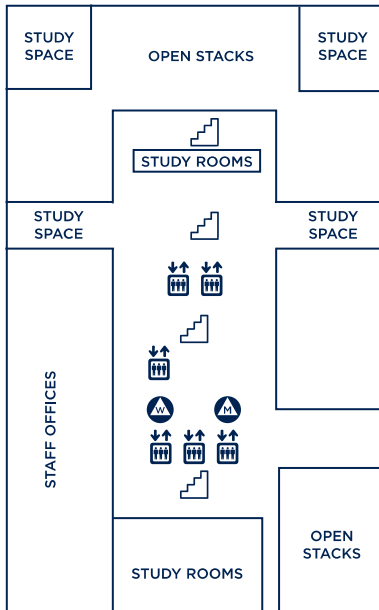
3RD FLOOR



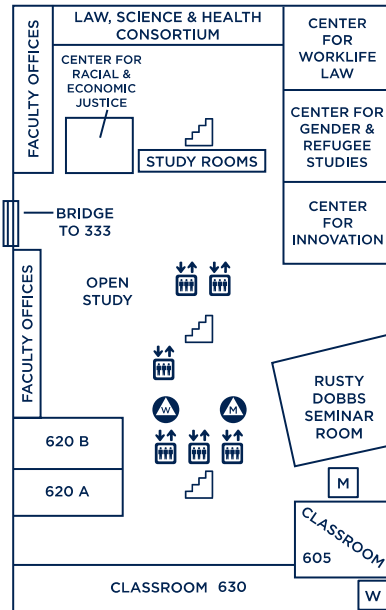
4TH FLOOR



5TH FLOOR



6TH FLOOR



333 Golden Gate Avenue (Cotchett Law Center)

Lower Level

Classrooms
Open Study Areas

1st Floor

UCLAS Office
Classroom
Hong Student Lounge and Cross-Cultural Center
Meeting Rooms
Open Study Areas
Student Organizations

2nd Floor

Classrooms
Meeting Rooms
Open Study Areas
Outdoor Patio
Phone Booths (For phone interviews, etc.)

3rd Floor

Associate Dean for Global Programs–
Room 316
Meeting Rooms
Classrooms
Outdoor Patio

4th Floor

Community Justice Clinics, Externships
and Pro Bono Programs
Classrooms
Copy Area
Resource Library

5th Floor

Colloquium Room
Open Study Areas

**COTCHETT LAW CENTER
@ 333 GOLDEN GATE AVENUE**



IV. Academics: Planning and Opportunities

Academic Calendar

The Academic Calendar (dates for the term) is available online at <https://www.uclawsf.edu/academics/academic-calendar/>. These dates include term start and end dates, orientation dates, registration dates, holidays and breaks, examination periods and the Commencement date. The dates are subject to change, so please check the site from time to time before making plans. Travel plans that conflict with the final exam schedule will not be honored.

Discrepancies

If there is a discrepancy between a calendar published by your professor and the published Academic Calendar, please contact the Registrar's Office at registrar@uclawsf.edu. In general, the published Academic Calendar is considered the authority.

Registration

General Information

Information about Registration including the Registration Calendar, course schedules, waitlist information and more is available online at the Registrar Sharknet page: uclawsf.edu/office/records. Additional information about graduation and enrollment requirements can be found in the Academic Regulations: uclawsf.edu/student-handbook.

Priority Registration for Extraordinary Circumstances

Students may apply for priority or early registration to register for classes if they have certain extraordinary circumstances that cannot be readily adjusted to fit their law school schedule. Such circumstances include being a caretaker for a family member, childcare responsibilities, or having a one-way commute from home to campus that is two hours or more. We recognize that commuting from various parts of the Bay Area may be time consuming, but a typical commute from a city located on a BART or Caltrans line, such as San Jose or Concord, will not entitle a student to priority registration. Requests for priority registration for any of the above-listed reasons are managed by Director of Student Services, and are considered on a case-by-case basis. All requests must be submitted by the stated deadline listed online [here](#).

If the extraordinary circumstance that you would like taken into consideration is due to a documented disability, please contact Lisa Noshay Petro, Director of the Disability Resource Program at noshaype@uclawsf.edu. For all other extraordinary circumstance requests, please contact the Dean of Students, at deanofstudents@uclawsf.edu. Please state the specific reason for your request in your email. Approved requests will receive priority registration for the next registration period.

Academic Planning

UC Law SF offers students a rich array of course offerings, and each student has the opportunity to create the academic program that best advances the student's academic and professional goals. JD students have flexibility in their 2L and 3L years, while LLM and MSL students have some flexibility in their first semester. Resources to assist students as they select among the many academic opportunities available include:

- Academic Planning & Advising Sharknet page: uclawsf.edu/academic-planning
- The Course Catalog: <https://www.uclawsf.edu/academics/course-catalog/>
- Individual Academic Advising Appointments: uclawsf.edu/ss-appointment
 - (LLM, MSL, and CSL students should contact their respective program administration)

[Self-Service](https://www.uclawsf.edu/selfservice) (<https://www.uclawsf.edu/selfservice>) has replaced WebAdvisor. Self-Service allows you to create course schedules, register for classes, manage financial aid, view grades, track degree progress, review concentration requirements, and receive important notifications.

For JD students, Self-Service can help you plan and track your progress toward graduation by reviewing the "View My Progress" tab on [Self-Service](https://www.uclawsf.edu/selfservice). [Instructions are available on Sharknet](#).

For LLM and MSL students, see your advisors about available specializations and tracking your progress.

As you select your opportunities for an upcoming semester, it is a good idea to develop a tentative plan for your remaining semesters to make sure you meet graduation requirements, set yourself up for your bar exam if you are taking one, and meet your professional goals in a balanced way. Advisors in Student Services, in Global Programs for LLM students, and in the MSL Program for MSL and CSL students are happy to help you create your path. For JD students, to make an appointment online, click the appointments link provided above. For LLM and MSL/CSL, use email.

Academic Skills Development and Bar Passage Support



Learning what the expectations are in law school and then figuring out how to meet them can be a daunting task. Fortunately, students don't need to do it alone. In addition to the support offered by professors, there are other resources available when needed:

uclawsf.edu/office/oasis.

Utilizing the resources available to you will be beneficial throughout law school and beyond.

Academic Opportunities

This section is intended to provide a brief overview of the many opportunities available at UC Law SF but is not exhaustive. Students should always refer to Sharknet and email communications for the most current information.

Centers

Research and public service are critical components of the UC Law SF mission. The following programs work in cutting-edge or innovative areas of the law and provide opportunities for students and practitioners to work together and collaborate:

- **The Center for Business Law**
 - [The Center for Business Law](#) (CBL) at UC Law SF in San Francisco brings together a vast array of opportunities for students, faculty and alumni to engage in the study, teaching and practice of business law in the one of the world's great centers of commerce, finance and technology.
- **Indigenous Law Center**
 - The [UC Law SF Indigenous Law Center](#) (ILC) advances the position that UC Law SF, as a public law school, has a responsibility and an opportunity to educate students about how U.S. law impacts Native American Nations and peoples. The charge of the ILC is thus to enhance our curriculum by offering courses, seminars, public lecture series, panels, and an affiliated scholar program.
- **Institute for Criminal Justice**
 - [The Institute for Criminal Justice](#) is dedicated to promoting the fair, effective, and ethical administration of criminal justice. An umbrella entity for criminal justice engagement by the UC Law SF community, the Institute pursues these goals through rigorous and engaged scholarship, high-quality pedagogy and educational programs, legal representation, and community outreach. Consistent with the public service ideals of the University, the Institute will place particular emphasis on serving the needs of the local community, with an eye towards reform of the criminal justice system on a statewide and national basis.
- **International Development Law Center**
 - The mission of the [International Development Law Center](#) is to share international development expertise while providing research and learning opportunities for UC Law SF students, graduates, and faculty. The Center implements international projects in a variety of subject areas, including food and agriculture, sustainable development, and legal education. Established with the explicit objective of collaborating across disciplines and cultures, the Center pursues links with other academic and research organizations, increasing the law school's global footprint while generating international contacts and opportunities for the UC Law SF community. [Jessica Vapnek](#) directs the Center.

- **Center for East Asian Legal Studies**
 - [The Center for East Asian Legal Studies Program](#) (EALS) is preparing the next generation of global legal professionals to meet demands created by the economic and growth and legal transformation in East Asia. Building on our law school's existing strengths in international and comparative law, EALS offers a broad range of courses, exchange programs, internships and public events on key East Asian legal systems. The EALS program is advancing understanding of legal change in East Asia and providing students with tools to work effectively with clients and counterparts in this dynamic region.
- **The Center for Gender and Refugee Studies**
 - [The Center for Gender and Refugee Studies](#) (CGRS) founded in 1999, is the nation's leading advocacy organization on the issue of women asylum-seekers fleeing gender-related violence. CGRS provides legal expertise and resources to attorneys and coordinates legal and national public policy advocacy efforts. The center integrates students and international scholars into all aspects of its work.
- **Center for Innovation**
 - [The Center for Innovation \(C4i\)](#) promotes data-driven law-making and seeks to empower regulators to make informed, evidence-based decisions, particularly at the intersection of law and technology. More than a think tank, C4i is an action tank invested in identifying implementable solutions to today's problems. Research initiatives and classroom components are integral to the Center as it identifies and advances the knowledge, tools, and skills necessary to foster innovation in the practice and development of law and policy. Three primary programs comprise the Center's work: [Startup Legal Garage](#), the *Law & Medicine Initiative*, and *The AI & Capital Markets Initiative*.
- **LexLab**
 - [LexLab](#) is a legal tech hub connecting UC Law SF students and alumni to investors, founders, lawyers, engineers and companies building the future of legal services.
- **The Center for Negotiation and Dispute Resolution**
 - Consistently recognized by US News & World Report as one of the [Top Ten ADR Programs](#) in the country, [The Center for Negotiation and Dispute Resolution](#) (CNDR) offers superior education and cutting-edge scholarship in dispute resolution to law students, attorneys, judges, practitioners, and international visitors. As parties, courts, and lawyers increasingly turn to negotiation, mediation, and arbitration to settle matters that previously were adjudicated, the need has increased for attorneys to master dispute resolution skills. CNDR organizes classes, research, and professional programs for the study of alternative ways to settle disputes. Lawyers from all over the world come to UC Law SF to study ADR with the Center, citing the wide selection of dispute resolution courses and its international reputation among practitioners.

- **Center for Litigation and Courts**
 - The nonpartisan [Center for Litigation and Courts](#) was established in 2021 to expand the knowledge of civil litigation, alternative dispute resolution, and the courts; to disseminate that knowledge to the bench, bar, legal academy, and lay public; and to supply resources and guidance to members of the UC Law SF Law community interested in civil litigation. In addition to offering its own products and programs, the Center for Litigation and Courts serves as the umbrella organization for other UC Law SF Law institutes and projects focused on litigation or courts.
- **Center for Racial and Economic Justice**
 - The [Center for Racial and Economic Justice \(CREJ\)](#) works to advance equity through legal education, scholarship and collaboration. CREJ enriches UC Law SF by providing our intellectual community with access to nationally renowned thinkers on issues of racial and economic inequality and the space to critically examine how the law reinforces subordination.
- **Center on Race, Immigration, Citizenship, and Equality**
 - [The Center on Race, Immigration, Citizenship, and Equality \(RICE\)](#) supports scholarship, education, and public service on the ways that intersectional and marginalized identities produce and reflect structural inequality.
- **Center for Social Justice**
 - [The Center for Social Justice](#) provides strategic leadership of social justice activities at the law school and promotes a strong public interest campus culture. The Center's goal is to help all students find meaningful ways to incorporate justice work into their professional identity and future practice.
- **UC Law SF Center on Tax Law**
 - [The UC Law SF Center on Tax Law](#) connects students, faculty, alumni, and friends who study, discuss, practice, and seek to improve tax law. In addition to sponsoring on-campus presentations by both academics and practitioners, members of our tax faculty are frequent contributors to both academic journals and real-time, current events in taxation. The Center also develops relationships between current and former students, potential employers, and the community. If you are interested in participating in the Center's activities, [please let us know](#).
- **UCSF/UC Law Consortium on Law, Science & Health Policy**
 - [UCSF/UC Law Consortium on Law, Science & Health Policy](#) is dedicated to promoting research, education, and service opportunities that bridge the gap between law and science. To a large extent, scientists and health care professionals operate largely insulated from one another, both in their formal training and their daily practice. Increasingly, the demands of modern law and science require a sophisticated understanding of the other's form and function. Lawyers and scientists can no longer continue to work in isolation. Instead, they must be well-versed in one another's vocabulary and their practices need to be integrated. The UCSF/UC Law SF Consortium was founded to promote this collaboration.

- **The Center for Worklife Law**

- [The Center for WorkLife Law](#) (WLL) seeks to jump-start the stalled gender revolution by focusing, at any given time, on a few projects that hold the promise of producing concrete social or institutional change within a three-to-five year time frame. We concentrate our efforts on advancing women's leadership, developing legal protections for employees with family responsibilities, and promoting better work-life policies within institutions. Our current initiatives include programs and [best practices](#) for [advancing women leaders](#), case studies on major law firm rainmakers and new models of legal practice, [research on how gender bias differs by race](#), and an innovative [working group on pregnancy accommodation](#).

Clinics, Externships, and Other Experiential Programs

UC Law SF is widely recognized for the breadth and quality of its clinical legal education programs. These courses enable students to integrate theory with practice by taking lead responsibility to represent clients or assist disputants in a variety of contexts. (LLM and MSL students may participate in some clinics. Reach out to your program advisor for more information.) We offer the following clinics and experiential programs:

- [Business Tax Practicum for Social Enterprises](#)
- [Child Welfare Practicum](#)
- [Community Justice Clinics \(CJC\) Individual Representation Clinic](#)
- [Community Group Advocacy and Social Change Lawyering Clinic](#)
- [Criminal Practice Clinic](#)
- [Environmental Law Clinic](#)
- [Government Law Clinic](#)
- [Immigrants' Rights Clinic](#)
- [Individual Representation Clinic](#)
- [Lawyers for America](#)
- [Lawyering for Children and Other Vulnerable Populations, a Practicum at Legal Services for Children](#)
- [Legislation Clinic](#)
- [Low-Income Taxpayer Clinic](#)
- [Mediation Clinic](#)
- [Medical-Legal Partnership for Seniors Clinic](#)
- [Refugee and Human Rights Clinic](#)
- [Social Enterprise & Economic Empowerment Clinic](#)
- [Startup Legal Garage – Corporate and Patent Modules](#)
- [Workers' Rights Clinic](#)

As an addition and complement to the clinics and experiential programs listed above, JD students in their **4th, 5th or 6th** semesters may participate in externships, which provide students opportunities to develop legal skills under close supervision at approved governmental, public interest, or for-profit or non-profit corporate counsel's offices. Externship programs include:

- [Alternative Dispute Resolution Externship](#)
- [Corporate Counsel Externship Program](#)
- [Judicial Externship Program](#)
- [Legal Externship Program](#)
- [UCDC Law Program](#)

In addition to working in the placements, students co-enroll in a faculty-taught course designed to enhance the placement experience.

Registration for Clinics – Common Clinic Application Process

Many of our clinics participate in an online Common Clinic Application that runs before registration for the semester. For spring semester clinics, the process typically runs in October; for fall semester clinics, it runs in April. JD students may begin participating in most clinics as early as their 3rd semester. (Masters students are not eligible to participate in all clinics: please contact Global Programs or the MSL Program for more information. Certificate Students are not eligible to participate in clinics.) Visit the [Clinical Programs Sharknet page](#) for the most current information.

Consult the [Clinical Programs Sharknet page](#) for more information.

Pro Bono at UC Law SF

All student populations at UC Law SF are encouraged to give back to the community. The California Bar and the American Bar Association encourage lawyers to devote at least 50 hours annually to the provision of *pro bono* legal services to indigent individuals or to non-profits whose primary purpose is the provision of legal services to or on behalf of the poor or disadvantaged or to non-profits whose mission is to improve the law and legal system or to increase access to justice for all.

At UC Law SF, we believe this commitment to the delivery of legal services is an integral and intensely satisfying part of your legal education and enhances the development of your professional identity.

Consult the [Pro Bono Sharknet page](#) for more information. One way to connect is to attend the Pro Bono Fair at the beginning of the year to find out about current and future opportunities to do pro bono.

UC Law SF offers special recognition to eligible students providing pro bono services in the following ways:

- *Pro Bono Honor Society.* JD students who complete at least 45 hours of pro bono services during their three years at Law SF (or the requisite number of pro-rated hours), subject to the approval of the Director of Pro Bono Program, will be recognized as members of the Pro Bono Honor Society at graduation and on their transcripts. LLM and MSL students who complete at least 15 hours of pro bono services during their tenure at UC Law SF will be recognized as members of the Pro Bono Honor Society at graduation and on their transcripts.
- *Outstanding Achievement in Pro Bono.* Students who complete 150 hours of pro bono services during their three years at UC Law SF (or the requisite number of pro-rated hours), subject to the approval of the Director of Pro Bono Program, will be recognized for Outstanding Achievement in Pro Bono at graduation and on their transcripts. LLM and MSL students who complete at least 50 hours of pro bono services during their tenure at UC Law SF will be recognized for Outstanding Achievement in Pro Bono at graduation and on their transcripts.
- See Academic Regulation section 2008 (JD), 4026 (LLM), or 5027 (MSL) for additional information.

Student Publications

UC Law SF [O'Brien Center for Scholarly Publications](#) publishes ten student journals. All journal offices are in The Tower (Journals will be relocated to the Academe in late August/September.) Consult the [general Journals Sharknet site](#) or the applicable journal's website for more information.

- *UC Law Business Journal*
- *UC Law SF Communications & Entertainment Law Journal (COMM/ENT)*
- *UC Law Constitutional Quarterly*
- *UC Law Environmental Journal*
- *UC Law SF International Law Review*
- *UC Law Journal*
- *UC Law Journal of Race and Economic Justice*
- *UC Law Science and Technology Law Journal*
- *UC Law SF Journal on Gender and Justice*

Class Assignments

Class assignments will generally be posted on the Canvas Sharknet page: <http://canvas.uclawsf.edu/>. You will need to enter a login and password that will be provided to you (your UC Law SF login credentials). If you are having trouble accessing Canvas, please contact the IT Office at helpdesk@uclawsf.edu.

Buying Books & Readers

Self-Service (uclawsf.edu/selfservice) is the official source for required course materials for each class. Once in Self-Service, click on the link to Search for Sections to find your course.

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



Financial Aid

Here you can access financial aid data, forms, etc.



Search for Sections

Here you can view and search the course catalog.

Then, click on the hyperlinked title for your course to find a link to all textbook information.

Section Details

	8/22/2022 - 12/16/2022 200 McAllister 123 (Lecture)
Dates	8/22/2022 - 12/16/2022
Seats Available ⓘ	1 / 4 / 0
Credits	5
Grading	Letter Graded
Requisites	None
Course Description	Civil Procedure I explores civil litigation from the inception of a suit through trial and appeal. This course typically considers service of process, pleadings, discovery, pretrial, trial itself (with or without a jury), appellate review and preclusion. This course will also introduce personal and subject matter jurisdiction, and the "Erie Problem".
Inn/Statutory	Moscone
Books	Textbook Information

Close

UC Law SF does not have a bookstore. Textbooks, new and used, are available for purchase through various commercial vendors. Discount codes and suggested vendors, when applicable, are listed with each textbook in WebAdvisor/Self-Service.

Course Reserves - The Library provides a copy of assigned casebooks for courses offered in the curriculum in course reserve. They may be checked out for three hours at a time and are not intended to serve as a replacement for students purchasing their own copy of the required text. To determine what's available, go to the library website and [search the catalog](#) or ask for assistance at the Circulation Desk in the library.

V. Student Life

Student Lounge and Other Social Spaces

The Hong Student Lounge and Cross-Cultural Center is located on the first floor of 333 Golden Gate. This shared space has a small kitchen area and refrigerator for student use. More information about this space is available on the [Cross-Cultural Center Sharknet page](#).

Many students also enjoy hanging out in the Dining Commons on the second floor of the 200 Building, as well as on the Quad between the 200 Building and 333 Golden Gate, as well as the 7th floor indoor/outdoor lounge in the new Academe. The Skydeck on the top floor of 333 Golden Gate is an additional outdoor area that is open to students when not reserved for events.

Lockers

All 1Ls are assigned a locker for use during their first year. Lockers for upper-division students are available by request only. All upper-division students must request and be assigned a locker through Student Services. Lockers used without permission from Student Services will be emptied and any items will be turned over to Security. Information on how to request a locker will be emailed at the beginning of each academic year. Additional information for requesting lockers is available on the [Instructions to Acquire a Locker page](#) on Sharknet. If you have any questions about locker assignments, please contact Student Services at (415) 565-4773 or studentservices@uclawsf.edu.

Food On and Off Campus

The Law Café located next to the Dining Commons on the 2nd floor of the 200 Building is open from 7:30 am to 4 pm, Monday through Thursday, and 7:30 am to 3 pm on Friday. The café serves a variety of breakfast and lunch items, snacks, and drinks, including coffee. Check the Law Café's Twitter ([@thelawcafe](#)) for daily soup selections.

