

Catalog Home

Santa Barbara Campus

20 East Victoria Street, Santa Barbara, CA 93101
T [805] 979-9860
CollegesofLaw.edu

Ventura Campus

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T [805] 765-9300
CollegesOfLaw.edu

Effective January 8, 2024 through July 31, 2024

Addendum Published January 8, 2024

About This Catalog

1.1 Student Responsibility for Catalog Contents

- A. **All students are held responsible to know, understand, and abide by the contents of the Academic Catalog and for reviewing e-mail from The Colleges of Law (the School) to be informed of amendments.**
- B. The School will communicate to students about matters covered in this Catalog and otherwise, **only** through the student's "JURIS" e-mail account, as issued upon enrollment with the domain address "@juris.collegesoflaw.edu." Each student is responsible for checking that "JURIS" e-mail account **regularly** to be aware of such communications. See Section 5.1.B.
- C. Following registration for the academic year, students will be notified by e-mail of the availability of an electronic copy of this Catalog on the Gateway (<https://My.CollegesofLaw.edu/>). A hard copy may also be obtained at the Administration Office at each campus, upon request.

1.2 Scope of Catalog

- A. The Academic Catalog is not a contract and can be changed at any time. It contains important disclosures and information for The Colleges of Law applicants and students. It describes the School's programs, course offerings, admissions requirements, enrollment expectations, federal/state requirements, academic requirements, course descriptions, financial aid and related responsibilities, student rights and responsibilities, and general policies and procedures by which the School operates in the ordinary course of activities. The Catalog is current as of its effective date; an updated version will be published annually. The School may also publish clarifications separate from the Catalog; it retains the right to, at any time, make modifications or exceptions to its course offerings, policies, procedures, and standards. Such changes will be applicable to students enrolled at the time the modification or exception is made.
- B. Unless the context clearly requires otherwise, *this Catalog*, *this document*, *the Academic Catalog*, and similar references refer to this Catalog and its amendments. In the event of conflict between provisions of this

Catalog and any other policy information issued by the School (including, but not limited to, its official website), the provisions of this document, as amended from time to time, control. Final authority to interpret all policies and documents is vested in the CEO, whose interpretations are binding on all persons.

1.3 Amendments to Catalog and Forms

- A. *The School reserves the right to amend this Catalog at any time without publishing a new Catalog.* Through such amendment, the School has the unconditional right to change, extend, or revoke any policy, program, or service. Authority to amend this Catalog is vested in the CEO, subject to the ultimate direction and control of the Board of Trustees. To be effective, all such amendments must be in writing and approved by the CEO. Amendments will be made by inclusion in a completely updated and republished version of this Catalog or by separate posting for a period of at least two weeks on the Gateway (<https://My.CollegesofLaw.edu/>.) All such amendments are deemed incorporated into this Catalog and will be effective as of the date stated in the amendment. If no effective date is stated, the amendment will be effective as of the earlier of the first day it is posted on the Gateway, or the date of the first updated version of this Catalog in which such amendments are included. No amendment concerning the cost of tuition or fees will be effective earlier than the semester/session following the semester/session in which a notification of the proposed change is posted. Except as required to comply with federal or state laws or regulations, or the rules and guidelines of the Committee of Bar Examiners or WASC Senior College and University Commission (WSCUC), no amendment concerning academic standing, disqualification, advancement, retention, probation, or graduation will be effective earlier than the semester/session following the semester/session in which a notification of the change is posted.
- B. Forms used at the School are subject to amendment without notice and at any time. Students are responsible for using updated forms as available on the Gateway (<https://My.CollegesofLaw.edu/>.)

1.4 Extraordinary Circumstances

- A. In emergency or extraordinary situations, as defined by the CEO or the Board of Trustees, and in situations that, in the Administration's opinion, are not clearly covered by this Catalog or other separately published policies, the School will respond to and resolve the situation in a fair and reasonable manner after considering the circumstances. Such resolution may conflict with provisions of this Catalog or with other separately published policies.
- B. Examples of such emergencies or other situations include, but are not limited to, damage to or inaccessibility of the School's facilities; unavailability of personnel; failure of any employee or agent of the School to follow policy; and disruptions that hinder the ability of the School to carry on customary functions or to provide customary services as scheduled.

1.5 Waiver

Should a student face an extenuating circumstance that necessitates a request for exception to certain institutional policies, the student may present a case for the desired exception by presenting a Petition for Policy Exception. Exceptions to certain policies may be granted on a discretionary basis after review by the Committee on Policy Exception, which is managed by the Office of the President. Filing a petition in no way guarantees that a policy exception will be granted.

Any such Petition shall be presented to the Committee on Policy Exception in a letter signed and dated by the student, setting forth the student's request and all relevant facts supporting the request; copies of any relevant documents (such as medical records) should be attached.

The Petition for Policy Exception may not be used to appeal a disciplinary decision, appeal a grade, or seek waiver of rules regarding advancement on probation or readmission after academic disqualification. The petition may not be used for accessibility accommodation. A student requiring accommodation under the Americans with Disabilities Act must follow the process outlined in the applicable section of this Catalog.

Any waiver or exception granted by the Committee applies only to the specific person and instance involved and is not to be deemed or construed as a waiver or exception for any other person or instance. No waiver or exception shall be effective unless evidenced in writing and signed by a liaison of the Committee on Policy Exception. The decision of the Committee is final as to any policy within its authority.

1.6 Definitions

When used in this document:

"Board" refers to the School's Board of Trustees.

"Catalog" and "this document" all refer to the Academic Catalog, including its amendments.

"CEO" refers to the President, who is the Chief Executive Officer of the School.

"CFO" refers to Chief Financial Officer of the School.

"Colleges of Law," "Colleges," "COL," "institution," or "School" all refer to The Colleges of Law, including all campuses, educational sites, and delivery methods.

"Dean" refers to the Dean, who is the Chief Academic Officer of the School.

"Exam number" or "Student ID number" refers to a unique number issued by the School to each enrolled student each academic year, for use on examinations and other course papers.

"Intersession" refers to the period of time in between semesters when no classes are being held on campus

"Juris Doctor" or "JD" refers to both onsite and hybrid programs, unless otherwise noted.

"Policies" are defined as the written regulations of the School, as found in, but not limited to, the Academic Catalog.

"President" is the title of the Chief Executive Officer of the School.

"Program" refers to a course of instruction leading to a specific educational degree, including either the JD, or MBLT.

"School official" is any administrator, faculty member, staff member, or other authorized individual of the School.

"Student" includes any person taking a course or courses from the School. Persons who are not officially enrolled for a particular semester or session, (e.g., JD Summer session, or MBLT Summer 1) but who have a continuing relationship with the School, are considered "Student(s)" under this definition.

"Regularly-enrolled student" includes any person enrolled in pursuit of an educational degree to be awarded by the School. It does not include persons enrolled in courses for any other reason, such as students or graduates of other law schools seeking to qualify for the California Bar Exam or attorneys seeking continuing legal education or credit.

Institution and Accreditation

2.1 Institutional Identity and Degrees Offered

- A. The School is incorporated in California as The Colleges of Law, a nonprofit, public benefit corporation recognized as tax-exempt by the Internal Revenue Service and California Franchise Tax Board. Its website URL is: www.CollegesofLaw.edu/; its password-protected Student Gateway ("Gateway") URL is: <https://My.CollegesofLaw.edu/>. It operates two campuses:

Santa Barbara campus

20 E. Victoria St.

Santa Barbara, CA 93101

(805) 979-9860

Ventura campus

4475 Market St.

Ventura, CA 93003

(805) 765-9300

- B. The School offers three educational degree programs, as described in this Catalog:
Juris Doctor (JD), an evening program with onsite classes, offered at both campuses

Hybrid Juris Doctor (HJD), an online program with onsite residences at the Ventura campus; and a

Master of Business, Law and Technology (MBLT) [Formerly known as Master of Arts in Law (MA Law) prior to Spring 2024] an online program.
- C. The School is an affiliate of The Community Solution Education System, a charitable, tax-exempt entity identified under IRS regulations as a Type II supporting organization because it supports its affiliates, including the School, in the advancement and achievement of their missions. The Community Solution maintains its offices at 203 N. LaSalle Drive, Ste 1900, Chicago, IL 60601; its telephone number is (312) 379-1699.

2.2 Mission and Vision Statements

A. **Mission**

The mission of The Colleges of Law is to provide access to law and law-related professions, through emphasizing opportunity, academic excellence, and community engagement. (Adopted by Board of Trustees, April 27, 2018.)

B. Vision

To be a pioneer in modernizing legal education. (Adopted by Board of Trustees, April 27, 2018.)

2.3 Accreditation and Bar Eligibility

A. Accreditation and State Authorization

The School is accredited by the Committee of Bar Examiners of the State Bar of California as a single institution with two campuses. In keeping with our mission to offer excellent yet accessible legal education, the School has neither sought, nor presently expects to obtain, accreditation from the American Bar Association.

The School is also accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100 Alameda, CA 94501, (510) 748-9001. WSCUC is a regional accrediting agency that is recognized by the U.S. Department of Education and serves higher education institutions primarily in the western United States.

B. State Authorization

For information on where The Colleges of Law is currently authorized, licensed, registered, exempt or not subject to authorization, please visit <https://www.collegesoflaw.edu/about-the-santa-barbara-ventura-colleges-of-law-2/>.

C. JD Program Information

Students who enroll in a Juris Doctor program, other than students admitted as "special students," are not required by the State Bar to sit for the First Year Law Students' Examination. JD graduates are eligible to sit for the California Bar Exam and, upon passing the exam and meeting the State Bar's other admission requirements, eligible to practice law in California. The following language is provided by the Committee of Bar Examiners of the State Bar of California:

Study at, or graduation from The Colleges of Law may not qualify a student to take the bar examination or be admitted to practice law in jurisdictions other than California. A student who intends to seek admission to practice outside of California should contact the admitting authority in that jurisdiction for information regarding its education and admission requirements.

D. MBLT Program Information

The MBLT program does not qualify graduates to sit for California's Bar Examination, nor does it satisfy requirements for admission to practice law in California. Prospective students who wish to practice law should consider the JD program after carefully reviewing the JD program information in this section. Please read the following statement, which is provided in compliance with State Bar requirements:

- E. Except as provided in rule 4.30 of the *Admissions Rules* (Legal Education in a foreign state or country), completion of a professional law degree program at this law school other than for the Juris Doctor degree does not qualify a student to take the California Bar Examination or satisfy the requirements for admission to practice law in California. It may not qualify a student to take the bar examination or to satisfy requirements for admission to the practice of law in any other jurisdiction. A student intending to seek admission to practice law should contact the admitting authority in the jurisdictions where the student intends to qualify to sit for the bar examination or to be admitted to practice for information regarding their legal education requirements.**

2.4 Governing Boards, Administration, and Faculty

A. General Provisions

The School is governed by the Board of Trustees and the Fiduciary Council, which approves strategic goals and final budgets set by the Board. The Board has delegated authority for daily operations of the School to the President/Chief Executive Officer (CEO); the Dean serves as Chief Academic Officer.

B. Board of Trustees members for the 2023-2024 Fiscal Year include:

Jana Johnston, JD (Chair)	Lauren Nicholson, JD
Farfalla Borah, JD (Vice-Chair)	Charlita Shelton, PhD
Von Deroian, JD	Julius Sokenu, EdD
Art Hernandez, BA	Casey Summar, JD
Michael Horowitz, PhD	Catharine Swysen, JD
Betty Jeppesen, JD	Lori Trofemuk, JD
Bernie Luskin, EdD	Richard Winn, EdD
Matthew Nehmer, PhD	

D. Administrative Staff includes:

Desiree Aldeis, PhD	Program Manager of Onsite JD
Alexis Burdick, MA	Director of Operations and Special Assistant to the President
Jeannette Eicks, JD	Associate Dean of Graduate and Lifelong Learning Programs
Andrea Funk, JD	Associate Dean of Hybrid and Online Learning/Professor of Law
Jennifer Gantz, MS	CFO
Jackie Gardina, JD	Dean/Chief Academic Office/Professor of Law
Oscar Herrera	Student Services Coordinator and Assistant Registrar
Jessica King	Student Services Coordinator, Hybrid JD
Jen Louie	Program Manager of Student Success and Bar Preparation
Jennifer Mackie	Student Services Manager, Ventura
Matthew Nehmer, PhD	President
Brandy Price, JD	Associate Dean of Hybrid and Online Learning/Professor of Law
Rosalie Robles	Program Manager of Hybrid and Online Programs

Shannon Stark	Senior Enrollment Manager
Shawn Taylor, MA	Associate Vice President, Admissions
April Vincent, JD	Associate Dean of Student Success and Bar Preparation/Professor of Law
Christian Winnewisser, MA	Registrar/Disabilities Coordinator

E. **Faculty members** committed to teach at The Colleges of Law can be found on the School's website [HERE](#).

1. **Full-time Faculty** (law degrees/school/graduation years)

Jackie Gardina, JD, Boston College Law School '99 (Dean)
 Jeannette Eicks, JD, Vermont Law School '96 (Associate Dean of Graduate and Lifelong Learning Programs)
 Andrea Funk, JD, UCLA '90, (Associate Dean of Hybrid and Online Learning)
 JiAe Moon, JD, Loyola School of Law '98, (Faculty)
 Brandy Price, JD, Univ. of Pennsylvania Law School '06 (Assistant Dean of Hybrid and Online Learning)
 April Vincent, JD, Whittier Law School '99 (Associate Dean of Student Success and Bar Preparation)

2. **Adjunct Faculty - Academic Advisors** (law degrees/school/graduation years)

Kata Kim, JD, The Colleges of Law, '10
 Virginia Fuentes, JD, The Colleges of Law, '14
 Nicole Rommero, JD, Drake Law School, '13

2.5 Administration Office

A. **General Provisions**

Unless the context otherwise makes clear, the term *Administration Office* denotes the Administration Office at the campus where the student is principally enrolled (onsite JD students at the campus they attend, hybrid JD students at the Ventura campus, and MBLT students at the Santa Barbara campus). Students should contact the Administration Office for information about the School's curriculum and policies, to make appointments with the Dean, to inquire about Veterans' benefits, and to attend to other matters referred to in this Catalog.

B. **Administration Office Hours During Terms (Closed on Holidays.)**

Ventura Campus: Monday, Wednesday, and Thursday 10 a.m. - 6:30 p.m.; Tuesday 10 a.m. - 5 p.m.; Friday by appointment only

Santa Barbara Campus: Monday, Tuesday, and Thursday 10 a.m. - 6:30 p.m.; Wednesday 10 a.m. - 5 p.m.; Friday by appointment only

Emergency messages cannot be relayed after 6:30 p.m. on class nights or on weekends and holidays, as the Office is closed.

Administration Office Hours Intercession at Both Campuses: By appointment only.

C. **Transcripts and Student File Reviews**

A student's request to review their student file must be made in writing to the Registrar. Hard copies of the

student's digital file will be made available to the student at the Administration Office within 45 business days. A student who believes that information in their education record is inaccurate, or misleading may submit a written request to the Registrar to amend the information. See Section 3.7 for details on file review and amendment requests. Requests for official copies of transcripts must be in writing. A charge of \$15.00 will be made for each transcript requested. Students who are not in good financial standing with The Colleges of Law will not be eligible to receive a transcript.

D. Requests for Administrative or Faculty Action

All requests for action by the Administration or Faculty must be made in writing, dated and signed by the student, and submitted to the Administration Office. Submissions must clearly state what action the student requests. Submissions must fulfill any applicable requirements set forth elsewhere in this Catalog (for example, as applicable to requests for disability accommodation, petitions for change of grade or probation, etc.). Where a form is available for the purpose sought by the student, the form should be used. Forms are found on the Gateway. Inquiries not set forth in writing will be treated as casual inquiries; students should assume that casual inquiries will not be acted upon by the School, administrative staff, or faculty.

2.6 Facilities

A. Description of Facilities

The Colleges of Law has two physical campuses where instruction for the onsite Juris Doctor degree program is held. The Santa Barbara campus consists of a single-story building of approximately 8,000 square feet, with four classrooms, a library, a student lounge, and faculty and administrative office space. The Ventura campus consists of a two-story building of approximately 20,000 square feet, with six classrooms, a library, a student lounge/common room, and faculty and administrative office space.

B. Parking Regulations

1. At the Ventura campus, the parking lot is for use by students only while attending classes or otherwise participating in campus activity. Under no circumstances is overnight parking allowed.
2. At the Santa Barbara campus, the parking lot is always restricted to staff ONLY. On-street parking and a city parking lot are available for students. The Santa Barbara campus can be reached by a variety of alternative means including bicycle, bus, shuttle, or by foot. A student intending to take Santa Barbara Metropolitan Transit District transportation to and from campus for class may submit a bus pass reimbursement request to the Administration Office.

C. Facilities Regulations

Smoking is prohibited by law in the School's buildings and within 25 feet of them. Eating in the classrooms is prohibited except by express permission during special school activities. Drinking from non-spillable containers is allowed during class sessions but is prohibited during examinations. Outside doors at the Santa Barbara campus may not be propped open.

D. Campus Visitors

Campus facilities are open for use only by enrolled students and invited guests of the School. With prior permission of the administration, an adult guest may accompany an enrolled student to a class session. However, to enhance the educational experience of all students and to promote safety, the facilities are not open to minor children and pets.

2.7 Transcripts

COL maintains a permanent record of any student who was or is enrolled in a course. The transcript may be changed only upon a showing of cause, in writing, authorized by the Academic Standards and Admissions Committee. Requests

for a change to a student's transcript must be made in accordance with Sections 10.6 (JD) and 16.3 (MBLT) of this Catalog.

Student Policies

3.1 Anti-Discrimination, Anti-Harassment, and Title IX Policy

*The text below is a summary of The Colleges of Law's Anti-Discrimination, Anti-Harassment and Title IX Policy ("Policy"). For the full Policy, please visit www.collegesoflaw.edu or click [HERE](#).

Introduction

The Colleges of Law (COL) acknowledges its ethical and statutory responsibility to afford equal treatment and equal opportunity to all persons and thus complies with all applicable laws and directives regarding nondiscrimination and equality of opportunity. As required by Title VI, Title IX, Section 504 and all other applicable federal and state laws, COL does not discriminate and prohibits discrimination and harassment against its employees, students, and applicants based on race, ethnicity, color, sex, gender, gender identity, gender expression, genetic information, religion, creed, age (40 years or older), national origin or ancestry, sexual orientation, physical or mental disability, marital or parental status, pregnancy, military or veteran status, political activities/affiliations or any other impermissible reason in its programs and activities ("Protected Category" or "Protected Categories").

COL is committed to creating and maintaining a safe learning and working environment that is free from unlawful discrimination, harassment and retaliation. The Policy prohibits discrimination, harassment, and Sexual Misconduct, which includes Sexual Harassment, and all other forms of discrimination and harassment based on membership in any Protected Category. The Policy also prohibits retaliation against anyone who exercises their rights under the Policy.

The Policy applies to all employees, students, and other COL Community Members. COL has jurisdiction to investigate conduct occurring on COL's campuses, in connection with its educational programs, activities, and services, or that puts COL Community Members at risk of serious harm or otherwise creates a hostile learning and/or working environment.

Discrimination

Discrimination is adverse action taken against or harassment of an individual based on membership in any Protected Category.

Harassment

Harassment refers to unwelcome behavior based on membership in any Protected Category. Harassment becomes impermissible where 1) enduring the offensive conduct becomes a condition for any academic-related purpose, or 2) the conduct is severe or pervasive enough to create an academic environment that a reasonable prudent person would consider intimidating, hostile, or abusive.

Sexual Harassment, as an umbrella category includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following: quid pro quo, sexual harassment, sexual assault, dating violence, domestic violence, stalking as defined in the full Policy. Sexual Harassment may fall within or outside of the Title IX definition of Sexual Harassment found in Appendix B of the full Policy.

Petty slights, annoyances, and isolated incidents will not rise to the level of violation of a COL policy or rule. To be considered a violation, the conduct must create an environment that would be intimidating, hostile, or offensive to a reasonable person.

Offensive conduct may include but is not limited to jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, or interference with academic performance.

When discriminatory harassment rises to the level of creating a hostile environment, COL may also impose sanctions on the Respondent through the application of the appropriate grievance process set forth in the Policy.

The Policy includes a prohibition of online and cyber manifestations of any of the behaviors prohibited through this policy when those behaviors occur in or have an effect on COL's education program and activities or use COL's networks, technology, or equipment.

Retaliation

COL also bars retaliation against any person who exercises their rights under the Policy, including filing a good faith report of discrimination or harassment, participating in the complaint resolution procedures relating to the same, supporting a Complainant or Respondent, or assisting in providing information relevant to an investigation.

Reporting Complaints of Discrimination, Harassment, or Retaliation

For the full Policy as well as additional resources, please visit www.collegesoflaw.edu or click [HERE](#).

A student who believes they have been subject to unlawful discrimination, harassment or retaliation on the basis of a Protected Category, whether by faculty members, employees, training supervisors, visitors or other students, should report such matters to the Office of Student Services or the Title IX Coordinator. Preparation of a written complaint may be required depending on the basis for the complaint. Complaints should include details of the incident or incidents, names of the individuals involved, names of any witnesses and any documents supporting the complaint.

Response to Complaints - Resolution Processes

When the Office of Student Services or Title IX Coordinator receives a complaint, they will take prompt and appropriate action. The process used to address the complaint will depend on the subject matter of the complaint. For complaints of Title IX Sexual Harassment, the Title IX Grievance Process, as described in Section C of the Policy will be used. For all other complaints, the General Discrimination, Harassment and Retaliation Resolution Process, as described in Section B of the Policy, will be used. In some instances, an informal resolution process may be used, if deemed appropriate. Complaints and investigations will be handled on a confidential basis, to the extent possible, with regard for the rights of Complainants and Respondents. Information about the complaint and investigation will only be released on a need-to-know basis, or as otherwise required or permitted by law.

Other Reporting Options

Students may also decide to report to law enforcement, if applicable, although they are not required to do so. Reporting of sexual assault, domestic violence, dating violence, and stalking to the police does not commit the Complainant to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate if the Complainant decides to proceed with criminal charges. Early reporting makes it more likely that the police will be able to gather needed evidence before it is lost or destroyed, and that the Complainant will receive timely notice of potentially helpful victim/witness services.

In addition, students may contact a professional counselor, domestic violence counselor or pastoral counselor, not connected to COL, either through Student Solutions, or through other agencies or resources. Information about Student Solutions and other resources are available on the COL Gateway. COL encourages community members who have experienced sexual misconduct to immediately report the incident to the local police department or another area law enforcement agency.

Supportive Measures

Complainants and Respondents may request supportive measures, including but not limited to academic support, extensions of academic deadlines, class schedule modifications, withdrawals, leaves of absence, no-contact order, student financial aid counseling and referral to counseling, medical or other healthcare services and visa and immigration assistance, which shall be provided, as deemed appropriate, in accordance with the Policy. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to COL's Education Program or Activity, including measures designed to protect the safety of all parties or COL's educational environment, and/or deter harassment, discrimination, and/or retaliation.

COL will maintain the privacy of the supportive measures, provided that privacy does not impair COL's ability to provide the supportive measures. COL will act to ensure as minimal an academic impact on the parties as possible. COL will implement measures in a way that does not unreasonably burden any party.

Emergency Removal

In certain circumstances, the Office of Student Services or Title IX Coordinator may determine that an emergency removal is appropriate. If that decision is made, the Respondent will be notified of the decision and be given the option to meet with the Office of Student Services or Title IX Coordinator prior to such emergency removal being imposed or as soon thereafter as reasonably possible to show cause why the action should not be implemented or should be modified.

Title IX Advisors

The Complainant and Respondent are entitled to have a Title IX Advisor of their choosing accompany them to any meeting or proceeding within the Title IX Formal Grievance process, if they so choose. The parties may select whoever they wish to serve as their Title IX Advisor as long as the Title IX Advisor is eligible and available. At the hearing, cross-examination is required and must be conducted by the parties' Title IX Advisors. The parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have a Title IX Advisor for a hearing, COL will appoint a trained Title IX Advisor for the limited purpose of conducting any cross-examination during the hearing. Contact the Title IX Coordinator to obtain a list of those individuals available to serve as a Title IX Advisor.

Sanctions and Remedial Action

If COL determines that the Policy was violated, sanctions may be imposed and effective remedial action will be taken. Individuals who violate the Policy will be subject to disciplinary action, up to and including removal from COL. In addition, appropriate action will be taken to deter any future unlawful discrimination, harassment or retaliation.

For students, the sanctions that may be imposed include:

- Formal written warning;
- Performance Improvement Plan (a plan intended to require reflection and remediation of behavior found to have violated this policy);
- No contact order pertaining to certain COL Community Members or physical locations;
- Probation (A written reprimand for violation of this Policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional policy, procedure, or directive within a

specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate);

- Suspension;
- Withholding of a degree;
- Referral to counseling services and/or Student Solutions for the Respondent; and/or
- Expulsion from COL.

Appeals

The parties have the right to appeal a decision made, in certain circumstances. The details of the appeals process depend on the subject matter of the complaint. For appeals resulting from a report of Title IX Sexual Harassment, the Appeals process contained within the Title IX Grievance Process, as described in Section C of the Policy, will be used. For all other appeals, the General Discrimination, Harassment and Retaliation Resolution Process, as described in Section B of the Policy, will be used.

3.2 Commitment to Diversity

Since being founded, The Colleges of Law have been committed to diversity within both the School's educational programs and the legal profession as a whole. Thus, The Colleges of Law strive to foster an environment of mutual respect and inclusion in which all individuals will be valued for who they are and what they can contribute, as participatory members of professional communities that promote cultural awareness, freedom from bias, and appreciation of diversity. Further, the School is committed to preparing professionals for law practice and other careers in a multicultural and diverse society. In keeping with this commitment, course content considers, where appropriate, issues related to individual and cultural differences so that students develop the skills that enable them to provide professional services or otherwise engage in a professional environment with individuals of diverse backgrounds. The faculty conveys attitudes respectful of individual and cultural differences.

3.3 Academic Freedom

A. Student Academic Freedom

Academic freedom includes the freedom to lawfully express opinions, raise questions, and advocate positions in matters of academic or scholarly significance, in a civil and professional manner (see also Section 3.8, Student Code of Ethics and Conduct). The Colleges of Law support academic freedom for students in academic settings, including classrooms, internship settings, and activities and events sponsored by The Colleges of Law. Students will be evaluated based upon the merits of their responses or performance and their subject matter knowledge, not on extraneous considerations such as their ethnicity, political views, religious beliefs, or other personal beliefs or attributes.

B. Faculty Academic Freedom

Academic freedom includes the freedom to lawfully express opinions, raise questions, and advocate positions in matters of academic or scholarly significance, as well as the general prerogative of an instructor to determine how to present the overall subject matter of an assigned course and the primary right to evaluate the performance of students enrolled in the course.

Academic freedom is essential to achievement of the School's mission. It is the School's policy, therefore, to encourage freedom of inquiry, discourse, teaching, research, and publication and to protect members of the faculty against influences that would restrict the exercise of these academic freedoms in areas of scholarly interest. The School subscribes to the principles of academic freedom formulated by the American Association of University Professors (AAUP) as generally summarized below¹:

1. Each faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties; research for pecuniary return, however, should be based upon an understanding with the School Administration.
2. Each faculty member is entitled to freedom in the classroom in discussing a subject but should be careful not to introduce teaching of controversial matter that has no relation to the faculty member's subject. Limitations of academic freedom because of specific aims of the institution should be clearly stated in writing at the time of the appointment.
3. Each faculty member is a citizen and a member of a learned profession. When an instructor speaks or writes as a citizen, the writing should be free from institutional censorship or discipline, but the instructor's special position in the community imposes special obligations. As a person of learning and an institutional community member, the instructor should remember that the public might judge the instructor's profession and the institution by the instructor's utterances. Hence, the instructor should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that the teacher is not an institutional spokesperson.

¹By adopting the AAUP statement regarding academic freedom, the School does not adopt or endorse AAUP interpretive statements or other policies.

3.4 Educational Objectives

The educational objectives of the School are set forth as Institution-wide Competencies, Program Learning Objectives, and Student Learning Outcomes. For each program, the Student Learning Outcomes are defined generally and in the context of each course. Program Learning Objectives and Student Learning Outcomes specific to each program are set forth in sections entitled JD-Academic Program, and MBLT-Academic Program . The Institution-wide Competencies are as follows:

Competency 1: KNOWLEDGE OF LAW

Students will acquire knowledge of fundamental legal doctrine and conceptual frameworks of American laws and regulations.

Competency 2: PRACTICAL SKILLS

Students will acquire the essential practical skills needed to handle law-related matters effectively, professionally, and within the legal rules governing the practice of law.

Competency 3: ETHICAL AND PROFESSIONAL VALUES

Students will demonstrate understanding of the legal profession's standards relating to diversity, ethics, and professionalism.

3.5 Student-Focused Learning

A. Commitment to Student-Focused Learning

The School is committed to providing an educational environment that promotes student success. To ensure an effective and high-quality legal education experience, the School systematically monitors student learning to inform future planning and to generate creative, responsive initiatives to improve its programs. Data are gathered, analyzed, and presented to the School community for review. Based on these results, the School revises its student learning assessment plan, curriculum, and approach to classroom learning. Student learning

assessment offers the School a critical opportunity to evaluate the effectiveness of its law programs and to develop innovative, student-focused learning environments. To optimize the learning environment, students are strongly encouraged to be active learners who reflect on the conditions and activities that engage their individual learning styles, and to work independently, with peers and faculty, to enhance their learning process.

B. Plan for Assessing Student-Focused Learning

The School is committed to student learning in all its endeavors. To this end, all constituencies are actively involved in developing, implementing, and refining our approach to assessing student achievement, to identifying opportunities to improve student learning, and to assessing institutional effectiveness to further our goal of providing a high-quality legal education.

The plan for Assessing Student Learning is a competency-based model that supports student development in the School's institution-wide competencies of **Knowledge of Law, Practical Skills and Ethical and Professional Values**. The plan identifies, for each program, the linkage between these goals, program learning objectives, and student learning outcomes. The plan describes the relationship between these outcomes and the courses for each program. The plan also identifies the assessment instruments, the methods for evaluating student learning within each program, and the process for evaluation of results. It will be updated annually. The Administration Office may be contacted for a copy of the Final Plan adopted by the faculty and approved by the Board of Trustees.

3.6 Family Education Rights and Privacy Act (FERPA)

- A. The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment (20 USC S. 1232g), affords students certain rights with respect to their education records. For purposes of compliance with FERPA, the School considers all students independent. Questions about FERPA and student records may be directed to the Office of the Registrar.

B. Right to Inspect and Review

A student has the right to inspect and review the student's education record within forty-five (45) business days after the School receives a written request for access. A written request identifying the record to be inspected should be submitted by the student to the Office of the Registrar. The Campus Registrar or designee will make arrangements for access and notify the student of next steps for inspecting the record. If the Office of the Registrar does not retain the record requested, the student will be advised of the correct official to whom the request should be addressed.

C. Right to Request Amendments

A student has the right to request an amendment of the education record if the student believes the record is inaccurate or misleading. To request an amendment, the student writes a formal letter to the Registrar, clearly identifying the part of the record to be changed and specifying why the record is inaccurate or misleading.

D. Right to Request a Hearing

The institution has the right to decide whether to amend a student's education record as requested by the student. If the School decides not to amend the record as requested by the student, the School will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. To request a hearing, the student submits a request in writing to the Office of the Registrar. The Campus Registrar will refer the request to the Dean, who will act as the hearing officer regarding all challenges to the accuracy of the education record and the denial of requested changes. The formal hearing will be conducted according to the following procedures:

1. The student will be permitted to present information and materials in support of the assertion that the record is inaccurate, misleading, or otherwise erroneous.
2. A representative of COL will be permitted to present information and materials that support the School's position.
3. Each party will be present during the hearing and may challenge information and materials of the other party.
4. If a student is unable to attend the hearing in person due to distance (such as students participating in online programs), the student may be offered the opportunity to participate via a phone conference or video call.
5. The hearing officer will render a decision on the matter generally within five (5) business days after the conclusion of the hearing. FERPA does not provide a process to be used to question substantive judgments which are correctly recorded. For example, the right to challenge does not allow a student to contest a grade in a course because the student believes a higher grade should have been assigned.

E. Right to Consent to Disclosures

A student has the right to consent to disclosures of personally identifiable information contained in the education record, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to School officials with legitimate educational interests. A School official is a person employed by the School in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the School has contracted (such as an attorney, auditor, collection agent, or official of the U.S. Department of Education or other federal agency); a person serving on the Board of Trustees; or a student serving on an official committee or assisting another School official in performing tasks. A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill the official's professional responsibility.

The School may disclose education records in certain other circumstances:

1. to comply with a judicial order or a lawfully issued subpoena
2. to appropriate parties in a health or safety emergency
3. to officials of another school, upon request and for purposes related to the student's enrollment, where a student seeks or intends to enroll or is already enrolled
4. in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid
5. to certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities in connection with certain state or federally supported education programs
6. to accrediting organizations to carry out their functions
7. to organizations conducting certain studies for or on behalf of COL
8. The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence may be released to the alleged victim of that crime with respect to that crime.
9. Additionally, COL must, upon written request, disclose to the alleged victim of any crime of violence or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the School against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon written request, to the next of kin of the alleged victim.

F. Right to File a Complaint

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by COL to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-5920.

G. Right to Restrict Directory Information

A student has the right to restrict the release of "directory information" except to School officials with legitimate educational interests and others as indicated above. To restrict the release of directory information, a student must complete and submit a written FERPA Restriction Form to the Registrar. Once filed, this

request becomes a permanent part of the student's record until the student instructs COL, in writing, to remove the request.

The School designates the following as public or "directory information," which may be disseminated verbally, via email, via letter, or in school publications.

1. Student name
2. Mailing address(es)
3. E-mail address(es)
4. Telephone number(s)
5. Major field of study
6. Degree sought
7. Expected date of completion of degree requirements and graduation
8. Degrees and awards received
9. Dates of attendance
10. Full- or part-time enrollment status
11. Previous educational agency or institution attended
12. Participation in officially recognized activities
13. Photograph(s)

3.7 Student Code of Ethics and Conduct

- A. This Student Code of Ethics and Conduct (Code) is applicable to all students. Each student's admission to and continued enrollment at the School is expressly conditioned upon such student's good faith adherence to the provisions, intent, and purposes of this Code.
- B. Students are subject to this Code at all times while enrolled at the School, while at campus, during class or while participating in any school activity.
- C. In accepting students for admission, the School relies implicitly upon their presumed maturity, seriousness of purpose, and preparedness to support the mission, integrity, reputation, and ethical standards of the institution from which they hope to obtain a professional degree. Students at the School are assumed to be mature adults, training for a profession whose members are held to high standards of ethical behavior. The School, as an institution of learning, requires an atmosphere at all times conducive to that purpose. Finally, students of the School are incurring sizeable financial costs and devoting a substantial amount of time and effort to acquire a professional education; they are entitled to pursue that objective without obstruction by other students. All students, at all times while subject to this Code, are expected to conduct themselves with maturity, with the highest ethical standards, and with respect for the rights of the School, its faculty and staff, and all other students.
- D. Administrative disciplinary action may be taken by the School against any student whose personal conduct raises serious questions, in the opinion of the Administration, as to such student's fitness to remain at an institution of professional legal education. Disciplinary action may be imposed for any conduct that violates the high standards of ethics and conduct expected of potential future officers of the court, interferes with the rights of other students, disrupts the intended functioning of the School, or otherwise violates any of the announced policies of the School. School policy regarding professional conduct is based on the California State Bar's Attorney Guidelines of Civility and Professionalism, found on the State Bar website at <http://www.calbar.ca.gov/Attorneys/Conduct-Discipline/Ethics/Attorney-Civility-and-Professionalism>.
- E. Examples of conduct and situations subject to disciplinary action include, but are not limited to, the following:
 1. Engaging in offensive, rude, or disruptive behavior or behavior that otherwise violates announced policy. Such behavior includes, but is not limited to, attending class under the influence of

- alcohol or drugs, engaging in loud or boisterous conversation during class, and eating food in the classrooms except as part of a class or school activity.
2. Using profanity; making obscene, vulgar, or intimidating gestures; or making threats directed at or to another person in person or by electronic or any other method or means.
 3. Engaging in academic dishonesty, including but not limited to plagiarism (use of others' words, ideas or work product without appropriate recognition or citation); unauthorized collaboration with students or others; or using, giving, or receiving unauthorized aid, equipment, or materials during an examination or for any required writing or activity for any course.
 4. Students may not submit any content that was generated, in whole or in part, by Generative Artificial Intelligence tools unless explicitly authorized to use such tools by an instructor in writing.
 5. Engaging in self-plagiarism, including reusing work that you have already submitted for a class (either the same class or a previous class), such as re-submitting an entire paper or copying or paraphrasing passages from your previous work. Self-plagiarism misleads the instructor by presenting old work as completely new and original. If you want to include any text or ideas that already have appeared in a previous paper, you must notify and seek prior permission from your instructor.
 6. Failure to stop typing or writing an examination when told to do so by the proctor, or continuing an examination answer after time has been called.
 7. Defacing, vandalizing, stealing, or removing without proper authorization any property belonging to or leased by the School, including books or other materials from a library or classroom of the School.
 8. Engaging in unlawful harassment of any person (sexual harassment is covered under Section 3.2), Harassment refers to unwelcome behavior based on membership in any Protected Category (race, ethnicity, color, sex, gender, gender identity, gender expression, genetic information, religion, creed, age (40 years or older), national origin or ancestry, sexual orientation, physical or mental disability, marital or parental status, pregnancy, military or veteran status, political activities/affiliations or any other impermissible reason).
 9. Willfully committing acts that violate city, state, or federal laws or ordinances, including but not limited to unlawful possession, use, sale or distribution of illegal drugs or narcotics.
 10. Knowingly making false or misleading statements or entries in any application for admission to the School or any other document affecting the School's records, including signing the attendance roster for a class at which the student is not present for substantially the entire class or signing such a roster on behalf of another person.
 11. Using the School's libraries, computers, wireless network or online legal research facilities or programs for any purpose other than completing School course assignments and academic support exercises, or improving computer-based legal research skills, including commercial or personal purposes. (*De minimus* personal use, such as checking personal e-mail, is not prohibited.)
- F. Disciplinary action for violating this Code may include, but is not limited to, one or more of the following:
1. Reprimand, written or verbal, which may be noted in the student's file.
 2. Cancellation of an examination, assignment or course grade, and/or denial of course credit.
 3. Probation.
 4. Suspension.
 5. Expulsion.
 6. Being reported to the Committee of Bar Examiners of the State Bar of California as part of the Moral Character Determination process.
 7. In cases of offensive, rude, or disruptive behavior, or behavior that otherwise violates announced policies, while in class, on campus, or in attendance at any School-related activity, immediate dismissal from such class or ejection from the campus or such activity by the instructor or other person(s) in charge.
- G. Notwithstanding any other provision of this Catalog (including the provisions of 3.9, Review Rights-Student Code of Ethics and Conduct):
1. Every instructor has the continuing authority to immediately dismiss from that instructor's class, for the balance of the class, any student who, in that instructor's opinion, is engaging in offensive, rude, or disruptive behavior during that class. Any student so dismissed will not receive credit for

attending that class and will be treated as having been absent from that class for all purposes of this Catalog. See Sections entitled 9. JD/HJD - Class Attendance and Master of Business, Law and Technology (MBLT).

2. Every person (or persons) in charge, in whole or in part, at any COL campus or at any College-related activity has the continuing authority to immediately eject from such campus or activity any student who, in that person's opinion, is engaging in offensive, rude, or disruptive behavior.
- H. Nothing in this section is applicable to financial or academic matters (including, without limitation, class attendance, except so far as it concerns charges that the student has improperly signed an attendance roster, signed an attendance roster on behalf of another person, or engaged in disruptive behavior by untimely arrival or departure).
- I. Conduct that involves potential violation(s) of COL's Anti-Discrimination, Anti-Harassment and Title IX Policy will be addressed in accordance with COL's obligations under Title IX and other applicable federal and state laws. For detailed information regarding the procedures for these type of complaints, please refer to COL's Anti-Discrimination, Anti-Harassment and Title IX Policy.

3.8 Student Code of Ethics and Conduct Complaint Process

Any student, faculty or administrative staff member who believes that a student has violated the Student Code of Ethics and Conduct may report that conduct to the Dean and/or the Dean's delegates, specifically the Registrar, Assistant Registrar, or the Student Services Coordinator. The anonymity of those reporting violation(s) of the Student Code of Ethics and Conduct cannot be guaranteed.

1. When appropriate, parties should attempt to resolve the issue through civil and professional discussion of the matter.
2. The Dean and/or Dean's delegates will first seek to address the matter using informal methods of resolution.
3. If the matter cannot be addressed informally, the Dean will appoint a disinterested staff or faculty member to investigate the alleged violation to make a determination about the student's conduct, and to make a recommendation to the Dean regarding the appropriate sanction outlined in 3.9(B). Should the complaint have been made to other than the Dean, the Dean may investigate the complaint.
4. The Dean's Office will directly address all written complaints and the School will maintain a record of the complaint and its resolution. The school is unable to provide complaining parties with the report or inform them about any disciplinary action against another student, staff, or faculty member.

3.9 Review Rights-Student Code of Ethics and Conduct

- A. Nothing in this section pertains to financial matters; complaints made under the Anti-Discrimination, Anti-Harassment and Title IX Policy; the assignment of a grade for which the student is entitled to pursue an appeal; or to decisions by the Academic Standards and Admissions Committee (ASAC) upon a student's petition to be allowed to continue on probation or to be readmitted, including any conditions imposed as part of such decisions. For those policies, see sections addressing Financial Information, Anti-Discrimination, Anti-Harassment and Title IX Policy, 10.6 JD Petition for Change of Grade /16.3 MBLT - Petition for Change of Grade, Academic Probation or Readmission respectively. Further, nothing in this section is applicable to the continuing authority of an instructor or other person in charge to require a student to immediately leave a class, campus, or other College-related function because of offensive, rude, or disruptive behavior, as set forth in Section 3.8, Student Code of Ethics and Conduct.

- B. After receiving the investigator's recommendation, the Dean may propose to cancel a student's examination or course grade, deny course credit, or impose administrative probation, suspension, expulsion, or similar sanction (not including any verbal or written reprimand, whether or not it was noted in the student's file) under Section 3.7 of this Catalog for disciplinary reasons based on violation of the student code of conduct (and not due to financial, academic, or other matters excluded from the scope of this section) the following will occur:
1. The student shall be given written notification by the Dean of the specific charge or charges and the intended disciplinary action. The student is presumed to have received such notification, absent a showing by the student otherwise, as of the earlier of:
 - a. The day on which such notification is hand delivered by the School to the student.
 - b. The third day of regular postal delivery following the day on which the School mailed such notification by first class, registered or certified United States mail to the last furnished mailing address provided by the student to the School.
 - c. The day on which notification is emailed to the student's COL email address.
 2. If the student wishes to appeal the Dean's decision, they must request a hearing by written notice to the Dean. The notice must be hand delivered or mailed by first class, registered, or certified United States mail to the correct address of the Administration Office of the student's principal campus within 10 calendar days after the student's actual or presumed receipt of the Dean's written notification, whichever is earlier. During the 10-day appeal period, at the Dean's discretion and after an individualized safety and risk analysis, a student may be unenrolled from classes pending submission of an appeal and resulting decision on an emergency basis.
 - a. The Dean or designee can act to remove a student partially or entirely from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Dean or designee. In all cases in which an emergency removal is imposed on a student, the student will be given notice of the action and the option to request to meet with the Dean or designee prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified. This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. There is no appeal process for emergency removal decisions. The Dean has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination. At the discretion of the Dean, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the student.
 3. If the student does not request a hearing within the time and in the manner specified in Paragraph 2, the School may proceed to impose the intended disciplinary action of which the student was notified or any lesser action or sanction. The student will have no right of further appeal within the School. In such case, the Dean will notify the student in writing of the disciplinary action taken.
 4. If the student requests a hearing in accordance with Paragraph 2 (above), the hearing will be held as soon as reasonably possible after the Dean receives the request. The hearing will be held before either an independent, qualified hearing officer or a panel of two or more disinterested members of the faculty and/or administration. The Dean will choose whether a hearing officer or members of the School faculty and/or staff will preside over the hearing and will choose the actual personnel. If the Dean chooses an independent hearing officer, the student will pay half the officer's fees and the School will pay half the fees. If the student prevails, the School will reimburse the student's share of the hearing officer's fees. This right of reimbursement for the hearing officer's fees does not apply to any other costs or expenses incurred by the student. The hearing officer or panel shall determine whether the evidence shows that the student charged with misconduct engaged in the misconduct. A "preponderance of the evidence" standard of proof shall apply.

5. At the hearing, the student will be entitled to the assistance of counsel of the student's own choosing and at their own cost. The student also will have the opportunity to call witnesses on their own behalf and to examine adverse witnesses.
6. The hearing officer or panel will provide a final decision on the matter within three weeks of the hearing, or as soon thereafter as reasonably possible. The decision must:
 - a. Approve the intended disciplinary action as set forth in the written notification given to the student pursuant to Paragraph 1 above, or
 - b. Impose a lesser sanction or disciplinary action appropriate under Section 3.8, or
 - c. Determine that no disciplinary action is warranted in the circumstances.
7. No other or additional decision, action, or remedy shall be made or imposed by the hearing officer or panel. The decision will be dated and in writing and will contain a statement of the facts found; conclusions and decision reached; and sanctions if any. This decision will be final and binding on both the School and the student. The student will have no further right of appeal within the School.
8. The effective date of disciplinary cancellation of an assignment, examination or course grade; denial of course credit; probation; or similar sanction that does not terminate or interrupt the student's right to continued enrollment at the School is:
 - a. The date of the Dean's written notification to the student of the disciplinary action intended if the sanction is imposed by the School pursuant to Paragraph 1 above, or
 - b. The date of the hearing officer's or panel's written decision if the sanction is imposed pursuant to Paragraph 4 above.
9. However, if the sanction is imposed pursuant to Paragraph 1, the Dean may select a later date, and if the sanction is imposed under Paragraph 4, the hearing officer or panel may select a later date.
10. The effective date of any expulsion, suspension, or similar sanction that does terminate or interrupt the student's right to continued enrollment at the School, whether imposed pursuant to Paragraph 1 or Paragraph 4 above, will be retroactive to the date of the Dean's written notification of charges and intended disciplinary action under Paragraph 1 above. The student will not receive credit for any examinations or courses completed on or after that date, even though she or he may have successfully completed one or more examinations or courses.

