

# **Admissions Policy Statement**

**University of California College of the Law, San Francisco**  
[Updated December 4, 2024]

This Admissions Policy Statement was adopted by the University of California College of the Law, San Francisco (“UC Law SF” or the “College” and formerly University of California Hastings College of the Law) faculty on December 3, 1990, and amended on April 26, 2002, December 3, 2003, May 4, 2004, October 23, 2007, April 26, 2017, February 9, 2018, April 25, 2018, September 28, 2018, November 9, 2018, February 8, 2019, April 10, 2020, October 30, 2020, December 1, 2021, December 7, 2022, and December 4, 2024.

## **Section I. Guiding Principles for Admissions**

- A. The maintenance of high standards for students admitted to UC Law SF is the responsibility of the Faculty and the professional staff of the Office of Enrollment Management. The Faculty, with the advice of the Dean of Enrollment Management, shall set basic policy for admissions, which shall be carried out by the Office of Enrollment Management.
  
- B. UC Law SF complies with all applicable federal and state laws governing admissions and provision of educational services. UC Law SF prohibits discrimination against any person on the basis of the following protected categories: age, ancestry, childbirth or related medical condition, citizenship, color, creed, ethnicity, gender, gender expression, gender identity, gender transition status, genetic information (including family medical history), marital status, military or veteran status, medical condition (e.g., cancer-related or genetic characteristics), national origin, disability, pregnancy, race, religion, sex, sexual orientation, sex- or gender-stereotyping, or any combination of these or related factors. The College’s full notice of non-discrimination is available [here](#).
  
- C. Juris Doctor (JD) Program
  - 1. The selection of students is essential to UC Law SF’s mission of preparing new members of the legal profession who are capable of and willing to serve all segments of the public as lawyers, judges, legislators, and legal scholars and in other professional capacities.
  - 2. No applicant should be admitted to UC Law SF unless, upon examination of the applicant’s complete file and predictive data, it is probable that the student can complete the requirements for graduation and admission to the bar.
  - 3. The College recognizes its responsibility to provide educational opportunities to those individuals who have the motivation and talent for the study and practice of law but who have been unable, because of significant economic, educational, social, or other adversity, to achieve the traditional indicia of their motivation and talent. One means of meeting this responsibility is

through the Legal Education Opportunity Program (LEOP) established in 1969 by the UC Law SF Board of Directors. The College continues to be committed to this program.

D. Master of Studies in Law (MSL)

1. In 2011, UC Law SF established the Master of Studies in Law (“MSL”) program, a 24-credit academic program intended for individuals who seek in-depth exposure to law, but do not seek a JD degree.
2. The MSL program at UC Law SF is designed for students interested in complementing their existing backgrounds with an understanding of legal reasoning and doctrine. Students may tailor their coursework to their personal and/or professional needs. The MSL degree is offered as a full-time or part-time program, and is offered in online, hybrid, and traditional classroom formats. Admission standards and processes set forth in Section IX below apply equally to all MSL candidates, regardless of full-time or part-time status or the format in which they choose to complete courses at UC Law SF.

E. Certificate of Studies in Law (CSL)

1. In 2020, UC Law SF established the Certificate of Studies in Law (“CSL”) program, a 12-unit certificate program intended for individuals who seek instruction in law, but are not pursuing a JD or MSL.
2. CSL students may tailor their coursework to their personal and/or professional needs. The CSL program is offered as a full-time or part-time program, and is offered in online, hybrid, and traditional classroom formats. A CSL candidate may apply to continue as an MSL student but must complete the MSL graduation requirements within four academic years of matriculation into the CSL Program. Admissions standards and processes set forth in Section X below apply equally to all CSL candidates, regardless of full-time or part-time status or the format in which they choose to complete courses at UC Law SF.