The Spro Café located on the 1st floor of the Academe will be open late 2023 (operating hours TBD). Spro will serve specialty coffee and offer an assortment of pastries, sandwiches, and salads.

After-Hours Options: Vending machines are in the Dining Commons on the 2nd floor of the 200 Building and are accessible anytime the building is open. These vending machines provide more substantial food options for when the Law Café is closed and you don't want to leave campus.

There are also vending machines located in the 200 McAllister building and the Academe at 198 that offer food and drinks as an alternative or for your off-hour snacking needs.

Off-Campus Options: San Francisco is known for its great food and there are a variety of restaurants to try near campus. Some staff favorites include Golden Era, Saigon Sandwich, Souvla, Brenda's French Soul Food, Turtle Tower, and The Market at the Twitter Building. There are also a variety of cafes and restaurants located in the Hayes Valley neighborhood located just a short walk from campus west of Van Ness Avenue.

Student Organizations

Student Organizations are an important part of student life at UC Law SF. Numerous student-run, student-initiated organizations operate on campus each year, including journals, skills teams, and our student government. Together, they provide a wide array of leadership, professional development, community-building, social, cultural, and educational opportunities for all students and help augment and enrich the law school experience.

The Office of Student Services holds a Student Organization Fair at the beginning of each semester, which is the best time to meet all of our student organizations and get a sense of what they do and represent. You can also read more about student organizations [here](#). Student organization leadership must participate in mandatory leadership development training and UC Law SF policies and procedures training.

If you are interested in starting a student organization or learning about leadership development opportunities on campus, please review the resources on the [Student Organizations Sharknet site](#). Interested and new student leaders please pay close attention to Student Organization Registration, Handbook, and Resources, CARE Student Organization Information, and Student Leader Training & Fairs information. Please make an appointment with the Associate Director for Student Life, or in their absence Director of Student Services Emily Haan ([Schedule an appointment online](#)) or stop by Student Services for drop-in assistance.

Eligibility to Serve as an Officer in a Student Organization or Journal

The Academic Regulations do not permit a student **at risk of academic disqualification** to serve as an officer in a student organization. A student must have completed their first year of law school and be in "good academic standing," which means your grade point average must be at or above the minimum grade point average defined by Academic Regulation section 905. **No exception to this policy will be granted.**

Please note students who are under “Academic Supervision,” but satisfy the minimum GPA requirement in Academic Regulation 905 are not prohibited from serving as an officer in a student organization, but such students are required to participate in an academic advising appointment with the Director of Student Services, or the Associate Director for Academic Advising & Programming, or the Associate Director for Student Life & Inclusion. Students close to the minimum GPA will be advised to reconsider serving as an officer if their GPA is close to the minimum GPA.

Journals, Moot Court, and Trial Team may have additional and more restrictive GPA requirements. Students must adhere to those policies and procedures and guidance from their Faculty Advisors.

Reserving Rooms and Event Promotion

Reserving Rooms for Student Organizations and Journals

The following section is provided for informational purposes only. Student organizations and journals wanting to hold events should refer to the Student Organization Handbook for complete information and instructions.

Student organizations and journals **must coordinate by e-mail** with [Miguel Zavala](#), Associate Director for Student Life and Inclusion and Jennifer Ta, Director of the O’Brien Center for Scholarly Publications. Student organization event planners **cannot** make room reservations themselves. The Student Organization’s designated scheduler should make a request directly [here](#). Requests are not guaranteed approval and will be reviewed by Student Services in conjunction with all other college Departments. Student Services will provide the event form password to student leaders when event reservations open in the fall. Student Services staff will place the Astra reservation in the system only once approved. Students are unable to submit a request through the Astra reservation system and must now email the applicable staff above.

Requests for virtual events can be made via this online at <https://www.uclawsf.eduevents/community/add>, which will automatically be sent to Student Services staff for review. A request to register through use of the above online form is **not** a reservation, nor a confirmation of reservation. This is applicable to the journals as well as the other student organizations. Journal event planners must email the above referenced Student Services staff and Jennifer Ta with requests to make reservations for virtual events after submitting the request through the online form.

If you are interested in requesting RSVPs or tickets for your event, please contact the IT Helpdesk at helpdesk@uclawsf.edu.

Event Promotion for Student Organizations and Journals

Please consider the following:

- Review all guidance for hosting events in the Student Organization Handbook, available at https://uch--simpplr.na96.visual.force.com/apex/simpplr_app?u=/site/a0i41000006mB09AAE/dashboard, in advance of making requests for reservation of in-person or virtual event space
- Consult the [Events Calendar](#) prior to scheduling the event to avoid scheduling conflicts and to better facilitate collaboration with other students;
- Organizations and Journals with a Sharknet site can post the events directly to their site. The advantage of posting an event to a Sharknet site is the ability to invite other students to your event, keeping track of prospective attendance through RSVPs, and the ability to send automatic reminders for events to the community. Organizations and Journals can arrange for a Sharknet site or administrative access to their Sharknet by contacting helpdesk@uclawsf.edu;
- Advertise your event in The Weekly email and on Sharknet Weekly by [clicking here](#) and following the instructions to complete the Qualtrics form, bearing in mind that submissions are due Thursday by noon to get into the following Monday's Weekly;
- Inform and coordinate with the Office of Advancement & the Communications Office.

For questions about event promotions and scheduling events contact Miguel Zavala, at zavalamiguel@uclawsf.edu.

Student Events Not Associated with a Student Organization or Journal

Students wanting to hold events that are not associated with a student organization or journal should contact Miguel Zavala, at zavalamiguel@uclawsf.edu, to discuss scheduling and promoting events.

Travel Funding for Conferences

The Office of Student Services maintains a limited fund designed to assist with student travel expenses to national and regional conferences related to a student's professional or personal development. Eligible expenses are limited to registration fees, transportation, and lodging.

Please note that Travel Funding requests are discretionary and are approved on a rolling basis throughout the year until the funds available are depleted. For more information on eligibility, process, and to access all of the requisite forms, please visit the Student Services Travel Funding page on Sharknet: uclawsf.edu/travel-funding.

Business Cards

Students may obtain business cards by ordering through our [Business](#) Center. To place an order or to learn more about other available services please e-mail dm.stationery@ucsf.edu.

Child Care Rebate Program

UC Law SF students who are eligible for need-based financial aid and have child care expenses may apply for a child care expense rebate up to a maximum of \$1000 each semester. The specific amount given is dependent upon the available funds, the number of eligible applicants, and other factors. The Child Care Rebate Program is funded by UC Law SF students and the UC Law SF Board of Directors. Application forms and additional information may be accessed on the [Child Care Resources section of the Student Services page on Sharknet](#).

Dogs on Campus

Students are **not** permitted to bring animals to campus. Service dogs used by individuals with disabilities are not regulated by this policy. Students residing in the Academe at 198 are also not regulated by this policy, residents should refer to the Academe at 198 License Agreement and Pet Agreement for additional information. Faculty and staff members are allowed to bring their dogs to campus from time to time, subject to restrictions that are explained in the policy.

VI. Library, Technology & Study Spaces

Library

The UC Law SF Law Library, located on the fourth and fifth floors of Mary Kay Kane Hall (200 McAllister St.) is a comfortable, friendly, and well-equipped law library that supports the research and educational endeavors of the students and faculty of the College. Regular Library hours and the schedule for holiday, exam, and intersession hours are posted on the [Library's Sharknet page](#).

An experienced Library Staff member can help you with your research, answer questions about Westlaw, Lexis and Bloomberg Law research, help you to find online and print library materials, and assist you with requesting a book through interlibrary loan. The Librarians are available at the 4th floor Reference Desk, via email at libref@uclawsf.edu, and through online chat. Consult the Library's [Resources for Students](#) page for more information.

Popular Library resources include:

- **The [Library Catalog](#):** The UC Law SF Library Catalog is our search engine for finding books and journals in the UC Law SF Law Library, including online articles and journals.
- **[WorldCat](#):** Connects library users to books at UC Law SF and libraries around the world. User WorldCat to make interlibrary loan requests for items not available through the UC Law SF Library Catalog.
- **[Research Guides](#):** Subject- and course-specific research guides prepared by UC Law SF research librarians.
- **[A-Z Databases](#):** List of research databases to which the library subscribes, as well as free research resources available online.
- **The [Certificate in Legal Research Program](#):** Designed to provide law students of all ability levels with the research tools necessary for success in internships, externships, summer associate positions, etc. Attend live “lunch and learns” and complete online quizzes to earn a notation of completion on your transcript.
- **Book stands, laptops, study aids, commercial outlines, power adapters, phone chargers, headphones, umbrellas, bike lights, and other equipment** available for checkout from the 4th floor Circulation Desk.

Technology

Wireless Network

The Wi-Fi system is called **SecureUCLawSF333GG**, your Wi-Fi username will be your UC Law SF email address without @uclawsf.edu and your email password. More device-specific [instructions for connecting to the wireless network are available on Sharknet](#).

Troubleshooting Common Issues:

1. Check your computer for driver updates, which are automatically downloaded and installed during a Windows or Apple updates. You probably already have the most recent drivers – but you may need to check if you have trouble connecting to the wireless.
2. Network Support: helpdesk@uclawsf.edu

Connecting Personal Wireless Devices (Xbox 360, XboxOne, PS4, Apple TV etc.)

The UCLawSFPlay wireless network is for personal wireless devices that cannot connect to the SecureUCLawSF wireless network. Only students, staff, faculty and tenants of UC Law SF College of the Law are granted access to UCLawSFPlay. To access and register for the UCLawSFPlay wireless network, log into Sharknet and then click on the link entitled "Wireless Devices Register" from the Dashboard to attach a device. Contact the helpdesk@uclawsf.edu should you have problems connecting.



Eduroam allows you to Use your UC Law SF Wi-Fi authentication at any Eduroam hotspot in the world. Go to Settings, Wireless > Locate the Eduroam network then click Connect. When prompted, specify your UC Law SF username and password: The Username is your UC Law SF email address (**not including the '@uclawsf.edu'**) *Special note: for most UC Law SF login situations, you do not add "@uclawsf.edu" after your username.* Password: Enter **your email password**.

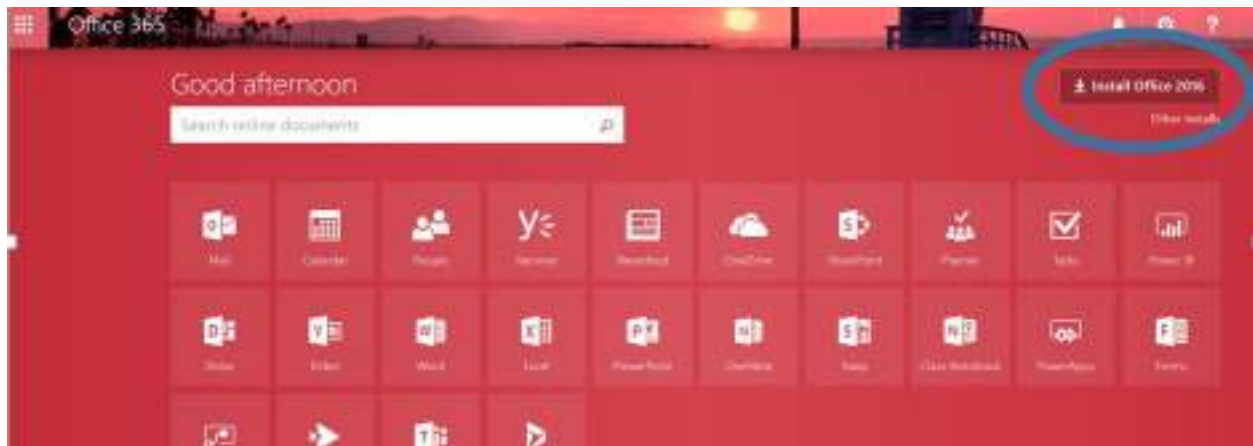
Microsoft Office Software Free Access

Students can install Microsoft Office for both Windows and Mac on up to 5 computers for free via Office365. *Microsoft Office licenses expire approximately one year after you leave UC Law SF, but you will be able to keep your email address in perpetuity.*

1. Go to the [Microsoft Office portal](#).
2. In top right column, you will see the link to download Office.

Guest Wireless

Instructions for providing guests with wireless access is [available on Sharknet](#).



Office

Install the latest version of Office for Mac

This will install the latest version of the following programs on your computer: Word, Excel, PowerPoint, Outlook



Language:

Note: Installing additional languages on a computer that already has this version of Office for Mac doesn't c

[Review system requirements](#)

install

Other Software

In addition to Microsoft Office (Word, Excel, PPT, Outlook, Teams), the College provides access to:

- Box - <https://uclawsf.account.box.com/>
- [DocuSign](#)
- Zoom Pro– uclawsf.zoom.us
- Qualtrics (survey tool) – <https://uclawsf.co1.qualtrics.com/>
- Poll Everywhere

Tech Help

Help with student laptops and UC Law SF computers is available to students at the IT Help Desk (Room 441, 200 Building). To reach IT, please write to helpdesk@uclawsf.edu.

Business Center - Printing and Copying

You may utilize the Xerox multi-function printers (MFPs) throughout campus to print by simply touching your UC Law SF ID card to the corresponding MFP reader. For detailed instructions on printing/copying on campus and printing remotely, please consult the [Business Center's website](#). To reach Business Center, please write to businesscenter@uclawsf.edu or call (415) 565-4882. Please note that faxing services are not available on campus.

Study Spaces

There are many comfortable places to study at UC Law SF including the **Law Library** in the 200 Building (see “Library” section above for location and hours), and 333 Golden Gate and The Academe also have various spaces located throughout the buildings for open study. Additional information regarding [Study Space for Students](#) is available on Sharknet.

The Skydeck is a semi-outdoor area that is periodically available for open student study during the semester, but please note the Skydeck is a College facility and event space, which will affect availability. Students looking for a more social and less quiet atmosphere also enjoy studying in the Dobbs Atrium, the Dining Commons on the second floor of the 200 Building, the Quad, or one of the student lounges (see above).

VII. Student Employment Guide

UC Law SF has two employment programs for 2nd and 3rd year JD students, LLM students, and MSL students: the Federal Work-Study Program and the UC Law SF Employment Program (Non Work-Study). The Financial Aid Office, Human Resources and the Office of Fiscal Services (Payroll) share responsibility in administering the student employment programs. The programs are subject to different eligibility and application procedures, but similar Human Resources and Payroll procedures. Student and supervisor responsibilities are the same for both programs except where noted.

Both programs are subject to funding availability. Following are the general provisions for the student employment programs.

1. Official Date of Hire – Students may begin working on or after the “official date of hire.” This date is established by Human Resources.
2. 20 Hour Work Week Rule – The American Bar Association (ABA) and academic regulations prohibit students from working more than 20 hours per week during periods of enrollment.
3. Time Reporting – All student employees must record their hours worked in TRS (timesheet.uclawsf.edu) by the posted deadline. Late timesheets will result in delayed payment.
4. Holiday Pay – Students may receive holiday pay on those holidays officially recognized by the College (refer to these Holidays in the Glossary). Holiday pay will be calculated on a pro-rated basis, based upon the number of hours an employee works in the previous two pay period periods. Students working for off-campus employers are not eligible for holiday pay.
5. First-Year Students – First-year JD students’ employment must be approved by the

Dean of Students.

6. Change in Student Status – If at any time during employment a student’s enrollment status changes, the student must *immediately* notify their supervisor, the Financial Aid Office and Human Resources. Such changes include taking a leave of absence; withdrawing from the College; and reducing number of enrolled units to part-time.
7. International and Non-Resident Aliens – Please go to the International and Graduate Programs office and/or Human Resources for employment assistance.

UC LAW SF EMPLOYMENT PROGRAM (NON WORK-STUDY)

Purpose

This College-funded program is designed to provide students with an opportunity to earn money to defray educational expenses and to gain work experience.

Eligibility Criteria

Participants must be currently and actively enrolled at UC Law SF.

Employment Process

1. Finding Employment – Employment notices may be posted in the UC Law SF Weekly, in the hiring department, KSCOPE, and on UCLawSF Careers Online.
2. New Hire Paperwork – Students must obtain a completed and signed *Work Authorization Form* from their supervisor. These forms are available on the [Human Resources Sharknet page](#) as well as from Human Resources. A *Work Authorization* form must be completed for *each* job. Students must submit the completed and signed *Work Authorization Form* and required new hire paperwork to Human Resources (humanresources@uclawsf.edu) **before** they can begin working.

Students may *not* begin working until authorized to do so by a Human Resources representative.

FEDERAL WORK-STUDY EMPLOYMENT PROGRAM

Purpose

This Federally-sponsored program is designed to provide students an opportunity to earn money to defray educational expenses and gain work experience. Student wages are paid from a combination of federal and employer funds.

Eligibility Criteria

Students must meet the following criteria to be eligible for work-study funds:

- Continued active enrollment at UC Law SF (only available to 2Ls, 3Ls, and MSLs);

- Apply for and demonstrate financial need as determined by the *Free Application for Federal Student Aid (FAFSA)*;
- Be a U.S. citizen or eligible non-citizen;
- Maintain a minimum 2.5 GPA;

Application Process/Student Responsibilities

1. Required Documents – Students must complete the *UC Law SF Student Financial Aid Supplement* and the *FAFSA*; they are available on-line at the Financial Aid website: <https://www.uclawsf.edu/admissions/financial-aid/federal-direct-loans/>. The *Supplement* must be submitted online to the FAO and the *FAFSA* must be submitted to the Federal central processor.
2. Finding a Job – Students must locate their own employment and may work on or off campus. Eligible employers include government agencies, non-profit agencies, and UC Law SF. For reference, the FAO has a list of off-campus agencies that have previously employed UC Law SF students. Job announcements and position descriptions are also often posted on UCLawSF Careers Online.
3. Activating the Work-Study Award:
 - a. Students must contact FAO to determine eligibility and fund allocation.
 - b. Once eligibility is determined and funds are allocated for federal work study, financial aid will email the supervisor the work-study employment documents. The packet contains a *Job Description* form and *Employment Authorization/Work Permit* form. The off-campus packet also contains three *Federal Work-Study Program Agreements*.
 - c. The documents must be completed and returned to the FAO with the exception of the HR new hire paperwork, which should be obtained from HR and returned to HR (humanresources@uclawsf.edu). Once the FAO has received all the documents and the confirmation from HR that the new hire paperwork has been completed, the FAO will certify *Part C (Work Permit)*, and *Part D* of the *Employment Authorization* form. *Part C (Work Permit)* confirms the date on which the student may begin earning work-study funding for the position. HR will notify the student and supervisor once the student is cleared to work.
 - d. Work-study awards are activated on a first-come, first-served basis until funds are expended. Inactivated awards are canceled when all work-study funds are committed or on September 30th, whichever occurs first.
 - e. Work-study awards consist of an award limit for June and/or a separate award limit for July through May.

4. Regulations and Guidelines

- a. Students may not be placed in jobs which:
 - Result in the displacement of employed workers or impairment of existing contracts for services;
 - Involve any partisan or non-partisan political activities associated with a candidate, or contending faction or group in an election for public or party office;
 - Involve the construction, operation, or maintenance of any facility, which is to be used for sectarian instruction or place of religious worship.

Unearned awards from June cannot automatically be carried over or added to the July-May award limit. Students should visit the FAO to discuss options for using unearned awards.

The FAO and the supervisor must authorize all award limit adjustments.

- b. Students may not earn more than their approved Federal Work-Study award limit. A Work Study Threshold Warning Report, which provides the award limit balance, is available upon request from the Payroll office. The Department/Agency is responsible for paying 100% of earnings in excess of established award limits.
- c. If a student becomes ineligible for Federal Work-Study or their award eligibility changes, the FAO will notify the student and his/her supervisor. It is the responsibility of the student and supervisor to adjust the work hours accordingly.

EMPLOYMENT RECORDS

New Hire Paperwork

Human Resources is responsible for establishing and maintaining student employment records. In addition to the work authorization document, student employees will need to complete additional paperwork **prior** to their first day of work.

The required employment documentation must be completed in accordance with the established payroll deadlines to ensure the employment records are established timely. Human Resources will send necessary paperwork to students for completion upon receipt of a work authorization from.

Changes to student employment data, specifically, tax withholding information, direct deposit information, and home address can be updated on the UCPath website (<http://ucpath.universityofcalifornia.edu>). Note that information updated with the Registrar's Office will **not** transfer to payroll records.

Taxes and Other Mandatory Withholdings

Wages earned are subject to federal and state income taxes. If eligible, students may claim exempt status on the *Federal-State Withholding Allowance Certificate (UC W-4/DE4)*. The Federal and State income tax exemption status expires each year and must be renewed on or before February 15th. **Retroactive tax adjustments will not be made.** Changes to UC W-4/DE4 form can be processed on-line at <http://ucpath.universityofcalifornia.edu>.

Wages earned during inter-semester periods and over the summer are subject to Federal MEDICARE tax and the mandatory UC Retirement System's (UCRS) Defined Contribution Plan (DC Plan) contribution. Fidelity Investments Tax-Exempt Services Company (FITSCo) provides the record keeping and account services for this plan. FITSCo can be reached at 1-866-682-7787 or on-line at <https://netbenefits.fidelity.com>.

