

**Doctor of Juridical Science (SJD)**  
**Golden Gate University School of Law**  
*Student Manual*

**Contents**

<b>Welcome Message</b>	
<b>About the University</b>	<b>1</b>
<b>Program Information and Requirements</b>	<b>1</b>
<b>Student Learning Outcomes</b>	<b>2</b>
<b>Program Structure</b>	<b>2</b>
<b>Academic Assessment Policy</b>	<b>6</b>
<b>Assessment Structure</b>	<b>6</b>
<b>Extension Policy</b>	<b>6</b>
<b>Dissertation Order and Formatting</b>	<b>7</b>
<b>Dissertation Committee</b>	<b>8</b>
<b>Platform Learning Experience</b>	<b>8</b>
<b>Registration &amp; Extension Policies</b>	<b>9</b>
<b>Student Support Guidelines</b>	<b>9</b>
<b>Referral Policy and Flow</b>	<b>10</b>
<b>upGrad Telegram Policy</b>	<b>11</b>
<b>Non-Academic Policies</b>	<b>11</b>
<b>Code of Conduct</b>	<b>12</b>
<b>Disciplinary Procedures</b>	<b>14</b>
<b>Statement of Policy</b>	<b>15</b>
<b>Policy Summary</b>	<b>15</b>
<b>Applicable Standards</b>	<b>15</b>
<b>Sample Dissertation Title Page</b>	<b>19</b>

## Welcome Message

Dear entering SJD Student,

Welcome to the Doctor of Juridical Science (SJD) program at Golden Gate University School of Law! We wish you all the best as you embark on this exciting endeavour of legal education.

This Student Manual provides details about the SJD program's structure, requirements, deadlines, policy, and procedure. **All SJD students are bound by all university rules and procedures as described in this student manual and are responsible for familiarizing themselves with the information herein.** It contains the answers to most questions that students have about the program. Please take the time to thoroughly read the entire Student Manual.

Please reach out to the student support team at [studentsupport@upgrad.com](mailto:studentsupport@upgrad.com) if you have any questions.

## About the University

Golden Gate University, a private nonprofit university in the heart of San Francisco's financial and high-tech district, empowers working professionals to achieve their professional goals with nationally renowned law programs (Undergraduate, Master's, LL.M, and SJD). Founded in 1901, GGU has been a leader in online education for nearly three decades. GGU's SJD degree is designed to allow students to acquire specialized knowledge in a particular area of law.

The partnership between GGU and upGrad reflects GGU's tradition of expanding access to legal education for future leaders. We welcome students globally to join our flexible learning platforms, ensuring that students can pursue their academic goals while balancing other priorities.

## Program Information & Requirements

The Doctor of Juridical Science (SJD) degree at Golden Gate University is taught in a 100% online format that combines both self-paced (asynchronous) and live-session (synchronous) components to ensure student success. This program is designed for law graduates residing outside the United States of America who are interested in pursuing extensive, independent research on a specific topic with the expectation of making a substantial contribution to legal scholarship by producing a dissertation of publishable quality. Admission into the program is for those with a bachelor's degree in law (LLB) or an equivalent degree in law. SJD students are expected to complete their degree within 3 years of commencing the program.

The SJD program requires students to complete a total of 56 units, which includes 24 units of required academic coursework and 32 units of dissertation work. They must attend live sessions as required, write a dissertation according to the SJD program guidelines, and defend it orally before the Dissertation Committee.

## Program Features & Offering

- Recorded lectures
- Live & interactive faculty sessions
- Advanced legal research on the dissertation topic
- GGU alumni status
- 24x7 student support
- WES recognition

## Student Learning Outcomes

Students graduating from the SJD program will acquire the following:

- **Improved intellectual skills:** Graduates will demonstrate the ability to understand legal concepts, rules, and procedures.
- **Cognitive ability:** Graduates will demonstrate they possess critical thinking skills and can think strategically, organize, and behave professionally.
- **Pedagogy skills:** Graduates will demonstrate the ability to acquire and advance their pedagogical skills to be able to teach and impart knowledge to other students.
- **Scholarly writing:** Graduates will showcase the research and writing skills necessary for writing publishable scholarly works.
- **Professional and career attitude:** Graduates will demonstrate the necessary skills for a successful career in whatever career path they choose. They will demonstrate the interpersonal skills and networking abilities required to pursue enhanced career options.

## Program Structure

The SJD program is a three-year (36-month) research and writing focus program for those who wish to pursue sustained independent study, research, and writing. Candidates are expected to produce well-edited, original, and publishable dissertations that will constitute a substantial and valuable contribution to legal scholarship. The program comprises the following phases:

- 1) Foundational Phase (First Year)
- 2) Candidacy Phase (Second & Third Year)

### Foundational Phase: Semester 1 Coursework

During the first semester of the Foundational Phase, students must complete the “Legal Research and Writing Practicum I & II” courses to earn 24 units. They must finalize their dissertation topic by the end of the first semester of the Foundational Phase. Students will submit their finalized dissertation topics and working bibliographies in their Final Assessment tests.