F. Master of Science in Health Policy & Law (HPL)

1. The HPL is a fully-online master’s degree designed to give students with diverse academic backgrounds interdisciplinary training in critical concepts in both health law and health policy. The degree is jointly designed, taught, administered, and conferred by UCSF and UC Law SF. The UCSF/UC Law SF Consortium on Law, Science & Health Policy provides leadership and coordination between the two institutions for this degree.
2. Admissions policies pertaining to the HPL shall be set by the Admissions Committee of the HPL Program, subject to oversight from the Executive Committee and Joint Oversight Group, which are the joint UCSF-UC Law SF faculty groups responsible for overseeing the HPL Program, and subject to the

jurisdiction of the Admissions Policy Committee and UC Law SF faculty over admissions policy and process. The authority of the HPL Program includes the ability to withdraw an offer of admission in situations where there was a significant drop in academic performance, misrepresentation in the admissions process, or a display of inappropriate behavior prior to the first day of classes.

G. LL.M. in US Legal Studies

In 2001, UC Law SF established the LL.M. in US Legal Studies (“LL.M.”), a 24-unit, full time, academic program, to provide an opportunity for foreign educated and trained legal professionals to obtain a basic understanding of US law, further their knowledge in a specific area of law, or to explore new areas of interest in legal practice, while studying alongside JD candidates.

**Section II. Applicant Qualities, Skills, and Experience for the JD Program**

As a public law school, UC Law SF has a responsibility to educate lawyers who will serve the legal needs of all members of society. UC Law SF therefore seeks each year to enroll students whose intellect, experience, creativity, and personal character will enable them successfully to complete their own legal education, contribute to the education of their classmates, and become accomplished lawyers who serve the needs of the public through the practice of law, the formulation of public policy, legal scholarship, and other professional endeavors.

In making admissions decisions, the College gives substantial weight to numeric criteria that demonstrate prior academic achievement and may predict academic success in law school. These numeric criteria include undergraduate grade point averages (UGPA) and Law School Admissions Test (LSAT) scores or Graduate Record Exam (GRE) scores. Because these numeric criteria do not necessarily indicate whether an applicant will meet or contribute to the goals set forth in the preceding paragraph, UC Law SF also considers a variety of non-numeric criteria. These criteria include letters of recommendation, academic honors and awards, the rigor and difficulty of the applicant’s undergraduate and graduate education, communications skills, work experience, public service, and significant achievement in other nonacademic activities. UC Law SF also considers whether the applicant is among the first in their family to attend college, is a member of groups that historically have been underrepresented in law school and the legal profession, or has experienced significant medical, personal, educational, or other adversity.

Therefore, except for applicants whose academic records and LSAT or GRE scores demonstrate great academic strength or where a combination of criteria preclude any probability of success in the study of law and on the bar examination, no particular combination of criteria will be determinative.

A. Academic Data:

1. The Undergraduate Grade Point Average (UGPA) is generally a reflection of an applicant's ability to deal with the type of intellectual concepts to which the student will be exposed in the study and practice of law. In evaluating a UGPA, the following factors will be taken into account: the breadth and variety of courses taken, the choice of major, the grades attained in major subjects, trends in grade point average, the level of competitiveness of the undergraduate institution, and grade inflation trends. In addition, the applicant's employment, unusual responsibilities, or other difficulties during the undergraduate years will be considered in evaluating the UGPA.
2. The applicant's achievements in graduate studies will also be considered.
3. The LSAT or GRE score is an important factor in the admissions process, but it will be considered in conjunction with other data that represent an applicant's academic achievements over a longer time frame.

B. Communication Skills: Because success as a law student and as an attorney requires the ability to communicate effectively, both orally and in writing, indicia of those abilities will be considered in the admissions process. These include, among others: the applicant's LSAT or GRE writing sample, essays required as part of the admissions application, bilingual capabilities, and evidence of communication, observation, and advocacy skills as indicated by accomplishments in or letters of references about the applicant's student activities, outside or post-graduate employment, or volunteer work.

C. Personal Qualities: There are many personal qualities that are desirable in attorneys and law students. To the extent that they are determinable from the application materials, the following qualities, among others, will be considered: motivation, perseverance, compassion, tolerance, respect for the rights of others, honesty and integrity, devotion to the rule of law and its reform, evidence of professional responsibility, trustworthiness, intellectual curiosity, judgment, leadership qualities, commitment to public service, and good citizenship.

These qualities, which are not capable of precise measurement, may be evaluated by considering each applicant's whole record, including the type and extent of extracurricular activities; the type and extent of employment experiences and achievements therein; and experiences such as travel, community service, and family responsibilities. Extraordinary circumstances in an applicant's personal history which reflect the applicant's having overcome physical, economic, social, or other obstacles which represented significant barriers to academic and personal achievement will also be taken into consideration.

