

PEPPERDINE UNIVERSITY

School of Law

Straus Institute for Dispute Resolution

STUDENT HANDBOOK



Pepperdine University School of Law
Straus Institute for Dispute Resolution
24255 Pacific Coast Highway
Malibu, CA 90263-4655
(310) 506-4655
Fax: (310) 506-4437

Straus Institute for Dispute Resolution

Pepperdine University School of Law

PART I - STRAUS INSTITUTE FOR DISPUTE RESOLUTION SECTION

Note from the Directors	5
Staff Titles and Institute Telephone Numbers	7
About the Straus Institute	9
Innovative Course Formats	9
Certificate Program Requirements	10
Master's Degree Requirements	11
LL.M. Degree Requirements	12
LL.M. Concentration Requirements	13
Thesis Projects	15
Externships	15
Exit Interview Requirement for Master's Students	15
Suggested Course Planning/Prerequisites	16
Student Identification Cards	16
Email Accounts	17
Attendance	17
Class Participation	17
Time Limits for Completion	18
Satisfactory Progress Requirement	18
Journals/Working Files	18
Grading	19
Examinations	19
Lexis/Nexis – Westlaw	20
Acceptance of Other Graduate Work/JD Units	20
Tuition/Payments	21
Financial Aid for Institute Students	21
Institute Fellowship Program	22

Straus Institute for Dispute Resolution

Pepperdine University School of Law

PART II – SCHOOL OF LAW SECTION

Note from the Dean	25
Student Law Offices	27
Floor Plans	28
Administration	31
Student Life Policies and Regulations	39
Ethics Policy	43
Honor Code	47
Disciplinary Sanctions	57
Non-Academic Student Grievance Procedure	59
Student Services Policy	61
Substance Abuse	68
Right to Appeal	70
Financial Aid Agreement	70

PART III – UNIVERSITY SECTION

University Offices	75
Spiritual Life	79
Intramurals and Recreation	81
Health and Counseling Services	81
Student Computer and Network Usage Policy	83
University Student Services	85
University Policy	89
Volunteer Center	89
Athletics	90
Parking/Public Safety	91
Residential Life Policies and Regulations	91

Last Updated: 8/12/10

Straus Institute for Dispute Resolution
Pepperdine University School of Law

PART I – STRAUS INSTITUTE FOR DISPUTE RESOLUTION SECTION

Straus Institute for Dispute Resolution
Pepperdine University School of Law

Straus Institute for Dispute Resolution

Pepperdine University School of Law

Dear Student:

Welcome to the Straus Institute for Dispute Resolution!

In order to provide you with important information concerning the Pepperdine University School of Law and the Straus Institute for Dispute Resolution, this student handbook has been developed by students in the Straus Institute's Fellowship Program and Straus Institute faculty. This comprehensive document will assist you in locating information that clarifies the policies and procedures of the Straus Institute and School of Law. We have also included useful information regarding the University's policies and campus life.

The need for this handbook was recognized by the Straus Institute's staff due to the rapid growth of the Certificate, Master's, and LL.M. programs. We hope that this handbook will save you time while attempting to learn and understand procedures and services, which apply to the Straus Institute, School of Law, and Pepperdine University. This handbook is intended to supplement and enhance the information found in the School of Law Academic Catalog, the academic policies for the program, and other related documents produced by the University. Straus Institute staff is always prepared to assist students with questions that may arise from this handbook or those that are beyond its scope.

We extend our best wishes for your academic, professional, and personal growth and success.

Very truly yours,



Peter Robinson
Managing Director and
Associate Professor of Law



Thomas Stipanowich
William H. Webster Chair in Dispute
Resolution, Professor of Law, and
Academic Director

Straus Institute for Dispute Resolution
Pepperdine University School of Law

Straus Institute for Dispute Resolution

Pepperdine University School of Law

STRAUS INSTITUTE FOR DISPUTE RESOLUTION

Office Phone Number (310) 506-4655
Fax Number (310) 506-4437
Web Site Address <http://straus.pepperdine.edu>

Peter Robinson, Managing Director and Associate Professor of Law
peter.robinson@pepperdine.edu

Thomas Stipanowich, William H. Webster Chair in Dispute Resolution, Academic Director and Professor of Law
thomas.stipanowich@pepperdine.edu

Shellee Warnes, Associate Director
shellee.warnes@pepperdine.edu

John (Jack) McCrory, Professor
john.mccrory@pepperdine.edu

Tim Pownall, Assistant Director and Director, The PACIS PROJECT for Faith-Based Diplomacy
tim.pownall@pepperdine.edu

Sarah Gonzales, Assistant Director
sarah.gonzales@pepperdine.edu

Michael Zacharia, Co-Director, The PACIS PROJECT for Faith-Based Diplomacy
michael.zacharia@pepperdine.edu

Lori Rushford, Program Administrator
lori.rushford@pepperdine.edu

Joanna Reese, Program Administrator
joanna.reese@pepperdine.edu

Connie Lee, Coordinator, DR Programs
connie.lee@pepperdine.edu

Jeannie Jakstis, Coordinator, DR Programs
jeannie.jakstis@pepperdine.edu

Katie Maruhnich, Coordinator, DR Programs
katie.maruhnich@pepperdine.edu

Randi Saxer, Coordinator, DR Programs
randi.saxer@pepperdine.edu

Straus Institute for Dispute Resolution
Pepperdine University School of Law

Straus Institute for Dispute Resolution

Pepperdine University School of Law

ABOUT THE STRAUS INSTITUTE

The Straus Institute for Dispute Resolution was established at Pepperdine University School of Law to meet the demands of the changing legal environment of dispute resolution. Emphasizing non-litigation approaches to conflict such as negotiation, mediation, and arbitration, the Straus Institute is involved in research, publication, teaching, and training related to dispute resolution. The Straus Institute is the first of its kind in the Southwest and the most comprehensive law school-related program in the nation. Established in 1986, the Straus Institute provides services throughout the United States and in many foreign countries. The Straus Institute is housed in the Odell McConnell Law Center of the Pepperdine School of Law.

INNOVATIVE COURSE FORMATS

Dispute resolution students at Pepperdine University School of Law can take courses in a variety of formats.

The School of Law's basic academic program is a minimum fourteen-week semester system. The fall semester begins in late August and classes usually conclude in late November. The final exam schedule concludes in late November or early December. The spring semester begins in early January and concludes in mid-April, with final examinations lasting until the first part of May. Most dispute resolution courses offered in a semester format meet once a week for two hours. Dispute resolution courses are usually scheduled so that commuting students can complete one to three courses per semester while being on campus only one day per week. Students have commuted from as far as Texas and Florida to complete courses in the semester format.

Dispute resolution courses are also offered in intensive one-week, two-week and two-weekend formats. The one-week format offered during the winter intensive session and in May requires advanced readings, 35 hours of in-class experience, and a final exam or paper to be submitted within two weeks of the conclusion of the class sessions. The two-weekend format, offered throughout the year, meets on Thursday and Friday evenings and all day Saturday for two weekends. During the summers, classes are offered in a two-week format meeting Tuesday and Thursday evenings and all day on Saturday.

The intensive class schedule is designed to accommodate the needs of working and commuting students. Class requirements for the master's or LL.M. programs can usually be completed by attending two summer and two winter sessions.

Courses are also available at our Orange County campus. C will be offered in two weekend sessions that meet on Thursday and Friday evening and all day on Saturday. Students concurrently pursuing their J.D. at Pepperdine are not eligible to take courses in Orange County.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

CERTIFICATE PROGRAM REQUIREMENTS – 14 UNITS

Required Courses - 8 units

One Arbitration Course:

Arbitration Law^{*}, Arbitration Practice and Advocacy, International Commercial Arbitration or Arbitration Law in the Securities Industry (*JD Students only*)

Interviewing, Counseling, and Planning

Mediation Theory and Practice

Negotiation Theory and Practice

Elective Courses - 6 units required

Advanced Mediation Seminar

Advanced Trial Practice^{*}

Appellate Advocacy^{*}

Arbitration Law^{* +}

Arbitration Law in the Securities Industry⁺ (*JD Students only*)

Arbitration Practice and Advocacy⁺

Communication and Conflict

Cross Cultural Conflict and Dispute Resolution

Current Issues in International Dispute Resolution:

London/Geneva

Hong Kong/Beijing

Dispute Resolution in Education

Dispute Resolution and Religion

Dispute Resolution Law Journal (up to 4 units)

Divorce and Family Mediation

Environmental and Public Policy Dispute Resolution

Honors Appellate Advocacy (*JD Students only*)

Honors Negotiation Advocacy (*JD Students only*)

Honors Mediation Advocacy (*JD Students only*)

International Commercial Arbitration⁺

International Commercial Dispute Resolution

International Investment Disputes

International Litigation^{*}

Introduction to Legal Processes

Investor Advocacy Clinic (*JD Students only*)

Lawyering Process^{*}

Psychology of Conflict

Restorative Justice

Selected Issues in Dispute Resolution:

Apology, Forgiveness and Reconciliation

Dispute Resolution Systems Design

Dispute Resolution and Technology

Employment Disputes

Entertainment Industry Disputes

Ethical Practices in Dispute Resolution

Faith-Based Diplomacy and International

Peacemaking

Healthcare Dispute Resolution

Intellectual Property

Labor Disputes

Managing Litigation and Conflict for

Corporations and Organizations

Mass Torts

Ombuds

Special Education Advocacy Clinic

Trial Practice^{*}

Trial Preparation and Settlement^{*}

or a Substantive Law Class with Institute Approval
(non-law students only)

^{*} This course is only available to law students, law school graduates, or LL.M. candidates.

⁺ If this course was not taken to fulfill the arbitration requirement, it can be taken as an elective.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

MASTER'S DEGREE REQUIREMENTS – 32 UNITS

Required Courses - 18 units (16 units required for law students)

One Arbitration Course:

Arbitration Law^{*}, Arbitration Practice and Advocacy, International Commercial Arbitration or Arbitration Law in the Securities Industry (*JD Students only*)

Communication and Conflict

Cross-Cultural Conflict and Dispute Resolution

Interviewing, Counseling and Planning

Introduction to Legal Processes (for non-lawyers and non-law students)

Mediation Clinic (or Investor Advocacy Clinic- *JD Students only*)

Mediation Theory and Practice

Negotiation Theory and Practice

Psychology of Conflict

Elective Courses - 10 units required (8 units required if Thesis option is chosen)

Advanced Mediation Seminar

Advanced Trial Practice^{*}

Appellate Advocacy^{*}

Arbitration Law^{* +}

Arbitration Law in the Securities Industry⁺ (*JD Students only*)

Arbitration Practice and Advocacy⁺

Current Issues in International Dispute Resolution:

London/Geneva

Hong Kong/Beijing

Dispute Resolution in Education

Dispute Resolution and Religion

Dispute Resolution Law Journal (up to 4 units)

Divorce and Family Mediation

Environmental and Public Policy Dispute Resolution

Honors Appellate Advocacy (*JD Students only*)

Honors Negotiation Advocacy (*JD Students only*)

Honors Mediation Advocacy (*JD Students only*)

International Commercial Arbitration⁺

International Commercial Dispute Resolution

International Investment Disputes

International Litigation^{*}

Investor Advocacy Clinic (*JD Students only*)

Externships - 4 units required

or

Thesis/Project – 6 units required

Lawyering Process^{*}

Restorative Justice

Selected Issues in Dispute Resolution:

Apology, Forgiveness and Reconciliation

Dispute Resolution Systems Design

Dispute Resolution and Technology

Employment Disputes

Entertainment Industry Disputes

Ethical Practices in Dispute Resolution

Faith-Based Diplomacy and International

Peacemaking

Healthcare Dispute Resolution

Intellectual Property

Labor Disputes

*Managing Litigation and Conflict for
Corporations and Organizations*

Mass Torts

Ombuds

Special Education Advocacy Clinic

Trial Practice^{*}

Trial Preparation and Settlement^{*}

or a Substantive Law Class with Institute Approval
(non-law students only)

Please note that law students or lawyers pursuing the MDR are not required to take Legal Process, therefore, an additional 2 units of elective coursework will be necessary to fulfill the 32 units for the degree.

^{*}This course is only available to law students or law school graduates. ⁺If this course was not taken to fulfill the arbitration requirement, it can be taken as an elective.

Straus Institute for Dispute Resolution
Pepperdine University School of Law

LL.M. DEGREE REQUIREMENTS – 28 UNITS

Required Courses – 12 units required

One Arbitration Course:

Arbitration Law, Arbitration Practice and Advocacy or International Commercial Arbitration
Communication and Conflict
Mediation Clinic
Mediation Theory and Practice
Negotiation Theory and Practice
Psychology of Conflict

Elective Courses – 12 units required (10 units required if Thesis option is chosen)

Advanced Mediation Seminar

Advanced Trial Practice

Appellate Advocacy

Arbitration Law⁺

Arbitration Practice and Advocacy⁺

Cross Cultural Conflict and Dispute Resolution

Current Issues in International Dispute Resolution:

London/Geneva

Hong Kong/Beijing

Dispute Resolution in Education

Dispute Resolution and Religion

Divorce and Family Mediation

Environmental and Public Policy Dispute Resolution

International Commercial Arbitration⁺

International Commercial Dispute Resolution

International Investment Disputes

International Litigation

Interviewing, Counseling and Planning

Lawyering Process

Restorative Justice

Selected Issues in Dispute Resolution:

Apology, Forgiveness and Reconciliation

Dispute Resolution Systems Design

Dispute Resolution and Technology

Employment Disputes

Entertainment Industry Disputes

Ethical Practices in Dispute Resolution

Faith-Based Diplomacy and International

Peacemaking

Healthcare Dispute Resolution

Intellectual Property

Labor Disputes

Managing Litigation and Conflict for

Corporations and Organizations

Mass Torts

Ombuds

Trial Practice

Trial Preparation and Settlement

or a Substantive Law Class with Institute Approval

Externship (2 units) and LL.M. Independent Study (2 units), plus an additional 2 unit elective course

or

Thesis/Project – (6 units) required

* This course is only available to law students, law school graduates, or LL.M. candidates.

⁺ If this course was not taken to fulfill the Arbitration requirement, it can be taken as an elective.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

LL.M. CONCENTRATION REQUIREMENTS

LL.M. degree candidates have the option of selecting an area of concentration from the following four tracks: Arbitration, Mediation, International Dispute Resolution, and Litigation. You may also elect to pursue a more general course of study. Each concentration requires the completion of three courses that have been designated as applicable to each respective area.

International Dispute Resolution

Commercial & International Dispute Resolution
International Commercial Arbitration
Current Issues in International Dispute Resolution: London/Geneva
Current Issues in International Dispute Resolution: Hong Kong/Beijing
Selected Issues:
- Faith-Based Diplomacy and International Peacemaking
Cross-Cultural Conflict
International Investment Disputes
International Litigation
Related Thesis or Independent Study

Arbitration

Arbitration Law or Arbitration Practice and Advocacy
International Commercial Arbitration
International Investment Disputes
Related Thesis or Independent Study

Mediation

Advanced Mediation
Mediation Clinic
Cross-Cultural Conflict
Divorce and Family Mediation
Environmental and Public Policy
Selected Issues:
-Apology, Forgiveness and Reconciliation
Required Thesis or Independent Study

Litigation

Trial Preparation & Settlement
Trial Practice
Advanced Trial Practice
Appellate Advocacy
Complex Litigation
International Litigation
Lawyering Process
Related Thesis or Independent Study

Students will be asked to declare their concentration (if any) when applying to graduate. Please note that anyone not selecting an area of concentration will be awarded a general LL.M. in Dispute Resolution.

Please feel free to contact either Professor Jack McCrory should you have any questions or concerns.

Straus Institute for Dispute Resolution
Pepperdine University School of Law

Straus Institute for Dispute Resolution

Pepperdine University School of Law

THESIS PROJECTS

The six-unit thesis project is designed to culminate with a traditional Master's or LL.M. thesis of approximately 100 pages. The relative youth of the dispute resolution movement provides ample opportunity for meaningful studies that have the potential of contributing to the advancement of the field. Non-traditional thesis projects are permitted at the discretion of the Straus Institute. Students considering writing a thesis must make an appointment to meet with their advisor to discuss the feasibility of their intended projects. Students must also secure a faculty advisor to supervise their project, which must be completed within two years.

EXTERNSHIPS

Students preferring practical experience can elect to forego the Master's or LL.M. thesis by enrolling in four units of clinical dispute resolution experiences (or 2 units of externship and 2 units of Independent Study for the LL.M. students).

Externships are typically envisioned as 2 unit experiences requiring 105 hours of fieldwork. This allows students to break up the externship work and experience a variety of different situations. Students pursuing the M.D.R. are required to complete 4 units (210 hours) of externship. Students pursuing the LL.M. are required to complete 2 units (105 hours) of externship as well as a 2 unit Independent Study. Students who elect to complete a 6 unit thesis project do not need to do the externships. While not required, students electing to write a thesis or pursuing the Certificate can request to complete a 2 unit externship in lieu of one of their elective course requirements.

The Institute's strong relationship with the practicing dispute resolution community has resulted in regular dispute resolution clinical placements with a broad range of for-profit and non-profit dispute resolution agencies, including FINRA, Asian Pacific American Dispute Resolution Center, Bankruptcy Court, the United Nations (both domestic and internationally), the Department of Consumer Affairs, the California Academy of Mediation Professionals, the Los Angeles City Attorney's Office, EEOC, and the ombudsmen offices at UCLA, UC Irvine and UC Riverside. Students have also cultivated externship placements of personal interest including Vice President Gore's Reinventing Government Project, an entertainment production company, and the training of southern California's largest real estate company.