Wages may be subject to garnishments and other attachments.

Disbursement of Wages

You can receive pay in two ways:

1. Direct deposit – We encourage you to enroll in Direct Deposit to avoid any pay delays as paper paychecks are mailed on payday from an out-of-state facility. You can enroll and make changes to direct deposit information in your UCPath online portal at <http://ucpath.universityofcalifornia.edu>.

NOTE: This direct deposit for pay is different than your direct deposit for financial aid,

2. Paper paycheck – Checks will be sent via U.S. Mail from a payroll processing center out of state. It could take up to 5 days to receive a mailed check.

- If you haven't received your check 4-5 days after payday, confirm in TRS that your time sheet was approved on time by your supervisor. If not, it will be processed in the next pay cycle.
- If it was submitted on time, check to see if your home address in UCPath is current, and if necessary, update it. If needed, you can request a "stop payment" on your check and have it reissued to a different address. Log in to your UCPath portal and submit your request through the "Ask UCPath" button in the top right corner.
- All employees are encouraged to enroll in direct deposit to ensure payment on payday. That can also be done in the UCPath online portal.

Discrepancies in wages paid must be reported immediately to the Payroll Accountant.

Wage and Tax Statement (W-2s)

Electronic W-2 delivery – Employees can sign up for an electronic statement online at <http://ucpath.universityofcalifornia.edu>. The employee will receive an email notification in January when the statement becomes available to view/print.

Paper W-2 Delivery – The Paper W-2 statement will be mailed to your home address on file in January.

VIII. Law School Leadership

The Chancellor & Dean

The Chancellor & Dean is the chief executive and academic officer of the College, with authority over and responsibility for all departments and activities. A number of UC Law SF offices and departments report to the Chancellor & Dean. Other administrative officers are the primary contacts for students, but the Chancellor & Dean welcomes opportunities to meet with students about issues and concerns that affect all students. Visit the “About Us” tab on the website for more information regarding UC Law SF leadership.

The Provost & Academic Dean

The Provost & Academic Dean (hereinafter “Academic Dean”) is the chief academic officer of the College under the Chancellor & Dean with responsibility for managing and supporting the faculty and all academic programs, including clinics, centers, academic support/OASIS, career development, and the legal writing program. In addition, he manages and oversees the Dean of Students, associate and assistant deans responsible for degree programs or departments (e.g., Records, Global Programs, the LLM, MSL, and HPL degrees, and the Library), and manages the classroom budget. Students will interface most directly with the Dean of Students and Director of Student Services who are in a reporting line to the Academic Dean. For more information, please visit the Academic Dean’s Sharknet page.

The Dean of Students

The Dean of Students reports to the Academic Dean and is primarily responsible for student affairs at the College. The Dean of Students administers the College’s Academic Regulations and the Code of Student Conduct and Discipline. Besides counseling individual students about academic matters, the Dean of Students also chairs the Student Support Team, which provides support to students experiencing health or personal difficulties. The Dean of Students oversees the Office of Student Services, Student Health Services, and the Disability Resource Program.

Institutional Governance: Faculty and Student Input

Faculty and student input in decision-making are welcomed! The Chair of the Faculty Executive Committee, elected by the faculty on an annual basis, is invited to all meetings of the three Boards (see below). The President of the UC Law SF Associated Students (“UCLAS”), the elected student government of UC Law SF, is invited to participate as well. The Faculty Executive Committee and UCLAS representative also meet regularly with the Chancellor & Dean. The Academic Dean appoints members to various faculty committees, and UCLAS

selects student representatives to most of the committees. Students interested in serving on UC Law SF committees should contact the UCLAS President at pres@uclawsf.edu.

UC Law SF's Unique Status and the Three Boards

UC Law SF has a unique status. Established by statute in 1878, it is the original law department of the University of California. It continues to be affiliated with the UC system. UC Law SF does not come under the jurisdiction of the UC Board of Regents, which oversees the remainder of the system.

UC Law SF benefits from the involvement of three separate bodies of elected or appointed board members. Almost all members of these boards are UC Law SF alumni! The three boards include the **Board of Directors**, the **Board of Trustees**, and the **Board of Governors**; each is described in more detail below:

- **(1) The Board of Directors** is the governing authority of the institution with fiduciary responsibility for UC Law SF. It also selects and evaluates the Chancellor & Dean, delegating to him or her the tasks of day-to-day management. The Governor of California appoints new members to the Board of Directors, the state Senate confirms them, and they serve as volunteers for a twelve-year term. Our Board of Directors is the equivalent of the UC Board of Regents, functioning independently of the Regents.
- **(2) The UC Law SF Board of Trustees**, the UC Law SF Foundation (formerly the 1066 Foundation), is a separate 501(c)(3) entity created to lead fundraising for the College. Pursuant to its By-Laws, the Foundation provides an organization for individuals who are dedicated to advancing UC Law SF. It offers a means for soliciting, making, and receiving donations, financial and otherwise (such as time and expertise) to the school.
- **(3) The UC Law SF Alumni Association** has a **Board of Governors** with 50 members. The Board meets three times per year and coordinates outreach efforts for the College to alumni and students.

For more information about the three Boards of UC Law SF, please visit please visit the “Our Story” tab on the external UC Law SF website.

IX. Student Reference List: Campus Offices and Departments

The following list provides a quick overview of the UC Law SF offices and departments students may find useful. Comprehensive information about services and staff, contact information, and relevant policies may be found on the websites listed below. Most offices are open from 9:00 am to 4 pm, Monday – Friday, unless otherwise indicated on their website. Locations, where available, are listed as room/building (e.g., Student Services is 223/200 indicating room 223 in the 200 McAllister Street building).

Due to ongoing construction, updates will be made on an ongoing basis. Please continue to check Sharknet for the most current version of the Handbook.

ACADEMIC & CO-CURRICULAR RESOURCES

Provost & Academic Dean’s Office uclawsf.edu/about/admin-offices/academic-dean	355/200	(415) 565-4682
For questions about the Academic Regulations, Student Conduct Code, course schedule, curriculum, academic programs, and faculty research. Includes the Provost & Academic Dean, the Dean of Students, and the Associate Dean for Research.		
Bar Passage Support uclawsf.edu/office/bar-passage-support	377/200	(415) 581-8806
For questions about our bar passage support curriculum and bar-related programming and workshops, and for Provides one-on-one counseling advising and support regarding the bar exam, State Bar admission requirements, and bar exam preparation.		
Community Justice Clinics/Clinical Programs Sharknet: Overview of the Community Justice Clinics	409-421/333	(415) 557-7887
On-campus law office housing several different clinics where students gain academic credit and hands-on practical experience by taking lead responsibility to represent real clients and resolve disputes under faculty supervision.		
Externships Sharknet: Externships	402/333	(415) 581-8908
Provides students opportunities to gain hands-on practical experience through off-campus legal placements for academic credit and on- and off-campus volunteer opportunities.		
Pro Bono Programs Sharknet: Pro Bono	419/333	(415) 581-8932
Provides students information regarding pro bono opportunities, including completing the Pro Bono pledge.		
Co-Curricular Opportunities https://www.uclawsf.edu/academics/experiential-learning-opportunities/	N/A	N/A
Provides information about opportunities including moot court, trial and negotiation teams, legal clinics and pro-bono, law journals, and simulation courses.		

Global Programs	327, 334, 275/200	(415) 703-8258
uclawsf.edu/academics/study-abroad-exchange		
Supports LLM and foreign exchange students; facilitates study abroad opportunities; coordinates international exchanges, visitors and events.		

Legal Research and Writing	3rd Floor/100	(415) 565-4728
uclawsf.edu/office/lwrc		
Oversees LRW I and II classes for first-year students and the Legal Writing Resource Center, offers to upper-division students appellate advocacy classes, teaching assistant opportunities, and intercollegiate moot court competition teams.		

Library Services	4th Floor/200	(415) 565-4751
library.uclawsf.edu		
The Law Library, located on the fourth and fifth floors of the 200 Building, supports the research and educational endeavors of the students and faculty. Librarians answer questions at the Reference Desk, via libref@uclawsf.edu , and online chat. They also create research guides, offer trainings, and provide individual research assistance.		

MSL Program	325, 388/200	(415) 565-4670
https://uclawsf--simpplr.vf.force.com/apex/simpplr_app?u=/site/a0i2M00000a22UGQAY/dashboard		
Supports MSL and CSL students; provides academic advising for these students; implements academic and social activities for MSL and CSL students.		

Office for Academic Skills Instruction and Support (OASIS)	371, 372, 373 & 375, 379/200	N/A
https://uclawsf.edu/office/oasis		
For questions about courses that reinforce core academic skills, and for one-on-one academic support advising and workshops to help students with skills like reading and case briefing, time management, outlining, exam preparation and more.		

Scholarly Publications – Journals	100/2206	(415) 581-8952
https://www.uclawsf.edu/academics/journals/		
Publishes 9 law journals edited by UC Law SF students. Rising 2L students join via a writing competition each May. 3L students manage and govern the journal organization; select and prepare articles and student notes for publication.		

COMMUNICATION & EVENTS

Special Events & Guest Services		(415) 565-4602
http://bit.ly/UCHspecialevents		
Manages the Master Events calendar, maintains student folders, and coordinates room reservations.		

STUDENT RESOURCES & STUDENT LIFE

ADA-Section 504 Coordinator, Andrea Bing (wellesan@uclawsf.edu)	552/200	(415) 565-4733
https://www.uclawsf.edu/anti-discrimination-harassment/		
Resource for issues related to the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and the rights of persons with disabilities. See also Disability Resources Program, below.		
Admissions	1st Floor/200	(415) 565-4623
uclawsf.edu/admissions		
Under the Office of Enrollment Management, manages the recruitment and selection process for new students. Current students can serve as student assistants, campus tour guides, and Admitted Student Day volunteers.		
CARE Advocate (care@uclawsf.edu)	223/200	(415) 565-4699
http://www.uclawsf.edu/campus-life/center-for-advocacy-resources-and-education-care/		
The Center for Advocacy, Resources and Education (CARE) provides advocacy and support services to members of the UC Law SF Community who have been impacted by sexual assault, sexual harassment, dating/domestic violence and stalking. Students, staff and faculty can contact the CARE Advocate to receive affirming and empowering support and access resources related to medical needs, emotional support, housing and academic accommodations, and reporting options. CARE services are free and confidential.		
Career Development Office (CDO) (careers@uclawsf.edu)	230/200	(415) 565-4619
https://www.uclawsf.edu/careers/students/		
Provides career counseling, programs (including workshops, panels, events, career fairs and interview programs), a full menu of resources and handouts on Sharknet, and the UCLawSF Careers Online job posting site.		
Disability Resources Program (DRP)	275/200	(415) 565-4876
uclawsf.edu/office/drp		
Pursuant to the ADA, provides reasonable accommodations for students with documented disabilities to ensure all students have an equal opportunity for success.		
Financial Aid Office	1st Floor/200	(415) 565-4624
https://www.uclawsf.edu/admissions/financial-aid/		
Administers financial aid programs including grants, loans, work study, and scholarships.		
Legal Education Opportunity Program (LEOP)		(415) 565-4723
https://www.uclawsf.edu/academics/academic-success/legal-education-opportunity-program/		
Provides academic assistance, workshops, counseling and study aids to students admitted through LEOP.		

Registrar Office (Registrar@uclawsf.edu)	211/200	(415) 565-4613
uclawsf.edu/office/records		
Maintains student permanent academic files, publishes the course schedule and oversees registration, administers midterm and final exams, records grades, provides class ranks, issues academic transcripts and diplomas, processes academic petitions (leaves of absences, withdrawals, etc, adding a concentration or specialization), provides enrollment verifications and letters of good standing, certifies students for bar exams, processes Dean Declaration forms for bar exams and moral character applications, and completes students' Practical Training of Law School Applicant forms (on behalf of the Dean).		

Student Government and Student Organizations	N/A	N/A
http://uclawsf.edu/uclas		
UC Law SF Associated Students (UCLAS) represents the interests of the student body. Over 30 student organizations offer a great way to pursue your interests and get involved on campus.		

Student Health Services (healthserviceshelp@uclawsf.edu)	N/A	(415) 565-4612
uclawsf.edu/office/health		
All students, whether you have UC SHIP or other insurance, can access all services available at Carbon Health for UC Law SF students. The Student Health Fee that you pay each semester covers these services, so there are no additional costs or copays. If you have questions about UC SHIP or waiving out of UC SHIP, contact us. Visit Carbon Health's UC Law SF Website: https://carbonhealth.com/student-health/uc-hastings .		

Office of Student Services (studentservices@uclawsf.edu)	223/200	(415) 565-4773
uclawsf.edu/office/student-services		
Supports students primarily in activities outside of the classroom including academic advising; registering and supporting student organizations and student government; coordinating orientation, commencement, and other campus and social events; overseeing the childcare rebate program; and offering wellness activities.		

Title IX Coordinator (TitleIXcoordinator@uclawsf.edu)	552/200	(415) 565-4733
uclawsf.edu/title-ix-and-sexual-misconduct-reporting		
Resource for issues related to the <i>Title IX and the Sexual Misconduct Policy</i> . Includes information on reporting misconduct directly or confidentially and resources for victims of sexual assault.		

Veterans Support Resources	N/A	N/A
https://www.uclawsf.edu/admissions/financial-aid/scholarships-for-entering-students/veterans/		
Resources regarding Veteran Benefits including financial aid, residency, and eligibility.		

TECHNOLOGY AND CAMPUS OPERATIONS

Alumni Center/Institutional Advancement	5th Floor/333	(415) 565-4615
https://www.uclawsf.edu/alumni/		
Get help with promoting events to the alumni community, identify possible funding/outside sponsorship sources, and get involved with the alumni community.		

Business Center (businesscenter@uclawsf.edu) https://www.uclawsf.edu/offices-and-services/business-center/	100/200	(415) 565-4882
Offers full-service and self-service copying and printing services for students, faculty and staff.		
Enrollment Management uclawsf.edu/admissions	1st Floor/200	(415) 565-4623
Oversees the Admissions Office and the Financial Aid Office and is also responsible for outreach and admissions for the MSL and LLM programs.		
Facilities Operations (facilities@uclawsf.edu) uclawsf.edu/about/admin-offices/facilities	1st Floor/100	(415) 565-4894
Provides event set-up, building maintenance, repair, and janitorial services. Submit all Work Orders using assetessentials.dudesolutions.com/Uclawsf		
Faculty Support Services	385/200	(415) 565-4782
Provide support for faculty regarding class materials, rosters, exam preparation, course reports, class recordings, postings to Canvas, and more. Faculty profiles, office locations and contact information are available on the UC Law SF website under "Faculty"		
Fiscal Services uclawsf.edu/office/fiscal	254/200	(415) 565-4704
Manages financial and accounting matters including billing, tuition payment, Tower rent, loan collection, budgeting, payroll, financial activities of student organizations, and disbursement of travel reimbursements and financial aid loan proceeds.		
General Counsel	2nd Floor/100	(415) 565-4787
Serves as the College's attorney, coordinating with staff, faculty, and students, on college procedures and policies. Determines the residency status of students for tuition purposes.		
Housing Services	2nd Floor/198	(415) 581-8904
Provides support for residents in the Academe.		
Human Resources https://www.uclawsf.edu/offices-and-services/human-resources/	4th Floor/100	(415) 565-4703
Oversees student employment, verifies employment eligibility, and publishes <i>Student Employment Guidelines</i> .		
IT HelpDesk and Educational Technology Support (helpdesk@uclawsf.edu) uclawsf.edu/office/it	440/200	Classroom emergencies: (415) 565-4625
Provides assistance with student laptops and UC Law SF computers. Classroom support services are available for students for class presentations. More information regarding software and support on Sharknet.		

Instructional Media Services	441/200	(415) 565-4609
helpdesk@uclawsf.edu		
Provides classroom and media support for faculty and staff. Services are available to students for class presentations only.		
Operations	2nd Floor/100	(415) 581-8858
operations@uclawsf.edu		
Oversees security, facilities, special events, sustainability, campus construction, and space allocation		
Safety & Emergency Preparedness (Noah Skinner)	110/100	(415) 581-8873
https://uclawsf-simpplr.vf.force.com/apex/simpplr__app?u=/site/a0i2M00000PrIqCQAV/dashboard		
Responsible for all campus safety and security functions. Serves as the first point of contact for a 24/7 campus operation including assisting local fire and law enforcement during on-campus emergencies, daily liaising with law enforcement and public safety agencies, and coordinating with community groups and stakeholders engaged in community safety matters.		
UCSF Police Department (UCSF PD) (ucsfpd@uclawsf.edu)	376 Larkin Garage	(415) 476-1414
www.police.ucsf.edu		



CODE OF STUDENT CONDUCT AND DISCIPLINE

Academic Year 2023-2024
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UC LAW SF CODE OF STUDENT CONDUCT AND DISCIPLINE

100. Preamble

- (A) This Code of Student Conduct and Discipline (the “Code”) is designed to promote Student learning in an atmosphere of confidence, trust, and respect at the UC College of the Law, San Francisco (the “College” or “UC Law SF”). Students are expected to conduct themselves in accordance with this Code and with the high ethical standards expected in the legal profession.
- (B) In addition to this Code, Students of the College are bound by all other applicable regulations and policies.

101. Scope

This Code applies to the conduct of Students of the College and sets forth procedures for initiating and resolving complaints about Student conduct.

102. Definitions

- (A) “**Advisor**” means an individual accompanying a Respondent at any stage in the process. The Advisor may be any person, including an advocate, attorney retained at the Respondent’s expense or serving pro bono, faculty member, friend, or parent, who is not otherwise a party or witness involved in the process. The Advisor may provide support, guidance, and advice to the Respondent. With the permission of the person facilitating the meeting or the Panel Chair, the Advisor may speak on behalf of the Respondent. The Advisor may not participate in any manner that disrupts any meeting or proceeding.
- (B) “**College Official**” means any person employed or contracted by the College to perform administrative, instructional, or professional duties.
- (C) “**College Premises**” means all land, buildings, facilities, and other property owned, used, or controlled by the College.
- (D) “**College-Related Event**” or “**College-Related Function**” means an event that is held on or off College Premises that is sponsored by the College, a Member of the College Community, or an approved College organization.
- (E) “**Complainant**” means someone who has submitted a complaint to the College about a Student.
- (F) “**Day**” means a business day when the College is open, excluding weekends and holidays that the College observes.
- (G) “**Dean**” means the Chancellor and Dean of the College or that person’s designee.
- (H) “**Dean of Students**” means the Dean of Students of the College or that person’s designee.
- (I) “**Hearing**” means a formal hearing as described by and initiated under § 107.
- (J) “**Member of the College Community**” means a Student or employee of the College.
- (K) “**Provost & Academic Dean**” means the Provost & Academic Dean of the College or that person’s designee. However, if the Provost & Academic Dean recuses himself due to a conflict in a particular matter, “Provost & Academic Dean” means the Chancellor & Dean of the College or that person’s designee.
- (L) “**Respondent**” means a Student who is the subject of a complaint under this Code.
- (M) “**Student**” means an individual who:
 - (1) Is enrolled in or registered in a class or an academic program of the College.
 - (2) Is eligible for enrollment or re-enrollment in the College but is not currently enrolled, including, but not limited to, those who are on an approved leave, or those who have been admitted to the College but have not yet registered for classes.

103. Jurisdiction

This Code extends to the following:

- (A) Conduct by a Student occurring on College Premises, online, or off campus in connection with a College-Related Event or the normal operation of the College.
- (B) Conduct by a Student, which in the judgment of a College Official, negatively bears on the Student’s honesty, fairness, candor, trustworthiness, observance of fiduciary responsibility, respect for and obedience to the law, and respect for the rights of others.

- (C) Conduct by a Student directed at a Member of the College Community.
- (D) Conduct by a non-Student who has graduated, is academically disqualified, or is otherwise not eligible for re-enrollment but is alleged to have violated the Code while a Student and subject to the jurisdictional provisions of § 103(A), (B), or (C).

104. Grounds for Discipline

The College considers the following behaviors as inappropriate for the College community and in opposition to its goal of promoting Student learning in an atmosphere of confidence, trust, and respect. These expectations apply to all Students. Any Student found to have committed or attempted to have committed any of the following misconduct is subject to the sanctions outlined in this Code.

(A) Academic Dishonesty includes but is not limited to the following:

(1) Cheating

- a. Unauthorized copying, in part or in whole, from another Student's examination or assignment.
- b. Submitting work previously presented in another course or created in the course of employment unless specifically authorized by the instructor of the subsequent course.
- c. Using or consulting, during an examination or other assignment, unauthorized sources, materials, or devices.
- d. Collaborating with another person during an examination or other assignment, unless authorized.
- e. Intentionally stealing, sequestering, altering, or destroying materials needed by another Student for an academic endeavor.
- f. Disobeying assignment or examination instructions or procedures, whether included in the College's examination rules or provided orally or in writing by an instructor or exam proctor.
- g. Altering or interfering with grading or grading instructions.
- h. Obtaining or giving unauthorized aid on an examination or assignment.
- i. Providing false attendance verification for oneself or another Student.
- j. Obtaining unauthorized prior knowledge of an examination or assignment, or if such knowledge was obtained inadvertently, failing to immediately disclose such knowledge to the Dean of Students.
- k. Discussing an examination with, or in the proximity of, another Student for whom the Student knows or has reason to know has not yet taken the examination.
- l. Engaging in an act that gives the Student or another Student an unfair academic or professional advantage.