D. Public Service: The College also will consider the applicant's potential to make special contributions to the community, especially to individuals or groups that

are underrepresented in the legal and political processes. The College will consider the applicant's demonstrated commitment to community service, linguistic ability in the language of a community needing legal services, and evidence that the applicant has an involvement in and special sensitivity and commitment to the problems of disadvantaged people.

### **Section III. Criteria for Consideration under the Legal Education Opportunity Program**

- A. The Legal Education Opportunity Program (LEOP) offers special consideration in admission to applicants who have been subject to significant adversity that may have prevented them from attaining numeric criteria that fully reflect their motivation, talent, and academic and professional capabilities. While standard numeric criteria are considered in LEOP admissions, great emphasis also is placed on non-numeric criteria. The types of significant adversity that are considered include the following:
1. Economic: Evidence that a significant shortage of family resources to provide for the applicant's childhood and undergraduate education deprived the applicant of important educational opportunities and/or required the applicant to work considerably more than is expected of the average undergraduate student; evidence of the stresses incident to severely limited family income.
  2. Educational: Evidence of unfavorable environmental influences in educational institutions or in the educational process, such as attendance at extremely substandard schools or placement in a non-academic track during a substantial portion of schooling.
  3. Expectations for Achievement: The absence of expectation of and support for educational and career achievement in the family, the community milieu, or the society at large.
  4. Geographic and Cultural: Originating from an environment of extremely limited exposure to activities, materials, and experiences traditionally recognized as promoting academic success. Such environments include, but are not limited to, rural, depressed, or low-income communities; redevelopment zones; or any family environment that precluded significant contacts with cultural activities relevant to academic success.
  5. Linguistic: Learning English as a second language after early childhood.
  6. Disability: Evidence that the applicant had or has a disability that impeded the applicant's educational process or achievement.
  7. Exposure to Bias: Exposure to significant disadvantages or bias based on any personal factor of the applicant, or other information about an applicant's

background or experiences, that adversely affected educational opportunities or performance.

- B. All applicants who have experienced significant adversity as described in this section are eligible for admission under LEOP. Academic success — whether in college, graduate school, or on the LSAT or GRE — does not disqualify an applicant who has experienced significant adversity from consideration for admission under LEOP.

#### **Section IV. Committees Involved in JD Admissions**

- A. The Admissions Policy and Scholarships Committee has general supervisory jurisdiction over admissions and financial aid, scholarships, and the administration of the admissions processes set forth in this Admissions Policy Statement. The Committee shall have authority to adopt guidelines and criteria governing the admissions process that are consistent with the Admissions Policy Statement. The Committee shall be comprised of three faculty members, two students, the Dean of Enrollment Management, the Director of Admissions, and the Assistant Dean of LEOP. The Provost and Academic Dean (hereinafter, “Academic Dean”) shall appoint members of the Committee pursuant the procedures outlined in the Faculty Rules.
- B. During the academic year, the Dean of Enrollment Management or the Director of Admissions shall report at least once each month to the Admissions Policy and Scholarships Committee. The Committee shall have authority to define the content of these reports and to request any information from the Office of Enrollment Management that is relevant to the Committee’s supervisory jurisdiction.
- C. The LEOP Admissions Committee is responsible for evaluating applicants’ eligibility for admission under the LEOP admissions process set forth in Section VI and for making recommendations of admission to the Director of Admissions. The Committee shall be comprised of the Assistant Dean of LEOP, two to four faculty members, and up to six students who are participants in LEOP. The Academic Dean shall appoint members of the LEOP Admissions Committee in accordance with the Faculty Rules.

#### **Section V. Requirements for Admission to the JD Program**

- A. Unless otherwise provided in this Admissions Policy Statement, each applicant must possess, by the time of enrollment, a baccalaureate degree from an accredited undergraduate institution in the United States or the equivalent from a foreign institution, as determined by a reputable evaluating service chosen by the Director of Admissions.

