

# California School of Law Student Handbook

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*California School of Law reserves the right to, change the requirements for admission or graduation; the arrangement, time, credit, or content of courses; the books to be used; the tuition or other fees charged; academic standards; the regulations affecting students; and any and all other matters contained in this Handbook. Changes will be duly published and Students will be provided notice.*

## Approvals & Memberships

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### **Registration with California State Bar**

The California School of Law is registered with The Committee of Bar Examiners of The State Bar of California. Graduates will be permitted to apply for admission to the California Bar. The Law School method of instruction, via the Internet, places it in the Distance-Learning law school category with the California Committee of Bar Examiners.

The education provided by the California School of Law may not satisfy the requirements of other states for admission to the practice of law and applicants should inquire regarding those requirements, if any, of the state in which they may wish to practice.

### **CAPPS Membership**

The California School of Law is a member of the California Association of Private Postsecondary Schools (“CAPPS”), a statewide association representing California's schools. CAPPS works directly with the Governor's Office, the State Legislature and other regulatory entities that are critical to California's schools success. CAPPS is the oldest and largest association of private postsecondary schools in California with over 300 School and Allied Members who provide valuable vocational and professional training, products and services to Californians.

## State Bar of California Regulations

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For the degree of Juris Doctorate, The State Bar of California regulates licensing through the California First-Year Law Students' Examination and the California Bar Exam. The educational requirements to become a licensed attorney in California can be found in Rule VII of The State Bar of California rules for admission to practice in California.

Students contemplating the practice of law in California will need to register with The State Bar of California within 90 days after beginning legal studies. The registration form can be found on the California School of Law website and The State Bar of California website, [www.calbar.ca.gov](http://www.calbar.ca.gov). Students may also contact The State Bar of California at:

The Office of Admissions,  
The State Bar of California  
180 Howard Street  
San Francisco, CA 94105

The Office of Admissions,  
The State Bar of California  
1149 South Hill Street  
Los Angeles, CA 90015

The following is an unofficial summary of the educational requirements to take the California Bar Examination established by Section 6060 of the California Business and Professions Code and repeated in the Rules Regulating Admission to Practice Law in California. Persons contemplating applying to take the California Bar Examination should review the Rules to determine if they satisfy the educational requirements to take the examination. Eligibility questions should be referred to the Office of Admissions, The State Bar of California, 180 Howard Street, San Francisco, CA 94105 or 1149 South Hill Street, Los Angeles, CA 90015-2299.

To be eligible to take the California Bar Examination, one must have completed at least two years of college before beginning the study of law or must have passed certain specified College Level Equivalency Program examinations before beginning law study. To take the California Bar Exam, one also must have graduated from a law school approved by the American Bar Association or accredited by the Committee of Bar Examiners of the State Bar of California, or have completed four years of law study at an unaccredited or correspondence or distance learning law school registered with the Committee, or studied law in a law office or judge's chambers in accordance with the Rules Regulating Admission to Practice Law in California.

Those studying law at a school not approved by the American Bar Association or accredited by the Committee must take the First-Year Law Students' Examination upon completion of their first year of law study. Such students must pass this examination within three administrations of first becoming eligible to take it, in order to receive credit for law study accomplished up to the time of passage. If they pass the examination on their fourth or more attempt, they will receive credit for only one year of law study.

Rules Regulating Admission to Practice Law in California have been superseded by Title 4, Division 1 of the Rules of the State Bar of California (admissions Rules) effective September 1, 2008.

*Additional Sources: Rules of Court, Rules 957 and 983.2; Education Code §94361; and State Bar Act §6060 and §6061.*

Guideline 2.3(D) of the *Guidelines for Unaccredited Law School Rules* requires that the following statement be made:

The method of instruction at this law school for the Juris Doctor (J.D.) degree program is principally by technological means including interactive classes.

Students enrolled in the J.D. degree program at this law school who successfully complete the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code § 6060(h) and Rule VIII of the *Rules Regulating Admission to Practice Law in California* as part of the requirements to qualify to take the California Bar Examination. A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's J.D. degree program. If the dismissed student subsequently passes the examination, the student is eligible for re-enrollment in this law school's J.D. degree program, but will receive credit for only one year of legal study.

Study at, or graduation from, this law school may not qualify a student to take the bar examination or to satisfy the requirements for admission to practice in jurisdictions other than California. A student intending to seek admission to practice law in a jurisdiction other than

California should contact the admitting authority in that jurisdiction for information regarding the legal education requirements in that jurisdiction for admission to the practice of law.

## State Bars Other Than California

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Students who intend to practice outside California should contact the applicable State Bar to determine if graduation from the California School of Law will satisfy state requirements to take the Bar examination in that state.

The education provided by the California School of Law may not satisfy the requirements of states other than California for admission to the practice of law and applicants should inquire regarding those requirements, if any, of the state in which they may wish to practice.

## Enrollment

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Except in cases of Dismissal, students are considered Enrolled until written notice from the student is received by the School stating otherwise. Continuous enrollment (described below) is required by the California State Bar.

### ***Students' Right to Cancel, Withdraw or Leave of Absence***

The Student's right to cancel the enrollment agreement and withdraw from the California School of Law ("School") or withdraw from a course of instruction is subject to the following terms and conditions:

#### **Withdrawal Policy**

**Withdrawal or Cancellation must be in writing.** If written notice of cancellation is given prior to the first class, students may obtain a refund of money paid, minus applicable nonrefundable charges. Cancellation shall occur only when you give written notice of cancellation or withdrawal to the School, at either the School's business address or by email. If a student withdraws from the course of instruction after the first class but prior to having completed 50% (15 class sessions of a 30 session trimester) of the classes, the student may have a credit balance and be due a refund.

Students may cancel or withdraw by mail, hand delivery, telegram, or email, and you may use any written notice method you wish. Written notice of cancellation sent by mail must be mailed to 5276 Hollister Ave, Suite 262, Santa Barbara, California 93111 and is effective when received; eMail cancellation must be E-Mailed to [Registrar@CaliforniaSchoolofLaw.Com](mailto:Registrar@CaliforniaSchoolofLaw.Com). You should keep a record of the date, time and place of mailing of the notice of cancellation or withdrawal. The written notice of cancellation need not take any particular form and, however expressed in writing, is effective if it indicates that you no longer desire to be bound by the enrollment agreement or to attend class.