(2) Plagiarizing in any submitted work, whether the work is in draft or final form. Plagiarism is a strict liability offense not requiring intent and includes but is not limited to the following actions unless they are accompanied by proper citation and attribution:

- a. Incorporating into the Student's own work a substantially similar portion of another person's work.
- b. Copying all or part of another person's written work.
- c. Paraphrasing ideas, theories, cases, conclusions, or research.
- d. Representing as the Student's original work the work of another person.

(B) Misrepresentation

(1) Forging, altering, or misusing a document, record, transcript, key, logo, or identification of the College or another official entity or person.

(2) Furnishing information that a Student knows or has reason to know is false, incomplete, or misleading including but not limited to the following:

- i. Applying for financial aid.
- ii. Requesting to reschedule or requesting an accommodation for an exam or assignment.
- iii. Representing a grade, award, academic status, or rank to an employer, potential employer, or other third party.
- iv. Applying for a College course, program, or benefit.

- v. Providing testimony or other evidence either as an accused, a Complainant, or a witness in a meeting or Hearing under this Code or any other College proceeding.
- a. Interference with Property and Misuse of Services**
- (A) Stealing, converting, destroying, or damaging property or data located on College Premises or belonging to or controlled by the College, a Member of the College Community, or the organizer of a College-Related Function.
 - (B) Violating the College's classroom recording policy and privacy notice.
 - (C) Entering College Premises or areas controlled by the College without authorization.
 - (D) Using or misusing College equipment or resources without authorization or in violation of the College's acceptable use policy of its computer resources.
 - (E) Violating any other College policies or regulations governing a College-owned residence or property belonging to the College, a Member of the College Community, or the organizer of a College-Related Function.
- (D) Harmful Acts**
- (A) Engaging in conduct that violates the College's sexual misconduct policy.
 - (B) Engaging in physical assault, threats of violence, or other physical conduct that threatens the health or safety of a Member of the College Community.
- (C) Engaging in harassment, defined as unwelcome conduct that is sufficiently severe or pervasive that based on the totality of the circumstances and evaluated subjectively and objectively, denies or limits a person's ability to participate in or benefit from the College's educational, employment, or other programs and activities.**
- (E) Disturbances, Obstruction, and Violation of Laws**
- (1) Engaging in disorderly or lewd conduct on College Premises or at a College-Related Function.
 - (2) Participating in a disturbance of the peace or unlawful assembly on College Premises or at a College-Related Function.
 - (3) Failing to comply with the directions of a College Official or public official who is acting in the performance of the official's duties or resisting or obstructing an official in the performance or attempted performance of the official's duties while on College Premises or in connection with a College-Related Function.
 - (4) Obstructing or disrupting teaching, research, administration, disciplinary procedures, or other College activities.
 - (5) Obstructing compliance with or implementation of this Code, which includes but is not limited to the following:
 - (a) Assisting another Student to commit prohibited conduct under this Code.
 - (b) Failing to cooperate with the investigation of a complaint initiated under this Code.
 - (c) Violating an interim or final sanction imposed under this Code.
 - (6) Engaging in the unlawful manufacture, distribution, dispensing, possession, use, or sale of narcotics or other illegal or controlled substances identified in federal or state law or regulations.
 - (7) Engaging in the unlawful manufacture, distribution, dispensing, possession, use, or sale of alcohol on College Premises or at a College-Related Function, or otherwise engaging in conduct in violation of the College's alcohol policy.¹
 - (8) Possessing, storing, manufacturing, or using explosives, firearms, weapons, or other dangerous devices in violation of federal or state law or regulations.
 - (9) Violating local, state, or federal law, or engaging in other illegal conduct not otherwise covered by this Code.

¹ Students may be reluctant to seek substance use counseling or medical assistance for themselves or others in instances of alcohol intoxication or drug use for fear of facing disciplinary action from the College. The College seeks to remove barriers that might prevent students from seeking the support or medical attention they need. Information about drug or alcohol use by a student provided to the College in an effort to obtain counseling or other support will not be used as a basis for or be considered in any investigation or discipline of the student for such activity. However, such a student is not otherwise exempted from processes outlined in the Code for engaging in misconduct while under the influence of drug or alcohol use or from processes based on information the College has obtained from other sources.

(F) Duty to Disclose

A Student has a duty to immediately disclose to the Dean of Students, in writing, the following information:

- a. Any omission, inaccuracy, or material change in the Student's UC Law SF admissions application, either known at the time of application or after matriculation, including but not limited to being found responsible for any disciplinary violation by a higher educational institution or having been convicted of a misdemeanor or felony.
- b. Any arrest for or charge or conviction of a misdemeanor or felony while enrolled at the College.

105. Initiating a Complaint

- (A)** Complaints under the College's Sexual Misconduct Policy shall be made pursuant to that policy.
- (B)** Except as provided in § 105(A) above, a Member of the College Community may initiate a complaint against a Student for misconduct under this Code. Such a complaint must be made in writing, expressly state that it is a complaint made pursuant to this Code, identify the Code provisions at issue, and describe the underlying facts giving rise to the allegation.
- (C)** The College may independently initiate a complaint under the Code.
- (D)** Once a complaint is initiated, the Dean of Students shall engage in the Informal Resolution Process as contemplated by § 106 or refer the matter for a Formal Hearing Process as contemplated by § 107. The Dean of Students shall maintain the privacy of all individuals involved as reasonable and appropriate under the circumstances.

106. Informal Resolution Process

- (A)** Upon receipt of a complaint initiated under § 105, if the Dean of Students determines that there is insufficient information or evidence to support an allegation of a violation of the Code, or that the facts alleged would not, if true, constitute a violation of the Code, the Dean of Students will dismiss the complaint. If the Dean of Students determines that there is sufficient information or evidence to support an allegation of a violation of the Code, the Dean of Students will initiate the Informal Resolution Process.
- (B)** The Dean of Students will initiate the Informal Resolution Process by providing written notice to the Respondent via their UC Law SF email account as soon as practicable in the form of a Charge Letter, which includes the following information:
 - (1)** A brief description of the allegations.
 - (2)** The policies alleged to have been violated.
 - (3)** Details regarding the investigation that will occur, which may include the delegation of the investigation of the matter to a third-party investigator.
 - (4)** A description of the Respondent's rights under this Code.
 - (5)** A description of the range of possible sanctions for the alleged violation.
 - (6)** A list of campus resources available to the Respondent, such as disability services, mental health support, and any other related support services.
 - (7)** A request for an initial meeting with the Respondent.
 - (8)** A deadline by which the Respondent must acknowledge receipt of the Charge Letter and respond to the request for a meeting.

A Charge Letter may be amended at any time if the Dean of Students determines that new charges should be added based on information learned during the investigation or other relevant factors. Any amendments to the Charge Letter must be made in writing and sent to the Respondent as soon as feasible.

- (C)** If the Respondent does not respond by the deadline provided in the Charge Letter, the Dean of Students may render a decision in writing based on the information at hand or following an investigation. If the Dean of Students determines that the Respondent is responsible for violating the Code by a preponderance of evidence, the Dean of Students will render a decision in writing that states the findings of fact, the decision, and (if relevant) commensurate sanctions. This decision is final and not subject to appeal, without a showing of exceptional circumstances

- (D) If the Respondent responds by the deadline provided in the Charge Letter, the matter will be investigated. The investigation will include a meeting with the Respondent, if the Respondent is willing to meet within a reasonable period of time (presumptively, within five Days of the Dean of Student's attempt to schedule a meeting) specified by the Dean of Students. At the meeting, the Dean of Students shall notify the Respondent of their right to remain silent. The Respondent may bring an Advisor to the meeting. The Respondent has the right to confer privately with the Advisor, and reasonable requests for breaks to confer will be granted. After the investigation has concluded, the Dean of Students will determine whether the Respondent is responsible for violating the Code by a preponderance of evidence. If there is a finding of responsibility, the Dean of Students will render a decision in writing, also known as an Offer of Informal Resolution, that states the findings of fact, the decision, and (if relevant) proposed sanctions. Upon receipt of the Dean of Students' decision, the Respondent may take one of the following actions:
- (1) Accept the Offer of Informal Resolution in writing within 15 Days. In this situation, the sanctions are applied, and the outcome cannot be appealed.
 - (2) Reject the Offer of Informal Resolution in writing within 15 Days. In this situation, the case moves forward to a Hearing. A Respondent will not be penalized for rejecting the Offer of Informal Resolution and requesting a Hearing.
 - (3) If the Respondent does not respond within 15 Days, the Dean of Students' Offer of Informal Resolution is final and cannot be appealed.
- (E) The Respondent may request extensions of the time periods within the Informal Resolution Process in writing to Dean of Students. However, the Dean of Students is not required to grant such requests.

107. Formal Hearing Process

A Hearing referred under § 105(D) or initiated under § 106(D)(2) shall conform to the following procedures and rules:

(A) Referral to the Student Conduct Committee

The Dean of Students shall refer a case to the Student Conduct Committee (see § 114) via a written Hearing Referral promptly upon receiving the Respondent's decision to reject the Offer of Informal Resolution pursuant to § 106(D)(2), or when the Dean of Students believes the case would be more appropriately processed by a Hearing Panel pursuant to § 105(D). The Respondent will be copied on the communication for the Hearing Referral. The Hearing Referral will include the following:

- (1) A copy of the Charge Letter.
- (2) A copy of or link to the Code.
- (3) A date and time giving the Respondent the opportunity to meet with the Chair of the Hearing Panel to discuss the Hearing. If the Respondent chooses to attend this meeting, it shall occur within five Days of receipt of the Hearing Referral.

(B) Calling to Order of the Hearing Panel

When a Hearing process is triggered, the Chair of the Student Conduct Committee shall constitute a Hearing Panel to consist of three Committee members.

- (1) The Chair of the Student Conduct Committee shall appoint a faculty member of the Committee with legal training to serve as the Hearing Panel Chair (the "Panel Chair"). A faculty member must serve as the Panel Chair.
- (2) For each Hearing Panel, the Chair of the Student Conduct Committee will choose a second member from among the remaining faculty and staff members of the Student Conduct Committee.
- (3) For each Hearing Panel, the Chair of the Student Conduct Committee will choose a third member from among the student members of the Student Conduct Committee.
- (4) The Panel Chair shall notify the Respondent at least 10 Days prior to the Hearing of the date, time, and place of the Hearing.

(C) Peremptory and For-Cause Challenges

- (1) The Panel Chair shall notify the Respondent at least fifteen Days prior to the Hearing of the names of the panel members.

- (2) Respondent shall have three Days following this notice to exercise any challenge to a member of the Hearing Panel under subsections (3) or (4).
 - (3) The Respondent may exercise one peremptory challenge to a member of the Hearing Panel.
 - (4) The Respondent may additionally challenge a member of the Hearing Panel on the grounds of prejudice, bias, conflict of interest, or another factor the Respondent asserts would preclude the panel member from rendering an impartial and fair decision.
 - (5) In the event Respondent challenges a member of the Hearing Panel under subsection (4), the Panel Chair shall determine whether to exclude the member in question. The Panel Chair shall appoint an alternate member from the Student Conduct Committee if a panel member is excluded. The Panel Chair's decision is final.
 - (6) In the event the Respondent challenges the Panel Chair of the Hearing Panel under subsection (4), the other faculty or staff member on the Hearing Panel shall determine whether to exclude the Panel Chair. If the Panel Chair is excluded, the member who made the decision becomes the new Hearing Panel Chair if that member is a faculty member with legal training. The new Panel Chair will then appoint a faculty or staff member from the Student Conduct Committee to fill the open panel position. If the member who made the decision is not a faculty member with legal training, the Panel Chair of the Student Conduct Committee shall select a faculty member with legal training from the Student Conduct Committee to serve as the Panel Chair. This decision is final.
 - (7) In the event both the Panel Chair and the faculty or staff member of the Hearing Panel are challenged, the Provost & Academic Dean shall identify another faculty or staff member of the Student Conduct Committee who will determine whether to exclude either or both members and to appoint new members and designate a new Panel Chair of the Hearing Panel as needed. These decisions are final.
 - (8) In the event the Respondent challenges the student member of the Hearing Panel under subsection (3) or (4), the Respondent may at their discretion proceed to the hearing before a panel of faculty and staff members only.
- (D) Pre-Hearing and Exchange of Evidence**
- (1) Per the Hearing Referral, the Panel Chair of the Hearing Panel may meet with the Respondent prior to the Hearing. During this meeting, the Dean of Students shall outline the Hearing process and answer any procedural questions.
 - (2) At least Seven Days prior to the Hearing, both the Dean of Students and Respondent must provide the Panel Chair with a list of proposed witnesses, a proffer of the witnesses' relevance, and the documentary evidence they will present at the Hearing. The Panel Chair will review the information provided by both parties and render a decision regarding whether the witnesses and proffered evidence are relevant to the case.
 1. The Panel Chair will exchange all relevant evidence provided by the Dean of Students and Respondent to the other party and to members of the Hearing Panel no later than five Days prior to the Hearing. All Hearing participants (excluding witnesses) shall receive the same evidence.
 2. If the Panel Chair deems any evidence or witnesses are irrelevant or duplicative, the Panel Chair will exclude that information from being presented at the Hearing. The decision will be communicated in writing to the appropriate party no later than three Days prior to the Hearing.
 - c. Any rebuttal evidence shall be presented to the Panel Chair at least three Days prior to the Hearing. The Panel Chair shall review the information regarding relevance and provide access to any relevant evidence to both parties (or written notice of exclusion) by no later than two Days prior to the Hearing.
 - d. The Panel Chair will also provide access to any independent evidence that the Hearing Panel has obtained and intends to consider three Days prior to the Hearing, or as soon as practicable.
- (E) Hearing Procedure**
- (1) The Hearing shall be conducted applying basic standards of due process, as appropriate for higher education student conduct proceedings, including providing the Respondent a

full opportunity to respond to the charges and evidence as outlined in § 107(D), (E), (F), and (G).

- (2) The Hearing shall be conducted on a de novo basis and without deference to the findings or the sanction expressed in the Offer of Informal Resolution.
- (3) The Hearing shall be closed to the public and shall take place on College premises, or in the discretion of the Panel Chair via videoconference, during normal business hours or an agreed-upon mutually convenient time.
- (4) College personnel shall keep all matters related to the Hearing, including the charge, the evidence, the Respondent's identity, and the decision confidential to the extent feasible.
- (5) The Panel Chair shall conduct the Hearing in an orderly manner and rule on any questions of procedure, admission of evidence, or relevance of testimony or other evidence.
- (6) The Panel Chair shall ensure that an adequate audio or video recording of the Hearing is made.
- (7) The Panel Chair may allow for the submission of new evidence by either party during the hearing in the interest of justice.
- (8) If a panel member requests, or on request of any party with good cause, the Panel Chair may keep the record open after the Hearing to allow one or both parties to submit additional evidence.
- (9) The Panel Chair shall notify the Respondent of their right to remain silent during the Hearing.
- (10) The Dean of Students will present the case for the College.
- (11) The Respondent will present their case on behalf of themselves.
 1. The Respondent may bring an Advisor to the Hearing.
 2. In the event the Respondent does not attend the Hearing, the Hearing will proceed as scheduled without the Respondent's participation.
- (12) No person or entity has the power to compel a witness to testify at the Hearing.
- (13) A witness is not allowed to attend the Hearing except when testifying or being questioned.

(F) Respondent Rights During the Hearing

- (1) The Respondent is presumed not to have committed the violation in question.
- (2) The Respondent may present evidence in their own defense, including witnesses and documents.
- (3) The Respondent may, but is not required to, testify.
- (4) The Respondent may question a witness unless the Hearing Panel determines there are compelling reasons to disallow this questioning. In such circumstances, the panel may permit the Respondent to submit written questions to the witness through the Hearing Panel. The Hearing Panel may disallow or decline to ask questions it deems irrelevant.
- (5) The Respondent may have an Advisor present at the Hearing per § 107(E)(10)(a). A Respondent may submit a written request that the Advisor be allowed to make arguments and/or question witnesses on the Respondent's behalf during the hearing. The Panel Chair will decide whether to allow the Advisor to participate based on the following: whether granting the request will promote the fair, efficient and timely completion of the Hearing; the ability of the Respondent to effectively present the case; the complexity and seriousness of the case; a decision by the Panel Chair prohibiting Respondent from questioning a witness; the Advisor's willingness to abide by applicable procedures; cultural or language barriers that prevent the Respondent from expressing themselves during the hearing; and such other factors as may be relevant in the particular case. Even when the request is granted, the Panel Chair may limit the speaking role of the Advisor during the hearing if necessary to prevent disruption.
- (6) The Respondent may choose not to participate in or appear at the Hearing.

(G) Evidence

- (1) Except as otherwise provided herein, the Hearing Panel may consider all evidence it deems appropriate, including evidence presented by the parties and evidence it seeks and obtains independently, and is not bound by the formal rules of evidence. Hearsay

evidence may be used to supplement or explain other evidence, but shall not be sufficient in itself to support a finding unless it would be admissible in a state civil action.

- (2) An inference may not be drawn from the silence of the Respondent.
- (3) The Hearing Panel will require anyone presenting factual information to make an oath or affirmation before presenting oral testimony.
- (4) To sustain a charged violation, the College bears the burden of proof by a preponderance of the evidence.

i. Decision and Hearing Report

- (1) All decisions of the Hearing Panel shall be by majority vote.
- (2) The Hearing Panel shall issue a written Hearing Report to the Respondent and Dean of Students within 15 Days of the conclusion of the Hearing. The Hearing Report shall state the Hearing Panel's decision, the reasons supporting the decision, and any sanction the Hearing Panel is imposing.

ii. Notification to Complainant

When a disposition is final, the Dean of Students shall notify the Complainant that the matter has been resolved. Because of the privacy rights of the Respondent, the Dean of Students may not be able to disclose any information about the nature of the disposition.

108. Waiver of Hearing

- (A) At any time before a complaint is resolved through the Hearing process, the Respondent may indicate a desire to waive a Hearing by accepting responsibility for violating some or all the policies charged within the Charge Letter.
- (B) When the Respondent indicates a desire to waive a Hearing under paragraph (A), the Dean of Students must specify in writing the sanction that will be imposed. That sanction will be the same as that presented in the Offer of Informal Resolution, unless newly discovered facts indicate that a higher or lower sanction is warranted. If a different sanction is presented than the original Offer of Informal Resolution, the Dean of Students will explain in writing the reasons for the deviation. Once the Respondent is notified in writing of the applicable sanction, the student may formally waive the Hearing and accept responsibility for violating some or all of the policies identified in the Charge Letter.
- (C) The Respondent has the right to appeal a sanction imposed under paragraph (B) in accordance with the procedures set out under § 110 but may not appeal the underlying violation to which the Respondent pled.

109. Time Periods

- a. The Respondent may voluntarily, in writing, waive any of the time periods or other conditions set out in the Hearing process, with the consent of the Panel Chair
- b. The Respondent may request extensions of any time periods within the Hearing Process, in writing, to the Panel Chair. The Panel Chair has full discretion to approve or deny any request for a time period extension.

110. Appeal to the Provost & Academic Dean

- (A) The Respondent may appeal the decision of the Hearing Panel to the Provost & Academic Dean within 15 Days of receipt of the Hearing Report. The appeal must be made in writing and state the grounds for appeal.
- (B) The Provost & Academic Dean may entertain an appeal after the deadline listed in paragraph (A) upon a showing of new information the Respondent could not have reasonably obtained earlier or other good cause for delay. Such appeal must be made as soon as possible under the circumstances.
- (C) The Provost & Academic Dean will hear an appeal of a Hearing Panel decision only where the Respondent pleads one or more of the following grounds:
 - (1) The Hearing Panel committed a procedural error or omission that materially impacted the outcome of the Hearing.
 - (2) The evidence was not sufficient to support the decision.
 - (3) The imposed sanction was excessive or not appropriate.

- (4) One or more of the Hearing Panel members were incapable of making an impartial decision in the Respondent's case.
- (5) There is new information that was not reasonably available at the time of the Hearing that could substantially impact the original finding or sanction.
- (D) On appeal, the Provost & Academic Dean shall review the decision of the Hearing Panel and do any of the following:
 - (1) Affirm, modify, or reject the Hearing Panel's decision.
 - (2) Affirm, modify, or reject the sanction(s) imposed.
 - (3) Request additional information, including a written submission from the Respondent and a response from the Hearing Panel.
 - (4) Refer the case back to the Hearing Panel to reopen the Hearing, or to reconsider the decision and/or the sanction(s) imposed.
- (E) The Provost & Academic Dean's decision on the appeal shall be in writing and shall be sent to the Respondent, the Dean of Students, and the members of the Hearing Panel within 15 Days of receipt of the appeal.
- (F) If the Provost & Academic Dean takes an action other than affirming the Hearing Panel's decision, the Provost & Academic Dean's written decision shall include the reasons for such action.
- (G) The Provost & Academic Dean's decision on the appeal is final.