- B. Each applicant must have taken the LSAT within five testing years of matriculation or the GRE within five years of the date their application is submitted to UC Law SF. The Admissions Office will advise potential applicants that most law schools will require an LSAT score as part of their application process. GRE scores must be submitted directly to the College by the Educational Testing Service (ETS) using the College's ETS school code 4342.
- C. Each applicant must be registered with the Law School Admissions Council Credential Assembly Service (LSAC CAS).
- D. Each applicant must complete the current application form in its entirety and submit the appropriate application fee. Applicants for LEOP also must complete the supplemental LEOP application.
- E. Applicants who have been academically disqualified at any law school will not be considered for admission.

#### **Section VI. The JD Admissions Process**

- A. Admissions Decisions. Subject to oversight by the Admissions Policy and Scholarships Committee, the Director of Admissions upon consultation with the Dean of Enrollment Management shall have authority to make the final admissions decision for all applicants. The Director of Admissions shall seek to promote the goals of this Admissions Policy Statement and shall apply the admissions criteria set forth herein. In the administration of the admissions process, the Director of Admissions may seek the advice of the Admissions Policy and Scholarships Committee about individual applicants or admissions policy.
- B. General Admissions. Approximately 80 percent of each enrolled entering class shall be admitted through the general admissions process. The Director of Admissions shall administer this process and admit students based on the general admissions criteria set forth in Sections II and IV of this Admissions Policy Statement. The Director of Admissions upon consultation with the Dean of Enrollment Management shall have authority to establish an early decision or early commitment admissions process.
- C. LEOP Admissions. Approximately 20 percent of each enrolled entering class shall be admitted through the LEOP admissions process, which shall be administered according to the following procedure:
  - 1. The Assistant Dean of LEOP, or the Assistant Dean's designee, shall review all completed LEOP applications, in accordance with academic and adversity criteria established by the Admissions Policy and Scholarships Committee, to determine those applications that will be evaluated by the LEOP Admissions Committee.

- a. Those LEOP applications determined under paragraph 1 above to meet the adversity criteria and that the Director of Admissions determines have a high likelihood of academic success based on numeric criteria may be sent for expedited review and recommendation by the Chair of the LEOP Admissions Committee, or the Chair's designee, without the need for full Committee review.
  - b. Any file determined under paragraph a above to meet the adversity criteria but not granted an expedited review shall be sent to the LEOP Admissions Committee's regular review process set forth in paragraph 2 below. The Director of Admissions shall send the applications to the LEOP Admissions Committee on a rolling basis, unless the Director of Admissions determines that an application should receive priority review. In that case, the Director of Admissions may send the application to the Committee immediately with a statement explaining the reasons for priority review.
  - c. Any file determined under paragraph a above to meet the adversity criteria but which the Director of Admissions determines that the applicant has no reasonable likelihood of admission based on the criteria set forth in Section II of this Admissions Policy Statement shall be reviewed under the general admissions criteria set forth in Sections II and III by a member of the Admissions Office.
  - d. If the Assistant Dean of LEOP determines that an applicant does not qualify for consideration by the LEOP Admissions Committee, the Director of Admissions shall consider the applicant under the general admissions criteria set forth in Sections II and IV. The Director of Admissions shall have independent authority to send an application for admission under LEOP to the LEOP Admissions Committee.
2. The LEOP Admissions Committee shall review those applications deemed LEOP-eligible by the Assistant Dean of LEOP and forwarded to the Committee for review and evaluate whether the applicant qualifies for admission based on the criteria set forth in Sections II and III of this Admissions Policy Statement. Committee recommendations shall be sent to the Director of Admissions for final decision. The Chair of the LEOP Admissions Committee may assign one or more members of the LEOP Admissions Committee to review any LEOP-eligible application.
    - a. If the LEOP Admissions Committee recommends that an applicant should be offered admission to the College, it shall rate the applicant according to criteria established by the Admissions Policy and Scholarships Committee that indicate whether the applicant should be offered admission under the standards of achievement set forth in Section



II and the standards for admission under LEOP set forth in Section III. The LEOP Admissions Committee may, but is not required to, provide a brief narrative explanation of the factors considered in the decision, including a description of the nature, severity, and duration of the adversity, how the applicant coped with or overcame the adversity, and why the Committee believes the applicant would be likely to succeed at UC Law SF.