#### **Refund Policy**

Students are obligated to pay only for educational services rendered, including fees associated with those services and unreturned books, materials, or equipment. Refundable tuition is tuition charges

remaining after subtracting the non-refundable fees already retained and will be pro-rated based on the percentage of class sessions held that the student is registered for as follows:

- Week 1 = 80% refund of refundable tuition
- Week 2 = 70% refund of refundable tuition
- Week 3 = 60% refund of refundable tuition
- Week 4 = 50% refund of refundable tuition
- Week 5 = 40% refund of refundable tuition
- Week 6 = 30% refund of refundable tuition
- Week 7 = 10% refund of refundable tuition
- Week 8 and after = 0% refund of refundable tuition

If the amount the student has paid is more than the amount the student owes for the time enrolled, a refund will be processed. It is the student’s responsibility to electronically submit the California School of Law Refund Processing Verification form located at <https://californiaschooloflaw.com/forms/refund-verification>, and it must be received within twenty-one (21) days of the date of contact regarding your refund or your refund is forfeit. Please note that all California School of Law refunds are processed electronically via PayPal to your email address. If you do not have a PayPal account, register at [www.paypal.com](http://www.paypal.com). There is no cost to set up this account and there is no cost to process your refund to your bank account. Upon submission of your Refund Processing Verification form, California School of Law requires three business days for processing. If we are unable to confirm any part of the information due to contrasting information in your file, you will be contacted. Upon validation of all information, your refund will be processed within thirty days.

If the amount the student owes is more than the amount the student has paid, then the student must make arrangements to pay the balance owed to the School.

**Juris Doctorate Refund Example based on 2 weeks attended before withdrawal**

Tuition for trimester (two courses)		\$3,000.00
Multiplied by percentage for 2 weeks	x	70%
Tuition owed for courses registered in to date of withdrawal	=	\$900.00
Termination fee (10%)	+	\$300.00
Total amount owed to law school		\$1,200.00
Student tuition paid for trimester	-	(\$1,000.00)
Amount due to school	=	\$200.00

*No refund will be made to a student after 50% of the instruction for the trimester is completed. After 50% of the scheduled classes are held, whether the student attended or not, the student will owe the School the full tuition charged for the trimester.*

***Fee Schedule\****

Tuition ( <i>per trimester</i> )	\$3,000.00
Admissions Fee	\$75.00
One-Time Registration Fee	\$200.00
Termination (Withdrawal) Fee	\$300.00
Payment Plan Processing Fee	\$100.00
Library Fee ( <i>per academic year</i> )	\$100.00
NSF** ( <i>per occurrence</i> )	\$35.00
Skip Trace*** ( <i>per occurrence</i> )	\$1.25

*\*Except tuition, all fees are nonrefundable.*

**NSF\*\* - Returned Payments**

Students will be charged a \$35.00 fee for any payment rejected by their institution, (*i.e.*, non sufficient funds). After the third (3) NSF: Payment in the amount of the returned payment plus the NSF fee must be remitted directly to the School in the form of a cashier's check or money order; and (b) any and all future payments to the School must be made with a cashier's check or money order.

**Skip Trace\*\*\***

If your address becomes undeliverable and has to be traced to the new address, the student will bear the cost of the fee.

## **Returned Payment**

Students will be charged a \$35.00 fee for any payment reversal (*i.e.*, non sufficient funds). After the third (3rd) reversal: Payment in the amount of the returned check plus the reversal fee must be remitted directly to the School in the form of a cashier's check or money order; and (b) any and all future payments to the School must be made with a cashier's check or money order.

STUDENTS ELECTING A STUDENT INSTALLMENT PLAN ARE RESPONSIBLE FOR PAYING TUITION PLUS ANY INTEREST AND FEES.

# Financial Aid

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The School is not yet eligible for federal funding. As such, there are no loan packages or scholarships available at this time. However, we are able to offer installment plans to assist you in paying your tuition as you go.

## ***Installment Plans***

Payment plans are available for students to pay their tuition to the School in monthly payments. This is not a loan, but a promise to make monthly payments to the School. Utilizing an installment plan requires signing a promissory note and paying interest on the principal due. Students on a California School of Law Installment Plan must stay current with payments; failure to do so is grounds for dismissal from the School. Students who fail to make two (2) payments during an academic year will be placed on non-academic probation. Students who fail to make three (3) payments during an academic year will be dismissed from the California School of Law.

## ***Payment Plan Setup Fee***

Students are charged a onetime payment plan setup fee of \$100.00. The payment plan setup fee will be deducted from the \$500.00 seat fee. We are able to accommodate plan changes. A \$100 fee will be required prior to making that change. Please contact the Bursar with your request.

## ***Loan Deferment***

You may be able to defer your current loans while attending our School, but please note that some financial institutions require that the school you are attending has federal funding. There is no deferment of California School of Law installment plans.

# Academics

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## ***Class Schedules***

The California School of Law publishes the Class Schedule on its website prior to the beginning of each term of study. Students also receive an e-mail informing them of their schedule.

California School of Law's virtual classes meet on Tuesday and Thursday evenings from 6:00pm – 9:00pm PST or PDT, which is 9:00 – 12:00 EST or EDT on the East Coast. Students take two classes each night, the first class from 6:00pm – 7:30pm and the second class from 7:30pm – 9:00pm. The California



School of Law is on a trimester system, i.e., there are three semesters each year and four years to complete law school.

Each semester is a four month semester, each class meets 30 times, with a final and mid-terms, such as at traditional residential law schools. Class time is only a portion of the study time required to earn a Juris Doctorate. For a breakdown of the total time required to complete the Juris Doctor program see “Hours of Study” below, following the class schedule.

Below is a typical student class schedule for a first year student.

