

# Academic Requirements

## DEGREE REQUIREMENTS

### Credit Hours

A student must successfully complete at least 90 credit hours. (ASC 2.1)

### Grade Point

To receive a Juris Doctor degree, students who began their legal studies prior to 2013 must achieve a cumulative grade point average of at least 2.00. Students entering in 2013 and thereafter must achieve a cumulative grade point average of at least 2.25. (ASC 2.1)

### Required Courses

All required courses must be successfully completed. Required courses are all first-year courses, Evidence, Constitutional Law, Legal Writing II, and Professional Responsibility. (ASC 2.3). All students are also required to satisfy the professional skills course.

### Course of Study

Pursuant to ABA Standard 304, the course of study for the JD degree may be completed no sooner than 24 months and not longer than 84 months after a student has commenced law study at the School of Law or a law school from which we have accepted transfer credit.

## ENROLLMENT STATUS

### Definitions

Full-Time (ASC 3.1, 3.3.1, 3.3.2 and 3.4.1)<sup>1</sup>

Fall and Spring: 12–16 course credit hours

Summer: 7–8 course credit hours

Part-Time (ASC 3.2, 3.3.3, 3.3.4 and 3.4.2)

Fall and Spring: 8–11 course credit hours

Summer: 5–6 course credit hours  
(*upper division students*)  
4–5 course credit hours  
(*first-year students*)

Half-Time<sup>2</sup>

Fall and Spring: At least 6 course credit hours

<sup>1</sup> Full-Time first year students who began their legal studies in the summer take only 11 credits.

<sup>2</sup> Half-Time is defined for financial aid purposes only.

Summer: At least 3 course credit hours

Less than Half Time

Fall and Spring: 5 or less course credit hours

Summer: 2 or less course credit hours

### Full-Time vs. Part-Time: Outside Employment

Under ABA Standard 304, a student may not be employed more than 20 hours per week in any week in which the student is enrolled in more than twelve class hours. Students working more than an average of 20 hours per week must be part-time students. First-year students elect full-time or part-time status for their entire first year of studies. Thereafter students must elect full-or part-time status prior to each semester or summer by certifying that during the upcoming term they will either:

- work an average of less than 20 hours per week at paid employment and thus be a full-time student; or
- work more than 20 hours per week at paid employment and thus be a part-time student.

If a full-time student materially violates the 20 hours per week employment certification, the student's hourly course credits may be reduced to the maximum part-time limit for any term in which a violation occurred, without tuition refund.

Students enrolled for 3 or more credits during summer term may only work 19 hours per week under the financial aid State Work Study (off campus) program. During fall and spring terms, students using State Work Study and enrolled half time or more may only work 19 hours per week (excluding exam periods), except during breaks.

### Underloads and Overloads

Students seeking permission to take an overload should submit a written request to the Associate Dean for Student Affairs stating the reason for requesting the overload and a plan for balancing outside demands with additional course work. Absent extraordinary circumstances an overload

request will be approved assuming the Associate Dean finds that there is likelihood that the student will be able to handle the extra workload.

Notwithstanding the above, pursuant to ABA Standard 304, no student will be permitted to take more than 18 credits in either the fall or spring semester or 9 credits in the summer semester.

Underloads will be permitted only where a compelling reason exists for taking a light load, where a reasonable plan is made to ensure satisfactory progress toward a degree, and where the student's academic record and curriculum plan indicate that the light load is not taken merely to isolate difficult course work. (ASC 3.5.3)

Students requesting an overload or underload must obtain the permission of the Associate Dean for Student Affairs.

### **Procedure for Withdrawal from Individual Courses**

No course withdrawal will be allowed unless the minimum course load requirements are maintained. (ASC 4.1)

#### **First Year**

A first-year student shall be allowed to withdraw from a first-year course only when the Associate Dean for Student Affairs finds all of the following circumstances to exist:

- The reason for withdrawal is personal to the student
- The reason involves extraordinary and unforeseen circumstances
- The circumstances cannot be remedied by a change in section

If the Associate Dean finds that the above circumstances exist, the student may withdraw prior to 10 weekdays before the final day of regularly scheduled classes without academic penalty. During the last 10 weekdays the student must have the permission of the Associate Dean and the instructor. The student shall be given a grade of "withdraw/failing" absent extraordinary circumstances. (ASC 4.3)

### **Upper Level**

Except as provided below, upper level students may withdraw from any upper level course during the first five weeks of a normal 14 class-week semester (or an equivalent time during a shorter semester) by giving notice of such withdrawal to the Registrar. Students are encouraged to advise faculty members as a courtesy.

After the first five weeks have elapsed, written approval of the instructor and the Associate Dean for Student Affairs must be obtained. Students will be advised about normal progress for their degree.

Students who withdraw during the 1st week of class-the 100% refund period-will receive a drop-without-record (course does not appear on the transcript). Students who withdraw after the first week but before the end of the 5th week will have a "W" recorded on the transcript. A student who withdraws after the first five weeks may receive either a "W" (withdrawn) or a "WF" (withdrawn failing) on the transcript.

The following exception applies: in courses involving a commitment to parties outside the law school, or courses where a student's withdrawal may have an adverse effect upon the education of other students, absent extraordinary circumstances, students requesting permission to withdraw after the first week of class must have the permission of the instructor and the Associate Dean for Student Affairs and may be awarded a grade of "WF" for the course. (See also section on tuition refunds.)

### **Procedure for Adding a Class after Drop/Add Period**

Students may add an open course during the first week of class. After the first week of class, students may add an open class only with the permission of the faculty member. Because of attendance requirements, students will not be permitted to add a class after the third week of class.

### **Normal and Accelerated Law Studies**

Students may not take more than 84 months to complete law studies. Normal and accelerated studies are as follows:

### **Full-Time Students**

Normal studies: 3 years of fall/spring semester studies with full-time course loads

Accelerated studies: after completing first-year courses in spring semester, 3 semesters of full-time course loads and continuous classes for 2 summer sessions. Graduation is in December of the 3rd year. (ASC 3.5.1).

### **Part-Time Students**

Many part-time students graduate in December of their 4th year by continuously taking part-time course loads for 11 terms (summer/fall/spring) starting from the summer when they first enter.

***Any plans to alternate part-time or full-time studies, or for non-standard course loads, must have prior written approval by the Associate Dean of Student Affairs.***

## **PROBATION AND ACADEMIC DISMISSAL**

### **First Year**

A student whose cumulative GPA is between 2.00 and 2.25 after the first year will be placed on academic probation.

A student whose cumulative GPA is below 2.00 after the first year will be dismissed. Students dismissed after the first year, or students who have a GPA of below 2.00 at the end of the fall semester, may petition the Dean of the Law School for readmission de novo (i.e., to repeat the entire first-year program). Readmission de novo may be granted by the Dean only in those cases where there is substantial and persuasive evidence that the student possesses the ability and motivation to achieve good standing by the next evaluation date (See section on Grades: Evaluation Dates for explanation of evaluation dates). A de novo student must achieve a 2.25 cumulative GPA at the end of the de novo year.