- b. In deciding whether to offer an applicant admission under LEOP, the Director of Admissions shall weigh the LEOP Admissions Committee's evaluation of the applicant's eligibility under the LEOP admissions criteria set forth in Section III and the applicant's record of academic achievement and other accomplishments under Section II.
  - c. If the Committee recommends denial of admission, it shall so inform the Director of Admissions. The Director of Admissions shall then determine whether to deny admission or to consider the applicant under the general admissions criteria set forth in Section II.
3. The Chair of the LEOP Admissions Committee, the Director of Admissions, and the Assistant Dean of LEOP shall communicate regularly and shall set application review deadlines for the LEOP Admissions Committee to submit its admissions recommendations to the Director of Admissions. If the LEOP Admissions Committee has not made admissions recommendations by the deadline, the Chair of the LEOP Committee, the Director of Admissions, and the Assistant Dean of LEOP shall have joint authority to determine the applicant's eligibility for admission under LEOP.
- D. General Admissions Applicants and LEOP. With the advice of the Assistant Dean of LEOP, the Director of Admissions shall have authority to invite an applicant who has applied for admission under the general admissions process who potentially qualifies for admission under the LEOP criteria to apply for admission under LEOP.
- E. Revocation of Offer of Admission. Upon consultation with the Academic Dean, the Dean of Enrollment Management shall have the authority to withdraw an offer of admission in situations where there was a significant drop in academic performance, misrepresentation in the admissions process, or a display of inappropriate behavior prior to the first day of classes.

## **Section VII. Admissions Through the 3+3 Arrangements with Undergraduate Institutions**

- A. Admissions Policy. Subject to oversight by the Admissions Policy and Scholarships Committee, the Director of Admissions upon consultation with the Dean of Enrollment Management shall have authority to make the final admissions decision for all applicants. Through this process, the College shall have the sole authority to make admission decisions for all eligible applicants

through any 3+3 agreement that has been approved by the Faculty and entered into by the College. 3+3 candidates will be evaluated for admission pursuant to the admissions criteria set forth herein.

- B. 3+3 Agreements. 3+3 agreements may be in any written format agreed to by the Faculty and partner undergraduate institutions provided that any such agreement explicitly states the requirements set forth in Section C below. Any 3+3 agreement that has been approved by the Faculty and entered into by the College shall be appended to this Admissions Policy Statement without requiring further action of the Admissions Policy and Scholarships Committee or Faculty.
- C. 3+3 Admission Requirements: Any 3+3 agreement entered into by the College must explicitly state, and applicants may only be admitted if, in addition to requirements specified in the 3+3 agreement itself, they meet, the following conditions:
1. Referral of Eligible Candidates. 3+3 candidates must be referred to the Office of Admission through the 3+3 partner institution's designated contact by October 31 of the year prior to expected matriculation at the College. 3+3 candidates who apply without a referral from their undergraduate institution will not be considered.
  2. Completion of Undergraduate Credits. A 3+3 candidate is eligible to apply through the 3+3 program if the candidate is on-track to complete at least three-fourths of the credits leading to a bachelor's degree prior to matriculation to law school, as determined solely by the undergraduate institution. UC Law SF will not independently verify that students whose names have been provided by the undergraduate institution and who apply to the 3+3 program will have completed all required coursework at the undergraduate level.
  3. 3+3 LEOP Candidates. 3+3 candidates who believe they are eligible for LEOP must complete the LEOP supplemental questions in the application. These applications will be reviewed pursuant to Section VI.C. herein, and shall receive expedited eligibility and admission review when possible.
  4. Admissions Decisions. Admissions decisions will be conditioned upon the 3+3 candidate's successful completion of at least three-fourths of their undergraduate credits pursuant to ABA Standard 502.
  5. Financial Aid. 3+3 candidates will be considered for institutional aid and scholarships during the application process to the same extent as applicants who are not participating in a 3+3 program. UC Law SF shall only provide institutional financial aid to students enrolled at the College.