111. **No Contact Orders**

The Dean of Students may issue a no contact order against a Student when it is necessary to protect the safety or well-being of a member of the College community or to respond to interference with an investigation.

- (A) A no contact order may be issued in the following instances:
 - (1) During an investigation of a Student or during an ongoing dispute between two Students under the Code;
 - (2) When two Students mutually agree that a no contact order would support their attempts to resolve a dispute; or
 - (3) As a sanction against a Student found to have violated College policy.
- (B) The Dean of Students will consider the following factors to determine whether a no contact order is necessary, including but not limited to:
 - (1) The seriousness of the conduct alleged against the Student;
 - (2) The connection of the other community member to that conduct; and
 - (3) The history and current state of interactions between the Student and the other community member.
- (C) A violation of a no contact order may be punished under Section 104(E)(3) for failing to comply with the directions of a College Official who is acting in the performance of the official's duties.

112. **Sanctions**

- (A) A sanction imposed on a Respondent must be proportionate to the context and seriousness of the violation. The sanction will be recorded in the Respondent's official college record and reported to any state licensing authority making an inquiry. In addition, the Dean of Students will determine whether the sanction will be included on the Respondent's transcript. The details of the sanction, including whether it will be included on the transcript, will be provided to the Respondent in writing. Where the sanction will be reported to the state bar for purposes of determining the Respondent's moral character, the Dean of Students may, when appropriate, include a note deeming the violation to be "minor" or "serious."
- (B) One or more sanctions may be imposed on a Respondent found, through the informal resolution process or after a Hearing, to have violated this Code. Sanctions include but are not limited to:
 - (1) **WARNING.** Formal written warning.
 - (2) **CENSURE.** Written reprimand.
 - (3) **NO CONTACT ORDER.** A directive by a College official that the Student avoid all contact with a member of the community, as specified in the order.

- (4) **RESTITUTION.** Reimbursement to the injured person, organization, or the College.
 - (5) **GRADE REDUCTION.** When the misconduct consists of academic dishonesty, reduction of a Student's grade on the affected assignment or assessment; reduction of a Student's grade or issuance of a "W" in the affected course; or issuance of an administrative action, such as administrative withdrawal, administrative "F," or administrative "NC" in the affected course.
 - (6) **EXCLUSION FROM ACTIVITIES.** Exclusion of the Student from designated activities, including one or more classes, for a specified period.
 - (7) **SUSPENSION.** Termination of student status for a specified period of time with reinstatement thereafter certain, provided that the Respondent has complied with all terms of the suspension. A suspended student will not participate in classes and will be barred from College activities and the College Premises. A suspension is noted on the academic transcript for the period of time a student is suspended.
 - (8) **DISMISSAL.** Permanent termination of student status and dismissal from the College. A dismissal is noted on the academic transcript permanently. A violation of the Code giving rise to a sanction of dismissal from the College must be supported by clear and convincing evidence.
 - (9) **REVOCAION.** Revocation of a degree where admission to the College, award of credit, or award of a College degree was through fraud or academic dishonesty. A revocation is noted on the academic transcript permanently.
- (C) The Respondent may also be required to complete an apology, a reflection, restorative act, work assignment, service to the College, or other action. Any such condition and penalties for failure to comply shall be set forth in writing. If the Respondent does not complete the condition(s), the sanctions identified in the letter may be imposed at the discretion of the Dean of Students.

113. Interim Sanctions: Exclusion from Activities and Suspension

- (A) At any time, the Dean of Students may impose on a Student an interim sanction in the form of exclusion from activities, which may include exclusion from College events, classes, and the College Premises, or a suspension of student status for a specified period when there is reasonable cause to believe such action is in the best interest of the College before final disposition on an alleged violation. A Student will be restricted in their actions or conduct only to the minimum extent necessary to ensure the health and safety of the campus community, or to prevent other disruptive activity incompatible with the orderly operation of the campus.
- (B) A Student placed on an Interim Suspension will be given prompt written notice for the reason, duration, and extent of the Interim Suspension.
- (C) A Student placed on Interim Suspension will be given the opportunity for a prompt hearing on the merits on the Interim Suspension before a faculty or staff member of the Student Conduct Committee selected by the Chair of the Student Conduct Committee. The faculty or staff member will serve as the Chair and sole member of the Interim Suspension Hearing. This individual will not later serve on a Hearing Panel for the same Student and the same alleged conduct.
 - (1) During the Interim Suspension Hearing, the Chair of the Interim Suspension Hearing may uphold, modify, or reject the terms of the Interim Suspension. The Chair of the Interim Suspension Hearing will render their decision in writing within two Days of the Interim Suspension Hearing. This decision is final and may not be appealed. The Interim Suspension and/or other Interim Sanctions shall remain in effect until the resolution of the alleged violation .
 - (2) If the Chair of the Interim Suspension Hearing determines that the Interim Suspension was issued improperly, the Dean of Students will assist the Respondent in mitigating issues regarding the Respondent's academic status resulting from the suspension.
- (D) Upon conclusion of the Interim Suspension Hearing, the Dean of Students will promptly send the Respondent a Letter that describes the outcome of the interim suspension hearing.
- (E) Notices of the Interim Suspension and the outcome of the Interim Suspension Hearing will not be used as evidence of a policy violation in the Informal Resolution Process or Hearing

process, except with regard to alleged policy violations of the Interim Suspension by the Respondent.

(F) Failure to comply with requirements of an Interim Suspension is a violation of this Code.

114. Student Conduct Committee

(A) Each academic year, the Provost & Academic Dean, in consultation with the Faculty Executive Committee, shall appoint seven faculty and staff members to the Student Conduct Committee (the "Committee"), designating one of these members as Chair of the Student Conduct Committee. At least three of the members each year shall be faculty.

(B) The Provost & Academic Dean shall also select three Student members and three Student alternates by lot from the second- and third-year classes.

(1) A selected Student may decline after being informed of the nature and extent of the responsibility.

(2) The nomination process shall proceed until three Students and three Student alternates have agreed to serve on the Committee. An alternate Student member may serve if a Student seat becomes vacant.

115. Records and Recording Policy

The Dean of Students shall maintain the recording of all Hearings under § 107(E)(6) and a copy of the complaint in question for at least seven years from the final disposition. This record shall include all case materials used to make the final decision, along with its disposition. In cases of Dismissal or Revocation, records are kept indefinitely.

APPENDIX B: STUDENT COMPLAINTS AND GRIEVANCES



STUDENT COMPLAINTS AND GRIEVANCES

Updated October 10, 2023

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STUDENT COMPLAINTS AND GRIEVANCES

1.0 Law School Compliance with ABA Standards: Student Complaints

- (A) A Student who wishes to assert that the College is not in compliance with one or more ABA Standards should file a written complaint with the Academic Dean, specifying the College's alleged failure to comply and citing to the specific ABA Standard or Standards at issue.
 - (1) The complaint may be submitted by email, US Mail, or personal delivery.
 - (2) The complaint should include the Student's contact information to facilitate further communication.
 - (3) The absence of contact information may prevent a thorough investigation and/or resolution of the matter. When contact information is available, the Academic Dean shall acknowledge receipt of the complaint within 5 business days.
- (B) The Academic Dean shall investigate the alleged failure to comply with the ABA Standard and provide the Student with a written response within 30 calendar days of receipt of the assertion. The written response shall provide a substantive response to the complaint, describing the steps taken to investigate.
- (C) If the complaint is found to be valid, the written response shall include steps to be taken or already taken to address a failure to comply.
- (D) If the Student is dissatisfied with the Academic Dean's response to or resolution of the complaint, the Student may file a written appeal with the Dean. The appeal must be filed within 30 calendar days of the Academic Dean's response.
- (E) The Dean shall either affirm or reverse, in whole or in part, the Academic Dean's determination. The Dean's response will be communicated to the Student within 30 calendar days of receipt of the appeal. The Dean's decision shall be final.
- (F) The College shall maintain a record of each complaint and its resolution in the Academic Dean's office for a period of 10 years from the date of final resolution of the complaint.

2.0 Student-Initiated Grievance Procedures

Any student who claims a violation of the rights listed under this section below may file a written grievance with the Director of Student Services. Where appropriate, such allegations will be referred for hearing in accordance with the proceedings set out for hearings on student conduct; provided however, that the student shall bear the burden of proof.

- (A) Violation of the privacy rights accorded the student by the Federal Family Educational Rights and Privacy Act of 1974, the State of California Education Code, and the UC Law SF Policies Applying to the Disclosure of the Information from Student Records;

- (B) Discriminatory practices based upon sex, under Title IX of the Education Amendments of 1972 or under University of California Policy Applying to the Student-Related Sections of Title IX of the Education Amendments of 1972;
- (C) Discriminatory practices based upon handicap, under §504 of the Rehabilitation Act of 1973 or under the University of California Guidelines Applying to Nondiscrimination on the Basis of Handicap;
- (D) Discriminatory practices based upon race, color or national origin, under Title VI of the Civil Rights Acts of 1964; and
- (E) Other types of grievances specified in campus regulations.

3.0 Student-Initiated Grievance Procedures: College Services and Departments

(A) Informal Resolution

A student who believes that he or she has encountered a violation of the rights listed under § 2.0 of this section or any other College policy is encouraged to notify the Director of Student Services as soon as possible after the incident. In the event that the party against whom the grievance is filed is the Director of Student Services, then the grievance shall be filed with the Academic Dean. The Director of Student Services in consultation with the Academic Dean may dispose of the matter informally or refer it for hearing to a hearing committee of the Panel on Student Grievances. The Panel on Student Grievances may be coextensive with the Student Conduct Committee or may be selected using the procedures set forth in § 112 of the Code of Student Conduct and Discipline.

If the matter is handled informally and the aggrieved student agrees with its disposition, the disposition shall be final.

If the matter is handled informally and the aggrieved student disagrees with its disposition, a hearing before a hearing committee of the Panel on Student Grievance shall be held.

Before final action on a grievance, the Academic Dean may impose any appropriate measure on an interim basis when there is reasonable cause to believe that such action is needed for the health, safety, or welfare of the student or other members of the College community or to avoid disruption to the academic process. Notice shall be given expeditiously of action hereunder. Where interim measures are imposed, the grievance process shall proceed in an expedited manner.

Except as provided above, the parties to the grievance shall maintain the status quo

and no services shall be removed or additional obligations imposed.

(B) Hearing

The grievant and the respondent shall be given written notice, within a reasonable time prior to the hearing, including a brief statement of the factual basis of the grievance, the College policies or regulations in regard to the matter and the time and place of the hearing.

The student and the respondent shall have the opportunity to present documents and witnesses and to confront and cross-examine witnesses.

The College shall make an adequate record of the hearing by written memorandum, tape recording or otherwise.

The hearing shall be open unless the student, the College or a majority of the hearing committee requests that it be closed.

The hearing committee shall render an expeditious written decision which shall include findings of fact, conclusions, and, if appropriate, remedies.

The hearing committee shall have the discretion to prescribe its procedures for matters not addressed herein. For example, the hearing committee may require that:

- (1) Oral evidence shall be taken only on oath or affirmation, and/or
- (2) 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.
- (3) The committee may seek independent testimony from experts whether or not the parties presented testimony from experts at the hearing.

(C) Appeal to the Dean

An aggrieved student may appeal the decision of the hearing committee to the Dean of the College in writing 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 affirm or reverse or modify the hearing committee's decision.

The Dean shall issue a written decision affirming, overruling or modifying the decision of the hearing committee. A copy shall be sent to the student and the members of the hearing committee.

If the Dean overrules or modifies in any respect the decision of the hearing committee, his or her written decision shall include the reasons for the modification of the decision of the hearing committee.

Upon appeal, the decision of the Dean of the College is final.

(D) Expedited Grievance Procedures

Expedited grievance procedures shall be utilized where there is a time-sensitive grievance, for example, a dispute over disabled student exam accommodations or matters related to an impending Bar examination.

In addition, any grievance may be designated for expedited grievance process by the Academic Dean or the Director of Student Services.

The informal resolutions process of expedited grievances shall be concluded within 3 days of the filing of the grievance. If the matter is not resolved informally within that time, the matter shall be referred to a hearing. The hearing committee shall be convened within 7 days of the referral for hearing.

The hearing committee shall issue a decision within 7 days after conclusion of the hearing. Any appeal to the Dean shall be made within 3 days of the date of the decision of the hearing committee. The Dean shall issue a written decision within 5 days of the appeal.

4.0 Student-Initiated Grievance Procedures: Career Services

(A) Nondiscrimination Policy. “The University of California College of the Law, San Francisco does not make its Career Services facilities available to employers who unlawfully discriminate in the selection of employees on the basis of national origin, race, religion, sex, sexual orientation, age, handicap, or any other basis prohibited by applicable law.”

Employers are required to sign a statement of compliance before participating in any on-campus interviewing program and when listing a position with Career Services. The College takes most seriously compliance with the nondiscrimination policy and will fully investigate complaints in order to enforce the policy.

(B) Complaint Procedures. A student who believes that he or she has encountered a violation of the College's Nondiscrimination Policy during interviewing on campus or at another site is encouraged to notify the Assistant Dean of the Career Development Office as soon as possible after the incident.

(C) Oral Complaint. A student may make an oral complaint to the Assistant Dean of the Career Development Office. The Assistant Dean may, if appropriate, contact the employer to discuss the complaint and to clarify the employer's or the College's policies and/or practices. The student's identity shall be kept confidential if he or she desires.

(D) Written Complaint. A student who wishes to have his or her complaint recorded and pursued may submit the complaint in writing to the Assistant Dean of the Career Development Office. The complaint shall specify the date of the occurrence, the name and address of the employer, the name of the representative of the employer with whom the complaint dealt, the employer's statements and/or practices upon which the complaint is based; and the specific manner in which statements or practices are alleged to violate the Nondiscrimination Policy. The written complaint also may set forth any other facts that the complainant deems relevant.

Upon receipt of a written complaint, the Assistant Dean of the Career Development Office shall have the authority to use the contents of the statement, according to his or her discretion as needed, to fully investigate the complaint. If the student's complaint provides a clear showing of a violation of the Nondiscrimination Policy, the Assistant Dean of the Career Development Office shall promptly inform the employer of the complaint and seek the employer's response to the complaint. The Assistant Dean of the Career Development Office shall make a determination based upon the complaint and investigation, or, has the option to refer the complaint to the Academic Dean, if the Assistant Dean deems that the complaint so warrants.

If the student disagrees with the manner in which the matter has been determined by the Assistant Dean of the Career Development Office or wishes to advocate sanctions against the employer, the student may request that the Academic Dean review the matter. This request shall be made in writing and submitted to the Academic Dean.

(E) Consideration by the Academic Dean; Imposition of Sanctions. If either the Assistant Dean of the Career Development Office or the student/complainant wish the Academic Dean to review the complaint or its resolution, the Assistant Dean of the Career Development Office shall forward a copy of the written complaint and findings of the Assistant Dean of the Career Development Office to the Academic Dean.

The Assistant Dean of the Career Development Office shall give written notification to the employer that the complaint has been referred to the Academic Dean, and the employer with a copy of the complaint and a copy of the College's Nondiscrimination Policy, if these have not already been provided.

The Academic Dean shall review the complaint, the results of the Assistant Dean's investigation and any other available relevant information, and determine whether sanctions against the employer are appropriate under the circumstances.

Sanctions may include, but are not limited to, an admonitory letter to the employer, publicizing the discriminatory conduct in connection with the employer's use of Career Services facilities, or barring the employer from further use of Career Services facilities for a specified period of time.

If the Academic Dean determines that sanctions should be imposed, he or she shall notify the employer of this determination and shall notify the employer that it has a right to request review of the determination in the form of a hearing before a Student Conduct Panel of three persons. If the employer requests a hearing, the employer may submit data concerning its interviewing and hiring practices and any other relevant information. The employer shall have a reasonable time to submit such information and, if it desires, an opportunity to be heard through oral testimony of witnesses. The Academic Dean shall forward to the Student Panel a copy of the student complaint, the Assistant Dean's findings and the Academic Dean's findings. The Student Conduct Panel shall review all the information submitted to it.

The Student Conduct Panel shall set forth its Findings of Fact and its recommendation for disposition of the matter and shall forward these findings and recommendations to the Academic Dean. If the Panel's findings and recommendation differ from the Academic Dean's initial determination to impose sanctions, the Academic Dean shall reconsider the imposition of sanctions in light of the Student Conduct Panel's findings and recommendations.

(F) Recorded Reports. Career Services shall maintain confidential records of all written complaints for not less than three years. Records of Panel dispositions shall be available for general inspection for three years from the date of disposition.

A brief annual report will be completed by July 1 and sent to the faculty describing the disposition of matters arising under this policy. The names of the parties concerned will not be included.

5.0 Student-Initiated Grievance Procedures: Disabilities and Accommodations

It is UC Law SF policy to ensure that no qualified student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination, in any UC Law SF program or activity. UC Law SF is obligated to comply with Title II of the

Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504) and other federal and state laws and regulations pertaining to persons with disabilities.

Once a student notifies UC Law SF, through its Disability Resource Program, of the nature of his or her disability and that he or she is requesting accommodations, UC Law SF will engage the student in an interactive process to determine what modification, adjustment, aid or service may be appropriate to afford the student the opportunity to participate fully in UC Law SF program or activities.

The College's Disabled Student-Initiated Grievance Procedures may be used to address disputes concerning the accommodation process and other forms of discrimination based on disability, alleged to have occurred in any College program or activity. The procedure may also be used to address complaints of retaliation based on having filed or participated in a prior complaint of discrimination at the College.

(A) Definitions

- (1) "Grievance" as used in this procedure means a written complaint by any student alleging discrimination on the basis of disability with respect to any College program or activity, including an alleged improper application of one or more the College's rules, regulations, or policies, or by specified improper actions of any individual affiliated with the College in the capacity of academic personnel, administrative or professional staff, or clerical or service staff.
- (2) "Student" as used in this procedure includes persons (1) who are registered for classes at the College at the time a grievance pursuant to this policy is initiated; (2) who were registered for classes at College at the time of the adverse occurrence that gave rise to the grievance; and (3) who have an offer of admission to the College.

(B) Informal Resolution of Complaints

An individual with a potential grievance regarding the accommodation process or other disability discrimination issue is encouraged to work with the staff of the Disability Resource Program ("DRP") informally in an effort to expeditiously resolve the matter in order to minimize the problem's impact on the student's studies.

Students who have complaints involving DRP staff and/or DRP procedures and who wish to resolve them informally may direct such complaints to the Assistant Dean of Students.

For discrimination issues not involving the accommodation process, students may wish to work directly with the Assistant Dean of Students to attempt to informally resolve the matter.

(C) Formal Grievance Procedures

If a complainant does not wish to use the informal process or in the event that the informal process is unsuccessful, a formal grievance may be initiated. The following procedure has been developed for use by students for purposes of grievances pursuant to the ADA and Section 504:

(1) Step One

- (a)** If informal discussion with appropriate UC Law SF personnel does not resolve the complaint, the student may submit a written grievance to the Director of Student Services within 45 days from the conclusion of the informal resolution or, if the informal process is not utilized, 45 days from the of the event(s) that triggered the grievance, or in the case of inaction, within 45 days from when the student with reasonable diligence should have known of the inaction. UC Law SF strongly recommends filing without delay; delay can affect the student's future studies at UC Law SF. The written grievance must include:
- i.** a clear and unequivocal statement of the UC Law SF rule(s), regulation(s), policy(ies), circumstances and/or action(s) of which the student complains;
 - ii.** the date of any action of which the student complains; [the date on which the discriminatory action occurred; or on which the complainant learned of the discriminatory action];
 - iii.** the names of all witnesses, including the UC Law SF employees involved; and
 - iv.** a summary of the action(s), if any, the student has taken to resolve the matter informally.
- (b)** The UC Law SF ADA/504 Coordinator, Andrea Bing, shall meet with the student within ten (10) working days of the receipt of the grievance. If this meeting does not resolve the grievance, the ADA/504 Coordinator will conduct an investigation of the subject of grievance with the objective of resolving the grievance. The investigation will include gathering relevant evidence to make an unbiased determination with respect to whether discrimination occurred. In conducting the investigations the ADA/504 Coordinator will consult expert resources within UC Law SF, as appropriate.
- In those cases where the grievance involves a dispute regarding the conduct or requirements of a course or of an academic program, the ADA/504 Coordinator shall consult with the Academic Dean.
- (c)** The ADA/504 Coordinator shall furnish the student with a written response to the grievance within 45 working days of meeting with the student. The written response will state the Coordinator's conclusion as to whether discrimination

occurred, the basis for the conclusion and any steps the Coordinator has taken or will take to address the problem. The response shall be mailed to the student by certified mail, return receipt requested. If the grievance involves a dispute regarding the conduct or the requirements of a course, or of an academic program, a copy of the written response issued by the ADA/504 Coordinator shall be provided to the Academic Dean.