Prior to securing an externship placement, students must make an appointment to meet with their program advisor to discuss their interests and career goals. Your advisor will work with you to brainstorm what type of externship placement will best prepare you for professional career.

EXIT INTERVIEW REQUIREMENT FOR ALL STUDENTS

Students earning the Certificate, Master's Degree, or LL.M. in Dispute Resolution will be required to complete a written exit interview assessment as part of their degree requirements.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

Instructions for the exit interview will be distributed during your last semester of enrollment and must be completed prior to your desired date of graduation.

SUGGESTED COURSE PLANNING/PREREQUISITES

It is recommended that all students complete the Negotiation Theory and Practice course first. If that is not a logistical possibility, it is recommended that they complete Negotiation Theory and Practice prior to taking the Mediation Theory and Practice course. The skills learned during the Negotiation course will be helpful during the Mediation course.

The following advanced classes require either *Mediation Theory and Practice* as a prerequisite:

- Dispute Resolution in Education
- Divorce and Family Mediation
- Environmental and Public Policy Dispute Resolution
- Any *Selected Issues in Dispute Resolution Course* except: Managing Litigation and Conflict for Corporations and Organizations, and Apology, Forgiveness and Reconciliation

In addition, the following courses have specific prerequisites:

- Communication and Conflict
Prerequisite: Psychology of Conflict

- Mediation Clinic
Prerequisite: Mediation Theory and Practice

- Advanced Mediation Seminar
Prerequisite: Mediation Theory and Practice is required; Mediation Clinic is suggested.

Additional information about course planning and sequencing will be provided as students begin to matriculate. It is highly recommended that students meet with their program advisor at the beginning of their program and also periodically throughout their time at Pepperdine to maximize their learning experience.

STUDENT IDENTIFICATION CARDS

All Institute students are required to obtain a student identification card from the Office of Student Information and Services: OneStop located in the Thornton Administrative Center (TAC) during their first semester at the Straus Institute. If the student identification card has not been issued, the student will not be allowed to register for any subsequent classes.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

EMAIL ACCOUNTS

All Institute students are required to check their Pepperdine email account. An email account is automatically created for each student at the time of admission. For additional information on accessing and using your Pepperdine email, please contact the Academic Computing Support at 310-506-7425.

Please note that students will be responsible for accessing their messages on a regular basis. The Straus Institute faculty and staff will utilize the Pepperdine email addresses as our primary method for contacting you.

Students that do not use their Pepperdine email as their primary email address can arrange to forward their emails through Wavenet.

ATTENDANCE

Regular and punctual attendance is required in all courses to satisfy residency and class hour requirements. The professor will monitor attendance and provide appropriate documentation as needed. The maximum number of hours missed, whether excused or unexcused, shall not exceed two times the unit value of the course.

Students missing more than that number may be academically dismissed from the class, may not be allowed to sit for any scheduled exams, and may not be given academic credit for the course. This policy includes classes missed because of late registration.

Whenever a student notifies a professor in writing of any absences arising from the observance of religious holidays, those absences shall not be counted as "hours missed" for the purpose of this section. Students must arrange to make-up any missed work with their professor.

CLASS PARTICIPATION

The Straus Institute emphasizes a combination of academic skills-based formats rather than the theoretical approach of some other graduate level programs. One of the key features of this format is that students learn from the thoughts and experiences of other students as well as the instructors. As a result, student participation becomes a formal factor in grading. In most classes, participation is critical and may account for as much as 33% of the total grade.

Participation generally comes in two areas. The first is in the classroom setting with most professors employing a combination of lecture and discussion. A concept is proposed by the instructor and the class is asked to question or comment. Differing viewpoints are explored among the class with guidance from the instructor. The second is participation in skills development activities. The activities are designed to build skills through student interaction, where students are provided information for a particular role. Full participation by everyone is a necessary ingredient for a successful learning experience.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

One important component of class participation is the debriefing of skills development exercises. The Institute is committed to providing a safe environment that encourages stylistic innovation, experimentation, and growth. That commitment encourages critical constructive feedback during debriefing so that all participants may share and learn from the exercises without apprehension or embarrassment.

The Straus Institute's commitment to student participation and input cannot be overly emphasized. It is a key element in the preparation of students for their careers in the field of dispute resolution.

TIME LIMITS FOR COMPLETION OF CERTIFICATE, MASTER'S OR LL.M. PROGRAMS

Four calendar years is the maximum time to complete the degree requirements of the LL.M. and master's degree programs. Three calendar years is the maximum time to complete the requirements for the certificate program. In addition, please note that all students must meet the annual requirements for satisfactory progress which are noted in the next section.

SATISFACTORY PROGRESS REQUIREMENT

The LL.M., Master's degree and Certificate Programs require that students make satisfactory progress toward their degree each year. Any student who does not enroll in classes for a period of two semesters must either enroll in classes during the next semester or withdraw from the program. Students are expected complete a minimum of 8 units per year for the LL.M. and Master's Degree program and a minimum of 4 units per year for the certificate program in order to maintain a current status.

JOURNALS/ WORKING FILES

Some instructors require students to complete journals or working files for some or all of the class sessions in a semester. The assignments are typically one to three typed pages in length each. They generally consist of key points covered during class, personal viewpoints of the student and potential applications of those points in future practice. In some of the classes, journals/working files become a factor affecting the final grade. Their weight is announced by the instructor at the beginning of the semester or graded on a pass/fail basis. Submission of journals/working files may be required at the following class meeting or periodically based on the preference of the instructor.

Journals/ working files serve three basic purposes. First, they formalize the student's notes on key points soon after the class session while the information is still fresh. They then become a formal set of notes, which the student retains for future reference. Second, they encourage the

Straus Institute for Dispute Resolution

Pepperdine University School of Law

student to analyze the information and to develop written concepts beyond those discussed in class. Third, they provide the instructor with an opportunity to evaluate the student's comprehension of the subject matter and to provide feedback while the concepts are still fresh in the student's mind. If a concept appears to be unclear, the instructor can make necessary clarification in a timely manner.

At the end of the semester students are usually required to bind and submit all of their journals/working files for final evaluation and grading. Journals/working files, along with final papers, are available at the Straus Institute office approximately two weeks after final grades are available.

GRADING

The Straus Institute is contained within the Pepperdine School of Law and its grading policies follow those of the law school. Students who have not attended law school may at first be surprised by the competitive grading practice. Instructors are required to establish a B+ median (middle grade for each class) and place an approximately equal number of grades above and below the established median.

All Straus students must have a cumulative GPA of 2.67 (B-) in order to graduate. If a student's cumulative average is below B-, he or she will be dismissed unless the Straus Directors grant a petition allowing the student to continue on probation.

All Straus Institute students are graded on the same curve as Juris Doctor students. The faculty has not observed enough of a discernable difference to justify separating the grading curves. Unlike the J.D. program, there is no class ranking system for Straus Institute programs. As a Straus Institute student, one is also a student at the School of Law. Straus Institute students will be sharing experiences and competing with J.D. students throughout their courses of study.

EXAMINATIONS

Typically, the Straus Institute uses two approaches to assess the student's subject knowledge at the conclusion of a semester.

The most common is the requirement that the student write a final paper usually between 15 and 20 double-spaced pages. The subject matter may be specifically directed by the instructor or left to the student's discretion as long as it applies generally to the topics covered during the semester. A variation to the final paper theme is a written critique of a skills development exercise which the students view on the final day of class.

The alternative is a traditional final examination, which is sometimes taken home. Normally, the final exam requires one or more essays, but a combination of question formats, including multiple choice, true/false, and short answer may be used.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

Generally, students in intensive courses are allowed two weeks to complete their final exam/paper and submit it to the Institute. Students are assigned exam numbers, which they place on their exams/papers rather than their name.

The final grades are available approximately four weeks after the submission of all papers and examinations. Graded exams and papers will be made available to students.

LEXIS/NEXIS – WESTLAW

The Institute requires all students to complete Lexis/Nexis – Westlaw computerized legal research training during the first semester of matriculation, unless the students can demonstrate an existing competency in this area. For semesters when the Introduction to Legal Process is offered, all students who have not yet satisfied this requirement will attend the Lexis/Nexis – Westlaw sessions offered as part of that course. During semesters in which the Introduction to Legal Process is not offered, mandatory meetings will be offered for that purpose.

ACCEPTANCE OF JURIS DOCTOR UNITS/OTHER GRADUATE UNITS

Students pursuing a Juris Doctor degree are in a special position to complete the Dispute Resolution Master's or Certificate Programs at Pepperdine University School of Law. The dispute resolution curriculum can be integrated into the School of Law's Juris Doctor curriculum. Thus, successful completion of these courses could apply toward a Juris Doctor or a Master's Degree in Dispute Resolution. This program's unique law school setting provides the opportunity for some of these courses to apply to both a Juris Doctor and master's degree or certificate. Likewise, similar courses at other ABA approved law schools could be counted toward the Juris Doctor at that school and towards the master's degree or certificate at Pepperdine University.

Pepperdine University law students can complete the certificate program as part of their Juris Doctor degree. Thus, the fourteen dispute resolution units required for the certificate are part of the Juris Doctor elective course requirements.

Pepperdine University law students can apply up to fourteen dispute resolution units towards both the Juris Doctor and Master's degrees. Thus, with careful course planning, a Pepperdine Juris Doctor student could complete the Master's Degree in Dispute Resolution by completing only eighteen additional units. It is often possible for J.D. students to earn the master's degree during the same three year time period as the J.D.

Law students from other ABA approved law schools can receive credit for similar courses, as determined by the Straus Institute, for up to ten units towards the master's and four units towards the certificate. With careful course planning, a student at another ABA approved law school could complete his or her Master's in Dispute Resolution by completing only twenty-two additional units or a Certificate in Dispute Resolution by completing only ten additional units.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

Students desiring to transfer graduate level units to apply to the master's or certificate program requirements must petition the director of the program for approval.

Transfer credits may be accepted toward the LL.M. degree as long as the courses requested were earned after the completion of the J.D. degree. Please check with the Straus Institute office for additional information on the transfer policy for the LL.M. program.

TUITION/PAYMENTS

Tuition for the dispute resolution programs is charged on a per unit basis. Tuition for the 2010-2011 academic year is \$1510 per unit. Tuition is due and payable on the first business day after adding or dropping a course. Students are responsible for viewing their student account online in WaveNet, for noting their account balances due, and for making the appropriate arrangements for payment to be made by the due date. Finance charges will accrue daily on any past due balance at the rate of 0.027%.

Acceptable forms of payment include cash, check, eCheck and wire transfer. At the beginning of each term students must choose a payment option, if no option is chosen by the first due date of the term the student will be assigned a Simple Payment Option. All students with a history of delinquent accounts must use the Simple Payment Option. The Simple Payment option requires that the balance of the semester be paid on the first business day after the add/drop period. Qualifying students can also arrange a two or three payment plan with the Student Accounts office.

FINANCIAL AID FOR INSTITUTE STUDENTS

While financial assistance is somewhat limited for the dispute resolution programs, there are options available for securing student loans—both federal and private. Students interested in obtaining loans should work with the School of Law Office of Financial Assistance to complete the required applications. Please note that the requirements for each loan program vary and may be determined by either part-time (4 units per semester) or full-time (8 units per semester) enrollment in addition to other eligibility requirements.

******NOTE TO J.D./M.D.R. STUDENTS******

Please note that any scholarships or grants that you are currently receiving toward your J.D. degree will not be applicable to the 18 extra units that are required for the master's degree. In addition, Dispute Resolution Fellowship awards for J.D./M.D.R. students will only apply as tuition remission for qualifying dispute resolution courses. The Dispute Resolution Fellowship funds cannot be applied toward regular law courses and will not be refunded to students for living or other educationally related expenses

Straus Institute for Dispute Resolution

Pepperdine University School of Law

INSTITUTE FELLOWSHIP PROGRAM

Students admitted to the Master's and LL.M. dispute resolution programs are eligible to apply to be an Institute Fellow for the academic year.

The Dispute Resolution Fellowship Program was envisioned to accomplish the following three objectives:

- 1) Recognize outstanding students in the Master's and LL.M. degree programs.
- 2) Advance the field of dispute resolution, including the Straus Institute's activities, by providing opportunities for Fellows to partner with the Straus Institute on projects to advance the dispute resolution field.
- 3) Provide financial assistance.

While Dispute Resolution Fellows will receive an annual tuition scholarship of up to \$10,000, the program is not designed to be a traditional financial aid program. A committee of faculty and administrators from the Straus Institute and the School of Law will review all applications. They will consider financial need as only one of several criteria and focus substantially on the candidate's capabilities in contributing to the dispute resolution field. Thus, applicants should articulate any special projects or talents that they could pursue in collaboration with the Institute to advance the dispute resolution field.

Dispute Resolution Fellows will be expected to work collaboratively with the Institute on projects that will advance the professional reputations of the individual Fellow as well as the reputation of the Institute and the School of Law. While the projects will be a collaborative effort, we anticipate a collegial relationship and expect independent initiative and judgment from the Fellows. Fellows should plan on contributing between 10 and 15 hours per week, on average, for their fellowship projects.

A Fellow shall serve for twelve months and usually commence at the beginning of the fall semester. Applications are accepted once a year in April for the upcoming academic year. Students selected as Fellows will be able to apply their tuition benefits toward the fall, winter intensive, spring and summer semesters for the academic year that they are chosen. The Straus Institute expects that Fellows will serve for only one year and not be selected for a second Fellowship.

Straus Institute for Dispute Resolution
Pepperdine University School of Law

PART II – SCHOOL OF LAW SECTION

Straus Institute for Dispute Resolution
Pepperdine University School of Law

Straus Institute for Dispute Resolution
Pepperdine University School of Law

NOTE FROM THE DEAN

Pepperdine Law School is an extraordinary place, where great things are being done with even greater contributions to the law and to our country just around the corner.

At our best, we are ever disciplining and training ourselves in what, at its best, is a caring profession. The mission of Pepperdine calls upon all of us in the community - students, faculty, administrators and staff, and friends of the law school - to be of genuine service in building and encouraging. At our best, we will be effectively trained instruments of peace, as the wonderful prayer of St. Francis captured and conveyed.

I strive to listen, to learn, and to help everyone in the Pepperdine Law School family define dreams and achieve aspirations. I ask for your help, your counsel, and your prayers as I do my best in the months and years to come.

Many blessings to each of you.

Thomas G. Bost
Dean and Professor of Law

Straus Institute for Dispute Resolution
Pepperdine University School of Law

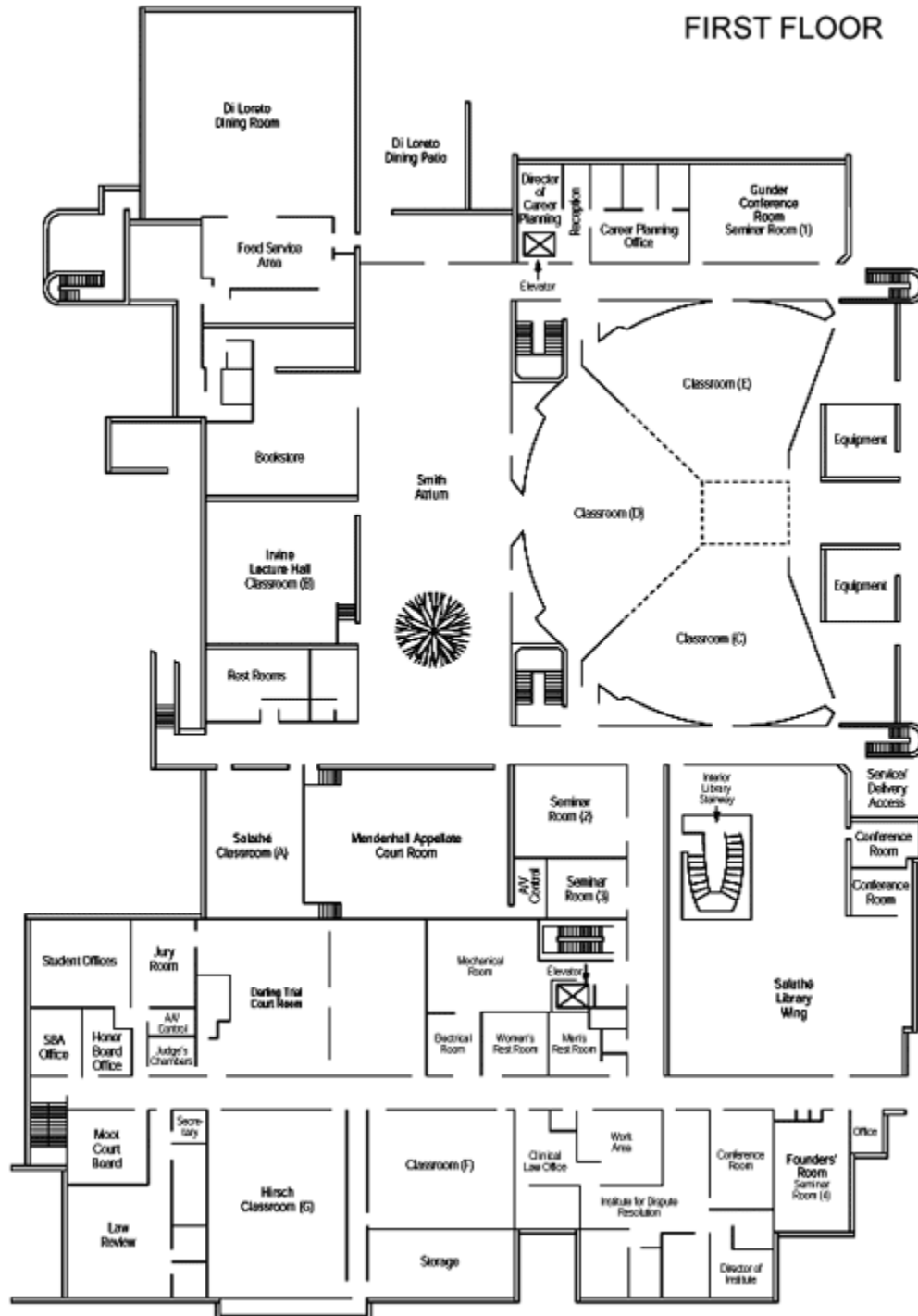
Straus Institute for Dispute Resolution
Pepperdine University School of Law