The “Legal Research and Writing Practicum I & II” consists of 22 masterclasses, each offered once a week and in sequential order. The courses offer intense preparation on the fundamentals essential for researching and writing the dissertation. This includes choosing and revising dissertation topics, legal and academic research methods, tools and strategies, ethical use of research materials; working with dissertation committee members; developing legal analysis skills. Through lectures by subject matter experts, students will learn about practical examples of legal research and academic writing on specific subjects of law.

- **“Legal Research and Writing Practicum I” (15 units):** This phase offers intense preparation on the fundamentals essential for researching and writing the SJD dissertation. This includes: choosing and revising dissertation topics; legal and academic research methods, tools, and strategies; ethical use of research materials; working with dissertation committee members; and developing legal analysis skills. This will be graded on a credit/no-credit basis.
- **“Legal Research and Writing Practicum II” (9 units):** Students will learn about practical examples of legal research and academic writing on specific subjects of law, including IP law, international human rights, law and anthropology, legal history, law and philosophy, and interdisciplinary topics, through lectures by subject matter experts. Students will also be instructed on revising and polishing their dissertations and preparing for their dissertation defense. This will be graded on a credit/no-credit basis.

### **Foundational Phase: Semester II**

During the second semester of the Foundational Phase, students must develop and complete a **“Dissertation Research Proposal”** that includes ALL the following:

- 1) Concise description of the dissertation topic
- 2) One (1) central issue being proposed in the dissertation and its expected contribution to the field
- 3) Dissertation’s first chapter
- 4) Dissertation chapter outline
- 5) Working bibliography

Before the end of the second semester, students must submit the Dissertation Research Proposal and, if that is approved, present it orally before their Dissertation Committee at the First Oral Examination meeting. Following the oral examination, the Dissertation Committee will decide whether or not to advance students to the next phase (Candidacy).

### **Format for Dissertation Research Proposal**

- **Page limit:** Minimum 5 pages, maximum 6 pages – any pages beyond 6 will **NOT** be considered.
- **First chapter and working bibliography:** Their format must adhere to “Dissertation Order & Formatting.”
- **Title page:** It should contain the following information:
  - Student’s first and last names
  - Title/subtitle of dissertation
  - Full degree name
  - Cohort information
  - Full names of two dissertation supervisors
  - Date of submission

### **Candidacy Phase: Years Two and Three**

During the Candidacy Phase, candidates will work on their dissertation under the guidance of their Dissertation Supervisors. Candidates must remain in contact with both their Dissertation Supervisors. Upon completion of the dissertation, candidates are required to successfully defend it orally before the Dissertation Committee.

**List of Masterclasses (Legal Research and Writing Practicum I & II)**

Masterclass #	Title	Credit Units
<b>SJD 940: Legal Research and Writing Practicum I (15 units)</b>		
1	Overview: The Process and Purpose of Writing a Doctoral Dissertation	2 units
2	Introduction to Legal Scholarship and Methods	1 unit
3	Legal Research Methodology: Identification and Explanation of Reliable Sources	2 unit
4	Legal Research Basics: Tools and Strategies	1 unit
5	How to Work With The Dissertation Committee Members	1 unit
6	Researching International and Comparative Law	1 unit
7	Ethical Use of Research Materials	1 unit
8	Choice of Dissertation Topic	1 unit
9	An Overview: Refining Your Dissertation Topic	1 unit
10	Dissertation Development	1 unit
11	Outline and Writing Process	1 unit
12	Dissertation Format	1 unit
13	Approach to Comparative Legal Analysis	1 unit
<b>1 Midterm Assessment</b> (Graded on CR/NC basis)		
<b>SJD 941: Legal Research and Writing Practicum II (9 units)</b>		
14	Researching and Writing About IP Law	1 unit
15	Researching and Writing About International Human Rights	1 unit
16	Researching and Writing About Law and Anthropology	1 unit
17	Researching and Writing About Legal History	1 unit
18	Researching and Writing About Law and Philosophy	1 unit
19	Completing the SJD Program at GGU	1 unit
20	Researching and Writing on an Interdisciplinary Topic	1 unit
21	Revising and Polishing the Dissertation	1 unit
22	Dissertation Defense Preparation	1 unit
<b>24 Units</b>		
<b>1 Final Assessment</b> (Graded on CR/NC basis) – Final Dissertation Topic and Working Bibliography Due		
<b>End of the 1<sup>st</sup> Semester</b>		