## **Section VIII. Admission of Transfer and Visiting Students to the JD Program**

- A. Admissions Policy. UC Law SF welcomes applications from students seeking to transfer or visit from another ABA-accredited law school's JD program or transfer from the UC Law SF LL.M. Program. The guiding principles set forth in Section I govern consideration of applications of candidates seeking to transfer to or visit UC Law SF from another ABA-accredited law school or from the UC Law SF LLM program.
- B. Applicant Qualities, Skills, and Experience.
1. The applicant qualities, skills, and experience specified in Section II govern the consideration of applications of candidates seeking to transfer to or visit UC Law SF from another law school, subject to the additional considerations set forth in Sections VII.B.2.
  2. In evaluating the applications of candidates seeking admission to UC Law SF through transfer or visit from another ABA-accredited law school, special weight will be placed on the candidates' first-year grades, in recognition of the predictive value of first-year grades for successful completion of law school, and success in the profession. Other factors taken into account in evaluating candidates for transfer admission include: personal statement of candidate; letters of recommendation; LSAT or GRE scores; undergraduate academic performance; and any additional factors typically considered for admission to the first year.
  3. In evaluating the applications of candidates seeking admission to the UC Law SF JD program through transfer from the UC Law SF LL.M. program, special weight will be placed on grades earned in doctrinal courses taken at UC Law SF. Other factors taken into account in evaluating candidates for transfer admission include: personal statement of candidate; faculty evaluation form; undergraduate academic performance; and any additional factors typically considered for admission to the first year.
- C. Requirements for Admission through Transfer or as a Visitor from another ABA-Accredited Law School.
1. Transfer applicants and prospective visitors must be currently enrolled, either full-time or part-time, at another ABA-accredited law school in a JD program or, if not currently enrolled, must be academically eligible to return to the law school they most recently attended.
  2. Transfer applicants and prospective visitors must submit all documents via the Law School Admission Council (LSAC) Credential Assembly Service.

3. Transfer applicants and prospective visitors must have completed a minimum of fifteen (15) units of law school coursework to be considered for admission and must complete a minimum of twenty-four (24) law school units prior to matriculation at UC Law SF.

D. Requirements for Admission through Transfer from the UC Law SF LL.M. program.

1. LL.M. to JD transfer applicants must have completed a minimum of ten (10) units of coursework at UC Law SF to be considered for admission and must have completed all graduation requirements for the LL.M. program prior to matriculation into the JD program.
2. LL.M. to JD transfer students must submit a LL.M. to JD transfer application, personal statement, resume, and unofficial UC Law SF transcript, and must submit two faculty evaluations from UC Law SF faculty members who are familiar with the candidate's academic work. The remainder of the application materials submitted when the candidate applied to the LL.M. program complete the candidate's application.

E. Transfer and Visitor Admissions Process.

1. Admissions Decisions. The Director of Admissions shall seek to promote the goals of this Admissions Policy Statement and shall apply the admissions criteria set forth herein. For transfer applicants for admission under LEOP, the Director of Admissions shall consult with the Assistant Dean of LEOP regarding the applicant's eligibility under the LEOP admissions criteria set forth in Section III of this Admissions Policy statement. In the administration of the admissions process, the Director of Admissions may seek the advice of the Admissions Policy and Scholarships Committee about individual applicants or admissions policy. The Director of Admissions upon consultation with the Dean of Enrollment Management shall make the final decision whether to offer the transfer applicant admission.
2. Offers of Admission after First-Semester. The Director of Admissions may make conditional offers of admission to transfer applicants following the completion of fifteen (15) units or more in the first semester at an ABA-accredited law school. An official offer of admission will be extended if the applicant has satisfied all of the requirements set forth in Section VII.C and has maintained a level of academic performance in the second semester consistent with or better than the first-semester performance.

F. Conditions on Admission of Transfer Students. In consultation with the Academic Dean, the Director of Admissions may impose conditions on admission of transfer students, such as a requirement that such students take particular bar or academic skills courses beyond those required of students who matriculate as incoming 1Ls.

- G. Revocation of Offer of Admission. Upon consultation with the Academic Dean, the Dean of Enrollment Management shall have the authority to withdraw an offer of admission in situations where there was a significant drop in academic performance, misrepresentation in the admissions process, or a display of inappropriate behavior prior to the first day of classes.