(2) Step Two

- (a)** If the student is not satisfied with the written response of the ADA/504 Coordinator, the student may present his/her grievance in written form to the UC Law SF Academic Dean. The grievance presented to the Academic Dean will be limited to those matters raised in the student's grievance to the ADA/504 Coordinator pursuant to Step One of this procedure.
- (b)** Within thirty (30) working days after the receipt of the grievance, the Academic Dean shall review the appeal, any documentation gathered in the course of the investigation, witness statements, and investigative reports and findings by the ADA/504 Coordinator, and determine whether all relevant information was gathered, whether the appropriate legal standard was applied and whether the outcome is appropriate based on these factors. Both parties to the complaint shall be immediately notified in writing of the Academic Dean's decision. The decision by the Academic Dean shall be final.
- (c)** When the subject of grievance is the responsibility of the Academic Dean, the Chancellor and Dean shall make a decision on the recommendation within 30 days of receipt of the appeal. The complainant shall be immediately notified in writing of the Chancellor and Dean's decision. The decision by the Chancellor and Dean shall be final.
- (d)** If the grievance involves a dispute regarding the conduct or the requirements of a course, or of an academic program, a copy of the written decision issued by the Academic Dean or Chancellor and Dean if applicable, may be provided to the professor responsible for the course.

APPENDIX C: UC LAW SF POLICIES & OTHER RULES APPLICABLE TO STUDENTS



POLICIES AND OTHER RULES
APPLICABLE TO STUDENTS

Updated July 26, 2023

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I. FACULTY STATEMENT ON PLURALISM, NONDISCRIMINATION AND ACADEMIC FREEDOM POLICY

The students, faculty, and staff of University of California College of the Law, San Francisco are committed to the creation of an environment where all people, individually and collectively, without regard to race, gender, national origin, religion, age, disability, class, or sexual orientation, are provided an unobstructed opportunity to develop while contributing to the sharing in the UC Law SF community and experience.

The UC Law SF community strives towards creating, perfecting, and maintaining an environment of cooperation based upon tolerance, honesty, justice, and respect for the development of the mind, body, and spirit in order to realize our human potential.

Approved by Faculty on May 1, 1989

UC Law SF prohibits discrimination against any person on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender expression, gender identity, gender transition status, sex- or gender-stereotyping, pregnancy, physical or mental disability, medical condition (e.g., cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, citizenship, or service in the uniformed services, including protected veterans. This policy is intended to be consistent with applicable state and federal laws and UC Law SF policies.

Academic Freedom (<https://uclawsf.edu/2021/05/05/academic-freedom-policy/>)

Adopted by the Faculty Executive Committee in 2011;
Updated and Approved by the Faculty on April 26, 2023

Preamble

Recognizing that robust First Amendment principles in the United States Constitution and corresponding provisions in the California Constitution bind UC Law SF, as a public institution, and, moreover, that the free exchange of ideas is essential to a free society;

Considering the UC Law SF Faculty Executive Committee's endorsement in 2011 of the [American Association of University Professors' Statement of Principles on Academic Freedom and Tenure \(1940\)](#);

Recognizing also that institutions of higher education may experience pressure from private donors and public funders to exclude, or to amplify, particular viewpoints;

Believing that individual faculty members should be able to engage in teaching (including the selection of clinical projects and clients), scholarly research, and public engagement without

fear of institutional sanction or retribution for expressing or eliciting viewpoints that others disagree with;

Noting the particular vulnerability of pre-tenure, contract, and adjunct faculty and the need to ensure that these vital contributors to the mission of UC Law SF can speak, teach, and research freely;

Affirming that the Code of Faculty Rights and Responsibilities (Faculty Code), as enacted by the Faculty on May 4, 1992, and amended most recently by the Faculty on April 13, 2018 (Document VI of the Faculty Rules and Procedures), sets out core professional rights of faculty essential to the preservation of academic freedom at the law school, including, but not limited to, free inquiry and exchange of ideas;

Affirming also that the Faculty Code also sets out faculty responsibilities and standards for assessing and addressing unacceptable or incompetent conduct;

Underscoring that the Faculty Code not only directs UC Law SF to refrain from interfering in the core professional rights of faculty, but also places an affirmative duty on UC Law SF, in support of its central function as an institution of higher learning, to proactively protect and encourage the faculty in their teaching (including the selection of clinical projects and clients), scholarly research, and public engagement by preserving such professional rights;

Emphasizing that this affirmative duty requires UC Law SF to ensure that rights enumerated in the Code are protected in practice, so that faculty may provide a forum for, and express, a full spectrum of ideas and viewpoints in the classroom and in their research;

The UC Law SF Faculty affirms the following guiding principles for the promotion and protection of academic freedom:

Purpose

1.1 The faculty of UC Law SF is committed to the principle that the pursuit of knowledge and the free expression of a full spectrum of ideas and viewpoints is at the heart of the academic mission, whether in the context of research and scholarship, in the classroom (including the selection of clinical projects and clients), and in faculty contributions to public discourse.

1.2 The principles of academic freedom protect the faculty's freedom of inquiry and research, freedom of teaching (which, at a law school, includes the selection of clinical projects and clients), and freedom of expression and publication. These freedoms enable the faculty to advance knowledge and to transmit it effectively to students and to the public.

1.3 The faculty also seeks to foster in our students a mature independence of mind, and the ability to understand, analyze, and debate positions that may differ from their own. This purpose cannot be achieved unless faculty are free to express and to elicit a full spectrum of ideas and

viewpoints, consistent with their rights, standards of scholarly inquiry, and professional ethics. The law school has a special responsibility to equip the next generation of legal professionals with analytical, advocacy, and communication skills crucial to their professional success. When members of the academic community are fearful of expressing or engaging with ideas, the law school cannot advance this mission.

1.4 Learning to engage in dialogue concerning a full spectrum of ideas and viewpoints is a developmental skill that faculty should be committed to teaching and improving. Faculty should strive both to cultivate and to model these skills.

Promoting and Protecting the Free Exchange of Ideas

2.1 Academic freedom and freedom of expression are at the heart of the law school's mission as an institution of higher learning. The goal of education, and especially legal education, is to develop a broad and deep understanding of, and ability to engage on the merits with, a full spectrum of ideas and viewpoints. Vigorous disagreement provides opportunities for us to more effectively articulate, defend, and reflect on our own positions.

2.2 Academic freedom is especially important when the ideas or viewpoints are controversial or unpopular, as orthodox or popular ideas need no protection. It is not appropriate for a law school to prevent or punish the expression of ideas and viewpoints on the grounds that they are controversial, disagreeable, or even offensive.

2.3 Members of the academic community should aspire to civil discourse and to good faith reflection on the different views of others. However, this aspiration may not operate in practice as a restraint on academic freedom and expression, or as a requirement that any faculty member endorse, amplify, or include any particular view.

2.4 The Faculty Code sets out the core professional rights of faculty essential to the preservation of academic freedom at the law school, including, but not limited to, free inquiry and exchange of ideas; the right to present controversial material relevant to a course of instruction; the enjoyment of constitutionally protected freedom of expression; and the right to be judged by one's colleagues, in matters of promotion, tenure, and discipline, solely on the basis of the faculty member's professional qualifications and professional conduct and in accordance with fair procedures.

2.5 With the rights and privileges of academic freedom come corresponding responsibilities, as defined in the Faculty Code. Members of the faculty must also comply with legal obligations to refrain from discrimination and harassment.

Freedom from Interference

3.1 The law school may not use assessments of or discipline for incompetence or other unacceptable conduct as a pretext for interfering with, limiting, or sanctioning a faculty

member's exercise of academic freedom or freedom of expression. No provision of the Faculty Code or other law school policy should be interpreted or applied in order to interfere with, limit, or sanction an individual faculty member or academic appointee's freedom of expression if that expression is legitimately related to that faculty member's course content, teaching, scholarship, or contributions to public discourse.

3.2 No person or organization outside the academic community shall be permitted to dictate which ideas or projects may be taught, explored, expressed, supported, or endorsed by UC Law SF.

3.3 The law school should recognize that access to institutional resources and opportunities for professional development could be granted or denied in an inappropriate manner that chills academic freedom and freedom of expression. Law school administrators, in exercising their discretion to distribute law school resources and opportunities for professional advancement (including but not limited to salary increases; faculty development funds; research and case management stipends; sabbaticals; new or continued funding for centers, clinics, and similar programs; the renewal or extension of contracts; administrative roles for faculty; or other generally available resources or opportunities), should base their decisions solely on a faculty member's professional qualifications and performance and, where applicable, the professional merits of the faculty member's proposal. The law school may not use such assessments, or the related distribution of law school resources and opportunities, to interfere with, limit, or sanction a faculty member's exercise of academic freedom or freedom of expression.

3.4 Nothing in Sections 3.2 or 3.3 is meant to preclude access to external project or topic-based contributions, grants, or other awards, including third-party sponsored research, subject-specific chairs, or external donations to law school centers or programs with specific missions.

3.5 Members of the academic community have a responsibility to exercise independent judgment on academic decisions free from interference. Other members of the academic community should endeavor to protect the right of fellow members to make such independent judgments based on the standards of the profession.

Non-Endorsement and Institutional Expression

4.1 The comments or opinions expressed by speakers at events held on the UC Law SF campus are the speakers' own and should not be taken as a statement, opinion, position, or endorsement by UC Law SF.

4.2 The comments or opinions expressed by UC Law SF faculty or other employees engaged in teaching, research, or scholarship, whether in publications, courses, or public fora, are their own and should not be taken as a statement, opinion, position, or endorsement by UC Law SF.

4.3 Administrators, and faculty in administrative positions, occasionally speak on behalf of the law school and to the law school community. The faculty encourages administrators to remain

mindful that the endorsement of particular viewpoints on matters not directly related to the business of the law school may convey that there is only one acceptable viewpoint on such matters. This can have a chilling effect on academic freedom and on the expression of a full spectrum of ideas and viewpoints within the academic community.

In an age where public funding of universities has diminished vastly, it becomes acutely important to ensure that the influence of money not be permitted to dictate academic decisions. Private donors may, of course, give or withhold gifts as they see fit, but members of the academic community have a responsibility to exercise independent judgment on academic decisions, and it is further the responsibility of other members of the community to protect the right of fellow members to make such independent judgments

II. AMERICANS WITH DISABILITIES ACT (ADA)

UC Law SF complies with Title II of the Americans With Disabilities Act (ADA), §504 of the Rehabilitation Act of 1973 (§504), and other federal and state laws and regulations pertaining to persons with disabilities. The College Disabled Student Initiated Grievance Procedure may be used to address disputes concerning the accommodations process and other forms of discrimination based on disability, alleged to have occurred in any College program or activity. To obtain a copy of the grievance procedure or for more information regarding the procedure, please contact the College's ADA/504 Coordinator, Andrea Bing, wellesan@uclawsf.edu, (415) 565-4733.

III. STUDENT RIGHTS RELATING TO PRIVACY AND ACCESS TO STUDENT RECORDS: NOTICE TO STUDENTS OF RIGHTS UNDER FERPA

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

1. The right to inspect and review your education records within 45 days of the day the College receives a request for access.

You should submit to the Registrar, or other appropriate official responsible for the record, a written request that identifies the record(s) you wish to inspect. The College official will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official will advise you of the correct official to whom the request should be addressed.

2. The right to request the amendment of your education records that you believe are inaccurate or misleading and the right to grieve alleged violation of privacy rights pursuant to the Student Conduct Code §91.00 et seq.

You may ask the College to amend a record that you believe is inaccurate or misleading. To do so, you should write the College official responsible for the record, clearly identify

the part of the record you want changed and specify why it is inaccurate or misleading. If the official decides not to amend the record as requested by you, the College will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing. You also have the right to grieve alleged violations of your right to privacy regarding your education records.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.

FERPA permits the disclosure of records retained by UC Law SF as "directory information" without student consent. These items include: student name, UC Law SF email address, major field of study, dates of attendance, degrees and honors received, the most recent previous educational institution attended and photograph. Students' photographs are only directory information for the purpose of use in UC Law SF publications and for internal use by the UC Law SF community (students, faculty and staff). Students' UC Law SF email addresses are only directory information for the purpose of internal use by the UC Law SF community.

Students may refuse to permit disclosure of personally identifiable information designated as public or "directory information" Notice of a student's refusal to permit disclosure of directory information shall be submitted on Sharknet [here](#).

The U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state education authorities ("Federal and State Authorities") may allow access to your records and personally identifiable information without your consent to any third party designated by a Federal or State Authority to evaluate a federal-or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," as well as any program that is administered by an education agency or institution. Additionally, Federal and State Authorities may allow access to your education records and personally identifiable information without your consent to researchers performing certain types of studies, in certain cases even when the College objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your personally identifiable information, but the Authorities need not maintain direct control over such entities. Also, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent personally identifiable information from your education records, and they may track your participation in education and other programs by linking such personally identifiable information to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student record systems.

Another exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the College has contracted (e.g., an attorney, auditor or collection agent); a person serving on the Board of Directors; or a student serving on an official committee (e.g., a disciplinary or grievance committee) or that is assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Students may provide a written, dated consent for UC Law SF to provide personally identifiable information from that student's educational records to third parties.

Pursuant to FERPA, certain student records are not subject to inspection and review by students. These are set forth in UC Law SF Policies and Procedures Applying to Privacy and Access to Educational Records and referenced below:

- a. Financial records and statements of the student's parents or guardians or any information contained therein. Information from the Parents' Confidential Statement, or equivalent information, may be disclosed to the student on condition that the proper authorization has been signed by the parent(s) or guardian(s).
 - b. Confidential letters and statements of recommendation which were placed in a student's records prior to January 1, 1975, provided that the letters and statements are used only for the purposes for which they were specifically intended.
 - c. Confidential letters and statements of recommendation which were placed in a student's records after January 1, 1975, with regard to admission, application for employment, or the receipt of an honor, if the student has waived the right to inspect and review those recommendations.
 - d. Records containing personally identifiable information about other students. If student records contain information on more than one student, students may inspect and review or be informed of only the specific information which pertains to themselves.
- 3. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by University of California College of the Law, San Francisco to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605
(202) 260-3887/(202) 260-9001 - FAX

IV. COMPUTER RESOURCES ACCEPTABLE USE POLICY

The following acceptable use policy covers use of E-mail and other UC Law SF computer resources. Use of such resources constitutes acceptance of this policy.

UC Law SF provides computing resources, including E-mail, in support of the College's mission of teaching, research, and community service. Use of UC Law SF computing resources constitutes acceptance of this policy and agreement to comply with this policy. In addition, you should be aware that there is no guarantee of privacy or confidentiality with regard to E-mail/Internet communications.

Users of UC Law SF computing resources must respect the rights of other users, including the rights of copyright holders, abide by the security needs of the systems, and conform their behavior to all relevant laws, regulations, and contractual obligations of the College. In addition, all College regulations and policies apply, including the Student Code of Conduct, Academic Regulations, and the Staff Personnel Manual. Misuse of UC Law SF computing, networking, or information resources may result in disciplinary action. Additionally, misuse can be prosecuted under applicable state and federal statutes defining computer crime. Appendix A (available at the Circulation Desk in the Law Library), Network Working Group RFC 1855, which provides netiquette guidelines, is incorporated by reference as part of this policy.

V. POLICY ON RECORDING CLASSES

Audio or video recording of classes, using any technological device, shall be permitted only with the prior approval of the instructor. Students with disabilities may be provided with either recordings or notes under the conditions set through UC Law SF Disability Resource Program, if such an accommodation is deemed necessary to provide equal access. All accommodations are determined on an individualized basis using an interactive process. Students shall not, under any circumstances, make copies of, or distribute to others, any recordings.

VI. SEXUAL MISCONDUCT POLICY

The following is an overview of the University of California College of the Law, San Francisco ("UC Law SF") Sexual Misconduct Policy ("the Policy"). For the full Policy, please visit the website at: [Sexual Misconduct Policy](#).

A. PURPOSE AND SCOPE

Members of the UC Law SF community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The Policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This Policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

The Policy addresses the College's responsibilities and procedures related to Prohibited Conduct in order to ensure an equitable and inclusive education and employment environment free of sexual violence and sexual harassment. The Policy defines conduct prohibited by UC Law SF and explains the administrative procedures the College uses to resolve reports of Prohibited Conduct. This Policy applies to all members of the UC Law SF community, including faculty and other academic appointees, staff, student employees, students, and non-student or non-employee participants in College programs (e.g., vendors, contractors, and visitors).

The University of California College of the Law, San Francisco is committed to creating and maintaining a community free of sexual violence and sexual harassment. Sexual violence and sexual harassment violate both law and College policy. Any member of the College community may report conduct that may constitute sexual violence, sexual harassment, retaliation, and other prohibited behavior ("Prohibited Conduct"). The College will respond promptly and equitably to such reports, and will take appropriate action to stop, prevent, and remedy the Prohibited Conduct, and when necessary, to discipline the Respondent.

In addition to sexual harassment, discrimination based on sex, gender, gender identity, gender expression, sex- or gender-stereotyping, and sexual orientation violates law and other College policies. Such discrimination may also contribute to the creation of a hostile work or academic environment based on sex and thus constitute or contribute to sexual harassment. Harassment that may not be sexual, but still contributes to a hostile work or academic environment, may also violate the College's other non-discrimination policies.

B. REPORTING

For assistance with incidents of sexual violence, sexual harassment, dating violence, domestic violence, and stalking, please contact the UC Law SF Title IX Officer:

Andrea Bing
Title IX Coordinator
200 McAllister Street, Room 552
San Francisco, CA 94102

E-mail: TitleIXCoordinator@uclawsf.edu
Telephone: 415-565-4733

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities:

U.S. Department of Education Office for Civil Rights (OCR)

National office:

Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

San Francisco Office

Office for Civil Rights
U.S. Department of Education
50 United Nations Plaza
San Francisco, CA 94102
Telephone: (415) 486-5555
Facsimile: (415) 486-5570
Email: OCR.SanFrancisco@ed.gov

Sexual misconduct, including, but not limited to sexual harassment, sexual assault, dating violence, domestic violence, and stalking, by any faculty member, staff member, student, or a third party who is a participant in a UC Law SF-sponsored program, event, or activity, is a violation of both state and federal law, as well as UC Law SF policy and will not be tolerated at UC Law SF. Further, UC Law SF is committed to providing ongoing sexual misconduct primary prevention, awareness, and risk reduction programs and training for the entire UC Law SF community. Sexual misconduct of employees is prohibited under Section 703 of Title VII of the Civil Rights Act of 1964; sexual harassment and discrimination of or by any member of the UC Law SF community is prohibited under Title IX of the Education Amendments of 1972.

C. MANDATORY REPORTING UNDER TITLE IX

All University of California College of the Law, San Francisco employees have a duty to report, unless they fall under the “Confidential Reporting” section below. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator. Employees must share all details of the reports they receive, including the identity of the

reporting party. All UC Law SF employees (faculty, staff, administrators, student employees) are expected to immediately report actual or suspected discrimination or harassment to the Title IX Coordinator, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality – meaning they are not required to report actual or suspected discrimination or harassment to appropriate college officials - thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other resources exist for a victim to report crimes and policy violations and these resources will take action when an incident is reported to them.

D. CONFIDENTIAL REPORTING

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- On-campus victim CARE Advocates
- Off-campus:
 - Licensed professional counselors
 - Local rape crisis counselors
 - Domestic violence resources,
 - Local or state assistance agencies,
 - Clergy/Chaplains

All of the above employees will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. CARE Advocates and counselors are available to help free of charge and can be seen on an emergency basis during normal business hours. These employees will submit annual anonymous, aggregate statistical information for Clery Act purposes unless they believe it would be harmful to a specific client or patient.

E. DEFINITIONS (for a list of complete definitions, see the Gender-Based Harassment, Discrimination, and Sexual Misconduct Policy.)

1. Sexual Harassment: unwelcome, sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct.
 - a. A hostile environment is created when sexual harassment is: sufficiently severe, or persistent or pervasive, and objectively offensive, such that it: unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational, employment, or other programs and services of the College, and social and/or residential programs, and creates an environment that a reasonable person would find to be intimidating or offensive.
 - b. Quid Pro Quo Harassment is: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment

when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational [or employment] progress, development, or performance. This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational [or employment] program.

2. Non-Consensual Sexual Contact is: any intentional sexual touching, however slight, by a person upon another person, that is without consent and/or by force.
 - a. Sexual Contact includes: Intentional contact with the breasts, buttock, groin, mouth or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or Any other intentional bodily contact in a sexual manner. May be clothed or unclothed.
3. Non-Consensual Sexual Intercourse is: any sexual intercourse however slight, by a person upon another person, that is without consent and/or by force.
 - a. Intercourse includes: vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.
4. Sexual exploitation includes, but is not limited to:
 - a. Invasion of sexual privacy;
 - b. Prostituting another person;
 - c. Non-consensual digital, video or audio recording of nudity or sexual activity;
 - d. Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;
 - e. Engaging in voyeurism;
 - f. Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex);
 - g. Knowingly exposing someone to or transmitting an STI, STD or HIV to another person without their knowledge and consent;
 - h. Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
 - i. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.
5. Consent: Consent is affirmative, conscious, voluntary, and revocable.
6. Incapacitation: A state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).
7. Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and

coercion that overcomes free will or resistance or that produces consent (“Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want.”).

