MEMORANDUM

TO: All Law Students
FROM: Stephen C. Ferruolo, Dean and Professor of Law
DATE: March 20, 2020
SUBJECT: Updates on Law School Classes/Events for Remainder of Spring 2020 Semester

This Memorandum provides an update from the Memorandum I sent you last Friday, March 13. Moving forward for the rest of this semester, you should expect to receive updates like this one each Friday. You may also receive interim communications to provide timely information on any major changes and developments.

Yesterday, I met with the Executive Committee of the SBA. Based on our discussions of student concerns during that meeting, I will be holding a ZOOM meeting for all students on Wednesday, March 25 from 12 noon to 1:00 pm PST. An invitation will be sent to each of you early next week.

The following covers only information that has been updated since March 13 and is again organized alphabetically. If you do not see a topic covered below, please refer to my March 13 Memorandum:

- **Academic Advising Appointments.**
  - Academic advising appointments are now underway and will continue through April 3. To schedule an appointment, please use this [Calendly link](#).
  - In lieu of in-person meetings, all academic advising appointments will be conducted using [Zoom](#). Please refer to the March 16 email from Law Student Affairs for more information.

- **Academic Success and Bar Programs (ASBP).**
  - The Academic Success Resource Center and the ASBP Office are now closed until further notice. ASBP staff will continue working remotely and remain accessible during regular business hours.
  - Please see the attached memo for more information about accessing ASBP staff and resources.

- **Admissions and Financial Aid.**
  - The Office of Admissions and Financial Aid is closed as of 5:00 pm today, March 20. Staff will continue working remotely and remain accessible during regular business hours.
  - Federal regulations allow the Office of Financial Aid to increase your federal loan eligibility for a one-time purchase of a laptop (up to $1,500). To request this increase in loan eligibility, please email lawaid@sandiego.edu with a link or screenshot showing the laptop you wish to purchase. If you also need funding to establish a new internet
connection, please include that documentation as well. Due to federal regulations, any loan increase must be processed prior to the end of the Spring semester on May 8 so submit your request as soon as possible. We will make these a priority to ensure you receive the funds as soon as possible.

- **Bar Exam.** The State Bar of California has created a webpage for all COVID-19 updates; students should check this website frequently for information. According to the Bar, pending further notice, the July 2020 administration of the California Bar Examination is proceeding as planned. The State Bar’s Telephone Resource Center is closed indefinitely. Inquiries from admissions applicants can best be handled by email; please check this website for the best email for your inquiry. The State Bar’s online self-service tools, such as the Applicant Portal for admissions applicants remain available for routine transactions.

- **Campus Housing.** Pursuant to a San Diego County Health and Human Services Agency directive issued March 17, all students who live in campus housing must relocate off campus by 12:00 pm on March 22 with no exceptions. The Residential Life and Student Affairs units are working with individual students to aid in their relocation.

- **Campus Resources.** Effective as of yesterday, March 19, pursuant to the California Governor’s Stay-at-Home directive, the entire USD campus, including the School of law, is effectively closed to all but essential personnel until further notice.

- **Career and Professional Development (OCPD).**
  - OCPD is closed. OCPD staff will continue working remotely and remain accessible during regular business hours.
  - Please see the attached memo for more information about accessing OCPD staff and resources.

- **Classes (Spring 2020).** As a reminder, beginning on March 23, all classes will be offered remotely at their originally scheduled times, unless the professor notifies you of a change.

- **Classes (Summer 2020).** We expect to offer summer classes as currently scheduled. We are planning for the contingency that some or all of those courses may need to be offered remotely.

- **Commencement.** The University has not yet made a decision about Commencement. I think it highly unlikely that Commencement will be held as scheduled on May 16. Working with the SBA, the Law School will be exploring alternative ways and/or dates for celebrating this important event appropriately.

- **Communications.**
  - In addition to expecting a communication from me every Friday, you should regularly check your ToreroMail for updates.
  - Please bookmark this page for School of Law-specific COVID-19 updates. My weekly communications and departmental memos will be posted here.

- **Exams and Grading.**
  - **Exams.** As previously mentioned, all exams will take place remotely as take-home exams. Essay exams will be administered via TWEN and multiple choice exams will be administered via Blackboard. All exams will be open note/open book. The Honor Code will remain in full effect. More information about exams, closer to the exam date, will be forthcoming from the School of Law Registrar’s Office.
Grading. I am aware that you have a great deal of concern about grading. The faculty and I have heard many different views and opinions from students about what should or should not be done. Grading policy is a complicated issue and making any change has many consequences. Most law schools in California and across the country are in the process of deciding the right thing to do for their students in these extraordinary circumstances. I want to make certain that we do what is right and in the best interest of our students in these circumstances and especially ensure that you are not put at a competitive disadvantage relative to other law school students. Accordingly, I have appointed a faculty task force to look at this issue and to make their recommendations by Friday, April 3. I will make sure that there is ample opportunity for student input, including during the ZOOM meeting with me on Wednesday, March 25.

- **International Law Students.**
  - The Office of International Students and Scholars (OISS), International Center, and Office of Graduate and International Programs remain available to support international students.
  - If you are on an F-1 or J-1 visa, you should have received communications from OISS including an International Newsflash, instructions for completing a Remote Study Plan Form, and a link to the new FAQ webpage.
  - USCIS and SEVP (which administers SEVIS) have confirmed that F-1 students will not lose their status even if all classes go online. For more information or assistance, international students on visas should continue to work directly with OISS.

- **Law School Facilities.**
  - Pardee Legal Research Center. The LRC closed on March 19 and is expected to remain closed indefinitely. The reference staff will continue working remotely and remain accessible during regular business hours. Please refer to the March 18 email from the Dean’s Office for more information about accessing LRC staff and resources.
  - Warren Hall. Warren Hall is closed to all but essential personnel until further notice.

- **Law Student Affairs (LSA).**
  - LSA is closed effective immediately. LSA staff will continue working remotely and remain accessible during regular business hours.
  - Please see the attached memo for more information about accessing LSA staff and resources.

- **Lockers**
  - Items in student lockers will remain untouched through the existing locker vacate deadline of Wednesday, May 13, 2020 at 5:00 pm. Prior to that deadline, LSA will communicate with students who have registered for lockers with more information.

- **Office of Graduate and International Programs (OGIP).**
  - OGIP is closed effective immediately. OGIP staff will continue working remotely and remain accessible during regular business hours.
  - Please see the attached memo for more information about accessing OGIP staff and resources.

- **Technology and Remote Course Information.**
  - Blackboard Olé. The Blackboard Olé platform remains available as usual.
○ **Course Recordings.** Most law school classes held during March 9 - 13 were recorded. These recordings were posted on [this website](#). We are requiring faculty to record all remote classes.

○ **TWEN.** The TWEN platform remains available as usual.

○ **USD Technology Resources.** The USD ITS website has additional information about [resources, support, and technology tools available during the mandatory remote teaching period](#).

○ **Zoom.** Many law school classes will be taught using the Zoom platform. Information and instructions for using this technology are available [here](#).

**ATTACHMENTS:**

- ASBP memo
- Financial Aid memo
- LSA memo
- OCPD memo
- OGIP memo