## **Section IX. Master of Studies of Law**

- A. Applicant Qualities, Skills, and Experience. Admission to the MSL program is based primarily upon (1) strong academic and/or professional recommendations that address the applicant's academic potential and preparedness, motivation, maturity, and character; and (2) strong academic qualifications; (3) the applicant's professional experience, if any; and (4) the applicant's stated reason(s) for pursuing an MSL degree.
- B. Requirements for Admission.
1. All MSL candidates must have completed a four-year college degree and have career goals or work experience in a field that would be complemented by study in the MSL program.
  2. MSL Application Requirements. An application to the MSL program shall include the following: completed MSL application form; application fee; personal essay explaining the candidate's interest in the program; resume/curriculum vitae; transcripts from undergraduate and graduate institutions; one letter of recommendation from an individual who is familiar with the candidate's academic work or professional experience; and TOEFL or IELTS score(s) for those candidates whose native language is not English. If an MSL applicant is unable to submit a transcript from an undergraduate and/or graduate institution due to extraordinary circumstances resulting from no fault of the applicant, such as for reasons of war or other hostility in the country where the applicant received an undergraduate and/or graduate degree, or where the applicant's school ceases to exist and records cannot be obtained, the Academic Dean, upon consultation with the Chair of the Admissions Policy Committee, may waive the transcript requirement upon receipt of alternative evidence that the candidate completed the undergraduate and/or graduate degree, such as a copy of the diploma, license, or certificate in question.
- C. Transfer Policy from JD Program. UC Law SF JD students in good standing with the College are welcome to apply for transfer to the MSL program.
1. Transfer applicants must be currently enrolled, either full-time or part-time, in the UC Law SF JD program or, if not currently enrolled, must be academically eligible to return to the law school.

2. Transfer applicants may apply for transfer to the MSL program to begin in the MSL program as early as their second semester at UC Law SF.
  3. Transfer applicants must submit a JD to MSL transfer application, personal statement, resume, and unofficial UC Law SF transcript. The remainder of the application materials submitted when the candidate applied to the JD program complete the candidate's application.
- D. CSL Continuation to MSL Application Requirements. A CSL student who wishes to continue to the MSL program and anticipates completing the MSL graduation requirements within four academic years of matriculation into the CSL Program must complete a CSL Continuation to MSL Application form. The remainder of the application materials submitted when the candidate applied to the CSL program complete the candidate's MSL application.
- E. Revocation of Offer of Admission. Upon consultation with the Academic Dean, the Dean of Enrollment Management shall have the authority to withdraw an offer of admission in situations where there was a significant drop in academic performance, misrepresentation in the admissions process, or a display of inappropriate behavior prior to the first day of classes.

## **Section X. Certificate of Studies of Law**

- A. Applicant Qualities, Skills, and Experience. Admission to the CSL program is based primarily upon (1) strong academic qualifications; (2) the applicant's professional experience, if any; and (3) the applicant's stated reason(s) for pursuing a CSL credential.
- B. Requirements for Admission.
1. All CSL candidates must have completed a four-year college degree and have career goals or work experience in a field that would be complemented by study in the CSL program.
  2. CSL Application Requirements. An application to the CSL program shall include the following: completed CSL application form; application fee; personal essay explaining the candidate's interest in the program; resume/curriculum vitae; transcripts from undergraduate and graduate institutions; one letter of recommendation from an individual who is familiar with the candidate's academic work or professional experience; and TOEFL or IELTS score(s) for those candidates whose native language is not English. If a CSL applicant is unable to submit a transcript from an undergraduate and/or graduate institution due to extraordinary circumstances resulting from no fault of the applicant, such as for reasons of war or other hostility in the country where the applicant received an undergraduate and/or

graduate degree, or where the applicant's school ceases to exist and records cannot be obtained, the Academic Dean, upon consultation with the Chair of the Admissions Policy Committee, may waive the transcript requirement upon receipt of alternative evidence that the candidate completed the undergraduate and/or graduate degree, such as a copy of the diploma, license, or certificate in question.

- C. Revocation of Offer of Admission. Upon consultation with the Academic Dean, the Dean of Enrollment Management shall have the authority to withdraw an offer of admission in situations where there was a significant drop in academic performance, misrepresentation in the admissions process, or a display of inappropriate behavior prior to the first day of classes.