8. OTHER MISCONDUCT OFFENSES (Will fall under Title IX when sex or gender-based):
- a. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
 - b. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender;
 - c. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
 - d. Bullying, defined as
 - i. Repeated and/or severe
 - ii. Aggressive behavior
 - iii. Likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
 - iv. That is not speech or conduct otherwise protected by the 1st Amendment.
 - e. Relationship Violence is:
 - i. physical violence toward the Complainant or another person with whom the Complainant has a close relationship (e.g., a current or former spouse or intimate partner, a child or other relative), or
 - ii. intentional or reckless physical or non-physical conduct that would put a reasonable person in the Complainant’s position in fear of physical violence toward themselves or another person with whom the Complainant has a close relationship (e.g., a current or former spouse or intimate partner, a child or other relative),
 - iii. that is by a person who is or has been in a spousal, romantic or intimate relationship with the Complainant, or a person with whom the Complainant shares a child in common, and that is part of a pattern of abusive behavior by the person toward the Complainant.
 - iv. Physical violence is physical conduct that intentionally or recklessly threatens the health and safety of the recipient of the behavior, including assault.
 - v. Patterns of abusive behavior may consist of or include non-physical tactics (e.g., threats, isolation, property destruction, abuse of pets, economic control, displaying weapons, degradation, or exploitation of a power imbalance).
 - vi. The nature of the relationship between the Complainant and Respondent is determined by the length and type of relationship, and the frequency of interaction between them. Relationship violence includes both “dating violence” and “domestic violence.”
 - vii. Conduct by a party in defense of self or another does not constitute Relationship Violence under this Policy. If either party asserts that they

acted in defense of self or another, the Title IX Officer will use all available, relevant evidence to evaluate the assertion, including reasonableness of the defensive actions and which party is the predominant aggressor.

- f. Stalking:
 - i. A course of conduct
 - ii. Directed at a specific person
 - iii. On the basis of actual or perceived membership in a protected class
 - iv. That is unwelcome, AND
 - v. Would cause a reasonable person to feel fear for their safety or the safety of others, or to suffer substantial emotional distress.
9. Any other College policies may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party's sex or gender.

F. GRIEVANCE PROCEDURES FOR SEXUAL MISCONDUCT CLAIMS

Employees or students of UC Law SF who believe they have been subjected to sexual misconduct are encouraged to use the College Sexual Misconduct Grievance Procedures, which may be found on the college's website, to resolve their complaint.

Once a formal investigation is commenced, the Title IX Coordinator will provide written notification of the investigation to the parties at an appropriate time during the investigation. The College aims to complete all investigations within a sixty (60) calendar day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator with notice to the parties as appropriate.

UC Law SF will make every effort to adhere to the prescribed time frames of the informal and formal resolution processes. However, in the event that individuals involved are unavailable or of other unanticipated occurrences, the Title IX Coordinator, may adjust the time frames. Any changes will be communicated to the complainant and respondent by the Title IX Coordinator, and where possible, their needs will be accommodated. Time frames may also be extended upon the mutual agreement of the parties. Time frames will be extended if necessary to accommodate holidays and vacation periods that form part of the academic calendar or days on which the College is closed for weather or other emergency purposes. Working days are those on which the offices of UC Law SF are open for business. Extensions will not exceed the bounds allowed by applicable law and regulations.

Upon notice to the Title IX Coordinator, this resolution process involves a prompt preliminary inquiry to determine if there is reasonable cause to believe the Sexual Misconduct Policy has been violated. If so, the University of California College of the Law, San Francisco will initiate a confidential investigation that is thorough, reliable, impartial, prompt and fair. The investigation and the subsequent resolution process determine whether the Sexual Misconduct Policy has been violated. If the investigation and resolution process concludes that a policy violation

occurred, the College will promptly implement effective remedies designed to end the discrimination, prevent its recurrence and address its effects.

In cases where the reporting party wishes to proceed or the College determines it must proceed, and the preliminary inquiry shows that reasonable cause exists, the Title IX Coordinator will direct a formal investigation to commence and the allegation will be resolved through one of three processes discussed briefly here and in greater detail below:

- Conflict Resolution – typically used for less serious offenses and only when all parties agree to conflict resolution,
- Informal/alternative Resolution – typically for less serious offenses, use of alternative resolutions that do not include permanent record sanctions, or
- Formal Resolution – a resolution of contested allegations.

G. INFORMAL INVESTIGATION AND ALTERNATIVE RESOLUTION:

The process followed considers the preference of the parties, but is ultimately determined at the discretion of the Title IX Coordinator. Conflict Resolution may only occur if selected by all parties. The parties can elect for Informal Resolution, but Informal Resolution may also apply if the responding party accepts responsibility for all alleged violations of policy.

If conflict resolution or alternative resolution is desired by the reporting party, and appears appropriate given the nature of the alleged behavior, then the report does not proceed to investigation, unless a pattern of misconduct is suspected or there is an actual or perceived threat of further harm to the community or any of its members.

Conflict Resolution is often used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the formal process to resolve conflicts. The Title IX Coordinator will determine if conflict resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue and the susceptibility of the conduct to conflict resolution. In a conflict resolution meeting, a trained administrator or mediator will facilitate a dialogue with the parties to an effective resolution, if possible. Sanctions are not possible as the result of a conflict resolution process, though the parties may agree to appropriate remedies. The Title IX Coordinator will keep records of any resolution that is reached, and failure to abide by the accord can result in appropriate responsive actions.

Conflict Resolution will not be the primary resolution mechanism used to address reports of violent behavior of any kind or in other cases of serious violations of policy, though it may be made available after the formal process is completed should the parties and the Title IX Coordinator believe that it could be beneficial. Mediation will not be used in cases of sexual violence. It is not necessary to pursue conflict resolution first in order to pursue Informal or Formal Resolution, and either party participating in Conflict Resolution can stop that process at any time and request a shift to either Informal or Formal Resolution.

Informal Resolution [or Alternative Resolution] can be pursued for any behavior that falls within the policy on Gender-Based Harassment, Discrimination and Sexual Misconduct at any time

during the process. This option may be used when:

- A responding party admits responsibility for all or part of the alleged policy violations at any point in the process;
- When the investigation reaches a finding that the parties accept;
- When all parties elect to resolve the allegation using the Informal Resolution process and the Title IX Coordinator assents;
- When the Title IX Coordinator implements the results of an investigation for an at-will employee.

H. FORMAL INVESTIGATION AND RESOLUTION

If either party or both parties select Formal Resolution, or the Title IX Coordinator determines that Formal Resolution is appropriate, the allegation will be addressed using the Formal Resolution option.

For all contested allegations that are not resolved through either Conflict Resolution or Informal Resolution, the Title IX Coordinator will initiate a formal hearing at the conclusion of the investigation.

The Title IX Coordinator will hold a formal hearing, which will include one or more relevant Senior Administrators (depending on whether the responding party is a faculty member, employee, or a student.) In cases with student respondents, the Dean of Students or designee (or Academic Dean or designee, if appropriate) will be the hearing officer for formal hearings. For faculty respondents, the Academic Dean or designee would adjudicate. For non-union employees, a Senior Administrator would adjudicate. For union employees, hearing officer designated would be based on the applicable MOU. In cases where the Title IX Coordinator deems it appropriate, an outside hearing officer may be brought in to fill any of these roles.

The hearing officer will make determination(s) on a preponderance of the evidence (i.e., whether it is more likely than not that the responding party committed each alleged violation) or clear and convincing standard (i.e., highly probable.) To sustain a charged violation, the College bears the burden of proof by a preponderance of the evidence, except a violation giving rise to a sanction of Dismissal/Termination must be supported by clear and convincing evidence.

If a responding party or organization is found responsible by the hearing officer, the hearing officer will recommend appropriate sanctions.

I. DISCIPLINE

The hearing officer assigned to the resolution will decide sanctions or responsive actions appropriate to the policy violation. Factors considered when determining a sanction/responsive action may include:

- The nature, severity of, and circumstances surrounding the violation
- An individual's disciplinary history

- Previous allegations or allegations involving similar conduct
- Any other information deemed relevant by the hearing officer
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation
- The need to remedy the effects of the discrimination, harassment and/or retaliation on the reporting party and the community

A sanction may be noted on a student's official College transcript, if so ordered by the official or body imposing the sanction. When a sanction is noted on a student's transcript, the College will report that sanction to a state bar to which the student has applied for admission and to any state bar the student has previously been certified for admission. A disciplinary sanction, whether or not noted on the student's transcript, will be reported to any licensing authority making an inquiry.

Any party may appeal the findings and/or sanctions, but appeals are limited to the specific grounds. All requests for appeal consideration must be submitted in writing to the Title IX Coordinator within five (5) days of the delivery of the written finding of the hearing. An appeal request submitted to the Title IX Coordinator will be given to the Chancellor & Dean who will review the appeal request(s). All parties should be informed of whether the grounds for an appeal are accepted and the results of the appeal decision or remand. Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).

J. CONFIDENTIALITY

If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In all cases, the College will give consideration to the reporting party with respect to how the reported misconduct is pursued, but reserves the right, when necessary to protect the community, to investigate and pursue a resolution even when a reporting party chooses not to initiate or participate in the resolution process. In cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor a request for confidentiality. In any case where violence, threat, pattern, predation, and/or weapon is not evidenced, the Title IX Coordinator may respect a reporting party's request for no action, and will investigate only so far as necessary to determine appropriate remedies. The College reserves the right to initiate resolution proceedings without a formal report or participation by the reporting party. A reporting party has the right, and can expect, to have reports taken seriously by the University of California College of the Law, San Francisco officials when formally reported, and to have those incidents investigated and properly resolved through these procedures.

K. PROTECTIVE MEASURES

Interim Measures: Services, accommodations, or other measures put in temporarily after the Title IX Officer receives a report of Prohibited Conduct. The Title IX Coordinator may provide interim measures intended to address the short-term effects of harassment, discrimination and/or retaliation, in order to assist or protect the Complainant, the Respondent, or the College community. Interim measures may remain in place until the final outcome of an Alternative Resolution, Formal Investigation, or subsequent disciplinary or appeal process; change or terminate depending on the parties; evolving needs, as assessed by the Title IX Coordinator; or become permanent as part of the resolution of a report.

Remedial Measures: Services, accommodations, or other measures put in place as a result of a Resolution Process (i.e., Alternative Resolution, Formal Investigation, or Other Inquiry).

Supportive Measures: Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge, to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Interim, remedial, and/or supportive measures may include, but are not limited to:

- Referral to counseling and health services
- Education to the community
- Altering the housing situation of a party, subject to availability
- Providing campus escorts
- Providing transportation accommodations
- Implementing contact limitations between the parties through No Contact Orders
- Offering adjustments to academic deadlines, course schedules, etc.

L. PROTECTION OF COMPLAINANTS, RESPONDENTS, AND WITNESSES

The University of California College of the Law, San Francisco community encourages the reporting of misconduct and crimes by reporting parties and witnesses. Sometimes, reporting parties or witnesses are hesitant to report to College officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as drug use at the time of the incident. It is in the best interests of this community that reporting parties choose to report to College officials, and that witnesses come forward to share what they know. To encourage reporting, University of California College of the Law, San Francisco pursues a policy of offering reporting parties and witnesses amnesty from minor policy violations related to the incident.

Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, a student who has been using drugs might hesitate to help take a sexual misconduct victim to the Campus Police). The College pursues a policy of amnesty for students who offer help to others in need.

M. FILING OF FALSE REPORTS

The College will not tolerate intentional false reporting of incidents. It is a violation of the *Student Code of Conduct* to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

N. DUTY TO COOPERATE

Witnesses (as distinguished from the parties) are expected to cooperate with and participate in the College's investigation. Any witness who declines to participate in or cooperate with an investigation will not be permitted to offer evidence or testimony later. Failure of a witness to cooperate with and/or participate in the investigation constitutes a violation of policy and may be subject to discipline. Witnesses may provide written statements in lieu of interviews during the investigation and may be interviewed remotely by phone, Skype (or similar technology), if they cannot be interviewed in person or if the investigators determine that timeliness or efficiency dictate a need for remote interviewing. Parties who elect not to participate in the investigation or to withhold information from the investigation will not have the opportunity to offer evidence during appeal stages of the process if it could have been offered during the investigation. Failure to offer evidence prior to an appeal does not constitute grounds for appeal on the basis of new evidence.

O. PROHIBITION ON RETALIATION

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Protected activity includes report or disclosure of Prohibited Conduct under this Policy and/or participation in the investigation, reporting, remedial, or disciplinary process provided for in this Policy. Retaliation against an individual for an allegation, for supporting a reporting party or for assisting in providing information relevant to an allegation is a serious violation of College policy. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. University of California College of the Law, San Francisco is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation. Retaliation includes threats, intimidation, reprisals, and/or adverse employment or educational actions

P. PRIVACY

All employees receiving reports of a potential violation of the Sexual Misconduct Policy are expected to promptly contact the Title IX Coordinator, within 24 hours of becoming aware of a report or incident. All initial contacts will be treated with privacy: specific information on any allegations received by any party will be reported to the Title IX Coordinator, but, subject to the College's obligation to redress violations, every effort will be made to maintain the privacy of those initiating an allegation. In all cases, University of California College of the Law, San Francisco will give consideration to the reporting party with respect to how the reported

misconduct is pursued, but reserves the right, when necessary to protect the community, to investigate and pursue a resolution even when a reporting party chooses not to initiate or participate in the resolution process.

For more details on the Sexual Violence and Sexual Harassment Policy, please review the full policy available at: [Sexual Misconduct Policy](#)

VII. USE AND CONSUMPTION OF ALCOHOLIC BEVERAGES

UC LAW SAN FRANCISCO POLICY ON USE AND CONSUMPTION OF ALCOHOLIC BEVERAGES ON CAMPUS

*Current as of August 1, 2023

I. **Purpose and Scope**

This policy governs the consumption of Alcoholic Beverages (defined as beer, wine, and distilled spirits) on property owned or operated by UC Law San Francisco (the "Campus") and at Covered Off-Campus Events (defined as Barrister's Ball, Student's Gala, or any off-campus event for which UC Law San Francisco must enter a venue contract). This policy is designed to promote the responsible use or non-use of Alcoholic Beverages.

Everyone consuming Alcoholic Beverages on Campus is expected to assume responsibility for their own behavior. Behavior and conduct by an individual whose judgment is impaired due to alcohol abuse that interferes with the decorum and atmosphere of UC Law San Francisco will not be tolerated.

II. **Statement of Policy**

This policy applies to any person who possesses or consumes Alcoholic Beverages on the Campus or at a Covered Off-Campus Event. The provisions below attempt to reduce many risky situations that accompany alcohol use, keeping safety foremost in choices related to alcohol use, while complying with state and local regulations.

III. **Policies and Guidelines**

A. **Rules Applicable to All UC Law SF Events with Alcohol**

1. Persons under (21) years of age may not possess or consume Alcoholic Beverages on campus.
2. Drink tickets are required at events where students are in attendance, with a maximum of (2) drink tickets per person. A person may only distribute one drink per one drink ticket. A sober person must serve the drinks in accordance with the Alcohol drink ticket policy.
3. Events with attendance anticipated to exceed (100) persons must have a licensed and insured bartender.
4. If distilled spirits are provided at an event with students in attendance, irrespective of the size of the event, they must be served by a licensed and insured bartender.
5. No person may possess or serve Alcoholic Beverages from a common source on Campus or at a Covered Off-Campus Event unless it has been approved by the Special Events & Guest Services department events@uclawsf.edu, as part of a registered event in a designated space. Common source containers are defined as kegs, pony kegs, punch bowls, wine boxes, or commercial dispensers.
6. Student events with alcohol must be hosted a registered organization in accordance with the guidelines set forth in Section III.B, below. Individual students unaffiliated with a registered student organization may not host events on campus with alcohol.

7. No person may use funnels or play drinking games with Alcoholic Beverages. Alcoholic Beverages games are activities that encourage increased consumption of Alcoholic Beverages beyond safe and legal limits.
8. When serving Alcoholic Beverages on Campus or at a Covered Off-Campus Event, non-alcoholic beverages must be available at the same place and time as Alcoholic Beverages and featured as prominently as the Alcoholic Beverages.
9. When serving Alcoholic Beverages on Campus or at a Covered Off-Campus Event, food must be served.
10. No person shall provide or distribute Alcoholic Beverages to persons who are intoxicated.
11. Alcoholic Beverages must remain in the location in which they are served.
12. Alcoholic Beverages are not permitted in the Law Library, and/or any other reading/study rooms, or any College classroom.
13. Public intoxication and/or any related problematic behavior is not permitted. If a person becomes noticeably intoxicated while on Campus, the College may require them to leave the area and/or Campus. Such incidents may be reported to Human Resources or College administration, as applicable, for disciplinary action.
14. All community members should be cognizant of vicarious liability and the consequences to the organization should a vicarious liability suit be filed against the organization/individual when a person, regardless of age, attending an event and consuming Alcoholic Beverages is involved in an accident resulting in personal injury and/or death.

B. Rules Applicable to Registered Student Organizations

1. Registered Student Organizations must inform the Office of Student Services when they plan to host a Campus or Covered Off-Campus Event with Alcoholic Beverages at least **10 business days prior to the date of the event**. Notification shall include submission of the “UC Law San Francisco Acknowledgement of Responsibility for Service of Alcoholic Beverages Form,” Attachment A, below.
2. Registered Student Organizations may not serve Alcoholic Beverages before 3:45pm on weekdays or before 12pm on Saturdays/Sundays or holidays.
3. Registered Student Organizations hosting an event with alcohol must designate one student per every fifty attendees who will remain sober for the duration of the event. The Organization shall provide the names of the sober students to Student Services within (48) hours of the start of the event.
4. Common source containers are not permitted at student organization events.
5. UC Law San Francisco has the sole and absolute discretion to require any registered student organization that is a separate corporation to provide private event liability insurance when serving Alcoholic Beverages at an event on Campus. Further, the liability insurance policy must name the College, its officers, and its employees as additional insured.
6. Sharks on the Quad (“SQUAD”), hosted by UCLAS - UC Law Associated Students, is exempt from the requirement to have a licensed bartender when attendance exceeds 100 people. Distilled spirits, hard seltzers, and kegs are prohibited at SQUAD.

- C. The Chancellor & Dean may waive any of the above requirements where the Chancellor & Dean determines this is warranted by special circumstances. Such a waiver must be expressed in writing.

IV. **Sanctions**

- A. Individuals, students, or student organizations who violate UC Law San Francisco policies are subject to UC Law San Francisco disciplinary proceedings under the Student Conduct Code or College's personnel rules and regulations. Sanctions for the violation of this policy are based on the severity and frequency of violation. Sanctions may include but are not limited to: referral to on- or off-campus alcohol assessment and/or counseling, alcohol education, community service, disciplinary probation, suspension of individual students, suspension from use of UC Law San Francisco facilities for a designated period of time, suspension of registered student organization status, and employee discipline up to and including termination.
- B. To promote an ethic of shared responsibility and community support, the College encourages students to seek help for themselves and others, whether they are on or off campus, by calling for substance use (i.e., alcohol and legal or illegal drugs) counseling or medical assistance whenever appropriate or necessary. The College seeks to remove barriers that might prevent students from seeking such support, especially in the case of excessive substance use or dependency. Thus, if a student provides information to a College employee in a good-faith effort to seek substance use or dependency counseling or medical assistance for themselves or others, the College will not use that information to pursue disciplinary action related to that substance use. A student will not, however, be otherwise exempted from processes outlined in the Code of Student Conduct and Discipline, including for engaging in misconduct while under the influence of legal or illegal substances.

VIII. SMOKING IN AND AROUND ALL UC LAW SF BUILDINGS

All students, staff, faculty, visitors, and anyone on or within UC Law SF managed property, are prohibited from smoking and using, tobacco products, including electronic cigarettes, in UC Law SF buildings and on UC Law SF property whether the property is enclosed or not enclosed, except in areas designated by UC Law SF.

Smoking means:

Carrying or holding a lighted pipe, cigar, cigarette of any kind, or any other lighted smoking equipment, or the lighting, emitting, or exhaling the smoke of a pipe, cigar, or cigarette of any kind, including e-cigarettes.

Tobacco product means:

Any product containing, made, or derived from tobacco that are intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco

product, including but not limited to, cigarettes; cigars; little cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco. Tobacco products exclude any tobacco product that has been approved by the U.S. Food and Drug Administration for use as a tobacco cessation product, a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Electronic cigarette means:

Any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.

Each individual is responsible for complying with the policy. The policy will be enforced by the Human Resources Department and College security as applicable.

College facilities management shall be responsible for the posting of signs at the entrances to UC Law SF buildings to communicate smoking is prohibited on and within UC Law SF property, except in areas designated by UC Law SF.

* Government Code Section 7597 provides the following:

(a) No public employee or member of the public shall smoke any tobacco product inside a public building, or in an outdoor area within 20 feet of a main exit, entrance, or operable window of a public building, or in a passenger vehicle, as defined by Section 465 of the Vehicle Code, owned by the state. (b) This section shall not preempt the authority of any county, city, city and county, California Community College campus, campus of the California State University, or campus of the University of California to adopt and enforce additional smoking and tobacco control ordinances, regulations, or policies that are more restrictive than the applicable standards required by this chapter.