SCHOOL OF LAW OFFICES

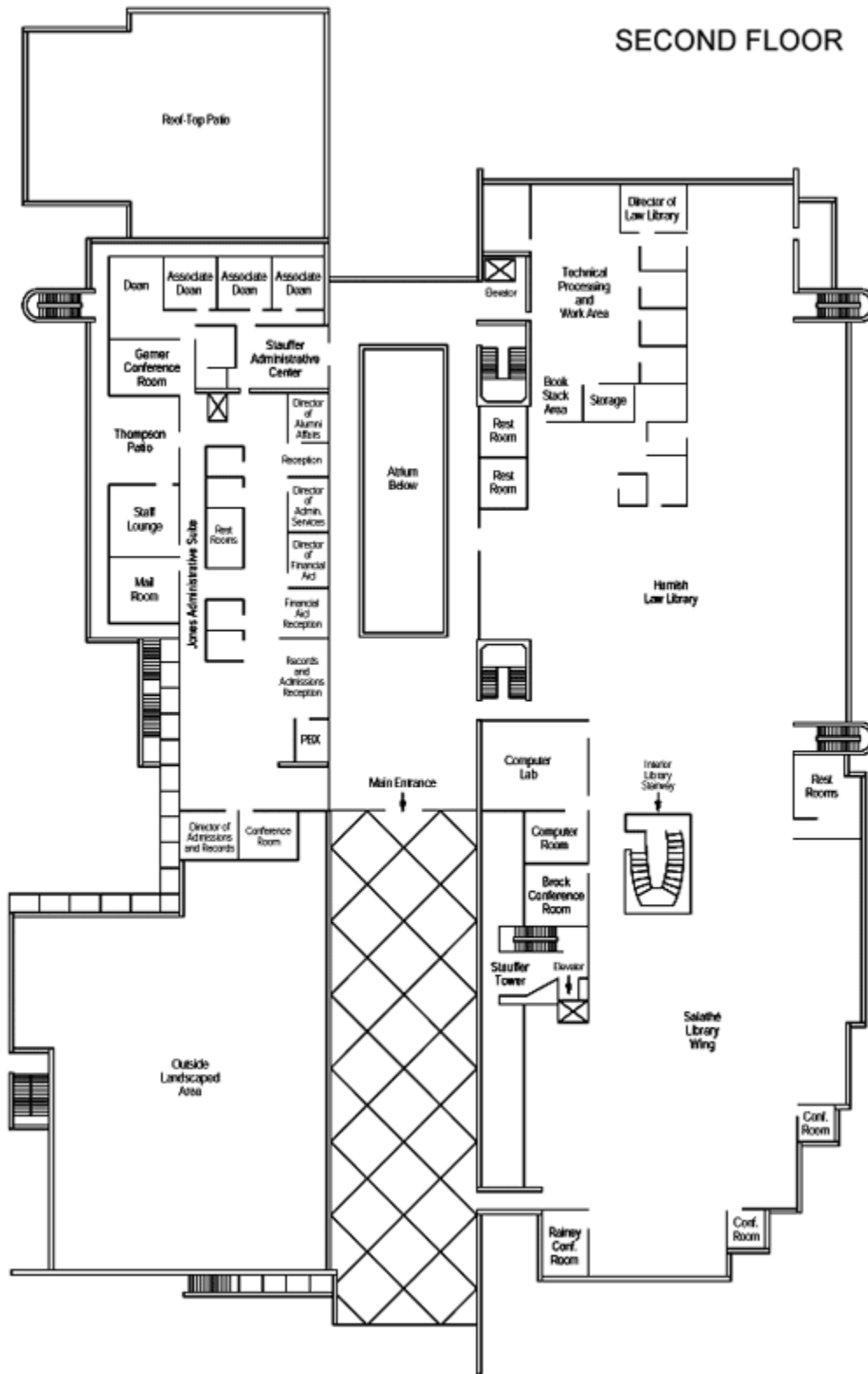
<u>OFFICE</u>	<u>HOURS</u> (Mon.-Fri.)	<u>LOCATION</u>	<u>PHONE NUMBER</u>
Admissions	8:00-5:00	Second Floor	506-4631
Bookstore	8:00-5:00	First Floor	506-4659
Career Development	8:30-6:00 8:30-7:00 Tuesdays 10-noon 1 st Saturday	First Floor	506-4634
Palmer Center for Entrepreneurship and Law	8:00-5:00	Third Floor	506-4681
Clinical Law	8:00-5:00	Third Floor	506-4655
Dean's Suite	8:00-5:00	Second Floor	506-4621 506-4623 506-4624
Dining Facility	Grill open Monday – Friday		506-4691
Faculty Secretaries	8:00-5:00	Third Floor	506-4676
Student Accounts	8:00-5:00	Second Floor	506-4981
Financial Aid	8:00-5:00	Second Floor	506-4633
Honor Board Office		First Floor	506-4822
Straus Institute for Dispute Resolution	8:00-5:00	First Floor	506-4655
Law Review	8:00-5:00	First Floor	506-4764
Library	7:00 am - 12:00 Midnight M-F 10:00 am - 10:00 pm Saturday 12:00 Noon - 12:00 Midnight Sunday (Changes during holiday and exam periods will be posted)		506-4645
Library Office	8:00-5:00	Second Floor	506-4647
London Office		First Floor	506-7597
Moot Court Board Office		First Floor	506-4699
Records	8:00-5:00	Second Floor	506-4638
SBA Office		First Floor	506-4648

Straus Institute for Dispute Resolution Pepperdine University School of Law

FLOOR PLANS

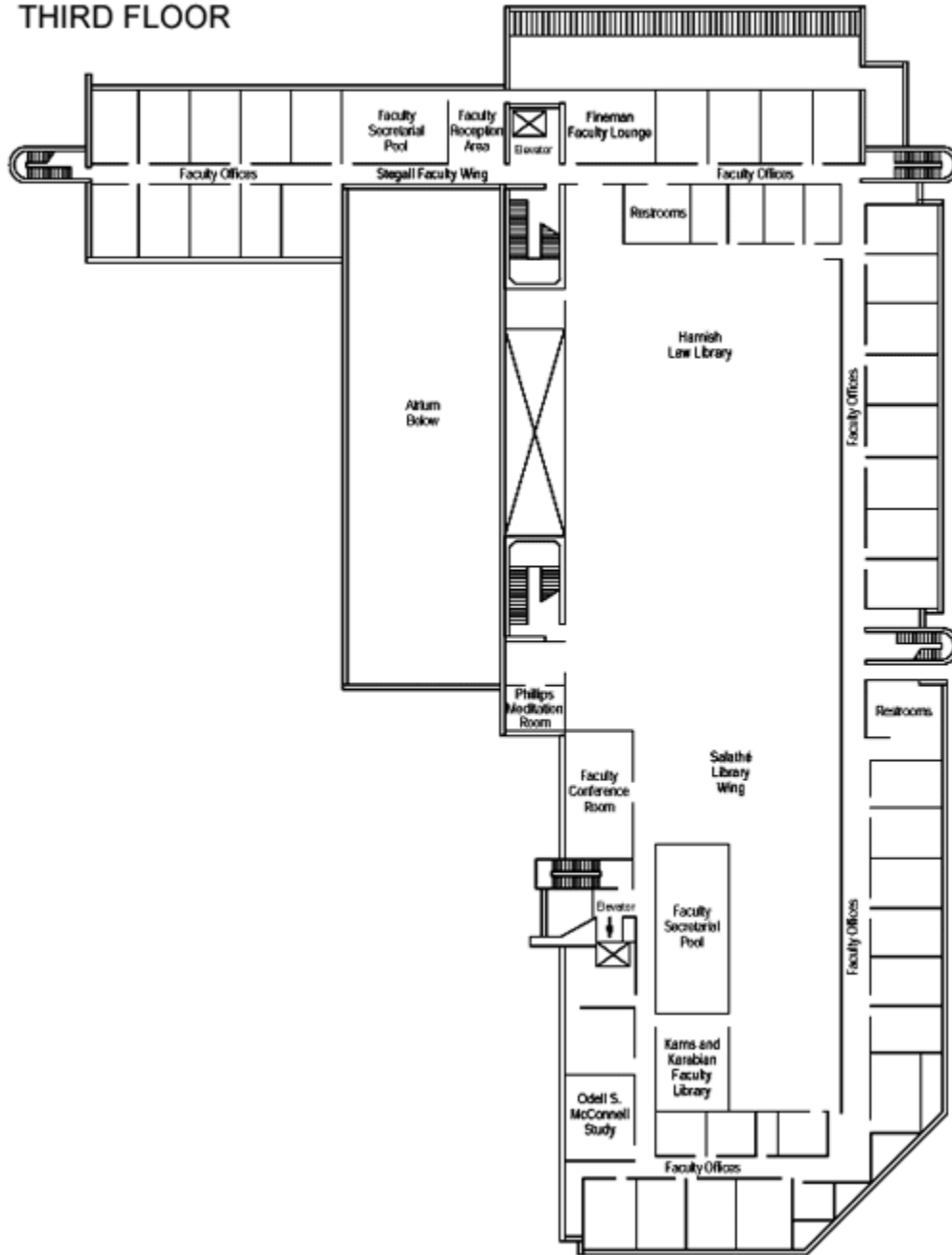


Straus Institute for Dispute Resolution Pepperdine University School of Law



Straus Institute for Dispute Resolution Pepperdine University School of Law

THIRD FLOOR



Straus Institute for Dispute Resolution

Pepperdine University School of Law

ADMINISTRATION

Deans

Thomas G. Bost, Dean and Professor of Law

The dean has responsibility for advancing the overall mission of the School of Law. Some areas of specific responsibility include representing the School of Law within the University community and to external audiences, enhancing the quality and reputation of the law school, strategic fundraising, overseeing the budget and accreditation matters, recruiting distinguished visiting professors, and securing speakers for special events such as Commencement and the Annual Law School Dinner.

Dean Bost's Staff

- Executive Assistant - Brenda Ellis
- Administrative Assistant for Research - Kylie Larkin

L. Timothy Perrin, Vice Dean and Professor of Law

The vice dean works closely with the dean on the overall operation of the School of Law and, among other matters, has primary responsibility for short- and long-term strategic planning.

Carol A. Chase, Associate Dean for Academics and Professor of Law

The associate dean for academics has primary responsibility for academic affairs. This includes, among other things, student academic counseling, class scheduling, recruitment of adjunct professors, and development of the law school's academic programs.

James Allan Gash, Associate Dean for Student Life and Associate Professor of Law

The primary responsibility of the associate dean for student life is working to enhance all aspects of student life on campus, including academic, social, and spiritual life. The associate dean works closely with the admissions, financial aid and career development offices, and with the various student organizations and activities on campus.

Deans' Support Staff

- Executive Assistant - Margaret Barfield
- Administrative Assistant - Lorraine Grossman

Fiscal and Administrative Services

Carol Shadrick - Executive Director

The Fiscal and Administrative Services' areas of responsibility include preparation and monitoring of the law school budget, personnel, security, management of purchasing and business services, overseeing the physical plant maintenance, and administrative computer systems management.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

Fiscal and Administrative Services Staff

- Manager - Melinda Hamilton
 - Computer Systems Manager and Associate Director - Carly Bowen
 - Utility Clerk - Ventura Delgadillo
-

Admissions, Student Information and Services

Shannon Phillips - Executive Director

Melinda Valente - Associate Director

The Admissions Office provides information for prospective students, counsels applicants involved in the admissions process, reviews applicant files for admission decisions, and participates in the student recruitment process. Law school tours and class visitations for prospective students are also coordinated and administered by the admissions staff. Viewbooks, catalogs, and general information packets can be obtained in this office.

The Student Information and Services Office is responsible for student registration, grades, transcripts, class ranks, requests for loan deferments, bar certification and information, and degree requirement checks for graduating students.

Admissions, Student Information and Services Staff

- Admissions/Records Coordinator
 - Admissions Assistant and Tour Program Coordinator - Colleen Sackinger
 - Records Assistant - Brenda Symons
 - Admissions/Records Assistant - Reina Balderrama
-

Alumni and Advancement Office

Stacy A. Taylor - Senior Advancement Officer

Bradley J. Benham - Director of Annual Giving

Courtney Echols - Director of Alumni Affairs

The Alumni Affairs Office is responsible for initiating, maintaining, and developing communication with the School of Law alumni in order to build a foundation for relationships that will facilitate advancement opportunities.

Furthermore, the Alumni Advancement officers help to develop and maintain the vitally important fundraising opportunities that are necessary to promote the current events occurring at the School of Law and its future growth and expansion as it continues to become one of the most prestigious and respected law schools in the country. Through this office, ongoing contact with alumni is obtained by hosting monthly receptions in various nationwide locations, making personal visits and phone calls to local alumni, serving on the Alumni Board, Alumni Leadership Council and participating in the creation, planning and execution of alumni giving activities.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

The Alumni Office also works closely with current students on various activities such as, the Annual School of Law Golf Tournament, the School of Law Dinner, Commencement Ceremony, Third-Year Challenge, California Bar Admissions Ceremony, and various philanthropic events throughout the school year.

- Alumni Affairs & Special Events Manager - Morgan Thrower
 - Managing Editor - Emily DiFrisco
 - Administrative Assistant - Blake Reiser
-

Career Development Office

Aymara Zielina - Assistant Dean

Georgia Woodruff - Director

The mission of the Career Development Office (CDO) is to provide every Pepperdine law student and alumnus with the highest level of comprehensive and individualized career services through proactive placement assistance, career counseling, professional development programs, effective marketing to employers, and productive relationships with the entire School of Law community.

Through one-on-one counseling, panel presentations, speaker programs, workshops, job postings and the facilitation of networking efforts between students, alumni, and employers, the CDO office assists students and alumni in understanding the legal profession, establishing career and professional goals, and developing effective job search strategies.

Career Development Office Staff

- Associate Director - Casey Delaney
 - Associate Director -
 - Recruiting Coordinator - Brynne Lehner
 - Administrative Assistant - Ashley Collier
-

Faculty Secretaries

- Director, Faculty Support Services - Candace Warren
 - Assistant Director, Faculty Support Services - Sophia Sipsas
-

Financial Assistance

Steven L. Chaparro - Director

The Financial Assistance Office is a professional, two person team dedicated to providing financial aid resources to students. The financial aid staff is here to help students seek, obtain, and make the best use of the financial aid resources available to them. We provide an ethical

Straus Institute for Dispute Resolution

Pepperdine University School of Law

operation of administering financial aid, and maintain integrity as stewards of the federal financial aid programs. Our guidelines will model the Federal Student Aid Handbook, and staff members are kept abreast of current regulations, policies and procedures.

The Office of Financial Assistance will coordinate the administration of student financial assistance awarded to ensure equity and consistency in the delivery of financial aid funds. We follow the standard formula of federal methodology in awarding campus based aid, and federal student loans.

Throughout the academic school year we provide training sessions such as debt management, budgeting, and exit counseling. We encourage students to take advantage of this valuable information. For other important information such as the financial aid application process and our awarding deadlines, visit our website at law.pepperdine.edu.

The Office of Financial Assistance is student-centered, and our goal is to make your financial aid experience a positive one.

Financial Assistance Staff

- Financial Assistance Coordinator - Erin Herrera

Student Accounts

The Office of Student Accounts is located within the Financial Aid Office at the School of Law. Student Accounts is open from 8:00 am - 5:00 pm, Monday through Friday. Questions regarding payment to student's accounts and student refund checks are handled by the Student Accounts Office. If you have questions or concerns please contact Nancy Eisenberg in person, by phone at (310) 506-4981, or email nancy.eisenberg@pepperdine.edu.

Straus Institute for Dispute Resolution

Tom Stipanowich - Academic Director and Professor of Law

Peter Robinson - Managing Director and Associate Professor of Law

The Straus Institute for Dispute Resolution is located on the first floor of the Odell McConnell Law Center. The Institute provides theoretical study and practical training in alternative methods of dispute resolution. Specific information on the certificate, master's, or LLM degree programs offered by the Straus Institute for Dispute Resolution may be obtained by calling extension 4655.