### **Upper Level**

For students entering before 2013, the following academic requirements apply: A student with a cumulative GPA of below 1.80 at any evaluation date (See section on Grades: Evaluation Dates) will be dismissed. (ASC 10.2.1)

A student on probation after the first year must achieve a cumulative GPA of 2.00 or above by the next evaluation date or be dismissed. (ASC 10.2.3)

A student who has not completed 90 hours of study and who has not previously been on probation but whose cumulative GPA is below 2.00 after an evaluation date will be placed on probation. The student must achieve a 2.00 GPA by the next evaluation date or be dismissed. (ASC 10.2.4)

A student whose GPA is below 2.00 after any evaluation date and who has been on probation at any previous time will be dismissed. (ASC 10.2.5)

The following academic requirements will apply to any student who began legal studies in 2013 or thereafter: A student with a cumulative GPA of below 2.00 at any evaluation date (See section on Grades: Evaluation Dates) will be dismissed.

A student on probation after the first year must achieve a cumulative GPA of 2.25 or above by the next evaluation date or be dismissed.

A student who has not completed 90 hours of study and who has not previously been on probation but whose cumulative GPA is below 2.25 after an evaluation date will be placed on probation. The student must achieve a 2.25 GPA by the next evaluation date or be dismissed.

A student whose GPA is below 2.25 after any evaluation date and who has been on probation at any previous time will be dismissed.

Students dismissed for academic deficiency may petition the Dean for readmission. In deciding the merits of the student's appeal, the Dean shall consider, inter alia, the following:

The extent to which any factor that the student alleges compromised his/her academic performance will no longer adversely affect the performance.

The evaluation of the student's potential for competent academic performance by faculty who have a basis for evaluating that potential.

The degree to which the student has exhibited those qualities essential to the effective discharge of a lawyer's professional responsibilities. (ASC 12.0)

## Graduation

A student whose cumulative GPA is in the probationary range for the first time at the end of 90 successfully completed credit hours shall be dismissed. (ASC 10.2.6) Students may petition the Associate Dean for Student Affairs for readmission during one academic term only in probationary status. The petition will be granted if the Associate Dean determines that the numerical average of the student's four highest grades previously received in substantive courses, if earned for the proposed credit hours of studies, not to exceed ten (10) credits, would be sufficient to raise the student's cumulative GPA to the level required for graduation. (ASC 12.2)

## Good Standing

All enrolled students are considered to be in good standing. The term "not in good standing" shall be used only to identify students who have been dismissed. (10.0.1)

## CLASS ATTENDANCE

### General Requirement

The faculty expects class attendance. The American Bar Association mandates that the Law School require regular and punctual class attendance in each course undertaken. Students must attend a minimum of 80% of classes for each course. Faculty members are free to implement more stringent attendance requirements. Faculty members who, in their discretion, intend to lower the grade or to give grades of Withdraw/Failing to students who do not attend class regularly must distribute written notice of such policy to the class as a whole. (ASC 9.0)

### Classroom Participation

Faculty members may adjust grades for classroom performance. Professors using class participation in grading must provide reasonable notice of such and an explanation of the criteria at the onset of the class. Adjustments must be made on a separate Grade Adjustment Sheet. The Grade Adjustment Sheet is forwarded to the Registrar's Office where the transposition and grade adjustment is made. Faculty members do not have access to student examination code numbers. (ASC 8.10)

## Emergency Situations

Students who are unable to attend classes due to an emergency may contact the Associate Dean for Student Affairs who will contact each of the student's professors. When the student returns, the student must contact each of his or her professors. Contacting the Associate Dean does not excuse the student from attending classes. The faculty member's rules regarding attendance remain in effect.

## JOINT DEGREE PROGRAMS

### Joint Degree Program with Albers School of Business

The Seattle University business and law joint degree program is designed to allow students interested in obtaining both the JD and a graduate degree in business to complete the degrees in less time than if the two degrees were obtained independently outside the program. Students are able to complete the degrees in less time because, through the program, specified courses taken at the School of Law may count toward the graduate business degree and specified courses taken in the Albers School of Business and Economics may count toward the JD degree.

### Degrees Offered

JD/MBA

*Juris Doctor/Master of Business Administration*

JD/MSF

*Juris Doctor/Master of Science in Finance*

JD/MPAC

*Juris Doctor/Master of Professional Accounting*

Students are required to be admitted separately to both the School of Law and the Albers School of Business. Students may be admitted to both schools before starting the joint program; alternatively, students may seek admission to the other school during their first year of law or graduate business.

For additional information, please contact the Associate Dean for Student Affairs at the School of Law or the Director of Graduate Programs at the Albers School of Business and Economics.

### **MPA/JD Joint Degree**

The Seattle University MPA/JD joint degree program is designed to allow students interested in obtaining both the Master of Public Administration and JD degrees to complete the degrees in less time than if the two degrees were obtained independently.

The MPA/JD Joint Degree Program allows students to choose whether their first year is spent in the Institute of Public Service or the School of Law. The second year is spent in the other school. The last two years are mixed in that students may take courses in both the IPS and Law School.

Students are required to be admitted separately to both the School of Law and the Institute for Public Service, and should consult the Graduate Bulletin for the specific admissions requirements for each school. Students may be admitted to both schools before starting in the joint program; alternatively, students may seek admission to the other school during their first year of law or public administration.

For additional information, please contact the Associate Dean for Student Affairs at the School of Law or the MPA Coordinator in the Institute for Public Service. Visit <http://www2.seattleu.edu/artsci/mpa/> for more information about the MPA.

### **MSAL/JD Joint Degree**

The Seattle University MSAL/JD joint degree program is designed to allow students interested in obtaining both the Masters in Sport Administration and Leadership and JD degrees to complete the degrees in less time than if the two degrees were obtained independently. Participants in the JD/MSAL must spend their first year in the School of Law. Once the student has completed the required first-year courses in the School of Law, the student may then take both JD and MSAL courses.

Students are required to be admitted separately to both the School of Law and the College of Arts and Sciences and should consult the Graduate Bulletin for the specific admissions requirements for each school. Students may be admitted to both schools before starting in the joint program; alternatively, students may seek admission to the MSAL program

during their first year of law school. In any case, students will be expected to meet the respective school's admissions deadlines for the coming year.

For additional information, please contact the Associate Dean for Student Affairs at the School of Law or the Director of the Center for the Study of Sport and Exercise in the College of Arts and Sciences. Visit <http://www.seattleu.edu/artsci/departments/sport-exercise/> for more information about the MSAL.

### **MACJ/JD Joint Degree**

The Seattle University MACJ/JD joint degree program is designed to allow students interested in obtaining both the Master of Arts in Criminal Justice and the Juris Doctor degrees to complete the degrees in less time than if the two degrees were obtained independently. Specified courses taken at the School of Law may count towards the Master of Arts in Criminal Justice and specified courses taken in the Criminal Justice Program count towards the JD degree.

Students enrolled in the joint degree program may choose whether their first year is spent in the Criminal Justice Department or the School of Law. The second year is spent in the other school. The final two years (or more) are mixed in that students may take courses in both the Criminal Justice Department and the School of Law.