## **Section XI. LL.M.**

- A. Applicant Qualities, Skills, and Experience. Admission to the LL.M. program is based upon applicants' (1) completion of a first degree in law in a foreign jurisdiction or licensure to practice law outside of the United States; (2) achieving a TOEFL score of 90 or above (or equivalent test score from IELTS or TOEFL Essentials); (3) good to excellent academic record; and (4) good to excellent academic potential.

- B. Requirements for Admission.

2. All LL.M. candidates must be an attorney (including patent attorney) licensed to practice outside the United States or have completed (or expect to complete prior to enrollment at UC Law SF) a first degree in law outside the United States, subject to exceptions as may be set forth in institutional partnership agreements.
3. LL.M. Application Requirements. An application to the LL.M. program shall include the following: timely completed and submitted application with optional personal statement; two recommendation letters; current resume or CV; official transcripts; and TOEFL, TOEFL Essentials, or IELTS score(s) for those candidates whose native language is not English. The Dean of Enrollment Management in consultation with the Associate Dean of Global Programs may waive the TOEFL/IELTS requirement for candidates who have sufficient fluency in English. If an LL.M. applicant is unable to submit a transcript from an undergraduate and/or graduate institution due to extraordinary circumstances resulting from no fault of the applicant, such as for reasons of war or other hostility in the country where the applicant received an undergraduate and/or graduate degree, or where the applicant's school ceases to exist and records cannot be obtained, the Academic Dean, upon consultation with the Chair of the Admissions Policy Committee, may waive the transcript requirement upon receipt of alternative evidence that the candidate completed the undergraduate and/or graduate degree, such as a copy of the diploma, license, or certificate in question.

- C. Admission of Transfer Policy from JD Program. UC Law SF JD students in good standing with the College are welcome to apply for transfer to the LL.M. program.
1. Transfer applicants must have completed of a first degree in law in a foreign jurisdiction or hold licensure to practice law outside of the United States to be eligible to transfer to the LL.M. program.
  2. Transfer applicants must be currently enrolled, either full-time or part-time, in the UC Law SF JD program or, if not currently enrolled, must be academically eligible to return to the law school.
  3. Transfer applicants may apply for transfer to the LL.M. program to begin in the LL.M. program as early as their second semester at UC Law SF.
  4. Transfer applicants must submit a JD to LL.M. transfer application, personal statement, resume, and unofficial UC Law SF transcript. The remainder of the application materials submitted when the candidate applied to the JD program complete the candidate's application.
- D. Revocation of Offer of Admission. Upon consultation with the Academic Dean, the Dean of Enrollment Management shall have the authority to withdraw an offer of admission in situations where there was a significant drop in academic performance, misrepresentation in the admissions process, or a display of inappropriate behavior prior to the first day of classes.

## **Section XII. JD Admissions Index and Reporting**

- A. Each year, the Director of Admissions shall rank JD applicants based upon the numeric data (LSAT or GRE scores and UGPA) presented in their files. The ranking shall be based on a regression analysis created by the Law School Admissions Council from data supplied annually by the College relating matriculants' LSAT scores and UGPAs to their academic success in the first year of law study. The results of this ranking shall be called the "Admissions Index." The Director of Admissions shall have authority to use the Admissions Index to administer the annual admissions process and to make decisions about individual applicants. In consultation with the Admissions Policy and Scholarships Committee, the Director of Admissions also shall have authority to establish categories for presumptive admission and presumptive denial, with separate definition of those categories for general and LEOP admission.
- B. The Director of Admissions shall maintain a continuing evaluation of admissions data, including the correlation of UGPA, LSAT, or GRE admissions index, and other factors with academic performance at UC Law SF and bar passage. Findings based on this data shall be reported as they become available to the Academic



Dean and the Admissions Policy and Scholarships Committee, so that the admissions process can continue to be refined and improved.

- C. The Director of Admissions shall prepare a comprehensive annual report for presentation to the Admissions Policy and Scholarships Committee during the fourth week of the fall semester. The format of the report will be established in consultation with the Chair of the Committee.

### **Section XIII. Amendments to the Admissions Policy Statement**

Amendments to this Admissions Policy Statement made by the Faculty in the fall semester of any year shall be implemented immediately, except when otherwise indicated. Changes made during the spring semester of any year shall be implemented during the admissions season beginning the subsequent fall.