

less than one (1) hour less than the credit hours granted for the corresponding course at Pierce Law. To obtain credit for elective or required courses, a grade of C or better must be earned, as determined under subdivision H of this rule. Students transferring into Pierce Law are required to complete 4 semesters of residency. No more than 30 credits will be accepted for transfer to Pierce Law.

#### **F. COURSE OFFERING**

Where transfer credit is sought for an offering, the satisfactory completion of which is not required for Pierce Law's degree, the contents of the offering must be such as would be approved for inclusion in Pierce Law's curriculum.

#### **G. CREDIT RECEIVED**

The allowable transfer credit shall be the credit granted by the school at which the credit is earned, irrespective of whether Pierce Law allows more or less credit for a substantially similar course. However, where the credit is for a course required for Pierce Law's degree, the transfer credit shall not exceed one (1) credit hour more than the credit hours for the corresponding course at Pierce Law.

#### **H. GRADING SYSTEM**

In every case, including the application of subdivisions E and F of this rule, the grade earned and the number of hours completed must be transposed into terms; that is, Pierce Law's letter-grade system and semester hour computation. The conversion will be conducted according to the most accepted method applicable in the particular case.

#### **I. TRANSFER STUDENTS**

A student who has been accepted by Pierce Law's Admissions Committee as a transfer student to Pierce Law from another approved law school may receive advance standing from the Assistant Dean of Students for courses taken at that law school. The requirements of subdivisions E through G of this rule will be applied in making advance standing determinations.

#### **J. TRANSFER CREDITS FOR MATRICULATED PIERCE LAW STUDENTS**

Students may receive credit for summer or other courses at other approved law schools provided advance approval is given by the Assistant Dean of Students. The requirements of subdivisions E through H of this rule apply to transfer credit for such summer courses except that grades below C shall not be accepted for transfer, are shown on the transcript and will count in the student's GPA.

Summer credits will transfer as letter grades unless the student notifies the Registrar within the required time period that the student plans to take the offering(s) Pass/Fail.

Rule X B does not apply to this subdivision.

### **Rule XI STUDENT LEAVES OF ABSENCE AND RIGHTS OF RETURN**

A. A student who has completed at least one (1) semester of full-time enrollment at Pierce Law and who is eligible academically to continue, may take a leave of absence for up to one year from Pierce Law. Notification and permission of the leave-taking must be made in writing to the Assistant Dean of Students and must include the necessary documentation. The ability to return is conditional on this notice and permission. Departure without formal notice of leave and permission may result in failing grades with consequences under Rules IV and VI. Students who have taken a leave of absence for more than one year must reapply for admission, with advance standing, through the Admission's office.

B. A student who has not completed at least one (1) semester (fifteen (15) hours) of academic credit at Pierce Law must seek admission as an entering student in order to matriculate at Pierce Law, unless the following requirements are met:

- (1) That the leave of absence is necessitated by substantial burdens imposed on the student as the result of circumstances external to, and beyond the control of, the student.
- (2) That the leave of absence is approved by the Assistant Dean of Students before it begins, or where approval is not practicable because of emergency demands on the individual, as soon as practicable after it begins.

A student who meets the requirements of subdivision B(1) through (2) of this rule has the right to rematriculate as an entering student without going through the Admissions process again.

C. A student who has completed at least one (1) semester of full-time academic work and is not academically eligible to continue, must gain the approval of the Academic Standing Committee in writing in order to take a leave of absence with a right of return. Such leave may not exceed one (1) year.

## **Rule XII RULES OF PROCEDURE FOR APPEALS (Non-Academic Standing)**

### **A. SCOPE OF RULES**

(1) These rules govern procedures in appeals to the faculty from significant decisions of the administration or of faculty committees, which decisions involve a student's rights and obligations.

(2) These rules do not extend or limit the jurisdiction of the administrator or faculty committee issuing the decision which is the subject of the appeal.

(3) The following decisions by the Dean or Assistant Dean of Students are final and not appealable to the faculty:

(a) Appeals from an instructor's grade may be made only to the Dean of Pierce Law. The procedure puts the burden on the appellant to show discrimination or unfairness. Discrimination occurs when an instructor awards a different (lower) grade to one student in comparison with others who have done substantially the same work. Unfairness takes place when an instructor awards a grade that, relative to the demonstrated grasp of the subject, is unacceptably low. Unfairness may affect the grade of more than one student.

Proving either discrimination or unfairness is a substantial burden. For the former, the student must introduce into evidence comparable work of other students that received materially higher grades. For the latter, the student must show that the instructor has exceeded professional latitude in awarding a low grade, even if the instructor has treated others the same way.

The first stage of an appeal is for the appellant to show facts and standards that, if not successfully challenged, prove that the grade should be changed. In the second stage the instructor has the right to challenge the appellant's facts or standards or combination thereof. The entire proceeding is conducted by an exchange of documents unless challenge to personal honesty requires a face-to-face meeting.

(b) Request by a student to switch sections where different instructors are teaching sections of the same course;

(c) The number of transfer credits toward the Pierce Law degree granted for course work taken at another approved law school.

(4) Procedural matters not covered by the rules, including compilation of records, any necessary discovery or scheduling will be decided in the first instance by the faculty Facilitator/Moderator or other person designated by the Dean, subject to the right of the faculty to direct or decide otherwise when the case comes before it.