Straus Institute Staff

- Shellee Warnes - Associate Director
- Tim Pownall - Assistant Director and Co-Director, The Pacis Project on Faith-Based Diplomacy
- John P. McCrory - Professor of Law
- Michael Zacharia - Co-Director, The Pacis Project on Faith-Based Diplomacy

Straus Institute for Dispute Resolution **Pepperdine University School of Law**

- Lori Rushford - Program Administrator for Continuing Education Programs
- Sarah Gonzales - Assistant Director
- Joanna Reese - Program Administrator
- Connie Lee - Coordinator, Dispute Resolution Programs
- Jeannie Jakstis - Coordinator, Dispute Resolution Programs
- Katie Maruhnich – Coordinator, Dispute Resolution Programs
- Randi Saxer - Coordinator, Dispute Resolution Programs
- Robert A. Uhl - Director, Investor Advocacy Clinic
- Judith Hale Norris - Associate Director, Investor Advocacy Clinic

Clinical Education Offices

Laurie Serafino - Director and Assistant Professor of Law

The Clinical Education Office provides students with an opportunity to obtain legal experience as well as credit towards a law degree through voluntary employment as a legal or judicial extern. Opportunities are also available through the Special Education, Union Rescue Mission, Family Law, Securities Arbitration, and the Asylum Clinics. Law students are eligible for the Clinical Education positions after they have completed their first year of law school. You may contact the Clinical Education Office by calling extension 7449 or visiting law.pepperdine.edu/clinical-education.

Clinical Education Staff

- Commissioner Terry Adamson (ret.) - Visiting Assistant Professor of Law
 - The Honorable Bruce J. Einhorn (ret.) - Director of Asylum Clinic
 - Richard M. Peterson - Director of Special Education Clinic
 - Brittany Stringfellow-Otey - Director of Union Rescue Mission Legal Aid and Family Law Clinics
 - Rian Curley - Program Administrator
 - Nidya Paredes - Associate Director of the Special Education Advocacy Clinic
 - Susan Hill - Supervising Attorney, Asylum Clinic
 - Emily Allen - Supervising Attorney, Asylum Clinic
-

Straus Institute for Dispute Resolution

Pepperdine University School of Law

Law Library

Herbert E. Cihak - Associate Dean for Library and Information Services and Professor of Law

The law library is the indispensable center of the research and learning process of the law school environment. It is the desire of every member of the library staff to encourage and maximize each student's use of the collection. As a research source, the library contains over 379,000 volumes of primary and secondary materials, and multiple access points to LexisNexis, Westlaw, and a number of other law-related electronic resources.

Professional Librarians

- Jennifer Allison - Research and Educational Technology Librarian
- Phillip Bohl - Director, Information Services
- Don Buffaloe - Senior Research and Student Services Librarian
- Jessica Drewitz - Public Services Librarian
- Joy Humphrey - Technical Services Librarian
- Catherine Kerr - Associate Director, Library Services and Assistant Professor
- Jodi Kruger - Research and Electronic Services Librarian
- Gina McCoy - Research and Faculty Services Librarian
- Ted Taylor - Catalog/Reference Librarian

Staff

- Matt Coert - Instructional Systems Support, Graphic Design Specialist
 - David Dickens - Consulting Technologist & Systems Architect
 - Barbara Hicks - Library Associate - Accounting
 - Judith Hsu - Library Associate - Cataloging/Microforms
 - Gilbert Marquez - Instructional Systems Support, System Administration Specialist
 - Carlton Oliver - Associate Director
 - Jared Padgett - Manager, Web Development and Digital Media
 - Denise Sims - Library Associate - Serials
 - Scott Woeckel - Instructional Systems Support, Audio/Video Specialist
-

Straus Institute for Dispute Resolution

Pepperdine University School of Law

Overseas Programs

James M. McGoldrick - Director, International Programs and Professor of Law

The School of Law operates a program in London during the summer session and the fall semester to provide students with the opportunity to study law in an international setting. The curriculum is a mixture of American law courses and international law courses together with international moots and clinical placements. The program is conducted in the university-owned Pepperdine London Centre in South Kensington, which is shared with the undergraduate students. The London Centre contains a library, administrative offices, classrooms, a computer center, and a student lounge. In the summer, housing is provided for law students. It is a fifteen-minute walk from the London Centre. For the fall, students find their own housing, although considerable assistance in locating housing is provided by the London Centre staff. Students enrolled in a ABA accredited law school may attend the London program and may stay for a maximum of two terms. The maximum number of units which may be earned is 29.

Exchange Programs

University of Copenhagen: In 2003 Pepperdine University School of Law and the University of Copenhagen reached an agreement to exchange two students each fall and spring semester. In this program, Pepperdine students are officially enrolled at Pepperdine and pay normal tuition to Pepperdine, but they will take their classes in Copenhagen at the University. The classes are in English but taught by Danish Professors. Courses in International Law and Danish Law will be offered. Credits are transferred as pass/fail credits. Housing for Pepperdine students at the University of Copenhagen is available but not guaranteed. Arrangements for housing in Denmark must be made directly with the University of Copenhagen.

University of Augsburg: The exchange program with the University of Augsburg, Germany takes place in the summer. Courses are offered in German and European Law, and some of the courses emphasize economic law. The lectures are in English. Pepperdine students are officially enrolled at Pepperdine. Tuition is paid to Pepperdine and the credits granted are transferred as pass/fail credits. Housing is available at the University of Augsburg on a limited basis. Arrangements for housing in Augsburg must be made directly with the University of Augsburg.

Students who are interested in these programs should inquire at the International Programs Office by telephone (310) 506-7597 or e-mail: London@law.pepperdine.edu.

The director of the overseas programs is responsible for faculty development and selection, course offerings, and general supervision of the program.

Information sessions on the London program are held each spring. Additional information may be obtained from Professor McGoldrick.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

The Geoffrey H. Palmer Center for Entrepreneurship and the Law

Janet Kerr - Founder and Executive Director and Professor of Law

Vanda Collins - Program Manager

Joy Yamabe - Administrative Assistant

The purpose of the Geoffrey H. Palmer Center for Entrepreneurship and the Law is to equip law students to leverage their law degree in the field of entrepreneurship. Unique in the nation, the Palmer Center achieves this goal through an integrated program focused on three main components: academic course work, industry specific internships, and professional networking and mentoring. Upon completion of this 16-unit, two-year program, graduates earn a Certificate in Law and Entrepreneurship. This certification distinguishes Palmer Center Fellows to potential employers as uniquely educated, experienced, focused, and driven in their chosen field of law. Built on the ideals of innovation, leadership, ethics and social responsibility, the Palmer Center embodies Pepperdine University's commitment to strengthening lives for purpose, service and leadership.

The Herbert and Elinor Nootbaar Institute on Law, Religion, and Ethics

Robert E. Cochran, Jr. - Director and Professor of Law

Jay Milbrandt - Interim Associate Director and Director, Global Justice Program

The Institute holds conferences addressing the broad range of issues at the intersection of law, religion, and ethics. These issues include morality and the practice of law, bio-ethical legal issues, constitutional religious issues, clergy sexual abuse, religious lobbying, litigation within religious organizations before ecclesiastical courts, international human rights, tax exempt organizations, politics and the pulpit, government funding for faith-based services, law and poverty, and family law.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

STUDENT LIFE POLICIES AND REGULATIONS

Each student is responsible for knowing and adhering to all policies and regulations, and is expected to demonstrate respect for the rights and property of others, both within and outside the university community. Given Pepperdine University's foundation on the Christian faith as the basis for its expectations of student conduct, it is expected that all students will maintain the highest standards of personal honor, integrity, morality, and orderliness. The university reserves the right to refuse admittance to or dismiss any person who violates these policies.

All members of the university community are expected to comply with the laws and regulations of the federal government, the State of California, the County of Los Angeles, and of Pepperdine University. Cooperation with officers of the University Department of Public Safety and public law enforcement personnel in the conduct of their duties is required.

While the policies outlined in this handbook provide students an effective set of guidelines for personal conduct, the university retains the right to instate additional policies or to modify existing ones as needs may dictate.

The Law Student's Relationship to the Profession

Students at Pepperdine University School of Law are treated as members of the legal profession to which they aspire, and are expected to conduct themselves accordingly.

The American Bar Association's Code of Professional Responsibility provides: "A lawyer should maintain high standards of professional conduct and should encourage fellow lawyers to do likewise. He should be temperate and dignified, and shall refrain from all illegal and morally reprehensible conduct. Because of his position in society, even minor violations of law by a lawyer may tend to lessen public confidence in the legal profession. Obedience to law exemplifies respect for law. To lawyers especially, respect for the law should be more than a platitude."

A similar moral responsibility rests upon the Pepperdine law student in every aspect of law school life. The Academic Honor Code, administered by elected student representatives, is a central part of the culture of the law school. The theme of the honor system is that the integrity of the lawyer is the basis of our legal system. The Student Code of Conduct governs non-academic behavior. Both the Academic Honor Code and the Student Code of Conduct are in the Academic Catalog under regulations on the law school web site, and all students are required to be familiar with them.

Conduct Expectations

Pepperdine University expects from all of its students the highest standard of moral and ethical behavior in harmony with its Christian philosophy and purposes. Engaging in or promoting conduct or lifestyles inconsistent with traditional Christian values is not acceptable.

All students of the School of Law owe a continuing duty to report in writing to the Dean of the School of Law any conviction, guilty plea or plea of *nolo contendere* (no contest to the charge), except regarding minor traffic offenses. The report must be made within 14 days of the

Straus Institute for Dispute Resolution

Pepperdine University School of Law

conviction or plea. The university reserves the right to dismiss a student, after reasonable notice and an opportunity to be heard, who has been convicted or pled guilty or *nolo contendere* to an offense other than a minor traffic violation, or who fails to notify the School of Law of a conviction or plea as described above.

Alcohol and Drugs

It is the desire of Pepperdine University to foster an alcohol-and-drug free environment in which to work, live, and learn. As a Christian University, Pepperdine attempts to take an approach to individual problems of alcohol or drug use characterized by helpfulness, compassion, understanding, and encouragement on the one hand, and by directness and concerned firmness on the other. It is also the law school's intent to comply with the Drug and Alcohol Abuse Prevention Amendment of 1998. See Substance Abuse Policy in this handbook. Consequently, the consumption or possession of alcoholic beverages or possession of empty containers is prohibited on university property, regardless of a student's age. Intoxication is also prohibited. The use, possession, distribution, or sale of all illegal or potentially harmful drugs or drug-related paraphernalia is strictly prohibited. Anyone involved in the sale of drugs will be dismissed immediately.

Reporting a Threat

If you believe an individual poses an imminent threat to a member or members of the University community, please contact our Department of Public Safety immediately. If you are located at a graduate campus and believe imminent danger is likely, please contact 911 immediately and then contact the Department of Public Safety. If you do not believe that harm is imminent, but an individual's behavior seems threatening or seems likely it could lead to harm to the individual or to the community, you should report the concern. If you are a student or a faculty member, contact Public Safety or your dean's office. If you are a staff member or other member of the community, contact Public Safety or the Center for Human Resources. In the event you would like to submit a report during non-business hours, the Department of Public Safety is open everyday, 24 hours a day. It is better to err on the side of notifying the appropriate individuals than to remain silent; the institution has resources with which to assess these situations and the individual of concern. If you have any questions, please contact the Department of Public Safety.

For convenience, contact information appears below:

Department of Public Safety (310) 506-4442
Seaver College Dean of Students Office (310) 506-4472
School of Law Dean's Office (310) 506-4621
GSBM Dean's Office (310) 568-5689
GSEP Dean's Office (310) 568-5615
SPP Dean's Office (310) 506-7490
Center for Human Resources (310) 506-4397

Straus Institute for Dispute Resolution

Pepperdine University School of Law

Sexual Relationships

Out of concern for the health and safety of members of the university community, and to uphold the moral character of the educational environment, students are expected to make decisions regarding their sexual relationships consistent with the university's Christian philosophy.

The School of Law does not discriminate against any person on the basis of any sexual orientation which such person may have. However, sexual conduct outside of marriage is inconsistent with the school's religious traditions and values. Therefore, as a matter of moral and faith witness, the faculty, staff, and students of the School of Law are expected to avoid such conduct themselves and the encouraging of it in others.

Sexual Harassment

Pepperdine University reaffirms the principle that its students, faculty, and staff have a right to be free from sex discrimination in the form of sexual harassment by any member of the university community.

Sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply, or to create a sexually intimidating, hostile, or offensive working, living, or educational environment. This definition will be interpreted and applied in a manner consistent with accepted standards of mature behavior, academic freedom, and the mission of the university.

Complaints about sexual harassment will be responded to promptly. The right to confidentiality of all members of the University community will be respected in both informal and formal procedures, insofar as possible. This policy explicitly prohibits retaliation against individuals for bringing factual complaints of sexual harassment. Formal procedures will not be initiated without a written and signed complaint. An individual found to have sexually harassed another is subject to disciplinary action that is consistent with existing procedures.

Prohibited Items on University Premises

Possession and/or use of all types of weapons is prohibited on University premises, including but not limited to, firearms, ammunition, air and spear guns, knives, martial arts weapons, bows and arrows, swords, paint/pellet guns, toys that replicate or could be mistaken for real guns, explosives of any type, and dangerous chemicals. All individuals in possession of self-defense items, including pepper spray, must comply with applicable California state law regarding training and permit to use.

Dishonesty

Dishonesty in any form, including plagiarizing, cheating on assignments or examinations, knowingly furnishing false information on university records, forging, altering, or misusing documents, records, or identification cards, or failing to comply with written or verbal directives of duly authorized officials acting in the performance of assigned duties is strictly prohibited.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

Hazing

Hazing in any form is strictly prohibited.

Theft and Vandalism

Theft or vandalism, including acts of malicious mischief, as well as willful and wanton damage or destruction of property, is strictly prohibited.

Portable Computer Usage in the Classroom

You may use your portable computer during class for the purpose of taking notes or other purposes that are directly related to and supportive of your participation in class. However, the use of computers is a privilege and not a right and it may be withdrawn if you do not use it responsibly. Use of a computer in class for activities or purposes unrelated to the course causes a significant distraction for other students and severely disrupts the ability of those students to participate fully in class. Therefore, any improper usage of a computer during class is prohibited, including but not limited to, composing, reading, or sending e-mails; instant messaging; searching or browsing the Internet; playing games; or viewing movies.

As a matter of maintaining an atmosphere conducive to learning in the classroom and as a means of avoiding distraction to others, the following principles of good practice regarding the use of portable computers in the classroom are adopted:

1. Only portable or notebook computers may be used in the classroom. The use of modems or printers in the classroom is prohibited.
2. In purchasing portable computers, students should make sure that the keyboard is one which does not "click" when the keys are depressed. If other students complain, computers which make excessive noise may be excluded from the classroom.
3. The use of power cords in aisles of the classroom is prohibited. Students should purchase an extra battery so that power can be replaced if the installed battery is depleted.
4. Most classrooms are equipped with power outlets for each seat. Students are encouraged to use these outlets for their computers. Students should purchase an extra battery so that power can be replaced if the installed battery is depleted.
5. Computers should be set so that no audible signal is heard (e.g., when the battery is low).
6. Software should be installed so that there is no sound when the software is "booted up" or used.
7. In any situation in which the use of a computer or computers causes a disruption in the classroom, the professor may require that such usage be discontinued.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

Computer Crime

Misusing University computers may be considered a felony under California Penal Code, Section 502, passed by the California State Legislature in 1979. Misusing computers includes illegally accessing computer facilities, accessing or copying files or programs without the owner's permission, using computer resources for unapproved administrative or instructional purposes, devising or executing any scheme to defraud or extort, obtaining money, property, or services with false or fraudulent intent, representations, or promises, or maliciously accessing, altering, deleting, damaging, or destroying any computer system, computer network, computer program, or data. Disciplinary action will be taken against any student found to have misused any university computer or computer program.

Obscene Material

The exhibition or distribution of material or representations deemed to be obscene or contrary to the religious tenets of the university is strictly prohibited.

Soliciting or Advertising

Solicitation or advertisements which have not been cleared in advance through School of Law administration are strictly prohibited.

Gambling

Gambling is not allowed on campus or at university-sponsored activities.

Smoking

Smoking is limited to unrestricted outdoor areas. Smoking is not permitted in any university building including apartment living rooms or common areas.

ETHICS POLICY

I. Introduction

Pepperdine University is a Christian University committed to the highest standards of academic excellence and Christian values. Members of the Pepperdine University community-faculty, staff, students, administrators, members of the Board of Regents, members of the University's advisory boards, and volunteers-are responsible for maintaining the standards of the institution and of the various communities in which they live. We value integrity, honesty, and fairness and strive to integrate these values into our daily practices.

Our ethical expectations are found in Holy Scripture, the University Mission Statement, the founding vision of George Pepperdine, and the University Affirmation Statement. Holy Scripture

Straus Institute for Dispute Resolution

Pepperdine University School of Law

provides the ultimate source for our ethical standards, including the two great commands taught by Jesus: the duty to love God and love one's neighbor as one's self (Matthew 22: 37-40).

In this spirit, we commit ourselves to the highest standards of ethical conduct. We act with integrity; we treat others with respect and dignity; we carefully steward the University's resources; we avoid conflicts of interest or commitment; we maintain confidentiality; and we comply with legal and professional obligations. We are individually accountable for our own actions, and we are collectively accountable for upholding these standards of behavior and complying with all applicable laws, policies, standards, and regulations. While human and therefore fallible, we constantly strive to meet our ethical expectations. Moreover, because the Pepperdine community is composed of many distinct constituencies, we understand that, beyond the general ethical principles outlined in this document, we may be subject to additional rules of conduct specific to our respective roles within the community.

II. Acting with Integrity

We seek to be people who are honorable, forthright, and upright at all times. Our commitment to integrity demands more than mere satisfaction of legal and ethical obligations, although we comply with the law and conform to the highest standards of ethical conduct. Our commitment to integrity means that we actively discern what is right from what is wrong; that what we do flows directly from who we are; that we seek consistency between our inner self and our outward conduct. We value people; we speak the truth; we have the courage of our convictions; and we keep our commitments. We do not condone any form of dishonesty—such as fraud, theft, cheating, or plagiarism—as described more specifically in student, faculty, and staff handbooks and policies.