**SJD Program Structure Chart**

Term	Requirements	Units	Weeks	Additional Requirements
<b>Foundational Phase: Year 1</b>				
<b>Semester I</b> Coursework	Legal Research and Writing Practicum I & II	24	29	<ul style="list-style-type: none"> <li>• Watch recorded videos (minimum %75)</li> <li>• Attend live sessions (minimum 50% attendance required)</li> <li>• Start research</li> <li>• Finalize dissertation topic and working bibliography</li> <li>• Successfully pass Midterm and Final Assessments</li> </ul>
<b>Semester II</b> Dissertation + Oral Exam	1. Submit Dissertation Research Proposal (12 units): <ol style="list-style-type: none"> <li>Concise description of the topic of dissertation</li> <li>One (1) central issue being proposed in the dissertation and its expected contribution to the field</li> <li>Dissertation's first chapter</li> <li>Dissertation chapter outline</li> <li>Working bibliography</li> </ol> 2. Present the First Oral Exam (4 units)	16	19	<ul style="list-style-type: none"> <li>• Periodic supervision by supervisors</li> <li>• Attend live sessions (minimum 50% required attendance)</li> </ul>
<b>Year 1</b>		<b>40</b>		
<b>Candidacy Phase: Years 2 &amp; 3</b>				
	<ul style="list-style-type: none"> <li>• Continue rafting/revising/editing the dissertation</li> <li>• Remain in contact with supervisors</li> <li>• Submit the completed dissertation at the end of the 3<sup>rd</sup> year (8 units)</li> <li>• Attempt Final Oral Defense (8 units)</li> </ul>	16	78–104	
<b>Total</b>		<b>56</b>	<b>130–156</b>	

Golden Gate University (GGU) oversees the program's academic structure and grading elements, and it reserves the right to change any component of the program. Any change to the program will be communicated to the students in advance.

## Assessment Structure

Assessments are graded based on credit/no credit (CR/NC). During the first semester, students must successfully complete two assessments:

- 1) Midterm Assessment after finishing the “Approach to Comparative Legal Analysis” masterclass (#13)
- 2) Final Assessment after finishing the “Dissertation Defense Preparation” masterclass (#22)

By the end of the second semester, students are expected to submit the “Dissertation Research Proposal” and, if it is approved, defend it orally before their Dissertation Committee. By the end of the third (3) year, students are expected to submit their completed dissertation, which, if approved, they can defend orally before their Dissertation Committee. Each oral presentation by student should be a maximum of 30 minutes.

If a student fails an assessment/submission, they must rework and resubmit it according to program guidelines, policies, and deadlines.

## Extension Policy

### 1. Dissertation Research Proposal: Two Outcomes: Go/No-Go

- a) If the learner has a successful submission (Go), they will proceed to present the First Oral Exam.
- b) If the learner is unsuccessful (No-Go), they will get a one-month extension to rework and resubmit the Dissertation Research Proposal upon the supervisor's sign-off.
  - i. If the learner has a successful submission, they can present the First Oral Exam.
  - ii. If the learner has an unsuccessful submission, they cannot continue with the program.

### 2. First Oral Exam: Two Outcomes: Go/No-Go

- a) If the learner is successful (Go), they will proceed to the Candidacy Phase.
- b) If the learner's oral defense is unsuccessful (No-Go), they will get a one-month extension to present again:
  - i. If the learner is unable to pass the First Oral Exam, they cannot continue with the program.

### 3. Final Dissertation Submission: Two Outcomes: Go/No-Go

- a) If the learner has a successful submission (Go), they can present the Final Dissertation Defense.
- b) If the learner is unsuccessful (No-Go), they will get a three-month extension to rework and resubmit upon sign-off from the supervisor.
  - i. If the learner has a successful submission, they will move on to presenting the Final Dissertation Defense.
  - ii. If the learner has an unsuccessful submission, they cannot continue with the program.

#### 4. **Final Oral Defense: Two Outcomes: Go/No-Go**

- a) If the learner's final oral defense is successful (Go), they will be awarded the SJD Degree.
  - b) If the learner is unsuccessful (No-Go), they will get a one-month extension to present their defense again:
    - i. If the learner successfully presents their Final Dissertation Defense, they will be awarded the SJD Program Degree (considering they meet all the other requirements)
    - ii. If the learner is unable to pass the Final Dissertation Defense, they cannot continue with the program.
5. If the learner fails to achieve any of the milestones (before the end of the three-year period), they will not be liable to pay any additional fees. Only in the event that they have exhausted all 15 advisory calls will they be granted additional calls based on approval from GGU and upGrad.
6. In the event the learner fails to cross the milestones by the end of 3 years, they can get an extension of 3 months based on approval from GGU and upGrad and will be charged additional fees for the extension.
7. If the learner needs an extension at the end of 3 years (has not submitted the Final Dissertation), they may extend their Candidacy Phase by enrolling for up to two additional three-month terms. Students will be charged additional fees for each additional enrollment.