Students are required to be admitted separately to both the School of Law and the Criminal Justice Department under the programs' standard requirements. Students should consult the Graduate Bulletin for the specific admissions requirements for each school. Students may be admitted to both schools before starting in the joint program; alternatively, students may seek admission to the other school during their first year of law or criminal justice.

For additional information, please contact the Associate Dean for Student Affairs at the School of Law or the Criminal Justice Graduate Program Director. Visit <http://www2.seattleu.edu/artsci/macj/> for more information about the MACJ.

## MATL/JD Joint Degree

The Seattle University JD/MATL joint degree program is designed to allow students interested in obtaining both the Master of Arts in Transformational Leadership and the Juris Doctor degrees to complete the degrees in less time than if the two degrees were obtained independently outside the program. Through the joint degree program, specified courses taken within the School of Theology and Ministry may count toward the JD degree and specified courses taken in the School of Law may count toward the MATL degree.

Participants in the joint degree program may spend their first year in either the School of Theology and Ministry or the School of Law. Once students have completed their first year in law school, joint degree participants may take courses in both the School of Theology and Ministry and the School of Law

Students are required to be admitted separately to both the School of Law and the School of Theology and Ministry and should consult the Graduate Bulletin or the website (<http://www.seattleu.edu/stm/admissions/>) for specific admissions requirements.

## Cross Registration

Law students who have completed their first year of legal studies may transfer up to 6 quarter credits (4 semester credits) from a specified list of approved business courses at the Albers School of Business and Economics (ASBE) or a specified list of approved courses from the Institute of Public Service towards their JD degree. Eligible students must have a minimum grade point average of 2.25 and must meet the prerequisite requirements for the course or receive permission from the ASBE Director of Graduate Programs or the Masters in Public Administration Coordinator. In order for the credits to transfer, students must earn a “B” or better. Grades received in business school courses or MPA courses will not be used in calculating the law school grade point average. Pursuant to ABA rules, under no circumstances may students receive retroactive credit for courses taken prior to entering law school. Additional information is available from the Law School Registrar’s Office.

## COURSES TAKEN AT OTHER LAW SCHOOLS

### Procedures

Students considering attending another law school must complete a petition, available in the Registrar’s Office. ***We will not accept the transfer of any credits from any other law school unless the Associate Dean for Student Affairs has approved both the program and the courses for which you plan to register prior to the start of the summer program or the semester prior to the start of any coursework for which transfer credit is desired.*** In addition to the petition, the student must submit descriptions of the courses the student plans to take. For those students requesting permission to attend a summer program abroad, a copy of the program brochure or a link to the summer abroad program website must also be provided.

### Summer Study: USA

Students with a minimum grade point average of 2.25 (or 2.0 for students entering prior to 2013) may receive credit for summer courses taken at ABA accredited law schools. No more than eight (8) semester hours of credit may be earned for summer study each summer. Students will not receive credit for courses taken at other law schools that duplicate or are substantially similar to courses that have been or will be offered during the student’s course of study at Seattle University School of Law. (ASC 13.2)

### Summer Study: Washington Law Schools

In addition to the criteria indicated above for summer study, students desiring to do summer study within the state of Washington must demonstrate that taking the course is significantly career related. (ASC 13.2.1)

### Summer Study Abroad

We will accept up to six credits from summer study abroad programs accredited by the ABA. A student may transfer up to 12 credits of summer abroad study in ABA-accredited programs, as long as at least 6 of those credits are from programs that Seattle University School of Law sponsors or runs in partnership with other schools. A list of the approved sponsored/partnered programs is available in the Office of the Associate Dean. Courses taken through summer abroad programs may be

duplicative of courses offered at the Law School. (ASC 13.3) However, courses taken through a study abroad program may not satisfy required courses. (See special provisions below for students petitioning for permission to attend summer programs abroad after their first year).

### **Study at Other Law Schools: Fall, Spring Semesters**

Permission to take courses at law schools other than Seattle University School of Law during fall and spring semesters will be granted only in exceptional cases and where great hardship would otherwise result. (ASC 13.5) A written petition to visit away should be submitted to the Associate Dean for Student Affairs stating the reasons for the request. All required courses other than those completed by transfer students must be taken at the Law School.

Students who wish to take courses within the state of Washington during the Fall or Spring semester must show that the course does not duplicate or is not substantially similar to courses that have or will be offered during the student's course of study at Seattle University School of Law and must demonstrate that the taking of the course is significantly career related.

### **Transfer of Credit**

A grade of "C" or better is required for transfer of credit to be granted. Credit will not be granted for courses taken on a pass/fail basis, nor may students take independent study, outside clinical practice or externship credits. Grades for courses taken at other law schools will not be included in the computation of the law school grade point average. (ASC 13.6) Students will, however, receive graded credit for courses taken through programs that Seattle University School of Law sponsors or runs in partnership with other schools.

### **Special Provisions for Students in the Bottom Quarter of the Class**

Students in the bottom quarter of their class must take almost all courses in the following year (including the summer) from a prescribed roster of courses. Since courses offered in summer abroad programs are not on this prescribed roster of courses, students in the bottom quarter of their class would not be able to transfer credits from summer

abroad courses to count towards their 90-hour graduation requirement.

In order for students to be eligible for financial aid for summer abroad programs, the Law School must certify that the credits will be accepted towards graduation. However, we do not compute class standing and bottom quarter status until the end of the summer for first-year students and for upper class students, at the end of the spring semester. It is only at that time can we safely say whether the bottom quarter course requirements apply. By the time we have determined bottom quarter status, summer abroad programs have begun. If a student goes abroad, receives financial aid and then learns that he or she is in the bottom quarter of the class, the credits from the summer program would not be accepted and the student would have to forfeit all financial aid received for the summer semester.

In light of the above, in order to ensure that the credits will transfer (and thus not jeopardize financial aid), petitions to take summer abroad studies by using financial aid or for the credits to transfer to this school without financial aid **will not** be approved unless: 1) the student GPA is at least 2.25 after the Fall semester preceding the start of the summer semester abroad, and 2) the student agrees that if at the evaluation date the student is in the bottom quarter of the class, the courses completed in the summer abroad program will count as the electives permitted in the Fall and Spring semesters. Second-year students would be required to take all courses during the Fall and Spring semesters from the prescribed roster, third and fourth year students would be permitted to take only one elective in each of the Fall and Spring semesters.

### **BOTTOM QUARTER OF THE CLASS**

In order to ensure adequate preparation for the Bar, the faculty has specified mandatory course requirements for students who are in the bottom quarter of their class based on their class rank. (Please see section on Grades: Evaluation Dates for explanation of when class rank is determined.) Once ranks are finalized, class standings remain in effect throughout the academic year until they are computed again at the end of the following Spring semester. (ASC 3.8)

## **Students in the Bottom Quarter of Their Class at the Start of Their Second Year**

In the second year, students will largely take a specified roster of standard courses that include prerequisite courses, courses required for graduation, and other basic substantive courses. Students may take only one elective each semester and there are some courses that they may not take. Listed below are the guidelines for determining a course schedule in the second year (please note, these courses are subject to change).

In the second year, students must register for Constitutional Law. In the fall or spring semester students must register for Legal Writing II.

In the fall and spring semesters, students must select all of their other courses, except one each semester, from a list of foundational, bar tested or required courses. Courses with such designations will be noted on the published course schedules.