III. Treating Others with Respect and Dignity

Members of the community are committed to principles of equality and fairness. We follow the profound truth found in the Golden Rule, "In everything do to others as you would have them do to you" (Matthew 7:12).

We do not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law. Consistent with our affiliation with the Churches of Christ and our faith heritage, we do seek to hire and promote persons who support the goals and mission of the University, including, but not limited to, those who are members of the Churches of Christ.

We respect the inherent worth of each member of the community. We do not engage in any forms of harassment of others. Those in positions of authority, including administrators, supervisors, faculty members, and student leaders exercise their authority fairly and appropriately.

Other expectations about how we treat others with respect and dignity can be found in University policies and in each school's faculty and student handbooks.

IV. Stewarding the University's Resources

We are good stewards of the University resources entrusted to us and we prepare accurate and clear reports about those resources. University resources are reserved for business purposes on

Straus Institute for Dispute Resolution

Pepperdine University School of Law

behalf of the University. We exercise reasonable judgment in the use of University resources, acting with care and prudence. We do not use University resources for personal gain.

We prepare correct and clear financial records and research reports. All entries in University books and accounts accurately reflect each transaction. In reporting on the University's resources, we do not hide, conceal, or mislead; and we promptly report such misconduct when it is discovered.

V. Avoiding Conflicts of Interest and Commitment

We do not have direct or indirect interests or commitments, financial or otherwise, which conflict with the proper discharge of our duties to the University. The primary professional allegiance of all full-time employees lies with Pepperdine University and the advancement of its mission. We do not solicit or accept any gift, service, or favor that might reasonably influence the discharge of our duties or that we know or should know is being offered with the intent to influence our official conduct. We do not accept other employment or engage in business or professional activities outside of the University when such work might reasonably cause real or apparent conflicts of interest or conflicts of commitment. We do not transact business in our official capacity with any business entity of which we are an officer, agent, or member, or in which we own a substantial interest without the explicit prior knowledge and approval of the appropriate senior University officer. We disclose potential conflicts of interest to the appropriate supervisor or officer as soon as possible after we realize that a conflict may have arisen. Additional information is located in the University conflicts of interest policy.

VI. Maintaining Confidentiality

We observe and respect the confidentiality rights of all other members of the community, and this duty continues even after we are no longer affiliated with the University. This right of confidentiality applies to all academic, financial, health-related, personnel, or other non-public information protected either by law or by University policy. However, the right does not preclude the consensual release of information or the disclosure of information within the University when there is a legitimate need for its disclosure. Email or other uses of the University's computers or computer network are for business purposes and are not presumed confidential. Additional information is located in the University's Computer and Network Responsible Usage Policy.

VII. Complying with Legal and Professional Obligations

We comply with all state and federal laws and conform to the highest standards of professional conduct. We transact University business in compliance with all applicable laws, regulations, and University policies and procedures. We do not misrepresent our status or authority in our dealings with others. To the extent that we belong to professions that are governed by standards specific to the profession (such as attorneys, psychologists, or certified public accountants), we adhere to such professional standards. We conduct ourselves in accordance with professional principles for scholarly work, including upholding academic codes of conduct and professional standards for research.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

VIII. Reporting Violations of the Code

In order to maintain the integrity of the community, we report observed or suspected violations of this code of ethics with a spirit of fairness, honesty, and respect for the rights of others. Those who report alleged misconduct and those against whom allegations are reported are afforded all rights provided by University policies, as well as all applicable state and federal laws. Those who are found to have violated this code will be subject to appropriate disciplinary action, up to and including expulsion, termination of employment, or termination of relationship. Information about reporting violations of this code may be found in the University policy "How to Report a Violation of the Code of Ethics."

IX. Conclusion

We are governed by an ethos of care and respect, virtues that transcend the provisions of this code. We are called to something greater and nobler than mere compliance with the law or a written code of ethics. We are called "to live a life worthy of the calling [we] have received . . . , bearing with one another in love" (Ephesians 4:1-2). We are called to "dedicate ourselves anew to the great cause of beautiful Christian living" (George Pepperdine's Dedicatory Address). We are called, ultimately, to lives of service (University Affirmation Statement). As the University motto instructs us: "Freely ye received, freely give."

Straus Institute for Dispute Resolution

Pepperdine University School of Law

HONOR CODE

Chapter One: Preamble

1.01 The purpose of this Honor Code is to enforce rules by which the students of Pepperdine University School of Law are governed with respect to academic matters. The well-being of the legal profession and the integrity of the academic community at Pepperdine University School of Law depend upon the maintenance of the highest ethical standards. This Honor Code is based on the assumption that each student at Pepperdine University School of Law is aspiring to enter an honored profession. The success or failure of this Honor Code is dependent on the willingness of those governed by the code to enforce it and to make an individual commitment to comply with its provisions.

Chapter Two: Scope

2.01 This Honor Code applies to student academic matters at Pepperdine University School of Law as defined in section 2.02. The dean retains concurrent jurisdiction over all matters covered by this code and retains sole jurisdiction over matters not covered by this code.

2.02 "Academic matter" means any activity which may affect a grade or any law school-related extracurricular activity of a professional nature such as Law Review, moot court competitions, legal clinics, and employment efforts, or which in any way contributes to the satisfaction of the requirements of graduation, without reference to the focus of such activity. Academic matters shall include but shall not be limited to the following:

1. Any examination;
2. Any research or other assignment to be done for a course;
3. Any work that is in whole or partial satisfaction of requirements for the receipt of credit;
4. Any conduct relating to the misappropriation of study material, such as notes, papers, books, or tapes;
5. Any efforts to obtain employment.

2.03 An individual who was enrolled in the School of Law at the time he or she is alleged to have violated this code shall be deemed as a "student" for the purposes of this Honor Code. An individual shall be deemed "enrolled" from the time of his or her initial registration at the School of Law until he or she receives a law degree, is dismissed, or formally withdraws from the School of Law.

2.04 The law school may withhold a graduating student's diploma while an Honor Code investigation is pending. When Honor Board charges are brought against a student who is in his/her last semester, Honor Board proceedings shall be completed by the date of graduation, or within 30 days after the reporting of the alleged incident to the Honor Board, whichever is later.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

Chapter Three: Prohibited Conduct

3.01 Any academic dishonesty is a violation of the Honor Code. The following acts or omissions, although not exhaustive, are typical of behavior that is prohibited under the Honor Code:

1. To use materials or to consult with any other person:
 1. during an examination, unless expressly authorized by the instructor;
 2. during research or other writing assignments, if expressly forbidden by the instructor;
2. To write overtime on an examination;
3. To obtain unauthorized information concerning an examination one is to take, without immediately informing the dean;
4. To take an examination for another student;
5. To divulge the contents of an objective or essay examination designated by the instructor as an examination not to be removed from the examination room;
6. To intentionally and unnecessarily disturb others taking an examination;
7. To incorporate into work offered for credit any passages taken either word for word or in substance from any work of another without properly crediting the original author and work;
8. To submit as one's own work the work of another;
9. To submit for credit work that has been previously offered for credit without securing the instructor's permission in advance of submission;
10. To submit for credit work prepared in collaboration with another without securing the instructor's permission in advance of submission;
11. To improperly reveal to a professor one's identity in connection with an examination which is to be graded on an anonymous basis;
12. To deface, remove, cause to be unavailable, deny the use of, or otherwise improperly use any material in the law library, other than use covered by an overdue book policy;
13. To misappropriate another law student's, the university's or any faculty member's notes, papers, books, tapes, or other materials;
14. To provide false grades or other information in a resume or to otherwise misrepresent academic facts or other personal data about oneself in efforts to obtain employment or in any other manner;

Straus Institute for Dispute Resolution

Pepperdine University School of Law

15. To willfully or wantonly breach the necessary confidentiality of the Honor Board's proceedings;

16. To knowingly obstruct the investigation and other proceedings of the Honor Board.

3.02 In addition to the violations enumerated in section 3.01, it shall be a violation of the Honor Code to willfully fail to fulfill the duty owed by every law student to report promptly to the board chairperson or the dean all circumstances which he or she believes to constitute a violation of the Honor Code and to identify the person or persons involved.

3.03 In addition to the violations enumerated in sections 3.01 and 3.02, it shall be a violation of the Honor Code to fail to give testimony true to the best of one's knowledge or belief, or to produce evidence of an honor code violation when requested to do so by the Honor Code Court or by the student facing disciplinary charges. A person may refuse to testify, however, in order to protect oneself from incrimination in a violation of the Honor Code or public penal law.

3.04 Attempts to commit acts prohibited by this Honor Code shall be punished to the same extent as completed violations.

3.05 It is not necessary that the Honor Board prove that the student had the specific intent to violate the Honor Code.

Chapter Four: Administration of the Code

4.01 The provisions of the Honor Code shall be administered by a body entitled the "Honor Board," hereinafter referred to as the "Board." The Board shall be constituted as follows:

1. The Board shall consist of 12 law students. Members will be certified by a majority vote of the existing Board, including the chairperson. Members of the Board will serve until graduation, resignation, or dismissal from the Board as described in 4.05 of this chapter.
2. Students who wish to be candidates for appointment to the Board shall indicate their interest by submitting a letter of intent to the dean's office. In addition to indicating interest, the letter shall identify the academic class year of the student. No probationary student or student who has been found to have violated the Honor Code shall be eligible to serve.
3. Board vacancies during the calendar year shall be filled by appointment by the Board at the Board's discretion.
4. The Board shall:
 1. Elect a Board chairperson from among its members, who shall preside at all meetings.
 2. The Board chairperson shall appoint a member to serve as Honor Court counsel, on a case-by-case basis, who shall act as prosecutor and be responsible for gathering evidence when violations of the code are alleged. Any Board member

Straus Institute for Dispute Resolution

Pepperdine University School of Law

under investigation for an Honor Code violation shall not be involved in his/her own investigation.

5. The Board shall have the responsibility of promoting an effective educational campaign against dishonesty, shall establish standards of conduct for its members, shall present each new student a copy of this code, and shall execute all other duties assigned to it by this code.
6. The Board may establish rules consistent with this code to govern in all matters within the scope of this code but not expressly covered by it.

4.02 There shall be an Honor Code Court, to be appointed on a case-by-case basis, as follows:

1. Three (3) students as appointed from the Honor Board by the Board chairperson, provided, however, that neither the chairperson nor Honor Court counsel shall serve on the Court.
2. Three (3) faculty members as appointed by the dean.

4.03 It shall be the responsibility of the Honor Code Court to hear and consider all complaints brought before it, to make findings of whether or not a student has violated the honor code as charged, and to recommend sanctions in appropriate matters.

4.04 The Honor Code Court, at the close of a hearing and upon finding that a student has violated the Honor Code, or the Honor Court counsel and chairperson upon admission of a violation or settlement offer, may recommend that the dean impose any one or more of the following sanctions:

1. Expulsion- Recommendation of termination of student status;
2. Suspension- Recommendation of separation of the student from the law school for a definite period of time. The student shall be excluded from classes and all other law school-sponsored activities;
3. Disciplinary Probation- The student shall not represent the law school in any extracurricular activity or run for or hold office in any student group or organization for a definite period of time. Additional restrictions or conditions may also be imposed;
4. Warning- Notice to student that further misconduct may result in more severe disciplinary action;
5. Restitution- Reimbursement for damage to or misappropriation of property;
6. Other Sanctions- Other sanctions may be imposed instead of or in addition to those specified in subsections (1) through (5) of this section. These shall include, but shall not be limited to, cancellation of credit for scholastic work done, reduction of the grade given in a course, and increase in the number of course hours required for a degree. Nothing in this Honor Code shall be construed to conflict with the faculty's discretion in assigning

Straus Institute for Dispute Resolution Pepperdine University School of Law

grades. If a faculty member refuses to accept a recommendation of the Honor Code Court concerning a grade, however, said faculty member must state his or her reasons in writing. This written statement is to be kept on record by the Board. A copy is to be given to the accused student;

7. A record of the Court's findings, recommendations, and any sanctions imposed shall be placed in the student's permanent record.

4.05 Dismissal from the Honor Board

1. Dismissal from the Board may be due to, but not limited to, the following:

1. Academic probation;
2. Disciplinary probation/sanction determined by the law school administration and/or the Honor Board;
3. Good cause;

2. Dismissal for Cause from Honor Board

1. The academic dean or a member of the Board may submit the name of any member who is not performing satisfactorily as a Board member to the chairperson. The chairperson and academic dean shall review the facts and issue a letter of warning if warranted. The letter of warning shall contain a statement of the charges. The member will be allowed to reply in writing to the chairperson concerning any extenuating circumstances or explanations;
2. After review of the letter of warning and the member's response, the academic dean or chairperson may, if the response is not deemed satisfactory, submit the member to the Board for consideration of dismissal based on good cause. "Good cause" shall include, but not be limited to, the following:
 1. Failure to attend meetings;
 2. Failure to meet deadlines without justification;
 3. Failure to adequately perform assigned duties;
 4. Failure to follow Board imposed policy;
 5. Breach of Board imposed duty of confidentiality.
3. No member shall be removed from the Board except upon an affirmative vote of two-thirds of the Board and the concurrence of the academic dean. The affected member shall not vote or be counted for purposes of meeting the two-thirds requirement of the Board.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

4. The member in question can reply in writing for reconsideration and extenuating circumstances, according to these procedures.

Chapter Five: Filing of Complaint. Pre-hearing Procedures

5.01 Violations of this code as outlined in Chapter Three shall be reported to the Board chairperson, or the dean, or his or her faculty designee. Any violations reported directly to the dean's office shall be referred to the chairperson.

5.02 The Board chairperson shall review the report of violation with the dean, or his or her designee, to determine whether it sets forth a probable violation of the code. If the Board chairperson and dean, or his or her designee, determine that the report of violation does not set forth sufficient information to warrant further investigation, no further action shall be taken. If the chairperson and dean, or his or her designee, determine that the report of violation is prosecutable, then the chairperson shall appoint one or more Board members to serve as Honor Court counsel/investigator.

5.03 The Honor Court counsel shall marshal the evidence necessary to substantiate the alleged violation, including interviewing witnesses and collecting physical evidence.

5.04 Upon conclusion of the investigation, the Honor Court counsel shall meet with the Board chairperson to recommend a disposition of the report of violation. Should the Honor Court counsel's recommendation be prosecution, the Honor Court counsel shall draft a complaint setting forth the facts and circumstances that comprise the violation, citing specific provisions of the code that have allegedly been violated.

5.05 The chairperson shall meet with the Honor Court counsel and if the chairperson concurs with the recommendation of prosecution by the Honor Court counsel, he or she shall proceed as follows:

1. Provide notice to the accused student of the decision to move forward with prosecution along with a copy of the complaint pursuant to Section 6.01 herein. Said notice should indicate that conviction may lead to expulsion of the accused student;
2. Set up a meeting between the accused student, the Honor Board investigator(s), and the chairperson. At this meeting, the accused student will be given a full explanation of the rights enumerated in Chapter Six of the Honor Code. In regards to 6.01.3, the student will have the option of (i) self-representation, or (ii) to choose a representative from among the student body, or (iii) select a student representative from a pool of six non-Honor Board members who have agreed to represent accused students when needed. If the student elects to choose his own representative (option ii), the accused student shall not approach that person, but will instead provide the name of the selected student to the Honor Board. The Honor Board will then meet with this person first for the sole purpose of determining whether the selected person is willing and able to represent the accused student. As will be fully explained to all accused students, the reason why the Honor Board will approach the selected person first is to help ensure confidentiality;

Straus Institute for Dispute Resolution

Pepperdine University School of Law

3. If the accused student chooses to have a representative, whether it be from his or her own selection or from the pool, a second meeting will be set up with all of the above-listed present, plus the representative. At this meeting, the procedure for the Honor Board investigations will be reviewed again and any questions the accused student and/or representative have will be answered;
4. Both the accused student and the Honor Board investigators assigned the case shall turn over any evidence to the chairperson that will be presented at the hearing at least seven (7) days before the hearing date. The term "evidence" shall include all documents to be presented at the hearing and a list of all witnesses that each side intends on calling. Evidence not submitted by this deadline will be inadmissible at the hearing. The chairperson will then review the evidence, and when appropriate, redact the evidence only to the extent necessary to protect the anonymity of innocent parties. The chairperson will then submit all the evidence to both parties at least five (5) days before the hearing date;
5. Appoint three (3) student members of the Board pursuant to Section 4.02 herein;
6. Request that the dean appoint three (3) faculty members pursuant to Section 4.02 herein;
7. Set a time and place for the Honor Code Court hearing.

If the Board chairperson does not concur with the recommendation of the Honor Court counsel the matter will be presented to a panel of three Board members, chosen by lot, which shall determine whether to prosecute or not by majority vote.

Chapter Six: Rights of the Accused

6.01 The accused student shall have the following rights:

1. Delivery of the Complaint containing specifics of the charges at least twenty one (21) days prior to the Court hearing date;
2. Written notice of the time and place of the Honor Code Court hearing, including the names of the three (3) faculty members and three (3) students appointed pursuant to Section 4.02, at least seven (7) days prior to the Court hearing date;
3. Assistance of counsel selected from the School of Law student body to gather and present relevant evidence;
4. A settlement conference wherein the accused student, student counsel, and Honor Court counsel shall determine if disposition of the matter before the Court hearing date is feasible. Any proposed disposition shall be presented to the Board chairperson and dean, or his or her designee, for approval or rejection. Any settlement conference shall take place at least two (2) days prior to the Court hearing date;
5. To select two (2) students and two (2) faculty members from the group assembled pursuant to Section 6.01.2 above to constitute the Honor Code Court. Said selection shall

Straus Institute for Dispute Resolution

Pepperdine University School of Law

be made known in writing to the chairperson at least two (2) days prior to the Court hearing date;

6. To a reasonably adequate time to prepare a defense;
7. To confront and cross examine witnesses who testify personally during the hearing;
8. To present evidence and to call witnesses from the law school community who have first hand information;
9. To remain silent without such silence being construed against the student;
10. To a hearing closed to the public, or open, at his or her choice;
11. To a presumption of innocence which shall disappear only if the Honor Code Court finds a violation has occurred by clear and convincing evidence;
12. All rights enumerated herein may be waived by the accused student at any time.