## Dissertation Order and Formatting

Dissertations are typically 200–230 pages in length (including footnotes). Students must produce well-edited, original, and publishable dissertations according to program guidelines that will constitute a substantial and valuable contribution to legal scholarship. **All drafts must be submitted to both dissertation supervisors in PDF format to ensure all characters are displayed correctly.**

### Order and Content

Please include all the following in your dissertation, unless indicated otherwise:

- **Title page** (A sample Dissertation Title Page can be found at the end of this document):
  - Student's first & last names
  - Student's ID
  - Cohort information
  - Full degree name
  - Date of submission
  - Title/subtitle of dissertation
  - Full names of all Dissertation Committee members (1 chair + 2 supervisors)
- **Abstract:** It should state the issue, describe the methods and procedures used, and provide the main results or conclusions of the research. It should be a maximum of 500 words (the same style as the dissertation).
- **Dedication and/or acknowledgment page:** (This is optional. It should be no more than one paragraph and should follow the same style as the dissertation.)
- **Table of Contents & Associated Page Numbers**
- **Footnotes (not endnotes):** Only footnotes are accepted for citing authorities and sources.
- **Bibliography:** This must be included at the end of the dissertation. Every item cited in the dissertation must be included. Items should be alphabetized.
- **Footnote citations must be according to the Oxford Standard for Citation of Legal Authorities (OSCOLA).**



**Margins:** Use one-inch margins. Non-text items such as tables, graphs, and scans must be mounted so they conform with the margin, paper, and numbering requirements. If an item is too large to fit within the margins, then the item may be adjusted/split and placed on two (or more) additional pages.

**Dissertation text:** Text should be double-spaced. Use the 12-point font size in Times New Roman.

Chapter and section headings in the dissertation text must be 14-point font size.

**Footnotes:** These should be single-spaced. Use the 10-point font size in Times New Roman (which must be consistent throughout the dissertation).

**Page numbering:** Insert page number aligned on the right, either on the top or bottom of the page.

## Dissertation Committee

The Dissertation Committee comprises three (3) members approved by the SJD Program Director. Committee members play varying roles. The Committee shall be constituted as follows:

- One (1) Committee Chair
- Two (2) Committee Supervisors

The Committee Chair (Chair) and Committee Supervisors (Supervisors) review and comment on the **Dissertation Research Proposal** and the completed dissertation. All members attend the First Oral Examination meeting and the Final Dissertation Defense, each with one voting capacity.

Students work directly with Supervisors. Supervisors submit reports about each student's progress in the program to the Chair. Students will be introduced to their Supervisors during the second semester of the Foundational Phase. Students are eligible to have one-on-one meetings with Supervisors up to 15 times throughout their study time to discuss dissertations and ask questions.

## Platform Learning Experience

A session is usually a combination of videos, text, images, and question(s) that can be consumed individually.

You can access the learning platform at [upgrad.com](https://upgrad.com) using your upGrad ID and password. You can also access content on the mobile app ([iOS App Store](#) & [Google Play Store](#)). You must download the mobile app to receive instant notifications about the latest developments and updates. You are also advised to move all emails from upGrad to your primary inbox. This will ensure you do not miss important communication.

As part of your onboarding process, you will receive a welcome email from the student support team within the first week of joining. In case you do not receive it, please reach out to our team.

Given below are some of the key email IDs that will be used for specific purposes in the program (at different points in time). Please ensure that you move these email IDs out of your spam folder to receive important updates about the program.

Email ID	Purpose
----------	---------

sscommunication@upgrad.com	All updates regarding the program (e.g., live session notification, exam dates notification, and change in deadlines)
studentsupport@upgrad.com	Updates/resolves problems and nonacademic queries (e.g., live sessions and program-structure-related queries)
noreply@upgrad.com	Automated communications (e.g., module deadline reminders)

## Registration and Extension Policies

### 1. Compulsory Continued Registration

If a candidate fails to submit their final dissertation thesis within 3 years of the program's inception, the candidate must register for "SJD Foundation" or "SJD Candidacy" during every semester of study until they successfully meet all program requirements. Students must also pay all corresponding tuition and fees per semester; the final fee is subject to revision by the university (\$2,500).

### 2. Requests for Extensions

Candidates are expected to complete their dissertations within 2 years after passing their first oral examination at the end of the first year of the Foundational Phase. Extensions beyond 3 years may be allowed only under exceptional circumstances on a case-by-case basis.

To apply for an extension, candidates must submit a one-page written request to the Program Director only after upGrad verifies the request and finds it valid for further review by the Program Director. The request should explain why an extension is necessary and should propose the new expected completion date. The result will be reported to the candidate promptly.

## Student Support Guidelines

1. Your upGrad buddy will help personalize your learning experience by periodically engaging with you to ensure you are on track with upcoming deadlines, offering guidance, resolving nonacademic queries, and lending a helping hand wherever required. However, in case you need to approach us, please contact our **Student Support Team** available 24x7 at [studentsupport@upgrad.com](mailto:studentsupport@upgrad.com), and expect to receive a response within 24 hours. For any urgent queries, please click on the "Call Back" button on the "learn" platform. Our team will reach out to you within 2 hours.
2. Although your upGrad buddy and multiple teams will be there to hand-hold you to excel in the program, your commitment to the program is of utmost importance. So, we suggest you incorporate the program schedule into your daily life. For any help/mentoring required in planning your time better, please do not hesitate to connect with the student support team.
3. If your upGrad buddy is unable to resolve any of your issues within a turnaround time (TAT) of 24–48 hours, and you do not receive any intimation, please escalate the issue by emailing [ss\\_grievance@upgrad.com](mailto:ss_grievance@upgrad.com) to expedite the response.