### **Example First Year Schedule**

1st semester (Sep – Dec)	6:00pm -7:30pm 7:30pm - 9:00pm	Criminal Law Contracts I
2nd semester (Jan – April)	6:00pm -7:30pm 7:30pm - 9:00pm	Torts I Contracts II
3rd semester (May – Aug)	6:00pm -7:30pm 7:30pm - 9:00pm	Torts II Legal Writing & Analysis I

### **Study Logs**

Student’s study and preparation time for each class, as well as class time must be recorded in a personal study log. The study logs are submitted in the virtual classroom and are reviewed at the beginning of each week by the Dean of Students to ensure students are fulfilling the hours of study requirements of the California State Bar under Guideline 5.3(C)(1).

### **Hours of Study**

California School of Law students must have a minimum of 864 hours of study over a minimum of 48 consecutive weeks a year for 4 years. Below is a typical student study schedule for a first year student.

<b>First Year</b>	<b>Units</b>	<b>Class Time</b>	<b>Study Time</b>	<b>Total Time</b>
Torts I	3.0 units	45 Hours	95 Hours	140 Hours
Torts II	3.0 units	45 Hours	95 Hours	140 Hours
Contracts I	3.0 units	45 Hours	95 Hours	140 Hours
Contracts II	3.0 units	45 Hours	95 Hours	140 Hours
Criminal Law	3.0 units	45 Hours	95 Hours	140 Hours
Legal Writing and Analysis I	4.5 units	45 Hours	135/144 Hours	180 Hours
<b>Total Study Time Per Year</b>				<b>870 Hours</b>

*1 unit = 15 hours class time and 32+ hours study time*

## Classroom Login

Classroom login can be launched from the School's home page:

<http://www.californiaschooloflaw.com>

On the bottom of the home page you will see the Classroom Login button – click on it, and then enter your user name and password as provided to you by Tech Support.

Classroom Username: first.lastname

Password: #\$\$%#

This will put you in the “hallway.” You will most likely see only the classes you are registered for. Now it is just a matter of selecting your class. If you cannot see the classes you are registered for, please call the School and speak with Tech Support.

Blackboard is the School's virtual classroom. To open Blackboard, click on “Video” at the top – it is first item under Topic Outline.

**Tech Support is on hand and available at the School during class time.** If you experience any problems, call the School immediately.

## School E-mail

You have a school e-mail account which must be used for all School e-mail correspondence – this includes students, faculty and administration – in order to maintain School records intact. Log into your email account at:

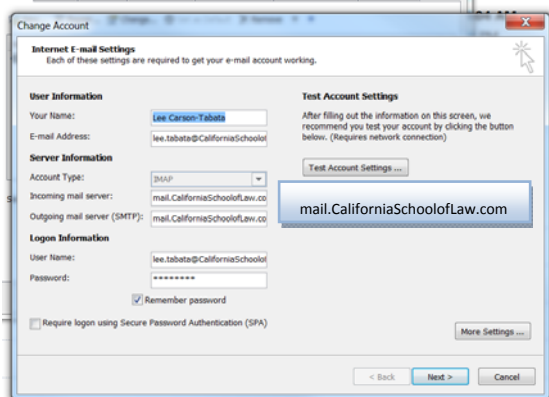
<http://webmail.californiaschooloflaw.com>

The IMAP settings to configure your email with Outlook, Thunderbird, etc. are

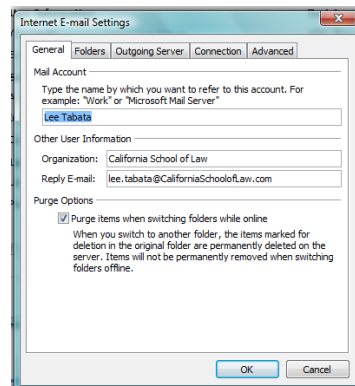
SMTP Server: mail.californiaschooloflaw.com

IMAP Server: mail.californiaschooloflaw.com

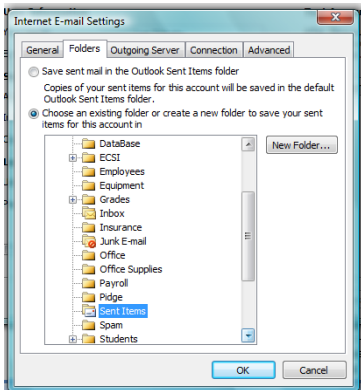
Following is an example of setup in Outlook:



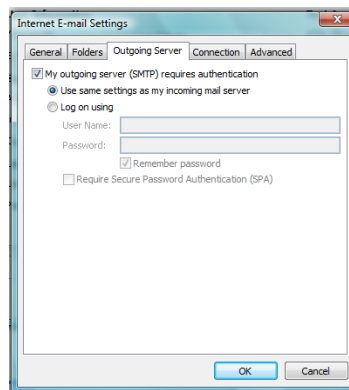
**Step 1**  
internet email settings  
then click on More Settings to proceed to →



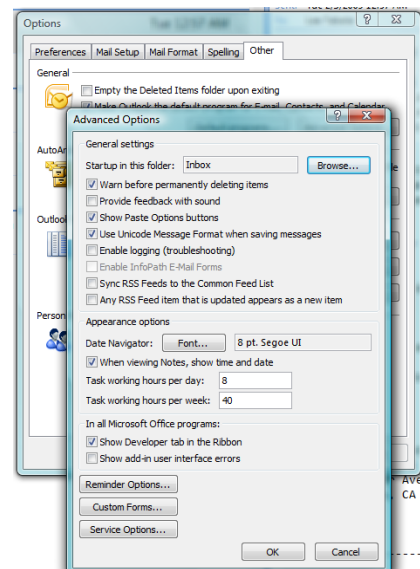
**Step 2**  
General settings



**Step 3**  
Set up/select a folder for sent items



**Step 4**  
Outgoing server settings



**Step 5**  
Select the folder you want displayed at startup

## ***Continuous Enrollment***

Students are required to maintain continuous enrollment for each academic year; failure to do so may result in academic dismissal from the Law School. An academic year consists of a minimum of 48 weeks of continuous education and 864 hours of study.

## ***Attendance Requirements***

The Law School's policy on attendance is based on the premise that regular communication between the professors and the students is a significant part of the learning process. Classes meet on Tuesday and Thursday evenings for a total of three (3) hours – each class session is 1.5 hours in length.