6.02 The accused student shall not have the right to be represented by an attorney at the Court hearing.

Chapter Seven: The Hearing

7.01

1. The Board Chairperson shall have set the date, time, and place of the hearing and given written notice to the accused, members of the Honor Code Court, and the Honor Court counsel.
2. The Honor Court shall summon all persons selected to be witnesses at the hearing. No hearing shall be held unless all of the members of the Honor Code Court are present.
3. Any member of the Honor Code Court shall disqualify himself or herself from a hearing if, in his or her opinion, he or she cannot act on the weight of the evidence without bias or prejudice. Should a student member disqualify himself or herself from the Honor Code Court, the chairperson shall appoint a replacement as outlined in Section 4.02.1. Should a faculty member of the Honor Code Court disqualify himself or herself, the dean shall appoint a replacement.

7.02 Formal rules of evidence shall not be applicable to the proceedings of the hearing. All evidence which the Court considers to be of relevant value shall be received for the purpose of determining the facts.

7.03 An audio recording of the hearing shall be retained in the Board files. The dean has the right to hear the recording at any time. The accused student may make, at his or her own expense, an audio recording of the hearing.

7.04 Chronological Procedure of the Hearing is as follows:

Straus Institute for Dispute Resolution **Pepperdine University School of Law**

1. Evidence in support of the charge as presented by the Honor Code Counsel;
2. Accused student's evidence in rebuttal;
3. Arguments;
4. Finding on whether the student has committed the violation(s) charged;
5. If the finding is affirmative, or if the student signed an admission statement acknowledging he/she has violated the Honor Code, the Honor Code Court shall hear evidence of mitigation or aggravation;
6. Recommendation on sanction;
7. Notification of accused and the dean of the finding and recommendation;

7.05 All findings of the Honor Code Court shall be determined in closed session by a majority vote based upon the standard of clear and convincing evidence. All investigative records and other proceedings of the Board shall remain confidential.

7.06 The dean shall review the finding and recommendations of the Honor Code Court and take final action as follows:

1. Where there is a finding of no violation with regard to a particular alleged violation of the honor code (as set forth pursuant to section 5.05.1 the matter is closed, except for the posting of notice as provided for in Section 7.07;
2. Where the accused is found to have violated the honor code the dean will act to approve or, if he or she finds an abuse of discretion on part of the Honor Code Court, to modify those findings and/or recommendations.

7.07 Upon formal notice from the dean of the final determination, the Board chairperson shall immediately post a notice in the law school containing the following:

1. The specific section of the code charged;
2. The Honor Code Court decision; and
3. Final disposition.

Names of individuals shall not be included in the notice.

Straus Institute for Dispute Resolution
Pepperdine University School of Law

Straus Institute for Dispute Resolution

Pepperdine University School of Law

DISCIPLINARY SANCTIONS

Conduct which violates School of Law or University policies may result in the imposition of one or more sanctions. Sanctions which may be imposed are not limited to those listed below. Such disciplinary action will depend upon the gravity of the offense, the nature of attendant circumstances, and the merits of a particular case. In certain limited situations, university and/or School of Law officials may impose a sanction but suspend or postpone its actual implementation.

Sanctions affecting the conduct of students are based on general principles of equal and fair treatment, including penalties commensurate with the severity of violations of School of Law or university rules or regulations. Sanctions, however, will also take into account students' needs and the prospects for improvement. Before a sanction is imposed, the student will be given reasonable notice as to the specific conduct in which the student is alleged to have engaged and for which the student is subject to discipline. The student will be given an opportunity to respond and will be informed of the basis for any disciplinary action and the procedure for making an appeal. The School of Law dean has given the associate dean for administration the primary responsibility for determining whether and what sanctions shall be imposed. From time to time, the associate dean, at his/her discretion, may empanel an ad hoc committee of faculty and/or students to hear evidence and make a recommendation regarding sanctioning.

Loss of Privileges

Such loss may include, but is not limited to the following: Pepperdine financial aid; eligibility to represent the university and/or School of Law in various capacities, including moot court competitions, and seeking or holding an elected student office; university housing; and use of specific university facilities, equipment, or services. For further information on the loss of financial aid, please see the university's policy on "Forfeiture of State Aid to Students," which sets forth the hearing process involved in such a sanction and the limitations regarding this sanction.

Fines

Such fines may include, but are not limited to, payment of charges for violations of vehicle, campus, or housing regulations. These charges will be added to a student's account. Failure to pay such charges may result in additional sanctions including, but not limited to, denial of re-enrollment or refusal to release official transcripts and records.

Reprimand

Censure, either verbal or in writing, for conduct unbecoming a Pepperdine student.

Probation

A status that indicates that a student's relationship with Pepperdine University School of Law is tenuous and that the student's records will be reviewed periodically to determine suitability to remain enrolled. Students on disciplinary probation can neither participate in student government, student organizations, and moot court, nor officially represent the university or School of Law.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

Assessment of Damages

Requirement to pay for the repair and/or replacement of damaged property. Failure to pay such charges may result in additional sanctions including, but not limited to, denial of re-enrollment, or refusal to release official transcripts and records.

Suspension

Temporary separation of the student from Pepperdine University. Serious cases warranting longer separation from the university may result in dismissal.

Dismissal

Permanent separation of the student from Pepperdine University. In certain cases a dismissed student may, after a designated period of time, petition the University for re-admission.

Permanent Dismissal

The university's most severe sanction, requiring permanent separation of the student from Pepperdine University without any possibility of future re-enrollment.

Sanctions that may be imposed by university officials after consultation with the appropriate law school dean may include, but are not limited to, warnings, reprimands, disciplinary fines, probation, assessment of damages, community service, loss of privileges, and suspension for less than one week. All other disciplinary sanctions will be levied by the School of Law administration. When students are dismissed or suspended for disciplinary reasons, there will be no refund of tuition or room charges for the semester, and all financial aid will be canceled. Upon permanent separation from university housing, students may apply to the Residential Life Office for unused board charges.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

NON-ACADEMIC STUDENT GRIEVANCE PROCEDURE

Purpose

The purpose of this nonacademic student grievance procedure is to provide for the resolution of student grievances, including allegations of sexual harassment, discrimination, and the denial of reasonable accommodations to persons with disabilities. This policy is not applicable to situations where another policy with a right of appeal applies, including, but not limited to, the discipline of a student by the administration.

Nonretaliation

This procedure is designed to allow students to address complaints in a fair, consistent, and objective manner. Any act of reprisal by a university employee or by one acting on behalf of the university, including the intimidation of a grievant, respondent, or witness during the pendency of an investigation, will result in prompt disciplinary action.

Improper Complaints

This procedure shall not be used to bring frivolous or malicious complaints. If a complaint has been made in bad faith, disciplinary action will be taken against the person bringing the complaint.

A. Initiating a Grievance Proceeding

Informal Resolution

Before initiating a formal grievance, a student should discuss the matter in dispute with the person against whom the student has a grievance and seek a mutual resolution of concerns. The student may be encouraged to return to this informal level of resolution at any time during this procedure. It is the university's belief that most grievances can and will be resolved at this level.

Initiation of Complaint

If an informal resolution does not result, the student must submit a complaint to the grievance officer to initiate a formal grievance. Initially the student's concerns may be communicated orally; however, they must be in writing before any review or other action takes place. This written complaint should be submitted as soon as possible after the student knows of the subject problem. The complaint must specify the university or School of Law policy, procedure, or norm violated, and specifically set forth all relevant factual details.

Review by Grievance Officer

The grievance officer shall read the complaint and determine whether the complaint's allegations warrant implementing the remainder of the procedures outlined below. If, for example, the allegations in the complaint, even if true, would not constitute a violation of a university policy, procedure, or norm, then the grievance officer should inform the student in writing that the student's allegations are not subject to the grievance process.

If the grievance officer determines that the allegations in the complaint do warrant further investigation and consideration, then the grievance officer shall forward a copy of the complaint to the person against whom the complaint is made ("respondent") and, if discrimination is

Straus Institute for Dispute Resolution

Pepperdine University School of Law

alleged, the university equal opportunity officer. This shall be done as soon as possible, but in no event later than 21 calendar days after the grievance officer receives the written complaint.

Written Response

The Respondent shall be given 14 calendar days from receipt of the complaint to return a written response to the Grievance Officer. Necessary extensions may be granted at the discretion of the Grievance Officer.

Investigation

The grievance officer has the discretion to initiate a reasonable investigation into the matter. The scope of any investigation shall be in the sole discretion of the grievance officer. The investigation may include, but is not limited to, meeting with the parties, talking with witnesses, and reviewing any supporting documents.

A student may elect to withdraw a complaint at any time; however, the university reserves the right to investigate all complaints where necessary to protect the interests of the university community.

An associate dean shall serve as the grievance officer concerning complaints about a faculty member or other employee. An associate dean shall serve as the grievance officer concerning complaints about another student.

Advisory Committee

If the grievance officer desires, he/she may appoint an ad hoc committee to assist in the investigation of the complaint and/or for advice concerning the handling of this matter.

Decision

Within a reasonable time, the grievance officer shall make a decision based on the written complaint, response, and any other information the grievance officer determines is relevant. The grievance officer will provide notice to all parties that a decision has been reached, and where discrimination is alleged, to the University equal opportunity officer.

B. Appeal of Grievance Officer's Decision

Request for Appeal

Any party may submit a written request for appeal to the dean of the School of Law ("reviewing officer") within 14 calendar days from the date of the decision. The request for appeal must specifically set forth all grounds for appeal. The nonappealing party must be given the opportunity to respond in writing to the request for appeal.

Grounds for Appeal

The reviewing officer shall be limited to addressing only the following questions:

1. Did the grievance officer consider all the important and appropriate facts in the investigation of this matter?

Straus Institute for Dispute Resolution

Pepperdine University School of Law

2. Did the student prove by a "preponderance of the evidence" (i.e., more likely than not) that the person against whom the student has a grievance in fact violated a university policy, procedure, or norm, or otherwise engaged in any unlawful or illegal activity?
3. Was the process carried out in a fair manner?
4. Was the decision one which a reasonable person might have made?
5. Was the grievance officer biased?

Final Decision

Within a reasonable time, the reviewing officer shall make a final decision based on the written complaint, the written response, the grievance officer's written decision, the written request for appeal, and any written response to the request for appeal. The decision of the reviewing officer shall be final. All parties, and where discrimination is alleged, the university equal opportunity officer shall receive a copy of the reviewing officer's decision.

Retention of Records

All written decisions made and materials produced in connection with a grievance conducted under this procedure shall be retained by the grievance officer for at least one year from the date that the final decision was issued.

STUDENT SERVICES POLICY

Email

Every Pepperdine University student is provided with a Pepperdine email account upon enrollment. The email address generally ends with "@pepperdine.edu." The University and School of Law administration depend upon these email accounts to disseminate critical announcements and important news. Because of this, students are encouraged to check their Pepperdine accounts regularly.

WaveNet

As members of the Pepperdine community, students have access to the University portal, WaveNet. This portal allows students to access University e-mail, visit class homepages in TWEN, perform legal research using Westlaw and Lexis/Nexis, receive official University communications, join student groups, learn about events and deadlines, use library resources, register for classes, check grades and degree audits, make payments to student accounts, and more.

Center for Computer-Assisted Legal Instructions (CALI) Award

This award is offered to each student with the highest grade in all law-related classes, courses, and seminars. There is no limit to the number of awards any one student can win. There is no

Straus Institute for Dispute Resolution

Pepperdine University School of Law

restriction on the number of students in the course. All students winning a CALI Award will receive a personalized certificate. These academic awards are made through the office of the associate dean for academics.

Witkin Award for Academic Excellence

The Witkin Legal Institute at West Group awards a certificate to the top student in certain designated courses.

Dean's Honor List

Students whose semester averages are 3.33 or above and who are in the upper fifteen percent of their class will be placed on the Dean's Honor List. Students must be enrolled for a minimum of nine graded units in a semester in order to qualify for the Dean's Honor List.

The Order of the Barristers

The Order of the Barristers is a national honorary society that recognizes graduating law students who have excelled in moot court, mock trial, and other advocacy programs. The School of Law administration nominates qualified students for membership.

Order of the Coif

The Order of the Coif is an honorary scholastic society, which seeks to encourage excellence in legal education by fostering a spirit of careful study. Membership in the Order of the Coif is limited to those who complete their studies ranked in the top ten percent of their graduating class and satisfy other requirements.

Bar Review Courses

Bar Review Courses are usually available to students at the Odell McConnell Law Center.

Bookstore

The law school bookstore, operated by Follett, is located on the first floor (Room 124). All law school textbooks are available at the bookstore as well as supplies and miscellaneous items. Hours are from 8:00 am - 5:00 pm, Monday - Friday.

Class Ranks

Class ranks are determined by one's cumulative grade point average. Second- and third-year students are ranked at the end of each semester. First-year students are ranked only at the end of the spring semester. Rankings are available within one week after all grades have been received.

Complaints

Students having concerns regarding admissions, career development, financial aid, records, and the library must first meet with the appropriate director to discuss their concerns. If concerns are not remedied, they may then meet with the appropriate dean. Student complaints regarding such issues as food service, handicapped access, sexual harassment, parking, finance, or the bookstore are handled through the appropriate dean's office. Students needing to register a complaint may do so through contacting the appropriate dean and initiating the university's complaint resolution process. These procedures are intended to encourage resolution of student complaints informally.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

and at the earliest possible stage. However, if such informal resolution is not possible, a formal hearing procedure will be utilized.

Students can be assured that their complaints will be handled in an unbiased and responsible manner, with emphasis on respecting confidentiality and preventing reprisals. All complaints must be received by the dean's office within 14 calendar days after the alleged action referred to in the complaint actually occurred. If lack of actual knowledge by the complainant of the alleged action or its consequences exists, this limitation will not be strictly applied.

Counseling - (Academic)

The Associate Dean for Academics is available for academic counseling.

Counseling - (Nonacademic)

The Associate Dean for Student Life is available for nonacademic counseling. The problems most often seen include stress reactions, interpersonal problems, anxiety, depression, and family problems.

Di Loreto Dining Facility

The School of Law dining facility is located on the first floor and is available for meals and snacks during the hours posted by the dining facility operator. Grill service is offered during breakfast and lunch, Monday through Friday, 7:30 a.m. -2:00 p.m. Vending machines are also available. Students are requested to assume responsibility for cleaning debris off their table when leaving the dining facility. No student may enter the dining facility in swimming attire and all students must wear shoes.

Faw Student Lounge

The Faw Student Lounge is located within the dining facility. Designed for the enjoyment of students, furnishings include a big-screen TV, a pool table, a ping pong table, and a refrigerator.

Pepperdine Law Review

The Pepperdine University Law Review is a legal journal edited and published by School of Law students selected on the basis of scholarship and/or the ability to do creative research and writing. The students write comments and notes on legal developments and significant cases, as well as edit the lead articles and book reviews written by teachers, lawyers, judges, legislators, and other scholars. Membership on the Law Review staff is recognized as both an honor and a unique educational experience. Invitations for law review participation are extended to second-year students who ranked academically in the top ten percent of their first-year class. Additional students are admitted by a "write-on" competition, open to second-year students who ranked academically in the top fifty percent of their first-year class. <http://law.pepperdine.edu/law-review/>

Dispute Resolution Law Journal

The journal is published semi-annually and provides practitioners and academics with an insightful perspective on the rapidly developing dispute resolution field. The journal features scholastic contributions similar to those found in traditional law reviews, as well as material written from the dispute resolution practitioner's perspective. Law students are selected on the

Straus Institute for Dispute Resolution

Pepperdine University School of Law

basis of scholarship and/or the ability to perform creative research and writing in the field of dispute resolution. <http://law.pepperdine.edu/dispute-resolution-law-journal/>

National Association of Administrative Law Judges Journal

In collaboration with the National Association of Administrative Law Judges, the law school semi-annually publishes the NAALJ Journal. This journal is recognized as the finest and most scholarly publication exclusively focusing on developments affecting the administrative judiciary. A student staff works with a faculty editor in publishing the journal. Students are selected on the basis of scholarship and/or the ability to do creative research and writing in the field of administrative law. <http://law.pepperdine.edu/naalj/>

Journal of Business, Entrepreneurship, and the Law

The Pepperdine Journal of Business, Entrepreneurship and the Law is sponsored by the Geoffrey H. Palmer Center for Entrepreneurship and the Law. The primary objective of the Journal is to contribute to the body of legal knowledge in the fields of entrepreneurship and business through publication of a high quality and professional periodical. The Journal achieves this goal through a unique approach, combining the traditional legal print journal with a dynamic online forum fostering a sophisticated interdisciplinary exploration of the legal issues pertaining to business and entrepreneurship. <http://law.pepperdine.edu/jbel/>

Examination Numbers

All students will be issued a confidential examination number. The examination number must be placed on each examination taken. The exam number will change each semester and can be obtained in PepperdineXpress. It is crucial to use the correct number on every exam to avoid grading problems.