Students may not register for an Independent Study.

## **Students in the Bottom Quarter of Their Class after Their Second or Third Year**

Students continuing in the bottom quarter from their second year *and* students entering into the bottom quarter after their second year of studies must comply with the registration schedule prescribed below:

In each semester until graduation (fall and spring) full-time students must take at least two courses that are designated as foundational, bar tested or required. Part-time students must take at least one course with such designation. During the summers, full-time or part-time students must also take at least one course from this list.

Students may not take an Independent Study without special approval from the Associate Dean for Student Affairs.

## **Denial of Registration**

Registration will be audited by the Registrar for compliance with the above rules. Registration will be denied wholly or partially, for any student in the bottom quarter of the class unless the courses selected are in conformity with the above

requirements. Any variation from the rules must be approved in writing by the Associate Dean for Student Affairs and will be approved only in cases of compelling necessity or unusual hardship.

## **CLINICAL COURSES**

In general, a student may register for no more than fifteen (15) clinical credits of the 90 required for graduation. All externship credits count toward the 15-hour limitation on clinical credits.

## **EXTERNSHIP POLICIES AND PROCEDURES**

### **Purposes of the Externship Program**

In the Externship Program students gain a practical perspective of legal learning by working with a judge, in-house counsel, attorney in a government agency, or attorney in a non-profit organization. To add to the learning experience, students also participate in an externship seminar. The purpose of the Externship Program is to allow students to engage in social justice work, discover and pursue a diverse set of individualized career paths, and gain both knowledge and practical skills throughout law school.

The structured Externship experience includes workloads agreed to in advance by the sponsoring entity, the school, and the extern in order to assure a clear educational benefit to the extern and a meaningful contribution by the extern to the work of the sponsor.

### **Part-Time Externships**

#### ***Eligibility***

All students who have completed 30 (27 for part-time students) credits are eligible to apply for part-time externships, assuming they have completed a specific site's course pre-requisites or co-requisites. Please note that some sites require that students be in their third year of law school and/or be Rule 9 eligible.

#### ***Sites at Which Students May Participate in Part-Time Externships***

Sites approved for externship placement are posted on the [Externship Program's website](#)

([www.law.seattleu.edu/academics/externship-program](http://www.law.seattleu.edu/academics/externship-program)). These sites include government offices and non-profit law-related organizations, and in-house counsel positions with certain organizations. Students may also participate in judicial externships working directly with judges in state trial court, federal district court, federal and state courts of appeal, bankruptcy court, and a variety of administrative tribunals. No externship may be performed with a for-profit law firm.

Many externships are located within the Puget Sound region and Alaska. Others are available in Alaska, California, Oregon, Hawaii, Washington, D.C., and throughout the United States. We offer international externships in Europe, Africa, Latin America, and Asia. The Externship Faculty may approve additional placements when the experiences gained through the out-of-area externship contribute to the student's career plans and skills development. Be sure to contact the Externship Program Office as soon as possible if you want to have a new site approved.

Since a major benefit of externships is to offer an experience that a student will not otherwise have, a student may not hold an externship with a sponsor for whom the student has previously worked, either for compensation or as a volunteer, or with whom the student has already accepted an offer of employment. Exceptions will be made if the workload of the externship is clearly and significantly different from any work the extern has done or may do with the sponsor.

Before a student may apply for an externship at any site, the Externship Faculty must approve the site in advance. This is to ensure that the site has a structured program in place for the student that meets the standards set forth in the "Standards for Creation of Externships" section below.

### **Course Requirements**

#### **(1) Work at Externship Site**

During the fall and spring semesters, students must work four hours for every credit hour at the externship site, except that the total per week will include credit for one hour of participation in the externship seminar. During the summer semester, students must work five hours for every credit hour

at the externship site throughout the eight-week period of classes, except that the total per week will include one hour of participation in the externship seminar. Part-time students must begin their externships during the first week of classes and work through the last day of classes for the semester. The student should develop a regular weekly work schedule with his or her field supervisor.

#### **(2) Participation in reflection**

Each extern must engage in reflection about the legal work, any externship site observations, and the learning process. Entries must be submitted periodically and in a format designated by the faculty supervisor. These reflections may include the students' activities, progress toward stated goals, and their observations, thoughts and reactions to their work and the workplace. Students may be provided with specific questions and directions about the content of these reflections from their faculty supervisor either before or during their externship. At least one reflection will be in writing. By engaging in reflection the extern focuses on the intellectual, tactical, and interpersonal processes of lawyering and chronicles the development of legal skills and knowledge during the externship.

#### **(3) Completion of Assessments**

The student and the externship supervisor will also participate in a self-assessment and feedback process through weekly meetings and the completion of assessment forms on a periodic basis. These forms help students to analyze and understand the work done, the process of completing goals, the concept of professionalism, and the various dimensions of the externship learning experience.

#### **(4) Written Work**

Along with the written reflection, the extern may be required to submit a sample of non-confidential work product.

#### **(5) Final Evaluation**

By the final day of classes in the externship period, the extern must complete an evaluation of the field placement experience and the classroom seminar. This evaluation should cover the usefulness of the learning experience and effectiveness of the field supervisor and training.

#### (6) Attendance at Part-time Externship Seminar

In addition to the time spent at the externship site, students enrolled in an externship must also enroll contemporaneously in a Part-time Externship Seminar. Students are expected to attend seminar sessions, read assigned materials, and complete assigned projects.

#### **Academic Credit and Grading**

Part-time externships for **all students** are offered for two to six credits per semester. Students may participate in both part-time and full-time externships during their law school career as long as the total number of credits, when combined with clinic credits, does not exceed the Law School's 15-credit maximum on experiential learning credits. Students wishing to combine a part-time externship with a full-time externship in fall or spring, with approval of the Externship Director, may receive less than 15 credits (while participating full time) in order to stay within the 15-credit limit.

Students cannot participate in an externship at the same site for more than one semester, unless the externship has been specifically structured to require a two-semester commitment. Students may not take two externships in the same semester. In general, students may not participate in an externship and a clinic during the same semester. All externship credits count toward the law school's 15-hour limitation on experiential credits, which includes externships and clinics. No student by taking extern credits may earn either hourly credits or residency credits greater in number or at a more rapid rate than could be earned by taking other law school courses.

One credit of the externship will be graded by the seminar instructor based upon a number of factors determined by the faculty member teaching the seminar. These criteria may include attendance, professionalism, the quality of the student's participation, the timeliness and quality of reflection, the quality of any student presentation, the site supervisor's evaluation of the student's work, and the completion and quality of other assignments. Students will receive a letter grade for this one credit. The remainder of the student's credits will be graded as pass/fail and will depend upon successful completion of field placement work.

## Full Semester-Away Externships

### **Eligibility and Available Externship Sites**

Full semester-away externships are available to students who have completed 60 hours of law school credit and are in the top 50% of the class. Exceptions to this rule are available with a faculty letter of recommendation and approval by the Externship Director and the Associate Dean for Student Affairs. The faculty letter should comment on the student's qualifications for the work at the site (e.g. legal research and writing) and should detail areas for continued improvement if relevant. In addition, students must present information on their plan for bar study since they will usually be unable to take bar tested courses while enrolled in full-time externships. Some sites require that the student be in the top 25th percentile, and a few, the top 10th percentile.