Student attendance is required and attendance is taken in all classes. A minimum of 80% of all class sessions must be attended in order for a student to pass each course. Interruptions in attendance due to illness, work or personal emergency will be handled on a case-by-case basis between the student and the Dean of Students. A student should immediately contact the Dean of Students when he/she knows or suspects there will be an interruption in attendance.

A student that is not academically prepared or not responding due to equipment difficulties when called on for case presentation is given one pass per course each trimester. If Student is not academically prepared or not responding due to equipment difficulties when called on the second time, or any time thereafter, is considered absent from class.

## ***Study Logs***

Student's study and preparation time for each class, as well as class time, must be recorded in a personal study log. The study logs are submitted in the virtual classroom and are reviewed at the

beginning of each week by the Dean of Students to ensure students are fulfilling the hours of study requirements of the California State Bar under Guideline 5.3(C)(1).

## **Study Log Policy**

Students will be required to sign this policy each term. In accordance with rules promulgated by the State Bar of California, all students at California School of Law must have a current study log which is updated once a week.

Failure to update the study log in a timely manner will result in a zero (0) on your exam.

California School of Law Administration requests all study logs are updated by Thursday night of each week. Additionally, study logs **must** be up-to-date **at the latest** by the Saturday before each round of exams. This means **both study logs** must be updated at the same time, even though your exams may fall in different weeks.

This means you **must** have your study log up-to-date by:

Saturday, prior to exams to receive credit for Midterm I;

Saturday, prior to exams to receive credit for Midterm II;

Saturday, prior to exams receive credit for the Final Exam.

Failure to have a study log properly updated by these days will result in a zero (0) on the exam. **Please note:** If you do not have the updated study log submitted timely, you must still take the exam and you will not receive feedback on the exam. Failure to take the exam will automatically put you on academic probation.

Please review the school's course named "Exam Requirements" for more details on proper study log entries and do not hesitate to contact the school to ask questions prior to any deadlines.

## ***Recording Class Sessions***

All classes are recorded by the California School of Law and archived for student review. These are not meant to be solely relied upon for class time, and do not count towards attendance.

## ***Exams on the Computer***

The California School of Law requires students to submit Mid-Terms and Final exams on their computers using secure exam software by ExamSoft, Inc. Because it is impossible to completely eliminate the risk of computer failure during an exam, please be aware that students who use computers on exams assume the risk of technology problems and all resulting consequences. In addressing computer problems all students must abide by the instructions of Tech Support for handling any such computer problems.

If Tech Support determines that the problem is not fixable within a reasonable amount of time, students who are affected by the computer problems will be given further instruction at that time by Tech Support.

Students must understand the risks associated with taking an exam on a computer. Students are required to use a computer and ExamSoft for taking any California School of Law exams. If during the exam, a file is actually corrupted, or the computer crashes, or the exam does not upload, the student bears sole responsibility for the loss of the exam and any resulting damage to the student's computer. It is the student's responsibility to contact Tech Support immediately for further assistance/instruction.

## **FYLSE**

Students attending the California School of Law are required to sit for and pass the First Year Law Students' Exam ("FYLSE") administered by the California State Bar.

In the third trimester (six months prior to the FYLSE) students are expected to find a FYLSE Review Program to begin preparation. Suggestions are provided in the Legal Writing & Analysis ("LWA") course.

The Final exam for LW&A is a simulated FYLSE, it is 7 hours long, consisting of four one-hour essays in Torts, Contracts and Criminal Law and 100 MBE questions. The students' exam answers will be reviewed and graded based on FYLSE standards. Only students receiving a passing score of 70+ on all four essays and 70+ on the MBE's will pass LW&A and be certified by the California School of Law for the FYLSE.

Two months prior to the FYLSE, the CSL FYLSE Review course is offered to those students who register for the exam that term. It is a focused and intense course, meeting on Tuesdays and Thursdays from 6-9 pm PST, and on some scheduled Saturdays for the first half of the trimester leading up to the exam. (The second course of the two-course trimester is offered in the second half of the trimester.) Professors will meet with students to discuss test results and strategies for improvement. Specific assignments will be given to students to help them focus on areas that are in need of improvement.

It is highly recommended that students take off work the entire month in which they sit for the FYLSE (June or October) in order to fully prepare for the exam.

Students who do not pass the FYLSE on the first try or do not sit for the FYLSE on the first opportunity, will be placed on academic leave of absence until the student passes the FYLSE. Due to possible loss of course credit, financial obligations and the need for concentrated studies, there is no benefit to students continuing into their second year before passing the FYLSE.

## **Grades**

Grades are based primarily on the final examination and two mid-term exams. Instructors may require written papers in addition to examinations. Some instructors give additional examinations or other assignments, including drill questions, which may or may not be counted in the final grade.

- Professors may factor in participation, but it is less than 5%. However, a Professor may deduct half a grade at the end of the trimester for non participation.
- The Final is a minimum of 75% of the grade, Midterms and participation complete the remaining 25 percent.
- 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> year classes do not always follow this formula, for example in Legal Research and Writing and Trial Advocacy the students grade is based on writing assignments and projects.

Letter grades are awarded, and plus and minus grades are given based on the class curve.

## **Grading Standards**

Grades are based primarily on the final examination, an in-class written examination at the conclusion of the course, worth a minimum of 75% of the total grade. Two mid-term exams, written papers, participation and attendance will make up the remaining 25% of the course grade. Instructors may give additional examinations or other assignments, which may or may not be counted in the final grade.

Faculty are instructed to grade on standards comparable to those at ABA accredited law schools. In order to ensure compliance with this standard, it is expected that no more than 45% of the students in

each course will receive a grade of B- or better and that there will not be more A grades awarded than B grades. Any deviation from this “curve” must be approved by the Dean.

The Faculty handbook of the California School of Law provides as follows in pertinent part regarding grading standards:

“Faculty members are instructed to grade on standards comparable to those at ABA accredited law schools.

\*\*\*

“Grading should be such that students who pass the School’s courses are likely to be able to pass the First Year Law Students’ Exam (“FLYSE”) and the California Bar exam.

“The Dean of Faculty, the Dean and his/her appointee will review each professor’s grading to ensure that it is in compliance with the class curve and reflects the students’ ability to pass the FLYSE and the California Bar.”