IX. FLYERS, BULLETIN BOARDS, & POSTING POLICY

UC Law San Francisco
Flyers, Bulletin Boards, & Posting Policy
Revised August 1, 2023

I. Introduction

- The purpose of allowing flyers and posters within campus facilities is to further the educational mission of the College by allowing students and others in our community to publicize events and otherwise share important information, thus providing opportunities for learning and development of community.
- Bulletin boards and poster board postings are made available to individuals and groups for the benefit of the entire community; they are prominently placed and represent the College both to our internal community and to visitors.
- Posting of physical flyers and placement of poster boards at the UC Law campus is limited to the locations and terms stated below.
- The College aims to foster an inclusive learning environment where all community members feel a sense of respect and belonging. The College encourages community members to consider these values when posting materials.
- Materials posted in non-designated locations, or otherwise not in compliance with the terms of this policy, will be removed immediately without notice to the organization or individuals who posted the materials.

II. Definitions Types of Postings & Locations:

- **Internal Community Flyer:** a flyer originating from a UC Law SF community member (faculty, staff, or student).
 - 200 McAllister, 1st Floor, next to the Business Center
 - 333 Golden Gate, 1st Floor, in hallway next to the Student Lounge & Cultural Center.
 - Elevators: Each elevator has a bulletin board for flyers to be posted.
- **External Community Flyer:** a flyer for an event, activity or announcement, or for information purposes that is requested for posting by an external community member (e.g., outside business, Tenderloin resident, member of the public). External community members may leave their flyers with a security officer in the lobby of a UC Law building, who will provide the flyer to Special Events & Guest Services for consideration for posting. The College may put External Community Flyers on bulletin boards in the following locations:
 - 200 McAllister, 1st Floor, next to the Business Center
 - 333 Golden Gate, 1st Floor, in hallway next to the Student Lounge & Cultural Center.
- **Poster Board:** a stiff cardboard display that provides information on an upcoming UC Law campus event that is placed in the lobby or other common space of a UC Law building. See locations below.
 - 200 McAllister, 1st floor lobby, near the staircase, next to the TV monitor (4 poster boards maximum at any one time)
 - 333 Golden Gate, 1st floor next to exit to the Quad (2 poster boards maximum at any one time).
- **Classroom White Boards:** Erasable boards and walls located in classrooms.
- **Lobby Televisions:** Televisions to present digital flyers for upcoming dated events only. See locations below.

- 200 McAllister, 1st floor lobby
 - 333 Golden Gate, 1st floor lobby
- III. **Posting Guidelines:** Individuals who post Flyers or Poster Boards as well as leaders of sponsoring entities of Flyers or Poster Boards are responsible for ensuring that postings are in compliance with this policy. Failure to do so may result in disciplinary action.
- **Internal & External Community Flyers:**
 - Duration of Postings: Flyers are limited to (14) calendar days from posting. Flyers for dated events may be posted no more than (30) days prior to the event.
 - Number of Flyers: Only one flyer for each event, announcement, etc., per bulletin board is permitted. Substantially identical flyers may not be posted at the same time on a single bulletin board.
 - Permitted Size of Flyers: Flyers are recommended at **8.5 x 11** inches but may in no case be larger than **8.5 x 14** inches.
 - Placement: Flyer must be placed in approved locations on Bulletin Boards. They are not permitted to be taped on walls, doors, or windows. Placement of Flyers is first come first served unless there are extenuating circumstances.
 - **Poster Boards:**
 - Only available to a UC Law internal community member.
 - Duration of postings: In order to maximize impact and visibility, UC Law SF recommends placement of Poster Boards the day of the event only. Maximum duration of posting is (7) days prior to the event.
 - Permitted Size: Poster Boards shall be no larger than **22 x 28** inches.
 - Placement: Poster Boards must be placed in approved locations on an easel. They are not permitted to be placed on the ground, leaned up against a wall, etc. Each person or group that uses Poster Boards must provide their own easel. Placement of Poster Boards is first come first served unless there are extenuating circumstances.
 - **Classroom White Boards**
 - Classroom white boards are primarily for classroom and College-approved co-curricular instruction.
 - Duration of Postings: College staff, faculty, or other classroom users may erase the announcements as desired to create a clean classroom environment and space for the boards' primary function, instruction, or to ensure that the classroom white boards are clean for events.
 - Announcements may be written with white-board erasable pens on the white boards to notify the community of near-term events and programming.
 - **Lobby Televisions:** If you have a flyer you would like to be displayed in any of the lobby's Tv, please email your flyer to events@uclawsf.edu.
 - For best results, design the flyer to be horizontal.
 - Format the flyer in the following settings: Jpg, gif, or png.
 - The exact dimensions of the Digital Displays are 1920 x 1080 pixels
 - Duration of Postings: Digital flyers are limited to (30) days prior to event.

IV. Content Requirements for Postings: Standards for All Postings, Regardless of Type.

- Postings must include the name of the person or sponsoring entity and contact information for that person or sponsoring entity.
- Postings may not use obscene, vulgar or profane language or display sexually explicit imagery.
- Postings may not advocate for activity that is illegal or in violation of UC Law policy.
- Postings may not advertise events or activities that exclude participation based on any classification protected by [UC Law Nondiscrimination Policy](#).
- Postings that advertise events or activities at which alcohol will be served must comply with the College [alcohol policies](#) requirements for such communications. Among other things, such postings may not convey that excessive drinking is invited or encouraged. For example, terms such as “all you can drink” and “bottomless drinks” will not be permitted.

V. Removal or Relocation of Flyers or Poster Boards

- UC Law reserves the right to remove or relocate Flyers or Poster Boards that do not meet the requirements provided in this policy, including information, duration, and location requirements, or because such postings are obstructing traffic or otherwise interfering with College activities. Such removal or relocation may be done without notice to the organization or individuals who posted the materials.
- Flyers will be removed (15) days after the posting date or, for dated event flyers and for Poster Boards, after the event.
- Removal, relocation, defacement, or covering of a flyer or Poster Board with the intent to obscure the organizer’s event or the flyer or Poster Board’s purpose may result in disciplinary action.

**APPENDIX D: UC LAW SF COVID-19 PREVENTION PROGRAM & CAMPUS ACCESS
POLICY**

The UC Law SF COVID-19 Prevention Program & Campus Access Policy is accessible here:

[https://uclawsf--
simpplr.vf.force.com/apex/simpplr__FileDetail?fileId=0692M00000Wj6QcQAJ&siteId=a0i2M000
00UP2IZQA1&provider=intranet](https://uclawsf--simpplr.vf.force.com/apex/simpplr__FileDetail?fileId=0692M00000Wj6QcQAJ&siteId=a0i2M00000UP2IZQA1&provider=intranet)

A copy is provided on the pages that follow, but students should always access the most current version online.

**UC Law SF COVID-19 Prevention Program
& Campus Access Policy**

Effective July 29, 2021

Revised July 30, 2021 (Sections II and VI)

Revised August 24, 2021 (Sections II, III, V, and VIII)

Revised September 9, 2021 (Section VI)

Revised October 15, 2021 (Sections I, II, III, IV, V, VI, XI)

Revised January 3, 2022 (Sections I, II, VI, VII)

Revised January 19, 2022 (Sections VII, VIII)

Revised March 21, 2022 (Sections II, III, V, VI, XV)

Revised May 18, 2022 (All Sections)

Revised May 9, 2023 (All Sections)

I. Purpose & Background

The purpose of this policy is to align campus access with evolving COVID-19 protocols. This policy and associated protocols are based largely on the [CAL/OSHA COVID-19 Prevention Standards](#). Following completion of the spring 2022 semester, the College largely eliminated COVID-19 requirements while retaining the ability to reimplement needed COVID-19 pandemic protections if triggered by a surge or campus outbreak.

II. Vaccination

Per the Centers for Disease Control ("CDC"), people who are fully vaccinated are at low risk of symptomatic or severe infection. UC Hastings Law strongly encourages COVID-19 vaccination, including boosters as recommended, for everyone accessing campus buildings. UC Law SF does not require proof of vaccinations to enter campus buildings, however, the College may revise this requirement at any time without notice based upon increasing case levels, Public Health guidance, or other circumstances.

III. Campus Access

Faculty, staff, students, contract personnel, vendors, and others in our campus community have no constraints on access to campus buildings. There are limited restrictions for visitors remaining as detailed below. Details on specific uses, activities, and locations follow.

- **Library:** Unscheduled visitors are not permitted in the library. Please consult the library's website for more information on hours and services.
- **Fitness Center:** The fitness center is operating at normal capacity; however, it is not available to public visitors or guests.

IV. Physical Distancing at UC Law SF Campus

At UC Law SF, facilities and spaces have returned to normal occupancy, and classes, events, programs, and other campus activities utilize standard capacities based upon existing room capacities. The College retains the right to re-implement physical distancing requirements either when required by public health agencies or when deemed necessary given specific circumstances.

V. Face Coverings at UC Hastings Law

Face coverings are generally optional. Any member of the community may continue to wear a mask if desired, and UC Law SF strongly encourages unvaccinated individuals and those with a recent suspected exposure to COVID-19 to wear face coverings. Individual offices and classrooms may continue to require face coverings, and all members of the community are expected to follow signage and faculty directions with respect to face coverings. The College retains the right to re-implement face covering requirements either when required by public health agencies or when deemed necessary given specific circumstances.

VI. COVID-19 Symptoms & Confirmed Cases

Students, faculty, staff, and all members of the campus community must assess themselves for symptoms of infectious illnesses, including COVID-19, prior to coming to campus each day. **If you are experiencing symptoms of illness, you must stay home and should seek medical care if indicated by your symptoms.** If you are on campus and begin to experience symptoms of illness, you must go home if you are able, or seek medical care, dependent upon your symptoms and circumstances.

- **Symptoms of COVID-19:** Individuals with the following symptoms, may have COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

- **Life Threatening Symptoms of COVID-19:** If you have any of the following symptoms, you may need urgent medical care. Please call 911 or go to the nearest emergency

department. If you see someone else suffering from these symptoms, please assist the person in obtaining appropriate medical care.

- Pale, gray, or blue-colored skin, lips, or nail beds depending on skin tone
 - Severe and constant pain or pressure in the chest
 - Difficulty breathing (such as gasping for air, being unable to walk or talk without catching your breath, severe wheezing, nostrils flaring, grunting, or ribs or stomach moving in and out deeply and rapidly)
 - New disorientation (acting confused)
 - Unconscious or very difficult to wake up
 - Slurred speech or difficulty speaking (new or worsening)
 - New or worsening seizures
 - Signs of low blood pressure (too weak to stand, dizziness, lightheaded, feeling cold, pale, clammy skin)
- **If you are confirmed with COVID-19, you are required to alert UC Law SF as soon as you are physically able to do so.** Students should notify the Dean of Students and employees should notify Chief HR Officer Scott (scottandrewf@uchastings.edu).
 - **Timeline for Returning to Campus following COVID-19 Illness:** Per the CA Department of Public Health, please use the following guide to determine duration of quarantine following a positive COVID-19 diagnosis:
 - **Stay home** for at least 5 days.
 - Isolation can end after day 5 if symptoms are not present or are resolving and you have not had a fever for the last 24 hours without the use of fever-reducing medications.
 - You should wear a mask around others until at least 10 days after symptom onset or positive test.

VII. Close Contacts

A close contact is defined by the CDC as someone who was within 6 feet of someone confirmed as infected by a laboratory test for a cumulative total of 15 minutes or more over a 24-hour period (e.g., three individual five-minute exposures within a day would equate to a qualifying exposure).¹ Close contacts are not required to isolate, but should monitor for symptoms and wear a mask for 10 days after the last contact with the person who had COVID-19 and should get tested 3-5 days after exposure or if symptoms develop.

VIII. COVID-19 Prevention Plan

In compliance with the CAL-OSHA COVID-19 Prevention Standards, UC Law SF continues to implement a COVID-19 Prevention Program as outlined below.

¹ A close contact also includes providing care to someone who has COVID-19; having direct physical contact with someone with COVID-19 (i.e., hugging or kissing them); sharing drinking or eating utensils with someone with COVID-19; or having someone with COVID-19 sneezing, coughing, or otherwise getting respiratory droplets on you.

1. System for Communicating: UC Law SF has methods in place to exchange information with the community regarding COVID-19. This includes via regular email communications, emergency mass notifications if applicable, the UC Law SF website, campus signage, and via direct communication with COVID-19 pandemic response team members including the Chief Operating Officer, Chief Human Resources Officer, and Dean of Students.
 - a. All community members are required to report confirmed cases of COVID-19 and may do so without fear of reprisal.
 - b. UC Law SF communicates COVID-19 policies and procedures and other relevant information to the community, and in some circumstances, to other persons (e.g., contract personnel, vendors, etc.) within the campus.

2. Identification and Evaluation of COVID-19 Hazards: UC Law SF is continuously assessing the campus for COVID-19 hazards regularly. UC Law SF employees or their representatives are allowed to participate in hazard identification and evaluation.
 - a. *For improving indoor air quality*, CAL-OSHA requires employers to evaluate how to maximize ventilation with outdoor air to the highest level of filtration efficiency compatible with the existing ventilation system and to assess whether or not the use of portable or mounted HEPA filtration units or other air cleaning systems would reduce the risk of COVID-19 transmission.
 - i. Pursuant to San Francisco Department of Public Health ventilation guidance for improving ventilation in indoor spaces, *the College has taken the following actions in 200 McAllister and 333 Golden Gate*, as these buildings have HVAC systems.
 1. Disabled demand controls on HVAC ventilation systems so fans operate continuously, regardless of heating/cooling needs.
 2. Opened outdoor air dampers and closed recirculation dampers to reduce or eliminate air recirculation.
 3. Generated clean-to-less-clean air movement by adjusting the settings of supply and exhaust air diffusers and/or dampers in higher risk areas, so that potentially contaminated air is moved away from occupants.
 4. Improved central air filtration by upgrading to MERV 10 rated filters.
 5. Created a plan for inspecting, and when necessary, cleaning or replacing filters, which includes changing filters at least quarterly, inspecting filter housings and racks to ensure appropriate filter fit, checked for ways to minimize filter bypass, and running fans continuously.
 6. Programmed HVAC cycles to bring in maximum outside air flow for 1-2 hours before the buildings open each day.
 - ii. Pursuant to San Francisco Department of Public Health ventilation guidance for improving ventilation in indoor spaces, *the College has*

taken the following actions in 100 McAllister, as this building does not have an HVAC system and instead relies upon passive ventilation.

1. Encouraged all occupants, as weather conditions allow, to increase fresh outdoor air by opening windows and doors.
 2. Encouraged all occupants to use fans to increase the effectiveness of open windows, by positioning fans securely and carefully in or near windows and to minimize air blowing from person to person.
 3. Provided Portable Air Filters to office occupants and in spaces potentially utilized by groups of people including the fitness center, Clara Foltz Lounge, and Skyroom.
3. Investigate and Respond to COVID-19 Cases: UC Law SF will collect information whenever there is a COVID-19 case on the campus, which includes verifying case status and determining possible close contacts, receiving symptom and test result information, and identifying and recording cases.
- a. *Within one business day that UC Law SF knows of a COVID-19 case present at the campus, UC Hastings Law will give written notice of the presence of a positive case on campus.² If an employee is represented, written notice will also be provided to the employee's authorized representative. And, written notice will be provided to any independent contractors, employers, or contract employees known to have been present. In such a situation, all personal identifying information of COVID-19 cases or persons with symptoms, will be kept confidential except when reported to public agencies or as otherwise required by law.*
4. Correction of COVID-19 Hazards: UC Law SF will implement policies and procedures to correct unsafe and unhealthy conditions, work practices, and procedures related to COVID-19 in a timely manner based upon the severity of the hazard.
5. Training and Instructions: UC Law SF will provide training and instruction to the community on various topics, including, for example, COVID-19 transmission, symptoms, prevention, access to testing and vaccination, employment related benefits, and use/availability of face coverings.
6. Use of Face Coverings: See Section V above.

² High-risk exposure period for symptomatic individuals is from two days before symptoms first developed until ten days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved. High-risk exposure period for asymptomatic individuals is from two days before until ten days after the collection of their first positive test.

7. **Other Administrative Controls, Administrative Controls, and PPE:** UC Law SF has implemented control measures to minimize exposure to COVID-19 hazards. These measures include:
 - a. Improving indoor air quality (see IX(2)(a) above).
 - b. Encouraging handwashing and providing hand sanitizer
 - c. Evaluating employee's needs for personal protective equipment such as gloves, goggles, and face shields, and providing that PPE as needed
8. **Reporting, Record-Keeping, & Access:** UC Law SF maintains records of steps taken to implement the COVID-19 Prevention Plan and keeps a record of all COVID-19 cases at the campus, including specified information about employees and their presence at the worksite.
9. **Return to Work Criteria:** For employees confirmed with COVID-19, the same criteria for determining a return to campus as those outlined in Section VI above. Though the following scenarios are unlikely, they are included here for potential use in the event of exigent circumstances.
 - a. *In the event of critical staffing shortages based on actual COVID-19 cases or exposures, health care, emergency response, and certain social service workers who do not develop symptoms may return after Day 7 from the date of the last exposure if they received a negative PCR test result from a specimen collected after Day 5. A critical staffing shortage cannot be based upon anticipation of a future outbreak.*
 - b. *UC Law SF may also request a waiver of the requirement to exclude from the workplace exposed or COVID-19 positive employees or personnel, when the exclusion would create an undue risk to public health and safety. Such waiver request must be submitted to rs@dir.ca.gov. If granted, the campus must implement measures to prevent workplace transmission.*

IX. Requirements for a Minor COVID-19 Outbreak

A minor COVID outbreak is defined by CAL-OSHA as three or more employee COVID-19 cases within an exposed group⁵ within a 14-day period as measured by the testing date of each case. These requirements apply until there are no new COVID-19 cases in the exposed group for 14 days.

⁵ Exposed group means all employees at a work location, working area, or a common area at work where a COVID-19 case was present, at any time during the high-risk period, including in bathrooms, walkways, hallways, and waiting areas. An exposed group does not include (1) places where individuals momentarily pass through while everyone is wearing face coverings and not congregating, (2) the COVID-19 case was not present at the site at the same time as other individuals, or (3) the COVID-19 case was wearing a face covering during the entire visit, which was less than 15 minutes during the high risk exposure period.

1. **COVID-19 Testing:** Provided to unvaccinated individuals within the exposed group, free of charge, until there have been no cases in the affected group for 14 days.
2. **Respirators:** Employees have a right to request a respirator if they are unvaccinated.
3. **Physical Distancing or Partitions:** UC Law SF will determine whether to implement physical distancing of at least six feet, or if not feasible, the use of physical partitions.
4. **Outbreak Investigation and Hazard Corrections:** UC Law SF will immediately investigate and determine potential factors that contributed to the outbreak, make any necessary changes to reduce potential for transmission, and document all of these efforts.
5. **Ventilation:** UC Law SF will use the highest compatible filtering efficiency for mechanically ventilated buildings and determine whether portable or mounted HEPA filtration units or other air cleaning systems would further reduce transmission and implement to the degree feasible.

X. Requirements for Major COVID-19 Outbreaks

A major COVID-19 outbreak is defined by CAL-OSHA as 20 or more employee COVID-19 cases in an exposed group within a 30-day period. The 30-day period is measured based on the testing date of each case. These requirements continue to apply until there are no new COVID-19 cases in the exposed group for 14 days. UC Hastings Law will work with San Francisco Department of Public Health to ensure appropriate requirements are followed including consideration of returning to a campus virtualization based upon the circumstances. The requirements of Minor COVID-19 Outbreaks in Section X above, apply with the following additions:

1. **COVID-19 Testing:** Provided to everyone in the exposed group at least twice per week, free of charge, regardless of vaccine status, or more frequently if recommended by Public Health.
2. **Respirators:** Provided to everyone for voluntary use for everyone in the exposed group. If an individual in the exposed group opts not to wear the voluntary respirator, they are required to wear a face covering during the time period these requirements are applicable.
3. **Physical Distancing or Solid Partitions:** Any exposed group individual not wearing a respirator must be separated by at least six feet unless that separation is not feasible, except for momentary instances while individuals are in movement. If physical distancing cannot be maintained, UC Law SF will install cleanable solid partitions to reduce transmission.

XI. Ventilation and Indoor Air Quality

Refer to Section IX above for measures undertaken by the College to improve indoor air quality. If you have concerns about ventilation in your area that are not addressed by the College's compliance with recommended measures from the San Francisco Department of

Public Health and CAL-OSHA, we recommend that, as a mitigating factor, you continue to wear a face covering while on campus.

XII. Catering & Food Service

Individuals preparing or serving food must abide by the following requirements:

- Ensure proper hand hygiene including regularly washing hands and using hand sanitizer when hand washing is not immediately available
- Use gloves, irrespective of vaccination status, while preparing or serving food

XIII. Questions and Comments

For questions and comments, please contact the following individuals about this policy and protocols.

1. Chief Operating Officer, Rhiannon Bailard
2. Chief Human Resources Officer, Andrew Scott