Members of the Seattle Journal for Social Justice and the Law Review Editorial Boards, after consultation and with approval of both their Editor-in-Chief and the Faculty Advisor, may participate in full-time, semester-away judicial externships during their tenure as editorial board members. This policy applies to all Editorial Board members, with the exception of the Editor-in-Chief and the Managing Editor. For more information on application deadlines and procedures for full semester-away externships, see the [Externship website \(www.law.seattleu.edu/academics/externship-program/application-and-registration\)](http://www.law.seattleu.edu/academics/externship-program/application-and-registration).

### **Course Requirements for Full Semester Away Externships**

#### (1) Work at Externship Site

Students must work full time [i.e. 39 hours per week] at the externship site beginning the first week of classes for the semester and finishing at the end of the first week of the final examination period.

#### (2) Participation in reflection

Each extern must engage in reflection about the legal work, any externship site observations, and the learning process. Entries must be submitted periodically and in a format designated by the faculty supervisor. These reflections may include the students' activities, progress toward stated goals,

and their observations, thoughts and reactions to their work and the workplace. Students may be provided with specific questions and directions about the content of these reflections from their faculty supervisor either before or during their externship. At least one reflection will be in writing. By engaging in reflection the extern focuses on the intellectual, tactical, and interpersonal processes of lawyering and chronicles the development of legal skills and knowledge during the externship.

### **(3) Completion of Assessments.**

The student and the externship supervisor will also participate in a self-assessment and feedback process through weekly meetings and the completion of assessment forms on a periodic basis. These forms help students to analyze and understand the work done, the process of completing goals, the concept of professionalism, and the various dimensions of the externship learning experience.

### **(4) Participation in Seminar**

Students must also participate in a seminar, which will meet on a regular basis during the period of the externship or for a full day before the semester begins plus sessions during the semester. Students will be provided with readings and will be expected to engage in discussion about the readings and their own externship experiences during these seminar sessions. Students who enroll in a semester-away externship are required to participate in the externship seminar via audio or video-conferencing.

### **(5) Completion of an Externship-Related Project/Paper**

During the semester, students are required to work on and prepare a special project or paper relating to their work during the externship. Requirements of the project will be designated by the faculty instructor.

### **Academic Credit and Grading**

Students may participate in full semester-away externships for up to 15 credits in the fall and spring semesters and up to 8 credits during the summer sessions. Students may participate in both part-time and full-time externships during their law school career as long as the total number of credits, when combined with clinic credits, does not exceed the

Law School's 15-credit maximum on experiential learning credits. Students may take both a part-time externship in any semester and a full-time externship in summer for 8 credits. Students wishing to combine a part-time externship with a full-time externship in fall or spring may, with approval of the Externship Faculty, receive less than 15 credits (while participating full time) in order to stay within the 15-credit limit. No other credits may be earned during a semester-away externship, and no student, by taking extern credits, may earn either hourly credits or residency credits greater in number or at a more rapid rate than could be earned by taking only normal classes.

Three of the fall and spring semester-away externs' credits and two of the summer session semester-away externs' credits will be graded on the basis of their performance in the seminar, including work on their paper/project as described above. The seminar grading factors also include the site supervisor's evaluation of the extern's work product and professionalism. Students will receive a letter grade for these three credits. The remainder of the student's credits will be graded as pass/fail and will depend upon successful completion of field placement work.

## **Application and Registration Procedures**

### ***Application Procedure for Existing Approved Externship Sites***

#### **(1) Applying to the Externship Site for Selection**

Students are responsible for applying for their externships according to the procedures established by the Externship Director and externship sponsor for that particular externship. Information regarding the specific application procedures and registration deadlines for approved externship sites is available on the [Externship Program website](http://www.law.seattleu.edu/academics/externship-program) ([www.law.seattleu.edu/academics/externship-program](http://www.law.seattleu.edu/academics/externship-program)).

NOTE: Full semester-away externship application deadlines are early to give Seattle University School of Law students opportunities to compete with students from other law schools in seeking externship positions. It is a good idea to plan early; students interested in these opportunities are encouraged to meet with the Externship Director in

their first year of law school or as early as possible. A student missing the application deadline should contact the Externship Program Assistant. Some sites will accept later applications, or other sites the student had not considered may be available.

## (2) Application for Approval of Credit

A student interested in participating in an externship should first check the [website](http://lawschool.westlaw.com/twen/) for approved externship sites and then make an appointment on **TWEN** (<http://lawschool.westlaw.com/twen/>) under “Appointments with Externship Director” to meet with the Externship Director to discuss the sites.

The applicant must then complete and submit to the Externship Program the Externship Registration Form, the Student Certification of Externship Eligibility (for Full or Part-Time Externship), a copy of his/her law school transcript, a current resume, and a cover letter for the site(s) selected. In signing the certification form, the student certifies that s/he meets all of the qualifications and is eligible for participation in the proposed externship. Many sites also require a three to five-page writing sample and a few require letter(s) of recommendation.

These Externship application materials should be submitted to the Externship Assistant by the deadline for the desired semester posted on the website. However, many sites will continue to accept applications until the position is filled so be sure to check with the Externship Program Office to find out which sites are still seeking externs. The Assistant will forward the application materials to the site. The site will then contact the applicant for an interview and/or offer the student an externship. Students are required to take the first externship offered. When the student has received and accepted an offer for an externship, the student must then immediately contact the Externship Assistant, who will register the student for the externship and externship seminar.

## ***Application Procedure for Externships at New Sites***

### (1) Process for Obtaining Approval for Credit at a New Site

Ordinarily students are expected to apply for externships at the sites that have already been developed and approved by the law school. However,

a new externship site proposed by an individual student may be approved. Criteria considered for such approval includes:

- whether the proposed externship site is appropriate for on-going externship placements or is a project-specific or otherwise finite placement;
- whether the proposed externship contributes to the student’s skill development and career advancement;
- whether the student has provided the Externship Faculty with sufficient lead-time to fully review and investigate the proposal. Generally, this review will include consultation with the proposed supervising attorney, assessment of the substance of the proposed work, and a written agreement with the supervising attorney regarding expectations and requirements for on-site supervision and mentoring. The required lead-time is usually one month before the start of the student’s intended externship semester, especially if the site is outside the Puget Sound Area.

Once the student has received notice from the Externship Faculty that the externship site has been approved, she or he must follow the application procedures set forth above. If the site has already offered the position to the student, no new application process is needed but the student must forward a written confirmation that the position has been offered and must also fill out the externship application.

### ***Registration***

The Externship Assistants will register the successful applicant for both the on-site externship and the corresponding externship seminar. The Externship Faculty or Assistants will certify to the Registrar that those students have properly applied and been approved for externships.

### ***Compensation***

Since students being paid for law clerking can be asked to perform services without regard to educational benefit, the ABA interprets Standard 306(a) to mean that externs “may not receive compensation for a program for which they receive

academic credit.” An extern may be reimbursed only for necessary and reasonable expenses incurred in performing the externship. A few externship sites also provide reimbursement for transportation or related expenses.