## **Computation of Grade Point Average**

A grade point system is used to determine academic standing. The GPA is computed by dividing the total number of grade points earned by the total number of graded credit hours. Graded credit hours do not include courses graded Withdraw (W) or Incomplete (I).

## **Dean's Honor List**

Students who earn a GPA of at least 3.250 for the trimester are placed on the Dean's Honor List.

## **CALI Awards**

CALI Awards are awarded to the student with the highest grade in each class for the trimester. A certificate will be mailed and is also available for viewing online at CALI.

## **Law Review Eligibility**

To participate as a member of the California School of Law Review, a student must pass the first year bar exam and have outstanding grades.

Students who have completed one academic year and passed the FLYSE, who rank in the top 10% of the class (not sections), and are nominated by the faculty, are eligible to participate in Law Review.

## **Disclosure of Grades**

Disclosure of grades to any person by any means other than an official report card provided to the student is prohibited. Students must give written consent for disclosure of grades to an individual other than themselves.

## **Student Records**

The Registrar’s office maintains academic records of all course work completed at the School. Records are maintained for five (5) years. Academic transcripts are maintained for ten (10) years. Transcripts are released only after receipt of a signed, written request from the student.

No official transcript(s) will be released if records are on hold for financial reasons or missing documentation.

Third-party transcripts from other academic institutions cannot be released to any individual or institution.

Students have a right to have information about them treated with respect. Therefore, this institution will maintain the privacy of all students' records.

### **Release of Academic Information**

The California School of Law adheres to the Family Educational rights and Privacy Act. Therefore, students may review the contents of their permanent records as they are maintained at the California School of Law Offices. Such inspection must be completed in person by the student at the location where the information is retained. Since the California School of Law subscribes to the policy that a student's academic record is confidential, information will be released only upon written instruction from the student, except as noted below. The student's academic records are open for inspection only to the student and those members of the California School of Law staff who have responsibility for working with the student or maintaining records.

Official academic records submitted from another institution will not be released to a third party or to the student. These documents are retained as part of the permanent records.

### **Transcript Requests**

In order to comply with the Family Education Rights and Privacy Act of 1974 (FERPA), all transcript orders require authorization. The California School of Law provides the following procedures for authorizing transcript requests:

- Electronically submit the Transcript Request Form to the California School of Law.
- California School of Law will Automatically Authorize your transcript requests if:
  1. The billing name on the electronic payment method used to pay for the transcript matches both the name on the Transcript Request Form and the student's records; or
  2. California School of Law student ID number, Social Security No., Date of Birth and e-mail match the information in the student's records.

Transcript Request processing occurs after the order has been entered. Thus, it is not possible to confirm Automatic Authorization at the time of ordering. Students will be notified if the Automatic Authorization was not successful; if not, students are required to fax or mail the Transcript Request Form; the request then will be processed upon receipt of request and payment.

Transcripts are processed by 1:00 p.m. PST Monday through Thursday. Requests received after 1:00 p.m. PST are processed the following day. Students MUST be current with all tuition payments in order for transcripts to be released.

### **Transcript Request Charges**

Service	Processing	Price Per Transcript
Regular Service – Mailed US post within 3-5 days*		
	Shipment to US address	\$10.00
	Shipment to address outside US	\$14.00

Rush Service – Mailed US post Priority Mail same business day\*  
Shipment to US address \$20.00  
Shipment to address outside US \$30.00

FedEx service – Mailed FedEx same day\*  
Shipment to US address, Standard Overnight \$45.00  
Shipment to address outside US\*\*

*\*of date received during business hours by 1:00 p.m. PST.*

*\*\* call the office for desired shipping terms and pricing.*

The online transcript request form can be found at:

<http://californiaschooloflaw.com/forms/transcript>

Transcripts will be issued only after the student has met all financial obligations to the Law School. A free unofficial transcript is issued upon request at the end of each academic year.

### **Transferability of California School of Law Credits**

Units earned at the California School of Law may not be transferable to any other college, university or Law School. In the United States higher education system, transferability of credit is always determined by the receiving institution taking into account such factors as course content, grades, and accreditation.

The California School of Law has authority to confer a Juris Doctor in law, however, the fact that the law school is approved to do so is not an indication that credits earned at the California School of Law will be accepted by another law school.

## ***Academic Progress***

### **Academic Probation for First Year Students**

At the time of the posting of grades, the student's grade point average (GPA) will be calculated. First year students must have a minimum cumulative or trimester GPA above 2.5. First year students with a GPA below 2.5 will be placed on Academic Probation and informed so and of the policies regarding Academic probation.

First year students with a GPA below 2.5 will be informed that failure to bring their cumulative GPA above 2.5 the next academic trimester will result in dismissal from the California School of Law.

First year students whose cumulative GPA improves to above 2.5 will be removed from Academic Probation.

### **Academic Probation for 2L, 3L, 4L Students**

At the time of the posting of grades, the student's grade point average (GPA) will be calculated. Second, third and fourth year students with a cumulative GPA below 2.0 will be placed on Academic Probation and informed of the policies regarding Academic probation.

Second, third and fourth year students with a GPA below 2.0 will be informed that failure to bring their cumulative GPA up to 2.0 the next academic trimester will result in dismissal from the California School of Law.

Second, third and fourth year students whose cumulative GPA improves to or above 2.0 will be removed from academic probation.



## **Academic Dismissal**

First year students with a cumulative GPA below 2.0 will be academically dismissed from the California School of Law. Students who fail a course during the first academic year will be dismissed from the California School of Law. First year students must have a Cumulative GPA of 2.5 at the end of the first year or they will be dismissed from the program.

Second, third and fourth year students with a cumulative GPA below 2.0 for two consecutive trimesters may be academically dismissed from the California School of Law. Failure of a course may result in a delay in matriculation or dismissal from the law school.

## ***Missing an Examination***

Students are expected to take examinations when scheduled, even though ill or inconvenienced. However, for serious illness or other extraordinary or compelling reason beyond the control of the student, a student may be excused from taking the exam at its scheduled time, with the approval of the professor and the Dean of Students.