Examination Return

After all grades have been received and made available to students, the blue books may be picked up in the Faculty Secretaries' Office upon notification.

Grades

Grades can be obtained approximately four weeks after the date of the last exam for the semester, after which an unofficial transcript will be mailed. All grades may be obtained through PepperdineXpress.

Graduation Application

Each graduating student must file an application for graduation through the Student Information and Services Office. Notices are posted during the academic year advising students when to file the application. Upon receipt of the application, a determination will be made as to the student's degree requirements which remain unsatisfied. The student will be notified accordingly.

Health Insurance

All graduate students are required to carry health insurance. Information brochures and applications will be available in the Student Information and Services Office beginning the first week of school or in the University Health Center.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

Honor Code

Students are held responsible for reading, understanding, and complying with the Law School Honor Code. Additional copies may be obtained in the deans' suite or on the web site. The Honor Board Office is located on the first floor of the law school.

<http://law.pepperdine.edu/academics/student-handbook/law/honorcode.htm>

Housing Book and Information

A housing book specifically for law school students is located in the Admissions, Student Information and Services Office. It lists current availability of housing in the area. In addition, there is a University Residential Life Office which provides further information.

<http://www.pepperdine.edu/housing>

Identification Cards

Each student is issued an official identification card during orientation, which must be carried at all times. After orientation, or if a card is lost, cards may be obtained at the Public Safety office. A \$15 fee is required for replacement cards. The card is required for participation in student elections, for use of various university services, and for entry into various university facilities and functions, such as the library, and for admission to many class examinations. Use of the card by anyone other than the card holder, or failure to present it upon request of any university official, violates university policy and subjects the holder to disciplinary action. Identification cards must be validated each academic term. The card becomes void upon termination or interruption of enrollment and must be returned to the university.

Law School Dicta

This is a weekly law school publication that provides announcements, deadlines, and general information regarding the law school. All students are responsible for reading the contents of the Dicta. The Dicta is available online at <http://lawmedia.pepperdine.edu/dicta/>. The deadline to place items in the next week's Law School Dicta is 12:00 noon on Wednesdays.

Lockers

Lockers are located on the first floor and are available to all students. The administrative coordinator in the Admissions Office provides locker assignments. Students will keep the same locker for all three years unless a change is requested.

Lost and Found

Items lost or found in the law school should be reported to the library. See University section for additional information.

Meal Tickets

Meal tickets are available to students and can be purchased in increments of \$50-\$250. These meal tickets can be used in all food service locations at Pepperdine University. Information brochures are available in the Student Information and Services Office or at Sodexo Food Services in the Tyler Campus Center.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

Message Boards

A student-to-student message board is located on the first floor, next to classroom C. Individual student organization boards are located in the hallway by classroom C. Student organizations may use these boards for messages and announcements pertaining to their organization. The assignment board is located in the hallway by classroom C.

Digital Signage

Digital signage is an educational tool designed to create an informed community through the announcement of events and the distribution of other information of interest to the community. Visit website <http://services.pepperdine.edu/digitalsignage/> to submit content to be posted on digital signage.

Moot Court

The moot court program is administered by the Moot Court Board, which is composed of second- and third-year students. First-year students are encouraged to participate as timekeepers, bailiffs, clerks, and witnesses. The Moot Court Board office is located on the first floor of the law school. <http://law.pepperdine.edu/student-life/groups/moot-court/>

Parking

There are several lots that are designated for use by students from the School of Law. The lots are located across the street from the law school on the north and east side, and adjacent to the George Page student apartments. It is helpful for students living on campus to use the apartment lot, so that commuters may use the other lots. Motorcycles must park in the designated spaces in the student lots. Additional spaces are available in the Rho lot down the hill past the maintenance yard. Students may not park in the Faculty/Staff lot between 6:30 am and 5:00 pm, nor may they park above the private road sign on Baxter Drive at any time. Citation fines are \$20. For more information, refer to the Public Safety web site <http://www.pepperdine.edu/publicsafety/services/>

State Bar Examinations

All first-year students planning to take the California Bar Examination must register with the California Committee of Bar Examiners within 90 days of the first day of school. Registration forms are available in the Student Information and Services Office during the month of September. Students planning to take out-of-state bar examinations should contact the individual state bar for specifics pertaining to that state exam.

Student Bar Association

All students are automatically members of the Student Bar Association. The SBA serves the student body by sponsoring social and educational functions during the year, and by representing the students in matters involving the school administration. Officers and class representatives of the Student Bar Association are elected by the student body. The SBA office is located on the first floor of the law school. <http://law.pepperdine.edu/student-life/groups/student-bar-association/>

Student Organizations

There are numerous student organizations in the law school. Information on specific organizations are in the law school catalog. In addition, current news regarding student

Straus Institute for Dispute Resolution

Pepperdine University School of Law

organizations can be found in the Law School Dicta, on the Digital Signage monitors and on the student organization message boards on the first floor. The office for student organizations is located on the first floor of the law school. <http://law.pepperdine.edu/student-life/groups/>

Transcripts

All transcripts are prepared and mailed from the Student Information and Services Office. Request for transcripts may be secured from that office or the website. While official transcripts will be delivered or mailed to students upon request, students are cautioned that most institutions will not accept transcripts unless mailed directly from the law school.

Veteran Affairs

Students who are receiving Veterans' benefits should request the Student Information and Services Office to report their academic status to the Veterans Administration.

Vehicle Registration

A Public Safety representative will distribute registration forms during orientation. If you are unable to complete this form at orientation, registration may be completed in the Public Safety Office. All vehicles brought on campus must be registered with the university's Public Safety Office. Failure to affix a decal to a car will result in a fine. The Public Safety Office is located on the first floor of the Center for Communication and Business with access from Seaver Drive. For more information, refer to the Public Safety web site <http://www.pepperdine.edu/publicsafety/services/>.

Weather-Related Class Cancellations

The School of Law is rarely closed due to weather conditions. However, should fire, rain, or earthquake prevent classes from being held, this information will be announced through the Office of the University President. The president of the university, or the provost in his absence, decides whether or not the university's classes and co-curricular activities will be canceled. When the decision is made, the university's director of public information will contact area communications media.

For road conditions, call:

On campus - ext. 4002, then dial ROAD (7623)

Off campus - (310) 506-4001, then dial ROAD (7623)

Straus Institute for Dispute Resolution

Pepperdine University School of Law

SUBSTANCE ABUSE POLICY

Purpose

In keeping with the mission of the University and its commitment to provide an alcohol and drug-free work environment, the University and the School of Law have formulated the following policy regarding alcohol and drugs.

Applicability

This policy applies to all students.

Definitions

"Substance" means any drug (including alcohol) that has known mind- or function-altering effects on a human subject, specifically including psychoactive substances and including, but not limited to, substances controlled or prohibited by state and/or federal law. "Alcohol" in this context means beer, wine, and all forms of distilled liquor, or any beverage, mixture or preparation containing ethyl alcohol.

Prohibitions

The university prohibits the illegal use, possession, transport, manufacture, distribution, promotion, or sale of drugs, drug paraphernalia or look-alike (simulated) drugs, and the unauthorized use or possession of alcohol while at any facility controlled by the university or as part of any university-sponsored activity. University funds may not be used to purchase alcoholic beverages and they are not provided by the school. Students may not be on university-controlled property or engage in any university activity while under the influence of any drug, alcohol, or other substance that will in any way affect their safety or the safety of others.

Health Risks

The university is very concerned about harm to students using or abusing drugs and alcohol. All drugs are toxic or poisonous if abused. Health risks of drug abuse include, but are not limited to, sleep disorders, confusion, hallucinations, paranoia, deep depression, impotence, liver and kidney damage, cardiac irregularities, hepatitis, and neurological damage. Abuse of either alcohol or drugs during pregnancy increases the risk of birth defects, spontaneous abortion, and still-births. Alcohol is a depressant. It depresses the central nervous system and can cause serious, irreversible physical damage. Excessive drinking damages the liver, resulting in cirrhosis. Chronic alcohol abuse also causes hypertension, cardiac irregularities, ulcers, pancreatitis, kidney disease, cancer of the esophagus, liver, bladder, or lungs.

Student Assistance

Any individuals within the university community who have developed an alcohol or drug dependency and who so identify themselves to faculty or administrators will be afforded every reasonable consideration, so long as they continue appropriate efforts to achieve and maintain sobriety. Such individuals have the right to expect that such disclosures will be held in confidence and not relayed to another who does not have a legitimate need to know. Facilities of the university will be made available to alcohol and drug recovery self-help groups who serve the university community and the general public for the conduct of their meetings. Confidential

Straus Institute for Dispute Resolution

Pepperdine University School of Law

counseling and treatment are available to students through the Student Health and Counseling Center or by referral to appropriate agencies off campus.

Legal Sanctions

Local, state and federal laws establish severe penalties for unlawful possession of illicit drugs and alcohol. These sanctions, upon conviction, may range from a small fine and probation to imprisonment for up to one year or a \$1,000 fine, or both. It is especially important to note that recent federal laws have increased the penalties for illegally distributing drugs to include life imprisonment and fines in excess of \$1,000,000.

Disciplinary Action Regarding Alcohol and Drugs

1. A student will be subject to immediate suspension leading to dismissal for any of the following conduct:
 - a. Supplying or using alcohol or drugs on campus;
 - b. Supplying or using drugs or unauthorized alcohol at university and/or School of Law-sponsored events;
 - c. Unlawfully supplying alcohol or drugs to anyone;
 - d. Encouraging another to consume alcohol or any other substance as a means to induce that person to engage in behavior that would otherwise be against that person's will.
2. If a student residing on campus is found to be in an intoxicated state:
 - a. Upon a first offense, a report will be entered, the student will be returned to his or her residence, a residence hall employee will be alerted to the condition of the student, and the university and School of Law's Drug and Alcohol Policy will be reviewed with the student. Also, the student will be contacted by an appropriate university and/or School of Law official to determine whether personal counseling is advisable or whether disciplinary action is necessary.
 - b. On two or more occasions, the student may be suspended for up to one year, or in cases where no improvement is evident, dismissed from the university and School of Law.
 - c. If a student is also found to be unruly, disruptive, or destructive, a report will be entered and the student will be detained or confined to his or her residence until sober.
3. Any nonresident student found to be under the influence of alcohol or drugs will be detained until safe transport to his or her residence can be arranged. If a nonresident student engages in a pattern of intoxication or problematic behavior, he or she will be treated in the same manner as a resident student.
4. The university and/or School of Law may prevent any intoxicated individual from operating a motor vehicle.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

RIGHT TO APPEAL - DISCIPLINE ACTION

The School of Law has initiated and implemented procedures for appeals by students with the intent of assuring fairness and objectivity. The procedures are not designed to incorporate all of the due process safeguards that our courts of law require. The school's purpose is to provide a system that will represent "fairness and the absence of arbitrariness." The School of Law will make every effort to see that appeal procedures are clear to the students and that their avenue of appeal is not unduly burdensome.

FINANCIAL AID AGREEMENT

Every student at a private university who has accepted a scholarship, loan, fellowship, grant-in-aid, or any other financial aid given or guaranteed by the federal government or state for assistance, is deemed to have agreed to observe the rules and regulations of the university.

The governing authority of the university shall review, or cause to be reviewed, the record of each financial aid recipient who committed any act likely to disrupt the peaceful conduct of the campus' activities and who was:

1. Arrested and convicted of any public offense arising from that act; or
2. is found to have willfully and knowingly disrupted the orderly operation of the campus;
or
3. has been suspended from the university for these acts.

The governing authority of the university shall, as soon as practicable, notify a university hearing board of the name of any financial aid recipient who has engaged in the foregoing activities.

Establishing the Hearing Board

There are no statutory guidelines on how the university hearing board is to be established. Presumably the university hearing board can be called on an ad hoc basis or can be a standing committee. The statute also does not address any qualifications of those serving on the university hearing board or how many members must comprise the University Hearing Board.

Notice of Hearing

Once the university hearing board has received notice of a report concerning a financial aid recipient who has engaged in the disorderly conduct defined above, the university hearing board must immediately give the aid recipient a written notice of the report. This notice must inform the aid recipient of the pendency of the proceedings for the suspension of financial assistance. The notice shall inform the aid recipient that he/she may present evidence of mitigating

Straus Institute for Dispute Resolution

Pepperdine University School of Law

circumstances to the university hearing board within 14 calendar days of the date of the mailing of the notice. The notice shall specify the procedures by which such evidence is to be presented, including the date at which any hearing is to be held. The hearing may not be held sooner than seven (7) days after the date of the mailing of the notice.

Effect of Recipient's Failure to Respond

If the recipient does not respond to the notice, the university hearing board may suspend further assistance to the aid recipient. The suspension shall remain in effect not to exceed the ensuing two academic years.

If a Hearing is Held

If a hearing is held, the university hearing board shall, by majority vote, determine whether further assistance to the aid recipient shall be suspended. The following limitations apply:

1. If a financial aid recipient is arrested and convicted of a public offense arising from the disruptive act on campus, the recipient may be determined to be ineligible for any state aid for a period not to exceed the two ensuing academic years;
2. If, after a hearing, an aid recipient is found to have willfully and knowingly disrupted the orderly operation of the campus, but has not been arrested and convicted, he/she may be determined to be ineligible for state aid for the period as the university hearing board determines, not to exceed the ensuing two academic years;
3. If an aid recipient is suspended for such acts, the aid recipient shall be ineligible for state aid for a period of not less than the time of the suspension.

The findings of the university hearing board must be in writing.

Notifying External State Agencies

The university hearing board must notify the appropriate state agencies of any suspension of state financial aid. The statute does not delineate which state agencies must be notified, but presumably the statute is referring to those agencies responsible for extending state financial aid.

Straus Institute for Dispute Resolution
Pepperdine University School of Law

Straus Institute for Dispute Resolution
Pepperdine University School of Law

PART III – University Section

Straus Institute for Dispute Resolution
Pepperdine University School of Law

Straus Institute for Dispute Resolution

Pepperdine University School of Law

UNIVERSITY OFFICES

Cashier

Thornton Administrative Center, 2nd Floor
310-506-4107
Monday - Friday
9:00 am. - 3:00 pm.

Tech Central

Payson Library, 2nd Floor
310-506-4811
Monday - Friday
9:00 am. - 9:00 pm.
Saturday
10:00 am- 4:00 pm

Emergencies

Fire, Ambulance or Sheriff
310-506-4441 or 310-506-4700

Equal Opportunity Officer

Thornton Administrative Center, Room 438
310-506-4208
Monday - Friday
8:00 am.- 5:00 pm.

Firestone Fieldhouse

Athletic hours are posted
310-506-4150

Food Services, Sodexo

Tyler Campus Center, Room 110
310-506-4296
Monday - Friday
8:00 am. - 5:00 pm.

Seattle's Best Coffee House

Howard A. White Center
310-506-4104
Monday - Friday
8:00 am. - midnight

Intramurals and Recreation Office

Harilela International Tennis Stadium
310-506-4490

Straus Institute for Dispute Resolution

Pepperdine University School of Law

Monday - Friday
8:00 am. - 5:00 pm.

Mail Services

FM&P Pad, Building 48
310-506-4293
Monday - Friday
9:00 am. - 4:00 pm.

Student Health Center

Rho Parking Lot, Trailers
310-506-4316
Monday - Friday
8:00 am. - 5:00 pm. appts. only

Student Counseling Center

Student Health Center Trailer, Rho Parking Lot
310-506-4210
Monday - Friday
8:00 am. - 5:00 pm.

Public Safety Department

Business Communications Building, First Floor
310-506-4700
Monday - Friday
8:00 am. - 5:00 pm.

Road Conditions Voice Mail

310-506-7623

Residential Life Office/Housing

Rockwell Towers
Monday - Friday
8:00 am. - 5:00 pm.
310-506-7586

Shuttle Service ("The Wave")

Monday - Friday
7:45 am. - 6:00 pm.
310-506-4802

Smothers Theatre

Monday - Friday
10:00 am. - 5:00 pm. Open 12 noon on weekends when performances are scheduled
310-506-4522

Straus Institute for Dispute Resolution

Pepperdine University School of Law

Swimming Pool

Pool Hours for Recreational Swimming:
(Schedule may vary according to activities)
310-506-4483
Monday - Friday: 7:00 am. - 9:00 pm.
Saturday: 11:00 am. - 7:00 pm.
Sunday: 11:00 am. - 7:00 pm.

Travel Services (Corniche Travel)

Tyler Campus Center, Room 133
310-506-4562
Monday - Friday
8:00 am. - 5:00 pm.

Volunteer Center

Tyler Campus Center, Room 231
310-506-4143
Monday - Friday
8:00 am. - 5:00 pm.

Weight and Fitness Training Center

Firestone Fieldhouse
310-506-7575
Mon. and Thr.: 6:00 am. - 10:00 am., 12:00-11:00 pm.
Friday: 6:00 am. - 9:00 pm.
Saturday: 10:00 am. - 5:00 pm.

Important Telephone Numbers

Emergency Number

For all emergencies such as FIRE, AMBULANCE, or SHERIFF, dial Public Safety, 4441

Campus Extensions:

For additional assistance from the PBX switchboard "0"

Off-Campus Numbers:

Malibu Campus (310) 506-4000
Santa Monica Hospital (310) 319-4000
Los Robles Hospital, TO (805) 497-2727

Straus Institute for Dispute Resolution
Pepperdine University School of Law

Straus Institute for Dispute Resolution

Pepperdine University School of Law

SPIRITUAL LIFE

There are numerous spiritual activities in which students have an opportunity to participate. They include devotions on campus, projects of Christian outreach away from campus, and worship. Students are strongly encouraged to attend worship services regularly as a means of sharing and investigating their faith. Services are held each Sunday at the University Church of Christ on campus. The church sponsors a campus ministry with offices on the second floor of Tyler Campus Center, in room 233. Campus Ministry employs a full-time staff and sponsors small group Bible studies in the residential area, as well as many off-campus retreat activities. Other congregations of Churches of Christ are located in nearby communities. Other religious groups maintain congregations near the campus as well, and have expressed interest in helping students.