## Referral Policy and Flow

*Referee (Friend)*



1. A referee shall be eligible for referral benefit, provided a valid referral code is applied at the time of submitting the application.
2. The referral benefit shall be adjusted against the last installment of the program fees payable.
3. Where the full program fee is paid by the friend without adjusting the referral amount, the corresponding referral benefit shall be processed after deducting TDS as per applicable laws.
4. Referral benefit shall be applicable even if the advocate later claims a refund of the program fees paid, i.e., referral benefit for the friend is not dependent on the action of the ‘advocate’.

#### *Referrer (Advocate)*

1. An “advocate” is eligible for referral the benefit provided their valid referral code is applied by the friend at the time of submitting the application.
2. The amount of referral benefit for the advocate shall be determined based on the program for which the friend has paid.
3. Where the advocate and the friend are enrolling for the same cohort (and assuming all other conditions specified above are satisfied):
  - a) The friend is required to pay the block amount.
  - b) The referral bonus to the advocate will be processed separately in 3 working days following the day on which the block money is paid by the friend via a payment gateway or bank transfer (in case of direct payments).

#### **Here are some other points to be noted:**

1. **Existing student/alumni:** A double referral benefit for both the “advocate” and “friend” is applicable, and the amount of referral benefit shall be determined based on the new program for which they have enrolled.
2. If anyone gets any other type of scholarship/discount, they will not get the referral discount.
3. Only paid students (not leads) shall be entitled to referral benefits under the referral policy.
4. Where the referral amount has to be processed by way of bank transfer, the applicable TAT shall be 3 working days from the receipt of the duly filled referral form in case of internal/university-partnered programs.
5. There is no time limit to the validity of a referral code for a student.
6. There is no upper limit on the maximum number of applications that can be submitted with a single referral code. However, the limit shall be evaluated on a case-by-case basis. The finance and tech teams shall run the following checks and decide whether to continue or invalidate the code (the same shall be supported with due approvals from either of the upGrad founders):
  - **Source of referee:** Whether the referee has enrolled through any marketing channel or through a referrer (advocate)
  - Number of times the referral code has been used
  - Communication by the finance team with the student (advocate) to understand the intention

## **upGrad Telegram Policy**

Telegram is a freeware, cross-platform, cloud-based instant messaging service. The service also provides end-to-end encrypted video calling, VoIP, file sharing, and several other features. In addition to emails and calls, a Telegram channel will be created by your upGrad buddy to notify you of upcoming deadlines and module-related updates. We will create an official Telegram channel where only the upGrad buddy will be allowed to post notifications.

To manage this effort effectively and efficiently, all members must be aware of the following guidelines:

- The channel will be used only by the upGrad buddy for sharing important notifications related to the program, module content, live sessions, events, and so on.
- Should you have any concerns related to upGrad, the university partner, or your peers, you will be required to direct such communication to upGrad only via email at **studentsupport@upgrad.com**.
- upGrad will not collect any personal information via this channel and will not be responsible for any misuse of personal information by other members of the channel. However, we will provide you with all reasonable assistance to take action against any student who has misused such information
- Telegram should not be used for questions related to program content. For any such questions, please reach out to the Student Support Team via email or the chat function available on the learning platform. The upGrad buddy is not responsible for answering questions over Telegram.
- You are requested to keep your Telegram app notifications turned on so that you can receive uninterrupted updates during the program.
- In addition to this channel, Personalized Industry Groups will also be created on Telegram to share session invites and agendas.

We hope you make the most of this platform and keep yourself updated about the course and the platform.

## Non-Academic Policies

Golden Gate University is committed to preparing students to lead and serve and creating an academic community that values both individual and collaborative efforts that promote learning. The University aims to cultivate a community based on trust, academic integrity, and honor. Specifically, Golden Gate University seeks to accomplish the following:

1. Ensure that students, faculty, and administrators understand that the responsibility for upholding academic honesty lies with them
2. Prevent any students from gaining an unfair advantage over other students through academic misconduct
3. Ensure that students understand that academic dishonesty is a violation of the trust of the entire academic community
4. Clarify what constitutes academic misconduct among students at Golden Gate University

The following policy applies to all students taking classes in the Schools of Business, Taxation, Accounting, and Undergraduate Studies regardless of location or course format.

## Code of Conduct

1. Any student's misbehavior on an online or offline forum will not be tolerated and will entail appropriate disciplinary action from the Academic Committee.

2. Strict adherence to behavioral policies must be maintained by all candidates. Provoking messages, threats, usage of derogatory words and demeaning connotations made on online or public forums (WhatsApp, Telegram, Slack, Discussion forum) against your upGrad Buddy/peers/anyone representing the university/upGrad may lead to the withholding of your enrolment into the program and may also result in strict disciplinary action.