A student unable to take an exam must notify the professor and the Dean of Students at the earliest possible time in advance of the exam, if the reason for missing the exam is known to the student in advance. When prior notice is not possible, the student must contact the professor and the Dean of Students as soon as possible during or after the examination, to explain the failure to take the examination and, when permitted, to arrange for a makeup examination and/or an Incomplete. Failure to notify the professor and the Dean of Students before grades are submitted will result in the student receiving a failing grade.

Failure to take a midterm may result in the student's placement on Academic Probation, Failure to take the final is grounds for Academic Dismissal.

## ***Review of Examinations and Other Assignments***

A student may request a faculty member to review an examination or other written assignment, regardless of the grade received, provided the student has complied with reasonable preconditions such as attending an examination review session or making an appointment within a specified time. A faculty member is not, however, expected to debate the grading.

## ***Required Courses***

Students must take all required courses at the time prescribed. First-year students are not permitted drop required courses, take Incompletes in required courses, or take a reduced class load, and still sit for the First Year Students' Examination.

## ***Course Repetition***

First year students must pass all courses. If a first year student does not pass a course, he or she will be dismissed from the School. Students can petition the Dean of Students and the professor to determine if makeup work can be performed to pass a course. Such students will need to demonstrate exceptional hardship in order to be permitted to continue.

First year students who fail a course due to exceptional hardship can petition to start the program over from the beginning. The petition must be in writing and submitted to the Dean of Students. The petition

will be reviewed by the Academic Affairs Committee to determine if the student's exceptional hardship qualifies them to restart.

### ***Student Work Authentication Procedures***

The California School of Law verifies student participation and matriculation through video and audio identification. The Student is required to have in her/his file a copy of a government issued photo. Students sign into a virtual classroom two nights a week and must participate in class via video and audio in order to participate in the Socratic Method which utilizes questioning of the students as a major educational device.

Essays and other documents are submitted to the professor "on line" to the California School of Law software program called "Moodle." Each student's records are maintained separately in Moodle and these records can be viewed only by the professor and the student who submitted the exam.

Exams are taken and submitted via ExamSoft, the premier online testing software used by most state bars.

Other measures are being designed to verify the identity of students, especially during examinations. A recent conference of the DETC in San Diego addressed this "on line" identification issue and several solutions were discussed, such as finger-print methods and testing centers.

### ***Student Responsibility for Fulfilling Requirements***

Each student has the responsibility to make sure that all degree requirements are fulfilled. It is the student's responsibility, not the Registrar's, to make sure that all degree requirements will be fulfilled by the end of the final trimester. If a student has not fulfilled all degree requirements, he or she will not receive a degree and will not be certified to the bar examiners.

### ***Graduation Requirements***

In order to graduate from the California School of Law and receive a Juris Doctorate degree, students must have a minimum of 864 hours of study over 48 to 52 consecutive weeks a year for 4 years. Students must also pass or be exempt from the First Year Law Students' Exam.

### ***Degree or Degree with Distinction***

The degree of Juris Doctor is conferred by the California School of Law upon students who are recommended by the Dean and faculty of the California School of Law after successful completion of all degree requirements, either for an ordinary degree or for a degree with distinction; the grades of distinction being *summa cum laude*, *magna cum laude*, and *cum laude*.

### ***Academic Conduct***

This Law School requires high standards of personal and scholarly conduct. Students guilty of academic dishonesty, cheating or plagiarism in academic work shall be subject to disciplinary action.

Academic dishonesty includes, but is not limited to: dishonesty of any kind on examinations, quizzes or written assignments; illegal possession of examinations; the use of unauthorized notes during an examination; obtaining information during an examination from another student; assisting others to cheat; alteration of grade records; and illegal entry or unauthorized presence.

Complete honesty is required of all students when presenting work as their own. This requirement applies to quizzes, examinations, daily reports, homework and term papers.

The instructor is responsible for initiating action in each case of dishonesty or plagiarism that occurs in the online classroom. In cases of convincing evidence or admitted academic dishonesty or plagiarism, an instructor shall take appropriate action by referring the case to the Dean of the Faculty or the Dean.

## **Academic Misconduct**

It shall be considered academic misconduct for a matriculated or non-matriculated student, whether or not currently enrolled in the California School of Law, to engage in or attempt to engage in any of the following conduct, which, unless otherwise stated, must be done knowingly, recklessly, or negligently:

- (a) representing, expressly or impliedly, the work of another to be one's own;
- (b) giving, obtaining, or soliciting unauthorized assistance or using unauthorized material in the preparation of material to be submitted or presented in a class, law review assignment or competition, moot court assignment or competition, client counseling competition, essay contest which the student is able to enter by virtue of being a law student, or similar activity;
- (c) violating any rule imposed by the instructor or exam proctor;
- (d) copying, or giving, receiving or soliciting unauthorized assistance or information during an exam;
- (e) using unauthorized material during an exam;
- (f) obtaining an exam, assignment, answer sheet or similar material in an unauthorized manner or at an unauthorized time;
- (g) writing after the exam time has expired;
- (h) making material misrepresentations in any submission to or through the Admissions Office, to the Career Services Office or to a potential employer.

## **Plagiarism**

Plagiarism is the offering of another's work, without proper acknowledgment, as one's own. Any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, and other reference works, reports, or other writings of another individual, is guilty of plagiarism.

Any student caught plagiarizing will immediately be referred to the Dean for disciplinary action, including: failing the assignment, failing the course, or expulsion. It is the responsibility of the student to act in an honest manner and avoid conduct that may lead to the suspicion of academic dishonesty.