### **Administration of the Externship Program**

The Externship Program is administered through the Externship Program Office. A faculty member shall be primarily responsible for the oversight of the Externship Program and shall be designated as the Externship Director. An additional faculty member is employed by the Program as an Associate Director. The Externship Faculty will be assisted by staff members, designated as Externship Assistants.

### **Standards for Creation of Externships**

The Externship Faculty will develop and approve externships, with a goal of establishing externship opportunities in a wide range of subject areas. In establishing externships, the following standards should be applied:

#### ***The Nature of the Educational Experience to be Gained***

Externships must provide the opportunity to apply already-learned legal skills, to learn new ones, and to integrate legal theory with legal practice in a disciplined and self-aware manner. The extern will be properly engaged in a meaningful and disciplined educational and working experience, with a structured workload designed to enhance legal education. The work performed must be substantive legal work, not administrative. In addition, the educational benefit to be gained should not be available in the regular law school curriculum, including law practice courses, unless these are unavailable to the extern. Externships may not duplicate any student’s previous law-related experience, including compensated or uncompensated work.

Full-time semester-away externships are approved only when the quality of both the legal experience and the supervision can justify an award of credit in lieu of 3 to 4 substantive law school courses.

### ***The Quality of the Field Supervision to be Provided***

The sponsor must have experience in, or give clear assurances of, properly supervising and training externs; following the agreed-to externship structure; and providing frequent guidance, review, and critique of the extern’s activities. The sponsor must designate a judge or experienced attorney as a “field supervisor” to structure and guide the extern’s experience throughout. The field supervisor must have at least three years of experience as a practicing attorney and must assure that the extern receives:

- training on the purpose and theory of assigned work, and how to perform it
- review of the quality of performance and whether performance and educational purposes of the externship are being achieved
- perspective on the legal and other implications of the work being done; the connection of work to the case involved, similar cases or more general legal issues; ethical considerations; the nature of sponsor’s workload, etc.

### **Supervision During Externships**

#### ***Field Supervision***

The field supervisor is responsible for overseeing the student’s experience while working at the sponsoring site. She or he is expected to comply with the requirements as set forth above.

The field supervisor must submit to the law School an initial assessment/work plan, a mid-semester evaluation, and a final evaluation of the extern’s performance, and must be available for consultation with the faculty supervisor or Externship Faculty as needed.

#### ***Faculty Supervision***

Each student extern will be supervised by the faculty member teaching the seminar component for that externship. The faculty supervisor will be responsible for reading and commenting on the student’s reflection and written work and conducting and grading the classroom component of the externship. Either the faculty member teaching the

seminar or the Externship Faculty will oversee the work of the student extern at his or her placement. In addition, other members of the law school faculty may meet or work with one or more students who are participating in an externship related to the faculty member's academic or practice area. If any problems arise, the faculty supervisor and Externship Faculty should play active roles in resolving them. Finally, the faculty supervisor will certify that the externship has been properly completed.

## INDEPENDENT STUDY

Students may pursue an Independent Study for the following reasons:

- to pursue a specialized topic in greater depth than ordinarily achieved in a class
- to work with a faculty member one-on-one
- to work with a particular faculty member because of his/her expertise
- to complete a scholarly research and writing project under supervision
- to hone research and writing skills
- to work on a problem or project that the student believes has immediate or future relevance to the student's career aspirations

Independent studies are not to be remedial in nature, nor should they be used to take the place of a particular course.

The following guidelines are provided for students interested in registering for an Independent Study:

1. In order to register for Independent Study, students and supervising faculty members will complete a form contract that contains:
  - a. Topic statement and description of the project
  - b. A statement of the student's objective in pursuing the Independent Study
  - c. A mutually agreed upon weekly meeting schedule (regular day and time)
  - d. Presumptive deadlines for completion of:
    - i. Topic development
    - ii. Consultation with assigned librarian

- iii. Bibliography (a list of possible sources on the topic)
- iv. Thesis statement
- v. Research plan
- vi. Outline
- vii. Draft(s)
- viii. Final Paper Deadline
- e. Credit allocation and grade or pass/fail designation
- f. Signature of the research librarian who will work with the student (to be assigned by the Executive Law Librarian)
- g. Signatures of student, supervising faculty member, and associate dean (if necessary)

2. Students will be expected to engage in at least 42 hours of research and writing for each hour of Independent Study credit and to produce a high quality paper in the range of 15-20 pages for one (1) credit, and 20-30 pages for two (2) credits.
3. No student may take more than two (2) credits of Independent Study during their entire law school career. This could be either one 2-credit Independent Study or two 1-credit Independent Studies.
4. Normally, only career faculty, visiting faculty, and contract faculty are eligible to supervise independent study. Students wishing to complete independent study with an adjunct professor should see the Associate Dean for Academic Affairs for approval.
5. Faculty must have at least general expertise in a subject area in order to supervise an Independent Study. Faculty members may supervise a maximum of three (3) Independent Studies per semester.
6. The supervising faculty member has the option of assigning a letter grade or a pass/fail grade. Once the contract has been submitted, the grade option may not be changed.
7. The grade for the final paper must be submitted by the supervising faculty member to the Registrar no later than the end of one month following the last day of the examination period of the semester in which the student is registered for the

Independent Study. If a grade has not been submitted at that time, the Registrar shall notify the Associate Dean for Student Affairs and the instructor, in writing, of this fact; a grade of “F” will be entered unless, within one week of that notice, the Registrar receives from the Associate Dean notification that the time for completion of the course has been extended. Such notification should include the reasons for such an extension. The time shall be extended no longer than to the end of the following academic period and only by agreement of both the instructor and the Associate Dean. An extension shall be granted only for extraordinary reasons. (ASC 8.8.2)

- 8. Students must be in the top 75% of the class in order to register for an Independent Study. Third and fourth years students in the bottom 25% of the class may register for an Independent Study with special approval from the Associate Dean for Student Affairs.**

#### **RULE 9 CERTIFICATION: ADMISSION TO LIMITED PRACTICE**

Qualified law students and graduates of the Law School may be admitted to the status of legal intern and be granted a limited license to engage in the practice of law.

#### **Requirements**

To be eligible for Rule 9 certification a student must be duly enrolled with a minimum cumulative grade point average of 2.25 (2.0 for students who began their legal studies prior to 2013). Full-time students must have completed 60 credits; Part-time students must have completed 56 credits. Graduates of the Law School may apply before the expiration of 9 months following graduation. The applicant must certify under oath that he or she has read, is familiar with, and will abide by, the Rules of Professional Conduct and the provisions of Rule 9.

#### **General Procedure**

An application for Rule 9 certification can be obtained from the Washington State Bar

Association’s website. Upon completion of the application by the applicant and the supervising attorney, the form should be returned to the Law School along with a check for \$50 made payable to the Washington State Bar Association. The Law School will complete its certification and forward the application to the Bar Association.

Please note, no fee will be charged to a Rule 9 applicant who is enrolled in a law school clinical program that provides free legal services for low-income clients. However, when that enrollment terminates, the applicant will be required to pay the \$50 fee to continue the limited practice of law. Students applying for this exception must complete and have their supervisors complete an Addendum to Application for Admission as a Legal Intern Form available from the Washington State Bar Association’s website.

