UC San Diego Paralegal Program

Academic Standards and Expectations

Adherence to standards of professionalism and civility are requirements of every legal professional and as such they are essential to legal education. While you will learn the codified rules of Professional Responsibility and Ethics in your courses, there is a further responsibility to act with professionalism, decorum, and civility as a Student in the UC San Diego Paralegal Program; as well as in your future legal career. Reciprocally, you can expect your Instructors to exhibit the same professionalism in their duties to you as a student.

The following are Academic Standards that you will be expected to adhere to during your tenure in the program. *As with any list, it may not be all-inclusive.*

1. Students have the responsibility to maintain academic integrity and other standards of academic performance as established by the *UC San Diego Student Code of Conduct* (https://students. ucsd.edu /student-life/_organizations/student-conduct/regulations/22.00.html) and the UC San Diego Extension Academic Integrity Policy (http://extension.ucsd.edu/student/pdf/academicIntegrityPolicy.pdf).

2. Students are responsible for acting in a manner which promotes an atmosphere of learning, free expression, and respect for the rights, dignity, and worth of every individual in the University community. Civility with his/her fellow students, instructors, and administration is expected at all times of every student.

3. Students are to be respectful of Instructor's outside responsibilities and considerate of Instructor's time particularly when due dates and deadlines are set by Instructors and communicated to Students. Extension of due dates and deadlines is always at the discretion and prerogative of the Instructor and a Student should never assume an assignment or exam will be accepted late.

4. Students are expected to arrive to class on time and prepared, having completed the required reading and/or assignment for that particular class. Instructors have the discretion to grade on class participation in order to gauge that this standard is being followed. Accordingly, Students should stay for the whole class period until dismissed by the Instructor.

5. Use of cell phones, computers, or other electronic devices, while in class, for something other than class or course study is not permitted. Texting, tweeting, messaging, writing emails, completing other assignments, random searching, or playing games on electronic devices while in an Instructor is conducting class is simply rude and does not exhibit professionalism by a student.

6. The Program presumes a baseline of academic training in terms of independent study skills, writing abilities, and computer proficiencies that are commensurate with possessing a degree from an accredited university or college.

7. If an issue or complaint should arise, students should feel free to seek redress. The steps for resolving such issues are as follows: a) if appropriate, communicate directly with the instructor in private about the issue; after meeting with the Instructor, if the issue has not been resolved, the Student will b) speak with, meet with, or write to the Director of Legal Education. Every complaint will be fairly adjudicated in accordance with the guidelines of the University and the program. The purpose of the internal process is to facilitate the informal resolution of the complaints in a timely manner. All students will be given the opportunity to independently evaluate every course and instructor at the end of the course but issues that arise during the course should be brought to the attention of the Instructor and/or Director.

8. Every Student who completes the Paralegal Program with a 3.5 or higher GPA will be eligible to be nominated for membership in the Lamba Epsilon Chi (LEX) legal honor society. Nominations for LEX are at the discretion of the Program Instructors and are made based on observation of the Student while in the Instructor's class or classes, and the Student's adherence to the Academic Standards set forth in this document.