3. Academic dishonesty and plagiarism, in any form, is unacceptable for any graded component/evaluation.

- a. Any dishonest behavior, including but not limited to **plagiarism**, in any form with regard to any graded component of the program on any platform and/or discussion forum may lead to the withholding of a student's enrolment in the program and may also result in strict disciplinary action.
- b. Students are not allowed to request, share, or discuss solutions to any graded component of the program on any platform and/or discussion forum. If any such act is committed by a student, they will be marked zero (0) in that graded component. For any subsequent violation, disciplinary action shall be taken at the sole discretion of GGU and upGrad, and all such posts having answers to the graded questions shall be deleted by the TA.
- c. In case of any dispute, students have a right of appeal to the Academic Committee and will be given a fair chance to prove their innocence in plagiarism cases. The subsequent decision of the Academic Committee shall be final and binding.

4. Academic misconduct is the failure to maintain academic integrity. Academic misconduct includes but is not limited to the following:

a. **Plagiarism:**

GGU has a zero-tolerance policy toward plagiarism. This means that any form of plagiarism will be treated seriously and can result in a student's removal from the program.

Plagiarism means the presentation of another person's idea or product as one's own, regardless of intent. Prohibited conduct includes plagiarism, including, but not limited to, the following:

- Copying verbatim all or part of another person's written work without proper citation or attribution
- Paraphrasing ideas, theories, cases, conclusions, or research without proper attribution
- Using equations, charts, figures, illustrations, or mathematical or scientific solutions without citing the source
- Representing as one's own the original ideas (theories, models, principles, etc.), phrases, sentences, paragraphs, or any parts thereof, or the specific substance of another person's work without giving appropriate credit
- Representing another person's scholarly works, computer programs, case studies.

## 5. Procedures When Academic Misconduct Is Alleged

Any student or faculty member who observes, discovers, or has a good faith belief about the occurrence of academic misconduct must notify the faculty member responsible for the course in which the alleged misconduct occurred or the upGrad buddy, who will, in turn, notify the **Academic Committee**.

When the Academic Committee responsible for a course has reason to believe that there has been an incident of academic misconduct, it shall do the following:



- It shall inform the student in writing of the allegations(s) and provide the student with 2 business days to submit a written response.
- If it believes there is a potential violation after considering the student's response, the Director is required to submit an Allegation of Academic Integrity Misconduct and the academic sanction that they recommend as appropriate as soon as administratively possible.
  
- It will inform the student that an Allegation of Academic Integrity Misconduct has been filed, requesting any additional information from both parties. Such additional information must be submitted in writing within 3 business days of the sending of the notification.
- It will form a committee consisting of at least two faculty members to review the submitted material and make a determination within 10 business days as to whether there was misconduct. If it is determined that misconduct occurred, academic and administrative sanctions will be imposed in accordance with GGU's policies.
- It will notify the student of the decision as to whether misconduct has occurred. If there is a finding of misconduct, the notification will also indicate the resulting academic and administrative sanctions.

A copy of this notification shall be sent to the following:

- Dean of the course school
- Dean of the school in which the student is enrolled
- Dean of Students
- Faculty member alleging the academic misconduct
- University Registrar

If a student is found responsible for violating the Academic Integrity Policy, a conduct file will be created for the student, which will include supporting documentation as well as the final determination. Students found responsible for violating the Academic Integrity Policy could have notations made on their transcript regarding such violations and the sanctions imposed.

Investigations into allegations of academic dishonesty will take place regardless of a student's status at the University or in a particular class. If a student is found responsible for a violation, academic and administrative sanctions may be imposed even if a student dropped or withdrew from the course or withdrew from the university.

6. All content and material on the upGrad website is copyrighted material, either belonging to upGrad or its bonafide contributors, and is purely for the dissemination of education. You are permitted to access print and download extracts from this site purely for your own education only and on the following basis:

- You can download the documents/templates given on the website for self-use only.
- Any copies of the study material/documents/templates given on the website, in part or full, saved to a disc or to any other storage medium may only be used for subsequent, self-viewing purposes or to print an individual extract or copy for noncommercial personal use only.
- Any further dissemination, distribution, reproduction, copying of the content of the study material/documents/templates given on the website herein or the uploading thereof on other websites or use of the content for any other commercial/unauthorized purposes in any way that could infringe the **intellectual property rights of upGrad** or its contributors, is strictly prohibited.
- No graphics, images, or photographs from any accompanying text in the study material/documents/templates given on the website may be used separately for unauthorized purposes.



- No material in the study material/documents/templates given on the website may be modified, adapted, or altered in any way.
- No part of the study material/documents/templates given on the website or upGrad content may be reproduced or stored in any other website or included in any public or private electronic retrieval system or service without upGrad's prior written permission.
- Any rights not expressly granted in these terms are reserved.
- In case of any intended/actual breach of the intellectual property rights of upGrad or any of its authorized third parties, upGrad reserves the right to initiate legal actions, including, but not limited to the claim for any damages that may arise due to the breach of this policy.

7. Students are expected to restrict their emails only to the escalation IDs shared in this Student Manual or communicated separately while raising any query, concerns, or grievance. Please refrain from sending any mass mailers while sending emails to the upGrad team. The University and upGrad reserve the right to take strict action against any student indulging in mass mailers.

8. upGrad does not tolerate any form of bullying and/or harassment, including, but not limited to, sexual harassment. If we are notified of any act of harassment committed by a student toward fellow students or upGrad's representative, that student will face strict consequences, which upGrad, at its sole discretion, will decide.