#### **Provisional Certification**

Students may apply for a legal intern license prior to completing the required course of study if, at the time of application, the applicant is duly enrolled, not on academic probation, and will have satisfied the credit requirements set forth above by the end of the school term in which the application is made. The Law School’s certification is subject to successful completion of courses and maintenance of the required grade point average.

Provisional certification is permitted so that the processing of Rule 9 certifications can be completed by the time the student has completed the required number of credits (the last day of the semester). Provisional certification is not intended to allow students to start the limited practice of law prior to the completion of the required amount of coursework.

Although Rule 9 applications with provisional certifications may be submitted to the Washington State Bar Association for processing, the WSBA will not send Rule 9 applications to the Court for licensing until the applicant has completed the required number of credits.

fall semester may petition for readmission de novo. (ASC 5.1.2)

## LEAVE OF ABSENCE/WITHDRAWALS

### Leave of Absence

In granting any leave of absence, the Associate Dean for Student Affairs shall carefully inquire into the reasons stated and determine whether the student will be granted a leave of absence.

#### *First Year*

##### *Fall Semester*

Only those students who have successfully completed Criminal Law over the summer preceding their fall semester may be granted a leave of absence. All other first-year students will be required to withdraw.

##### *Spring Semester*

A leave during the spring semester will only be granted for compelling reasons and after a full inquiry into and documentation of the circumstances. The following rules apply to all such cases:

1. A leave shall not ordinarily be considered if all fall course work and exams have not been completed.
2. The reason for the leave must be personal to the student and not affect or apply to the entire class.
3. The reason for the leave must involve extraordinary, unforeseen and compelling circumstances.
4. The student must return by the start of the subsequent spring semester and complete all first-year course work, without any further leave or withdrawal from individual courses.
5. The student may not separately retake the fall semester of any course for credit or a grade, except as a de novo student.
6. Upon return the student must complete first-year courses with the same professors the student previously had as far as possible. If that is not possible, the student will be required to audit the fall semester of the course with the professor the student will take in the spring.
7. Any student with a GPA below 2.25 on grades received through the end of the first

### *Upper Level Students*

A leave of absence from academic studies for an upper level student may be granted anytime in the school year by the Associate Dean for Student Affairs for good reason. In making this determination the Associate Dean shall take into account whether there exist unanticipated circumstances compelling the conclusion that it is in the best interest of the student and the Law School that the leave be granted. (ASC 5.2)

### **Withdrawal from School**

A student who feels s/he will not be returning to law studies may withdraw from school at any time. Prior to withdrawal, the student shall consult with the Associate Dean for Student Affairs. (ASC 6.1)

A student who has not graduated, taken a leave of absence, or given notice of withdrawal and who is not currently registered may be administratively withdrawn from the Law School. (ASC 6.2)

A student who withdraws or is given an administrative withdrawal is not guaranteed readmission to the Law School and will be required to compete with new applicants for readmission. A withdrawn student may petition for readmission. In determining whether the petition should be granted, the Associate Dean shall take into account the following:

- why the withdrawal was taken rather than a leave;
- the length of time from legal studies;
- work experience during the withdrawal period; and
- the student's academic record.

Students who do not remain continuously enrolled and do not apply for a leave of absence will be administratively withdrawn. (ASC 6.3)

### **Tuition Refunds**

Students withdrawing from a class or from school are subject to the following Institutional Tuition Refund Policy:

### ***Fall or Spring Schedule***

Notification of withdrawal Before the end of:	Percent of Refund
Last day of first full week	100 %
Last day of second full week	80 %
Last day of third full week	70 %
Last day of fourth full week	60 %
Last day of fifth full week	50 %
Last day of sixth full week	40 %
Last day of seventh full week	30 %
Last day of eighth full week	0 %

### ***Summer Schedule***

Notification of withdrawal Before the end of:	Percent of Refund
Last day of first full week	100 %
Last day of second full week	75 %
Last day of third full week	50 %
Last day of fourth full week	25 %
Last day of fifth full week	0 %

If a student withdraws completely from the term and if the student is a financial aid recipient, it is recommended that any excess funds (exclusive of scholarships) remaining on your account be returned to the federal or private lender to reduce any loan debt. Institutional funds are not refundable.

For students receiving Title IV financial aid (Direct Stafford, Graduate PLUS or Perkins loan), please refer to the Return of Title IV Funds Policy below:

#### ***Title IV Return of Funds Policy for Withdrawals***

According to federal law, Student Financial Services must recalculate federal Title IV financial aid (Direct Stafford, Graduate PLUS &/or Perkins loans) eligibility for students who withdraw from all classes, drop out, are dismissed, or take a leave of absence prior to completing at least 60% of a semester. Title IV aid and other aid is viewed as 100% earned after that point in time.

If a student enrolls in an intersession course and withdraws, the Return of Title IV Funds policy applies, unless the student reconfirms to Student Financial Services their intent to enroll in the following standard term.

Recalculation is based on the percent of earned aid using the following formula: Percent earned = Number of calendar days completed up to and including the withdrawal date/total calendar days in the semester (not including any scheduled breaks that are at least five days long).

Federal financial aid is returned to the federal government (reducing student loan debt) based on the percent of unearned aid using the following formula: Aid to be returned = (100% - percent earned) x the amount of aid disbursed toward institutional charges.

Federal aid is returned in the order mandated by the U.S. Department of Education. No program can receive a refund if the student did not receive aid from that program. The order is as follows based on aid offered at Seattle University School of Law:

1. Direct Unsubsidized Stafford Loan
2. Perkins Loan
3. Direct Graduate PLUS Loan
4. Other Title IV Assistance

The Institutional Refund Policy (see above) has a different schedule than the Federal Return of Funds and may result in a balance owing to the University. When aid is returned, if the student owes a debit balance to the University, the student should contact the Business Office to make arrangements to pay the balance.

The return of funds amount required by the student for unearned aid is returned (repaid) in accordance to the terms of the loan promissory note.

Withdrawal date is defined as the actual date the student began the institution's withdrawal process, the student's last date of recorded attendance, or the midpoint of the semester for a student who leaves without notifying the institution.

A student who is withdrawing from the institution must follow procedures as set forth in the Student Handbook and the ASC.

For a student who received financial aid, the following are necessary steps in the process of withdrawing:

- Student completes a Withdrawal/Leave of Absence form from the Deans' Offices.
- Student consults with the Associate Dean for Student Affairs.
- Associate Dean completes the form and directs student to Student Financial Services.
- Student must complete exit counseling at <https://studentloans.gov> and is informed as to the consequences of the withdrawal/leave of absence.
- Student is directed to the Business Office to finalize account.
- Student Financial Services calculates the amount of refund due according to federal refund policy (see above).
- Refunds, if applicable, are made in the order required (see above) for the appropriate amount within forty-five (45) days.