3.10 Student Complaint and Grievance Procedure

A. Purpose and Applicability

1. Nothing in this section pertains to non-academic discipline or the assignment of a grade for which the student is seeking an appeal. For those policies, see Section 3.9, Review Rights-Student Code of Ethics and Conduct and Sections on 10. JD - Grading and Grades for each program, respectively.
2. The School is committed to mutual respect and the effective resolution of student problems and complaints through an efficient and fair procedure. We seek to set an environment that encourages students, faculty, staff, and administration to work together to understand and address concerns about fair treatment using informal resolutions. When that is not possible, we are committed to a fair and reasonable resolution of issues through a formal grievance process as outlined below.
3. This procedure may be used whenever a student believes that their rights have been violated by an employee or agent of the School, by:
 - a. Violation of a duly adopted School policy, excluding a disciplinary decision or assignment of a letter grade for which the student is seeking an appeal (Section 3.9, Review Rights-Student Code of Ethics and Conduct and Sections on 10. JD - Grading and Grades/14.0 MBLT - Grading and Grades for each program, respectively).
 - b. Unethical conduct according to professional standards.
 - c. A complaint from a member of the COL community relating to discrimination, harassment, domestic violence, dating violence, stalking or retaliation concerning faculty,

staff or student(s) must be reported in accordance with the Anti-Discrimination, Anti-Harassment and Title IX Policy.

4. An action or decision is subject to grievance only if it involves a misapplication or misinterpretation of School policy, regulation, or rule, or a violation of state or federal law. This procedure may not be used to challenge policies or procedures of general applicability, including the following:
 - a. The substance of any duly adopted policy or procedure;
 - b. The substance that forms the basis for student performance evaluation or grade for a course; or
 - c. A decision regarding a student's academic status made by a duly designated administrative officer, or by the Academic Standards and Admissions Committee (ASAC).
5. This procedure may be used by students currently enrolled at the School. The person filing the grievance must be the alleged victim of unfair treatment. A grievance may not be filed on behalf of another person.
6. An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The Bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, <http://www.bppe.ca.gov>, Phone (916) 431-6924, Fax (906) 263-1897.

B. Time for Filing Grievance

1. Either a written, hard copy (or e-mailed) grievance must be received by the Dean not later than forty-five (45) calendar days after the student first became aware of the facts which gave rise to the grievance.
2. The formal resolution process must be initiated within 60 days of the decision, action, or events giving rise to the grievance. This time limit may be extended by the Dean if the student initiating the *Student Grievance Procedure* requests an extension within the 60-day period for good cause shown (e.g., an active effort at informal resolution, death in the family, etc.).

C. Process

1. Prior to invoking the formal resolution procedures described below, the student is strongly encouraged, but is not required, to make active efforts to resolve matters through professional and direct discussions with the person or persons directly involved. These efforts should take place as soon as the student first becomes aware of the act or condition that is the basis of the grievance. If unsure of how to proceed, students should enlist the assistance of another member of the School community (e.g., Assistant Dean, Associate Dean or designee) to help identify proper courses of action and/or to mediate problems if necessary.
2. Since this procedure is an institutional process, not judicial, the presence of legal counsel for any party to the grievance is not allowed. This policy is not to be used in substitution for the grade appeal or other appeal processes.
3. Step 1
To invoke the formal resolution process, the student must submit the grievance to the Dean. The grievance must:
 - a. be submitted as a dated and signed document, whether by delivery or emailed from the student's COL email account;
 - b. state how the decision or action is unfair and harmful to the student and list the School policies or state or federal laws that have been violated, if known;
 - c. name the person(s) against whom the grievance is filed;
 - d. state how the person(s) against whom the grievance is filed are responsible for the action or decision; and
 - e. state the requested remedy.
4. Step 2
Upon receipt of the written grievance, the Dean will determine whether the matter is grievable in accordance with the criteria set forth above. If the grievance has no merit, it will be dismissed by the Dean and a letter will be submitted to the student initiating the grievance stating the same. If the

grievance does have merit, the Dean will appoint an ad hoc committee of two faculty members and one student to investigate the situation by gathering additional information from appropriate members of the campus community. The Dean will designate one of the faculty members as chairperson of the ad hoc committee. The chairperson will have the right to vote. At any time during the investigation of the grievance, the Dean and ad hoc committee may make further attempts to resolve the grievance informally.

The ad hoc committee chair will send a copy of the grievance to the parties listed as having committed an alleged violation ("respondent") within 10 business days of being appointed, giving the respondent(s) 10 business days to submit to the chair a written response to the allegations with any exhibits they wish to introduce as evidence. The chair will concurrently inform the student pursuing the grievance of that student's right to, within 10 business days, submit to the chair copies of any exhibits the student wishes to introduce as evidence. The chair may extend the deadlines for submitting a response and for exchanging proposed exhibits upon a showing of good cause.

If the student who has brought the grievance has good cause to believe that a given member of the ad hoc committee is unable to be impartial, the student may request that the Dean disqualify that member. Such a disqualification shall be granted only upon the demonstration of sufficient reason. The decision by the Dean to alter or preserve the composition of the ad hoc committee is final.

5. Step 3

In performing its functions, the ad hoc committee will have the right to call any witnesses and to require the introduction of any relevant data or information. The ad hoc committee will be the final judge of what testimony or data is relevant. While the presence of an attorney is prohibited, a student may have a member of the School community present during the hearing to provide advice and support. All deliberations of the ad hoc committee are confidential.

6. Step 4

Once all fact finding, questioning, and presentations are complete, the committee will deliberate to evaluate the merits of the grievance and make findings of fact. Such deliberations are restricted to members of the committee. The committee's decision must be based solely on material presented in the grievance. A majority vote of the ad hoc committee is required to make an affirmative decision on the grievance.

Within five days of reaching a conclusion, the ad hoc committee will, via email and/or U.S. Postal Service, send its findings to the student bringing the grievance, the respondent(s), the Dean, and to the appropriate institutional individual(s) who shall implement the actions, if any, recommended by the ad hoc committee within 30 days after the committee's decision was postmarked.

D. Appeal Process

1. Step 1

Within 10 business days after the committee's decision is mailed, a student who is not satisfied with the decision of the committee may seek further review by emailing, mailing or delivering the written notice of appeal, together with the committee's written decision, to the Dean. Written notice of appeal must be signed and dated by the student and provide a brief statement of the grounds for appeal, which should contain a list of alleged errors in the decision or decision-making process and indicate what remedy is requested. Appeals emailed, mailed, or delivered more than ten business days after the committee's decision was communicated, will not be considered.

The Dean's action will be limited to a review of the basis for the committee's decision; they will render a decision based on review of the grievance record and the written notice of appeal. There is no right to a hearing or oral presentation in appeals. The Dean may delegate another administrator to act on their behalf.

2. Step 2

Within 15 calendar days of receipt of the request for review, the Dean will submit their decision in

writing to the student and to the person alleged to have caused the grievance. The written disposition shall include the reasons for the decision, and it shall direct a remedy for the aggrieved student, if any. The Dean's decision on the appeal is final and will not be subject to further review.

E. Record Keeping

The chair of the ad hoc committee will compile an official record of the proceeding that includes a copy of all correspondence with the parties, all evidence submitted to the committee, a summary of the committee's decision, and anything else considered by the committee in reaching its determination. The chair of the committee will be responsible for ensuring that a written report is prepared that addresses and resolves all material factual issues in dispute, that states a conclusion as to whether the student was subjected to misapplication or misinterpretation of School policy or state or federal law, and if so, recommends remedies as appropriate. The report and official record will be kept in the student's record; a copy of the grievance, any decision of the committee, and any decision of the Dean will be retained in accordance with retention requirements for the student's file.

F. Confidentiality

All grievance procedures and records are confidential in nature and will be treated accordingly, except to the extent disclosure is required by law or the requirements of accrediting bodies, including the State Bar of California.

G. External Complaint

A student is expected to follow the internal grievance procedures above, before complaining to an external agency. A student who utilized the internal procedure and who is not satisfied with the outcome may wish to raise the issue with the relevant state agency or accreditor.

Student Complaints to State Agencies

For a list of state agency contact information for purposes of student complaints, please visit here.

Student Complaints to Regional Accreditor

An unresolved grievance may also be directed to the WASC Senior College and University Commission (WSCUC). WSCUC requires that a complainant attempt to resolve the underlying grievance with the institution prior to filing a complaint. WSCUC's complaint procedures are for the purpose of addressing significant non-compliance with the Standards of Accreditation and WSCUC policies. Thus, WSCUC will not interpose itself as an adjudicatory or grievance-resolving body in individual matters including admission, granting or transfer of academic credit, grades, fees, student financial aid, student discipline, or collective bargaining, faculty or staff appointments, promotion, tenure, contractual rights and obligations, and dismissals or similar matters. WSCUC's staff will investigate a complaint in order to determine whether it appears that a WSCUC Standard or Policy was violated and, if such is the case, it will take appropriate action within the range of options that are available to it under WSCUC Standards and Policies. The complaint form and process can be found under "Directory" at www.wascsenior.org. Inquiries may be directed to: Western Association of Colleges and Schools, Senior College and University Commission, 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, Phone: (510) 748-9001.

3.11 Campus Security

Under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"), the School is required to annually publish an Annual Security Report which discloses specific campus crime data, campus policies and procedures related to safety, and support provided to campus community victims of violence. This Annual Security Report must be published each year by October 1 and provided to all students. The Annual Security Report is available online here: <https://www.collegesoflaw.edu/emergency-information/>. Students may also request a paper copy of the report be mailed to them by emailing their request to COLRegistrar@collegesoflaw.edu. In addition, the School

must provide a timely warning of campus crimes reported to campus security and local police agencies in a manner that is intended to prevent similar crimes from recurring and to protect the personal safety of students and employees.

3.12 Emergency Response and Evacuation

The School is committed to the safety and security of all members of its community. In times of emergency, the School will provide an appropriate campus-wide response to assure everyone's safety and to minimize losses. Information about COL emergency response and evacuation procedures can be found in the Emergency Operations Plan, which is available on the Student Gateway and provided to all entering students. The guide is intended to assist all faculty, staff, and students in responding to emergencies that may occur while they are at COL. Such emergencies can occur at any time and without warning, but their effects may be minimized if proper emergency procedures are followed. Students are encouraged to read and become familiar with the contents of the Plan before an emergency occurs.

3.13 Drug Free Environment

A. Smoke-Free Environment

Smoking is prohibited, including within 25 feet of building entrances, exits, windows that open, and ventilation intakes. This smoke-free policy includes cigarettes and electronic cigarettes, and it covers all areas owned or operated by the School. If a local law or ordinance provides greater protection for the rights of non-smokers, it shall apply.

B. Drug-Free Environment

1. In compliance with the Drug Free Schools and Communities Act (DFSCA) of 1986 as amended in 1989, COL explicitly prohibits the unlawful possession, use, or distribution of illicit drugs by students or employees on School premises or as part of any of its activities. In addition, the School prohibits the misuse of legal drugs including alcohol.
2. **Legal Sanctions Under Federal and State Law**
Federal penalties and sanctions for illegal possession of a controlled substance are as set forth below.
 - a. first conviction: up to one-year imprisonment or a fine of at least \$1,000;
 - b. after one prior drug conviction: at least 15 days in prison, not to exceed two years, and a fine of at least \$2,500 but not more than \$250,000, or both;
 - c. after two or more prior drug convictions: at least 90 days in prison, not to exceed three years, and a fine of at least \$5,000;
 - d. special sentencing provisions for possession of crack cocaine: mandatory sentencing of at least five years in prison, not to exceed 20 years, and a fine of up to \$250,000, or both, if the first conviction and amount of crack possessed exceeds five grams, the second crack conviction and the amount of crack possessed exceeds three grams, the third or subsequent crack conviction and the amount of crack possessed exceeds one gram;
 - e. forfeiture of personal property used to possess or to facilitate possession of a controlled substance, if that offense is punishable by more than a one-year imprisonment;
 - f. forfeiture of vehicles, boats, aircraft, and any other conveyance used to transport or conceal a controlled substance;
 - g. civil penalty of up to \$10,000;
 - h. denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, for up to one year for first offense or up to five years for second and subsequent offenses;
 - i. ineligibility to receive or purchase a firearm;
 - j. revocation of certain federal licenses and benefits, (for example, pilot licenses, public housing tenancy, etc.) as vested within the authorities of individual federal agencies; and

- k. any person convicted of drug trafficking occurring within 1,000 feet of an academic institution is subject to prison terms and fines twice as high as listed above with a mandatory prison sentence of one year for each offense.

This list has been included for reference purposes only. The most current information can be found on the website of the U.S. Drug Enforcement Administration.

C. Institutional Policy on Alcohol

Beverage alcohol may be served to and consumed by persons of legal drinking age on School premises or internships sites only in conjunction with a specifically authorized function of the School administration. Individuals consuming alcohol should do so in a responsible manner.

D. General State Laws of Alcohol Possession and Consumption

Individuals younger than 21 years old may not purchase, accept as a gift, or possess alcoholic beverages on any street or highway or other public place. Consumption by minors is expressly prohibited. Licensees to sell alcoholic beverages are prohibited from selling, giving, or delivering alcoholic beverages to anyone under 21 years of age. It is unlawful for anyone of legal age to purchase or obtain alcoholic beverages and then sell, give, or deliver them to a minor.

E. Health Risks Associated with Use of Illicit Drugs, the Misuse of Legal Drugs, and Alcohol Abuse

There are health risks associated with the use of illicit drugs and abuse of legal drugs and alcohol including impaired functioning of the following major organs: liver, kidneys, brain, and other aspects of the central nervous system including impaired immune functioning and impaired lung and pulmonary functioning. The effects are both immediate and long-term. Immediate effects include impaired judgment, impaired attention span, and impaired gross and fine motor control. Long-term effects include the risk of premature death. The use of needles to inject drugs into the blood stream engenders the risk of contracting HIV or hepatitis. These health risks may affect one's daily life activities, as well as familial, social, and working relationships. Drug and alcohol abuse causes physical and emotional dependence, in which users may develop a craving for a particular substance. Thus, their bodies may respond to the presence of such substances in ways that lead to increased drug and alcohol use.

Certain drugs, such as opiates, barbiturates, alcohol, and nicotine create physical dependence. With prolonged use, these drugs become part of the body chemistry. When a regular user stops taking the drug, the body experiences the physiological trauma known as withdrawal.

Psychological dependence occurs when taking drugs becomes the center of the user's life. Drugs have an effect on the mind and body for weeks or even months after drug use has stopped. Drugs and alcohol can interfere with memory, sensation, and perception. They distort experiences and cause loss of self-control that can lead users to harm others as well as themselves.

F. Counseling, Treatment, or Rehabilitation Programs

Any student who fails to abide by the terms of the Alcohol and Drug-Free provisions may be required to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency. Specific programs of counseling or rehabilitation are available within the Santa Barbara and Ventura communities.

G. Substance Abuse Resources

Student Solutions: COL is proud to partner with ComPsych to offer Student Solutions, a free, confidential, around-the-clock counseling service.

855-460-6668

www.guidanceresources.com

Web Identifier: COLLEGESOFLAW

The Other Bar, a California Non-Profit Corporation

Toll free confidential hotline: 800-222-0767

Employee Assistance Program (EAP): COL employees also receive counseling services through the EAP, which is available 24 hours a day, 7 days a week.

800-272-7255

<https://www.guidanceresources.com>

Your company web ID: COM589

H. Sanctions to Be Imposed on Students Who Violate Regulations and Policies

As a condition of matriculation to COL, students agree to abide by the terms of these regulations and policies and agree to notify COL of any criminal drug statute conviction for a violation occurring on campus no later than five (5) business days after such conviction. COL will take appropriate action (consistent with local, state, and federal law) against a student who violates the standards of conduct contained herein, pursuant to the Student Code of Ethics and Conduct, up to and including dismissal from the institution and referral for prosecution.

I. Distribution

This policy is distributed annually to all students and employees pursuant to Public Law 101-226 (The Drug-Free Schools and Communities Act Amendment of 1989). COL will regularly review the terms of this policy to:

1. Determine its effectiveness;
2. Implement changes, as needed, and
3. Ensure that sanctions are consistently reinforced.

3.14 Accommodation for Students with Disabilities

- A. It is the School's policy to provide reasonable accommodations for students with disabilities including, but not limited to, learning disabilities and physical impairments. Students whose disabilities may require some type of accommodation, including exam-testing accommodation, are encouraged to discuss these with the Registrar as early as possible.
- B. It is acceptable for a School to require documentation of disabilities when the individual with the disability puts the disability at issue. Proper documentation must be submitted on the School's form or in some cases for JD students, on forms provided by the State Bar. When medical/physical disabilities are at issue, a physician's statement will usually be sufficient, so long as that statement describes both the disability and the limitations that the disability poses for the student. For students with learning disabilities, the following is ordinarily considered reasonable for required documentation:
1. The documentation must be prepared by a professional, such as a licensed physician, learning disability specialist, or psychologist, who is qualified to diagnose a learning disability.
 2. The documentation must describe the testing procedures followed, the instruments used to assess the disability, the test results, and an interpretation of the test results. If the disability requires additional time for taking examinations, it must state the specific amount of time needed.
 3. The documentation must reflect the individual's present achievement level, be as comprehensive as possible, and be dated no more than three years prior to the student's request for accommodation, unless, in the opinion of the Dean, extenuating circumstances justify reliance on older documentation. For JD students, it must adequately measure cognitive abilities using the tests required by the Committee of Bar Examiners (CBE) of the State Bar of California under its current guidelines for applicants seeking accommodation on the California State Bar Examination. The achievement test should sample reading, math, and writing.

4. The documentation must include test results for at least the following characteristics: intelligence, vocabulary, reading rate, reading comprehension, spelling, mathematical comprehension, memory, and processing skills. The diagnosis should conform to federal and state guidelines, including, for JD students, those issued by the CBE of the State Bar of California.
- C. At the Dean's discretion, documentation different from or in addition to that described above may be required, including documentation more current than that described in item 3 above. Documentation from one or more additional physicians or other professionals may be required. All statements, opinions, and recommendations of physicians and other professionals, while accorded great weight by the School, will be considered advisory only; they are for use by the School in working with the student to develop appropriate accommodations and are not, per se, binding upon the School.
 - D. A student seeking accommodations must file a petition with the School detailing the exact nature of the disability and the accommodation sought along with documentation from appropriate professional(s) confirming the existence of the disability, explaining the exact accommodation needed and supporting the need for the accommodation sought. Upon receiving the student's accommodations request, the Disabilities Coordinator will meet with the student to discuss the request. After reviewing the student petition, the School will grant or deny the request for accommodation. COL reserves the right to select the specific aids and services it provides, as long as it deems they will be effective for the student and do not fundamentally alter the program or academic standards. Such aids and services are determined on a case-by-case basis in consultation with the student who has identified the need for accommodation.
 - E. In some circumstances, a student may be required to file updated documentation to show the need for continued accommodations.
 - F. JD students receiving accommodations should contact the State Bar regarding accommodations on the FYLSX and General Bar Examination, as the State Bar will determine what accommodations the student is entitled to, independent of any decision by the School. Our understanding is that the State Bar generally postpones decisions about accommodations for learning disabilities until close to the examination, but JD students with disabilities should check with the State Bar on these issues and should be aware that the State Bar may offer more limited accommodations on exams than provided by the School.
 - G. Since students receiving testing accommodations will be taking examinations in a format different from that of other students, it will be necessary for those students to take their exams at other than the regularly scheduled time. In addition, if a student's accommodations require a private room, any such student may be asked to either leave their personal belongings (purse, backpack, etc.) with Administration Office staff or to submit their belongings for inspection before the start of the exam.

3.15 Reproduction of Copyrighted Materials

The photocopying or reproduction by other means of copyrighted materials is a right granted under the federal Copyright Act that defines the rights of a copyright holder and how they may be enforced against an infringer. The unauthorized reproduction and distribution of copyrighted material is strictly prohibited. Students identified as having violated this policy may be subject to disciplinary action, up to and including but not limited to expulsion from the institution, or legal action as appropriate, or both.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file sharing context, downloading, or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per

work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at (www.copyright.gov).

All The Colleges of Law students are subject to the restrictions imposed by the Copyright Act. The copyright law applies to all forms of photocopying, whether it is undertaken at a commercial copying center or at the School's copying machines. Students must exercise prudent judgment when reproducing the works of others so as to not violate the copyright law. Any concern about a student's reproduction of materials should be brought to the attention of the School's dean or executive director.

3.16 Photography and Other Recording

The School may, in its discretion, use photography, videography, or other recording of students in the classroom, on campus or at School activities for educational or promotional purposes.

3.17 Use of Electronic Devices

During exams, students may not use cell phones or other electronic devices, except for ExamSoft-protected laptop computers. Students are reminded that the courteous classroom use of pagers and cell phones means they must be turned off or set to vibrating mode only and must not interfere with or interrupt classroom lecture and discussion. Use of laptop computers during class is limited to note taking and other activities directly related to class work.

3.18 Preferred Name Policy

It is the policy of The Colleges of Law that any student may choose to identify themselves within the COL community with a preferred first and/or middle name that differs from their legal name. The preferred name will appear instead of the person's legal name in the Student Information Systems and on documents, as more specifically described below, except where the use of the legal name is required by law or other applicable policies. This policy allows students to change their names in the Student Information System without requiring a legal name change.

Definitions:

Legal name: A student's name as it appears on a legal or government issued document such as a birth certificate, social security card, court order, passport, etc.

Preferred name: A name commonly used that differs from an individual's legal first name.

A student's preferred name will be used for class rosters, on student identification cards and in student email. A student's preferred name may also be disclosed as directory information unless the student declines to permit such disclosure. For further information on disclosure of directory information, please refer to the COL Academic Catalog Section 3.7: [http://santabarbaralaw.catalog.acalog.com/content.php?catoid=66&navoid=4157#3.7-family-education-rights-and-privacy-act-\(ferpa\)](http://santabarbaralaw.catalog.acalog.com/content.php?catoid=66&navoid=4157#3.7-family-education-rights-and-privacy-act-(ferpa)). All official documents, including but not limited to transcripts, diplomas, payroll records, and financial aid documents, will include a student's legal name.

To request the use of a preferred name, please access the Student Portal via the Gateway at <http://my.collegesoflaw.edu>, then click on My Records, then Change Student Contact Information. Please allow three business days for processing.

Generally, students can use any preferred name, but COL reserves the right to deny or remove, with or without notice, a preferred name if it is used for inappropriate purposes, including but not limited to, misrepresentation, avoiding legal obligation, offensive or derogatory language, or to perpetrate fraud. A preferred name must consist of alphabetical characters, hyphens, and spaces.

Note that using a preferred name is not the same as legally changing a name through the court system.

3.19 Electronic Communications Guidelines

Electronic Communication Etiquette

Learning and working online means that communication often lacks the benefit of visual support of body language and tone of voice. This can easily lead to misunderstandings or unintentional offense. Reviewing what is written in an email, text, or posted in a discussion forum will serve to better support a student's successful online participation.

A student is advised to observe the below guidelines when participating in an online course or communicating virtually with others. Encouraging professional behavior is an institutional learning goal, and all students are expected to behave as professionals in all aspects of communication.

- Be respectful, professional, and careful about what is said and how it is said.
- Be aware of the image being projected online. Use clear writing and good form.
- As message recipients cannot read non-verbal cues such as facial expressions or easily interpret the tone of written communication, words and manners of expression must clearly indicate the intended meaning. This is particularly important when using humor (e.g. sarcasm may not be apparent in words alone).
- Respect the time of others. Keep communication short, to the point, and on topic.
- With disagreeing, be polite and gracious.
- On message boards or in discussion forums, use the subject line appropriately, employing meaningful and succinct labels so that recipients may immediately grasp the topic being advanced.
- When someone else errs and/or does not follow proper protocol, consider whether it is necessary to provide correction. If correction is in order, be polite and, if discretion is advised, address the issue privately rather than in a public way.
- Avoid using ALL CAPS, especially when disagreeing. This is perceived as shouting and considered rude.
- Comply with all copyright laws.
- Be mindful of compatibility concerns. Be sure that files uploaded to online platforms can be viewed by others.
- Be aware of issues that might arise due to cultural and languages differences.
- Do not violate the privacy of others. Do not send commercial advertisements or SPAM to other students, faculty members, or staff.

3.20 Audio and Visual Recording Limitations Policy

Except as provided under the ADA accommodations policy, students are prohibited from recording class lectures or presentations without the professor's express knowledge and written consent. To obtain written permission, a student must use the Audio or Video Recording Permission form available on the Gateway and submit the completed form with the professor's signature to the Program Manager, Student Services Coordinator, or Registrar at their home campus.

Once permission is obtained, the professor should announce that the class is being recorded. Students who obtain permission to record a classroom lecture may only use the recording for the student's own education and the education of the students enrolled in the class for which permission to record was granted. Any recordings must not be made available to anyone outside of the students enrolled in the class, including posting online or through other media without the professor's express written consent. Further, such recordings may only be used during the period when the course is being offered and will be destroyed after the student no longer needs the recording for their academic work. Students are not permitted to copy, file-share, sell, distribute, or post such recordings online.

Outside of class lectures, students are prohibited from making a video recording, audio recording, taking photographs, or streaming audio/video of any person on campus, including in the classroom during breaks, without that person's express knowledge and consent.

Only students with ADA accommodations or a curriculum conflict are permitted to receive hybrid JD program residency recordings.

A student who fails to comply with this process and requirements will be subject to disciplinary action pursuant to the Student Code of Conduct.

3.21 Student Location Policy

The Colleges of Law requires all students to provide the address where they will be located while enrolled at the institution and actively attending classes. Each student is required to provide this address information in their enrollment application. Post Office Boxes will not be accepted. This address will be maintained as the "Student Location" and will be used by COL to send official correspondence and ensure regulatory compliance. Each student is responsible for keeping their Student Location current and for notifying the COL Registrar's Office of any address change.

A student who is considering relocating, or has relocated to another state, territory, or outside of the United States during their program, whether relocation is permanent or temporary, must contact the COL Registrar's Office within 14 calendar days to process a change to their Student Location.

To initiate a change in a Student Location, access the Gateway under "My Contact Information." The request will then be sent to the Registrar's Office to update the Student Location. Additionally, students may contact the Registrar's Office for more information regarding their options to update their Student Location.

3.22 Financial Aid Code of Conduct

The following Code of Conduct was last updated by a vote from NASFAA's Board of Directors in November 2020, and published in January 2021. Subject to enforcement procedures that went into effect July 1, 2015, NASFAA institutional members of NASFAA will ensure that:

1. No action will be taken by financial aid staff that is for their personal benefit or could be perceived to be a conflict of interest.

- a. Employees within the financial aid office will not award aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person, to avoid the appearance of a conflict of interest.
- b. If a preferred lender list is provided, it will be compiled without prejudice and for the sole benefit of the students attending the institution. The information included about lenders and loan terms will be transparent, complete, and accurate. The complete process through which preferred lenders are selected will be fully and publicly disclosed. Borrowers will not be auto-assigned to any particular lender.

- c. A borrower's choice of a lender will not be denied, impeded, or unnecessarily delayed by the institution, even if that lender is not included on the institution's preferred lender list.
 - d. No amount of cash, gift, or benefit in excess of a de minimis amount shall be accepted by a financial aid staff member from any financial aid applicant (or their family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).
2. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
3. Institutional financial aid offers and/or other institutionally provided materials shall include the following:
 - Breakdown of estimated individual Cost of Attendance components, including which are direct (billed by the institution) costs vs. indirect (not billed by the institution) costs
 - Clear identification and proper grouping of each type of aid offered indicating whether the aid is a grant/scholarship, loan, or work program
 - Estimated net price
 - Standard terminology and definitions, using NASFAA's glossary of terms
 - Renewal requirements for each aid type being offered as well as next steps and financial aid office contact information
4. All required consumer information is displayed in a prominent location on the institutional web site(s) and in any printed materials, easily identified and found, and labeled as "Consumer Information."
5. Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.

Academic Calendar

4.1 Juris Doctor Program Delivery/Length

The Juris Doctor degree program is an onsite program that is comprised of a Fall and Spring semester (14 weeks/1 day each, including exams) and a 10-week summer session. Some online elective courses may be eight weeks.

The Hybrid Juris Doctor program is a blend of online and onsite learning that is comprised of a Fall, Spring and Summer semester (14 weeks/1 day each, including exams). Some online elective courses may be eight weeks. Students in the Hybrid JD Program are required to attend onsite, weekend residencies that occur four times per semester.

4.2 Master of Business, Law and Technology Program Delivery/Length

The Master of Business, Law and Technology program is delivered online and is comprised of a Fall, Spring and Summer semester, each of which has two, 8-week terms (e.g., Fall I and Fall II).

4.3 Calendars and Attendance

- A. Students are cautioned not to make discretionary plans that might prevent them from attending class, required residencies, or completing course assignments during academic terms. Attendance is not excused any reason; however compelling or unavoidable circumstances will be considered should the student exceed total absences per COL's attendance policy.
- B. Before starting their first semester, students in the JD and HJD Programs are required to attend the Orientation and Legal Boot Camp scheduled before classes begin. In extraordinary circumstances, a student may file a written petition with the Dean for permission to miss some or all of the Orientation/Legal Boot Camp program. The Dean will make a final decision about whether to grant the petition, and it shall be granted only for good cause shown. A student may be administratively withdrawn from their program should an absence petition not be granted by the Dean.
- C. The School reserves the right to change calendar dates beyond the current academic year.
- D. For onsite courses: during the Fall and Spring semesters, holiday make-up classes generally are held the same week, generally on the night when classes do not regularly meet (Tuesday in Ventura; Wednesday in Santa Barbara) except when class schedules require otherwise but may be held on Saturdays or weeknights. Summer holiday make-ups may be held on Saturdays or weeknights. Dates will be announced in course syllabi as circumstances allow.
- E. The Academic Calendars for the JD Program, the Hybrid JD Program and the Master of Business, Law and Technology are found on the Gateway at <https://my.CollegesofLaw.edu>

Student Services and Activities

5.1 Student I.D. and E-Mail

- A. **Student I.D. Cards**
An ID card is issued to each student shortly after initial enrollment and registration for each academic year. For JD students only, the card includes the student's exam number; this number should not be disclosed to faculty or other students. (*See 11.1.A., Anonymous Grading.*)
- B. **JURIS E-Mail**
Each new student is issued an institutional e-mail account (domain address "@juris.collegesoflaw.edu") shortly after making a Tuition Deposit. The School will send important e-mail communications **only** through this JURIS address; personal e-mail addresses will not be used. **Each student is responsible for checking the JURIS e-mail account regularly to be aware of such communications; COL recommends that students set up automatic forwarding of their JURIS e-mail to any frequently-checked personal e-mail account.** The JURIS address is not subject to change on student request. Students may use the JURIS e-mail "pick list" to locate e-mail addresses for fellow students, faculty, and staff. A JURIS e-mail account is closed and access is no longer provided upon withdrawal or other cancellation of enrollment. **A student who graduates from a The Community Solution Education System affiliate is granted lifetime access to**

email.

C. Multi-factor Authentication

Multi-factor authentication (MFA) is enabled for all accounts, (MFA) adds a layer of protection to the sign-in process. When accessing accounts or apps, users will be required to provide additional identity verification through their phone or other approved device.

5.2 Digital Information Resources

Credentials for access to digital information resources are distributed within several weeks of the start of a student's first term. Access to all electronic systems, including Office 365 features and licensing for the Office Suite, is removed after graduation or other discontinuation of enrollment. Students will be notified that they will lose access to any files in One Drive upon graduation and will be given a 30-day grace period to back up any necessary files. By request, Information Technology can recover files up to 60 days after this grace period. Files will then become unrecoverable.

A. Academic Support/Bar Review resources (JD only) - available approximately Week 4 of the student's first term

Resources for academic support and bar review are provided to JD students through BARBRI, a commercial bar review provider. These include study outlines, online resources such as videos and drills, and a full Bar Review course for graduates prior to sitting for the California Bar Examination (see Section 5.8 for further information).

B. ExamSoft (JD) - available approximately Week 3 of the student's first term

This software allows a student to take secure examinations on a personal laptop, by blocking access to the student's hard drive during the exam.

C. Zoom (JD/MBLT) - available after processing of tuition deposit

Use this software to attend virtual class sessions, share your desktop with fellow students or faculty members for academic purposes, or meet remotely with your study group using your own webcam.

D. Microsoft 365/Microsoft Suite (JD/MBLT) - available after processing of tuition deposit

When a new student is issued a COL institutional e-mail address through Microsoft 365, the student's account also includes access to the Microsoft Suite of applications, including Word, Excel, and PowerPoint.

E. OnLaw (CEB Publications) (JD/MBLT) - available after processing of tuition deposit

Students may access OnLaw's publications of the State Bar's legal publishing arm, Continuing Education of the Bar (CEB), through the Student Gateway.

F. Student Gateway (JD/MBLT) - available after processing of tuition deposit

On the password-protected Student Gateway (<https://My.CollegesofLaw.edu/>), enrolled students can find a wide variety of helpful materials, including administrative forms, prior exams (School and California Bar Exam), and other resources.

G. Learning Management Systems (JD/MBLT)

Most course materials are available through the Canvas LMS.

H. Westlaw (JD/MBLT) - available prior to start of first term of enrollment

All students have online access to the Westlaw legal research service during certain hours. Access is currently available 180 hours per student per month for Westlaw Next.

I. Wireless Network (JD/MBLT) - available approximately Week 2 of the student's first term

Each campus has a wireless network that allows students with wireless-enabled devices to access Canvas,

Westlaw, the Internet, and library printers from anywhere on campus. Unless specifically directed to do so by their instructor, students are not authorized to access the wireless network during class. Instructions for using the network are found in each classroom and in the law library.

5.3 Law Libraries (On Site)

A. Library Collections

At each campus, a law library serves the needs of local students, faculty, and staff. The library includes hard copy books and practice manuals. Books housed in classrooms are also part of the library collection.

Library materials are non-circulating and may not be removed from their location (library or classroom where housed) except by permission of the Dean.

The libraries provide convenient access to legal materials for onsite and local online students in research-intensive courses and may also be used for studying and completing course-related assignments. Additional resources are available at the county law libraries throughout California, including in Santa Barbara and Ventura, at 1100 Anacapa Street, 2nd Floor and 800 S. Victoria Avenue, respectively; all are open to the public, including students of the School.

B. Law Library Hours (Closed on holidays and weekends between terms; subject to change during term.)

Current library hours are posted at each campus and/or the Student Gateway.

A. Library Rules

Copies of the library rules are available at each campus library. The School's libraries, printers, and online legal research services are to be used strictly for completing coursework at the School, improving legal research skills, and other academic purposes. Commercial or non-academic personal use of the libraries, printers, or online legal research facilities, services, or programs by or on behalf of any student or any other person is prohibited and is a violation of School policies. The School reserves the right to change or discontinue resources, online facilities, hours, and services at any time.

5.4 Counseling (Academic and Personal)

A. Academic Counseling

1. Academic Support

- a. Faculty members are ordinarily available by appointment to discuss course topics, examinations, and grades. Students are encouraged to review their examination papers and to confer with their professors regarding their exam performance as soon as possible after exams.
- b. For JD students, the Academic Advisor provides academic support through workshops and individual counseling during the Fall, Spring and Summer semesters. Students in academic difficulty may be required to attend workshops or meet with a faculty member or Academic Advisor as a condition of probation or readmission. The Academic Standards and Admissions Committee may consider a student's level of participation in the Academic Support Program in deciding upon petitions for probation or readmission. Students wishing to receive individual counseling should contact the Academic Advisor through the Academic Support course page on Canvas or via email. Workshop schedules and counseling appointment opportunities will be posted or otherwise communicated.
- c. In addition to the Academic Advisors, JD students may access student mentors to provide support and academic counseling.

- d. MBLT students may seek academic counseling and support by e-mail or telephone call to their instructors or the Associate Dean of the Program and/or the Dean.
- 2. Program Counseling

The Office of the Registrar provides counseling for matters such as course selection and graduation planning.

B. Personal Counseling/Student Assistance Program

Students may contact ComPsych, a third-party provider, for confidential counseling about behavioral and emotional health, family, or other personal matters (24 hours a day, seven days a week) via a toll-free phone line (866-519-7419) — or through the website at www.guidanceresources.com. To register online, click on "first-time user", use the web ID "COLLEGESOFLOW", and choose your own user name. A master's level clinician will perform an issues assessment and the student will be directed to appropriate resources for further assistance. ComPsych also provides referrals to free or low-cost legal and financial services. These communications will not be shared with staff or faculty at the School except as required by law.

5.5 Resources for Students with Disabilities

Students with disabilities should contact the Registrar as soon as possible **after enrollment or when the disability is diagnosed** to arrange for physical access accommodations, examination conditions, and other services. (See Section 3.14, Accommodation for Students with Disabilities.) Students are encouraged not to wait until they experience academic difficulties.

5.6 Other Resources

A. Extracurricular Seminars

The School occasionally holds seminars to inform students on a variety of extracurricular topics, such as the range of opportunities in the legal profession and job-seeking strategies. These seminars are free of charge and, whenever possible, will be recorded and placed on the appropriate Student Gateway for viewing by those unable to attend in person.

B. Study and Lounge Spaces

The School encourages students to form informal groups for continued study and discussion outside the structured programs of the School. Online students are welcome to use space on campus or Zoom video conferencing for collaborative study and discussions. Quiet space for individual and group study is available on each campus during the day and on weekends when the library is open. Each campus has a student lounge and vending equipment.

C. Lost and Found

Found items should be brought to the Administration Office where owners may reclaim them. Any item not picked up within 30 days will be donated to a charitable organization or discarded.

5.7 Student Organizations

A. School-sponsored and supported organization: Student Bar Association

Students in all COL programs are automatically members of the Student Bar Association ("SBA"). The association participates in orientation for new students and the annual presentation of academic awards and sponsors a variety of activities, including social events and peer mentoring projects.

- B. **Student-sponsored and initiated organizations:** Student leadership and participation drive the activities of these organizations and determine whether an organization exists at a particular campus at any given time. Current organizations include senates of the international law fraternity Delta Theta Phi and a chapter of the National Latino Law Student Association. Students interested in participating in these or other student-initiated organizations should contact the Student Services Office.

5.8 JD/HJD BARBRI Study Materials/Bar Support

The School currently contracts with BARBRI, a commercial bar review provider, to provide law study materials. Access to certain BARBRI study materials, including study outlines and online resources, will be provided to each student in the JD Program during their Fall semester and in the second full semester in the HJD Program, following a sign-up period during which the student will be expected to provide contact information to BARBRI. Thereafter, from time to time a student will be given access to additional BARBRI materials appropriate for the student's curriculum. Instructors may assign students to read or otherwise engage with BARBRI materials as part of coursework at the School. Contact information for a BARBRI representative may be obtained from the Administration Office. The School reserves the right to change its bar support services, including the use of a commercial provider. At the School's discretion, the School will pay for such bar support services, including a review course specific to the California Bar Examination, but only if the student actively participates in the School's bar review program within two administrations of the Bar Examination following the student's graduation.

5.9 Other Services

A. **Books and Supplies**

The School does not sell books or study aids but students may consult the Administration Office for assistance in finding required books and optional study materials online through legal or other bookstores.

B. **Employment Assistance**

The School does not provide job placement services. However, students often find employment through less formal means. Announcements of job opportunities are emailed to students and posted on the School's bulletin boards and Faculty and staff members provide an informal referral network. JD students also learn of job openings through the School's Legal Internship program, or as a result of student membership in the local bar associations.

C. **Housing**

The School is a non-residential institution; it has no dormitories and does not assist students with finding housing. Both campuses are in metropolitan areas with housing available within easy commuting distance.

D. **Academic Achievement Awards**

These awards are given to recognize academic achievement during the preceding academic year for students in the JD and HJD Programs. Students who have completed at least one full academic year are eligible for awards.

Enrollment

- 6.1 Admission Standards
- 6.2 Adding and Dropping Courses
- 6.9 Satisfactory Academic Progress (SAP): JD Programs

- 6.3 Required Continuous Enrollment and Registration
- 6.4 Leave of Absence: MBLT Program Only
- 6.4a Standard Period of Non-Enrollment
- 6.5 Withdrawal: JD Program
- 6.6 Re-entry/Readmission After Withdrawal: JD Program
- 6.7 Withdrawal: MBLT Program
- 6.8 Re-entry/Readmission After Withdrawal: MBLT Program
- 6.10 Satisfactory Academic Progress (SAP): MBLT Program
- 6.11 Transfer Credit Policy
- 6.12 Enrollment Status
- 6.13 Military Withdrawal and Readmission Policy
- 6.14 Military Tuition Assistance
- 6.15 Covered Individuals (Chapter 31 or 33 GI Bill® benefits)
- 6.16 Short Term Absence Due to Military Obligations
- 6.17 GI Bill® Trademark

6.1 Admission Standards

All applicants to COL programs must submit an application and the designated application fee before an application for admission will be considered reviewable. In addition, official transcripts are required. An official transcript is defined as one sent directly from the issuing institution in a sealed envelope, printed on official transcript paper bearing the signature of the School's Registrar, or conveyed by secure link or transmitted via email as a secure electronic document by the issuing school or third-party vendor authorized to provide official transcripts. For applicants with transcripts from an international degree-granting institution, official credentials must be evaluated by a credential evaluation service recognized by the US Department of Education. Any NACES-approved agency can perform credential evaluations. Final, official transcripts (or credentials evaluations), if still outstanding, must be submitted within 45 days of the first day of the term for which the student was admitted.

If a student is unable to provide official transcripts (or credentials evaluations), within 45 days of the first day of the term for which the student was admitted, an exception may be granted. The student must provide one of the following within the first 45 days:

- Unofficial transcript showing qualifying degree conferral dated prior to the semester the student intends to start
- A letter, on the school's letterhead, from the qualifying degree granting institution's Office of the Registrar that includes the conferral date, degree level, and name of the degree conferred - which must be dated prior to the program start date.

Students will be administratively withdrawn if they are unable to submit the documents required for an extension within the first 45 days of the term for which the student was admitted.

Students granted an exception are eligible to receive Financial Aid. This extension allows a student to submit official proof of academic history up until the end of their first semester. Students will be administratively withdrawn if they do not meet the end of the first semester deadline.

When applicants to COL programs are admitted on the basis of previous education completed or attempted, the previous education must be at an accredited college or university. An accredited college or university is defined as a school accredited by a regional or national accrediting agency in the United States that requires the School to be authorized to confer degrees in the state in which it is located. Applicants with previous education at foreign universities are accepted as described in the preceding paragraph when the credentials evaluation certifies the equivalency of education completed at an accredited school in the United States.

Minimum requirements for admission: Merely meeting the minimum requirements does not guarantee that an applicant will be admitted.

A. Admission Requirements: JD Degree

As defined by the State Bar of California, a JD applicant is considered for admission as follows: (1) **Regular Students** (applicants with at least one-half of a bachelor's degree from an accredited college or university, including those with associate's [not applied associate's] degrees); (2) **Special Students** - on site JD Program only (applicants with less than one-half a bachelor's degree from an accredited college or university or less than the equivalent of 60 semester units; (3) **Applicants with Prior Law School Attendance** (an applicant who at any time has attended a law school prior to applying for admission to COL).

Admissions requirements for all categories of admission. All applicants must submit:

- Official transcripts as described above.
- A minimum of one letter of recommendation written by someone other than a family member or close relative.
- A personal statement of a minimum of 750 words and a maximum of 1000 words in length, typed and double-spaced in a font no larger than 12 point.

All supporting materials must be submitted prior to an admissions decision. Unofficial transcripts will NOT be accepted for the purpose of an admissions decision without prior permission of the Admissions Committee.

1. Admission as a Regular Student. Prospective students who will be considered for admission as "regular students" include those who have earned from an accredited college or university:
 - a. a bachelor's degree;
 - b. an associate's degree with an academic major (applied associate's degrees are not acceptable); or
 - c. a minimum of 60 semester or 90 quarter units of college credit equivalent to at least half that required for a bachelor's degree that was completed with a grade average adequate for graduation. Applicants with foreign undergraduate work must provide a detailed evaluation from a NACES-approved evaluation agency stating they have the equivalent of the above-stated criteria for admission as a regular student; and
 - d. Applicants with a cumulative GPA of less than 2.0 are not eligible for admission.

Regular students with bachelor's degrees must provide an official transcript from the School that conferred the degree plus an official transcript showing the conferral of any subsequent degree. In the case of a regular student without a bachelor's degree, the applicant must provide an official transcript from each accredited college or university attended.

2. Admission as a Special Student. State Bar regulations permit the admission of a limited number of applicants who do not meet the academic requirements for "regular student" admission. Prospective students who are at least 21 years of age may apply for admission as "special students." to the JD Program only. Applicants in this category must be personally interviewed by the Dean and provide, in addition to the application materials required of all applicants, the following:
 - a. one additional letter of recommendation (two in total);
 - b. scores of at least "50" on CLEP (College-Level Examination Program) tests, including a) either the "College Composition" or "College Composition and Modular" test, and b) TWO tests, each designed to correspond to full-year courses (6 semester hours each) or FOUR other tests, each designed to correspond to semester courses (3 semester hours each) selected from at least two of the following subjects:
 - Composition and Literature (Humanities Examination only)
 - Science & Mathematics
 - Business
 - History & Social Sciences
 - Foreign Language
 - d. Special students must provide official transcripts from all accredited colleges or universities attended (if any).

- e. Additional Requirement for Special Students: After completing the first-year curriculum, each "special student" is required by the State Bar of California to take the State Bar's First-Year Law Students' Examination (FYLSX). Students may take the FYLSX up to three times. Under State Bar rules, a "special student" who does not pass the examination on their first/second attempt(s) may continue law studies if otherwise in good academic standing, but failure to pass by the third consecutive administration of the test after becoming eligible will result in loss of academic credit and dismissal from law studies. Additional information about attending law school as a "special student" is available from the Registrar's Office and the State Bar of California.

3. Admission with Prior Law School Attendance. An applicant with prior law school attendance must meet the requirements set forth above for admission as either a "regular" or "special" student. At least 60 days before the semester for which admission is sought, the applicant must submit the application materials required of all prospective students and, in addition, must submit (1) official transcripts from all law schools previously attended and (2) a letter of academic standing from each prior law school.

An applicant who has attended another law school is subject to specific requirements, which vary depending on the applicant's academic status at the prior law school.