## **Procedures for Student Discipline**

1. Preamble
2. Definitions and rules of construction
3. Major offenses and minor violations
4. Reports of violations
5. Preliminary inquiries and proceedings
6. Informal procedure
7. Major offense before the Hearing Board
8. Sanctions
9. Appeals

## 1. PREAMBLE

As future members of an honorable profession, and as students at a major institution of learning, students at California School of Law (“CSL”) should conduct themselves with honesty, integrity, and responsibility. An academic community cannot sustain itself on any other basis, and the legal profession’s relative autonomy carries with it special obligations of self-regulation. CSL students are expected to maintain high standards of:

**Academic conduct** in all academic relationships with the Law School, from the application for admission through graduation;

**Professional conduct** while functioning in a lawyer-like capacity at any time between matriculation as a Law School student and graduation; and

**Personal conduct** in all matters that touch or affect the Law School, and any member or guest of the Law School community

Student conduct at CSL is governed by a variety of standards. Among these standards are:

- the law we study;
- the rules of professional discipline insofar as students engage in legal practice under the supervision of a lawyer or apply for membership in the bar;
- CSL rules of conduct and policies that, for example, establish standards prohibiting student conduct ranging from disruption of classes to abusing or harming other members of the Law School community on the basis of race, religion, sex, national origin, handicap, sexual orientation, or veteran status to cheating;
- the Law School’s Rules for the J.D. Degree, which contain standards of particular relevance for the Law School community; the procedures set forth below, which impose and imply obligations of cooperation, truthfulness, the maintenance of confidentiality, and acceptance of final outcome;
- the Law School’s instructors’ inherent traditional authority, which every educational institution enjoys, to assure the honesty, civility, decency, integrity, and responsibility of its student body.

Not all alleged violations of the standards mentioned in the preceding paragraph will be appropriate for response by the Law School itself; some may be enforced by community institutions such as the courts, others within an individual instructor’s classroom. Where its own institutional interests are implicated, however, (e.g., where the alleged conduct of a student interferes with or impairs the functioning of the Law School or the rights of another student, or gives reason to doubt fitness to practice law), the Law School may invoke internal disciplinary procedures.

The rules contained in this section of the Student Handbook specify the procedures to be followed when Law School discipline is invoked.

### *Academic Misconduct*

The most recognized forms of academic misconduct include these:

- Presenting another’s work as a student’s own.
- Submitting substantially the same work for credit in more than one course without informed permission from the instructor for each course.

- Plagiarism. Plagiarism most commonly consists of restating, without attribution, either the exact words or the substantive ideas of another person. When in doubt, it is better to cite too much than too little.
- Violating the rules for an examination or another academic performance. All CSL exams are closed book closed note unless otherwise stated.
- Giving information to — or copying or receiving information from — another student or person in answering an examination question unless the conduct is authorized by the rules for the examination.
- Falsification of research information.
- Falsification of an official or unofficial Law School transcript.
- Misrepresentations, or omissions of material facts, in seeking admission or financial aid, in claiming academic or extracurricular accomplishments, in seeking action by a member of the faculty or administration, or in seeking employment.
- Refusal to comply with — or misuse of — the Law School Student Disciplinary Procedures. Misuse most commonly involves knowingly false or malicious reports of misconduct or making knowingly false statements.
- Any other conduct intended to put another student at an unfair disadvantage in competing for grades, honors, journal memberships, advancement in competitions, participation in activities open to limited numbers of students, or employment.

The academic misconduct standard applies to work undertaken outside the Law School for Law School credit.

## **2. DEFINITIONS AND RULES OF CONSTRUCTION**

Throughout these rules, the following words and phrases are to be applied as defined by this section.

2-1. “Student,” or “member of the student body,” is any person who has been offered entrance to any program or course administered or taught by the Faculty of Law at CSL. Ordinarily, this will be a person who has accepted that offer, and who has not completed the requirements of that program or course. In appropriate circumstances, however—such as the discovery that a student has applied to the school under false pretenses—these rules may be invoked with respect to conduct occurring prior to a person’s joining the Law School community; and graduation does not terminate the possibility of academic discipline for conduct violation of the Law School’s rules occurring prior to graduation if the seriousness of that conduct suggests the appropriateness of a sanction, such as transcript notation or withdrawal of the degree, that could have effect outside the Law School community. Unless otherwise described, a “student under review” or “the student,” or the “charged student” is a student who has been accused of a violation of these rules.

2-2. The “Dean” is the Dean of the California School of Law, the may appoint any faculty member or senior administrator for the purposes of acting as the Dean’s surrogate.

2-3. “Faculty member” includes all persons holding appointments as adjunct professors. The “Faculty member” does not have to be actively teaching to be considered a CSL “Faculty member”.

2-4. “Good faith” refers to a state of mind consisting in honesty in belief or purpose, without recklessness or negative ulterior purpose.

2-5. The “instructor” is any person who is teaching or supervising the classroom.

2-6. The “Grade/Exam Review Committee” is a committee of the Dean, the Dean of Education and the Dean of Students. In the event of a definitive conclusion, an ad hoc faculty committee of three, to be appointed by the Dean, shall be used. The Dean shall designate the Chair of the disciplinary committee, who shall be a member of the CSL faculty or administration, and may designate alternate faculty members or administrators as necessary.

2-7. A “senior administrator” is an employee of the Law School, who is not a member of the Law School faculty.

2-8. The “Disciplinary Officer” is the Dean of Students, or other senior administrator or faculty member designated by the Dean. The Dean may designate an alternate Disciplinary Officer as necessary.

2-9. A “violation” is the breach of any applicable standard of conduct that is appropriate for Law School discipline.

2-10. The use of any word expressive of gender in these rules is arbitrary, and not restrictive in meaning to that gender.

### **3. MAJOR OFFENSES AND MINOR VIOLATIONS**

3-1. Major Offenses. Where, in the opinion of the Dean, the alleged violation constitutes a major offense in that it either (a) involves gross deviation from the moral or ethical standards of the Law School community, or (b) manifests a serious lack of honesty, integrity, or responsibility such as to call in question the fitness of the student to practice law, the offense shall be subject to adjudication under the Grade/Exam Review Committee procedures set forth in section 7 and to severe sanction, including expulsion. In the absence of special circumstances, a finding that a student has committed a major offense shall be noted in a student’s official record. See paragraphs 5-6, 5-7, 7-6.

3-2. Minor Violations. Where, in the opinion of the Dean, an alleged violation is less than a major offense, it shall be treated as a minor violation and may be adjudicated under the informal procedure set forth in section 6. No disposition of a minor violation shall become part of the student’s official record, or be regarded by the Law School as falling within the scope of outside requests for information concerning the discipline of students.