## **Disciplinary Procedures**

### **Disciplinary Action Regarding Alcohol and Other Drug Use**

The University has the authority to initiate disciplinary procedures that could result in the suspension or expulsion of a student from the University, loss of privileges, or any of a number of lesser sanctions for violation(s) of the Student Code. The following conduct, as it relates to alcohol and other drugs, is prohibited on the University premises or at University-sanctioned events, wherever it may occur. (The same conduct, though occurring off University premises and not at University events, may nonetheless be subject to University sanctions when it adversely affects the University, its educational mission, or its community.)

Use, possession, sale, distribution, or manufacture of, or the attempted sale, distribution, or manufacture of any drug - including alcohol - on University properties or at official University functions that is unlawful or otherwise prohibited, limited, or restricted by University policy or regulations.

## **Statement of Policy**

Golden Gate University is committed to creating a university-wide environment free of all forms of discrimination, harassment, exploitation, or intimidation. As members of an organization that holds high the principles of mutual respect, teamwork, and honest communication, each of us shares the responsibility of ensuring an atmosphere in which students, faculty, and staff are consistently treated with both consideration and respect and are protected from unlawful discrimination or harassment, including sexual harassment or assault.

This policy provides members of the University community with information about applicable federal and state standards that apply to this policy; behaviors that constitute unlawful discrimination, harassment, and sexual assault; the University's guidelines on interpersonal relationships among students, faculty, and staff; reporting and investigation procedures in the event of a complaint; and additional resources in the event of sexual assault.

University employees and students are expected to read and follow this policy in its entirety.

## Applicable Standards

In accordance with federal and state law, Golden Gate University policy prohibits discrimination or harassment based on race, color, national origin, ancestry, gender, gender identity, sexual orientation, marital status, pregnancy, childbirth, a medical condition related to pregnancy or childbirth, religion, religious creed, age, veteran's status, physical or mental disability, medical condition, or any other basis protected by law.

For the purpose of this policy, "discrimination" is any decision, act, or failure to act that interferes with or limits a person's or group's ability to participate in or benefit from the services, privileges, or activities of the University when such decision, act, or failure to act is based on the person's status as a member of a protected class.

Claims for harassment that are *not* based on an individual's membership in a protected class shall be handled under the applicable disciplinary process.

The University's policy prohibiting discrimination and harassment applies to all individuals involved in University operations, including students, faculty and staff; applicants for admission or employment; and any persons doing business with or for the University.

## Harassment

1. Harassment based on any protected characteristic is strictly prohibited. Under this policy, harassment is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of their relatives, friends or associates, and that:
  - a. Has the purpose or effect of creating an intimidating, hostile, or offensive work or educational environment
  - b. Has the purpose or effect of unreasonably interfering with an individual's work or educational performance
  - c. Or otherwise adversely affects an individual's employment or educational opportunities
2. Harassing conduct includes, but is not limited to:
  - a. Verbal conduct, such as racial, ethnic, gender-based, religious, disability-based, or epithets, derogatory jokes or comments, slurs that apply to any protected characteristic
  - b. Visual conduct, such as derogatory posters, photography, cartoons, drawings, or gestures
  - c. Misuse of property, such as using University computers, email, or web services as a mode of communicating prohibited verbal or visual messages
  - d. Unprofessional conduct, such as creating an academic or employment environment that could reasonably be perceived as intimidating, hostile, or abusive

## Sexual Harassment

Sexual harassment may be viewed as a particular type of gender-based discrimination. Prohibited forms of sexual harassment include, but are not limited to, the following kinds of behavior:





- Verbal conduct, such as sexual epithets, derogatory jokes or comments, slurs, or unwanted sexual advances.
- Visual conduct, such as derogatory or sexually-oriented posters, photography, cartoons, drawings, or gestures.
- Physical conduct, such as assault, unwanted touching, or blocking/interfering with an individual's ordinary movement or activities.
- Misuse of property, such as using University computers, email, or web services as a mode of communicating prohibited verbal or visual messages.
- Abuse of authority, such as making a submission to sexual advances a term or condition of an individual's academic advancement or employment.
- Unprofessional conduct, such as creating an academic or employment environment that could reasonably be perceived as intimidating, hostile, or abusive.

Sexual harassment may take many forms. It may be subtle and indirect or blatant and overt. It may be conduct affecting an individual of the opposite sex or conduct affecting an individual of the same sex. It may occur between peers or between individuals in a hierarchical relationship. The fact that someone did not intend to sexually harass an individual is no defense to a complaint of sexual harassment. Regardless of intent, it is the effect and characteristics of the behavior that determine whether the behavior constitutes sexual harassment.