## SCHEDULING OF CLASSES AND REGISTRATION

### Class Schedules

The Associate Dean for Academic Affairs and the Registrar develop a schedule of classes for the upcoming academic year in January. In February the tentative schedule is reviewed by the faculty. In March/April, the summer, fall and tentative spring schedules are available to students on the School of Law website:

[http://law.seattleu.edu/Office\\_and\\_Administration/Registrar/Class\\_Schedules.xml](http://law.seattleu.edu/Office_and_Administration/Registrar/Class_Schedules.xml)

### Registration

Registration for the summer semester takes place in March. Registration for the fall semester takes place in May and registration for the spring semester is held in November. Registration dates will be announced 30 days prior to registration and registration appointments will be available to view via SU Online at <https://suonline.seattleu.edu> before the registration period begins.

### Registration for First Year Students

First-year students do not receive registration appointments. They are automatically registered for all regular first year courses. A lottery to assign seats in spring elective courses is held in November. Information on lottery sign up will be emailed to students in October.

## General Registration Rules

- Full-time students are expected to register for 12 – 16 credits during the fall and spring terms and may register for up to 8 credits during the summer term. Part-time students are expected to register for 8 – 11 credits during the fall and spring terms and may register for up to 6 credits during the summer term. Overloads and underloads require the approval of the Associate Dean for Student Affairs.
- Students must meet all pre and co-requisites to register for a course. Requests for pre and co-requisite waivers must be approved by the Associate Dean for Academic Affairs.
- Students may not register for more than one course in the same time slot. This prohibition applies even if only a portion of the class overlaps.
- Students are expected to register for Constitutional Law during the fall semester of their 2L year and Legal Writing II during either the fall or spring semesters of their 2L year. Exceptions to this rule must be approved by the Associate Dean for Student Affairs.
- If a student fails to successfully complete all 1L required courses during their 1L year, they are expected to register for the outstanding course(s) at the first opportunity. Any further deferrals of 1L courses must be approved by the Associate Dean for Student Affairs.
- Students are permitted to take only as many classes as are necessary to complete 90 law school credits.

## The Registration Process

Registration for fall and spring takes place in three stages:

### 1. Registration Lotteries

Registration lotteries are run for two types of classes:

- **Clinic Courses.** Space in clinic courses is allotted by lottery. All upper level students are eligible to sign up for clinic course lottery (provided they meet the prerequisite requirements for the clinics). The clinic

lottery is weighted to give favor to students of higher class years and students who have not yet participated in a clinic course.

- **Equal Preference Courses.** Elective courses that are taught on a one-time-only, occasional or experimental basis are designated as equal preference courses. All upper level students are eligible to sign up for equal preference lotteries and have an equal chance to gain enrollment in equal preference courses.

Students will receive lottery sign-up instructions at the beginning of the registration period. Lotteries will be run and students will be able to review their lottery results before registration appointments begin.

### **2. Preference Registration Appointments**

During a student's Preference Registration Appointment, they may register only for classes with a registration preference that matches their academic program (full-time or part-time). Registration runs for only a few days, once preference registration closes the student must wait to make registration changes or add additional classes until their Regular Registration Appointment begins.

### **3. Regular Registration Appointments**

Once a student's Regular Registration Appointment begins they may register for any class with open seats for which they meet the prerequisite requirements. They may waitlist for any full classes for which they meet the prerequisite requirements. Students may continue to make registration changes online at [suonline.seattleu.edu](http://suonline.seattleu.edu) through the Friday of the first week of classes.

### **4. Summer Registration**

There are no lotteries and no Preference Registration Appointments for the summer term. Because part-time students must attend the summer semester to complete their degree in three and one half years, they are given the first registration appointments for the summer semester.

### **Adding or Withdrawing from Classes after Open Registration**

No registration changes can be made online after the first week of classes. To add or withdraw from a class

after the first week, students must complete a Late Registration form or a Withdrawal form and have it processed by the Office of the Registrar. Forms are available at the Office of the Registrar. Instructor permission is required to add a class during the second or third week of classes. Classes cannot be added after the third week.

Withdrawals made after the first but before the end of the fifth week of classes will be recorded on the student transcript with a 'W' (Withdrawn) grade. Withdrawals after the fifth week of class can only be made with the permission of the instructor and the Associate Dean for Student Affairs. Withdrawals after the fifth week of class may be recorded on the student transcript with a 'WF' (Withdrawn Failing) grade.

All withdrawals made after the first week of classes are subject to the published tuition refund schedule. Please review the Procedure for Withdrawal from Individual Courses and Leave of Absence/Withdrawals sections of this handbook for further information on withdrawing from classes.

## **WAIT-LISTED CLASSES**

### **Before the First Week of Classes**

Students may add themselves to a waitlist when a class is fully enrolled. If a space becomes available in a waitlisted class, the Office of the Registrar will e-mail the first student on the waitlist to offer them the space. The student must respond by the date stipulated in the e-mail to be enrolled in the class.

### **During the First Week of Classes**

The following measures are necessary to ensure that students can be quickly moved into classes if space becomes available during the first week of the term:

1. Students must sign in each day to remain on class waitlists. Students must sign-in by either phoning or e-mailing the Office of the Registrar each day during the first week of classes.
2. Attendance is taken in waitlisted classes. Students who are enrolled in a waitlisted class, but do not attend the first day will be dropped from the class. Attendance is not required for students on the waitlist.

## OTHER REGISTRATION INFORMATION

### **Administrative Tuition Credit**

In the event that a graduating student is required to take an additional one or two credits over the required 90 credits as a result of his or her schedule, the student may petition the Registrar for an administrative tuition credit by emailing [lawreg@seattleu.edu](mailto:lawreg@seattleu.edu) before the end of the first week of classes. If approved, the student will be charged tuition for only the number of credits taken up to 90. Please be advised that such credits may impact a current student's financial aid eligibility. An administrative tuition credit will not be granted to allow a student to take an additional course beyond the required 90 credits.

### **Registration for Clinical Courses**

Students may not take more than one Clinic in a semester. Also, students may not take an Externship and a Clinic course in the same semester. Students may sign onto any number of waitlists, but can be registered in only one Clinic or Externship. This rule is established to: 1) ensure students can meet time commitment obligations needed for effective client representation and Externship obligations; 2) maximize clinical opportunities for all students, and; 3) minimize conflicts of client interests. No student who works for the King County Prosecutor's Office may take any Clinic that has office hours in the actual Ronald A Peterson Law Clinic offices due to conflicts concerns.

Please refer to the Ronald A. Peterson Clinic website, [http://law.seattleu.edu/academics/law\\_clinic.xml](http://law.seattleu.edu/academics/law_clinic.xml), for more information about Clinical programs, Course Descriptions, and policy.

### **Registration for Externships**

Registration for externships is coordinated by the Externship Program. Students do not need to register online for externships. Please see the Externship Policies and Procedures section of this handbook for further information on externships.

### **Registration for Independent Studies**

Please see the Independent Study section of this handbook for further information on developing an independent study topic and completing an independent study form. Once the independent study form is turned into the Office of the Registrar the student will be registered for the independent study. Students do not need to register online for independent studies.

### **Registration for Journals or Competitions**

Please see the Student Organizations section of this handbook for information on receiving credit for Law Review, Seattle Journal for Social Justice, Moot Court Competition or DR Competition. Students cannot register for these credits online. Please contact the Office of the Registrar for registration instructions.