If the applicant attended a law school accredited by the Committee of Bar Examiners of the State Bar of California or approved by the American Bar Association, left that school in good academic standing with eligibility to return without condition, and when no more than two years will have elapsed since the applicant was enrolled at the prior school, admission with advanced standing (i.e. transfer credit) will be considered upon the applicant's written request on the form designated for that purpose. When the applicant previously attended an unaccredited law school, transfer credit will be granted only upon the applicant providing a passing score on the State Bar of California's First-Year Law Students' Examination. In the Hybrid JD Program, transfer credit is only granted in extraordinary circumstances, as determined in the sole discretion of the Dean and/or Associate Dean.

When more than two years have elapsed since an applicant was enrolled at a prior accredited law school, or if the applicant attended an unaccredited law school in the absence of the required school on the FYLSX (see above), the applicant is not eligible for transfer credit but may apply for admission as a beginning law student, without credit for prior law study. In any situation when the applicant does not receive transfer credit for previously completed law studies, the applicant will be required to submit a Starting Over form to the State Bar of California so that prior law school attendance is not considered in calculating the length of time taken to complete the JD degree.

- a. Admission with Advanced Standing: General Requirements. Due to the cyclic nature of The Colleges of Law course offerings, a student admitted with advanced standing will be allowed to enroll beginning only with a summer session or fall semester. An applicant in good standing from an accredited law school may be admitted with transfer credit for courses successfully completed at the prior law school, up to a maximum of 30 semester units of transfer credit. An applicant from an unaccredited law school, or another accredited law school in the absence of good standing, may be admitted with transfer credit of up to 15 units only if the applicant received a passing score on the State Bar's First-Year Law Students' Examination (FYLSX) and for courses tested on the FYLSX. Credits earned more than two (2) years prior to the "transfer student's" admission cannot be applied toward JD degree completion.
- b. Admission After Prior Law School Disqualification. An applicant previously disqualified from, or without good standing at, the prior law school rarely will be admitted. The Academic Standards and Admissions Committee will consider such applicant's admission with the same guidelines applied to former students of The

Colleges of Law who apply for readmission after academic disqualification, as follows:

- i. An application for "immediate readmission" (when less than two years have elapsed since academic disqualification) will be considered only if the applicant can substantiate that the disqualification was caused by exigent circumstances of an extreme, unavoidable, immediate, and personal nature.
- ii. An application for "delayed readmission" (when more than two years have elapsed since academic exclusion) must document that, during the period since exclusion, the applicant has engaged in work, study, or other activity which provides a compelling reason to conclude that there now exists a materially greater potential for success in a law degree program. The application should focus on the applicant's activities and accomplishments during the period, not on the mere passage of time.
- iii. If the applicant is not awarded credit for prior law studies, she or he must file a Starting Over form with the State Bar of California (see 3a above). A copy of the form as submitted to the State Bar must be provided to the Registrar for inclusion in the student's permanent file.
- iv. A previously disqualified applicant may be readmitted at any time, so long as the student will be able to graduate within the 84-month time frame required by the State Bar of California, when the applicant can provide documentation that shows they have passed the FYLSX. Applicants who this requirement will receive 15 transfer credits upon readmission in Contracts (6 credits), Torts (6 credits), and Criminal Law (3) credits.

B. Admissions Requirements: MBLT Degree

To be considered for admission, an MBLT applicant must have submitted the required application, fee, at least one letter of recommendation written by someone other than a family member or close relative, a current resume, and a personal statement of a minimum of 350 words, that is double-spaced and 12-point typeface that explains how the MBLT will support the applicant's career goals, and:

1. An official transcript showing the conferral of an associate or bachelor's degree with a minimum cumulative GPA of 2.3 from an accredited college or university. (Those who do not meet the GPA requirement but show an ability to succeed at graduate-level work through professional or other experience, may be considered by the Admissions Committee on a case-by-case basis. Applicants with a cumulative GPA of less than 2.0 are not eligible for admission.)
2. Students whose highest level of education achievement is at the associate degree level must have five years of professional experience in addition to their associate degree transcript. These applicants must also submit a second letter of recommendation from a previous employer or supervisor that addresses the capacity of the student to do graduate level work and the student's dedication to their professional goals.
3. TOEFL scores or transcripts showing an English composition class with a grade of "C" or better may be required of students for whom English is the second language.
4. Official transcripts showing degree conferral with the appropriate GPA, and TOEFL scores (if required), must be submitted within 30 days of the start of the student's first term of enrollment. Failure to submit required official transcripts by the due date will result in a student being withdrawn from the School and unregistered from all future courses.

C. Student-At-Large (audit) Status

Students currently attending another law school, with permission from that school, may be allowed to enroll in course(s) for the sole purpose of transferring the credit for the course(s) back to their original law school. Attorneys, law school graduates, and other professionals may also be permitted to enroll as an auditor or visitor in a limited number of courses without complying with admission requirements. Students who wish to enroll in a professional certificate program for no academic credit are also considered Students-At-Large. Those admitted for any of the above specified Student-At-Large purposes must have the ability and knowledge to benefit from the course and not interfere with the progress of, or be a detriment to, the regularly enrolled degree program students. Students-At-Large are not considered to be enrolled in The Colleges of Law programs for any other purpose and are not eligible for Financial Aid.

6.2 Adding and Dropping Courses

Students may register for additional courses or remove courses from their course schedule by submitting an Add/Drop form, found on the Student Gateway, to the Office of the Registrar. After the first week of a term, a student may not add any additional courses unless approved by the Dean or Department Chair. An Add/Drop fee applies to all schedule changes and is charged per form submitted.

- A. For the JD Program, during the Fall and Spring semesters, except for Legal Internship, Directed Study, or elective courses, students may not add or drop courses; they must be enrolled in the entire curriculum offered to their cohort that semester. A student unable or unwilling to enroll in the required curriculum will be administratively withdrawn from all courses which may then extend their program length beyond their expected graduation date. For JD students in a Summer session, students may add courses during the first week the course meets. Student may drop courses at any time prior to the last class meeting or final examination. With Dean's permission, a student may add an additional elective course during the Fall and Spring semesters.
- B. For the HJD Program, students are expected to be enrolled in the entire curriculum offered for either the 32-month or 40-month program. A student unable or unwilling to enroll in the required curriculum must meet with the Associate Dean or the Dean about the ability to continue in the program. After the meeting to discuss enrollment, a student may be administratively withdrawn as determined by the Associate Dean and/or Dean. Students may add elective, Legal Internships, and Directed Study courses in the first week the course meets. Students may drop courses at any time prior to the last class meetings or final examinations.
- C. For the MBLT program, during a term in which only one course is offered, a student wishing to drop a course should be aware of The College's continuous enrollment policy as described in Section 6.3.
- D. If a student receiving financial aid completely withdraws before 60% of the term/semester has expired, a Return of Title IV Funds calculation will be performed to determine how much of the financial aid award has been earned. This calculation may result in the need to return funds to the lender and may cause the student to owe a balance to the institution (See Financial Aid and Student Account Policies for additional information).
- E. Dropping a course may cause the student to not meet the required Rate of Academic Progress standard (see Sections 6.9C and 6.10C).

6.3 Required Continuous Enrollment and Registration

COL requires students to remain continuously enrolled in at least one course every semester throughout the entire year (Fall, Spring, and Summer semesters/terms), or withdraw from their program if they are a JD student or, if in the MBLT, take an approved Leave of Absence as explained in Section 6.4.

For the JD Program, students must be enrolled in and attending at least one course each semester, unless permission is received from the Dean to miss a single summer session. Students who wish to miss a single summer session must apply for a Standard Period of Non-Enrollment (SPN). The SPN status is limited to the summer term only and if a student in the SPN status does not return and register for the term following, they will be administratively withdrawn. Any extensions to this time frame require advisement from the Financial Aid department, and approval from the Dean.

The Hybrid JD Program requires continuous enrollment absent extraordinary circumstances and approval from the Dean or Associate Dean.

A student who fails to register for any courses by the first Wednesday of the term and who is not on an approved Leave of Absence (MBLT program), Standard Period of Non-Enrollment (SPN), or who has not received written approval from the Dean (JD Program) will be administratively withdrawn from the institution. A student who has not registered due to a hold will be administratively withdrawn. A student must be registered to attend class.

6.4 Leave of Absence: MBLT Program Only

- A. The School requires all degree-seeking students to remain continuously enrolled through the Fall, Spring, and Summer semesters.
- B. If a student finds it necessary to interrupt progress toward the MBLT or MLS degree, a Leave of Absence (LOA) may be granted for good cause shown. A (LOA) may only be granted after the student has completed at least one term. A (LOA) allows a student to return under the same program requirements if the leave is no longer than two terms. If a student does not return to Active status through both registration in course(s) and attendance, when their leave expires the student will be administratively withdrawn. MBLT students who do not return within a total of 365 days will be subject to new program requirements in effect at the time of re-entry.
- C. LOA status will not be granted to a student on academic probation.
- D. A student wishing to take a Leave of Absence must demonstrate the existence of good cause. To demonstrate good cause, the student must provide documentation showing extenuating circumstances beyond their control. Extenuating circumstances include the following: illness, death of a close family member, and extreme emotional stress. A student who takes a Leave of Absence will be automatically withdrawn from all coursework in which the student is enrolled. A student who finds it necessary to take a Leave of Absence is advised to review the Satisfactory Academic Progress policy, specifically as to rate of progress. (See Section 6.10.)
- E. The minimum requirements for an LOA are:
 - 1. A student must be meeting SAP (Satisfactory Academic Progress).
 - 2. A student must have no disciplinary, ethical, financial, or academic inquiries pending.
 - 3. A student must have earned credit in at least one term.
 - 4. A student must submit the Leave of Absence Request form to the Registrar prior to the first day of the term immediately following the last term in which the student was enrolled.
 - 5. The Leave of Absence Request form must state clearly and completely the reason(s) for the leave and be supported by documents showing good cause.
 - 6. A student must pay all tuition and other amounts owed to the School as of or prior to the date the leave of absence begins.

- F. A Leave of Absence may be granted for a maximum of two terms as set forth in Paragraph B above. Failure to return after the specified duration of the leave is considered withdrawal from the MBLT program. Retroactive leave is not permitted.
- G. The duration of an LOA may not exceed 180 days in any 12-month period.
- H. The student is required to meet with a representative of the Office of Financial Aid to understand potential financial impacts of an LOA and failure to return.
- I. A student who takes a Leave of Absence must nonetheless complete all requirements for a degree within the maximum time frame allowed; a leave does not extend the time to complete degree requirements.
- J. The LOA may be noted on the student's transcript for each approved term until the student returns to the School. A student who does not return from a Leave of Absence by the agreed-upon term will be administratively withdrawn from the institution. To be re-entered or readmitted, an administratively withdrawn student must submit a re-entry form or re-apply, as applicable. (See Section 6.8.) If admitted after re-application, a student must follow the program requirements in effect at the time of readmission.
- K. For purposes of this section, a Leave of Absence Request form shall be deemed delivered as of the earlier of:
 - 1. Date marked on an e-mail submission, when a signed Leave of Absence Request form is received by COL Student Services or the Registrar.
 - 2. Postmark date imprinted by U.S. Postal Service, if a signed Leave of Absence Request form is mailed by U.S. mail to the Registrar.
- L. An appeal from any decision on a Leave of Absence Request is to be directed to the Academic Standards and Admissions Committee (ASAC) and delivered in writing to the Administration Office no later than 10 calendar days after the Administration Office sends the student written notice of a decision on the submission by e-mail or postal delivery. ASAC will send written notification of its appeal decision within 30 calendar days of receipt.

6.4a Standard Period of Non-Enrollment

- A. The School requires all degree-seeking students to remain continuously enrolled through the Fall, Spring, and Summer semesters.
- B. The Standard Period of Non-Enrollment (SPN) is reserved for students who are unable to take courses during a particular term (MBLT students) or summer session (JD students) or HJD students due to courses being unavailable. The Standard Period of Non-Enrollment is not the same as a Leave of Absence that can only be approved for extenuating circumstances.
- C. A SPN allows a student to return under the same program requirements.
- D. The minimum requirements for a Standard Period of Non-Enrollment are:
 - 1. A student must have earned credit in at least one term.
 - 2. A student must give written notification by submitting a Standard Period of Non-Enrollment Request form to the Registrar prior to the first day of the term immediately following the last term in which the student was enrolled.
 - 3. The Standard Period of Non-Enrollment Request form must be approved by the Dean.
- E. An SPN may be granted for only one term/summer session per each request. Multiple consecutive requests may be made if courses are unavailable. Failure to return after the specified duration of the SPN will result in an administrative withdrawal. A retroactive SPN is not permitted.
- F. The duration of an SPN may not exceed 180 days in any 12-month period.

- G. A student who takes an SPN must nonetheless complete all requirements for a degree within the maximum time frame allowed; it does not extend the time to complete degree requirements.
- H. The SPN may be noted on the student's transcript for each approved term until the student returns to the School.
- I. For purposes of this section, a Standard Period of Non-Enrollment Request form shall be deemed delivered as of the earlier of:
 - 1. Date marked on an e-mail submission, when a signed form is received by COL Student Services or the Registrar.
 - 2. Postmark date imprinted by U.S. Postal Service, if a signed form is mailed by U.S. mail to the Registrar.
- J. An appeal from any decision on an SPN Request is to be directed to the Academic Standards and Admissions Committee (ASAC) and delivered in writing to the Administration Office no later than 10 calendar days after the Administration Office sends the student written notice of a decision on the submission by e-mail or postal delivery. ASAC will send written notification of its appeal decision within 30 calendar days of receipt.

6.5 Withdrawal: JD Program

- A. Official (voluntary) withdrawal is not available to students who are academically disqualified or otherwise dismissed from the program.
- B. Under State Bar regulations and School policy, students must be enrolled in the entire assigned curriculum during every term. During Fall and Spring, students may not withdraw from a selected course or courses and withdrawal is permitted only on a total basis. In rare cases, with Dean Approval, students may drop individual required courses. In these cases, students will be responsible for tracking their curriculum plan to graduate, and should understand that it may extend their program length beyond their expected graduation date. If a student has received permission to take an elective course during the Fall or Spring semesters, the student may withdraw from that course. Withdrawal is, however, permitted from one or more JD courses during Summer session. HJD students may be able to withdraw from selected courses with permission pursuant to 6.2.
- C. A student must officially withdraw from the JD Program by delivering a signed and completed Withdrawal Request form to the Administration Office of the student's principal campus, or by filling out the online Withdrawal Form on the Academic Portal, prior to commencement of the first final examination for the semester or session in which the student is enrolled. A Withdrawal Request form delivered after that time will not be effective until the start of the next semester or session. Students who do not submit a Withdrawal Form prior to the commencement of the final exam, and do not subsequently sit for the exam, will receive a failing grade in the course. See Refund Schedule for further explanation.
- D. Students are required to meet with their Program Manager within four days of submitting the withdrawal form as a part of the official withdrawal process.
- E. Except as provided in Paragraph C, a student shall be deemed to have officially withdrawn from the School on the date the student delivers a signed and completed Withdrawal Request form to the Administration Office of the student's principal campus or successfully submits the online Withdrawal form through the Academic Portal, unless the form specifies a later date such as the end of the term, indicating that the withdrawal is for a future semester. In the event the Withdrawal Request form is mailed by postal delivery, the effective date will be the date of postmark, unless the form specifies a later date.
- F. A student shall be administratively withdrawn from the School, when the student fails to timely complete any of the attendance or other requirements for one or more courses in which the student was enrolled during a semester (not including any Summer session for onsite JD students). Upon a student's showing of good cause,

the Dean may waive or grant an extension to a student to complete their course requirements. A student who has been administratively withdrawn is not eligible for re-entry to the program except by petition to the Academic Standards and Admissions Committee.

- G. A student in the onsite JD Program shall be administratively dropped from any single Summer session course in which the student was enrolled when the student fails to complete any of the attendance or other requirements for that course.
- H. Failure to timely complete course requirements includes attendance, failure to sit for a regularly scheduled examination, or to submit, when due, any final paper or other final assignment required in that course. A student administratively withdrawn because of failure to timely complete course requirements remains subject to the consequences of such failure; for example, a student who fails to sit for a final examination in a course as scheduled will receive a grade of "F" for that course.
- I. For purposes of this section, the date of a student's administrative withdrawal shall be deemed the day on which the student failed to complete the attendance or other requirements for the student's course(s).
- J. An appeal as to any decision on a Withdrawal Request is to be directed to the Academic Standards and Admissions Committee and delivered in writing to the Administration Office no later than 10 calendar days after the Administration Office sends the student written notice of the decision by e-mail or postal delivery.
- K. All students who voluntarily withdraw or who are administratively withdrawn will be evaluated for Satisfactory Academic Progress (SAP) at the time of Withdrawal.
- L. All students who voluntarily withdraw or who are administratively withdrawn will be held to the refund schedule listed in Section 7.5.
- M. Withdrawal may cause the student to not meet the required Rate of Academic Progress standard (see Section 6.9C).

6.6 Re-entry/Readmission After Withdrawal: JD Program

A. Re-entry after withdrawal

1. Subject to the other limitations set forth below, a student who officially withdraws from the School is entitled to re-enter the program, provided that the student submits a Re-Entry form and re-enrolls within the time frames set forth below. This section also applies to students who were administratively withdrawn due to not meeting with their Program Manager/Dean at the time of withdrawal as part of the official withdrawal process. All other administratively withdrawn students are not able to re-enter as a matter of right and must seek readmission. A student may submit for re-entry to the program only once. Students who withdrawal more than once are required to re-apply through the admissions application process.
2. Satisfactory Academic Progress (SAP) will be evaluated at the time of Withdrawal. Approved re-entry students will return to the same Satisfactory Academic Progress status in effect on the date that SAP is evaluated. Refer to section 6.9(e). Students who do not meet SAP at the time of Withdrawal can be re-entered on Academic Probation and will be held to the terms of the SAP development plan issued by the Academic Standards and Admissions Committee (ASAC)
3. The timing of a student's re-entry under Paragraph 1 is dependent upon the student's assigned curriculum and course offerings. The first day of the semester or session the student re-enters into must be within 365 days from the student's last date of attendance.

4. The student re-entering within the time limits set forth above will receive credit for all courses for which credit was previously awarded at the School except where withdrawal was prior to completing a course of more than one semester duration or where the student was required to repeat courses under the conditions of probation imposed by the Academic Standards and Admissions Committee; no credit will be given for any semester or portion of such courses.
5. A student who was eligible for readmission but who did not re-enter within the time limits set forth above is not entitled to readmission as a matter of right but must re-apply to the program by submitting an Application for Admission.

B. Readmission after withdrawal

1. After 365 days from the date of withdrawal, or after an administrative withdrawal as defined above, must apply for readmission and can only be readmitted at the discretion of the Academic Standards and Admissions Committee (ASAC) unless delegated to the Admissions Committee.
2. Students who withdraw while in good standing or having accepted the terms of probation will retain credit for their prior law studies at the School if no more than two years have elapsed since their prior enrollment, or with permission of the Academic Standards Committee unless delegated to the Admissions Committee.
3. Any approved readmitted students will return in the same Satisfactory Academic Progress status that was in effect on the date of withdrawal.
4. Where the student withdrew prior to completing a course of more than one semester, no credit will be given for any semester or portion of that course.
5. Credit for coursework previously completed is not given if two or more years have elapsed since the student's previous law school enrollment.

6.7 Withdrawal: MBLT Program

A. Official Withdrawal

1. A student may withdraw from individual MBLT courses or from the program by submitting an Add/Drop form when dropping individual courses or a Withdrawal form, either by delivering the PDF form found on the Gateway, or by filling out the online withdrawal form through the academic portal when withdrawing from the program to the Registrar.
2. A student who elects to discontinue all courses in the MBLT program while currently enrolled in courses, between semesters, or while on a leave of absence will be considered officially withdrawn. During the Add/Drop period, a student may remove courses from their schedule by submitting a signed Add/Drop form to the Registrar. Students who drop a course prior to the *Last Day to Drop with a "W"* (list on the Academic Calendar), will have a "W" grade noted on their transcript for the course.
3. All students who voluntarily withdraw will be held to the refund schedule in Section 7.6.

B. Administrative Withdrawal

A student shall be administratively withdrawn from a course in which the student is enrolled when the student fails to complete in a timely manner any of the attendance or other requirements for the course. A student who is administratively withdrawn from all courses in which the student is enrolled during a term will also be withdrawn from the MBLT program.

1. A student who does not participate in a course within the first week of classes will be unregistered from the course. If that is the student's only course, they will be withdrawn from the MBLT program. For purposes of this section, except as otherwise provided, the date of a student's withdrawal from the program due to non-attendance will be the last day of the last semester the student attended.
2. The cumulative grade point average of a student who is deemed administratively withdrawn from the MBLT program shall be recalculated at the time of withdrawal, notwithstanding any contrary provisions in this Catalog. If the resulting cumulative grade point average would result in academic disqualification, that student will be academically disqualified, and their transcript will reflect such disqualification.
3. All students who are administratively withdrawn will be held to the refund schedule in Section 7.6.

4. Withdrawal may cause the student to not meet the required Rate of Progress standard (see Section 6.10C)

6.8 Re-entry/Readmission After Withdrawal: MBLT Program

Re-entry of Student in Good Standing

A student in good standing, or who is on academic warning or probation, who officially withdraws from the MBLT program is entitled to re-enter the program once, provided that the student submits a Re-entry Form and re-enters at the beginning of a term which begins no later than 365 days from the student's last date of attendance. Otherwise, the student must re-apply to the program by submitting an Application for Admission.

6.9 Satisfactory Academic Progress (SAP): JD Programs

- A. A student is required to maintain Satisfactory Academic Progress (SAP) toward the completion of the JD degree. This requires meeting standards for minimum cumulative grade point average (cGPA), rate of academic progress, and completion within the program's maximum time frame. Each requirement is explained below. A student failing to meet these requirements will be subject to academic probation and/or disqualification. A beginning law student is first evaluated for SAP at the end of their second semester; that is, at the end of the first Summer term for students beginning in the Spring semester and at the end of the first Spring term for students beginning in the Fall semester. Thereafter, a student is evaluated for SAP at the end of each Spring semester. Any student with an outstanding course grade of Incomplete at the time of review may not be able to continue until the Incomplete course has been successfully completed by the specified deadline imposed by the Dean or the Associate Dean.
- B. **Cumulative Grade Point Average (cGPA)**
 1. Students must maintain a cGPA of 2.0 or higher to remain in good academic standing and to graduate.
 2. A student's cGPA is determined once a year at the end of each Spring semester.
 3. The cGPA is based on all letter-graded courses the student has completed in the program since initial enrollment. Only the most recent grade is counted in the cGPA when a course is repeated.
 4. At the end of a student's first semester, if a student's cGPA becomes 1.00 or below, the student will be automatically academically disqualified from the program due to the inability to achieve good academic standing by the time SAP is determined.
 5. Grades earned at another institution (transfer credits) are not included in cGPA calculations.
- C. **Rate of Academic Progress**
 1. A student's rate of academic progress is measured at the end of their second semester; that is, at the end of the first Summer term for students beginning in the Spring semester and at the end of the first Spring term for students beginning in the Fall semester. Thereafter, a student's rate of academic progress is measured at the end of each Spring semester.
 2. To complete the program at an acceptable rate, a student must successfully complete a minimum 67% of all units attempted during the year since the last Spring semester. Because the degree requirement is 84 units, the student must make academic progress at a rate such that the student would complete the required 84 units for the JD by the time they have attempted 126 units (1.5 x 84 units).
 3. In calculating pace, all units attempted at the School or transferred and applied from another school are considered attempted. Grades for units attempted that count negatively against successful

completion rates are "F," "FA," "INC," "W," and repeated courses. Courses for which credit is earned (courses with a grade of at least D- or Marginal Pass) are considered completed in calculating rate of progress (Pace).

D. Maximum Time Frame

1. Successful completion of all program requirements must be accomplished within 150% of the normal length of the program as measured in credits attempted toward the program (maximum timeframe). Credits accepted in transfer toward the program are included as attempted and earned credits in determining the maximum timeframe.
 - a. Because the degree requirement is 84 units, the student must make academic progress at a rate such that the student would complete the required 84 units for the JD by the time they have attempted 126 units (1.5×84 units).
 - b. A student who exceeds the 150% maximum time frame for the JD Program who cannot mathematically complete the program within the maximum time frame will be deemed ineligible for financial aid and disqualified from continuing enrollment at the School.
2. COL expects all JD students to complete the program within four years and for HJD students to complete it in no longer than 40 months. Any student who will not do so must seek an extension of time, by filing a petition to continue showing good cause and a clear plan for completing all graduation requirements. In all cases, the program must be completed within 126 credit hours attempted (150% of the length of the 84-unit program).

E. SAP Calculation for Students Who Withdraw

If a student is administratively withdrawn or voluntarily withdraws before the end of any semester or session, the student's SAP standing will be calculated at that time and will be determined by their cGPA and Rate of Academic Progress.

F. Academic Advisement

A first-, second- or third-year student who receives a grade below "Pass" or "C" during their first semester of a SAP period will receive a notice advising the student that their academic performance must be improved in order to achieve the 2.00 cumulative GPA required for good academic standing when academic standing is calculated or as may otherwise be applicable based on a student's Satisfactory Academic Progress (SAP) Recovery Plan. This early advisement is given to encourage the student to seek academic assistance or take other steps that might assist the student to improve their performance. In some cases, the student may be required to attend seminars or other educational activities or to meet with the Academic Advisor. Academic Advisement does not disqualify the student for Financial Aid and is not recorded on the student's official transcript.

G. Academic & Financial Aid Probation

A student who does not meet all SAP requirements at the time of SAP evaluation must petition to continue in their program. To continue active enrollment, the student must submit a petition to continue and receive approval by the Academic Standards and Admissions Committee (ASAC).

1. Students whose petitions are approved will be placed on Academic & Financial Aid Probation. ASAC will outline requirements that the student must meet by the end of each subsequent term until the following Spring Semester in a Satisfactory Academic Progress (SAP) Recovery Plan. A student who is placed on probation and does not fulfill the requirements of their probation and SAP Recovery Plan will be academically disqualified. Students who are otherwise eligible to receive Title IV financial aid are eligible to receive Title IV financial aid while on Academic & Financial Aid Probation.
2. A student who receives a final grade of "F" in any letter-graded, required course must petition to repeat the course on Academic & Financial Aid Probation, unless such student is otherwise academically disqualified because of their cumulative GPA. Such student will have until the end of the following academic year to repeat that course. The student must receive a final grade of "C+" or higher in that course when repeating it to meet the terms of their SAP Recovery Plan; otherwise, the student will be academically disqualified from the School with no right to petition for immediate readmission. It is within the ASAC's discretion to determine what other courses, if any, the student may be allowed to take while the student repeats a course. ASAC may impose

additional requirements as part of the student's SAP Recovery Plan. While enrolled, the student may repeat only one failed required course, and may do so only once.

3. A student who receives a final grade of "Fail" in any Pass/Fail-graded, required course after the Fall semester of the first year must petition to repeat the course on Academic & Financial Aid Probation, *unless such student is otherwise academically disqualified because of their cumulative GPA or withdrawn*. Such student will have until the end of the next semester/session when the class is offered to repeat that course. The student must receive a final grade of "Pass" or higher in that course when repeating it to meet the terms of their SAP Recovery Plan, otherwise, the student will be academically disqualified from the School with no right to petition for immediate readmission. A student who receives a final grade of "Fail" in any course prior to the end of the Fall semester of first year but who advances into the second year will not be required to repeat the course but must make up the units by enrolling in additional elective courses.
4. Students who receive Veterans Benefits and are placed on Academic and Financial Aid probation may be subject to additional requirements, including the inability to receive Veterans Benefits while on probation, pursuant to VA policy.

H. Academic Disqualification

1. A student on Academic & Financial Aid Probation is subject to academic disqualification if, at the time of SAP evaluation:
 - a. The student does not meet all SAP standards;
 - b. A student who was on academic probation during the academic year that just ended has failed to fulfill the School's requirements for Satisfactory Academic Progress or to meet the conditions of the student's SAP Recovery Plan. The State Bar requires that such students be academically disqualified.
2. A student disqualified from the School is ineligible for financial aid and must petition for readmission after disqualification. (See Section 6.9.L.)
3. In-school loan deferment status ends as of the disqualification date. According to the U.S. Department of Education regulations, financial aid previously received by a disqualified student may be returned to the lender by the institution depending on the date of disqualification. In such cases, the student may owe the School for aid returned or outstanding charges.
4. Academic Disqualification becomes effective as follows:
 - a. For any student who is on academic probation at the end of Spring Semester and fails to meet requirements of Satisfactory Academic Progress, immediately upon the denial by the ASAC of the student's petition for change of grade that would enable the student to fulfill the School's requirements for good academic standing and/or the ASAC's conditions of probation or, if the student has not timely filed such a petition, on the day following the last day for filing such a petition.
 - b. For any student who was not on academic probation during the academic year that just ended, immediately upon the decision of the ASAC denying the student's pending petition(s) that would restore the student to good standing or allow the student to continue on academic probation or, if the student has not timely filed such petition(s), on the day following the last day for filing such petition(s). A student may be academically disqualified even if the student was not previously on academic probation.
 - c. Voluntary withdrawal is unavailable for students who have not met all SAP requirements.
5. A student is no longer subject to academic disqualification if the ASAC: 1) grants the student's petition to continue on probation (after having completed the academic year just ended in good standing) or 2) authorizes a grade change, such that the student achieves a cGPA sufficient to allow the student to continue on probation or is otherwise able to fulfill the School's academic requirements and/or the student's conditions of probation.

I. Petition to Continue on Academic Probation

1. Students who have not meet SAP requirements must appeal to continue enrollment or be re-admitted to COL on Academic & Financial Aid Probation. Students must appeal in writing to ASAC.

2. Appeals are evaluated by ASAC. The decision of the Committee will be communicated in writing to the student by the Registrar's Office.
3. The appeal must meet the criteria outlined previously and the student must present compelling evidence that they have the ability to demonstrate satisfactory academic progress and to succeed in an academic program due to changed circumstances or experiences.

J. Procedures for Petition to Continue on Academic Probation

1. A student who seeks permission to continue on probation must file a written petition to continue within three days of the date the Registrar places the student on pending probation status and sends the student e-mail or other written notice of their failure to maintain SAP. To continue in the program, the student must obtain permission from the ASAC.
2. The ASAC will consider a petition to continue at a particular time or concerning essentially the same facts and circumstances only once; reconsideration will not be granted. The petitioning student is strongly encouraged to include in the petition all facts, circumstances, and issues they wish to have considered. Facts asserted should be corroborated by neutral (unrelated) third parties and documents whenever possible.

The petition should set forth: 1) facts showing that the student's lack of academic success was caused by a traumatic event or serious hardship at the time examinations were given that kept the student from performing at their normal level, rather than a lack of the capability to satisfactorily study law; 2) the specific steps the student will take to resolve those issues; 3) a description of the student's study plan; 4) identification of areas needing improvement; 5) number of hours of employment; 6) other commitments or obligations that may impact the student's ability to complete the study plan; and 7) the length of the student's commute (if applicable).

3. In making its decision, the ASAC may consider all aspects of the student's academic record at the School. The ASAC will determine whether the student, if reinstated on probation, will be likely to achieve good academic standing, maintain SAP, and graduate from the JD Program. The Petition will be denied by the ASAC if it finds that the student is not likely to succeed in these efforts.
4. Decisions of the ASAC on matters concerning petitions to continue are final and may not be appealed elsewhere within the School. The Dean has no authority to grant a petition to continue.
5. An approved petition will be forwarded to the Financial Aid Office for review.
 - a. The Financial Aid Office has the right to deny aid even if the ASAC grants leave to continue/reinstatement into the JD Program. The student is required to meet with a Financial Aid advisor to review financial implications if aid is denied.
 - b. The Financial Aid Office has the right to request additional documentation.

K. Satisfactory Academic Progress (SAP) Recovery Plan

1. The student must complete an individualized SAP Plan (ISP) and meet with their Advisor to create a unique study plan for improvement of academic performance.
2. The student must meet at regular intervals with their academic advisor as stated in their ISP.
3. The student's fulfillment of the conditions stated in the SAP Recovery Plan will be monitored at the end of each semester or session. At that time, a student who has not fulfilled the terms of the SAP Recovery Plan will be academically disqualified.

L. Petition for Readmission After Disqualification

1. An individual who was academically disqualified may apply for readmission by submitting an application for admission to the COL Admissions department. The application must be accompanied by a petition for readmission.
2. A petition for readmission **must** meet the following requirements:
 - a. The petition must be addressed to the Academic Standards and Admissions Committee (ASAC) and fulfill the requirements set forth in the ASAC's Charter, a copy of which is available on the Gateway or by request to the Administration Office. An applicant petitioning the ASAC is presumed to know the contents of the Charter.
 - b. The petition must be filed at least 30 calendar days before the first day of classes for the semester in which the applicant seeks readmission.
3. The ASAC will consider a petition for readmission only once; reconsideration of the same petition on essentially the same facts and circumstances will not be granted. An applicant is strongly

encouraged to include in the petition all facts, circumstances, and issues they wish to have considered.

4. Decisions of the ASAC on matters concerning petitions for readmission are final and may not be appealed elsewhere within the School. The Dean has no authority to grant a petition for readmission.
 5. Any petition for readmission will, if granted, readmit the applicant at the beginning of a Fall semester or, in some instances, a Summer session; readmission will not be granted to begin in a Spring semester, unless it is appropriate to the program.
 6. Pursuant to State Bar regulations and School policy, the ASAC may grant readmission to an applicant previously disqualified for academic reasons only when the applicant makes an affirmative showing that they possess the capability to satisfactorily study law. Such a showing may be made:
 - a. For an applicant disqualified upon the completion of Torts, Contracts, and Criminal Law, at any time, if the applicant has passed the First-Year Law Students' Examination.
 - b. After one academic year has elapsed since the disqualification, if the applicant demonstrates to the satisfaction of the ASAC that work, study, or other experience during the interim has resulted in a stronger potential for law study than the applicant exhibited at the time they were previously disqualified for academic reasons.
 7. Except in rare circumstances, applicants readmitted will be required to start the JD program over. Decisions of the ASAC concerning this issue are final and may not be appealed elsewhere within the school.
- M. **Students readmitted to or continued on probation in the JD Program by decision of the ASAC may be required to meet conditions as to their academic progress each semester/session. Such conditions address academic progress and do not constitute discipline within the meaning of this Catalog.** Amendments to policies pertaining to academic standing, disqualification, advancement, retention, probation, and graduation may be made by the Dean, with the advice and recommendations of the Faculty and its committees, subject to the ultimate direction and control of the Board of Trustees. Except as required to comply with federal or state laws and regulations, or the requirements of the School's accrediting agencies, no amendment concerning academic standing, disqualification, advancement, retention, probation, or graduation will be effective earlier than the semester/session beginning after the notification of change is given.

6.10 Satisfactory Academic Progress (SAP): MBLT Program

6.10a MBLT Program SAP

- A. An MBLT student is required to maintain Satisfactory Academic Progress (SAP) toward the completion of the MBLT degree. This requires meeting standards for minimum cumulative grade point average (cGPA), rate of academic progress, and completion within the program's maximum time frame. Each requirement is explained below. A student failing to meet these requirements will be subject to Financial Aid & Academic Warning, Financial Aid & Academic Probation, and/or disqualification. A student is evaluated for SAP every two terms; that is for a student who begins studies in Term 1, at the end of the immediately following Term 2 and, for a student who begins in Term 2, at the end of the following Term 1. Any student with an outstanding course grade of Incomplete at the time of review may be required to successfully complete that course before

being allowed to continue in the program.

B. Cumulative Grade Point Average (cGPA)

1. An MBLT student must maintain a cGPA of 2.7 or higher to remain in good standing and to graduate.
2. Cumulative GPA includes all coursework attempted at COLin the program, excluding grades of I, W, and transfer credit. Only the most recent grade is counted in the cumulative GPA when a course is repeated. A student's cGPA is determined at the end of each semester.
3. If, before the end of any session, a student is administratively withdrawn, voluntarily withdraws, or takes a leave of absence, the student's academic standing will be calculated at that time and will be determined by his or her their cGPA and Rate of Academic Progress. The cGPA is based on all courses the student has completed in the program since initial enrollment. Only the most recent grade is counted in the cumulative GPA when a course is repeated.

C. Rate of Academic Progress

1. A student's rate of academic progress is measured every two terms.
2. To complete the program at an acceptable rate, a student must successfully complete a minimum of 67% of all units attempted by the end of each semester.
3. In calculating Pace, all units attempted at the School or transferred and applied from another school are considered attempted. Grades for units attempted that count negatively against successful completion rates are "F," "INC," "W," and repeated courses. Courses with a grade of "C+" or higher are considered completed in calculating rate of progress.

D. Maximum Time Frame

1. The MBLT program must be completed within three (3) years of beginning the program.
2. Successful completion of all program requirements must be accomplished within 150% of the normal length of the program as measured in credits attempted toward the program. A student in the 30-unit (30 credit hours) MBLT program is expected to complete the MBLT program in no more than 45 credit hours attempted (150% of the length of the 30-unit program).
3. A student who exceeds the 150% maximum time frame for the MBLT program who cannot mathematically complete the program within the maximum time frame will be deemed ineligible for financial aid and dismissed from the institution.
4. Credits accepted in transfer toward the program are included as attempted and earned credits in determining the maximum timeframe.

E. SAP Calculation for Students Who Withdraw

If, before the end of any session, a student is administratively withdrawn, voluntarily withdraws, or takes a leave of absence, the student's academic standing will be calculated at that time.

F. Academic Good Standing for Graduation

To meet the academic requirements for graduation, a student in the MBLT program must have attained a minimum 2.70 cGPA and have successfully completed all required courses with a grade of at least "B-." A student beginning the MBLT program in Fall 2022 or thereafter must have accumulated at least 30 units. In addition, to graduate the student must have paid all fees, charges, and tuition due.

G. Academic & Financial Aid Warning

1. At the end of any semester, students who do not meet all SAP standards will be placed on Academic & Financial Aid Warning and required to meet with their advisor and/or program chair, and repeat any required course(s) in which those students did not earn at least a "C+" in the following session (if the course is being offered) or as soon thereafter as the course is offered.
2. A required course in which the student receives a grade below "C+" will not be accepted toward the MBLT degree requirements but will be included in calculating the overall grade point average and does contribute to the rate of progress calculation.
3. A student who is placed on warning must demonstrate, by the end of the next semester, reasonable progress in improving his/hertheir academic progress to continue enrollment.
4. A student on warning will be removed from Academic & Financial Aid Warning if they meet all SAP standards at their next review.

5. A student on academic warning does not, by virtue of that status, become ineligible for Financial Aid.

H. Academic & Financial Aid Probation

A student on academic warning who does not meet all SAP standards by the end of the next semester must petition to continue on Academic & Financial Aid Probation.

- I. A student on Academic & Financial Aid Probation remains eligible for financial aid. Students may be required to re-take coursework previously completed in order to increase the likelihood of successfully meeting satisfactory academic progress and/or graduation requirements. A student who is placed on probation and does not fulfill the requirements of probation will be academically disqualified.

J. Petition for Reinstatement

1. To obtain permission to continue in the MBLT program, a student who does not meet all SAP standards following a period of Academic & Financial Aid Warning must:
 - a. Submit a timely Petition to Continue ("petition") to the Registrar,
 - b. Be granted reinstatement by the ASAC,
 - c. Meet with his/hertheir advisor and/or program chair who will develop a SAP Recovery Plan, and
 - d. Repeat any required course(s) in which the student did not earn at least a "C+" in the following session (if the course is being offered) or as soon thereafter as the course is offered.
2. The petition should set forth any extenuating circumstances (such as illness, death in the family, extreme emotional stress, etc.) as set forth in Paragraph 3 below, that will enable the ASAC to assess the student's academic record and determine whether the student, if reinstated on probation, likely will be able to achieve good academic standing, maintain SAP, and graduate from the MBLT program. The Petition for Reinstatement and Appeal will be denied by the ASAC if it finds that the student is not likely to succeed in these efforts.
3. **Petition Process**
 - a. A Petition for Reinstatement and Appeal directed to the ASAC must: 1) be filed with the Registrar within 3 days of the date the Registrar gives notice that the student has been placed on probation; 2) state clearly, specifically, and fully the extenuating circumstances being asserted as a basis for probation; 3) provide clear, convincing, and objectively verifiable evidence of the extenuating circumstances; and 4) set forth in detail the student's plan for approaching his/hertheir studies while on probation to regain good academic standing at the end of the semester on academic probation.
 - b. Such a petition is deemed filed on the earliest of the following dates:
 - i. Date on which a completed and signed letter petition is received by the Registrar during regular business hours.
 - ii. Postmark date imprinted by U.S. Postal Service, if a signed petition is mailed by U.S. mail to the Registrar.
 - iii. Date marked on an e-mail submission, if a signed petition is sent via e-mail to the Registrar.
 - c. If the student is approved for reinstatement the student will be placed on academic probation and must then:
 - i. Meet with his/hertheir advisor and/or program chair who will develop a SAP Recovery Plan, and
 - ii. Repeat the course(s) in which s/he received a grade below C+ in the following semester (if the course is being offered) or, if the student is otherwise successful in being removed from probation, as soon thereafter as the course is offered.

- d. The ASAC's decision on the petition is not subject to appeal.
- 4. An approved petition will be forwarded to the Financial Aid Office for review.
 - a. Financial Aid has the right to deny aid even if the ASAC approves the student for reinstatement into the MBLT program. The student is required to meet with a Financial Aid advisor to review financial implications if aid is denied.
 - b. Financial Aid has the right to request additional documentation.

K. Removal from Warning/Probation

A student who is in Academic & Financial Aid Warning status or reinstated on Academic & Financial Aid Probation will later be removed from Academic Warning/Probation if the student fulfills all of the following requirements:

- 1. Must meet all SAP standards, and
- 2. Successfully meets the requirements of their SAP Recovery Plan

L. Academic Disqualification

- 1. A student on academic probation is academically disqualified and will be dismissed if that student:
 - a. Does not meet all SAP standards
 - b. Fails to petition for and receive reinstatement by the ASAC
 - c. Fails to meet the conditions of the SAP Recovery Plan at the end of the academic probation period, or
 - d. Does not meet the pace requirements of the MBLT program according to the maximum time frame.

Disqualification status may not be appealed.

- M. A student readmitted to or continued on probation in the MBLT program by decision of the ASAC may be required to meet conditions as to his/her/their academic progress each session. Such conditions address academic progress and do not constitute discipline within the meaning of this Catalog.
- N. Amendments to policies pertaining to academic standing, disqualification, advancement, retention, probation, and graduation may be made by the Dean pursuant to Section 1.3, with the advice and recommendations of the Faculty and its committees, subject to the ultimate direction and control of the Board of Trustees. No amendment concerning academic standing, disqualification, advancement, retention, probation or graduation will be effective earlier than the semester/session beginning after notification of the change is given.

6.11 Transfer Credit Policy

A. Transfer Credit for Prior JD Law Studies

- 1. **Law Studies at an Accredited Law School, in Good Academic Standing as Defined by Prior School (onsite JD only)**

When admitting a JD student who has previously studied law in another law school's JD Program, when the law school is accredited by the Committee of Bar Examiners of the State Bar of California or approved by the American Bar Association, the School may accept up to 30 units of credit from the other law school as transfer credit provided credit was earned in a JD Program no more than 2 years prior to applying to COL. Credit may be granted under this section only for whole courses (for example, both Contracts I and Contracts II when the whole Contracts course takes two terms to complete) in which the applicant received a grade at the good standing level or higher as defined by the law school where the courses were taken. Transfer credit for courses completed at a prior law school, if granted by the School, will be entered on the student's transcript with a grade of TC and will be disregarded in computing the cGPA but will count towards the student's rate of progress as both credit earned and attempted. Credit hours earned from an institution that is not accredited by the Committee of Bar Examiners of the State Bar of California

or approved by the American Bar Association are not eligible for transfer of credit for the onsite JD Program.

2. **Law Studies at an Accredited Law School, in Good Standing (Hybrid JD only)**

In the Hybrid JD Program, transfer credit is only granted in extraordinary circumstances, as determined in the sole discretion of the Dean and/or Associate Dean.

3. **Law Studies at an Unaccredited Law School or Absent Good Standing**

Where the student has completed law studies in a JD Program at an **unaccredited law school, or at another accredited law school (as defined in Paragraph 1 above) in the absence of good standing**, transfer credit may be granted for JD courses if the student takes and passes the State Bar of California's First-Year Law Students' Examination with a score of "580" or higher. In this case, the student will be awarded transfer credit for 15 units. Unit credit will be entered on the student's transcript with a grade of *TC* only for 6 units in Torts, 6 units in Contracts and 3 units in Criminal Law, and will be disregarded in computing the student's cGPA but will count toward the student's rate of progress as both credit earned and attempted.

4. When transfer credit is awarded, the school will maintain a written record of the previous education and training of veterans and other eligible persons, and the records will indicate that credit has been granted, with the training period shortened proportionately, and the student notified accordingly.

B. **Transfer Credit for JD Law Studies Elsewhere While Enrolled As Continuing Student**

Students in good academic standing who have successfully completed the second-year curriculum may petition the Dean for permission to enroll in up to 6 summer elective units offered in the JD Program of another law school when: (1) good cause exists for taking the course(s) at another school and (2) the other law school is accredited as defined in Section A.1 above. The student may petition for credit for "study abroad" programs administered by an accredited law school. Permission to receive transfer credit will be granted for only one summer session at another law school and may be subject to other conditions imposed by the Dean including, but not limited to, the minimum grade that will be required for such transfer credits to be accepted. In all cases, the Dean's written permission must be obtained before the student begins studies elsewhere. Credit hours earned from an institution that is not accredited by the Committee of Bar Examiners of the State Bar of California or approved by the American Bar Association are not eligible for transfer of credit for continuing students.

C. **MBLT Transfer Credit**

When admitting a student who has previously studied at another Master of Business, Law and Technology or equivalent degree program at a regionally-accredited institution, the School may accept as transfer credit, depending on the circumstances, up to 6 units of credit. Credit from outside institutions will only be given for a grade at the good standing level or higher at the awarding school or program for courses completed within 36 calendar months prior to the date the applicant is to begin MBLT studies. Transfer credit from another school or program, if granted, is entered on the student's transcript with a grade of "TC" and is disregarded in computing the cGPA but will count towards the student's rate of progress as both credit earned and attempted. Credit hours earned from an institution that is not regionally accredited are not eligible for transfer of credit.

D. **Transferring COL JD & HJD Credits to the MBLT**

Students who wish to transfer to the MBLT from the JD or HJD programs at The Colleges of Law may transfer up to nine credits to the MBLT program. For transfer credits to be accepted, the transferring course grade must be a C- or better. Courses taken in the JD or HJD programs may replace a required course in the MBLT, be counted as an elective in a specific concentration, or be denied credit as outlined in the sections "COL JD/HJD Transfers and Course Waivers for MBLT: Residential J.D.," and "COL JD/HJD Transfers and Course Waivers for MBLT: Hybrid JD." With permission of the Dean or Associate Dean courses may be counted toward a concentration not specified below. All courses transfer for credit, but do not bear a grade and have no impact on an MBLT student's cGPA.

1. **COL JD/HJD Transfers and Course Waivers for the MBLT: Residential JD**

1st Year JD	MBLT Equivalent Course or Concentration
Legal Analysis & Writing	Foundational Legal Skills
Contracts I & II (full year course)	Elective in the Business Operations or Entrepreneurship concentrations
Torts I & II (full year course)	Elective in the Business Operations concentration
Criminal Law	No transfer
Legal Research	Foundational Legal Skills
Legal Writing	Foundational Legal Skills
2nd Year	MBLT Equivalent Course or Concentration
Community Property	No transfer
Real Property I & II (full year course)	No transfer
Civil Procedure I & II (full year course)	Elective in the Business Operations concentration
Wills & Trusts	No transfer
Advanced Legal Writing	Foundational Legal Skills
3rd Year	MBLT Equivalent Course or Concentration
Evidence I & II (4-unit course)	No transfer
Professional Responsibility	Elective in the Business Operations or Entrepreneurship concentrations
Constitutional Law (full year course)	No transfer
Business Associations	Elective in the Business Operations or Entrepreneurship concentrations
Remedies	Elective in the Business Operations concentration
Appellate Advocacy	Foundational Legal Skills
Legal Internship	No transfer
4th Year	MBLT Equivalent Course or Concentration
Const. Criminal Procedure	No transfer
Bar Studies	No transfer

Elective	Dependent on the content of the course
Elective	Dependent on the content of the course

2. COL Transfers and Course Waivers for MBLT: Hybrid JD

1st Year	MBLT Equivalent Course or Concentration
Intro to Legal Fundamentals	Professional Legal Skills
Intro to Legal Writing and Analysis	Professional Legal Skills
Intro to Legal Research	Professional Legal Skills
Criminal Law	No transfer
Torts I & II	Elective in the Business Operations concentration
Contracts I & II	Elective in the Business Operations or Entrepreneurship concentrations
Professional Responsibility	Elective in the Business Operations or Emerging Law concentrations
Lawyering Skills	Dependent on the content of course
2nd Year	MBLT Equivalent Course or Concentration
Community Property	No transfer
Real Property I & II	No transfer
Civil Procedure I & II	Elective in the Business Operations concentration
Wills & Trusts	No transfer
Pro Bono Internship	No transfer
Constitutional Law I	No transfer
Evidence	No transfer
Business Associations	Elective in the Business Operations or Entrepreneurship concentrations
Lawyering Skills	Dependent on the content of course
3rd Year	MBLT Equivalent Course or Concentration

Constitutional Criminal Procedure	No transfer
Constitutional Law II	No transfer
Remedies	Elective in the Business Operations or Entrepreneurship concentrations
Bar Studies	No transfer
Capstone	Elective in the Business Operations or Entrepreneurship concentrations
Units of Elective courses	Dependent on the content of course
Lawyering Skills	Dependent on the content of the courses

E. Articulation Agreements

The school currently has no articulation agreements with any other institution that specifies coursework equivalent to COL coursework for transfer credit.

F. Experiential Learning

The school does not award credit for experiential learning.

6.12 Enrollment Status

A. Full-time and Half-time Status

COL has established minimum credit hour enrollment thresholds for determining full-time and half-time enrollment status. A student is classified as a full-time student when enrolled, per semester/session, in at least six (6) units and as a half-time student when enrolled in at least three (3) units. An exception to the determination of full-time/part-time status is made when a student is admitted to the JD Program having completed fewer than 90 semester units of pre-legal education. That student is considered in an undergraduate status until such time as they complete a total of 90 units (pre-legal and legal education combined). A student in undergraduate status is considered half-time when enrolled in six (6) units and less than half-time when enrolled in fewer than six (6) units in a term. These enrollment standards are used for the following purposes:

1. To determine eligibility for financial aid,
2. To provide enrollment verification,
3. To qualify for student benefits, and
4. To qualify for in-school loan deferment.

B. Impact on Program Requirements

These credit hour enrollment thresholds do not supersede academic program requirements regarding the pace at which a student must move through a degree program. Academic programs generally require students to take more credit hours per term to maintain adequate progress toward degree completion.

C. Enrollment Verification

Students and third parties may obtain enrollment verification through the Office of the Registrar or at COLRegistrar@collegesoflaw.edu

6.13 Military Withdrawal and Readmission Policy

A. Military Withdrawal Policy

COL understands that a member of the U.S. military may be called to duty with little notice. Any member of the United States armed forces, spouse or dependent of Active Duty, or National Guard or Reservist who is ordered to state or federal duty may withdraw from all courses and receive 100% refund of tuition and fees for those courses.

Such a student will be assigned withdrawal grades that do not count negatively against Satisfactory Academic Progress. Alternatively, with the permission of the instructor(s), the student may receive an incomplete or a final grade in some or all of the courses taken. If such arrangements are made, tuition and fees shall be assessed for the applicable course(s) in full.

A student who wishes to withdraw from courses because of a call to duty must submit a Withdrawal form and provide a copy of military orders reflecting the call to the Registrar's Office.

B. Readmission after Military Service under the Higher Education Opportunity Act of 2008

1. COL does not deny readmission to a service member of the uniformed services, or spouse or dependent of a service member, for reasons relating to that service. A student who meets the criteria set forth below will be readmitted with the same academic status as the student had when they last attended COL as long as the JD student can complete the degree within the 84 months required by the State Bar. An affected service member is any individual who is a member of the uniformed services, or performs, has performed, applies to perform, or has the obligation to perform, service in the uniformed services. Service in the uniformed services means service, whether voluntary or involuntary, in the Armed Forces, including service as a member of the National Guard or Reserves, on active duty, active duty for training, or full-time National Guard duty under Federal authority for a period of more than 30 consecutive days under a call or order to active duty.
2. Any student whose absence from COL is necessitated by reason of service in the uniformed services is entitled to readmission if the following apply:
 - a. the student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives advance written or verbal notice of such service to The College and provides such notice as far in advance as is reasonable under the circumstances;
 - b. the cumulative length of the absence and of all previous absences from The College by reason of service in the uniformed services, including only the time the student spends actually performing service in the uniformed services, does not exceed five years; and
 - c. except as otherwise provided in this section, the student submits a verbal or written notification of intent to re-enroll by informing the Office of the Registrar or by submitting a new application for admission.

However, no advance notice by the student is required if the giving of such notice is precluded by military necessity, such as a mission, operation, exercise, or requirement that is classified; or a pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge.

In addition, any student (or an appropriate officer of the Armed Forces or official of the Department of Defense) who did not give advance written or verbal notice of service to the Office of the Registrar may meet the notice requirement by submitting, at the time the student seeks readmission, an attestation that the student performed service in the uniformed services that necessitated the student's absence.

3. When determining the cumulative length of the student's absence for service, the period of service does not include any service:

- a. that is required, beyond five years, to complete an initial period of obligated service;
 - b. during which the student was unable to obtain orders releasing the student from a period of service in the uniformed services before the expiration of the five-year period and the inability to obtain those orders was through no fault of the student; or
 - c. performed by a member of the Armed Forces (including the National Guard and Reserves) who is:
 - i. ordered to or retained on active duty under sections 688, 12301(a), 12301(g), 12302, 12304, or 12305 of Title 10, U.S.C., or under sections 331, 332, 359, 360, 367, or 712 of Title 14, U.S.C.;
 - ii. ordered to or retained on active duty (other than for training) under any provision of law because of a war or national emergency declared by the President or the Congress as determined by the Secretary concerned;
 - iii. ordered to active duty (other than for training) in support, as determined by the Secretary concerned, of an operational mission for which personnel have been ordered to active duty under section 12304 of Title 10, U.S.C.;
 - iv. ordered to active duty in support, as determined by the Secretary concerned, of a critical mission or requirement of the Armed Forces (including the National Guard or Reserves); or
 - v. called into Federal service as a member of the National Guard under chapter 15 of Title 10, U.S.C., or section 12406 of Title 10, U.S.C. (i.e., called to respond to an invasion, danger of invasion, rebellion, danger of rebellion, insurrection, or the inability of the President with regular forces to execute the laws of the United States).
4. An affected service member must, upon the completion of a period of service in the uniformed services, notify COL of their intent to return no later than three years after the completion of the period of service. However, a student who is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the performance of service in the uniformed services must notify the Office of the Registrar of their intent to return to COL not later than two years after the end of the period that is necessary for recovery from such illness or injury. A student who fails to apply for readmission within the required period does not automatically forfeit eligibility for readmission to COL but is subject to COL's established general policies and practices.
5. A student who submits an application for readmission must provide documentation to establish that:
- a. the student has not exceeded the specified service limitations; and
 - b. the student's eligibility for readmission has not been terminated due to the occurrence of:
 - i. a separation from the Armed Forces (including the National Guard and Reserves) with a dishonorable or bad conduct discharge.
 - ii. a dismissal of a commissioned officer permitted under section 1161(a) of Title 10, U.S.C. by sentence of a general court-martial; in commutation of a sentence of a general court-martial; or, in time of war, by order of the President.
 - iii. a dropping of a commissioned officer from the rolls pursuant to section 1161(b) of Title 10, U.S.C. due to absence without authority for at least three months; separation by reason of a sentence to confinement adjudged by a court-martial; or, a sentence to confinement in a Federal or State penitentiary or correctional institution.
6. For a service member to qualify for these benefits by reason of service, a student must submit appropriate documentation to COL. Documents that might establish service member eligibility include, but are not limited to:
- a. DD214 - Certificate of Release or Discharge from Active Duty;
 - b. Copy of duty orders prepared by the facility where the orders were fulfilled with a service completion endorsement;
 - c. Letter from the Commanding Office of a Personnel Support Activity (or someone of comparable authority);
 - d. Certificate of completion from military training school;

- e. Discharge certificate showing character of service;
- f. Copy of extracts from payroll documents showing periods of service; or
- g. Letter from National Disaster Medical System (NDMS) Team Leader or Administrative Officer verifying dates and times of NDMS training or Federal activation.

COL may not delay or attempt to avoid a readmission of a student under this section by demanding documentation that does not exist, or is not readily available, at the time of readmission.

7. Students who meet the criteria for readmission after military service outlined previously will be promptly readmitted with the same academic status as when they last attended or were last admitted to the institution, but did not begin attendance because of that membership, application for membership, performance of service, application for service, or obligation to permit service. "Same academic status" means that COL shall admit the student:
 - a. to the same program to which they were last admitted, or, if that exact program is no longer offered, the program that is most similar to that program, unless the student requests or agrees to admission to a different program;
 - b. at the same enrollment status last held at COL, unless the student requests or agrees to admission at a different enrollment status;
 - c. with the same number of credit hours completed previously, unless the student is readmitted to a different program to which the completed credit hours are not transferable; and
 - d. with the same academic standing previously held; and
 - e. at the same tuition rate as that previously in effect.

8. If the student is readmitted to the same program, for the first academic year in which the student returns, the student will be assessed the same tuition and fee charges that the student was or would have been assessed for the academic year during which the student left the institution.

If the student is admitted to a different program, and for subsequent academic years for a student admitted to the same program, the student will be assessed no more than the tuition and fee charges that other students in the program are assessed for that academic year.

If COL determines that the student is not prepared to resume the program, or will not be able to complete the program, the School will make reasonable efforts at no extra cost to the student to help the student become prepared or to enable the student to complete the program, including but not limited to providing refresher courses at no extra cost to the student, and allowing the student to retake a pretest at no extra cost to the student.

9. The Colleges of Law is not required to readmit the student on their return if:
 - a. after reasonable efforts by COL, COL determines that the student is not prepared to resume the program at the point where they left off;
 - b. after reasonable efforts by COL, COL determines that the student is unable to complete the program; or
 - c. COL determines that there are no reasonable efforts it can take to prepare the student to resume the program at the point where they left off or to enable the student to complete the program.

6.14 Military Tuition Assistance

COL has a policy that returns any unearned tuition assistance (TA) funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided to the military Service Branch. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. In instances when a Service member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

COL's schedules for returning unearned Tuition Assistance (TA) to the government are listed below. The student's withdrawal request will be processed for the purpose of returning TA funds only, not for Financial Aid attendance or recalculating of aid.

For 12-13-week onsite or online semesters:

- 100% of TA received will be returned if the student withdraws prior to or during the first week of class.
- 75% of TA received will be returned if the student withdraws from the start of the second week through the end of the third week of classes.
- 50% of TA received will be returned if the student withdraws after the third week of classes, but before the end of the fifth week of classes.
- 25% of TA received will be returned if the student withdraws after the start of the fifth week of classes, but before the end of the ninth week of classes. (60% of course is completed)
- No TA received will be returned if the student withdraws after the ninth week of classes.

For 10-week onsite terms:

- 100% of TA received will be returned if the student withdraws prior to or during the first week of class.
- 75% of TA received will be returned if the student withdraws during the second week of classes.
- 50% of TA received will be returned if the student withdraws after the second week of classes, but before the end of the fourth week of classes.
- 25% of TA received will be returned if the student withdraws after the fourth week of classes, but before the end of the sixth week of classes. (60% of course is completed)
- No TA received will be returned if the student withdraws after the sixth week of classes.

For 8-week online terms:

- 100% of TA received will be returned if the student withdraws prior to or during the first week of class.
- 75% of TA received will be returned if the student withdraws during the second week of classes.
- 50% of TA received will be returned if the student withdraws after the second week of classes, but before the end of the third week of classes.
- 25% of TA received will be returned if the student withdraws during the fourth week of classes.
- No TA received will be returned if the student withdraws after the start of the fifth week of classes.

For 5-week onsite terms:

- 100% of TA received will be returned if the student withdraws prior to or during the first week of class.
- 50% of TA received of TA received will be returned if the student withdraws during the second week of classes.
- 25% of TA received will be returned if the student withdraws after the second week of classes, but before the end of the third week of classes.

- No TA received will be returned if the student withdraws after the third week of classes.

6.15 Covered Individuals (Chapter 31 or 33 GI Bill® Benefits)

As required by the Veterans Benefits and Transition Act of 2018, a "covered individual" is defined as any individual who is entitled to educational assistance under Chapter 31 or Chapter 33. Covered individuals, upon submitting a certificate of eligibility for entitlement to educational assistance, may attend or participate in the course of education beginning on the date the certificate of eligibility is provided until the date on which payment from the VA is received or for 90 days after the date the veteran's attendance was certified to the VA. For further information, veterans should contact the School Certifying Official.

6.16 Short Term Absence Due to Military Obligations

Veterans or active-duty military personnel obligated for short-term (up to two weeks) assignment may request to receive digital access to classroom lectures and materials during that time.

6.17 GI Bill® Trademark

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Financial Information

- 7.1 General Financial Information
- 7.2 Financial Options
- 7.3 Payment Plans
- 7.4 Refund Policy
- 7.5 Refund Schedules: JD Courses
- 7.6 Refund Schedule: MBLT Courses
- 7.7 Refund Schedule: State Specific Requirements
- 7.8 Federal Financial Aid

7.1 General Financial Information

- A. COL students finance their degree programs in various ways, with funds secured from: 1) savings or employment, 2) federal or private loans, or 3) other sources (such as foundation scholarships or employer contributions).
- B. Information on charges for tuition and fees, and estimated cost of books and supplies, may be found on our website [here](#).
- C. The School reserves the right to change at any time the amount for tuition and fees. Its refund and cancellation policies also may be changed at any time. However, any such changes will take effect at the beginning of the semester immediately following the semester in which the School announces the change, unless a later effective date is specified.
- D. **Veterans' Financial Information**
To recognize the extraordinary contributions of those who have served in the US Armed Forces, the School has established a Military and Veteran Tuition Rate; information is available on the website [here](#). A student utilizing the GI Bill®, or State or Federal Vocational Rehabilitation, must work closely with one of the School's certifying officials to make sure that all necessary documents are on file prior to the certification of enrollment with the Veterans Administration. The School will certify enrollment each term unless otherwise notified.
- E. **Payment of Tuition and Fees**
 1. Payment is mandatory as to all tuition charges and fees as applicable.
 2. Residency fees for the Hybrid JD Program cannot be waived.
 3. In general, all tuition and fees are payable at the start of the semester to which they apply. Tuition and fee charges are posted to the student's account on the Friday of the first week of the semester and must be paid in full at that time, unless an approved payment plan is in place.
- F. **Obligation to Pay Regardless of Withdrawal**
A student paying less than the full amount of tuition and fees when due is liable for the remaining balance and for any other amounts owing to the School even if the student withdraws. The School will enforce its rights to payment through legal action if necessary. A JD graduate's failure to pay mandatory amounts will also be reported to the State Bar in connection with any inquiry into the graduate's moral character.
- G. **Late Payment Penalties**
 1. A student who has neither paid the full tuition and fees owed nor, if eligible, signed a payment plan by the end of the first week of the semester, will be assessed a late fee unless the unpaid balance exists because approved financial aid funds or private loan funds have not yet posted to the student's account.
 2. Penalties apply when amounts owed are not timely paid, as follows:
 - a. An account is delinquent if the student has an outstanding balance for tuition or fee payments and is not making timely payment pursuant to an approved payment plan. Any payment made with insufficient funds is not a timely payment.
 - b. A late payment fee will be charged monthly until the balance is paid or applicable payment plan is current.
 - c. A student whose account is delinquent will not be allowed to register for any subsequent semester. Further, COL will not certify a student as having graduated from the School, or issue a degree, until the student's outstanding balance has been paid in full.
 - d. COL will send an account to a collection agency if: 1) the balance is not paid in full, or if available, a payment plan is not set up within 90 days of the student's withdrawal date, or 2) a former student is past due on a payment plan.

7.2 Financial Options

1. **Sources of Education Funds**

- a. A student may fund studies at COL either through self-pay or financial aid. Financial aid is any money used to help cover the costs of tuition, fees, and other expenses; generally, it consists of grants, loans, and scholarships a student may obtain to bridge the gap between a student's resources and the cost of attending School.
 - b. The Office of Financial Aid's policies and procedures are subject to change based on federal regulations and guidelines or interpretations thereof. Changes will be published. It is the student's responsibility to remain informed of all changes. The Office of Financial Aid adheres to the guidelines of ethical conduct developed by the National Association of Student Financial Aid Administrators (NASFAA).
2. **COL's In-Term Payment Plan**
Available through the Office of Student Accounts, the In-Term Payment Plan allows a student to pay an outstanding tuition balance in monthly installments during the semester. For details on the In-Term Payment Plan, please see Section 7.3.B.
3. **Private Loans**
Private educational and other loans may be available through banks and other institutional lenders.
4. **Scholarships**
Through the generosity of alumni and other friends, the School is able to offer a limited number of scholarships to further its educational mission. Scholarships vary from year to year in number, amount, and criteria; all scholarships are awarded as tuition credits and are not refundable. To learn more about the School's offerings, including the application deadline, please read our scholarship brochure on the School's website [here](#). Students seeking scholarship support are also strongly encouraged to contact local and national scholarship foundations. Announcements about a few scholarships, including those funded by local legal organizations, may be posted on campus and circulated via COL e-mail.

7.3 Payment Plans

- A. COL offers payment plan options for the JD, MBLT, and MLS programs.
- B. **Payment Plans**
 1. The School offers two payment options.
 - a. Currently enrolled students may use the standard In-Term Payment Plan.
 - b. Former, non-graduated students may use the Out-of-Term Payment Plan.
 2. **In-Term Payment Plan (Standard)**
 - a. Available through the Office of Student Accounts, this plan is offered so that students may pay, in equal monthly installments over the length of the semester, any net balance owed to the School (calculated as tuition owed, less financial aid, private loans, scholarships, etc.). All payment plans must be pre-approved by the Office of Student Accounts.
 - b. A student is eligible for payment plans if they elect not to apply for student loans, or to take student loans in an amount that does not cover the full tuition and fee balance. A student wishing to pursue a payment plan must have all arrangements completed by the end of the first week of the semester.
 - c. A student is charged a Payment Plan Administrative Fee for each payment plan established.
 - d. Interest is not charged; however, a late payment fee will be charged when a student is five (5) days late in making a payment on the payment plan. Late payment fees will be charged monthly until the payment plan is current. Until the account balance is current, the student will have a billing hold placed on the account.
 - e. A student with a valid payment plan and no past due balance is considered in good standing once the first payment is received. The student will not be subject to a billing

hold or assessed a late fee as long as the student continues making on-time payments on the payment plan.

- f. All payment plans will be scheduled with a due date of the 15th of each month.

3. **Out-of-Term Payment Plan**

- a. A former student who is no longer enrolled with the institution due to withdrawal, dismissal, or disqualification, but who owes a balance on their COL account, may be eligible for an Out-of-Term Payment Plan. If a balance remains on a former student's account, a final statement will be mailed. The account will be sent to a collection agency 90 days after the end of enrollment if the former student has not applied and qualified for a payment plan.
- b. The School reserves the right to not qualify a former student for a payment plan, or to cancel such an individual's plan.
- c. A service fee will be assessed if a payment plan is established.
- d. A missed payment may result in cancellation of the payment plan and prevent the former student from future participation in the payment plan.

7.4 Refund Policy

- A. This section sets forth policy applicable to the refund of tuition and fees paid by a student prior to their withdrawal, either from the School or courses. For details about the withdrawal process, please see applicable provisions in 6.5 Withdrawal: JD Program and 6.7 Withdrawal: MBLT Program . The next section provides refund schedules for the JD, and MBLT programs, by term. Contact the Office of Student Accounts with questions about refunds.
- B. The date of the student's withdrawal determines: 1) whether the student is subject to an administrative fee on withdrawal and 2) the amount of any refund to the student after withdrawal.
- C. Students should be aware that adding or dropping courses may change the student's enrollment status, which may change the student's eligibility for financial aid. (See 6.12 Enrollment Status.)
- D. A student who withdraws (or is administratively withdrawn) from all courses in which the student is enrolled during a regular term prior to the first day of the second week of the term will be charged an administrative fee which will be deducted from any refund if not separately paid. A student who withdraws from one or more courses during a JD Summer session in the onsite program will not be charged such a fee but will be charged an Add/Drop Fee per occurrence.
- E. **Any refund due to the student will first be applied toward reducing any amount owed by the student to the School. The remaining refund balance, if any, will be forwarded to the student.**
- F. In special cases where state or federal law may require a different refund schedule, the amount of refundable tuition will be determined according to such laws (for example, students receiving veterans' benefits are not required to pay the administrative withdrawal fee).
- G. Any student who is academically disqualified from the School may receive a full tuition refund for any course or courses in which they had enrolled after academic disqualification but before being notified of the disqualification. The refund will be granted upon written notification by the student by filing a completed and signed Request for Withdrawal form, provided the student's withdrawal is effective before the student takes the final exam or otherwise completes all the requirements for credit for such course or courses.
- H. For purposes of entitlement to refunds, a student should give notice of withdrawal and request a tuition refund by completing, signing, and submitting a Request for Withdrawal form to the Administration Office of the student's home campus. Students who submit written requests or notify COL verbally will be asked to submit a Withdrawal form. However, if a Withdrawal form is not received from the student within 48 hours, a Withdrawal form will be completed on their behalf by the Office of the Registrar. The Request for

Withdrawal form is available on the Gateway (<https://My.CollegesofLaw.edu/>), or by request to the Administration Office.

- I. A student will be considered withdrawn, and to have cancelled her or his enrollment agreement, on the date of withdrawal, which is at the earliest of the following dates:
 1. Date on which a completed and signed Request for Withdrawal form is hand delivered to or otherwise received by the Administration Office of the student's principal campus.
 2. Date on which the student submitted written request or verbally notified COL of their intent to withdraw.
 3. Postmark date imprinted by U.S. Postal Service, if Request for Withdrawal form is mailed by U.S. mail to the Administration Office.
 4. Date as of which the student is deemed to have withdrawn pursuant to this Catalog for failure to complete attendance or other course requirements.
- J. When applicable, refunds will be issued to withdrawing students no later than 30 days from the date of withdrawal or discontinuation of a course or educational program in which the student is enrolled. Fees and non-tuition charges are not refundable except as set forth in this section.

7.5 Refund Schedules: JD Courses

Course Refund Schedule

Timeline	Refund Percentage of Course Tuition	Transcript Notation
Drop/Withdrawal before Monday of Week 2 of Term	100% *	No Attendance Posted: Course removed
Drop/Withdrawal before Monday of Week 2 of Term	100% *	Attendance Posted: "W" grade posted
Drop/Withdrawal after Monday of Week 2 and before end of Week 4	75%	"W" grade Posted
Drop/Withdrawal after start of Week 5 and before end of Week 8	50%	"W" grade Posted
Drop/Withdrawal after start of Week 9 to Final Examination	0%	"W" grade Posted
Drop/Withdrawal after Final Examination has started	0%	"F" or "FA" grade posted

*Total withdrawal is subject to a withdrawal fee, deducted from any refund if not paid separately.

8-week Online Elective Course Refund Schedule

Timeline	Refund Percentage of Course Tuition	Transcript Notation

Drop/Withdrawal before Monday of Week 2 of 8-week Term	100%*	No Attendance Posted: Course removed
Drop/Withdrawal before Monday of Week 2 of 8-week Term	100%*	Attendance Posted: "W" grade posted
Drop/Withdrawal after Monday of Week 2 and before end of Week 3	75%	"W" grade Posted
Drop/Withdrawal after end of Week 3 and before end of Week 4	50%	"W" grade Posted
Drop/Withdrawal from Monday of Week 5 to Final Examination	0%	"W" grade Posted
Drop/Withdrawal after Final Examination has started	0%	"F" or "FA" grade posted

*Total withdrawal is subject to a withdrawal fee, deducted from any refund if not paid separately.

7.6 Refund Schedule: MBLT Courses

8-week Online Course Refund Schedule

Timeline	Refund Percentage of Course Tuition	Transcript Notation
Drop/Withdrawal before Monday of Week 2 of 8-week Term	100%*	No Attendance Posted: Course removed
Drop/Withdrawal before Monday of Week 2 of 8-week Term	100%*	Attendance Posted: "W" grade posted
Drop/Withdrawal after Monday of Week 2 and before end of Week 3	75%	"W" grade posted
Drop/Withdrawal after end of Week 3 and before end of Week 4	50%	"W" grade posted
Drop/Withdrawal from Monday of Week 5 to end of term	0%	"W" grade posted

*Total withdrawal is subject to a withdrawal fee, deducted from any refund if not paid separately.

7.7 Refund Schedule: State Specific Requirements

A. Maryland Refund Policy

- As required by the Maryland Higher Education Commission, the minimum refund that COL will pay to a Maryland student who withdraws or is terminated after completing only a portion of a course, program, or term within the applicable billing period is as follows:

Proportion of Total Course, Program, or Term Completed as of Date of Withdrawal or Termination	Tuition Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to but not including 60%	20% refund
More than 60%	No refund

2. A refund due to a Maryland student will be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.
3. This refund policy must be disclosed to students upon enrollment, and documentation verifying student refunds in accordance with this policy must be maintained.

B. Oregon Refund Policy

Courses dropped during the Add/Drop period will be refunded 100% of tuition and course fees, subject to a withdrawal fee, deducted from any refund if not paid separately. Oregon students who withdraw from a course after the Add/Drop period are eligible for a partial refund through the middle week of the applicable term/semester. Refunds are based on unused instructional time and are prorated on a weekly basis as detailed below.

12 or 13 Weeks

Drop/Withdrawal	Refund
Week 1	100%
Week 2	87%
Week 3	80%
Week 4	73%
Week 5	67%
Week 6	60%
Week 7	57%
Week 8	50%
Weeks 9-12 or 13	0%

8 Weeks

Drop/Withdrawal	Refund
Week 1	100%
Week 2	75%
Week 3	63%
Week 4	50%
Weeks 5-8	0%

7.8 Federal Financial Aid

- A. The School participates in Title IV federal financial aid programs, including Federal Direct Loans.
- B. Enrollment Level**
1. An individual's enrollment status (whether enrolled as a student "full-time", "half-time", or not at all) may impact financial aid eligibility. See 6.12 Enrollment Status .
 2. To receive federal financial aid or to defer student loan repayment, a student must be enrolled in a degree or certificate-granting program at least half-time. Enrollment requirements for other assistance programs, such as outside scholarships and private student loans, can vary and are reviewed on an individual basis as applicable.
 3. **JD Students Only:** Students that enroll in the JD Program who have completed less than 90 hours of college credit must be treated as undergraduate students for FSA purposes only.
- C. Determining Amount of Aid**
1. A student's "cost of attendance" includes tuition, fees, and averages of books, supplies, and reasonable cost of living expenses.
 2. Total financial assistance from all sources cannot exceed the cost of attendance for the period in which an eligible student is enrolled. Resources such as outside scholarships and certain loan programs such as the Graduate PLUS Loan or alternative student loans are forms of non-need-based aid and are "calculated in" (i.e., considered when determining) a student's cost of attendance.
- D. Minimum Application Requirements**
1. To be eligible for financial aid, a student must complete the following requirements:
 - a. Complete the Free Application for Federal Student Aid (FAFSA): COL's school code is 042501.
 - b. Review and approve financial aid on the Academic Portal
 - c. Complete and e-sign the Master Promissory Note (MPN) at studentaid.gov
 - d. Complete Entrance Counseling at studentaid.gov
 2. Students interested in the Graduate PLUS loan must complete an MPN and application. Additional information and requirements are available at studentaid.gov.
- E. Financial Aid-Related Academic Requirements**
1. **Repeated Courses**
Repeated courses are financial aid-eligible and will count toward full or half-time enrollment status only once; courses repeated more than once neither qualify for financial aid nor are counted as a part of a student's enrollment status.
 2. **Satisfactory Academic Progress**
A student must maintain satisfactory academic progress to maintain financial aid eligibility. For additional information, see 6.9 Satisfactory Academic Progress (SAP): JD Program and 6.10 Satisfactory Academic Progress (SAP): MBLT Program.
- F. Institutional Withdrawal and Financial Aid**

1. The Office of Financial Aid is required to recalculate financial aid eligibility for students who withdraw from the institution, are administratively withdrawn, or are disqualified. A student who wishes to withdraw from the institution is required to notify the Registrar. If a student does not formally withdraw through the Registrar and fails to register for the upcoming semester, the student will be administratively withdrawn. See Section 9.1 regarding attendance.
2. A student who receives financial aid funds and completely withdraws from the institution is subject to the "Return of Title IV Funds" policy. The amount to be returned is based on the percentage of enrollment completed for the semester and the amount of financial assistance considered earned. The school and the student are both responsible to return unearned funds to the appropriate Title IV program(s) in the order of Direct Unsubsidized, Direct Subsidized, Parent or Graduate PLUS, PELL, and SEOG, where applicable. It is recommended that a student who receives financial aid contact the Financial Aid Office prior to withdrawing to determine if the student will leave the School with a balance on the student's account. If a balance is owed to COL, the student must immediately contact the Office of Student Accounts to make payment arrangements.
3. When a student who receives Title IV grant or loan assistance withdraws from the institution during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of Title IV loan assistance that the student earned as of the student's withdrawal date. This may result in the student owing a balance to COL. For withdrawal policies and procedures see Sections 6.5 Withdrawal: JD Program and 6.7 Withdrawal: MBLT Program.
4. **Official Withdrawal and Financial Aid**
A student's official withdrawal date is:
 - a. The date the student officially notified the School, in writing, of intent to withdraw, or
 - b. Any earlier or later date which the School documents as the last date of academically-related activity by the student. An academically-related activity includes, but is not limited to: an exam, attending class, submitting a class assignment, or attending a formal study group that is arranged by the School.
5. **Administrative Withdrawal and Financial Aid**
A student's administrative withdrawal date is:
 - a. The midpoint of the payment period or period of enrollment, or
 - b. Any earlier or later date which the School documents as the last date of academically-related activity by the student. An academically-related activity includes, but is not limited to: an exam, attending class, submitting a class assignment, or attending a formal study group that is arranged by the School.

G. Disbursement of Financial Aid

1. A student borrowing Federal Direct Loans for the first time at COL is required to complete an entrance counseling quiz prior to the release of funds. Loan entrance counseling quizzes and master promissory notes may be completed online.
2. Federal Direct student loan funds are normally transmitted to the School via Electronic Fund Transfer (EFT). Refunds through direct deposit or checks are made available to students within fourteen (14) calendar days of the credit occurring on the student's account or within fourteen (14) calendar days of the student's endorsement of a paper loan check.
3. Refunds will be automatically mailed, if by check, to a student at the current address on file with COL or electronically transferred. If a refund check is returned in the mail and a second mailing attempt is unsuccessful, the check will be voided, and the funds returned to the program.
4. A student not enrolled for the number of credit hours that were estimated at the time of financial aid packaging may have funds delayed due to the need to recalculate eligibility.

Programs of Study

Juris Doctor

Juris Doctor (JD)

8. Juris Doctor (JD) - Program and Registration Procedures

8.1 JD - Course Descriptions*

NOTE*: All required courses are given each year at each campus. However, to offer students the broadest possible range of elective courses between the two campuses, elective courses are offered on a rotating basis depending in part on student interest and faculty availability. **Not all listed electives are offered each year, and some electives may not be offered at all during the time a given student attends the School. It is anticipated that each elective will be offered at least once every three years at one campus or the other.** Courses listed with "Required" are required for graduation; others are elective except to the extent a student must take courses offered during a particular semester/session to fulfill unit load requirements. All courses are letter-graded except those marked "P/F" for Pass/Fail grading.

Course Descriptions

8.2 JD and HJD - Academic Program

A. Educational Objectives

The School has established three institution-wide learning competencies, Knowledge of Law, Practical Skills, and Ethical and Professional Values, as detailed in Section 3.5, Educational Objectives. For the Juris Doctor program, the following Program Objectives and Student Learning Outcomes have been established:

JD Program Learning Objectives	JD Student Learning Outcomes
1.1 Legal Doctrine Students will examine fundamental legal principles and conceptual frameworks of American law essential to competent law practice and licensure in California.	1.1 Students will demonstrate knowledge of fundamental legal principles and the structure, branches and functions of the U.S. and California legal systems.
1.2 Policy Students will examine the role of public policy in the American legal system.	1.2 Students will examine and identify applicable public policies and demonstrate the ability to understand the relationship between law and policy.
2.1 Legal Analysis Students will demonstrate the ability to perform competent legal analysis.	2.1a Students will demonstrate the ability to analyze statutes, cases and regulations.
	2.1b Students will demonstrate the ability to identify applicable legal issues, link rules and

	<p>significant facts, explain how the law applies to the facts, and articulate the predicted outcome.</p> <p>2.1c Students will demonstrate the ability to assess complex legal and societal problems by identifying potential options, solutions, strategies, and policy implications for both law and non-law disciplines.</p>
2.2 Research Students will demonstrate the ability to perform effective legal research.	2.2 Students will perform efficient legal research, using hard copy and electronic resources, by effectively identifying, locating, updating and citing primary and secondary sources.
2.3 Oral and Written Communication Students will demonstrate knowledge of the principles of effective oral and written legal communication.	<p>2.3a Students will demonstrate the ability to orally advocate a particular legal position.</p> <p>2.3b Students will demonstrate the ability to present a written legal analysis of a fact pattern that effectively states the issues, rules, application, and conclusion in a format that is well-organized and clearly written.</p>
2.4 Problem Solving Students will demonstrate the ability to identify legal problems and strategize to achieve client goals.	<p>2.4a Students will demonstrate the ability to determine relevant from irrelevant facts and omit irrelevant material.</p> <p>2.4b Students will demonstrate the ability to effectively develop legal strategies to achieve client goals.</p>
2.5 Dispute Resolution Students will demonstrate understanding of the options and techniques for resolving legal disputes.	<p>2.5a Students will identify options and techniques for resolving legal disputes.</p> <p>2.5b Students will identify and apply rules applicable in dispute resolution proceedings.</p>
3.1 Ethics and Professional Conduct Students will identify and examine ethical concerns in the legal profession and demonstrate professionalism.	3.1 Students will identify ethical impacts in current legal issues and demonstrate knowledge of professional attributes of legal professionals such as adherence to ethical practice, civility, preparation, composure, team contribution, and excellence in work product.
3.2 Diversity Students will acquire skills	3.2 Students will demonstrate knowledge and ability to work effectively with individuals and groups with a variety of identities, cultures,

necessary to function in a diverse, multi-cultural world.	backgrounds, and ideologies in a global legal environment.
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B. Locations/Units/Credit Hours

1. The Juris Doctor (JD) Program is offered on site at both campuses, although the option to begin the program in the Spring semester may be available at only one campus. A limited number of elective courses may be offered in the online format; State Bar regulations permit a JD student to earn academic credit for up to 64 units of online coursework. Students must successfully complete at least 84 units of credit to be eligible for an award of the Juris Doctor degree.
2. The Hybrid Juris Doctor (HJD) Program is offered online with mandatory monthly residencies at the Ventura campus. Students start the full program in the fall semester, although there is a possibility for limited introductory courses available in the spring semester before the Program begins. Students must successfully complete at least 84 units of credit to be eligible for an award of the Juris Doctor degree.
3. Each unit of credit requires 15 clock hours of instruction or the equivalent in online academic engagement. Each clock hour of instruction or the equivalent in online academic engagement presupposes substantial outside study and preparation by the student-between two to three hours of outside preparation for each hour of class time or online academic engagement. Legal Internship and Directed Study are considered practicum courses and require 50 hours of participation to equal the 15 clock hours of instruction required for one unit of credit. Partial credits are not granted. Thus, for the 84-credit hour JD Program, 1,260 clock hours of instruction are required, and an additional 3,780 hours of outside study are expected for the degree.

a. **Face-to-Face Lecture or Seminar Course**

Each course conducted as a face-to-face lecture or seminar constitutes the following:

- i. Three-unit course: 45 clock hours of instruction and, generally, an additional 135 hours of outside preparation/study.
- ii. Two-unit course: 30 clock hours of instruction and, generally, an additional 90 hours of outside preparation/study.
- iii. One-unit course: 15 clock hours of instruction and, generally, an additional 45 hours of outside preparation/study.

b. **Distance Online or Hybrid Course**

For distance online or hybrid courses, the total hours of work typically required for any class of work reflects: 1) synchronous and asynchronous components that facilitate faculty-student and student-student interaction (virtual classrooms, discussion boards, group projects, or activities) and 2) independent learning components (readings, recorded lectures, quizzes, and written assignments). Each course conducted as a distance online or hybrid course constitutes the following:

- i. Three-unit course: 45 clock hours of synchronous/asynchronous interaction and up to 135 hours of independent learning.
- ii. Two-unit course: 30 clock hours of synchronous/asynchronous interaction and up to 90 hours of independent learning.
- iii. One-unit course: 15 clock hours of synchronous/asynchronous interaction and up to 45 hours of independent learning.

C. Semester/Session Length

1. In the JD Program, The Fall semester includes 13 weeks of instruction and the Spring semester includes 12 weeks of instruction. A separate two-week study and exam period follows each Fall and Spring semester, except that for Spring-start 1st year and 4th year courses, final exams, when used, take place during the last

- class meeting or the following week. Summer sessions are generally 10 weeks long with finals administered during the last week of class.
2. In the HJD Program, Fall, Spring, and Summer semesters include 14 weeks/1 day of instruction including final exams. Final exams take place on campus during the final residency of the semester. Some online elective courses may meet for 8 weeks with final projects due in the final week.

D. Regular Class Schedule

1. In the JD Program, generally, regularly scheduled classes for each course meet once each week from 6:30 p.m. until 9:30 p.m. during the semester or session. During the regular academic year, regularly scheduled classes generally meet at the Santa Barbara campus on Monday, Tuesday, and Thursday and at the Ventura campus on Monday, Wednesday, and Thursday; classes for Spring-start and Fourth Year students may adhere to a different schedule. During Summer session, regularly scheduled classes meet on Monday through Thursday evenings at both campuses and, at times, on Saturdays during the day. Exceptions to the above may occur and will be posted on the bulletin boards, in course syllabi, or otherwise announced.
2. In the HJD Programs, the online courses are asynchronous with students required to complete assigned work each week. Students must attend scheduled residencies at the Ventura campus once a month on Saturday and Sunday.

E. Units Per Semester

1. In the JD Program, each Fall and Spring semester, all students must be enrolled in 9 units (typically 3 courses) with three exceptions:
 - a. First year students who first enroll in January as part of a Spring-start cohort must enroll in the program of courses offered to that cohort, which will include at least 6 units.
 - b. Advanced students (those who have successfully completed the first-year curriculum, including Legal Research and Legal Writing) who are in good academic standing may also enroll in Legal Internship with the Legal Internship Director's permission.
 - c. Fourth-year students in their final semester must enroll in the number of units needed to graduate.
2. In the HJD Program, students will take between 7-13 units per semester depending on whether they are on the 32- or 40-month track. The semesters may include 6-10 units of required courses and students may add a Lawyering Skills unit, an elective course, a directed study, or a Legal Internship to those required units. Students requesting to take more than 13 units may file a Petition for Excess Units; the petition form is found on the gateway.

F. Units During Onsite Summer Session - JD Program

1. Minimum units: As provided in Section 6.3, continuous enrollment is expected of all JD students, including summer session, to allow students to complete required courses and additional units so that, when added to units completed during Fall and Spring semesters, the total will be at least 84 units. A student who receives the Dean's approval to miss a single Summer session will likely be unable to complete required courses for graduation until the Summer session following the student's fourth Spring semester.
2. Maximum units: Students who have just completed the first-year curriculum may enroll in up to 6 units. Students who have just completed the second-year or third-year curriculum may enroll in up to 8 units, excluding legal internship or directed study units. Students requesting to take more than 8 units may file a Petition for Excess Units; the petition form is found on the Gateway.
3. Spring-start 1st year students: Students who enter in January as part of a Spring-start cohort must take 3 units (no more, no less) during the first Summer session following the first semester of enrollment to fulfill State Bar unit requirements that would affect students who might later seek to transfer to an unaccredited law school.

G. Principal ("Home") Campus

Students in the JD Program are expected to complete their entire degree program at the campus where they initially enroll (the student's "principal campus") except they may enroll in Summer elective courses offered at either campus. With the Administration's consent, a student may change his or her principal campus. A student will not be permitted to selectively enroll in courses at both campuses, except for Summer electives. A student entering the 1st year in January as part of a Spring-start cohort will be enrolled as a student at the campus where the student intends to complete coursework for the JD degree (his or her "principal campus"), whether or not Spring-start courses are offered at that campus during the student's first Spring semester of enrollment.

Students in the HJD Program will attend all residencies at the Ventura campus.

H. Program Transfer

Due to differences between the two programs, students have limited opportunities to transfer from the hybrid JD program to the onsite JD program or from the onsite JD program to the hybrid JD program.

1. **Onsite JD to hybrid JD Transfer.** Students may seek a transfer from the onsite JD to the hybrid JD at the end of their 1L year after completing the first-year curriculum, including Legal Research and Legal Writing I. The students must be in good academic standing at the time they apply. The students must submit a "Program Change Form," a personal statement explaining why they are seeking to transfer and complete an interview with the Associate Dean of Hybrid and Online Learning. **In extenuating circumstances, a student may be able to transfer at a later time with the Dean or Associate Dean's approval.**
2. **Hybrid JD to onsite JD Transfer.** Students may seek a transfer from the hybrid JD to the onsite JD after completing the first-year curriculum, including Contracts II, Torts II, and Criminal Law. The students must be in good academic standing at the time they apply. The students must submit a "Program Change Form," a personal statement explaining why they are seeking to transfer and complete an interview with the Dean. In extenuating circumstances, a student may be able to transfer at a later time with the Dean or Associate Dean's approval.
3. Students in the onsite program may take electives in the hybrid program, and hybrid students may take electives in the onsite program, without a program transfer. Conditions apply, including the course being eligible for cross-enrollment, class size limits, and a limit on the number of units allowed. Student enrolled in the hybrid JD program will have priority for that program's electives and students enrolled in the onsite program will have priority for that program's electives. Students should consult the Schedule of Classes available prior to each semester's registration period or their Program Manager for further information. Please note that tuition rates for Hybrid JD courses are different than Onsite JD courses as noted on the School website.
4. Students may take a maximum of 9 units of required courses in the other modality assuming the course is one semester in length, it is not part of a two-part course (e.g., Con Law I and Con Law II) and they are in good academic standing. Students cannot waive or substitute requirements in the program in which they are enrolled (e.g., all students enrolled in the campus program must complete Appellate Advocacy and all students enrolled in the HJD program must complete Lawyering Skills). Please note that tuition rates for Hybrid JD courses are different than the Onsite JD courses as noted on the School website.

8.3 JD - Length of Program

- A. The JD curriculum is designed to be completed in 4 years; limits are set forth below. For additional information, see Section 8.6, *Sample Curriculum*.

1. Fall Starts: Students beginning their program in the Fall semester have two schedule options to complete degree requirements.
 - a. Option 1, 3.5-year program (accelerated program): Upon completion of graduation requirements (see Section 12), the student may finish their program at the end of the student's fourth Fall semester. Such a student's degree will be conferred the following January. Only stronger students (generally, students with a cumulative GPA of 2.2 or above) should consider accelerating the program. To accelerate, a student must complete at least 21 units during their three Summer sessions and through Legal Internship or Directed Study projects. Students wishing to accelerate should be aware that this requires substantial additional Summer session attendance during all summers in the program, and that a student must petition to the Dean to take more than 6 units as a 1L or 8 units as a 2L/3L during any Summer session, as noted in Section 8.2.F above. The School does not encourage acceleration and not all students will be able to accelerate.
 - b. Option 2, 4-year program: Students who begin the program in Fall must complete their degree requirements by the end of the student's fourth Spring semester. Degrees will be conferred in May.
 2. Spring-starts: Students beginning their program in the Spring semester have one schedule option, a 4-year program. Spring-start students must complete their degree requirements by the end of their fourth Fall semester, with a degree conferral date in January.
- B. A student's program may be required to depart from the above norms in special situations, such as when a student is on probation, is a transfer student, or has interrupted the customary sequence of study for any reason. Under special circumstances and with the Dean's permission, an onsite JD student may take one or more core courses online after completing the first year.
- C. Each student is responsible for planning their own program, within the limits of the School's policies, so as to complete all course and graduation requirements within the time limits stated above. Students who do not carefully plan (by failing to take required Summer courses in an appropriate sequence, for example) may find it impossible to graduate at the intended time. The School has no provisions for partial course credit, so students may find it necessary to complete more than 84 units of credit to meet graduation requirements.
- D. In extraordinary circumstances and for good cause shown, a student may petition the Dean for permission to extend their program by one term to include, for Spring-start students only, the fourth Spring semester or, for Fall start students only, the Summer session following the fourth Spring semester. **Degrees will not be awarded to students who have not completed the required 84 units by that time, except with the Dean's permission upon good cause shown.** A student who fails to timely complete requirements for the JD degree but meets eligibility requirements of the State Bar of California based on law school attendance may nonetheless be eligible to sit for the California State Bar. The School does not undertake nor assume any duty to advise students of the State Bar's eligibility requirements; information should be sought from the Office of Admissions, Eligibility Department, of the State Bar of California (www.calbar.ca.gov).
- E. The Committee of Bar Examiners disallows the granting of a JD degree by an accredited law school to a student who has failed to complete the degree within 84 months of commencing the study of law.

8.3.1 HJD - Length of Program

A. The HJD curriculum is designed to be finished in either 32 months (2.5 years) or 40 months (3.5 years).

1. Option 1, the 32-month schedule: Upon completion of all graduation requirements, the student may finish the program at the end the student's third spring semester (or eighth semester in the program). Only students who are not working full time should consider the 32-month schedule. These students' degrees will be conferred on the last day of the Spring term, usually in May. Please note that the 32-month track is planned to be gradually discontinued, with the final availability for 1Ls being in the Fall of 2023.

2. Option 2, the 40-month schedule: Upon completion of all graduation requirements, the student may finish the program at the end of the student's fourth fall semester (or tenth semester in the program). These students' degrees will be conferred on the last day of the Fall term in December.

Whether students choose the 32-month or the 40-month schedule, the "cohort" is defined as students who complete their degree requirements in the same calendar year.

1. The cohort's GPA will be finalized at the end of the fall semester for purposes of recognition at commencement
2. The cohort will attend commencement in the Spring of the calendar year in which they complete their graduation requirements.
3. The cohort's final GPA and class rank will be determined when the cohort completes their degree requirements.

B. A student's program may be required to depart from the above norms in special situations, such as when a student is on academic probation or has interrupted the customary sequence of study for any reason.

C. If a student in the 32-month program falls below a 2.0 cGPA at any point, that student is required to transfer to the 40-month program, unless otherwise authorized by the Associate Dean.

D. Each student is responsible for planning their own program, within the limits of the School's policies, so as to complete all course and graduation requirements within the time limits stated above.

E. Each student must be enrolled in a minimum of 6 units to remain in the program, unless otherwise authorized by the Associate Dean. If, however, a student is not currently in the program because of a temporary withdrawal but has completed the first year of law school and is in good standing, the student may take fewer than 6 units before re-entry into the program.

F. In extraordinary circumstances and for good cause shown, a student may petition the Dean for permission to extend their program. **Degrees will not be awarded to students who have not completed the required 84 units by the expected end of the program, except with the Dean's permission upon good cause shown.** A student who fails to timely complete requirements for the JD degree but meets eligibility requirements of the State Bar of California based on law school attendance may nonetheless be eligible to sit for the California State Bar. The School does not undertake nor assume any duty to advise students of the State Bar's eligibility requirements; information should be sought from the Office of Admissions, Eligibility Department, of the State Bar of California (www.calbar.ca.gov).

G. The Committee of Bar Examiners disallows the granting of a JD degree by an accredited law school to a student who has failed to complete the degree within 84 months of commencing the study of law.

8.4 JD - Required Courses

- A. The curriculum consists of required courses, elective courses and a required unit of Legal Internship. Required courses are given each year and must be taken by all students at the designated time in the curriculum. Further, students who elect to begin their program in a Spring-start cohort will be required, in their first Spring and first Fall semester, to take designated courses that would otherwise be elective in nature ("designated electives") thus reducing the number of true elective units available to meet the 84-unit graduation requirement. Some flexibility applies in the fourth year. (See below and *Sections 8.5, Elective Courses and 8.7, Legal Internship*.) Except as noted in the Course Descriptions, required courses are offered on a letter-graded basis.

B. Academic Year Required Courses

1. First Year through Third Year: During the Fall and Spring semesters of the first three full curriculum years, students take a total of 18 units of required courses each year. Students who enroll as part of a Spring-start cohort will take, in their first Spring semester, a total of six units designated electives. In their remaining academic years, they will take 18 units of required courses.
 2. Fourth Year: In fourth year, required courses are prioritized and need to be taken only as necessary to complete the 84-unit and other academic requirements set forth in this Catalog. The following provisions apply in fourth year:
 - a. students in their final semester must enroll in the number of units needed to equal or exceed the 84-unit graduation requirement.
 - b. a fourth-year student must enroll in Constitutional Criminal Procedure and Bar Studies, and may enroll in the remaining fourth-year course offered in Fall semester, if necessary to meet that student's required unit minimum. Thus, a fourth-year student expecting to complete law studies at the end of the Fall semester and who needs 6 units to graduate would be required to enroll in Constitutional Criminal Procedure (3) and Bar Studies (3). One who needs 9 units to graduate would also enroll in an additional elective course; and
 - c. in the Spring semester, Electives are made available for students should they need them to meet the 84-unit degree requirement, internships and directed study courses can also be taken as electives.
- C. Summer Required Courses**
1. In addition to the required courses offered during the Fall and Spring semesters (regular academic year), each student must complete all of the following required Summer courses as follows:
 - a. Legal Research (2 units) and Legal Writing (2 units), Summer session after completing the first-year curriculum (if Legal Writing was not completed earlier.);
 - b. Advanced Legal Writing (2 units), Summer session after completing the second-year curriculum; and
 - c. Appellate Advocacy (2 units), Summer session after completing the third-year curriculum.
 2. Each student must also complete additional elective course units that, when added to the foregoing and the Fall/Spring curriculum (including first Spring semester, for Spring-start students), will total at least 84 units by, for Fall start students, no later than the end of the fourth Spring semester following the first Fall semester of enrollment or, for Spring-start students, no later than the end of the fourth Fall semester of enrollment.
- D. Additional Graduation Course Requirements**
1. All students must complete a 1-unit pro bono Legal Internship. (See Section 8.7.)
 2. Students are expected to enroll and participate in the School's customized Bar Review program.

8.4.1 HJD - Required Courses

- A. The curriculum consists of required courses, required Lawyering Skills units, elective courses, and a required unit of pro bono Legal Internship. Required courses are given each year and must be taken by all students at the designated time in the curriculum. Except as otherwise noted, required courses are offered on a letter-graded basis.
- B. Depending on whether the students are in the 32- or 40-month schedule, students will take 6-9 units of required courses in each semester. (See Section 8.6.1, Sample Curriculum Map.)
 1. In required courses that are completed over two distinct semesters, such as Torts I and Torts II, successfully passing the first semester of the course is a prerequisite to enrolling and taking the second semester of the course. This policy applies to all HJD courses whose course coverage expands over two semesters.
 2. To advance to the Spring academic term, students enrolled in foundational semester courses (Introduction to Legal Fundamentals, Introduction to Legal Research, and Introduction to Legal Writing and Analysis) must pass all courses in which they are enrolled.

3. Students must complete the first year of law school (fall, spring, and summer) before continuing into the second year of law school unless otherwise authorized by the Associate Dean.
- C. In addition, students must successfully complete five Lawyering Skills units: 2 Practical Skills units; 1 Litigation Skills unit; 1 Transactional Skills unit; and 1 Professional Development and Leadership unit. Beginning in Fall 2021, the five required Lawyering Skills units will be designated in specific semesters throughout the program.
1. The last day to register for a Lawyering Skills unit in any given semester is ten (10) calendar days before the weekend course is offered.
 2. The last day to drop a Lawyering Skills unit and receive a refund is forty-eight (48) hours before the weekend course is offered, unless otherwise authorized by the Associate Dean.
- D. All students must complete a 1-unit pro bono Legal Internship. (See Section 8.7)
- E. All students must complete their Capstone course during their final semester of law school, unless otherwise authorized by the Associate Dean.

8.5 JD and HJD - Elective Courses

- A. Generally, elective courses are given during Summer sessions in the JD Program and on a letter-graded basis, with exceptions as noted in the Course Descriptions. In addition, eligible students may earn elective credits for Legal Internship throughout the year. (See Section 8.7, *Legal Internship*.) When approved by the Associate Dean, Lawyering Skills units may be made available as an elective course for students in the JD Program.
- B. JD Program students may take Summer elective courses at either or both campuses; required courses must be taken at a student's principal campus except that when Spring-start curriculum is not offered at a student's principal campus, the student may take the Spring-start curriculum at the campus where it is offered. Exclusively hybrid JD Spring-start students are permitted to take hybrid JD Spring-start electives.
- C. Elective offerings depend on student demand, instructor availability, and other factors. The nature and quantity of elective course offerings vary from summer to summer. Not all electives are offered each year; some electives may not be offered at all during the time a given student attends the School. JD Program Spring-start students: Such students must complete 3 units of elective course work during the first Summer session following their Spring enrollment and take required courses each Summer session after completing their first year. They should be aware that their elective choices may be limited based upon required prerequisites and that, as compared to a student who begins in the Fall semester, they will have fewer true electives remaining to fulfill the 84-unit graduation requirement.
- D. Online elective courses are offered by the School every semester. An HJD student may take an elective course in any semester after completing the first year of the program. A JD Program student may take a limited number of such courses as defined by the Committee of Bar Examiners (CBE). JD Program students may only take online elective courses in the summer, or if they are completing the program in four years, in the final spring semester. Unit limits as set by the CBE are not subject to waiver for an individual student. HJD students are not subject to the current CBE limits for online courses and may take online elective courses when appropriate.

8.6 JD - Sample Four-Year Curriculum*

This section contains an example of the required JD curriculum (with elective units) for a student who begins law studies in a Fall semester and completes the 84-unit degree requirement at the end of the fourth Spring semester. (See below for Spring-start example.) Contact the Administration Office for other examples (e.g., completing at the end of the fourth Fall semester).

Example of Curriculum for Student Starting in Fall and Graduating in Spring

Course	Grade Basis	Fall	Spring	Summer
1st Year	Units [One (1) unit = 15 clock hours of instruction]			
Legal Analysis & Writing	Pass/Fail	3		
Contracts I & II (full year course)	Letter	3	3	
Torts I & II (full year course)	Letter	3	3	
Criminal Law	Letter		3	
Legal Research	Letter			2
Legal Writing	Letter			2
Units of Elective courses	Varies			approx. 1
Total 1st Year Units: 23		9	9	5
2nd Year	Units [One (1) unit = 15 clock hours of instruction]			
Community Property	Letter	3		
Real Property I & II (full year course)	Letter	3	3	
Civil Procedure I & II (full year course)	Letter	3	3	
Wills & Trusts	Letter		3	
Advanced Legal Writing	Letter			2
Units of Elective courses	Varies			approx. 3
Total 2nd Year Units: 23		9	9	5
3rd Year	Units [One (1) unit = 15 clock hours of instruction]			
Evidence (3-unit course)	Letter		3	
Professional Responsibility	Letter	2		

Constitutional Law (full year course)	Letter	3	3	
Business Associations	Letter	3		
Remedies	Letter		3	
Appellate Advocacy**	Letter			2
Legal Internship	Pass/Fail			1
Units of Elective courses	Varies			approx. 3
Total 3rd Year Units: 23		9	9	6
4th Year	Units [One (1) unit = 15 clock hours of instruction]			
Const. Criminal Procedure	Letter	3		
Bar Studies	Letter	3		
Elective	Pass/Fail	3		
Elective	Letter or Pass/Fail		3	
Required course TBA	Letter or Pass/Fail		3	
Customized Bar Review program	Not Graded		0	
Total 4th Year Units: 15		9	6	
Total Cumulative Units: 84				

* Course offerings and course schedules are subject to change.

Example of Curriculum for Student Starting in Spring and Graduating in Fall

Course	Grade Basis	Fall	Spring	Summer
Spring-start Semester/First Summer	Units [One (1) unit = 15 clock hours of instruction]			
Elective	Pass/Fail		1	
Elective	Letter		2	

Elective	Letter		3	
Units of Elective courses	Varies			3
Total Units (Pre-First Fall semester): 9			6	3
1st Year	Units [One (1) unit = 15 clock hours of instruction]			
Legal Analysis & Writing	Pass/Fail	2		
Contracts I & II (full year course)	Letter	3	3	
Torts I & II (full year course)	Letter	3	3	
Criminal Law	Letter		3	
Legal Research	Letter			2
Legal Writing	Letter			2
Total 1st Year Units: 22		9	9	4
2nd Year	Units [One (1) unit = 15 clock hours of instruction]			
Community Property	Letter	3		
Real Property I & II (full year course)	Letter	3	3	
Civil Procedure I & II (full year course)	Letter	3	3	
Wills & Trusts	Letter		3	
Advanced Legal Writing	Letter			2
Units of Elective courses	Varies			approx. 2
Total 2nd Year Units: 22		9	9	4
3rd Year	Units [One (1) unit = 15 clock hours of instruction]			

Evidence (3-unit course)	Letter		3	
Professional Responsibility	Letter	2		
Constitutional Law (full year course)	Letter	3	3	
Business Associations	Letter	3		
Remedies	Letter		3	
Appellate Advocacy**	Letter			2
Legal Internship	Pass/Fail			1
Units of Elective courses	Varies			approx. 2
Total 3rd Year Units: 22		8	9	5
4th Year	Units [One (1) unit = 15 clock hours of instruction]			
Const. Criminal Procedure	Letter	3		
Bar Studies	Letter	3		
Elective	Pass/Fail	3		
Customized Bar Review program***	Not Graded		0	
Total 4th Year Units: 9		9		
Total Cumulative Units: 84				

* Course offerings and course schedules are subject to change.

NOTE: Spring-start students wishing to earn a Certificate of Concentration should consult the Administration Office prior to the first Summer session, as careful planning will be required to accumulate 8 units of concentration credit. Students are cautioned that it may not be possible to take the desired number of concentration units in any given Summer due to issues of scheduling and availability of courses at a particular campus. To complete a concentration within 84 units, a Spring-start student could elect to take only 6 units in the last semester (foregoing Trial Practice) and 3 units of additional Summer elective coursework, for a total of 9 available elective units (plus one Legal Internship unit) within which to complete 8 qualifying concentration units. As an alternative to taking fewer units in the Fall semester of Fourth Year, a student could elect to pay for one or more additional units of Summer elective credit to earn the 8 qualifying concentration units.

8.6.1 HJD - Sample Curriculum*

Example of 32-Month Curriculum for Student Starting in Fall and Graduating in Spring

Course	Grade Basis	Fall	Spring	Summer
1st Year	Units [One (1) unit = 15 clock hours of instruction]			
Intro to Legal Fundamentals	Letter	3		
Intro to Legal Writing and Analysis	Letter	3		
Intro to Legal Research	Letter	3		
Criminal Law	Letter		3	
Torts I & II	Letter		3	3
Contracts I & II	Letter		3	3
Professional Responsibility	Letter			3
Lawyering Skills	Pass/Fail	1	1	1
Total 1st Year Units: 30		10	10	10
2nd Year	Units [One (1) unit = 15 clock hours of instruction]			
Community Property	Letter	3		
Real Property I & II	Letter	3	3	
Civil Procedure I & II	Letter	3	3	
Wills & Trusts	Letter		3	
Pro Bono Internship	Pass/Fail		approx. 1	
Constitutional Law I	Letter			3

Evidence	Letter			3
Business Associations	Letter			3
Units of Elective Courses	Varies			3
Lawyering Skills	Pass/Fail	1	1	1
Total 2nd Year Units: 33		10	11	12
3rd Year	Units [One (1) unit = 15 clock hours of instruction]			
Constitutional Criminal Procedure	Letter	3		
Constitutional Law II	Letter	3		
Remedies	Letter	3		
Bar Studies	Letter		3	
Capstone	Letter		3	
Units of Elective courses	Varies	3	3	
Lawyering Skills	Pass/Fail		1	
Total 3rd Year Units: 21		12	10	
Total Cumulative Units: 84				

* Course offerings and course schedules are subject to change.

8.7 JD - Legal Internship - program available to students who commenced law studies prior to January 2022

- A. A student is eligible to apply for a Legal Internship after successfully completing the first-year curriculum, including Legal Research and Legal Writing. This program enables students to work under the supervision of practicing attorneys and judges for academic credit. It exposes students to real-world practice to enhance their understanding of the law and introduces them to the professional obligation to provide *pro bono* service. All Legal Internship credits are earned on a Pass/Fail basis. The program is overseen by the Dean or Associate

Dean, who may delegate any such oversight duties to a faculty designate.

A student should begin making plans **one full semester** before they intend to begin work on a Legal Internship, to allow time to complete the requirements detailed below.

- B. Advanced students may apply for certification under the Practical Training of Law Students Rules of the State Bar of California, to enhance their clinical experience. (See also Section 13.G Practical Training of Law Students.)

C. Mandatory/Elective Credits

1. Students are required to earn at least 1 unit of Legal Internship credit; they may elect to earn up to 6 units of combined Legal Internship/Directed Study with the permission of the Associate Dean.
2. The required unit must be earned in an internship working on *pro bono* matters. (See item 4 below.) Most internships are available during regular business hours, but the Administration will work with students whose hours of employment conflict with regular business hours to find alternative internship opportunities.
3. To avoid repetitive activity, from which the incremental learning experience is insufficient to justify additional credit, the Associate Dean or designee will almost never approve more than three units of Legal Internship with the same supervising judge or attorney or with the same organization. The Dean, Associate Dean or designee will consider approving an internship at a new site only after the student has fulfilled all requirements for, or terminated, their original proposal.
4. Work performed by the student for compensation is not eligible for internship credit.

D. Required Training and Hours

1. "50-hours plus Training" Legal Internship
 - a. Hours: Subject to the provisions of paragraph D.1. above, each unit of Legal Internship credit approved requires the student to successfully complete at least 50 hours of law-related work.
 - b. Internship Training: Before beginning the student's first Legal Internship, they must successfully complete a one-time, Legal Internship Training session, typically held on a Saturday. The training session is not credit-bearing and so tuition is not charged. No further training will be required to earn additional internship units. A student is eligible to attend training after having completed both Legal Research and Legal Writing. One training session will be offered each semester, alternating between campuses. The training requirement is not subject to waiver and is a requirement for graduation.
 - c. During their *pro bono* internship, each student must be enrolled in the internship class. The internship class is part of the 1-unit awarded for satisfactory completion of the *pro bono* internship. The class will be available but is not required in subsequent internships.

E. Qualifications

To participate in a Legal Internship, a student must: have successfully completed the first-year curriculum, (including Legal Research and Legal Writing); have taken the required training; be in good academic standing at the beginning of a specifically approved Legal Internship program; and have registered and made payment for the Legal Internship course.

F. Legal Internship Sites

1. All work must be performed by the student without compensation and under the direct supervision of a judge or attorney who is unrelated to the student. A supervising attorney must be an active

member of the State Bar of California who is practicing law. Students may intern for an attorney licensed outside of California for their *pro bono* internship if the attorney is licensed to practice in a State, the attorney's practice is exclusively or primarily in a federal forum such as immigration, social security, or bankruptcy, and the student will be working on issues in the federal forum. Such students will not be eligible to participate in the Practical Training of Law Students program sponsored by the State Bar of California. It is the student's responsibility to locate an acceptable position, but the School offers counseling to assist in finding internships.

2. *Pro bono* internship sites: Students may perform their required *pro bono* internship unit by working on assignments in public law offices (e.g., Public Defender or other court-appointed defense counsel, County Counsel, City Attorney, or District Attorney), with judges, or with other governmental or non-profit organizations engaged in full-time legal activity. Work that, in the Associate Dean's opinion, is of an essentially political or lobbying nature will not qualify for credit. *Pro bono* internship units may be earned with private attorneys only when all internship hours will be performed exclusively on *pro bono* cases (cases taken from inception for no compensation or possibility of compensation to the attorney) that serve some generally recognized public good (such as helping the disadvantaged or providing legal services to a non-profit organization); work on "*low bono*" cases (for which a private attorney receives some compensation) does not qualify as work on *pro bono* cases.
3. For-profit internship sites (including work on *low bono* cases): Students may receive internship credit for work on matters for which the law firm or its attorneys will be compensated, but only after the student has completed the required 1-unit *pro bono* internship.

G. Procedures

1. A student should sign up for Legal Internship Training no later than the semester/session before they intend to begin an internship.
2. Qualified students who have located a Legal Internship must present, and obtain the Associate Dean's/designee's approval of, a properly completed Legal Internship Proposal form (from the Gateway (<https://My.CollegesofLaw.edu/>) before beginning work for credit. The completed form must provide all information required on the form or requested by the Associate Dean and must be signed by the proposed supervisor.

If approved, the program of work/activity described in that proposal, including any special conditions imposed by the Associate Dean, will be the Legal Internship Program specifically approved for that student.

3. The student may begin working toward credit only after they have received notice of approval from the Associate Dean or designee on the Legal Internship Proposal form and has paid tuition for the Legal Internship course.
4. Students will not be approved to begin an internship after the end of the second week of a term, except in extraordinary circumstances approved by the Associate Dean.
5. Students will not be approved to complete an internship outside of the State of California.

H. Registration and Payment

1. After the Associate Dean or designee approves the internship, the Registrar will manually register the student prior to the start of the next academic term. Upon approval by the Associate Dean or designee for good cause, students may be manually registered for an internship that arises during a semester or to begin an internship during the semester break preceding the start of the semester for which the internship is approved.

2. A student must pay tuition for all internship units upon registration for such units. The School charges tuition for each unit of Legal Internship at the same rate as all other courses.

I. Interim Evaluations

The Associate Dean or designee will supervise a student's internship performance. If the internship involves more than two units, the School will contact the student's supervisor for a written interim evaluation of the student's performance. If an interim evaluation report indicates that the student's performance is unsatisfactory, or that the student's program is not fulfilling the Legal Internship Program's objectives, the School reserves the right to notify the student that approval for the Legal Internship is withdrawn. If approval is withdrawn, the student will not be entitled to earn any credit for that Legal Internship and will receive a grade of Fail.

J. Report/Log/Final Evaluation

1. After completing the required number of hours, the student must provide the Chair with:
 - a. A carefully drafted and proofread reflective report, in the format required by the School of at least four full typewritten pages (double-spaced), that summarizes the work performed by the student in the Legal Internship and identifies the manner in which the experience enhanced the student's preparedness for the practice of law. Papers not meeting these requirements will be returned to the student for revision.
 - b. A log of hours worked and a description of the work performed.
 - c. A completed Final Evaluation Form from the supervisor verifying the number of hours of law-related work completed and that the quality of the work was of a satisfactory level to warrant credit. **It is the student's responsibility to inform the School that the Legal Internship has been completed and to request that the School send the Final Evaluation Form to the supervisor. It is also the student's responsibility to ensure that the supervisor properly completes and returns the form to the School.**
 - d. Documentation in a format approved by the School that the student met with the supervising attorney or judge to evaluate the internship and the student's performance, including whether the School's student learning outcomes, and the student's goals and learning objectives, have been met.
2. The Associate Dean or designee is responsible for deciding whether the student is entitled to receive credit for the Legal Internship.

K. Time to Complete Internship

All internship requirements **MUST** be completed by the last day of the semester or session during which the internship was undertaken, except in extraordinary circumstances approved in advance by the Associate Dean or designee. Prior to that deadline, a student may request the Associate Dean or designee, on the appropriate form, for a one-term continuation; additional extensions are not permitted. A grade of "Fail" will be awarded for Legal Internship to a student who either fails to complete his/her internship within the applicable time period (whether as originally approved or as extended pursuant to a timely-requested extension), or who otherwise fails to complete all internship requirements. The student's account will not be credited for the tuition charged for a failed internship.

8.7.1 JD - Legal Internship - NEW program required for students who commenced law studies on or after January 2022

- A. A student is eligible to apply for a Legal Internship after successfully completing the first-year curriculum, including Legal Research and Legal Writing. This program enables students to work under the supervision of

practicing attorneys and judges for academic credit. It exposes students to real-world practice to enhance their understanding of the law. All credits for internships are earned on a Pass/Fail basis. The program is overseen by the Dean, or the Dean's designee. A student should begin making plans **one full semester** before they intend to begin an internship, to allow time to complete the requirements detailed below. Students will not be approved to complete an internship outside of the State of California.

B. Internship Requirements

1. **Legal Internship:** This internship is required for graduation. The Legal Internship must be at least one (1) unit, but may be up to three (3) units with the approval of the Dean or the Dean's designee.
 - a. In addition to the required number of hours of field-work, students must also complete the Legal Internship Orientation, attend Legal Internship classes (online), and complete all Legal Internship assignments in order to receive credit. Completion of field-work, orientation, class, and assignments are not subject to waiver.
 - i. Field-Work. Each unit of Legal Internship credit approved requires the student to successfully complete at least 50 hours of law-related work in the field.
 - ii. Legal Internship Orientation: This introduction to the Legal Internship is required for all students at the conclusion of their first year. The Orientation is offered online. Once a student completes Orientation, they will have access to all of the forms and documents required for obtaining Legal Internship placement.
 - iii. Legal Internship classes: In the term during which the student is working at the internship placement, they must attend three (3) class sessions. Classes meet online and are designed to complement the student's internship experience. Participation in all three (3) classes is required for successful completion of and the award of credit for Legal Internship.
 - iv. Legal Internship assignments: In addition to the work done in the field placement, there are several assignments throughout the term during which the student is enrolled in the Legal Internship. Like the class in B.1.a.iii, these assignments are designed to complement the internship experience. Satisfactory completion and submission of all assignments is required for successful completion of and the award of credit for Legal Internship.
 - b. This Legal Internship must be earned in a placement where the student works completely on *pro bono* matters. All work must be performed by the student without compensation and under the direct supervision of a judge or attorney who is unrelated to the student. A supervising attorney must be an active member of a State Bar who is practicing law in the State of California. Colleges of Law will provide students with a list of approved internship sites to facilitate the student obtaining internship placement, but it is ultimately the student's responsibility to locate an acceptable position.
 - c. Students may earn their required Legal Internship unit(s) by working in public law offices (e.g., Public Defender or other court-appointed defense counsel, County Counsel, City Attorney, or District Attorney) with judges, or with other governmental or non-profit organizations involved in full-time legal activity. The Legal Internship unit(s) may be earned with private attorneys only when all internship hours will be performed exclusively on *pro bono* cases (cases taken from inception for no compensation or possibility of compensation to the attorney) that serve some generally recognized good (such as helping the disadvantaged or providing legal services to a non-profit organization; work on "*low bono*" cases (for which a private attorney receives some compensation) does not qualify as work on *pro bono* cases.
 - d. Work performed by the student for compensation is not eligible for Legal Internship credit.

- e. The Dean, or the Dean's designee, is responsible for deciding whether the student is entitled to receive credit for the Legal Internship.
- 2. **Advanced Legal Internship:** This internship may be done only after a student has successfully completed and received credit for the required Legal Internship in B.1. This internship must be at least one (1), but no more than three (3), units unless exceptional circumstances apply. In total, a student may elect to earn up to six (6) units of combined Legal Internship/Advanced Legal Internship/Directed Study.
 - a. To earn credit for Advanced Legal Internship, students must do the required number of field-work hours and complete all Advanced Legal Internship assignments in order to receive credit. Completion of field-work and assignments is not subject to waiver.
 - i. Field-Work: Each unit of Advanced Legal Internship credit approved requires the student to successfully complete at least 50 hours of law-related work in the field.
 - ii. Advanced Legal Internship assignments: In addition to the work done in the field placement, there are several assignments throughout the period of the student is working at the placement. These assignments are designed to complement the internship experience. Satisfactory completion and submission of all assignments is required for successful completion of and the award of credit for Advanced Legal Internship.
 - b. Advanced Legal Internship unit(s) may be earned at placements where the student is doing *pro bono* work (as detailed in B.1 above) or may be at a for-profit placement for work on matters for which the law firm or its attorneys will be compensated (including work on *low bono* cases).
 - c. Students enrolled in Advanced Legal Internship will be required to submit a log of their hours signed by their supervising attorney or judge, several writing assignments, and a placement evaluation to receive credit. Participation in the Legal Internship class (see above B.1.a.iii) is not required.
 - d. Under no circumstances may a student complete both Legal Internship and Advanced Legal Internship in the same academic term.
 - e. Work performed by the student for compensation is not eligible for Advanced Legal Internship credit.
 - f. The Dean, or the Dean's designee, is responsible for deciding whether the student is entitled to receive credit for the Advanced Legal Internship.

C. Qualifications

- 1. General Qualifications:
 - a. To participate in Legal Internship, a student must:
 - i. Have successfully completed the first-year curriculum (including Legal Research and Legal Writing;
 - ii. Have taken the required Legal Internship Orientation;
 - iii. Have a cumulative GPA of 2.0 or better at the beginning of a specifically approved Legal Internship; and
 - iv. Be registered for the Legal Internship course.
 - b. To participate in Advanced Legal Internship, a student must:
 - i. Have successfully earned at least one (1) unit of Legal Internship;
 - ii. Have a cumulative GPA of 2.0 or better at the beginning of a specifically approved Advanced Legal Internship; and
 - iii. Be registered for the Advanced Legal Internship.
- 2. **Certified Law Students**
 - a. Students who meet the criteria may, but are not required to, apply to be certified under the Practical Training of Law Students Rules of the State Bar of California. Certified law

students may perform any function on behalf of a client that would be appropriate for a licensed attorney as long as these functions are performed under the direct supervision of the supervising attorney and with the consent of the client. These functions include appearing on the client's behalf in a trial, hearing, or proceeding. (See also Section 13.G Practical Training of Law Students.)

- b. Students may apply to be certified prior to either the Legal Internship or Advanced Legal Internship, as long as they meet the criteria.

D. Procedures

1. Students must first complete the Legal Internship Orientation training at the end of their first year of study at the School.
2. Once Legal Internship Orientation is completed, students should access the forms and documents required to obtain and enroll in Legal Internship. Students are responsible for completion of all necessary forms, including obtaining signatures or other required information from potential supervising attorneys or judges.
3. Students are responsible for finding their own placement location for the Legal Internship (and Advanced Legal Internship, if applicable). Most internships are available during regular business hours, but the Administration will work with students whose hours of employment conflict with regular business hours to find alternative internship opportunities.
4. Students may begin working toward credit only after the Dean, or the Dean's designee, has approved their Legal Internship Proposal.
 - a. To avoid repetitive activity, from which the incremental learning experience is insufficient to justify additional credit, the Dean, or the Dean's designee, will almost never approve more than three (3) units of Legal Internship with the same supervising judge or attorney, or with the same organization.
 - b. The Dean, or the Dean's designee, will consider approving an internship at a new site only after the student has fulfilled all requirements for, or terminated, his or her original proposal.
5. Except in extraordinary circumstances, students will not be approved to begin an internship after the end of the second week of a term. For Legal Internship, the student may be required to complete the class and assignments portion of the course in the term following the field-work if the Dean, or the Dean's designee, believes, in their sole discretion, that there is not sufficient time to do so during the term in which the student completes the hours. If this occurs, the student will receive a grade of "Incomplete" for the Legal Internship until all requirements (see B.1.a above) have been met. Students will not be able to enroll in Advanced Internship until the Legal Internship credit is awarded. (See additional information in section F.1 below.)

E. Registration and Payment

1. After the Dean, or the Dean's designee, approves the placement, the Registrar will manually register the student for the internship unit(s).
2. The School charges tuition for each unit of internship at the same rate as other courses.

F. Time to Complete Internship

1. All internship requirements must be completed by the last day of the semester or session during which the internship was undertaken, except in extraordinary circumstances approved in advance by the Dean, or the Dean's designee. Prior to the end of the term, a student may use the appropriate form to request the Dean, or the Dean's designee, grant a one-term continuation; additional extensions are not permitted. A grade of "Fail" will be awarded for Legal Internship to a student who either fails to complete their internship within the applicable time period (whether as originally approved or as extended pursuant to a timely-requested extension), or who otherwise fails to complete all internship requirements. The student's account will not be credited for the tuition charged for a failed internship.
2. The Dean, or the Dean's designee, is responsible for deciding whether the student is entitled to receive credit for the Legal Internship.

8.8 JD - Certificates of Concentration - onsite JD program only

- A. Students or alumni who have qualified for the JD degree may also earn a Certificate of Concentration in Business Law, Criminal Law, Family Law, or Estate Planning, to be awarded upon graduation or thereafter. This program is available to students who began law studies prior to 2022.
- B. To earn a Certificate, an individual must, in addition to completing all requirements of the law program:
 - 1. Complete as part of the law program or within 3 summer sessions thereafter 8 units of elective courses qualified for credit toward a single concentration (with a grade of at least "C" or "Pass").
 - 2. Submit a *Petition for Certificate of Concentration* form to the Administration Office, listing qualified courses completed, or courses the applicant wishes to have considered as qualified courses. Qualified courses are updated annually and listed on the Student Gateway (my.collegesoflaw.edu).
- C. No more than a total of two (2) units of Legal Internship and/or Directed Study credit may be applied toward a Certificate; credit is appropriate where, as determined by the Dean or Dean's designate, the student's activities focused on the student's area of concentration or would tend to develop skills needed by a practitioner in that area.
- D. Students who do not complete a Certificate of Concentration prior to graduation may do so within three summer sessions after graduation by fulfilling the requirements of Paragraph B above, by successfully completing qualified courses offered by the School for MCLE credit. Qualified courses in the graduate's area of concentration completed with a grade of at least "C" or "Pass" will be counted toward those requirements whether completed before or within 3 summer sessions after graduation.

8.8.1 HJD Program - Lawyering Skills Concentration

This provision applies only to students enrolled prior to Fall 2021

The HJD Program includes four Lawyering Skills tracks: Litigation, Transactions, Practical Skills, and Professional Development and Leadership. Students may choose to concentrate in one track. To obtain a certificate of concentration, students must complete four (4) units in that track.

8.8.2 JD and HJD Program - Concentrations in Business Operations, Entrepreneurship, Emerging Law, and Technology

With the advent of the Master of Business, Law and Technology program (formerly known as the Master of Arts in Law program prior to Spring 2024), these new concentrations will become available

The concentrations in Business Operations, Entrepreneurship, Emerging Law, and Technology require students to complete three concentration courses approved for JD credit and a one-unit application of that learning through a weekend MBLT Innovation Residency course, a directed study, or an internship. Qualified courses are listed on the Student Gateway (my.collegesoflaw.edu).

8.9 JD - Directed Study

- A. Students in good academic standing who have successfully completed the second year may petition the Associate Dean or designee for permission to enroll in up to 3 units, graded on a Pass/Fail basis, of Directed Study under the supervision of the Associate Dean, Dean or designee. Each unit of Directed Study requires the student to complete at least 50 hours of legal research and writing and completing a research paper or other project the scope and length of which has the Dean's or Associate Dean's prior approval. A student may earn no more than a total of 6 units of credit for Internship and Directed Study work, combined. All Directed

Study credits are earned on a Pass/Fail basis.

B. Time to Complete Directed Study

All requirements must be completed by the last day of the semester or session during which the Directed Study was undertaken, except in extraordinary circumstances approved by the Dean or Associate Dean. Prior to that deadline, a student may request the Dean or Associate Dean or designee, on the appropriate form, for a one-time continuation; additional extensions are not permitted. A grade of "Fail" will be awarded for Directed Study to a student who fails to complete their Directed Study within the applicable time period (whether as originally approved or as extended pursuant to a timely-requested extension), or who otherwise fails to complete all Directed Study requirements. The student's account will not be credited for the tuition charged for a failed Directed Study.

C. Directed Study Requirements

The student must provide:

1. A written research paper conforming in scope and length to that approved by the Associate Dean or designee and
2. A log of hours worked and the work performed.

No credit will be awarded for any Directed Study until all of the foregoing requirements have been met, the Dean or Associate Dean or designee has deemed the research paper or other project worthy of a grade of "Pass", and the student has paid the tuition due. No partial units of credit can be earned.

- D. The School charges tuition for each unit of credit awarded to the student for the completed Directed Study at the same rate as all other courses. Upon approval of the Directed Study, the student will be manually registered for the course and charged tuition for the unit(s).

8.10 JD - Registration Procedures

- A. Approximately 8 weeks prior to the start of each semester or session continuing students will be notified by JURIS e-mail about the availability of registration materials through the Gateway (<https://My.CollegesofLaw.edu/>.) Materials will include information about tuition, fees, class schedules, academic calendar, registration deadlines, required books, and registration period dates. Students are responsible to purchase or otherwise obtain the required books through outside vendors.
- B. Students enrolling for the first time will be e-mailed information about registration and Orientation. At Orientation, student identification photographs will be taken; these pictures may be used by the School at its discretion, including for pictorial class rosters distributed to faculty.
- C. Before the start of the semester/session, the updated course syllabi will be available for the onsite JD Program through the Gateway (<https://My.CollegesofLaw.edu/>). Syllabi for the hybrid JD Program will be imbedded in the course Canvas course shell.
- D. JD and HJD students will register online through the Academic Portal.

9. JD - Class Attendance

9.1A - JD - Attendance Policy

1. The Committee of Bar Examiners of the State Bar of California (CBE) requires part-time students at an accredited law school such as this school to complete at least 1200 hours of study in residence. As the School's JD Program is considered to be a part-time program by the CBE, the hours of study must extend over a period of not less than 120 weeks to meet the legal educational requirements to sit for the California State Bar Examination and be certified to practice law in California. Under CBE standards "regular and punctual attendance" at classes is necessary to satisfy the educational requirement.
2. Each student is responsible for satisfying the educational requirement of the CBE by regular and punctual class attendance. COL expects attendance at "at least 80% of the regularly scheduled class hours in each course in which a student is enrolled." Students are considered absent if, for whatever reason, they are not marked present when roll is called or have not signed the roll sheet.
3. Under the School's separate attendance standards, a student is expected to attend substantially all classes in each course and to be absent only under compelling or unavoidable circumstances. For example, absences for planned personal events such as vacations do not qualify as compelling or unavoidable circumstances. Under the School's standards, a student is also expected to arrive punctually, return from break on time, and depart only at the end of each session, so as to attend substantially all the session and avoid disrupting the class.
4. Students may be marked absent for non-participation in class, without further notice. The study of law requires active participation by each student, so "attendance" requires more than mere physical presence during the class session. All students are expected to be prepared to brief and discuss assigned cases and materials. If an instructor deems student participation essential to the educational objectives of the class, they may mark a student absent from class if the student does not present a brief or a substantive response when called upon to brief a case or otherwise participate in class. If an instructor adopts this rule, it shall be applied equally to all students. If the student presents a case brief or otherwise participates in class discussion at the request of the instructor, the instructor shall not mark the student absent based on the quality of the student's presentation.
5. A student's attendance record is relevant to and may be considered in all matters involving the student, such as petitions to continue on probation or be readmitted, petitions for excess units during the Summer sessions, scholarship applications, and nominations to Inns of Court. Attendance, per se, will not be factored into a course grade unless so stated in the course syllabus.
6. A student who exhibits a pattern of absences, or untimely arrivals and departures, raises serious doubts that they are making a good faith effort to meet the School's attendance standards and is subject to any disciplinary action that the Dean considers appropriate. For example, such discipline may include probation, loss of academic credit, course withdrawal, administrative withdrawal, or dismissal.
7. Serious doubts that a student is making a good faith effort to attend substantially all classes are also raised by a student's absence: 1) in excess of those permitted by a special attendance policy announced in the syllabus of any course, or 2) from more than 20% of the regularly scheduled class hours in any course in which no special attendance policy is announced. Thus, a student incurs an excess absence: 1) when their absences exceed those permitted under an announced special attendance policy, or 2) if no special policy has been announced, when those absences exceed one class in a 1-unit course, two classes in a 2-unit course, or three classes in a 3-unit course. An excess absence will ultimately result in an administrative withdrawal of the student from The Colleges of Law.
8. A student may petition the Dean for waiver of consequences for an excess absence in a single course. A student may file no more than two such petitions while enrolled at the School, whether or not the Dean has granted any of a student's earlier petitions. Such a petition must be submitted within one week of the excess absence, explain the nature of each absence in that course, demonstrate that each absence was compelling or unavoidable, and show good cause why consequences should not be imposed. In deciding upon the petition, the Dean will consider whether the student's absences in that course were compelling or unavoidable, as well as the extent to which the student's overall pattern of absences demonstrates that the student has, or has not,

been making a good faith effort to attend substantially all classes. The student attends class through the deliberation but will be administratively withdrawn if their petition is denied.

9. A student may be administratively withdrawn for any excess absence. However, after the third instance of a student incurring an excess absence during a student's enrollment, the student will be administratively withdrawn, whether or not the Dean waived the imposition of consequences for earlier absences. An administratively withdrawn student lacks good standing and must seek re-entry/readmission to the School through the Academic Standards and Admissions Committee. Students are cautioned that the ASAC rarely grants re-entry/readmission. Further, re-entry/readmission may be subject to conditions imposed by the Committee of Bar Examiners (such as a requirement that the student seeking /readmission who had been academically disqualified during earlier enrollment must submit an LSAT score).
10. In addition to the above provisions, a student will be administratively withdrawn from the JD Program if the student is not in attendance over any period of 14 consecutive calendar days during a term, unless the student affirmatively indicates to the Registrar their intent to continue in the program.

9.1B - HJD - Attendance Policy

1. Students must log in and be engaged in each of their online courses every week to be given credit for weekly attendance in each course. Engagement is defined as completing all course assignments in a timely fashion and/or actively participating in online discussions as directed by their instructor and/or as outlined in the course syllabus or in Canvas.
2. A student's engagement in an online course is equivalent to and takes the place of the student attending class in person. A student's failure to engage in a course by not timely completing any or all the course assignments and/or actively participating in online discussions will be treated as an absence (similar to an absence in a traditional in person class).
3. A student's engagement must be timely. Late assignments and/or late participation in online discussions will be treated as an absence.
4. A student's engagement must be material. Material means that a student made a good faith effort at completing the assignment(s) or participating in the online discussion(s). A student's lack of material engagement will be treated as an absence.
5. The CBE's attendance requirements set forth in Section 9.1A for the onsite JD Program equally apply to the HJD Program. Similarly, the consequences for excessive student absences outlined in Section 9.1A(7) also equally apply to the HJD Program. As provided in Section 9.1A(7), an excess absence will ultimately result in an administrative withdrawal of the student from The Colleges of Law.
6. Residencies are mandatory and attendance is required. If a student cannot attend a residency because of a compelling or unavoidable circumstance, the student must notify the Associate Dean and the Program Manager in writing in advance, or as soon as possible after an emergency, and provide documentation of the compelling or unavoidable circumstance. A student may be administratively withdrawn from the HJD Program for missing more than one residency in a semester or for missing more than two residencies over the course of the HJD Program.
7. Only students with ADA accommodations or a curriculum conflict are permitted to receive residency recordings.

9.2 JD - Roll Call/Attendance Roster

- A. The instructor will call roll at the beginning of each class. At the end of the class the instructor will circulate an attendance roster so that each student may sign. Students must be present at roll call and sign the attendance roster to be considered present.
- B. By signing the attendance roster, students state to the School that they have attended substantially the entire class and did not leave the class before the instructor dismissed the class. Under no circumstances may a student sign the attendance roster for a class at which they were not in attendance for substantially the entire class, nor may any student sign the attendance roster for or on behalf of any other student. Violation of any of the provisions of this Paragraph is grounds for administrative discipline, up to and including expulsion, under Section 3.8, Student Code of Ethics and Conduct.

9.2.1 HJD - Attendance Roster for All Residency Weekends

- A. The instructor will circulate an attendance roster at various times during the residency weekend so that each student may sign. Students must be present and sign the attendance roster to be considered present.
- B. By signing the attendance roster, students attest to the School that they have attended substantially the entire residency and did not leave the residency before the instructor dismissed the class. Under no circumstances may a student sign the attendance roster if the student was not in attendance for substantially the entire residency, nor may any student sign the attendance roster for or on behalf of any other student. Violation of any of the provisions of this Paragraph is grounds for administrative discipline, up to and including expulsion, under Section 3.8, Student Code of Ethics and Conduct.

9.3 JD - Make-Up Classes

- A. Occasionally a regularly scheduled class must be cancelled and rescheduled. The Administration Office will attempt to notify students by e-mail should this occur. Due to time constraints, it is not always possible to contact each student when a class is cancelled.
- B. Make-up classes will be scheduled on evenings when classes are not usually held or on weekends.
Attendance requirements for make-up classes are the same as for regularly scheduled classes. Thus, failure to attend a make-up class is counted as an absence.

9.4 JD - Ban on Commercially-Prepared Briefs

The use of commercially prepared briefs in the classroom is prohibited under any circumstances; students must prepare their own briefs.

10. Juris Doctor Degree Programs - Grading and Grades

10.1 JD - General Provisions

A. In administering its grading policies, the School seeks to maintain standards of scholarship that will benefit students as they prepare to meet the significant demands of law practice and the California Bar Examination. Further, the School is governed by the Committee of Bar Examiners (CBE), which requires that all California-accredited law schools:

"[M]ust adopt sound written scholastic standards that ensure that students who lack the capability to satisfactorily complete the law school's JD Program are not allowed to continue in the program."

All courses are graded on the same standards of scholarship. COL's expectation is that the majority of students in any given course will perform satisfactorily (receiving a C or C+ in the course). Students in each course will be evaluated relative to the overall performance of students in a given course. There is not a defined scale of grading, such as 90% equals an A, or 70% equals a C. Rather, grades are assessed on a continuum based on student performance.

To ensure equity among multiple sections of the same course and relative uniformity of grades from academic year to academic year, all grades are subject to review and normalization. Grades become final after approval by the Dean or Associate Dean.

B. Letter Grades

1. A letter grading system is used for most courses. In letter-graded courses, grades are assigned from "A" to "F", with numerical point equivalents on a 4-point scale:

A	4.0	B-	2.7	D+	1.3
A-	3.7	C+	2.3	D	1.0
B+	3.3	C	2.0	D-	0.7
B	3.0	C-	1.7	F	0.0

2. Grade designations denote the following:

A/A-	excellent scholarship
B+/B/B-	very good to good performance
C+	satisfactory performance
C	satisfactory performance; at the minimum level of competence for good standing and satisfactory progress toward graduation
C-	performance below minimum level of competence for good standing and satisfactory progress toward graduation
D+/D/D-	performance well below minimum level of competence for good standing and satisfactory progress toward graduation
F	failing performance, insufficient for academic or rate of progress

3. As a further guideline and not as a guarantee, letter grades on individual essay examination questions generally reflect the following appraisal by faculty members:

A/A-	STRONG ANSWER. All major issues were spotted, rules were accurately stated, and facts were incorporated into analysis of issues in a relevant and focused manner. Some minor shortcomings may be present, but overall an excellent answer.
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- B+/B/B-** **GOOD ANSWER.** All or most issues were spotted, rules were generally correct, and analyses were relevant, but not as developed or detailed as they could be. Some weaknesses are present; but some very good material as well; an overall good to very good answer.
- C+/C** **PASSING.** Answer demonstrates knowledge of doctrine and ability to apply it to a new fact scenario but is not uniformly strong. Most issues were spotted and some good analysis, but several areas need improvement: all in all, a satisfactory answer.
- C-** **BELOW MINIMUM LEVEL OF COMPETENCE.** Answer has several missed issues, too much doctrine not clearly presented, or too little analysis (use of facts) of issues. Some good material but can't pass when important issues were not recognized or handled well. May be able to improve into passing range with sustained work and practice.
- D/D+** **WEAK ANSWER.** Some issues spotted and some doctrine covered, but rules and analyses were often incomplete, incorrect, and/or confused. Demonstrates difficulty comprehending and/or applying several doctrines. Needs serious improvement to move into passing range.
- D-** **NEAR FAILING.** The answer needs major improvement in most respects. Missed major issues and inaccurately stated doctrine. Overall, does not demonstrate sufficient fluency with material or basics of analysis. Unlikely to recover without extensive and intensive work.
- F** **FAILING.** Answer fails to adequately address the question in all respects. Demonstrates a lack of comprehension of the materials and of legal analysis. Answer has few or no redeeming qualities and is clearly failing.

C. Pass/Fail-Graded Courses

Pass/Fail grading is used for Introduction to Law, Legal Analysis, Legal Internship, Directed Study, and certain elective courses, particularly those based on oral performance. Pass/Fail grading is also used when a JD student takes a course taught in the Master of Legal Studies program; the JD student must earn a grade of "81" or above to be awarded a grade of "Pass" for the course.

Grades in Pass/Fail courses are not computed in the cumulative GPA but will appear on the student's transcript. To pass and receive credit, a student's performance must equal or exceed that which would earn a "C-" in a letter-graded course. No credit will be awarded for the grade of "Fail", which denotes performance that would earn a grade of "D+" or below in letter-graded courses. The following grades may be assigned:

Transcript Notation	Description
HP	High Pass (performance equal to A, A- or B+)
P	Pass (performance equal to B through C)
MP	Marginal Pass (performance equal to C-)
FA	Fail (performance equal to D+ or lower)

D. Other grade/status designations used to indicate a student's grade or status at the School, and which may appear on the student's transcript and/or other records, are:

Suspended	Disciplinary action resulting in the student barred from attendance for one or more terms
Expelled	Disciplinary action resulting in the student's permanent removal from enrollment
Academically Disqualified	Student has been academically disqualified from the School.
Academic & FA Probation	Student is on Academic & Financial aid probation.
Graduate	Student has graduated from the School.
Standard Period of Non-Enrollment	Student has received the Dean's permission to skip a single summer session
INC	<u>Incomplete</u> . Used in the very rare circumstance where the student has been permitted to have additional time to complete the requirements for a particular course. Where a student is permitted to receive an incomplete, the student must complete the mandated course requirements within the period of time specified by the Dean or Associate Dean; otherwise, the course grade will revert to an "F" or, if a Pass/Fail course, to a "Fail".
IP*	<u>In Progress</u> . Used in two-semester courses with respect to completion of the first semester. Courses of more than one semester (such as Torts, etc.) carry no credit until successful completion of both semesters. *Note: IP grades given at the end of the first semester of a two-semester course will be changed upon completion of the entire course to reflect the final course grade. For example, at the end of Fall semester, the transcript of a student enrolled in Contracts I will indicate "IP"; if that student earns a final course grade of "C+" in the Contracts course, the student's transcript for the Fall semester Contracts I course will, at the end of Spring semester, reflect the grade of "IP/C+" for Contracts I and the grade of "C+" for the Spring semester Contracts II course.
R	<u>Course Repeated</u> . This notation appears next to the effective grade, which is the most recent of the two grades in a repeated course. The prior grade also appears.
TC	<u>Transfer Credit</u> . Unit credit from prior law school attendance (when granted).
W	<u>Withdrawal</u> . Student is withdrawn (or deemed withdrawn), without indicating whether in continued good standing or otherwise than in continued good standing.
N/A	Used to indicate that a student attended class during the first week of the term but either withdrew or was not subsequently admitted to the program.

10.2 JD - Calculation of Letter-Graded Exam Grades

A. Each letter-graded exam that is counted toward the final grade in any course is considered a separate, closed, and completed event. (An exam is defined to include an examination, paper, project, or other work product or activity used to measure performance.) Several steps may be involved in determining a letter-graded exam grade.

1. The instructor assigns a separate letter grade to each constituent part of the exam, such as each essay question on a typical three-essay exam. For example:

Essay 1	C+
Essay 2	B
Essay 3	C

2. Based on COL's 4-point scale (set forth below), the equivalent numerical points are assigned for each letter grade. For example:

Essay 1	C+	2.3 points
Essay 2	B	3.0 points
Essay 3	C	2.0 points

4-Point Scale (Letter Grades and Points)

A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

3. If all parts of the exam are of equal weight (worth the same percentage of the exam grade), the points for all parts are added together and divided by the number of equal parts to determine the pre-rounded exam score. A pre-rounded exam score is calculated to the nearest thousandth (3 digits after the decimal point) and that number is not rounded. In the example, if the three essay questions are of equal weight, the pre-rounded score is calculated as follows and the pre-rounded score is 2.433.

Essay 1	C+	2.3 points
Essay 2	B	3.0 points
Essay 3	C	<u>2.0 points</u>

Total points: 7.3 points

(7.3 points divided by 3 (equal parts) = 2.433 points)

4. If the pre-rounded score is a number on the 4-point scale, the exam grade is the corresponding letter grade. For example, a pre-rounded score of 2.3 is the point equivalent of "C+", which becomes the exam grade. If the pre-rounded score is not a number on the 4-point scale, the score is rounded up or down. The pre-rounded score is rounded down if it falls below the mid-point between the two numbers closest to the pre-rounded score on the 4-point scale. In the example in Paragraph 3 above, the pre-rounded score of 2.433 falls between "B-" (2.7) and "C+" (2.3). Because the pre-rounded score falls below the mid-point between the two (2.5), it is rounded down to 2.3 and the exam grade would be "C+". In contrast, the pre-rounded score is rounded up if it falls at or above the mid-point between the two closest numbers on the 4-point scale. For example, a pre-rounded score of 2.566 points falls above 2.5, which is the halfway point between "B-" (2.7) and "C+" (2.3). The resulting exam grade would be "B-".

This chart shows pre-rounded scores, corresponding exam grades, and mid-points:

Pre-rounded score rounds to exam grade (Midpoint)

3.85+	A	4.0	(3.85)
3.50 to 3.849...	A-	3.7	(3.50)
3.15 to 3.499...	B+	3.3	(3.15)
2.85 to 3.149...	B	3.0	(2.85)
2.50 to 2.849...	B-	2.7	(2.50)
2.15 to 2.499...	C+	2.3	(2.15)
1.85 to 2.149...	C	2.0	(1.85)
1.50 to 1.849...	C-	1.7	(1.50)
1.15 to 1.499...	D+	1.3	(1.15)
0.85 to 1.149...	D	1.0	(0.85)
0.35 to .849...	D-	0.7	(0.35)
0.00 to .349	F	0.0	

10.3 JD/HJD - Calculation of Course Grades

- A. In the onsite JD Program, each letter-graded course is considered a separate, closed, and completed event, including courses longer than one semester. To calculate a course grade, the School multiplies each exam grade (usually for a midterm or a final examination, but also for an assignment or other graded activity) by its relative weight to the overall grade. For courses of one semester duration without a mid-term or other grading

factor, the entire course grade is determined by the grade on the final examination.

- B. In the Hybrid JD Program, each letter-graded course is considered a separate, closed, and completed event. The majority of HJD courses are one semester in length. To calculate a course grade, the School multiplies each exam grade (usually for a midterm and/or a final exam, but also for any other graded assignment, discussion, and/or activity) by its relative weight to the overall grade.
1. No assignments will be accepted once the final examination period begins, unless otherwise authorized by the Dean or Associate Dean.
 2. In addition, as set forth in Canvas on the "Home" page of each course as well as in each course syllabus, a student's final course grade may be lowered by up to two steps based on a student's preparation for and engagement in a course and the timely completion of all required assignments. Specifically, each course syllabus provides as follows (*italics added*):

Grading

Students will receive a letter grade in this course based on their performance on [defined graded event(s)]. Students are required to complete all ungraded assignments in a timely fashion. Final grades may be lowered by up to two steps based on a student's preparation for and engagement in this course and timely completion of all required assignments. Specifically, this means that a student's course grade may be reduced either one or two steps depending on the number of missing, late, or incomplete assignments a student has accumulated over the course of the semester. (For example, a grade of B may be reduced to either a B- or C+; a grade of C+ may be reduced to either a C or C-.) See "Assignment Information" below for further details.

Assignment Information

Final grades may be lowered by up to two steps based on a student's preparation for and engagement in this course and timely completion of all required assignments. There are numerous weekly assignments, each of which must be completed on time and in good faith. A student's grade may be lowered for any of the following: (1) submitting assignments late (without the professor's prior consent); (2) submitting incomplete assignments; (3) failure to submit assignments; (4) failure to participate in or be engaged in the course on a weekly basis; or (5) failure to attend, participate in, or be engaged in the residency weekends. Whether to adjust a grade under this policy is in the faculty member's discretion.

- C. Only exam grades, not pre-rounded grades, are used when calculating course grades. These examples compare the proper calculation of a course grade in Contracts (based on exam grades) with an improper calculation (based on pre-rounded grades):

1. Assumptions:

First year midterm exam worth 15 percent of course grade:

pre-rounded score = 2.433

exam grade = C+ (2.3 points)

Final exam worth 85 percent of course grade:

pre-rounded score = 2.866

$$\text{exam grade} = \text{B (3.0 points)}$$

2. Correct calculation, using rounded exam scores:

$$\text{Midterm:} \quad 2.3 \text{ points} \times .15 = .345$$

$$\text{Final:} \quad \underline{3.0 \text{ points} \times .85} = \underline{2.550}$$

$$\text{Total points} = 2.895$$

$$\text{Course grade:} = \text{B (3 points)}$$

3. Incorrect calculation, using unrounded exam scores:

$$\text{Midterm:} \quad 2.433 \times .15 = .365$$

$$\text{Final:} \quad \underline{2.866 \times .85} = \underline{2.436}$$

$$\text{Total points} = 2.800$$

$$\text{Course grade:} = \text{B- (2.7 points)}$$

10.4 JD - Calculation of Cumulative Grade Point Average

- A. In calculating the cumulative GPA, only course grades are used-not exam grades or pre-rounded grades. For students beginning the program in a Fall semester and as explained in Paragraph B below, letter grades in Summer term are calculated into the GPA but generally are considered for the purpose of determining academic standing at the end of the following academic year. For students beginning the program in a Spring semester, cumulative GPA will be calculated and used for the purpose of academic standing at the end of the student's first summer term, and then at the end of each subsequent Spring semester.
- B. To calculate the cumulative GPA, multiply the final grade in each letter-graded course by its unit value, total the sum of the products for all such courses, and divide that sum by the total number of letter-graded units. The cumulative GPA is expressed on the transcript as a number. For example, the cumulative GPA for a first-year student starting in Fall semester who had course grades of "B" (3.0 points) in Contracts, "B+" (3.3) in Torts and "B" (3.0) in Criminal Law is calculated at the end of the first year as 3.12, in this manner:

Example of calculating First Year Grades

Legal Analysis and Writing	(pass/fail-not considered)	
Contracts	3.0 x 6 (units)	= 18.0
Torts	3.3 x 6 (units)	= 19.8
Criminal Law	<u>3.0 x 3 (units)</u>	= <u>9.0</u>

Grade points	(for 15.0 units)	=	46.8
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GPA	(46.8 points divided by 15 units)	=	3.12
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The student advances in good standing past the first year of law school. **Grades earned in subsequent years would then be added to the prior year(s) grades to determine a student's cumulative GPA.**

Summer Grades (counted towards GPA at end of Second Year)

For example, as the student above continues into the Summer session following his first year, and earns grades of "C" in Legal Research, "C+" in Legal Writing and Pass in Client Interviewing and Counseling, the grades earned are calculated below:

Client Interview	(pass/fail-not considered)
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	2.0 x	
Legal Research	2	= 4.0
	(units)	

	<u>2.3 x</u>	
Legal Writing	<u>2</u>	= <u>4.6</u>
	(units)	

	(for	
Grade points	4.0	= 8.6
	units)	

Grade Points (First Year)	=	46.8
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Grade Points (Summer Session)	=	<u>8.6</u>
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Total Grade Points thus far		55.4
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10.5 JD - Notification of Grades and Review of Papers

- A. Grades are generally not available until very shortly before the start of the next semester/session. Grades are released for the Fall and Spring semesters only when grades from all courses taken by the student that semester have been submitted by the instructors and approved by the Dean or Associate Dean. Grades will be available online through the password-protected Portal. Grades will not be released by telephone.
- B. Students may review their own examination papers and other papers used to determine course grades. Each student is encouraged to review the instructor's written feedback and to compare the student's exam answers to the instructor's issue sheets, rubrics, or model answers, to better understand the grade assigned. If questions remain, a student may benefit from discussing their performance with the instructor.
Review must be done within 30 days of the date the Administration Office sends the student e-mail notice that exam answers for the student's courses are available for review. Papers will not be available after that time.

- C. Student papers used as a basis to determine grades must be retained at the School according to State Bar policy. Papers may not be removed from the School's premises for any reason; however, students may scan or make a copy of their own papers at their own expense using equipment on campus. Student papers are the property of the School and may be made available as examples to other students.

10.6 JD - Petition for Change of Grade

- A. Except as otherwise provided in this Catalog, grades will not be changed after approval by the Dean or Associate Dean except to correct an arithmetic error or other material mistake by the instructor, such as incorrect calculation of points noted in the margin or clear failure to read two pages of an exam stuck together. An allegation that an instructor has not fairly graded an examination or other paper of the student, or has departed from established policy, is treated as an allegation of material mistake.
- B. Authority to decide student petitions for change of grade is held by the faculty's Academic Standards and Admission Committee (ASAC). The ASAC will not authorize a change in any grade without a showing of material mistake by the instructor by clear, convincing, and objectively verifiable evidence; the ASAC will not permit or require a change of any grading decision by an instructor that represents qualitative judgment concerning a student's performance. Objectively verifiable evidence is not shown by a student's belief that the analysis deserved a higher grade.
- C. A student is not permitted to lobby an instructor for a change of grade. A student who has identified a potential material mistake may ask the instructor to review the claimed error. At the instructor's election, the instructor may require the student to submit a written analysis of the claimed error or to present the analysis to the instructor in person.
- D. A student who wishes to appeal a grade must do so by timely filing a written petition for grade change to the ASAC. All such petitions must: 1) be filed at the Administration Office within 14 calendar days of the date the Administration Office sends the student e-mail notice that exam answers for the student's courses are available for review; 2) state clearly, specifically, and fully the basis for the claim of material mistake; 3) provide clear, convincing, and objectively verifiable evidence of the claimed mistake; and 4) include a copy of any written analysis submitted to the instructor.
- E. Decisions on petitions to the ASAC are made pursuant to the procedures and standards set forth in the Charter for the Academic Standards and Admissions Committee of The Colleges of Law ("the Charter"), a copy of which is available on the Gateway (My.CollegesofLaw.edu/.) As stated in the Charter, decisions of the ASAC are final and not appealable within the School.

10.7 JD - Repetition of Courses

Except as provided by Section 6.9 Satisfactory Academic Progress (SAP): JD Program, students may repeat courses only with the permission of the Dean or as required by decision of the Academic Standards and Admissions Committee (ASAC) as a condition of probation or readmission. When a course is repeated, both course grades will be shown on the student's transcript. The most recent of the two course grades will determine a student's academic standing and academic units earned, and, if a letter grade, will be used to calculate the student's cumulative GPA. Thus, duplicate credit will not be granted for any repeated course. A student who has repeated a course is not eligible to receive the "highest grade in course" award for that course. Tuition will be charged for repeated courses.

10.8 JD - Academic Honors

- A. The Dean's Award for Academic Achievement is presented each year to the student in each class year with the highest cumulative GPA at the end of each Spring semester for students in the onsite JD Program and at the end of each Summer semester for students enrolled in the hybrid JD Program. The Dean's Honor List is

announced annually and includes students in each class year whose cumulative grade point averages place them in the top 15 percent of the class. Awards are given at an Awards Banquet each year; students who have completed at least one full year are eligible.

- B. Honors are awarded at graduation to students who complete the degree requirements with distinction, as follows:
 - 1. High Honors: Students in the top 5 percent of graduating class, including the student with highest GPA, who will be designated Valedictorian and awarded Highest Honors.
 - 2. Honors: Students in next 10 percent of graduating class.

11. JD - Exams and Assignments

11.1 JD - General Provisions

A. Anonymous Grading

- 1. All graded written examinations will be taken and graded on an anonymous basis; all graded written assignments will be submitted and graded on an anonymous basis except as provided below. All ungraded work may be evaluated non-anonymously and, of necessity, non-anonymous grading will be used for all performance-based graded activities.
- 2. The Administration Office at each campus will provide students with a randomly selected exam number at the beginning of each academic year. The numbers are completely confidential and are not available to anyone outside the Administration Office. Students are cautioned not to reveal their exam numbers to faculty under any circumstance. The student's exam number, not the student's name, is to be written on the front of all exam answers and written assignments. It is up to each student to use the correct number on all exam answers and assignments. Graded written exams and assignments will be evaluated by student exam number, except as noted below.
- 3. Instructors in some courses may evaluate graded written work on a non-anonymous basis where such evaluation is necessary to advance the educational objectives of the course (Appellate Advocacy Briefs, for example). Non-anonymous evaluation of graded written work may take place only with the Dean or Associate Dean's permission and with prior notice to students. Instructors in all courses may evaluate responses to ungraded written exercises non-anonymously.
- 4. Instructors in elective online courses may evaluate graded student work submitted through Canvas on a non-anonymous basis without any further notice.

B. Take-Home Examinations/Assignments

Students must deliver take-home examinations/assignments to their instructor as directed, usually via unsecure ExamSoft upload, submission via the Canvas LMS, or in hard copy, as specified by the instructor. The Administration Office will not accept delivery of take-home examinations/assignments via fax or e-mail, except in emergency situations.

C. Weight of Examinations

- 1. In each first-year course of more than one semester the midterm exam will count for 15 percent, and the final exam will count for the remaining 85 percent, of the final course grade.
- 2. In advanced courses, the relative weight of the midterm and final examinations, and any graded assignments, will be announced at the beginning of each course.
- 3. In the Hybrid JD Program, each course syllabus will clearly define how a student's course grade will be determined and the weight given to each graded event. In many cases, a course grade may be determined solely based on a final examination, a final paper, or a final project. In other cases, a course grade may be determined by a combination of a midterm examination and a final examination, or a combination of graded assignment(s) and a final examination. The student is responsible for the information provided in the course syllabus regarding which assignments/exams will be graded and the relative weight of each. (See also Section 10.3B for additional relevant course grade information.)

11.2 Onsite JD - Exam Schedule

A. Posting of Exam Schedule

A schedule listing the dates of the midterm and final examinations for the current semester or session will be posted on the Gateway. Examinations are typically administered from 6:30-9:30PM. Mid-semester exams, when given, will be administered during class as announced by the instructor.

B. Exam Schedule

Examinations will be given on a per subject basis as indicated on the exam schedule posted on the Student Gateway.

1. Spring Start and First Year

A. Spring-Start final exams will take place as indicated in the Exam Schedule.

B. First-Year Exams

1. **Fall Semester:** Torts and Contracts will be tested (final exam for Legal Analysis & Writing will take place on the last class meeting of the semester).
2. **Spring Semester:** Torts, Contracts, and Criminal Law will be tested.

2. Second Year

1. **Fall Semester:** Civil Procedure, Community Property, and Real Property will be tested.
2. **Spring Semester:** Civil Procedure, Wills & Trusts, and Real Property will be tested.

3. Third Year

1. **Fall Semester:** Constitutional Law and Business Associations will be tested. (The final exam in Professional Responsibility will be given during the last class session unless otherwise noted on the syllabus.
2. **Spring Semester:** Constitutional Law, Remedies, and Evidence will be tested.

4. Fourth Year

Fourth-Year final exams will take place as indicated in the Exam Schedule.

C. Summer Session Exam Schedule

Exams will not be rescheduled to accommodate vacation plans. Students should consult course syllabi prior to making vacation plans to determine exam schedules. Final exams, when given for a Summer session course, will be given as follows:

1. **Onsite Courses:** Final exams will be given during the last class session of an onsite course.
2. **Online Courses:** Final exams will be given at each campus as per the posted exam schedule.

11.2.1 HJD - Exam Schedule

In the HJD Program, all final exams will take place during the last residency of the semester at the Ventura campus.

11.3 - Exam Supplies and Procedures

A. Examination Supplies

Students must bring a sufficient supply of pens (blue or black ink only) to the exam. Students who are typing their exams must bring their own laptop and pens to be used in the event of laptop failure. The School will provide bluebooks and scratch paper. Earplugs are permitted but other devices (headphones, iPods, MP3 players, etc.) are not.

B. Exam Room Procedures

1. All exams are scheduled to begin at 6:30 p.m. unless otherwise posted. Anyone arriving after the exam has begun will not be given extra time at the end of the exam period. Students should arrive on campus early when taking examinations.
2. Books, study notes, other course materials, purses, briefcases, headphones, iPods, and cell phones are not permitted in the exam room, unless placed in the front or back of the room away from the student's desk. Students may not access such materials until after the exam has ended. Students may not bring timers into the examination room, nor may they use cell phones at any time during the exam in the exam room or outside of it. Eating, drinking (this includes water), and smoking in the exam room are absolutely prohibited.
3. Prior to the exam: Just prior to the start of the exam, (unless otherwise posted) the proctor will make several announcements about examination policies in general and the examination to be administered in particular. Students will be held accountable for the content of the announcements.

11.4 - Conduct During the Exam

- A. No breaks are given during examinations. A student may leave the examination room during the exam to use the restroom or lounge facilities. Exam questions and bluebooks may not be removed from the exam room. If a student becomes ill during the exam and cannot continue, the student should contact the proctor for instructions.
- B. If a student finishes the exam more than 10 minutes before the end of the exam period, the student may hand their exam answers and the exam questions to the proctor and quietly leave the examination room. The student may not shut down, pack up or remove their laptop from the exam room until the exam is over. If less than 10 minutes remains in the exam period, the student must remain in their seat and wait until time is called. It is the student's responsibility to see that their bluebooks have been received and checked-in by the proctor.
- C. Unless otherwise expressly permitted by the instructor (as in an open-book exam), students may not use books, notes, or any review materials during an examination. Talking is prohibited during the exam. During an exam, use of any electronic device other than an ExamSoft-protected laptop computer and watch is forbidden and subject to disciplinary action.
- D. When time is called, the student must stop writing or typing immediately. The proctor will report to the Dean any student who does not stop writing or typing when told to do so. If a student is in the middle of a sentence, they must stop at that point and not attempt to complete the sentence.
- E. Handwritten exam answers cannot be considered for grading unless they are handed, in person, to the proctor before leaving the examination room. Outlines on separate pieces of (scratch) paper are not considered part of the exam answer and will not be accepted. It is the student's responsibility to turn in to the proctor, in the correct manner, their correct bluebooks, the exam questions, and all scratch paper taken by the student, used or unused. Students who fail to properly turn in bluebooks, exam questions, or scratch paper, or who turn in blank, unintended, or incorrect bluebooks will receive a grade of "F" on the exam questions applicable to such bluebooks, with no right of make-up, substitution, or other special consideration. Students using ExamSoft will be required to electronically submit their exam answers within 12 hours of the end of the exam period unless otherwise instructed. A late fee applies. (See Section 11.6)
- F. When time is called at the end of the exam period, students must line up in an orderly manner to hand their exam answers for each exam question to the proctor. Students should not leave the exam room until their bluebooks have been recorded as received by the proctor. All students must also turn in the examination questions. Students may not take the questions from the exam room in any form.

11.5 - Handwriting the Exam (not preferred, see Use of Laptops, below)

A. **Labeling Bluebooks**

1. Bluebooks and scratch paper will be distributed at the start of the exam period. Special time before the beginning of the examination period will not be given to label bluebooks. Students must label their bluebooks within the allotted time allowed for the examination. All exams must be properly labeled during the examination period. No extra time will be given to label answers after time has been called at the end of the examination. Students may not use highlighter pens on their examination answers. Students should label bluebooks in the following manner:

STUDENT EXAM NUMBER	#22222 (EXAMPLE)
COURSE NAME	TORTS, Q #1, BOOK 1 OF 2 (EXAMPLE)
INSTRUCTOR	SMITH (EXAMPLE)
DATE	12-14-07 (EXAMPLE)

Exams must be written in blue or black ink, never in pencil, and on only one side of the page. Students must start each question in a new bluebook. Only answers recorded in the bluebooks or designated answer sheets distributed by the proctor may be submitted for grading. Outlines or other writing on loose or stapled pieces of paper will not be accepted as part of the student's answer, unless otherwise specified at the start of the exam.

11.6 - Use of ExamSoft-Protected Laptops (preferred method for test taking)

- A. Students may use laptops (PCs or Macs) to take graded examinations only if they are protected by ExamSoft software, which blocks access to other software. (ExamSoft is not available for practice exams except as necessary for ADA accommodations.) Detailed information about the use of ExamSoft is provided below and on the Gateway (<https://My.CollegesofLaw.edu/>).
- B. Students wishing to use ExamSoft must make all the following prior arrangements:
 1. Prior to the examination period, register online with ExamSoft. Contact ExamSoft at www.examsoft.com/sbvcl. For technical support, call (866) 429-8889, Monday through Friday, 8:30 a.m. - 8:30 p.m. EST.
 2. Prior to arriving at the School to take an exam, complete download of the current ExamSoft program, "Examplify," as well as the exam file that will be used during the exam period.
 3. On the evening of the exam, bring a laptop to the assigned typing room and be prepared to begin the examination by 6:20 p.m.
- C. ExamSoft users are expected to follow the examination procedures outlined above (except as applicable to the use of bluebooks), including the proper labeling of exam answers. Laptop users may use earplugs. Students are advised to bring a watch or clock, because the positioning of typing tables may make it difficult to monitor the time otherwise.
- D. **Students must start each question on a new screen.**
- E. Students may not shut down, pack up or remove their laptops from the exam room until the exam period has ended.
- F. The School assumes no responsibility for any interruption in power, for any computer mechanical breakdown, or for any problem a student may encounter using a laptop or ExamSoft. No extra time or any other consideration will be allowed for any interruption, whether it is isolated or widespread. The student assumes all risks of using a computer to take an examination.
- G. When the exam timer expires **students must submit their exam answers via the Internet within 12 hours of the end of the exam period unless otherwise instructed.** The student's answer will subsequently be

printed on one of the School's printers for submission to the instructor. A late fee will be imposed for each late-submitted exam answer. Further, a student who fails to submit any exam answer within 48 hours after the end of the exam period will receive an "F" on that exam answer, unless the student establishes good cause for the failure to timely submit the answer.

11.7 - Special Accommodations for Examinations

Students with disabilities or other conditions necessitating special examination conditions should contact the Administration Office as early as possible after enrollment so that appropriate arrangements can be made. See Section 3.14, Accommodation for Students with Disabilities.

11.8 - Failure to Take an Examination

Students are required to take exams as scheduled; to "take" an exam means the student must sit for the exam sessions and provide a substantial answer to each essay question or other major component of the exam for each course tested. Failure to take either a midterm or final examination in a course will result in receiving an "F" for that course. A student who takes none of their scheduled exams for a semester or Summer session will be administratively withdrawn from the School other than in continued good standing.

11.9 - Requests for Early or Late Examinations

- A. By written request made before the examination to the Registrar, a student who is unable, for good cause, to take an examination as scheduled may be permitted to take an exam at other than the regularly scheduled time. Students with potential good cause are encouraged to discuss their circumstances with the Registrar, to avoid jeopardizing their academic standing by taking exams while seriously ill or otherwise compromised.
- B. Good cause is defined as, at the time of the examination, a religious holiday observance, unavoidable employment or military duty obligations, or extreme, immediate, unforeseeable, and unavoidable circumstances such as serious illness. Good cause does not include discretionary plans such as vacations. The good cause giving rise to the need to reschedule an examination must be fully documented in writing to the satisfaction of the Registrar.
- C. A student should **never** contact the instructor about the need to reschedule an exam, to preserve the anonymity of the student's exam.
- D. In the case of an extreme emergency where the student is physically unable to contact the Administration Office before the exam, the student or their representative **must** contact the Office no later than 2 working days thereafter. The student must then provide a written explanation of the emergency together with documentation, such as a physician's statement. The Dean will rule whether good cause for not taking the exam existed. Permission to take late exams is not automatically granted, and under no circumstances will it be granted where the student has failed to meet the requirements of this section.
- E. Upon approval of the student's timely request under Paragraphs A or D above, an early or late examination must be taken within 1 week of the day the exam had originally been scheduled. Students taking more than one such exam may be required to take such exams on consecutive days. Early or late examinations are scheduled only during regular office hours. A rescheduled exam will be deemed to have begun at the new scheduled time; students arriving late or unprepared to begin at the new scheduled time will not be given extra time. A fee may be charged to take an early or late examination.

11.10 - Make-Up Examinations

- A. Students who are unable to take an early or late examination within the one-week period described above must timely request a make-up examination. (See Section 11.9.) Untimely requests will not be considered.
- B. A request for a make-up examination generally will not be granted except when serious illness of the student or other severe circumstances would justify a failure to sit for an examination, as set forth above, during the period prescribed for early/late examinations. In the rare instance that a request for a make-up examination is granted, a substantial fee will be charged.
- C. In lieu of a make-up exam, the Administration may on occasion allow or require the student who has made a timely request for a make-up exam to receive a grade of *Incomplete* for the course and to take an exam at the next regularly scheduled examination period for the course concerned. This option is not available as to an untimely request.

12. Graduation - Juris Doctor degree

A. JD Graduation Requirements

Upon timely meeting the requirements for graduation, the degree of Juris Doctor (JD) will be conferred. To be eligible to graduate a student must:

1. Complete the required academic program by the end of the summer after fourth year.
2. Complete a total of 84 units and satisfy all residency requirements.
3. Complete at least six (6) units of practical skills courses, as required by the State Bar of California
4. Achieve a cumulative grade point average of not less than 2.00.
5. Pay all fees, charges, and tuition due. If a pending graduate does not pay in full within 30 days of the end of the term in which they completed graduation requirements, they will be moved to Withdrawal status under the outstanding balance is paid.

B. Academic Honors are awarded as described in Section 10.8, Academic Honors.

C. Graduation Dates and Ceremony

Students in the JD Program may complete their graduation requirements at the end of either the Fall or Spring semester of the fourth year. One graduation ceremony for all students is held annually. In exceptional circumstances, a student may petition for permission to graduate at the end of the following Summer session. Students will be deemed graduated, and degrees will be dated as of the last day of the semester in which the degree requirements were completed.

D. HJD Graduation Requirements

1. Students in the HJD Program may complete their graduation requirements at the end of either the Spring semester (32 months) or at the end of the Fall Semester (40 months). One graduation ceremony for all students is held annually. In exceptional circumstances, a student may petition for permission to graduate at the end of a different semester. Students will be deemed graduated, and degrees will be dated, as of the last day of the last semester they attended to complete degree requirements.

13.1 Committee of Bar Examiners Regulations

A. General Provisions

It is each student's responsibility to comply with the rules of the Committee of Bar Examiners (CBE) of the State Bar of California and to determine applicable deadlines with which the student must comply to meet requirements for bar admission. A copy of *Rules Regulating Admission to Practice Law in California* and further information may be found on the State Bar web site, <http://admissions.calbar.ca.gov/>.

The CBE does not allow the School to grant a JD degree to any student who fails to complete graduation requirements within 84 months of commencing law study.

B. Registration as a Law Student

Every law student in the State of California is required to register with the CBE to be eligible for CBE exams and to receive important information. It is the student's responsibility to register at <http://admissions.calbar.ca.gov/> within the 90-day time frame required by the State Bar.

C. First-Year Law Students' Examination (FYLSX)

1. "Special Student"

- a. a student who enters law school with less than 60 units of acceptable academic credit ("Special Student") must take the First-Year Law Students Examination (FYLSX) after completing the first-year curriculum.
- b. The CBE administers the FYLSX, a one-day test, twice per year, usually in June and October. The CBE imposes a fee for the examination. The examination covers the subjects of Contracts, Torts and Criminal Law. Students may apply online at: <https://www.calbar.ca.gov/Admissions/Examinations/First-Year-Law-Students-Examination>.
- c. a "special student" will have three consecutive administrations of the FYSLX (whether or not the student sits for the exam) in which to pass the examination and retain credit for coursework subsequent to the first-year curriculum. If the student does not pass the test within the three administrations, they will not receive credit for any law studies after the end of the first-year curriculum and will not be allowed to continue law studies until the FYLSX is passed.

D. Professional Responsibility Examination

As a prerequisite for admission to practice law in California, all applicants must pass the National Conference of Bar Examiners' Multi-State Professional Responsibility Examination (MPRE). The National Conference of Bar Examiners administers the exam. Application forms are available by contacting www.ncbex.org.

E. Application for Determination of Moral Character

Prior to sitting for the California Bar Examination, students must file an application for determination of moral character with the State Bar. This application is also known as a preliminary evaluation of the State Bar's Rule X qualification and initiates the moral character screening process. This process is time-consuming; to avoid delay in bar admission, students are encouraged to begin this process no later than the summer before the year they intend to take the Bar Examination. Instructions and an online application are available at: <https://www.calbar.ca.gov/admissions/moral-character>. The State Bar urges all applicants to fully disclose all information requested on the application so approval is not delayed.

F. California Bar Examination

1. Students planning to sit for the California Bar Examination must file an application with the CBE prior to the exam. The CBE administers the Bar Examination twice per year, in February and July. It is a two-day test. Graduates may apply online at: <https://www.calbar.ca.gov/Admissions/Examinations/California-Bar-Examination>.
2. If, for any reason, a student has not successfully completed their law school program, that student must apply to the CBE for an evaluation to determine eligibility to take the Bar Examination.
3. Information on California Bar Examination and statistics about pass rates can be found on the State Bar website at: <http://admissions.calbar.ca.gov/Examinations/CaliforniaBarExam.aspx>.

G. Practical Training of Law Students

1. Under the Rules Governing Practical Training of Law Students, law students may be certified to work with a supervising attorney providing legal services to clients. Rules and application forms are available online at: <https://www.calbar.ca.gov/admissions/special-admissions/practical-training-of-law-students>
2. To qualify as a certified law student, the applicant must either have completed, or be currently enrolled in, the Civil Procedure and Evidence courses and be a student in good academic standing at the School.
3. A certified law student may perform any function on behalf of a client that would be appropriate for a licensed attorney as long as these functions are performed under the direct supervision of the

supervising attorney and with the consent of the client. These functions include appearing on the client's behalf in a trial, hearing, or proceeding. A certified law student may negotiate on behalf of a client and render legal services under supervision.

Master of Arts in Law

Master of Business, Law and Technology (MBLT)

[Formerly known as Master of Arts in Law (MA in Law) prior to Spring 2024]

14.0 Master of Business, Law and Technology - Program and Registration Procedures

14.1 MBLT - Academic Program

14.2 MBLT - Length of Program

14.3 MBLT - Required Courses

14.4 MBLT - Elective Concentration Courses

14.5 MBLT - Registration Procedures

14.1 MBLT - Academic Program

A. Educational Objectives/Ineligibility for Bar Exam

The goal of the MBLT program is to provide working professionals with a practical knowledge of the law which will enable them to become informed and innovative problem solvers within the workplace. It is specifically designed for individuals who wish to obtain an advanced knowledge of the law and the American legal system, but who do not intend to become lawyers. The Master of Business, Law and Technology (MBLT) Program is offered entirely online. The Committee of Bar Examiners of the State Bar of California requires that the following language be included in this Catalog:

Except as provided in rule 4.30 of the Admissions Rules (Legal Education in a foreign state or country), completion of a professional law degree program at this law school other than for the Juris Doctor degree does not qualify a student to take the California Bar Examination or satisfy the requirements for admission to practice law in California. It may not qualify a student to take the bar examination or to satisfy requirements for admission to the practice of law in any other jurisdiction. A student intending to seek admission to practice law should contact the admitting authority in the jurisdictions where the student intends to qualify to sit for the bar examination or to be admitted to practice for information regarding their legal education requirements.

The School has established three institution-wide learning competencies, Knowledge of Law, Practical Skills, and Ethical and Professional Values, as detailed in Section 3.5, Educational Objectives. For the Master of Business, Law and Technology program, the following Program Objectives and Student Learning Outcomes have been established:

MBLT in Law Program Learning Objectives	MBLT in Law Student Learning Outcomes
	1.1 Students will analyze discipline specific law.

1. Students examine the laws of specific disciplines and how those disciplines transform the law.	1.2 Students will evaluate how other disciplines impact the law and the practice of law.
2. Students will design inter-disciplinary techniques to solve complex legal problems.	2.1 Students will propose innovative solutions to complex legal problems.
	2.2 Students will integrate inter-disciplinary skills into all aspects of problem solving.
	2.3 Students will evaluate the success of a solution from the perspective of those served.
3. Students will integrate interdisciplinary multi-cultural competencies into their professional development.	3.1 Students will use interdisciplinary skills to reach underserved communities.
	3.2 Students will analyze the moral choices and ethical implications of blending other disciplines with the law.
4. Students will develop creative ideas and create cross-disciplinary oral, written, and visual communications to influence change in the industry.	4.1 Students will distill complex arguments, analyze premises and conclusions, evaluate claims, and demonstrate information and data literacy through their communications.
	4.2 Students will demonstrate the ability to recognize and apply audience appropriate communication tools in diverse settings.

B. Units/Hours

1. Program Requirements

Students must successfully complete at least 30 units of credit to qualify for the MBLT degree.

2. Hours Required per Credit Hour

A credit hour for an online course represents 15 hours of instructional activity (e.g., engagement with web-based instructional materials) based upon a 50-minute hour ("clock hour") toward achieving specified student learning outcomes, therefore 360 clock hours of instruction are required for the degree. For online courses, the 15 hours of instructional activity may include but are not limited to synchronous or asynchronous lectures or webinars, interactive tutorials, and online discussions. A credit hour also assumes an additional 30 hours of homework, studying, and/or research. A credit hour for practicum, fieldwork, or internship coursework represents 45 hours of applied practice and weekly seminar/supervision. Partial credits are not granted.

Distance Online or Hybrid Course

For distance online or hybrid courses, the total hours of work typically required for any class of work reflects:

- 1) synchronous and asynchronous components that facilitate faculty-student and student-student interaction (virtual classrooms, discussion boards, and chats) and
- 2) independent learning components (readings,

recorded lectures, written assignments, and quizzes). Each distance online or hybrid course constitutes the following:

1. 3-unit course: 45 clock hours of synchronous/asynchronous interaction and up to 135 hours of independent learning.
2. 2-unit course: 30 clock hours of synchronous/asynchronous interaction and up to 90 hours of independent learning.
3. 1-unit course: 15 clock hours of synchronous/asynchronous interaction and up to 45 hours of independent learning.

For the 30-credit hour MA in Law program, up to 1,800 hours of interaction and independent study are expected for the degree.

14.2 MBLT - Length of Program

A. Course and Program Length

The MBLT program is a part-time online program. Courses in the MBLT program are taught over eight weeks. In week 8, instruction ends on the first Monday. Each class meeting begins on Monday and each class meeting other than week 8 ends on Sunday. Exceptions may occur and will be announced by e-mail. Students are cautioned not to make discretionary plans that will prevent them from participating in the online class or completing course assignments.

Each academic year consists of three semesters, each of which has two terms, so that six terms (Fall 1, Fall 2, Spring 1, Spring 2, Summer 1, and Summer 2) per year are offered. Students may begin their studies in the MBLT program three times each year: Fall 1, Spring 1, and Summer 1. See *MBLT Academic Calendar*.

The program is offered as a 30-unit program. The 30-unit program is designed to be completed in 10 terms; with intersessions, most students will complete the program in about 1 year and eight months.

Students must complete all requirements for the MBLT degree within three years of beginning the program.

B. Units per Term

It is anticipated that a student typically will complete one course per term (3 units), and then complete the 3-unit Capstone course during the last semester of enrollment. Subject to availability of courses, students wishing to enroll in more than one course per term should contact the Student Services Coordinator or the Program Manager.

- C. A student's program may, of necessity, be required to depart from the above norms in special situations, such as when a student is on probation, is a transfer student, or has interrupted the customary sequence of study for any reason.
- D. Each student is responsible for planning their own program, within the limits of the School's policies, so as to complete all course and graduation requirements within the time limits stated above. Graduation likely will be delayed for students who do not adhere to the typical sequence of courses. The School has no provisions for partial course credit, so students may find it necessary to complete more than the required units of credit to meet graduation requirements.
- E. Any deviation from the prescribed program must be approved by the Associate Dean.

14.3 MBLT - Required Courses

- A. The curriculum consists of required courses and elective courses.

- B. To graduate, students must complete 12 units of required courses, including each of those listed below, and 18 units of elective courses. The Capstone is designed to be taken as the student's last course, or within six units of graduation.
- C. All courses are letter-graded with the exception of any Directed Study. Note: All courses are offered in irregular rotation, depending in part on student enrollment in each concentration and faculty availability.

MA 506 Foundational Legal Skills

MA 508 eLawyering

MA 550 Capstone

Choose ONE of the following courses:

MA 500 Privacy Dilemmas

MA 510 Regulation and Compliance

MA 512 Data Security and Breach

- A. Courses are scheduled in a mixed cycle of required and elective courses. Before enrolling in an elective course, MBLT students must first successfully complete two of the required core courses, Professional Legal Skills and eLawyering. To successfully complete a required course, a student must earn at least a C+. Students seeking an exception to this requirement must petition the Dean or their designee.
- B. Courses must be taken during the cycle or postponed until offered again. Advisors will inform students of the planned cycle of courses. Postponement likely will delay graduation.
- C. A student must complete Foundational Legal Skills and eLawyering during their first semester of enrollment. Thereafter the student will complete one course in each subsequent term in which the student is enrolled. The student must complete 18 elective units. If the student chooses a concentration or two, then they must complete 9 units in each chosen concentration.

14.4 MBLT - Elective Concentration Courses

- A. In addition to 12 units of required coursework, students must complete an additional 18 units (6 courses) of elective coursework to graduate. Students who complete 9 units (3 courses) under a particular concentration will, upon graduation, have that concentration designated on their transcript. If a required course is listed under a concentration, it may be counted toward that concentration. A course may be counted only once toward a concentration.
- B. MBLT Residency Program (optional)
During the student's enrollment, several weekend Innovation Skills Residency courses will be offered during which students will have the opportunity to engage in discussions with faculty and leaders in the legal profession, government, or other fields. Each student may participate in each concentration's Innovation Skills Residency Weekend once while enrolled, by choosing to enroll in the Innovation Skills Residency course when it is offered. Students may take Innovation Skills Residency courses in concentrations outside of their chosen concentrations.
- C. Elective Concentration Courses
 1. Each student may elect up to two concentrations (Business Operations, Entrepreneurship, Emerging Law, or Technology) and, prior to graduation, complete all required courses and sufficient elective "concentration" courses as needed to fulfill program unit requirements.
 2. All courses are letter-graded with the exception of any Directed Study. Note: All courses are offered in irregular rotation, depending in part on student enrollment in each concentration and

faculty availability.

Business Operations Concentration Courses

MA 510 Regulation and Compliance

MA 512 Data Security and Breach

MA 514 Litigation Operations

MA 517 Litigation and Its Alternatives

MA 518 Law Practice Management

MA 519 Project Management

Entrepreneurship Concentration Courses

MA 500 Privacy Dilemmas

MA 512 Data Security and Breach

MA 520 Introduction to Start-up Law

MA 522 Building Legal Applications: Document Automations and Expert Systems

MA 531 Emerging Technology and the Law

Emerging Law Concentration Courses

MA 510 Regulation and Compliance

MA 517 Litigation and Its Alternatives

MA 520 Introduction to Start-up Law

MA 524 Blockchain, Smart Contracts, and Computational Law

MA 531 Emerging Technology and the Law MA 537 eDiscovery

Technology Concentration Courses

MA 500 Privacy Dilemmas

MA 512 Data Security and Breach

MA 522 Building Legal Applications: Document Automations and Expert Systems

MA 524 Blockchain, Smart Contracts, and Computational Law

MA 537 eDiscovery

MA 540 Technology for Legal Professionals

14.5 MBLT - Registration Procedures

- A. Prior to the start of each session, continuing students will be notified by JURIS e-mail of information about tuition, fees, class schedules, academic calendar, registration deadlines, and required books by COL Student Services. Students are responsible to purchase or otherwise obtain the required books through outside vendors. The Academic Catalog will be available on the Gateway. Syllabi and other course information is found in Canvas, the online Learning Management System.
- B. Students registering for the first time will be contacted by COL Student Services with information about registration, the Orientation webinar, and passwords for access to Westlaw, the Gateway, and Canvas.
- C. New students will be provided with a JURIS e-mail account and log-in credentials to the School's e-learning platform shortly after acceptance to the program and upon payment of the required tuition deposit.
- D. See Sections 6.2 and 6.3 for policies on adding and dropping courses and the requirement for continuous enrollment.
- E. Students who do not register for the upcoming session are administratively withdrawn for non-registration and/or non-attendance; procedures for arranging a leave of absence are described in Section 6.2, *Leave of Absence*.
- F. Subject to availability of courses, students wishing to enroll in more than one course per term should contact the Student Services Coordinator or Program Manager.

15.0 MBLT - Grading and Grades

15.1 MBLT - Letter Grades and Status Designations

15.2 MBLT - Calculation of Cumulative GPA

15.3 MBLT - Notification of Grades

15.4 MBLT - Petition for Change of Grade

15.5 MBLT - Repetition of Courses

15.1 MBLT - Letter Grades and Status Designations

- A. A letter grading system is used for all courses. Grades are assigned from "A" to "F", with numerical point equivalents on the School's 4-point scale:

Percentage	Letter Grade	GPA
94% - 100%	A	4.00
90% - 93.9%	A-	3.70
86% - 89.9%	B+	3.30
81% - 85.9%	B	3.00
79% - 80.9%	B-	2.70

76% - 78.9%	C+	2.30
72% - 75.9%	C	2.00 - credit not applicable towards degree
69% - 71.9%	C-	1.70 - credit not applicable towards degree
66% - 68.9%	D+	1.30 - credit not applicable towards degree
61% - 65.9%	D	1.00 - credit not applicable towards degree
= or < 60.9%	F	0.00 - no credit/not applicable towards degree

B. Grade designations denote the following:

	A/A-	Honors
	B+/B/B-	Competency, ranging from basic to strong; at the level of competence for good standing and satisfactory progress toward graduation
	C+/C	Below competency, but included for purposes of calculating rate of progress
	C-/D	Insufficient for academic credit (when a student receives a grade below "B-" in a required course, the course must be repeated)
	F	Failure; insufficient for academic credit (when a student receives a grade below "B-" in a required course, the course must be repeated)

C. Other grade/status designations used to indicate a student's grade or status at the School, and which may appear on the student's transcript and/or other records, are:

	Suspended	Disciplinary action resulting in the student barred from attendance for one or more terms
	Expelled	Disciplinary action resulting in the student's permanent removal from enrollment
	Academically Disqualified	Student has been academically disqualified from the School.

	Academic & FA Probation	Student is on Academic & Financial Aid Probation.
	Academic & FA Warning	Student is on Academic & Financial Aid Warning
	Graduate	Student has graduated from the School.
	Leave of Absence	Student is on a leave of absence, without indicating whether in continued good standing or other than in continued good standing.
	Standard Period of Non-Enrollment	Student placed in this status if due to scheduling of courses there is no course available for a student to take in a particular term.
	INC	Incomplete. Used in the very rare circumstance where the student has been permitted to have additional time to complete the requirements for a particular course. Where a student is permitted to receive an incomplete, the student must complete the mandated course requirements within the period of time specified by the Dean, Associate Dean, or Instructor; otherwise, the course grade will revert to an "F" or, if a Pass/Fail course, to a "Fail".
	IP*	In Progress. Used in two-session courses with respect to completion of the first session. Courses of more than one session carry no credit until successful completion of both sessions.
		*Note: IP grades given at the end of the first session of a course completed over two sessions will be changed upon completion of the entire course to reflect the final course grade.
	R	Course Repeated. This notation appears next to the effective grade, which is the most recent of the two grades in a repeated course. The prior grade also appears.
	TC	Transfer Credit. Unit credit from another school or program (when granted).

	W	Withdrawal. Student is withdrawn (or deemed withdrawn), without indicating whether in continued good standing or other than in continued good standing.
	N/A	Used to indicate that a student attended class but withdrew during the first week of the term or was not subsequently admitted to the program.

15.2 MBLT - Calculation of Cumulative GPA

- A. The cumulative grade point average (cGPA) is calculated based on course grades.
- B. To calculate the cGPA, multiply the final grade in each letter-graded course by its unit value, total the sum of the products for all such courses, and divide that sum by the total number of letter-graded units. The cGPA is expressed on the transcript as a number, truncated at the second decimal. For example, the cGPA for a student who had course grades of "B" (3.0 points) in Professional Legal Skills, "A" (4.0) in eLawyering, and "B" (3.0) in Regulation and Compliance is calculated in this manner:

	Professional Legal Skills	3.0 x 3 (units)	=	9.0
	eLawyering	4.0 x 3 (units)	=	12.0
	Regulation and Compliance	3.0 x 3 (units)	=	9.0
	Grade points	(for 9.0 units)	=	30.0

GPA (30.0 points divided by 9 units) = 3.33

Grades earned in subsequent sessions would then be added to the prior grades to determine the student's cGPA.

15.3 MBLT - Notification of Grades

Grades are generally not available until very shortly before the start of the next semester/session. Grades will be available online through the password-protected Portal. Grades will not be released by telephone.

15.4 MBLT - Petition for Change of Grade

- A. Except as otherwise provided in this Catalog, grades will not be changed after approval by the Associate Dean of the MBLT Program except to correct an arithmetic error or other material mistake by the instructor, such as incorrect calculation of points noted in the margin. An allegation that an instructor has not fairly

graded an examination or other paper of the student, or has departed from established policy, is treated as an allegation of material mistake.

- B. Authority to decide student petitions for change of grade is held by the faculty's Academic Standards and Admission Committee (ASAC). The ASAC will not authorize a change in any grade without a showing of material mistake by the instructor by clear, convincing, and objectively verifiable evidence; the ASAC will not permit or require a change of any grading decision by an instructor which represents qualitative judgment concerning a student's performance. Objectively verifiable evidence is not shown by a student's belief that the analysis deserved a higher grade.
- C. A student is not permitted to lobby an instructor for a change of grade. A student who has identified a potential material mistake may ask the instructor to review the claimed error. At the instructor's election, the instructor may require the student to submit a written analysis of the claimed error or to present the analysis to the instructor.
- D. A student who wishes to appeal a grade must do so by timely filing a written petition for grade change to the ASAC. All such petitions must: 1) be filed with the Registrar within 14 calendar days of the date the original grade was posted; 2) state clearly, specifically, and fully the basis for the claim of material mistake; 3) provide clear, convincing, and objectively verifiable evidence of the claimed mistake; and 4) include a copy of any written analysis submitted to the instructor.
- E. Decisions on petitions to the ASAC are made pursuant to the procedures and standards set forth in the *Charter for the Academic Standards and Admissions Committee of The Santa Barbara & Ventura Colleges of Law* ("the Charter"), a copy of which is available on the Gateway (My.CollegesofLaw.edu/).

15.5 MBLT - Repetition of Courses

- A. Students must make satisfactory academic progress toward the MBLT degree by maintaining a grade point average of 2.7 on a scale of 4.0. Course grades below C+ do not count toward graduation requirements. A student who receives a course grade below C+ in a required course must retake the course. If a student receives a grade below C+ in an elective course, the student will not receive credit towards the degree and must retake the same or another elective course.
- B. In addition:
 - 1. When a course is successfully retaken, the more recent of the two grades will be computed in the cumulative grade point average; the points for the less recent grade will not be computed in the student's GPA.
 - 2. The original grade will remain on the student's transcript, along with the grade received for the retaken course.

16.0 MBLT - Graduation

16.1 Master of Business, Law and Technology - Graduation

- A. The School will confer the degree of Master of Business, Law and Technology upon a student who has timely met all requirements for graduation.
- B. To be eligible for graduation, a student must do all the following:
 - 1. Complete at least the 30 units of MBLT credits, including 12 units in required courses and 18 units in elective courses within three years of beginning the program.
Achieve a cumulative grade point average of not less than 2.70.

2. Successfully complete all courses with a grade of at least "C+".
3. Fulfill all other academic requirements.
4. Pay all fees, charges, and tuition due.

C. Graduation Dates and Ceremony

One graduation ceremony is held annually. The Graduation Processing Fee is owed by a student who elects to participate in the graduation ceremony and will only be refunded prior to regalia being ordered. Students will be deemed graduated, and degrees will be dated, as of the end of the session in which all such requirements are met.

Course Descriptions

Juris Doctor

LAW 6100 - Legal Analysis & Writing

Required

This course is designed to aid the first year law student in developing effective law study skills and the ensuing ability to produce a logical, well-reasoned written response to a law exam hypothetical. Students will be exposed to various study aids, learn how to brief cases, organize and synthesize a large volume of information and develop personal outlines. Through practical exercises and writing exam answers, students will train in the application of a method of attacking exams, learn and apply approaches to analysis, and practice factual and legal analytical skills.

Units: 3

Grading: Pass/Fail

LAW 6101 - Introduction to Law

Elective

The primary objective of this course is to ground students in the essential knowledge and skills they need to be successful in the study of law. The course provides an introduction to the fundamentals of the American legal system, legal education, and legal profession. It also explores basic strategies for reading and "briefing" court opinions; taking useful class notes; outlining law courses; performing sound legal analysis; and answering essay and multiple-choice exam questions.

Units: 1

Grading: Pass/Fail

LAW 6111 - Contracts I

Required

A study of the fundamental principles that govern the creation, interpretation, enforcement, and termination of agreements. Course coverage includes contract formation, the Statute of Frauds, assignment and delegation of contracts, express and implied contracts, and remedies available for breach of contract.

Units: 3

Grading: Letter Grade

LAW 6112 - Contracts II

Required

A study of the fundamental principles that govern the creation, interpretation, enforcement, and termination of

agreements. Course coverage includes contract formation, the Statute of Frauds, assignment and delegation of contracts, express and implied contracts, and remedies available for breach of contract.

Prerequisite: LAW 6111 Contracts I

Units: 3

Grading: Letter Grade

LAW 6121 - Torts I

Required

This course considers the nature and extent of the legal protection afforded against interference by others with the security of one's person, property, or intangible interests. The course covers civil liability for intentional and unintentional behavior, the law of negligence, strict liability, vicarious liability, various forms of immunity, damages and other remedies. Also addressed are: strict and products liability, defamation, invasion of privacy and business-related torts.

Units: 3

Grading: Letter Grade

LAW 6122 - Torts II

Required

This course considers the nature and extent of the legal protection afforded against interference by others with the security of one's person, property, or intangible interests. The course covers civil liability for intentional and unintentional behavior, the law of negligence, strict liability, vicarious liability, various forms of immunity, damages and other remedies. Also addressed are: strict and products liability, defamation, invasion of privacy and business-related torts.

Prerequisite: LAW 6121 Torts I

Units: 3

Grading: Letter Grade

LAW 6130 - Criminal Law

Required

This course enables the student to recognize and analyze key issues in substantive criminal law, including crimes, defenses, mental states and other general principles, and to understand the context in which such issues arise in the criminal justice system.

Units: 3

Grading: Letter Grade

LAW 6140 - Legal Research

Required

This course provides an introduction to the tools and methods of legal research in primary and secondary sources. Emphasis is placed on federal and California materials, including constitutions, statutes, cases and regulations, in both print and electronic media.

Units: 2

Grading: Letter Grade

LAW 6201 - Civil Procedure I

Required

This course covers the procedural rules governing civil lawsuits, primarily in federal courts. Topics include the proper

court in which to file a lawsuit, joinder of parties and causes of action, discovery, pretrial motions, conduct of a trial, and conflict between state and federal judicial systems.

Units: 3

Grading: Letter Grade

LAW 6202 - Civil Procedure II

Required

This course covers the procedural rules governing civil lawsuits, primarily in federal courts. Topics include the proper court in which to file a lawsuit, joinder of parties and causes of action, discovery, pretrial motions, conduct of a trial, and conflict between state and federal judicial systems.

Prerequisite: LAW 6201 Civil Procedure I

Units: 3

Grading: Letter Grade

LAW 6211 - Real Property I

Required

An analysis of basic property concepts, including the definition, acquisition and transfer of real property. Principal areas covered include the history of land transactions, landlord/tenant relations, land development, public and private control of land use, non-possessory rights in land, covenants and restrictions on the land, and recordation and title searches.

Units: 3

Grading: Letter Grade

LAW 6212 - Real Property II

Required

An analysis of basic property concepts, including the definition, acquisition and transfer of real property. Principal areas covered include the history of land transactions, landlord/tenant relations, land development, public and private control of land use, non-possessory rights in land, covenants and restrictions on the land, and recordation and title searches.

Prerequisite: LAW 6211 Real Property I

Units: 3

Grading: Letter Grade

LAW 6220 - Community Property

Required

A survey of the laws relating to community property in California, the fundamentals of that property system, and how it affects virtually every other area of law. Separate and community property, liability for debts and torts, control and management of assets, fiduciary duties between spouses, and the distribution of property on dissolution or death are analyzed in this course.

Units: 3

Grading: Letter Grade

LAW 6230 - Business Associations

Required

This course provides an introduction to the modern business corporation. Among the issues covered are the formation, operation, financing, and control of closely held and public corporations.

Units: 3
Grading: Letter Grade

LAW 6240 - Legal Writing

Required

This course focuses on the essential skills needed to write predictive legal memoranda, including techniques of legal analysis, organization, citation, drafting and revision.

Units: 2
Grading: Letter Grade

LAW 6281/6282/6283 - Directed Study

Elective

This course allows qualifying students to earn one unit for in-depth research and preparation of a paper on a topic of special interest to the student, under direct faculty supervision. This course will ordinarily be available only on approval of the Dean or Dean's designate to students with unique needs for additional units to complete their graduation requirements, and requires that the student both develop a project acceptable to the Dean or Dean's designate and obtain consent of a faculty member to supervise the required research and paper.

Units: 1/2/3
Grading: Pass/Fail

LAW 6301 - Evidence I

Required

This class will cover most of the basic evidence topics contained in the Federal Rules of Evidence including frequent comparisons with related provisions of the California Evidence Code.

Units: 1
Grading: Letter Grade

LAW 6302 - Evidence II

Required

This class will cover most of the basic evidence topics contained in the Federal Rules of Evidence including frequent comparisons with related provisions of the California Evidence Code.

Prerequisite: LAW 6301 Evidence I

Units: 3
Grading: Letter Grade

LAW 6303 - Evidence

Required

This class will cover most of the basic evidence topics contained in the Federal Rules of Evidence including frequent comparisons with related provisions of the California Evidence Code.

Prerequisite: LAW 6202 Civil Procedure II

Units: 3
Grading: Letter Grade

LAW 6311 - Constitutional Law I

Required

This course is designed to help the student understand and become familiar with the substantive issues presented in the study of constitutional law so that the student is able to recognize those issues, research their status as they evolve over time, and incorporate them as required to deal with factual situations presented in the practice of law.

Units: 3

Grading: Letter Grade

LAW 6312 - Constitutional Law II**Required**

This course is designed to help the student understand and become familiar with the substantive issues presented in the study of constitutional law so that the student is able to recognize those issues, research their status as they evolve over time, and incorporate them as required to deal with factual situations presented in the practice of law.

Prerequisite: LAW 6311 Constitutional Law I

Units: 3

Grading: Letter Grade

LAW 6320 - Professional Responsibility**Required**

An overview of the role of an attorney in society, the attorney - client relationship, ethical standards and the responsibility of an attorney to the client, court and public.

Units: 2

Grading: Letter Grade

LAW 6330 - Wills and Trusts**Required**

This course enables the student to recognize key substantive issues in the law of Wills and Trusts; to become familiar with the relevant legal principles and to apply these principles as they evolve over time to factual situations in a lawyer-like manner in the potential practice of law; and to draft a Will and a Trust.

Units: 3

Grading: Letter Grade

LAW 6340 - Remedies**Required**

Remedies is a comparison of legal and equitable remedies based on a particular fact scenario. Because most states have merged courts of law and courts of equity ("merger of law and equity"), a plaintiff may seek legal remedies and equitable remedies in the same action.

Units: 3

Grading: Letter Grade

LAW 6351 - Bar Studies**Required**

This course will emphasize the analytical, writing, time-management and organizational skills necessary to prepare for the California Bar Exam. Students will have the opportunity to become familiar with select subjects tested and formats presented by the exam, including essay, multiple choice and performance test sections. Study and exam-taking strategies will be examined in the context of several bar-tested subjects.

Units: 3
Grading: Letter graded

LAW 6360 - Appellate Advocacy

Required

In this course, students participate on a team that researches and writes an appellate brief and argues it before a three-judge panel, in an intramural competition with students from another law school.

Prerequisite: LAW 6140 Legal Research and LAW 6240 Legal Writing

Units: 2
Grading: Letter Grade

LAW 6410 - Constitutional Criminal Procedure

Required

An exploration of the basic constitutional issues underlying the criminal justice system and the limitations placed on government in its attempt to enforce the criminal law. Specifically covered are the exclusionary rules, arrest, search and seizure, identification of suspects, the right to counsel, and the right to a jury trial.

Units: 3
Grading: Letter Grade

LAW 6420 - Trial Practice

Elective

This course is an opportunity to apply the principles of law learned in the previous three years to a trial; exploring legal principles and fundamentals associated with preparing, litigating and presenting a criminal jury trial.

Units: 3
Grading: Pass/Fail

LAW 6440 - Statutory Interpretation

Elective

This course examines theories of statutory interpretation as well as the process and devices by which statutes are interpreted, such as canons of construction, legislative history and precedent. Students will have the opportunity to learn how to make effective statutory interpretation arguments on behalf of their clients.

Units: 3
Grading: Pass/Fail

LAW 6451 - Advanced Legal Writing

Required

This course covers advanced research and writing techniques, particularly those needed to write persuasive documents clearly, accurately and consistently.

Prerequisite: LAW 6140 Legal Research and LAW 6240 Legal Writing

Units: 2
Grading: Letter Grade

LAW 6570 - Wrongful Convictions

Elective

Over 3,200 people have been exonerated of crimes for which they did not commit, and this number continues to grow.

This course will examine the causes that lead to wrongful convictions, including mistaken eyewitness identification, false confession, faulty forensic science, police and prosecutorial misconduct, and ineffective assistance of counsel. In each topic area, the course will analyze pervasive failures in the criminal justice system and the intersection of race, gender, sexual orientation, age, and mental disability. The course will also examine post-conviction remedies available in both state and federal court as well as proposed reforms to prevent wrongful convictions in the future. The course is interdisciplinary and critically explores wrongful convictions from a legal, scientific, cultural, and psychological perspective.

Units: 3

Grading: Letter Grade

LAW 6801/6802/6803 - Legal Internship

Required

Legal Internship provides an opportunity for students to work under the supervision of a judge or attorney to gain practical understanding of the legal system and the professional responsibilities of attorneys. To graduate students are required to earn at least one unit of credit in a pro bono setting such as a government agency or legal services agency; with approval additional units may be earned, in either pro bono or for-profit settings. See Section 8.7 for additional information.

Units: 1/2/3

Grading: Pass/Fail

LAW 6806 - Legal Internship Continuation

Elective

Students who do not complete their legal internship within the first term may request a one term extension. When approved by the Dean or Dean's designate, the student will be enrolled in this course.

Units: 0

Grading: Pass/Fail

LAW 6826 - Directed Study Continuation

Elective

This is a zero-unit continuation course that allows a student to have one additional term to complete a directed study project.

Units: 0

Grading: Pass/Fail

LAW 7341 - eLawyering

Elective

This introductory course focuses on the overlap between business, technology, and the legal industry. Topics are segmented into three discrete areas of study: Legal Innovation; Automation and AI; and Data. The legal innovation section will offer students a glimpse into the future of legal practice as well as alternative legal services. Both the ethical considerations and career implications will be covered while exposing students to online legal marketing and online practice management. The section covering automation and artificial intelligence will show the efficiency of these technical legal services and lawyer augmentations with careful attention to automation governance and embedded bias. The data portion of the course will touch on data used for legal prediction, eDiscovery and ESI, and privacy and security in the legal sector. Each section of the course will focus on what modern legal service and how insights from other disciplines have disrupted the status quo. The course also considers the secondary effects on law, the legal profession, and legal services likely to arise from the addition of technology to many legal tasks.

Units: 2

Grading: Letter Graded

LAW 7351 - Elder Law

Elective

This course surveys the law on issues facing the elderly, such as age discrimination, elder abuse, entitlement to government benefits, guardianship, alternatives to guardianship, and health care decisions, including end-of-life decisions.

Units: 1

Grading: Letter Graded

LAW 7370 - Civil Law and Motion Practice

Elective

An overview of civil law and motion practice in California state courts. Topics covered include: notice requirements, structure of points and authorities, declarations and other supporting papers, demurrers, motions for summary judgment, and discovery motions. Special emphasis is given to local rules of practice and policies in Santa Barbara and Ventura counties.

Units: 2

Grading: Letter Graded

LAW 7400 - Professional Skills

Elective

This course will provide the opportunity for students to further develop their legal writing skills. It focuses on performance tasks typically assigned in law practice, as tested on the California Bar Examination. (It is highly recommended that all students take this course.)

Units: 2

Grading: Pass/Fail

LAW 7411 - International Criminal Law

Elective

This course will introduce students to the law, institutions, and actors that constitute the system of international justice and to the political environment in which this system is situated. The readings will explore the international criminal law institutions, offer a basic analysis of international crimes as they have evolved in international law, and focus on the challenges of pursuing criminal prosecution. Case law from the various international tribunals will be scrutinized with an emphasis on understanding the prosecution's burden, available defenses and sources of proof. In addition to the substance of international criminal law, this course will also serve as introduction to the unique role The Hague has played in hosting various international criminal law institutions.

Units: 2

Grading: Letter Grade

LAW 7420 - Litigation Process

Elective

This course is designed to build the skill sets students need to succeed as part of today's litigation teams. It will cover basic legal concepts, emphasizing the litigation process, critical thinking and developing practical legal skills.

Units: 2

Grading: Letter Graded

LAW 7470/7471 - Business Planning

Elective

A study of the issues raised by the formation of a new business, including choice of entity, formation of a partnership or corporation, liability concerns, and purchase and sale of a business.

Units: 1,2

Grading: Letter Graded

LAW 7490 - Civil Rights and Civil Liberties**Elective**

This class will examine the significant cases, statutes and historical context involved in the pursuit of the promises of the Declaration of Independence and our Constitution, with an emphasis on equality and religious freedom issues.

Units: 2

Grading: Letter Graded

LAW 7500 - Constitutional Criminal Procedure – Selected Topics**Elective**

Emphasizes the practical aspects of criminal procedures prior to trial. Included are topics relating to the lawyer's responsibility in a criminal case; arrest, booking, and bail procedures; an examination of the accusatory pleading; the grand jury; and pretrial procedures, including preliminary hearings, pretrial discovery, and tactical considerations. Also covered are the types and consequences of pleas, and sentencing considerations.

Units: 1, 2

Grading: Letter Graded

LAW 7510 - Consumer Law**Elective**

After considering the common law roots of consumer law, this course will survey obligations and remedies arising under federal and state statutes governing consumer transactions. Among the topics addressed will be consumer credit contracts and dealings; consumer sales contracts; fraud, including elder abuse and Internet fraud; false and misleading advertising; warranties; and product safety and standards.

Units: (2 units)

LAW 7520 - Criminal Law - Selected Topics**Elective**

This course will closely examine one area of criminal law practice; potential topics include misdemeanor, felony, death penalty, and juvenile law practice.

Units: (1-2 units)

LAW 7530 - Environmental Law - Selected Topics**Elective**

This course will closely examine a selected topic or topics on major current environmental issues, such as climate change.

Units: (1-2 units)

LAW 7540 - Insurance Law**Elective**

This course focuses on basic aspects of insurance law, including the insurer's duty to defend and indemnify, third-party

liability, problems of insurance contracts, bad faith litigation, and current judicial and legislative trends in insurance law.

Units: (2 units)

LAW 7550 - Law of Sales

Elective

This course focuses on the law of sales through selected portions of Articles I and II of the Uniform Commercial Code.

Units: (2 units)

LAW 7560 - Tort Law - Selected Topics

Elective

In this course, students have the opportunity to closely examine a selected topic in tort law, such as products liability, medical malpractice, or government tort liability.

Units: (1–3 units)

LAW 7570 - Writs and Appeals

Elective

An overview of California writ and appellate procedure, from the filing of writs and notices of appeal to final determination by the reviewing court. Topics covered include: writs, appealable orders and judgments, scope of appellate review, assembling the record on appeal, ethical limitations, briefs, right to present oral argument, and discretionary review.

Units: (1–2 units)

LAW 7591 - Immigration Law

Elective

This course provides an overview of immigration law as applied and practiced in the United States. Particular attention will be paid to the constitutional rights of non-citizens, the federal agencies that administer immigration and citizenship laws, undocumented immigration, refugees and asylum, the role of states and localities in immigration, and the balance between national security and openness to non-citizens.

Units: 2

Grading: Letter Grade

LAW 7650 - Wellness and Lawyer Competence

Elective

"To be a good lawyer, one has to be a healthy lawyer. Sadly, our profession is falling short when it comes to well-being." These comments made by the ABA Task Force will be explored in the context of scientific data and empirically based practices, creating the groundwork for this survey course. The course will emphasize a holistic approach to success, competence and thriving as a law student and lawyer through exploration of current research and evidence-based skills that foster the basic domains of well-being: physical, emotional, intellectual, social, spiritual, environmental, occupational, and financial.

Units: (2 units/PF)

LAW 8000 - Administrative Law

Elective

Administrative law represents a substantial area of law practice in the United States. Legal matters covered under some

administrative processes range from the suspension of children from public schools to the regulation of additives placed in the food supply. This course explores the foundations of administrative practice relevant to administrative processes at all levels of government. To accomplish this, the class will explore the federal administrative law-the primary model upon which most other administrative procedures are based. Though not a substantive area of law like environmental protection, securities, or tax, mastering administrative law is essential for achieving success in each of these and many other areas of law.

Units: 3

Grading: Pass/Fail

LAW 8001 - Accounting for Lawyers

Elective

This course teaches accounting concepts and skills that lawyers, working in many fields, will need. Accounting is the language of business. If a lawyer's practice touches business, then he or she will come across accounting concepts.

Units: (3 units/PF)

LAW 8002 - Health Law

Elective

This course is an introduction to the regulation of the American health care system and the physician-patient relationship. Healthcare is one of the most regulated industries in the United States and currently accounts for approximately 18 percent of the U.S. gross domestic product. In addition, the industry is going through a tremendous restructuring in how health care is organized, delivered, and paid for, in part as a result of the Affordable Care Act (more commonly referred to as "Obamacare") and in part due to market forces and technological developments. This course provides students with an understanding of the laws governing the physician-patient relationship and how the health care system is currently organized, financed, and regulated. The first part of the course examines physicians' professional relationships with patients, hospitals and other health care institutions, the various ways in which the U.S. regulates the quality of care provided by physicians and health care institutions, and physicians' and hospitals' duty to provide care to patients seeking their services. The second part of the course focuses on health insurance. Specifically, we will discuss the regulation of private health insurance, the public insurance programs Medicare and Medicaid, and health care reform. We conclude the course with an introduction to the business of health care and the fraud and abuse laws.

Units: (3 units/PF)

LAW 8003 - Copyright

Elective

This course surveys the domestic and international laws and policies of copyright law, with a secondary emphasis on related areas of law such as rights of publicity, unfair competition, and contractual protection of ideas in varying degrees. Topics to be covered include the subject matter of copyright; ownership and transfer of copyrights; the rights afforded to copyright owners in the US and via international treaties and conventions; duration of protection; infringement; digital millennium copyright act and remedies.

Units: (3 units/PF)

LAW 8004 - Sports Law

Elective

This class considers issues in high school, intercollegiate, and professional sports with an emphasis on constitutional law, antitrust, labor law, and other issues of law in the field of sports, such as consideration of Title IX, drug testing, and the role of agents.

Units: (2 units/PF)

LAW 8005 - Family Law

Elective

This course involves the study of family law. We will focus on the relationships that comprise a family and explore the legal methods in which these relationships are formed and/or dissolved.

Units: (3 units/PF).

LAW 8500 - Privacy Dilemmas

Elective

This course provides an in-depth look at the scope of privacy rights and the institutional practices and processes that may affect those rights. The course will cover the technology, laws and policies related to privacy issues, including those raised by wiretapping, stored data collection and mining, location tracking, drones and social media.

Units: (3 units)

Grading: Pass/Fail

LAW 8502 - Global Relationships

Elective

This course is designed to give students an overview of the laws, treaties, and organizations (both governmental and non-governmental) that create, define and impact global relationships in areas such as trade, immigration, and security.

Units: (3 units)

Grading: Pass/Fail

LAW 8503 - Emerging Threats

Elective

This course will provide a systematic study of the legal mechanisms used by governments to respond to emerging threats to security, such as those arising from terrorism, climate change, and public health crises. It will also examine the legal implications of management responses and mitigation strategies.

Units: (3 units)

Grading: Pass/Fail

LAW 8504 - Emerging Threats with Residency

Elective

This course will provide a systematic study of the legal mechanisms used by governments to respond to emerging threats to security, such as those arising from terrorism, climate change, and public health crises. It will also examine the legal implications of management responses and mitigation strategies. In addition to doing online coursework, students will participate in a multi-day Residency program, during which they will have the opportunity to engage in discussions about these issues with leaders in the legal profession, government, and other fields.

Units: (3 units)

Grading: Pass/Fail

LAW 8510 - Regulation and Compliance

Elective

Legal/regulatory compliance requirements have seen a sharp increase globally. This increase reflects the rather rapid development of normative values regarding compliance and ethics of society at large. This course will review the various types of compliance requirements, and examine related issues such as compliance audits, document retention policies, data security, IT procedures, privacy concerns and governance. It will also address the analytical tools

necessary to understand the complexities of compliance as part of a risk analysis and the role of compliance in shaping an entity's strategy.

Units: (3 units)

Grading: Pass/Fail

LAW 8511 - Liability, Risk and Insurance

Elective

All businesses and governments face potential assertions of legal liability, and run the risk of having a penalty assessed against them by a court; they must therefore insure against or otherwise offset the risk of such liability. This course will explore the liabilities faced by modern businesses and governments, the kinds of risks that can flow from those liabilities and the instruments and strategies employed to offset that risk, including choice of a particular business structure.

Units: (3 units)

Grading: Pass/Fail

LAW 8512 - Data Security & Breach

Elective

This course will examine legal requirements applicable to data security, including responses to data breach. Topics include laws applicable to public and private entities, methods of data breach investigation, data breach notice requirements and practical considerations, and legal risks exposure arising from data breach and notice.

Units: (3 units)

Grading: Pass/Fail

LAW 8513 - Data Security & Breach with Residency

Elective

This course will examine legal requirements applicable to data security, including responses to data breach. Topics include laws applicable to public and private entities, methods of data breach investigation, data breach notice requirements and practical considerations, and legal risks exposure arising from data breach and notice. In addition to doing online coursework, students will participate in a multi-day Residency program, during which they will have the opportunity to engage in discussions about these issues with leaders in the legal profession, government, and other fields.

Units: (3 units)

Grading: Pass/Fail

LAW 8514 - Litigation Operations

Elective

This course will examine the challenges faced by litigants in the digital age, focusing on the growing importance (and cost) of electronic discovery. This course will cover four general topics: a) optimized roles and responsibilities of the various stakeholders (the entity, in-house and outside law firms, and litigation services companies); b) the importance of well-defined process and project management principles in coordinating a response to litigation, including the principles of excellent investigation; how to identify issues and then plan an investigation; and how to conduct thorough witness interviews; c) cost management in the inherently unpredictable process of identifying and sorting through "big data"; and d) litigation technology. The discussion will focus on the "best practices" established by field practitioners who have identified methods for reducing risks and mitigating costs.

Units: (3 units)

Grading: Pass/Fail

Hybrid Juris Doctor

LAW 6000 - Introduction to Legal Fundamentals

This course will provides an introduction to fundamental legal principles and the conceptual framework of the American legal system. Students will study the development of common law and the creation of statutes; the structure of and the relationship between the federal and state court systems; and the processes used to resolve disputes.

Units: 3

LAW 6001 - Introduction to Legal Writing and Analysis

This course teaches the essential skills needed to read, analyze, and write about the law using expected formats, including organization, analysis, citation, the writing process, using plain English, and understanding expected formats. The course focuses on the office memorandum as the basis for teaching the skills necessary to write many different types of legal documents.

Units: 3

LAW 6002 - Introduction to Legal Research

Required

This course provides an introduction to the tools and methods of legal research in primary and secondary sources. Emphasis is placed on federal and California materials, including constitutions, statutes, cases and regulations, in both print and electronic media.

Units: 2

Grading: Letter Grade

LAW 6003 - Introduction to Legal Research

Required

This course provides an introduction to the tools and methods of legal research in primary and secondary sources. Emphasis is placed on federal and California materials, including constitutions, statutes, cases and regulations, in both print and electronic media.

Units: 3

Grading: Letter Grade

LAW 6115 - Contracts I

Required

A study of the fundamental principles that govern the creation, interpretation, enforcement, and termination of agreements. Course coverage includes contract formation and defenses.

Units: 3

Grading: Letter Graded

LAW 6116 - Contracts II

Required

A study of the fundamental principles that govern the creation, interpretation, enforcement, and termination of agreements. Course coverage includes contract performance, breach assignment and delegation of contracts and remedies available for breach of contract.

Prerequisite: LAW 6115 Contracts I

Units: 3
Grading: Letter Graded

LAW 6125 - Torts I

Required

This course considers the nature and extent of the legal protection afforded against interference by others with the security of one's person, property, or intangible interests. The course covers civil liability for intentional and unintentional behavior, the law of negligence, strict liability, vicarious liability, various forms of immunity, damages and other remedies. Also addressed are: strict and products liability, defamation, invasion of privacy and business-related torts.

Units: 3

LAW 6126 - Torts II

Required

This course surveys cases and material on a wide range of torts, strict and products liability, defamation, invasion of privacy and business-related torts. Prerequisite: LAW 6125 - Torts I

Units: 3

LAW 6135 - Criminal Law

This course enables the student to recognize and analyze key issues in substantive criminal law, including crimes, defenses, mental states and other general principles, and to understand the context in which such issues arise in the criminal justice system.

Prerequisite: LAW 6000 Introduction to Legal Fundamentals

Units: 3

LAW 6205 - Civil Procedure I

Required

This course covers the procedural rules governing civil lawsuits, primarily in federal courts. Topics include the proper court in which to file a lawsuit, joinder of parties and causes of action, discovery, pretrial motions, conduct of a trial, and conflict between state and federal judicial systems.

Units: 3

LAW 6206 - Civil Procedure II

Required

This course covers the procedural rules governing civil lawsuits, primarily in federal courts. Topics include the proper court in which to file a lawsuit, joinder of parties and causes of action, discovery, pretrial motions, conduct of a trial, and conflict between state and federal judicial systems. Prerequisite: LAW 6205 - Civil Procedure I

Units: 3

LAW 6215 - Real Property I

Required

An analysis of basic property concepts, including the definition, acquisition and transfer of real property. Principal areas covered include the history of land transactions, landlord/tenant relations, land development, public and private control of land use, non-possessory rights in land, covenants and restrictions on the land, and recordation and title

searches.

Units: 3

LAW 6216 - Real Property II

Required

An analysis of basic property concepts, including the definition, acquisition and transfer of real property. Principal areas covered include the history of land transactions, landlord/tenant relations, land development, public and private control of land use, non-possessory rights in land, covenants and restrictions on the land, and recordation and title searches. Prerequisite: LAW 6215 - Real Property I

Units: 3

LAW 6225 - Community Property

A survey of the laws relating to community property in California, the fundamentals of that property system, and how it effects virtually every other area of law. Separate and community property, liability for debts and torts, control and management of assets, fiduciary duties between spouses, and the distribution of property on dissolution or death are analyzed in this course.

Units: 3

LAW 6235 - Business Associations

This course provides an introduction to the modern business corporation. Among the issues covered are the formation, operation, financing, and control of closely held and public corporations.

Prerequisite: LAW 6206 Civil Procedure II

Units: 3

LAW 6305 - Evidence

Required

This class will introduce and discuss fundamental concepts of evidence codified in the Federal Rules of Evidence (FRE) and the California Evidence Code (CEC).

Units: 3

LAW 6315 - Constitutional Law I

Required

To understand and become familiar with the substantive issues presented in the study of constitutional law so that the student is able to recognize those issues, research their status as they evolve over time, and incorporate them as required to deal with factual situations presented in the practice of law.

Units: 3

LAW 6316 - Constitutional Law II

Required

To understand and become familiar with the substantive issues presented in the study of constitutional law so that the student is able to recognize those issues, research their status as they evolve over time, and incorporate them as required to deal with factual situations presented in the practice of law. Prerequisite: LAW 6315 - Constitutional Law I

Units: 3

LAW 6325 - Professional Responsibility

Required

An overview of the role of an attorney in society, the attorney -client relationship, ethical standards and the responsibility of an attorney to the client, court and public. Consistent with the requirements of the California Bar Exam, this course will cover California Rules of Professional Conduct (CRPC), relevant sections of the California Business and Professions Code (Bus. & Prof. Code), the California Code of Judicial Ethics and leading federal and state case law on the subject of professional responsibility, in addition to the ABA Model Rules of Professional Conduct (ABA MRPC), and the ABA Rules of Judicial Conduct. This course is not designed as preparation for the Multi-State Professional Responsibility Examination (MPRE), a multiple-choice examination which is administered independently from the California Bar Exam.

Units: 3

LAW 6335 - Wills and Trusts

This course enables the student to recognize key substantive issues in the law of Will and Trusts, to become familiar with the relevant legal principles, and to apply these principles as they evolve over time to factual situations in a lawyer-like manner in the potential practice of law and to actually draft a Will and Trust.

Prerequisite: LAW 6325 Professional Responsibility

Units: 3

LAW 6345 - Remedies

Remedies is a comparison of legal and equitable remedies based on a particular fact scenario. Because most states have merged courts of law and courts of equity ("merger of law and equity"), a plaintiff may seek legal remedies and equitable remedies in the same action.

Units: 3

LAW 6355 - Bar Studies

This course will emphasize the analytical, writing, time-management and organizational skills necessary to prepare for the California General Bar Exam. Students will have the opportunity to become familiar with select subjects tested and formats presented by the exam, including essay, multiple choice and performance test sections. Study and exam-taking strategies will be examined in the context of several bar-tested subjects.

Units: 3

Grading: Letter Graded

LAW 6361 - Appellate Advocacy

Elective

Through online presentations and discussions and course readings, this course refines advanced persuasive writing and effective oral advocacy skills. Students will write a California appellate brief and present a moot court- type argument.

Units: 3

Grading: Letter Grade

LAW 6415 - Constitutional Criminal Procedure

An exploration of the basic constitutional issues underlying the criminal justice system and the limitations placed on government in its attempt to enforce criminal law. Specifically covered are the exclusionary rules, arrest, search and seizure, identification of suspects, the right to counsel, and the right to a jury trial.

Units: 3
Grading: Letter Graded

LAW 6500 - Contemporary Legal Problem Solving

Contemporary Legal Problem Solving explores current approaches to dealing with legal conflicts outside of the litigation process. While traditional legal education tends to emphasize litigation and trial advocacy, actual legal practice more often involves creative problem solving that occurs outside the courtroom. This course will delve into the various methods practicing attorneys use to resolve contemporary legal disputes. From mediation and arbitration to collaborative law and the use of artificial intelligence, Contemporary Legal Problem Solving will allow students to explore the theoretical underpinnings of these important skills and apply them in an engaged online learning environment. Students will complete this course with a better understanding of the different ways in which lawyers can resolve legal problems without resorting to litigation.

Units: 3

LAW 6510 - Comparative Legal Systems

In this course, students learn about the U.S. legal system as it compares to legal systems of countries around the world. Topics include sources of law, organization of courts and the judicial process, and legal education and the legal profession. Students also review case studies that examine how different legal systems and societal issues influence one another to gain a greater understanding of the relationship between law and society.

Units: 3

LAW 7000 - Capstone

Required

This course provides students the opportunity to demonstrate that they have synthesized the knowledge, skills, and values presented throughout the JD program. Students are provided a client file that presents a set of facts. The student will assess and develop the facts, identify the legal issues, perform necessary research, create a plan for addressing the issues identified, and execute the plan.

Units: 3

Grading: Letter Graded

Juris Doctor / Hybrid Juris Doctor

IS 620D - Cuba Field Study

Elective

Students who enroll in the Comparative Environmental Law course will be eligible to take the 1-unit Field Study course where students will attend lectures from the president of CubaSolar (a national renewable energy nonprofit), officials at Cuban governmental organization CubaEnergia, and professors from the University of Havana. Students will also have the opportunity to meet and mingle with Cuban students and tour important environmental and agricultural sites including a Cuban biodigester farm visit in the province of Pinar del Rio, to Hemingway's former home in the Havana suburbs, the Museo Nacional de Bellas Artes in Havana, and the stunning, newly-renovated Cuban Capitol Building.

Prerequisite: LAW 6212 Real Property II or LAW 6216 Real Property II

Units: 1

Grading: Pass/Fail

IS 7002 - Study Abroad in London: International Commercial Transactions

Elective

Students will travel to London for immersion related to current topics in the area of international commercial transactions, examining the factors that distinguish cross-border deal-making and much more, including cryptocurrency, cannabis, China, and climate change.

Prerequisite: LAW 7472 International Commercial Transactions

Units: 1

Grading: Pass/Fail

LAW 6241 - Trial Practice**Elective**

This course is an opportunity to apply the principles of law learned in the previous three years to a trial; exploring legal principles and fundamentals associated with preparing, litigating and presenting a criminal jury trial.

Prerequisite: LAW 6130 Criminal Law or LAW 6135 Criminal Law

Units: 2

Grading: Pass/Fail

LAW 6540 - Employment Law**Elective**

This course examines the legal and practical aspects of Employment Law. In this course, the students will become familiar with the employment relationship, common employment causes of action (e.g., discrimination, harassment, retaliation), and wage-and-hour laws. This course is relevant for those with an interest in practicing Employment Law or those who intend to employ others or be employed themselves.

Prerequisite: LAW 6112 Contracts II or LAW 6205 Civil Procedure I

Units: 3

Grading: Letter Grade

LAW 6550 - Environmental Law**Elective**

This course provides an introduction to environmental law and advocacy grounded in an overview of American environmental statutes, regulations, and common law, including information-based laws (NEPA), pollution control laws (the Clean Water Act), public land management laws (NFMA, FLPMA), the Endangered Species Act, and the tort remedies of trespass, nuisance, and negligence. The course also examines the global climate and biodiversity crises and international treaties. The course will be graded on the weekly or bi-weekly class assignments and a final exam.

Units: 3

Grading: Letter Grade

LAW 6561 - Elder Law**Elective**

This course examines a number of legal, ethical, and social issues raised by our nation's increasing elder population and provides ample opportunities to apply the law to real life problems that elderly clients encounter. Course topics include age discrimination; ethical issues in elder representation; alternative decision-making, including health care directives, powers of attorney, and guardianship and conservatorship; income maintenance and the Social Security system; managing and paying for health care, including Medicaid, Medicare, and long-term care insurance; housing options and the licensing and regulation of health care and housing providers; elder abuse and neglect, including remedies available to vulnerable adults; and end-of-life issues.

Units: 3

Grading: Letter Grade

LAW 6814 - Clean Slate Clinic I

Elective

Clinic I will focus on expungements of misdemeanor and infraction convictions pursuant to California Penal Code section 1203.4 and 1203.4a. Students will meet with their clients, obtain the information needed to complete an expungement petition for each client assigned, assist clients with their letter to the court and supportive documents, draft the expungement petition and prepare the petition for filing. Students will also receive lecture on each of the following post-conviction relief options: (1) reduction of felony convictions to misdemeanor convictions pursuant to California Penal Code section 17(b), Proposition 47 and Proposition 64; (2) early termination of probation pursuant to California Penal Code section 1203.3; and (3) record sealing pursuant to California Penal Code section 851.91.

Units: 1

Grading: Pass/Fail

LAW 6815 - Clean Slate Clinic II

Elective

Clinic II will focus on four areas of post-conviction relief for client representation. First, students assist clients with expungement of misdemeanor and felony convictions pursuant to California Penal Code sections 1203.4, 1203.41, and 1203.42. Second, students assist clients with reduction of felony convictions to misdemeanor convictions pursuant to California Penal Code section 17(b), Proposition 47, and Proposition 64. Third, students assist clients with early termination of probation pursuant to California Penal Code section 1203.3 and AB 1950. Fourth, students assist clients with arrest record sealing pursuant to California Penal Code section 851.91. Students will meet with their clients, obtain the information needed to complete the post-conviction relief process for each client assigned, and prepare their cases for filing. For students able to travel to San Luis Obispo, live court hearing observations are also available but not required.

Units: 1

Grading: Pass/Fail

LAW 6900 - Lawyering Skills: Practical Skills I

Elective

Writing Like a Lawyer

Lawyers write. Learning and perfecting the art of "writing like a lawyer" early in your law school journey will serve you well in law school, on the bar examination, and ultimately in practice. Good legal writing transcends merely using proper grammar and punctuation (although that, too, is a must!). Rather, good legal writing requires a variety of skills: organization, recognition of the legally significant facts, reliance on relevant and binding authorities, excellent use of rule-based reasoning, attention to audience, and proper attribution. And these are just the basics.

Over the course of this weekend, you will have the opportunity to see "why" and "how" each of these skills is important.

Prerequisite: LAW 6112 Contracts II or LAW 6116 Contracts II

Units: 1

Grading: Pass/Fail

LAW 6901 - Lawyering Skills: Practical Skills II

Elective

Interviewing and Fact Investigation

This course will survey issues relevant to both civil and criminal attorneys using real world scenarios. It will focus on developing and sharpening interviewing skills both from getting past the interview for an entry-level legal position to

enhancing and refining skill sets for interviewing clients and witnesses. From the interviews, students will learn to prepare focused investigation and/or discovery requests. Students will also learn how to prepare case summary reports and evaluations to analyze and assess claims for damages.

Units: 1

Grading: Pass/Fail

LAW 6902 - Lawyering Skills: Practical Skills III

Elective

Oral Advocacy

Over the course of this weekend, you will have the opportunity to see "why" and "how" each of these skills is important.

This course will reveal and explore the significance of oral advocacy to the study and practice of law. We will discuss several different forms of oral advocacy, with an emphasis on appellate argument.

Units: 1

Grading: Pass/Fail

LAW 6903 - Lawyering Skills: Practical Skills IV

Elective

A Practitioner's Guide to Advanced Legal Research - Employing a Strategic, Effective Research Process

Every law student is taught that legal research involves various sources of law (i.e., federal, state, administrative, primary, secondary, etc.) and myriad research techniques (i.e., online searches on Westlaw using Boolean search or natural language search, use of headnotes, key cites, digests, citators, etc.). What introductory legal research classes provide little guidance on, however, and what law students and young lawyers struggle with, is how to effectively plan out and efficiently complete a legal research project in the real world.

This course is designed to fill that legal research "know how" gap that young lawyers face when they enter the practice of law. In this course, we will seek to deconstruct the process of legal research, focusing on practical skills and research techniques that will help you develop an intentional and effective process for conducting research to arrive at accurate and binding research results in an efficient manner. Throughout this course, we will consider the organic, multi-dimensional nature of research projects and discuss how and when to use different types of sources, searches, and databases to engage in strategic and cost-effective research that delivers value to clients.

Units: 1

Grading: Pass/Fail

LAW 6904 - Lawyering Skills: Practical Skills V

Elective

Logic for Lawyers

Logic is the study of reasoning. Logic is used as a fundamental tool by lawyers for legal analysis, problem solving, argumentation, and writing. This course introduces the foundations of logic and logical arguments with the goal of improving our reasoning by recognizing how logic governs the conclusions we reach. We will discuss different types of logic and how those different types of logic are used in argumentation. We will explore the construction of logical arguments and how to recognize logical failures in arguments.

Units: 1
Grading: Pass/Fail

LAW 6905 - Lawyering Skills: Practical Skills VI

Elective
Mediation
Units: 1
Grading: Pass/Fail

LAW 6906 - Lawyering Skills: Practical Skills VII

Elective
Public speaking for lawyers
Units: 1
Grading: Pass/Fail

LAW 6907 - Lawyering Skills: Practical Skills VIII

Elective
Access to Justice
In the words of the Honorable Nathan L. Hecht, the Chief Justice of the Supreme Court of Texas, "Justice for only those who can afford it is neither justice for all nor justice at all." This course will explore the significant and pervasive access to justice challenges facing the United States today. Indeed, it would not be hyperbolic to call these challenges a very real crisis impacting a broad spectrum of our population. Together, we will examine the scope of the crisis and possible solutions. You will leave with a better understanding of what the access to justice issues are and how you can play a role in solving these very real problems.
Units: 1
Grading: Pass/Fail

LAW 6910 - Lawyering Skills: Litigation I

Elective
Building and Telling the Story from the Complaint to the Motion for Summary Judgment
There is often a large disconnect from what you learn in law school to the everyday realities of practice. In this course, we will focus on the litigation skills that you need to develop to be able to take what initially appears to be a hodgepodge of random facts, dates, and documents and turn that into not only a Complaint or Demand Letter, but into the foundation from which you can build your entire theory of the case. The ability to tell a compelling story, supported by the facts and the law, is what sets a good litigator apart from an average lawyer. And we will focus this weekend on learning how to develop that story from the very outset of a case, through discovery, and to the final briefing before the pre-trial preparation begins.
Units: 1
Grading: Pass/Fail

LAW 6911 - Lawyering Skills: Litigation II

Elective
E-Discovery
This lawyering skills weekend will focus on eDiscovery skills. Our exercises for the weekend will revolve around a mock 26(f) conference under the Federal Rules of Civil Procedure. We will begin the day on Saturday with an

overview of the types of electronically stored information (ESI) evidence, where it may be found, how it should be requested (its form) and what is appropriate to request. The lecture will be followed by an introduction of our hypothetical case for the weekend. The day will continue with group work to prepare for the next day's Rule 26(f) conference and any necessary motion writing. During the mid-afternoon there will be an intervening brief lecture on how the rules of evidence relate to our exercise. The first day will end with submitting outlines or motions to the opposing side and/or arguing motions to a judge. Our second day will begin with rulings on any motions and our 26(f) hearings. We will end the day with feedback on the 26(f) conferences from peers, your professor, and others from the legal community.

Prerequisite: LAW 6202 Civil Procedure II or LAW 6206 Civil Procedure II

Units: 1

Grading: Pass/Fail

LAW 6912 - Lawyering Skills: Litigation III

Elective

Civil Litigation

Lawyers "litigate" cases, but what does litigation entail? As every law student has learned, civil litigation starts with the filing of the complaint and can end in a variety of ways, including by a settlement, dispositive ruling on a motion for summary judgment, or a jury verdict after trial. In order to arrive at any resolution however, the parties and their counsel must engage in discovery which is the fact gathering phase of the case. In this course, we will explore the various discovery "tools" available under the federal rules that parties must or may employ to request and obtain relevant information necessary to prosecute or defend the case on behalf of their client. We will focus on the broad stages of discovery, the difference between court mandated discovery versus party driven discovery, and the practical nuts and bolts of drafting discovery. Throughout this discussion, we will consider the forethought and strategic thinking necessary to effectively use the discovery tools, including which tools to use and when to use them. While this weekend will focus on civil discovery under the federal rules, the same thought process and practical skills will apply to civil discovery practice in state courts.

Units: 1

Grading: Pass/Fail

LAW 6913 - Lawyering Skills: Litigation IV

Elective

California Law and Motion - Civil Litigation Overview

Law and motion practice is a big part of civil litigation in California state courts. Lawyers who practice in California courts (e.g., business litigation attorneys, insurance defense litigators, elder abuse practitioners, consumer and personal injury lawyers, family law attorneys, employment law specialists, disability law attorneys) must understand and utilize the Code of Civil Procedure and California Rules of Court when drafting and opposing motions. This class will provide an overview of law and motion practice in civil litigation in California's trial courts, and it will explain the critical importance of following the rules, knowing your audience, and telling a story. Although focused on civil cases in state trial courts, the skills and concepts covered in this course are transferrable to federal court, criminal court, probate court, family court, and appellate court law and motion practice.

Units: 1

Grading: Pass/Fail

LAW 6914 - Lawyering Skills: Litigation V

Elective

Pretrial Litigation - An Overview

Units: 1

Grading: Pass/Fail

LAW 6915 - Lawyering Skills: Litigation VI

Elective

Each Lawyering Skills unit is dedicated to a practical skill needed by attorneys. Students will have the opportunity to work directly with practicing attorneys and judges to learn, practice and master the skills in a simulated environment.

Units: 1

Grading: Pass/Fail

LAW 6916 - Lawyering Skills: Litigation VII

Elective

Taking a Case to Trial-The Role of the Trial Attorney

This course will focus on some of the more critical aspects of an attorney's job when taking a case to trial, and specifically, a jury trial. Beyond just knowing the law, you need to learn how to prepare and present your case to a jury. Although this course will focus primarily on civil litigation, much of what you learn will have a direct application to criminal law as well.

Units: 1

Grading: Pass/Fail

LAW 6917 - Lawyering Skills: Litigation VIII

Elective

Lawyering Skills: Litigation

Units: 1

Grading: Pass/Fail

LAW 6920 - Lawyering Skills: Transactional I

Elective

Introduction to Transactional Skills

This course is a basic survey course providing a valuable introduction to the practical and critical skills necessary for students when working on transactional matters for their clients.

The course recognizes that more than 75% of attorneys are involved in regulatory and transactional practices. Whether exclusively transactional work or the necessary transactions involved in the resolution of potential litigation or post-litigation settlement, each and every student and attorney need to have a familiarity with the issues and skills of transactional lawyering.

As time permits in a short introductory course such as this, the course examines through reading and numerous actual in-class exercises, some or all of the topics of:

- What is Involved in Transactional Lawyering
- Due Diligence
- Deal Design
- The Components of an Agreement
- The Proper Use of Forms
- Boilerplate
- Drafting with Precision
- The Tactics and Ethics of Negotiation.

Units: 1
Grading: Pass/Fail

LAW 6921 - Lawyering Skills: Transactional II

Elective Introduction to Negotiation

This course is a basic survey course providing a valuable introduction to the practical and critical skills necessary for students when negotiating transactional or litigation matters for their clients.

The course recognizes that more than 75% of attorneys are involved in regulatory and transactional practices. Whether negotiating exclusively transactional work or the necessary negotiation involved in the resolution of potential litigation or post-litigation settlement, each and every student and attorney needs to have a familiarity with the issues and skills of negotiation lawyering. As time permits in a short introductory course such as this, the course examines through reading and numerous actual in-class exercises, some or all of the topics of:

- Professional Responsibility and Negotiation Ethics
- Negotiation Strategy
- Choosing the Next Tactical Move
- Shaping the Bargaining Relationship
- Negotiation Process: Planning
- Negotiation Process: Information Bargaining
- Negotiation Process: Narrowing Differences and Closure.

Prerequisite: LAW 6125 Torts I
Units: 1
Grading: Pass/Fail

LAW 6922 - Lawyering Skills: Transactional III

Elective Legal Writing

In transactions, lawyers are expected to negotiate, draft, and interpret agreements. Lawyers need to know how to document "deals" that meet the client's objectives, follow the law, and are commercially reasonable. In this course we will move beyond the legal theory of a contract into the practical skills required to draft, interpret, and negotiate various agreements. This course will benefit any budding lawyer as even career litigators need to have transactional legal writing experience as they often write settlement agreements or may be representing clients in lawsuits stemming from contracts.

Prerequisite: LAW 6001 Introduction to Legal Writing and Analysis
Units: 1
Grading: Pass/Fail

LAW 6923 - Lawyering Skills: Transactional IV

Elective

Each Lawyering Skills unit is dedicated to a practical skill needed by attorneys. Students will have the opportunity to work directly with practicing attorneys and judges to learn, practice and master the skills in a simulated environment.

Units: 1
Grading: Pass/Fail

LAW 6924 - Lawyering Skills: Transactional V

Elective

Each Lawyering Skills unit is dedicated to a practical skill needed by attorneys. Students will have the opportunity to work directly with practicing attorneys and judges to learn, practice and master the skills in a simulated environment.

Units: 1

Grading: Pass/Fail

LAW 6925 - Lawyering Skills: Transactional VI

Elective

Contract Drafting

Every lawyer must master the skill of contract drafting. This course helps students bridge the gap between the basic contracts course and this core transactional skill. In this course, students learn how to draft contracts by applying the basic principles of contract law to real life examples. Students will learn how to prepare written agreements that reflect their clients' intentions. They will draft, review, and critique a wide variety of contract provisions. Finally, because in practice lawyers spend more time reviewing and revising others' drafts than drafting contracts from scratch, students will learn how to create contracts by using precedents available in form books and online.

Prerequisite: LAW 6115 Contracts I and LAW 6116 Contracts II

Units: 1

Grading: Pass/Fail

LAW 6930 - Lawyering Skills: Professional Leadership and Development I

Elective

You Have Your JD - Now What?

Through the use of lecture, interactive discussion, guest panel participants, and real-world scenarios, this course will examine life beyond law school and the practice of law. In addition to asking and answering the questions surrounding the breadth of opportunities for lawyers in the community, the course will explore the skills that make a lawyer successful - both from a client development and a professional development perspective. The course will provide the opportunity for active learning and a chance to explore how to start thinking about life after law school.

Units: 1

Grading: Pass/Fail

LAW 6931 - Lawyering Skills: Professional Leadership and Development II

Elective

I'm Getting My Law Degree: What's Next?

The purpose of this seminar is to assist new lawyers in starting and building a law practice on a firm economic basis. The topics discussed will also include managing yourself, your office, and your clients.

Units: 1

Grading: Pass/Fail

LAW 6932 - Lawyering Skills: Professional Leadership and Development III

Elective

Professional Responsibility: Limited Scope Representation, Virtual Practice and Online Marketing

The landscape of legal practice is changing. Today's lawyers market themselves online, offer limited scope representation, and practice virtually. Clients want to engage attorneys for a single specific purpose and may never

meet their attorney face to face. The California rules of professional responsibility and the opinions of the California bar outline how lawyers may present information about themselves, their practice, and their cases online, as well as how they may react to conversations about their services online.

In this skills weekend, students will learn how to provide limited scope representation through a virtual legal service and comply with the CCP for purposes of online marketing and limited scope representation. Students will engage in the following exercises: 1) create a limited scope engagement letter that establishes clear boundaries for representation 2) assess examples of lawyer and law firm websites and 3) review hypothetical attorneys' use of LinkedIn, Facebook, and Twitter for compliance with the CCP.

Units: 1

Grading: Pass/Fail

LAW 6933 - Lawyering Skills: Professional Leadership and Development IV

Elective

International Law - European Union

Each Lawyering Skills unit is dedicated to a practical skill needed by attorneys. Students will have the opportunity to work directly with practicing attorneys and judges to learn, practice and master the skills in a simulated environment.

Units: 1

Grading: Pass/Fail

LAW 6935 - Lawyering Skills: Professional Leadership and Development VI

Elective

Well-being Skill Sets for Professional Identity and Success

This interactive course will introduce and explore well-being and wellness skill sets related to professional identity and success. Law students will explore creating a culture of care and competence that re-envision what it means to live the life of a law student and lawyer in the context of the basic domains of well-being. The concepts covered draw from the fields of positive psychology, neuroscience, and mind-body disciplines - illuminating how fostering well-being contributes not only to the sustainability of the legal profession, but also to flourishing mentally, physically, and emotionally as law students and legal professionals.

Units: 1

Grading: Pass/Fail

LAW 6936 - Lawyering Skills: Professional Leadership and Development VII

Elective

Each Lawyering Skills unit is dedicated to a practical skill needed by attorneys. Students will have the opportunity to work directly with practicing attorneys and judges to learn, practice and master the skills in a simulated environment.

Units: 1

Grading: Pass/Fail

LAW 6937 - Lawyering Skills: Professional Leadership and Development VIII

A Day in the Life of a Lawyer

Units: 1

Grading: Pass/Fail

LAW 7140 - First Amendment

Elective

This course surveys cases and materials on selected First Amendment topics with an emphasis on issues relating to freedom of speech and press.

Units: 2

Grading: Pass/Fail

LAW 7141 - First Amendment**Elective**

This course surveys cases and materials on selected First Amendment topics with an emphasis on issues relating to freedom of speech and press.

Units: 3

Grading: Letter Grade

LAW 7160 - Negotiation Workshop**Elective**

Through the use of lecture, case problems, role-play discussion and analysis, this course will provide a practical and theoretical approach to negotiation. In addition to addressing negotiation practice in varying contexts, the class will explore gender and cultural issues as well as the ethics of negotiation, the Model Rules of Professional Conduct as they apply to negotiations and the moral implications of negotiation practices.

Units: 1

Grading: Pass/Fail

LAW 7200 - Employment Law**Elective**

A study of the legal rules surrounding the hiring, treatment, and termination of employees. The course includes Title VII of the 1964 Civil Rights Act, the Americans with Disabilities Act, and other federal and state laws concerning employment discrimination and wrongful discharge.

Units: 2

Grading: Pass/Fail

LAW 7210 - Uniform Commercial Code**Elective**

This course focuses on the law of sales through selected portions of Articles I and II of the Uniform Commercial Code.

Prerequisite: LAW 6111 - Contracts I and LAW 6112 - Contracts II

Prerequisite: LAW 6111 Contracts I and LAW 6112 Contracts II

Units: 1

Grading: Pass/Fail

LAW 7270 - Bankruptcy Law**Elective**

This course provides the general concepts and principles of Bankruptcy Law including, but not limited to, property of the estate, the automatic stay, claims and claim priorities, administration of bankruptcy estates (Ch. 7 and 13), bankruptcy litigation, reorganization in bankruptcy (Ch. 11), liquidation and discharge.

Units: 2

Grading: Letter Grade

LAW 7310 - Estate Planning

Elective

This course covers the basic principles of estate planning, including: an overview of applicable taxation rules; inter vivos gifts; living trusts, wills, and testamentary trusts; life insurance and annuities; charitable gifts, business interests, employee benefits, and post-mortem tax planning.

Prerequisite: LAW 6330 Wills and Trusts

Units: 2

Grading: Letter Grade

LAW 7331 - Crime and Punishment

Elective

The sentencing process is one of the most critical aspects of criminal law, yet also one of the most complex, and relatedly, misunderstood by both the general public, the media, and even legal professionals. This course will provide a bird's eye view of sentencing in both the federal and state (California) courts. In particular, focus will be given to deconstructing the United States Sentencing Guidelines ("USSG"), which govern the sentences imposed in every federal criminal case. Students will also be expected to attend at least one sentencing hearing and provide their observations, as well as participate in a mock sentencing hearing as either a defense lawyer or prosecutor. At the conclusion of the course, students will have developed a modicum of fluency with the USSG as well as the operative mechanics of the relevant provisions of the California sentencing scheme.

Prerequisite: LAW 6130 Criminal Law or LAW 6135 Criminal Law

Units: 2

Grading: Letter Grade

LAW 7391 - Restorative Justice: Meaningful Alternatives to Traditional Justice

Elective

Restorative justice is a social movement and set of practices that aims to redirect society's retributive response to crime. Crime, in the context of restorative justice, is not considered just an offense against the state but rather is viewed as a wrong against another person and indicative of a broken relationship between the offender, victim, and community. Accordingly, restorative justice seeks to elevate the role of crime victims and community members; hold offenders directly accountable to the people they have violated; and restore, to the extent possible, the emotional and material losses of victims by providing a range of opportunities for dialogue, negotiation, and problem solving.

Prerequisite: LAW 6112 Contracts II or LAW 6205 Civil Procedure I

Units: 2

Grading: Letter Grade

LAW 7472 - International Commercial Transactions

Elective

This course will examine the issues that underlie international commercial transactions. As the global economy becomes more interdependent, familiarity with international deal making will be an asset for legal practitioners. Although each industry sector has unique permutations in their business, there are significant legal fundamentals that are found across sectors. Fortunately, that is the case in the international realm as well. In general, we will consider sales, distribution and license agreements. We will examine the factors that distinguish cross-border deal making, with a focus on intellectual property and technology transfer. We will examine case histories and review contractual provisions that are fundamental to these transactions. We will bring a particular focus to the inevitable cultural aspects inherent in international deal making. Unlike domestic law subjects (such as property law, tort law, etc.) there is no single source to find all the rules and principles of international commercial law. Issues such as choice of law and dispute resolution have particular resonance in a global setting. In our class we will endeavor to become more familiar with the complex but endlessly intriguing components of international commercial transactions.

Prerequisite: Either LAW 6205 Civil Procedure I or LAW 6112 Contracts II

Units: 2

Grading: Letter Grade

LAW 7651 - Lawyer Wellbeing and Professional Identity

Elective

"To be a good lawyer, one has to be a healthy lawyer. Sadly, our profession is falling short when it comes to well-being." These comments made by the ABA Task Force will be explored in the context of scientific data and empirically based practices, creating the groundwork for this survey course. The course will emphasize a holistic approach to success, competence and thriving as a law student and lawyer through exploration of current research and evidence-based skills that foster the basic domains of well-being: physical, emotional, intellectual, social, spiritual, environmental, occupational, and financial.

Prerequisite: LAW 6111 Contracts I or LAW 6115 Contracts I

Units: 2

Grading: Pass/Fail

LAW 7660 - California Courts

Elective

This course focuses on the practical review of procedures and theoretical analysis of policies in California courts. Students will learn the rules and resources required in pre-trial and trial proceedings. The course will address the value of specificity courts, such as Drug Court, Probate Court and Veterans Treatment Court. The form and format for motions and briefs will be examined as well as simulation training in conducting a basic case evaluation. The Penal Code, Civil Code of Procedure, California Rules of Court and Locals Rules will be discussed. The course will follow hypothetical cases as well as actual cases, from the perspective of all sides of the proceedings. Students who complete this course will gain an understanding of the broad framework of California Courtroom policies and procedures.

Prerequisite: LAW 6111 Contracts I or LAW 6115 Contracts I

Units: 2

Grading: Pass/Fail

LAW 7670 - Comparative Environmental Law: Cuba and the United States

Elective

This course gives students a chance to comparatively study environmental law, renewable energy, and sustainable agriculture laws in the United States and Cuba. The first portion of the course will meet virtually in a largely asynchronous course focused on environmental law in both the United States and Cuba. From Natural Resources Law to Agricultural law the asynchronous portion will provide ample opportunities for students to learn about the various legal frameworks in both Cuba and the United States.

Prerequisite: LAW 6212 Real Property II or LAW 6216 Real Property II

Units: 2

Grading: Letter Grade

LAW 8508 - eLawyering

Elective

This introductory course focuses on the overlap between business, technology, and the legal industry. Topics are segmented into three discrete areas of study: Legal Innovation; Automation and AI; and Data. The legal innovation section will offer students a glimpse into the future of legal practice as well as alternative legal services. Both the ethical considerations and career implications will be covered while exposing students to online legal marketing and online practice management. The section covering automation and artificial intelligence will show the efficiency of

these technical legal services and lawyer augmentations with careful attention to automation governance and embedded bias. The data portion of the course will touch on data used for legal prediction, eDiscovery and ESI, and privacy and security in the legal sector. Each section of the course will focus on what modern legal service and how insights from other disciplines have disrupted the status quo. The course also considers the secondary effects on law, the legal profession, and legal services likely to arise from the addition of technology to many legal tasks

Units: 3

Grading: Pass/Fail

LAW 8517 - Litigation and its Alternatives

Elective

This course explores the proceedings by which criminal and civil matters are litigated, and alternative strategies such as plea bargaining, restorative justice, negotiation, private and court-ordered commercial arbitration, private judging, mediation, negotiation, and neutral evaluation. After examining litigation alternatives, students will compare the costs and consequences of the various strategies to individuals and society.

Units: 3

Grading: Pass/Fail

LAW 8518 - Law Practice Management

Elective

With the advent of the pandemic, courts and legal practices have moved in the direction of conducting their business electronically and remotely. This change has transformed the practice of law, whether remote or in-person. Students will gain the theoretical and practical background to understand these changes and to positively impact their employer's responses to such change. Students will use matter management software, prepare e-filings and use technology to strengthen and present a closing argument.

Units: 3

Grading: Pass/Fail

LAW 8519 - Project Management

Elective

This course will provide an overview of the principles of project management, addressing principle topics of PMI's Project Management Body of Knowledge (PMBOK). The extensive use of case studies will allow students to apply PMI theory in practical simulated legal projects. Students will develop the skills and knowledge necessary for effective decision-making and project management, including techniques for evaluating profitability, outsourcing opportunities, and law firm considerations like alternative fee arrangements, and the role of technology and innovation in legal project management.

Units: 3

Grading: Pass/Fail

LAW 8520 - Introduction to Start-up Law

Elective

This course offers an introduction to the legal knowledge necessary for entrepreneurs and emerging start-ups. Using innovate legal tools and processes, the course simulates situations where the law must be considered to launch an enterprise or grow a business. Students work with a company they create and overcome the legal hurdles necessary for a successful launch.

Units: 3

Grading: Pass/Fail

LAW 8522 - Building Legal Applications: Document Automations and Expert Systems

Elective

Lawyers who learn to automate legal forms and expert systems may sell access to online systems that dispense sophisticated legal analysis without direct human involvement. Government officials may find citizen assistance easier and more cost effective to provide when using expert systems. Courts and legal aid programs are providing intelligent forms for unrepresented litigants. Non-profit organization support their constituents who need assistance with form completion and legal education. In this course you will learn to create scalable expert systems with low-code tools designed to lower barriers and scale service models.

Units: 3

Grading: Pass/Fail

LAW 8524 - Blockchain, Smart Contracts, and Computational Law

Elective

The public debate about smart contracts, blockchain, and computational law is filled with alarms and elevated expectations. Blockchain technology gives us the framework to create a shared ledger system where various parties can report their compliance data/documentation, property records may be store, personal identities can be managed, corporate governance may be automated, and decentralized currency may be exchanged. Smart contracts make use of the blockchain to execute, control or document legally relevant events and actions according to the terms of a contract or an agreement. Computational law addresses the automation of legal reasoning to support transactions and compliance. The topics examined in this course will include formalism versus contextualism, form versus context, distributed ledgers, smart contract enforceability, blockchain regulation, and automated compliance.

Units: 3

Grading: Pass/Fail

LAW 8531 - Emerging Technology and the Law

Elective

This course provides a forum for students to consider the relationship between key emerging technologies and the law. Each module discusses the legal implications of a particular emerging technology such as autonomous cars, drones, robots, big data, artificial intelligence, cryptocurrency and blockchain technology, quantum computing, and 3D printing. Students will be asked to consider whether existing legal frameworks are sufficient to address issues related to emerging technologies and the basis for new frameworks will be considered.

Units: 3

Grading: Pass/Fail

LAW 8535 - Data Science in Law and Policy

Elective

In the legal industry professionals utilize artificial intelligence (AI) and machine learning to perform analyses that were once labor-intensive endeavors. Those analyses may be used to inform everything from the sentencing of defendants to policing procedures to lawyers' performance in courtrooms to judicial decisions. Although technology may be used to replicate human decision-making, legal professionals play an essential role in compiling data sets, defining queries, and interpreting findings to present them accessibly for broader audiences. This course will cover the ways data is used in the legal industry and the ethical obligation of legal professionals to question both data driven decisions and their underlying algorithms.

Units: 3

Grading: Pass/Fail

LAW 8537 - eDiscovery

Elective

Litigation often involves the collection, production, management, and analysis of electronically stored information (ESI). An enormous amount of data exists that may help make a case or predict the outcomes of approaches and legal rulings. This course considers the legal and operational issues associated with managing electronic information as well as the legal rules governing of this area.

Units: 3

Grading: Pass/Fail

LAW 8540 - Technology for Legal Professionals

Elective

Technology has transformed the legal industry. This course will provide students with the theoretical and practical background to understand these changes while having a positive impact on a firm's or an organization's responses to such challenges. Areas of special focus include: litigation technologies; court technologies; document storage, security and management; evidentiary considerations of ESI; communication software including encryption technology; and hands-on exercises in Microsoft's Office suite designed for legal professionals.

Units: 3

Grading: Pass/Fail

Life Long Learner

LLL 500 - Privacy Dilemmas

This course provides an in-depth look at the scope of privacy rights and the institutional practices and processes that may affect those rights. The course will cover the technology, laws and policies related to privacy issues, including those raised by wiretapping, stored data collection and mining, location tracking, drones and social media.

Units: 0

Grading: Letter Grade

LLL 508 - eLawyering

This introductory course focuses on the overlap between business, technology, and the legal industry. Topics are segmented into three discrete areas of study: Legal Innovation; Automation and AI; and Data. The legal innovation section will offer students a glimpse into the future of legal practice as well as alternative legal services. Both the ethical considerations and career implications will be covered while exposing students to online legal marketing and online practice management. The section covering automation and artificial intelligence will show the efficiency of these technical legal services and lawyer augmentations with careful attention to automation governance and embedded bias. The data portion of the course will touch on data used for legal prediction, eDiscovery and ESI, and privacy and security in the legal sector. Each section of the course will focus on what modern legal service and how insights from other disciplines have disrupted the status quo. The course also considers the secondary effects on law, the legal profession, and legal services likely to arise from the addition of technology to many legal tasks.

Units: 0

Grading: Letter Grade

LLL 510 - Regulation and Compliance

Legal/regulatory compliance requirements have seen a sharp increase globally. This increase reflects the rather rapid development of normative values regarding compliance and ethics of society at large. This course will review the various types of compliance requirements, and examine related issues such as compliance audits, document retention

policies, data security, IT procedures, privacy concerns and governance. It will also address the analytical tools necessary to understand the complexities of compliance as part of a risk analysis and the role of compliance in shaping an entity's strategy.

Units: 0

Grading: Letter Grade

LLL 512 - Data Security and Breach

This course will examine legal requirements applicable to data security, including responses to data breach. Topics include laws applicable to public and private entities, methods of data breach investigation, data breach notice requirements and practical considerations, and legal risks exposure arising from data breach and notice.

Units: 0

Grading: Letter Grade

LLL 514 - Litigation Operations

This course will examine the challenges faced by litigants in the digital age, focusing on the growing importance (and cost) of electronic discovery. This course will cover four general topics: a) optimized roles and responsibilities of the various stakeholders (the entity, in-house and outside law firms, and litigation services companies); b) the importance of well-defined process and project management principles in coordinating a response to litigation, including the principles of excellent investigation; how to identify issues and then plan an investigation; and how to conduct thorough witness interviews; c) cost management in the inherently unpredictable process of identifying and sorting through "big data"; and d) litigation technology. The discussion will focus on the "best practices" established by field practitioners who have identified methods for reducing risks and mitigating costs.

Units: 0

Grading: Letter Grade

LLL 517 - Litigation and its Alternatives

This course explores the proceedings by which criminal and civil matters are litigated, and alternative strategies such as plea bargaining, restorative justice, negotiation, private and court-ordered commercial arbitration, private judging, mediation, negotiation, and neutral evaluation. After examining litigation alternatives, students will compare the costs and consequences of the various strategies to individuals and society.

Units: 0

Grading: Letter Grade

LLL 518 - Law Practice Management

With the advent of the pandemic, courts and legal practices have moved in the direction of conducting their business electronically and remotely. This change has transformed the practice of law, whether remote or in-person. Students will gain the theoretical and practical background to understand these changes and to positively impact their employer's responses to such change. Students will use matter management software, prepare e-filings and use technology to strengthen and present a closing argument.

Units: 0

Grading: Letter Grade

LLL 519 - Project Management

This course will provide an overview of the principles of project management, addressing principle topics of PMI's Project Management Body of Knowledge (PMBOK). The extensive use of case studies will allow students to apply PMI theory in practical simulated legal projects. Students will develop the skills and knowledge necessary for effective

decision-making and project management, including techniques for evaluating profitability, outsourcing opportunities, and law firm considerations like alternative fee arrangements, and the role of technology and innovation in legal project management.

Units: 0

Grading: Letter Grade

LLL 520 - Introduction to Start-up Law

This course offers an introduction to the legal knowledge necessary for entrepreneurs and emerging start-ups. Using innovative legal tools and processes, the course simulates situations where the law must be considered to launch an enterprise or grow a business. Students work with a company they create and overcome the legal hurdles necessary for a successful launch.

Units: 0

Grading: Letter Grade

LLL 522 - Building Legal Applications: Document Automations and Expert Systems

Lawyers who learn to automate legal forms and expert systems may sell access to online systems that dispense sophisticated legal analysis without direct human involvement. Government officials may find citizen assistance easier and more cost effective to provide when using expert systems. Courts and legal aid programs are providing intelligent forms for unrepresented litigants. Non-profit organizations support their constituents who need assistance with form completion and legal education. In this course you will learn to create scalable expert systems with low-code tools designed to lower barriers and scale service models.

Units: 0

Grading: Letter Grade

LLL 524 - Blockchain, Smart Contracts, and Computational Law

The public debate about smart contracts, blockchain, and computational law is filled with alarms and elevated expectations. Blockchain technology gives us the framework to create a shared ledger system where various parties can report their compliance data/documentation, property records may be stored, personal identities can be managed, corporate governance may be automated, and decentralized currency may be exchanged. Smart contracts make use of the blockchain to execute, control or document legally relevant events and actions according to the terms of a contract or an agreement. Computational law addresses the automation of legal reasoning to support transactions and compliance. The topics examined in this course will include formalism versus contextualism, form versus context, distributed ledgers, smart contract enforceability, blockchain regulation, and automated compliance.

Units: 0

Grading: Letter Grade

LLL 531 - Emerging Technology and the Law

This course provides a forum for students to consider the relationship between key emerging technologies and the law. Each module discusses the legal implications of a particular emerging technology such as autonomous cars, drones, robots, big data, artificial intelligence, cryptocurrency and blockchain technology, quantum computing, and 3D printing. Students will be asked to consider whether existing legal frameworks are sufficient to address issues related to emerging technologies and the basis for new frameworks will be considered.

Units: 0

Grading: Letter Grade

LLL 535 - Data Science in Law and Policy

In the legal industry professionals utilize artificial intelligence (AI) and machine learning to perform analyses that were once labor-intensive endeavors. Those analyses may be used to inform everything from the sentencing of defendants to policing procedures to lawyers' performance in courtrooms to judicial decisions. Although technology may be used to replicate human decision-making, legal professionals play an essential role in compiling data sets, defining queries, and interpreting findings to present them accessibly for broader audiences. This course will cover the ways data is used in the legal industry and the ethical obligation of legal professionals to question both data driven decisions and their underlying algorithms.

Units: 0

Grading: Letter Grade

LLL 537 - eDiscovery

Litigation often involves the collection, production, management, and analysis of electronically store information (ESI). An enormous amount of data exists that may help make a case or predict the outcomes of approaches and legal rulings. This course considers the legal and operational issues associated with managing electronic information as well as the legal rules governing of this area.

Units: 0

Grading: Letter Grade

LLL 540 - Technology for Legal Professionals

Technology has transformed the legal industry. This course will provide students with the theoretical and practical background to understand these changes while having a positive impact on a firm's or an organization's responses to such challenges. Areas of special focus include: litigation technologies; court technologies; document storage, security and management; evidentiary considerations of ESI; communication software including encryption technology; and hands-on exercises in Microsoft's Office suite designed for legal professionals.

Units: 0

Grading: Letter Grade

MBLT

MA 500 - Privacy Dilemmas

This course provides an in-depth look at the scope of privacy rights and the institutional practices and processes that may affect those rights. The course will cover the technology, laws and policies related to privacy issues, including those raised by wiretapping, stored data collection and mining, location tracking, drones and social media.

Units: 3

Grading: Letter Grade

MA 506 - Foundational Legal Skills

Required

In this course, students will identify and distinguish sources of law, examine the differences between state and federal court systems, and research, analyze, and synthesize legal materials to write about critical issues, including the use of law as an instrument of social change.

Units: 3

Grading: Letter Grade

MA 508 - eLawyering

Required

This introductory course focuses on the overlap between business, technology, and the legal industry. Topics are segmented into three discrete areas of study: Legal Innovation; Automation and AI; and Data. The legal innovation section will offer students a glimpse into the future of legal practice as well as alternative legal services. Both the ethical considerations and career implications will be covered while exposing students to online legal marketing and online practice management. The section covering automation and artificial intelligence will show the efficiency of these technical legal services and lawyer augmentations with careful attention to automation governance and embedded bias. The data portion of the course will touch on data used for legal prediction, eDiscovery and ESI, and privacy and security in the legal sector. Each section of the course will focus on what modern legal service and how insights from other disciplines have disrupted the status quo. The course also considers the secondary effects on law, the legal profession, and legal services likely to arise from the addition of technology to many legal tasks.

Units: 3

Grading: Letter Grade

MA 510 - Regulation and Compliance

Legal/regulatory compliance requirements have seen a sharp increase globally. This increase reflects the rather rapid development of normative values regarding compliance and ethics of society at large. This course will review the various types of compliance requirements, and examine related issues such as compliance audits, document retention policies, data security, IT procedures, privacy concerns and governance. It will also address the analytical tools necessary to understand the complexities of compliance as part of a risk analysis and the role of compliance in shaping an entity's strategy.

Units: 3

Grading: Letter Grade

MA 512 - Data Security and Breach

This course will examine legal requirements applicable to data security, including responses to data breach. Topics include laws applicable to public and private entities, methods of data breach investigation, data breach notice requirements and practical considerations, and legal risks exposure arising from data breach and notice.

Units: 3

Grading: Letter Grade

MA 514 - Litigation Operations

This course will examine the challenges faced by litigants in the digital age, focusing on the growing importance (and cost) of electronic discovery. This course will cover four general topics: a) optimized roles and responsibilities of the various stakeholders (the entity, in-house and outside law firms, and litigation services companies); b) the importance of well-defined process and project management principles in coordinating a response to litigation, including the principles of excellent investigation; how to identify issues and then plan an investigation; and how to conduct thorough witness interviews; c) cost management in the inherently unpredictable process of identifying and sorting through "big data"; and d) litigation technology. The discussion will focus on the "best practices" established by field practitioners who have identified methods for reducing risks and mitigating costs.

Units: 3

Grading: Letter Grade

MA 517 - Litigation and Its Alternatives

This course explores the proceedings by which criminal and civil matters are litigated, and alternative strategies such as plea bargaining, restorative justice, negotiation, private and court-ordered commercial arbitration, private judging, mediation, negotiation, and neutral evaluation. After examining litigation alternatives, students will compare the costs and consequences of the various strategies to individuals and society.

Units: 3
Grading: Letter Grade

MA 518 - Law Practice Management

With the advent of the pandemic, courts and legal practices have moved in the direction of conducting their business electronically and remotely. This change has transformed the practice of law, whether remote or in-person. Students will gain the theoretical and practical background to understand these changes and to positively impact their employer's responses to such change. Students will use matter management software, prepare e-filings and use technology to strengthen and present a closing argument.

Units: 3
Grading: Letter Grade

MA 519 - Project Management

This course will provide an overview of the principles of project management, addressing principle topics of PMI's Project Management Body of Knowledge (PMBOK). The extensive use of case studies will allow students to apply PMI theory in practical simulated legal projects. Students will develop the skills and knowledge necessary for effective decision-making and project management, including techniques for evaluating profitability, outsourcing opportunities, and law firm considerations like alternative fee arrangements, and the role of technology and innovation in legal project management.

Units: 3
Grading: Letter Grade

MA 520 - Introduction to Start-up Law

This course offers an introduction to the legal knowledge necessary for entrepreneurs and emerging start-ups. Using innovate legal tools and processes, the course simulates situations where the law must be considered to launch an enterprise or grow a business. Students work with a company they create and overcome the legal hurdles necessary for a successful launch.

Units: 3
Grading: Letter Grade

MA 522 - Building Legal Applications: Document Automations and Expert Systems

Lawyers who learn to automate legal forms and expert systems may sell access to online systems that dispense sophisticated legal analysis without direct human involvement. Government officials may find citizen assistance easier and more cost effective to provide when using expert systems. Courts and legal aid programs are providing intelligent forms for unrepresented litigants. Non-profit organization support their constituents who need assistance with form completion and legal education. In this course you will learn to create scalable expert systems with low-code tools designed to lower barriers and scale service models.

Units: 3
Grading: Letter Grade

MA 524 - Blockchain, Smart Contracts, and Computational Law

The public debate about smart contracts, blockchain, and computational law is filled with alarms and elevated expectations. Blockchain technology gives us the framework to create a shared ledger system where various parties can report their compliance data/documentation, property records may be store, personal identities can be managed, corporate governance may be automated, and decentralized currency may be exchanged. Smart contracts make use of

the blockchain to execute, control or document legally relevant events and actions according to the terms of a contract or an agreement. Computational law addresses the automation of legal reasoning to support transactions and compliance. The topics examined in this course will include formalism versus contextualism, form versus context, distributed ledgers, smart contract enforceability, blockchain regulation, and automated compliance.

Units: 3

Grading: Letter Grade

MA 531 - Emerging Technology and the Law

This course provides a forum for students to consider the relationship between key emerging technologies and the law. Each module discusses the legal implications of a particular emerging technology such as autonomous cars, drones, robots, big data, artificial intelligence, cryptocurrency and blockchain technology, quantum computing, and 3D printing. Students will be asked to consider whether existing legal frameworks are sufficient to address issues related to emerging technologies and the basis for new frameworks will be considered.

Units: 3

Grading: Letter Grade

MA 535 - Data Science in Law and Policy

In the legal industry professionals utilize artificial intelligence (AI) and machine learning to perform analyses that were once labor-intensive endeavors. Those analyses may be used to inform everything from the sentencing of defendants to policing procedures to lawyers' performance in courtrooms to judicial decisions. Although technology may be used to replicate human decision-making, legal professionals play an essential role in compiling data sets, defining queries, and interpreting findings to present them accessibly for broader audiences. This course will cover the ways data is used in the legal industry and the ethical obligation of legal professionals to question both data driven decisions and their underlying algorithms.

Units: 3

Grading: Letter Grade

MA 537 - eDiscovery

Litigation often involves the collection, production, management, and analysis of electronically stored information (ESI). An enormous amount of data exists that may help make a case or predict the outcomes of approaches and legal rulings. This course considers the legal and operational issues associated with managing electronic information as well as the legal rules governing of this area.

Units: 3

Grading: Letter Grade

MA 540 - Technology for Legal Professionals

Technology has transformed the legal industry. This course will provide students with the theoretical and practical background to understand these changes while having a positive impact on a firm's or an organization's responses to such challenges. Areas of special focus include: litigation technologies; court technologies; document storage, security and management; evidentiary considerations of ESI; communication software including encryption technology; and hands-on exercises in Microsoft's Office suite designed for legal professionals.

Units: 3

Grading: Letter Grade

MA 550 - Capstone

Required

This course focuses on the overlap between business, entrepreneurship, law, technology, and the legal industry. The outcome of this course will be a solution to a student define challenge in the legal system. This solution may be an application, white paper, prototype, community workshop, legal training, or other faculty approved deliverable. All projects will use design skills to ideate challenges, entrepreneurial and legal skills to define an actionable challenge, communication skills to establish and involve stakeholders, business skills to scope and plan the project, legal skills to analyze the problem, entrepreneurial skills to innovate a solution and communication skills to deliver a solution. Successful projects will define a challenge, provide a solution, and implement that solution. The Capstone offers students the opportunity to apply interdisciplinary skills learned in the program and emphasize their area of interest and focus through groupwork with other students.

Units: 3

Grading: Letter Grade

MA 601 - Directed Study I**Elective**

This course allows qualifying students to earn one or more units for in-depth research and preparation of a paper on a topic of special interest to the student, under direct faculty supervision. This course will ordinarily be available only on approval of the Associate Dean or designate to students with unique needs for addition units to complete their graduation requirements, and requires that the student both develop an acceptable project and obtain the consent of a faculty member to supervise the required research and paper.

Units: 1

Grading: Pass/Fail

MA 602 - Directed Study II**Elective**

This course allows qualifying students to earn one or more units for in-depth research and preparation of a paper on a topic of special interest to the student, under direct faculty supervision. This course will ordinarily be available only on approval of the Associate Dean or designate to students with unique needs for addition units to complete their graduation requirements, and requires that the student both develop an acceptable project and obtain the consent of a faculty member to supervise the required research and paper.

Units: 2

Grading: Pass/Fail

MA 603 - Directed Study III**Elective**

This course allows qualifying students to earn one or more units for in-depth research and preparation of a paper on a topic of special interest to the student, under direct faculty supervision. This course will ordinarily be available only on approval of the Associate Dean or designate to students with unique needs for addition units to complete their graduation requirements, and requires that the student both develop an acceptable project and obtain the consent of a faculty member to supervise the required research and paper.

Units: 3

Grading: Pass/Fail

LAW 4723 - Litigation Process**Elective**

This course is designed to build the skill sets students need to succeed as part of today's litigation teams. It will cover basic legal concept, emphasizing the litigation process, critical thinking and developing practical legal skills.

Units: 3
Grading: Letter Graded

LAW 6934 - Lawyering Skills: Professional Leadership and Development V

Elective

Criminal Law

Each Lawyering Skills unit is dedicated to a practical skill needed by attorneys. Students will have the opportunity to work directly with practicing attorneys and judges to learn, practice and master the skills in a simulated environment.

Units: 1
Grading: Pass/Fail

LAW 8200 - Introduction to Education Law

In this course, students will examine foundational education law principles, including laws and policies affecting free speech, privacy, student discipline, and special education, and identify barriers and pathways to positive change.

Units: 3
Grading: Pass/Fail

LAW 8201 - Family Law and Courts

In this course, students will examine and analyze legal issues related to the formation, maintenance, and dissolution of family relationships, including state and federal regulation of marriage, consequences of marriage and divorce, and processes for resolving family disputes.

Units: 3
Grading: Pass/Fail

LAW 8202S - Social Work and the Law

Whether navigating the juvenile justice, immigration, or welfare systems, social workers and their clients confront critical legal issues every day. This course will introduce students to the often-invisible complex system of laws and procedures that shape and impact social work practice and the clients that social workers serve. Students will gain an increased understanding of the purpose and scope of the law so that they are better able to identify issues, to make informed decisions, and to act.

Units: 3
Grading: Letter Grade

LAW 8203 - Mediation - A Theoretical and Practical Approach

This course is intended for those who want to improve their skills in dealing with conflict. Students will discover different models of mediation and explore effective strategies and techniques to resolve disputes. Students will also discuss case studies from several real mediation cases and practice their newly acquired skills in simulated mediation exercises. Finally, students will learn the ethical and legal principles essential to mediation.

Prerequisite: LAW 6112 or LAW 6116

Units: 3
Grading: Pass/Fail

LAW 8204 - Mental Health Law

This course will explore timely issues surrounding mental health law and the intersection of mental health and the law. Students will examine how the laws surrounding mental health, such as civil commitments, red flag laws, and the

American with Disabilities Act as well as how mental health intersects with the law, such as within policing and the criminal justice system.

Units: 3

Grading: Pass/Fail

LAW 8205S - Foundational Legal Skills

In this course, students will identify and distinguish sources of law, examine the differences between state and federal court systems, and research, analyze, and synthesize legal materials to write about issues, including the use of law as an instrument of social change.

Units: 3

Grading: Letter Grade

LAW 8206S - Legal Process and Advocacy

The National Association of Social Workers' Code of Ethics requires social workers to challenge social injustice. The law provides an avenue to fulfill this mandate. This course will introduce students to the complex and intersecting systems of the judicial, administrative, and government policies and procedures at the local, state, and federal level that directly and indirectly impact clients' lives. Students will explore the various avenues available to advocate for their clients as well as to seek systemic change.

Units: 3

Grading: Letter Grade

LAW 8207 - Educational Rights and Advocacy

In this course, students will examine, interpret, and analyze how sociodemographic variables and other factors impact a student's educational experience and rights, identify the benefits of a multidisciplinary approach to supporting diverse students, and evaluate opportunities to create a more inclusive K-12 education system.

Units: 3

Grading: Pass/Fail

LAW 8208 - Special Education Law

In this course, students will examine the development of special education and civil rights for students with disabilities, analyze special education legislation and litigation, and evaluate the role and impact of sociodemographic variables and other factors in this context.

Units: 3

Grading: Pass/Fail

LAW 8209 - Student Discipline and Due Process

In this course, students will examine substantive and procedural matters affecting student discipline, including conduct subject to discipline and the disciplinary hearing process, and evaluate the impact of sociodemographic variables and other factors on student discipline.

Units: 3

Grading: Pass/Fail

LAW 8210 - Child Welfare Law

In this course, students will examine child welfare system interventions to protect children from abuse and neglect, analyze the philosophy and values that drive child welfare law, policy and practice, and address the importance of

culture and relationship in child welfare matters.

Units: 3

Grading: Pass/Fail

LAW 8211 - Domestic Violence and Elder Abuse

In this course, students will examine and analyze domestic violence and elder abuse laws, identify intervention and prevention programs for abusers and survivors, and evaluate the causes and effects of such violence through multiple lenses.

Units: 3

Grading: Pass/Fail

LAW 8212 - Juvenile Law and Juvenile Courts

In this course, students will examine the legal framework, structure, and process of juvenile courts, analyze crucial differences between the juvenile and adult systems, and evaluate how sociodemographic variables and other factors impact juvenile justice.

Units: 3

Grading: Pass/Fail