University Church of Christ

Office: TCC 106

Worship hours and location change with the school calendar.

Please call for times and location.

Phone: (310) 506-4504

Conejo Valley Church of Christ

2525 E. Hillcrest, Thousand Oaks

Phone: (805) 371-1381

Malibu Jewish Center and Synagogue

24855 Pacific Coast Highway

Phone: (310) 456-2178

Sabbath Eve Services Friday 8:00 pm.

Malibu Presbyterian Church

Phone: (310) 456-1611

Malibu United Methodist Church

30128 Morning View Drive

Phone: (310) 457-7505

Our Lady of Malibu Catholic Church

3625 Winter Canyon Road

Phone: (310) 456-2361

Saturday 5:00 pm., Sunday 7:00 am.,

8:00 am., 10:30 am., 12:00 pm.

St. Aidan's Episcopal Church

28211 West Pacific Coast Highway

Phone: (310) 457-7966

Straus Institute for Dispute Resolution
Pepperdine University School of Law

Vineyard Christian Fellowship of Malibu

23825 Stuart Ranch Road
Phone: (310) 317-4293

Woodland Hills Church of Christ

23363 West Burbank
Woodland Hills
Phone: (818) 348-3712

Woodland Hills Community Church

United Church of Christ
21338 Dumetz Road
Woodland Hills
Phone (818) 346-0820

Church of Jesus Christ of Latter-day Saints

575 Los Leones Drive
Pacific Palisades
Phone: (310) 456-3786

Straus Institute for Dispute Resolution

Pepperdine University School of Law

INTRAMURAL SPORTS AND RECREATION

<http://www.pepperdine.edu/campusrecreation>

Intramural Sports, Recreation, and Club Sports programs are designed to offer the university community, including students, faculty, staff, and crest associates, an opportunity to participate in a broad and diversified array of activities, regardless of individual skill or fitness level. The primary objective is to provide satisfying leisure, social, and physical recreation. These include various competitive teams and individual intramural sports, club sports, a weight and fitness center, aerobics classes, the campus lost-and-found, and occasional excursions off-campus.

Although program offerings vary from year to year, most activities offered remain constant. Examples of activities are intermural flag football, volleyball, basketball, soccer, tennis, aerobics, as well as instruction in Tae Kwon Do, American Red Cross swimming, water safety instruction, lifeguard training, CPR/first aid, and instructors' and first responders' certification in all preceding ARC courses.

Currently chartered Club Sports include men's soccer, surfing, crew, sailing, ice hockey, rugby, men's and women's lacrosse, ski/snowboarding, equestrian, fencing, field hockey, golf, outdoors, ultimate frisbee, and women's water polo.

Current information concerning upcoming events and sports team competition schedules can be obtained Monday through Friday from 8 a.m. until 5 p.m. in the Office of Intramurals, Recreation, and Club Sports (IMR), located in the Harilela International Tennis Stadium, or by calling IMR (x4490), Recreation Check Hotline (x4566), or the Weight/Fitness Center (x7575), or by accessing our website at <http://www.pepperdine.edu/campusrecreation/>.

Acknowledgment and Release forms are required for participation in any IMR sports, physical activities, or facilities. Annual physical examinations are strongly recommended before participating. Participants are expected to display good sportsmanship. All participating students are expected to comply with facility, sport, league, and/or club rules. Fighting and profanity are prohibited and may result in disciplinary action, dismissal from participation in the program, and/or placement of a disciplinary action record into an individual student's permanent files.

HEALTH AND COUNSELING SERVICES

Student Health Center

<http://services.pepperdine.edu/healthcenter>

The Student Health Center is located on the northwest corner of the Rho parking lot on Towers Road. The Student Health Center provides a wide variety of services similar to any family practice office, including care for respiratory problems, sports medicine, injuries, women's and

Straus Institute for Dispute Resolution

Pepperdine University School of Law

men's health issues, dermatology, etc. The Health Center also administers the immunization and travel medicine programs. All information reported here is confidential and kept as part of your health record in the Student Health Center. The insurance Portability and Accountability Act (HIPPA) protects disclosing your health information.

Student Counseling Center

<http://services.pepperdine.edu/counselingcenter>

The purpose of the Student Counseling Center is to promote the good mental and emotional health of students through both preventive and therapeutic means. The primary focus is the providing of individual counseling/therapy for personal adjustment and psychological problems. Issues commonly addressed in therapy include depression, anxiety, stress, family problems, low self-esteem, eating disorders, relationship problems, substance abuse, difficulties in concentration on studies, premarital and marital counseling. Treatment options include individual, conjoint, couples and/or group therapy, nutritional counseling, and psychiatric evaluation. Referrals to off-campus counseling resources are also available. All counseling matters are handled in confidence to safeguard the student's right to privacy.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

COMPUTER AND NETWORK RESPONSIBLE USAGE POLICY

1. General Statement

The Computer and Network Responsible Usage Policy is a University-wide measure providing rules for the proper use and management of all University computing and network resources. The University provides these resources to support Pepperdine's instruction, research, and service missions; administrative functions; student and campus life activities; and the free exchange of ideas among members of the University community and between the University and the wider local, national, and world communities.

The use of University technology, like the use of any other University resource or activity, is subject to the normal requirements of legal and ethical behavior within the University community. Thus, legitimate use of the University's computer and network systems does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are integrated into the operating system or network and whether or not they can be circumvented by technical means.

The University grants access to its networks and computer systems subject to certain responsibilities and obligations described below, and subject to all local, state, and federal laws. Consequently, all computer and network use must be legal, ethical, and consistent with the University's mission.

2. Applicability

This policy applies to all users of University computing resources, whether affiliated with Pepperdine or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may apply to specific computers, computer systems, or networks provided or operated by specific units of the University or to uses within specific units. For further information, users should consult the operators or managers of the specific computer, computer system, or network, in which they are interested.

3. Policy

All users of University computing resources must:

- Comply with all federal, state, and other applicable laws; all generally applicable University rules and policies; and all applicable contracts and licenses. Examples include, but are not limited to, the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking," "cracking," and similar activities; the applicable code of student conduct; the University's sexual harassment policy; and all applicable software licenses. Users who engage in electronic communications with persons in other states or countries or on other systems or networks

Straus Institute for Dispute Resolution

Pepperdine University School of Law

should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

- Users may use only those computing resources for which they are authorized to use, and may use them only in the manner and to the extent authorized.
Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Unless authorized by the University's Office of Information Technology, user IDs and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the University.
- Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
Ability to access other persons' accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.
- Respect the finite capacity of technology resources and limit use so as not to consume an unreasonable amount of those resources or interfere unreasonably with the activity of other users.
Although there is no set bandwidth, disk space, CPU time, or other limits applicable to all uses of University computing resources, the University may require users of those resources to limit or refrain from specific uses in accordance with this principle. For example, streaming audio or news feeds for non-academic purposes can saturate technology resources with voluminous traffic to the exclusion of another's use. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.
- Refrain from using resources for personal commercial purposes or for personal financial or other gain.
University computing resources cannot be used for personal commercial purposes or for personal financial or other gain.
- Users must refrain from stating or implying that they speak on behalf of the University, and from using University trademarks and logos without authorization to do so.
Affiliation with the University does not, by itself, imply authorization to speak on behalf of the University. Authorization to use University trademarks and logos on University computing resources may be granted only by the Office of Public Affairs, as appropriate. The use of suitable disclaimers is encouraged.

4. Enforcement

Users who violate this policy may be denied access to University computing resources and may be subject to other penalties and disciplinary action, both within and outside of the University.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

Violations will normally be handled through the University disciplinary procedures applicable to the relevant user. However, the University may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability. The University may also refer suspected violations of applicable law to appropriate law enforcement agencies.

5. Security and Privacy

The University employs various measures to protect the security of its computing resources and of its users' accounts. Users should be aware, however, that the University cannot guarantee such security. Users should, therefore, engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly. Also, users should ensure the installation of anti-virus software and appropriate updates for personally-owned computers connecting to Pepperdine's network and University computers.

Users should also be aware that their uses of University computing resources are not private. While the University does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the University's computing resources require the backup, the logging of activity, the monitoring of general and individual usage patterns, and other such activities that are necessary for the rendition of service.

The University, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate University personnel or law enforcement agencies and may use those results in appropriate University disciplinary proceedings.

UNIVERSITY STUDENT SERVICES

Alumni Association (University)

The Pepperdine experience does not end with graduation. Graduating students become part of a family of more than 80,000 alumni throughout the country and the world. The Alumni Association, with its main office located in the Thornton Administrative Center, room 307, exists to help develop a strong relationship between student and the university both before and after graduation.

The association offers many services and events to keep alumni in touch with friends and classmates, and to keep them up to date on the latest developments at their alma mater. Athletic events, regional chapters, and cultural events are some of the ways the Alumni Association

Straus Institute for Dispute Resolution

Pepperdine University School of Law

serves both students and alumni. The Alumni Association looks to its alumni to help current students by career counseling, recruitment, and scholarship support.

Campus Broadcasting

KMBU-FM and cable television channels 3 and 6 are programmed and operated by students under the direction of a faculty advisor. KMBU cablecasts more than 100 hours of music, news, sports, and other programs per week to the campus through the Falcon Cable System. TV-6 also provides a 24-hour music and information service for the campus.

Tech Central

Tech Central is located on the second floor of Payson Library and offers total technology support for students: computer hardware repair service, computer software support, help with viruses, spyware, spam, and all other computer problems and scheduling technical assistance in residence halls. Their hours of operation are Monday through Friday, 9:00AM-9:00PM and 10:00 AM-4:00 PM on Saturdays. <http://services.pepperdine.edu/techcentral>

Dining Services

Cash meal tickets are available to commuter and residential students. These tickets provide flexibility and savings. They may be purchased in the Sodexo Dining Service Office in Tyler Campus Center. Meal plans are also available for on-campus students through the Residential Life Office. In addition to the School of Law dining facility, the undergraduate campus maintains a full-service dining room, a snack bar called "The Oasis," and a gourmet bean coffee house in the Howard A. White Center. A schedule of meal times will be posted each semester to accommodate fluctuating student schedules.

Disabled Students

Pepperdine University School of Law is committed to complying with all mandates set forth in Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act. Students with disabilities requesting accommodation should contact the university's Disability Services Office (DSO) before their academic program begins. Upon verification of the student's disability, the DSO will work with each student on a case-by-case basis to determine appropriate accommodations. Inquiries should be directed to Disability Services at (310) 506-6500. Please visit the DSO website at <http://www.pepperdine.edu/disabilityservices> for further information.

Lost and Found

Articles that have been lost or found on campus (other than at the law school) should be reported or submitted to the Intramurals and Recreation Office located in the Tennis Stadium.

Mail Service and UPS

<http://services.pepperdine.edu/businessservices/mail>

Straus Institute for Dispute Resolution

Pepperdine University School of Law

The Campus Mail Service is located at FM&P Pad, Building 48. All incoming mail for the University and the student body is received, processed, and disseminated through the Campus Mail Service. Students may mail letters or postal packages, and purchase stamps at the Mail Services resale window during business hours of 9:00 am. to 4:00 pm. Packages must be ready for mailing, as no wrapping supplies are sold by Mail Services.

The university also provides United Parcel Service (U.P.S.) shipping and receiving services through Central Receiving in the Warehouse. Only items meeting U.P.S. standards will be accepted (i.e., no refrigeration, etc.). Students can send or retrieve packages (excluding C.O.D. shipments) at Central Receiving in the Warehouse (extension 4268) from 8:30 am. to 4:30 pm., Monday through Friday. Students will be notified through Campus Mail Service of regular packages received at Central Receiving. Students will need to provide their own transportation when claiming packages. After repeated notices, any package not claimed within 30 days is subject to public auction. To receive shipments on campus via U.P.S., send to:

Student Name
c/o Pepperdine g
Attention: Central Receiving
24255 Pacific Coast Hwy. (your box number)
Malibu, CA 90263-(your box number)

Smothers Theatre

Pepperdine University regularly presents nationally and internationally acclaimed performing artists. Substantially discounted tickets for students, HOT TIX, are available for many events. <http://arts.pepperdine.edu>

Travel Agency

Corniche Travel is a full-service travel agency located on the first floor of the Tyler Campus Center, Room 133. You may make all your travel arrangements in person or by phone 310-506-4562.

Versateller Machine

A Versateller machine is located in the law school cafeteria. There is also a Versateller machine on the Seaver campus. It is next to the student lounge in the Tyler Campus Center.

Straus Institute for Dispute Resolution
Pepperdine University School of Law

Straus Institute for Dispute Resolution

Pepperdine University School of Law

UNIVERSITY POLICY FOR ACCOMMODATING STUDENTS WITH DISABILITIES

Pepperdine University School of Law is committed to complying with all mandates set forth in Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act. Students with disabilities requesting accommodation should contact the university's Disability Services Office (DSO) before their academic program begins. Upon verification of the student's disability, the DSO will work with each student on a case-by-case basis to determine appropriate accommodations. Inquiries should be directed to the Director of Disability Services at (310) 506-6500. Please visit the DSO website at <http://www.pepperdine.edu/disabilityservices> for further information.

VOLUNTEER CENTER

Established in 1988, the Pepperdine Volunteer Center (PVC) supports and promotes the university's commitment to service. Its commission is to provide every member of the campus community (students, faculty, staff, administrators, and alumni) with opportunities for service.

Our first and largest effort each year is Step Forward Day, a Saturday of community service projects. Each September over 1100 students, staff, faculty, and alumni provide service to over 50 community agencies. In addition to Step Forward Day, the Volunteer Center offers 10-15 on-going volunteer programs as well as special one-day events each month. This coming year's programs will include the following: Into the Streets, a comprehensive program that provides varied experience working with the homeless; Habitat for Humanity, building homes for low-income families; Language Connection, teaches English as a Second Language to immigrant adults; Camp Kilpatrick, mentoring teen boys in a minimum security detention facility; School On Wheels, tutoring children living in shelters; Amnesty International, an advocacy, letter-writing, and justice-awareness program that educates students about international injustices; Jumpstart, a program that pairs college students with pre-school children struggling in early learning programs for one-to-one tutoring in school readiness skills, and many others.

With our database of over 200 community service organizations, we are able to offer a myriad of service opportunities. For more information or to get involved, please go to our website <http://www.pepperdine.edu/volunteercenter> or contact the PVC at (310) 506-4143.

Straus Institute for Dispute Resolution

Pepperdine University School of Law

ATHLETICS

The "Waves," Pepperdine University's nickname, dates back to the school's first basketball team in 1938-1939 season. Pepperdine University competes in 14 intercollegiate sports: men's basketball, baseball, tennis, volleyball, water polo, golf, and cross country, and women's basketball, tennis, volleyball, golf, swimming, cross country, and soccer. The majority of the men's and women's programs, in affiliation with Division I of the National Collegiate Athletic Association, are members of the West Coast Conference. The water polo and men's volleyball teams are members of the Mountain Pacific Sports Federation, and the women's swimming team is a member of the Pacific Collegiate Swimming Conference.

Athletic Facilities

Baseball

The Eddy D. Field Baseball Stadium, one of America's most beautiful intercollegiate parks, is used by the Waves baseball team.

Pool

The Raleigh Runnels Memorial Pool, adjacent to Firestone Fieldhouse, complemented by a 12-jet Jacuzzi, provides first-class water recreation facilities. It was the site of the 1984 Olympic competition in water polo.

Fieldhouse

There is not a bad seat in Firestone Fieldhouse, home for Pepperdine basketball and volleyball. The facility's acoustics and configuration provide a great homecourt advantage on game nights!

Weight Center

The university's weight room is located in the Fieldhouse and features Icarian workout equipment, plus a full line of free weights.

For more information, visit the [Pepperdine Athletics website](#).

Straus Institute for Dispute Resolution

Pepperdine University School of Law

PARKING/PUBLIC SAFETY

The use of a motor vehicle at Pepperdine University must be considered a privilege with accompanying responsibilities. The safety of our campus community and the university's relationship with the Malibu community may be improved or hampered by the thoughtfulness or lack of it displayed by those who drive. Law students must park in the student lot across the street from the law school, the lot adjacent to the Page complex, the terraced parking lot, along Seaver Drive or Huntsinger Circle, or any other student lot.

For a full explanation of all vehicle regulations, refer to the parking and traffic regulations published by the Public Safety Office or visit the website at www.pepperdine.edu/publicsafety.

RESIDENTIAL LIFE POLICIES AND REGULATIONS

A limited amount of university housing is available for full-time law students in the George Page Residential complex. Each George Page apartment has four bedrooms, with each resident having his/her own bedroom. All apartments contain a living room, a kitchen, and a bathroom. They are fully furnished, containing a twin bed, desk, desk chair, dresser and bookcase for each resident, as well as a stove, oven, refrigerator, kitchen table and chairs, couch, easy chair, and coffee table. Students residing on campus have the option of participating in the meal plan through the Housing Office or by putting money on their i.d. card (Waves Cash) through the Dining Services Office.

For more information or to request campus housing, please go to the housing website at www.pepperdine.edu/housing.