## Sexual Misconduct

The following examples of sexual misconduct are prohibited, and include, but are not limited to:

### 1. Sexual Assault

This involves having or attempting to have sexual contact with another individual:

- a. By force or threat of force
- b. Without effective consent
- c. Or where the individual is incapacitated

### 2. Nonconsensual Sexual Contact (or attempts to commit the same)

Any intentional sexual touching, however slight, with any object, by any person (regardless of gender) upon any other person, that is without consent and/or is by force

### 3. Nonconsensual Sexual Intercourse (or attempts to commit the same)

Any sexual intercourse, with any object or body part, by any person (regardless of gender) upon any other person, that is without consent and/or is by force

### 4. Sexual Exploitation

Taking nonconsensual or abusive sexual advantage of another person for one's own advantage or benefit, or to the benefit or advantage of another person. Examples of sexual exploitation include:

- a. Causing or attempting to cause another person to become drunk, drugged, or otherwise incapacitated with the intent of engaging in sexual behavior
- b. Recording, photographing, or transmitting images of sexual activity and/or the intimate body parts (groin, genitalia, breasts, or buttocks) of another person without their consent
- c. Allowing third parties to observe sexual acts and voyeurism (spying on people who are engaging in sexual acts or who are doing other intimate activities such as undressing, showering, etc.)
- d. Exposing one's genitals in nonconsensual circumstances or inducing someone to expose their genitals
- e. Knowingly transmitting a sexually transmitted disease or virus to another person without their knowledge
- f. Sexually-based stalking and/or bullying

### 5. Domestic Violence

Violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction

### 6. Dating Violence



Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- a. The length of the relationship
  - b. The type of relationship
  - c. The frequency of interaction between the persons involved in the relationship
7. **Stalking**  
A course of physical or verbal contact directed at another individual that would cause a reasonable person to:
- a. Fear for their safety or the safety of others; or
  - b. Suffer substantial emotional distress

## Interpersonal Relationships

Golden Gate University seeks to maintain a professional educational environment. Actions of faculty members and employees that are unprofessional or appear to be unprofessional are inconsistent with the University's educational mission. It is essential that those in a position of authority not abuse nor appear to abuse the power and influence with which they are entrusted. Therefore, it is in the University's interest to provide clear direction and education with regard to interpersonal relationships among faculty, staff, and students.

Romantic and sexual relationships, including those that are consenting or appear to be consenting, between any instructional staff and a student have the potential for extremely serious consequences and must be avoided.

### 1. **Potential for Abuse of Authority and Influence**

Individuals entering into a consensual relationship must recognize the following:

- a. The reasons for entering such a relationship may be a function of a difference in authority and influence between the individuals.
- b. Where the difference in authority and influence exists, even in a seemingly consensual relationship, there are limited after-the-fact defenses against charges of sexual harassment.
- c. The individual with the greater authority and influence in the relationship may bear the burden of responsibility.

Codes of ethics for many professional associations forbid professional-client relationships, and the relationships enumerated above should be viewed in this context. In the case of instructor and student, for example, the respect and trust accorded the instructor by the student, as well as the controlling influence exercised by the instructor in giving grades, academic advice, evaluations, and recommendations for further employment greatly diminish the student's actual freedom of choice in an amorous or sexual relationship.

### 2. **Conflict of Interest**

Conflicts of interest may arise in connection with consensual romantic and/or sexual relationships between instructional staff and students, supervisors and subordinates, or between employees and students. It is a generally accepted ethical principle in our society, reflected in the University's "Employment of Relatives"

policy that individuals are precluded from evaluating the work of others with whom they have an intimate familial relationship, or from making hiring, salary or similar financial decisions concerning such persons. The same principle applies to consensual romantic and/or sexual relationships.

### 3. **Sexual Assault and Consent**

Sexual assault may be defined as the imposition of nonconsensual sexual conduct, including but not limited to sexual intercourse, oral copulation, penetration by a foreign object, or touching of the intimate parts of another.



Sexual assault is absolutely prohibited, and any member of the University community found guilty of its commission may be subject to the sanctions hereinafter described. In addition, criminal and civil penalties may be imposed by state or federal authorities.

Consent generally means positive cooperation. The person must act freely and voluntarily and have knowledge of the nature of the act involved. Consent cannot be inferred from the absence of a “no”; a clear “yes,” verbal or otherwise, is necessary. Consent to some sexual acts does not constitute consent to others, nor does past consent to a given act constitute present or future consent. Consent means “affirmative consent,” which means affirmative, conscious, and voluntary agreement to engage in sexual activity.

It is the responsibility of each person involved in a sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. A lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent.

Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know - or reasonably should know - to be incapacitated constitutes sexual misconduct.

Acquaintance rape, or date rape, is sexual intercourse undertaken by a friend or acquaintance without the consent of the other. Acquaintance rape is punishable in the same manner and to the same degree as similar conduct between strangers. Similarly, other acts of sexual assault are not affected by any acquaintanceship between the parties involved.

**Doctor of Juridical Science (SJD)**  
**Sample Dissertation Title Page**

Student First & Last Name:

Student ID:

Cohort Information:

Full Degree Name:

Date of Submission:

Dissertation Title:

Title/Subtitle of Dissertation:

Full Names of all Dissertation Committee Members:

- Committee Chair:
- Dissertation Supervisor #1:
- Dissertation Supervisor #2: