

ATTENDANCE/ PREPAREDNESS

Juris Doctor Degree Program

Attendance

Students must attend at least 80% of the regularly scheduled class hours in each course to receive credit for the course. If a student is dropped from a course due to inadequate attendance, the student will receive an "Unauthorized Withdrawal" on their transcript and will, in order to meet graduation requirements, be required to repeat the course when it is next offered. Students are required to come to class prepared to actively participate as each course may require.

Students should be aware that failure to meet the attendance standard can take place through tardiness or early departure from class as well as absence for an entire class. For example, in a class that meets once each week, a student who has missed three entire classes and has been tardy for one class has failed to meet the attendance standard and will not receive credit for the course.

- **Absence:** Under the statutory provisions and rules of the State Bar of California, absence from classes is never excused; a student is either "present" or "absent." A student who is not present for a significant period of time during a class session shall be deemed "absent" for that period of time. The class instructor may round time absent to the nearest one-half of an academic hour. An academic hour is 50 minutes, and a half-hour is 25 minutes. Thus, a student who misses 13 minutes of a class, whether by reason of tardiness and/or early departure from class, may be marked as absent for one-half hour. A student who misses less than 13 minutes of a class on two occasions may be marked as absent for one-half hour, notwithstanding the total number of minutes missed.
- **Class Sign-In Sheets:** Attendance in class can be recorded in several ways, including through an instructor's coded entries on a seating chart or roll sheet or by each student personally signing a sign-in sheet for that day's class. Where a class sign-in sheet is used, failure to sign the sheet may result in the student being marked absent; school records will not be changed to accommodate a student who attended a class but neglected to sign in. By signing attendance sheets, students certify that they are present and did not affix the "signature" of any other student enrolled in that class, and that they complied with the attendance rules. Any action inconsistent with such certification may subject the student to disciplinary action according to the Honor Code.

Bar Examination Eligibility

Students must be in residence for a total of 1,200 hours in order to earn their Juris Doctor degree. If excessive absences cause a student to fall short of this requirement, the student will not be eligible to sit for the California Bar Examination.

Violation of the Law School Attendance Policy

The law school's attendance policy is that of the State Bar of California. Students must be in attendance for at least 80% of a course or they will be notified that they have been automatically withdrawn from that course. To receive credit for the course, the student must retake the

course when it is next offered. Students who are absent for more than 20% of a course and are automatically withdrawn cannot be reinstated. It is the responsibility of the student to record their attendance correctly.

Preparedness

Each student must be prepared at each class meeting to participate meaningfully in class discussions. Students are expected to brief assigned cases in advance of class.

The class instructor has the authority to impose sanctions against any student who exhibits a pattern of unpreparedness in accordance with the policies set forth in the course syllabus. Students should be advised that repeated unpreparedness is a violation of the Honor Code. Students who are repeatedly unprepared may be referred to the Dean for disciplinary action which may include suspension or expulsion.

Master of Legal Studies Degree Program

Attendance

Attendance in this program is defined as participating in qualified academic events as defined below. On rare occasions, student may arrange to make up qualified academic events with permission of the instructor. Students who do not participate (and therefore "attend") class will be administratively withdrawn after two weeks if they have not self-enrolled and participated in at least one assignment or discussion. If a student is dropped from a required course due to inadequate attendance, the student will be required to repeat the course to meet graduation requirements. Students are required to actively participate as each course may require.

Qualified Academic Events

A qualified academic even is defined as:

- Submission of an academic assignment
- Examination, interactive tutorial, or computer-assisted instruction
- Study group assigned by school
- Participation in on-line discussion about academic affairs
- Initiation of contact with instruction to ask question about academic subject

Preparedness

Each student must be prepared to participate meaningfully in class discussions.

The class instructor has the authority to impose sanctions against any student who exhibits a pattern of unpreparedness in accordance with the policies set forth in the course syllabus. Students should be advised that repeated unpreparedness is a violation of the Honor Code. Students who are repeatedly unprepared may be referred to the Dean for disciplinary action which may include suspension or expulsion.