### **4. REPORTS OF VIOLATIONS**

4-1. Reports by Students and Others who are not Instructors. Any person who believes in good faith that a student has engaged in conduct for which Law School discipline is appropriate is encouraged to communicate the name of the student suspected of the violation and the details of the grounds of the suspicion to the Dean or to an instructor. Anonymous complaints are disfavored, as not in keeping with the responsibility of members of the Law School community to conduct themselves with honesty, integrity, and responsibility in relationship to the institution.

4-2. Reports by Instructors. Any instructor who believes in good faith that a student may have engaged in conduct for which Law School discipline is appropriate may make reasonable inquiry to determine the validity of the belief, including the informal questioning of the suspected student or others. If the instructor believes that a student may have engaged in misconduct the instructor must communicate the name of the student suspected of the violation and the details of the grounds of the suspicion to the Dean.

## **5. PRELIMINARY INQUIRIES AND PROCEEDINGS**

5-1. Investigation by the Disciplinary Officer. Upon being informed of an alleged violation, the Dean shall promptly request that the Disciplinary Officer or her appointees make reasonable inquiry to determine whether a reasonable basis exists to believe that a violation warranting a proceeding may have occurred. If the Disciplinary Officer determines that a reasonable basis does exist, she shall prepare a written report setting forth her conclusion and the evidence supporting her conclusion and shall promptly submit it to the Dean.

5-2-1. Dean's Determination of Reasonable Basis and Characterization of Offense. The Dean may accept or reject the findings of the Disciplinary Officer, or may request that the Disciplinary Officer conduct additional inquiry. Upon the Dean's being satisfied that a reasonable basis does exist to believe that a violation warranting a proceeding may have occurred, he shall determine whether the violation alleged warrants treatment as a major offense or a minor violation only.

5-2-2. Notification of Student. In either event, the Dean shall send a confidential letter to the student concerned, who shall be informed of the violation she is thought to have committed, told of the characterization of the matter made by the Dean, given all available information concerning the alleged violation that, in the discretion of the Dean, would be relevant to the student's response, and given a copy of these rules and any other applicable rules of conduct.

5-3-1. Minor Violations. In the case of a minor violation, the Dean shall inform the student of the name(s) Disciplinary Officer charged with determining the matter pursuant to paragraphs 6-1. The Disciplinary Officer shall schedule with the student a meeting at the earliest mutually convenient time, unless the student waives such a meeting in writing or otherwise waives his right to be heard.

5-3-2. Major Offenses. In the case of a major violation, the Dean of Students shall inform the student of the charges. Within 5 days of the notice a date and time shall be made for a disciplinary hearing. Prior to the hearing, the student will have the opportunity to submit their side of the information via a written memorandum. The student's written memorandum must be received by the committee no later than 2 days prior to the hearing for review.

5-4. Scheduling of Grade/Exam Review Committee Proceeding for Major Offenses. If the review is to be by the Grade/Exam Review Committee pursuant to section 7, the Dean shall inform the Disciplinary Officer who, in turn, shall schedule a hearing and notify the student. Such a hearing normally shall be set five working days from the date on which the student receives notice from the Disciplinary Officer.

## **6. MINOR OFFENSE BEFORE THE HEARING BOARD**

6-1. The Investigation. An investigation shall be conducted by an Disciplinary Officer, or selected faculty and senior administrators appointed by the Dean as he believes the circumstances to warrant.

6-2. Conduct of the Investigation. This Disciplinary Officer may conduct such investigation as it finds appropriate, with or without the presence of the student involved. There is no right to counsel under during the investigation procedures.

6-3. Report by the Committee. The Disciplinary Officer shall file with the student charged and with the Dean a written report explaining its disposition, including whether the violation constitutes a Minor or Major Offence.

6-4. Recharacterization of the Violation as a Major Offense. If the investigation of a minor violation there develops information not likely to have been before the Dean, indicating that the charges are serious

enough to be treated as major offenses, that information shall be reported to the Dean, who may then recharacterize the offense.

6-5. Appeals. An appeal to the Dean may be taken from the results of this process, as from the outcome of hearings on an alleged major offense.

## **7. MAJOR OFFENSE BEFORE THE HEARING BOARD**

7-1. Written Response by the Student. The student is required to make a written response to the allegations in the Disciplinary Officer's letter. A copy of the response must be provided to the Grade/Exam Review Committee and to the Disciplinary officer no later than two days prior to the hearing.

### 7-2. Conduct of the Hearing

7-2-1. Authority of the Grade/Exam Review Committee. Except with respect to procedures specifically set forth herein, the Grade/Exam Review Committee, by majority vote (with the vote of the Chair controlling in the event of a tie), shall have the authority to make rules for the conduct of the hearing. The Grade/Exam Review Committee is not bound by the precedent of prior decisions, but may consult those decisions for any purpose.

7-2-2. Recording in Web Conferencing. All proceedings must be conducted in Web Conferencing with the full proceeding recorded. These records shall remain the property of the Law School and shall be promptly delivered to the Dean for safe storage upon completion of the proceedings.

7-2-3. Confidentiality. The actions and statements of any person present during proceedings of the Grade/Exam Review Committee are confidential, and no one may disclose them outside the proceedings, except as required by law.

7-2-4. Presence at the Hearing. The student charged is required to be present during the presentation of any testimony or evidence. However, this does not preclude the conduct of a hearing in the student's absence. If the student refuses to participate in the hearing the student will be expelled. The Grade/Exam Review Committee, the instructor who reported the alleged offense, percipient witnesses and anyone else whose presence may be required by law, or whose presence the Grade/Exam Review Committee deems necessary, may also be present. Absent the agreement of the Grade/Exam Review Committee and the student charged, proceedings before the Grade/Exam Review Committee shall be closed to others.

7-2-5. Right to the Testimony of Witnesses. Subject to paragraph 7-2-6, both the Disciplinary Officer and the charged student have the right to present witnesses of their choice. However, witnesses presented exclusively for the purpose of attesting to good character may be limited in number and length of testimony. Except for the student charged, no student or employee of the Law School may refuse a request to testify by a charged student, the Disciplinary Officer. Both the Disciplinary Officer and the charged student have the right to notice, two days in advance of the hearing, of the identity of adverse witnesses.

7-2-6. Evidence. In addition to the testimony of witnesses, the charged student and the Disciplinary Officer may offer such other evidence as may be relevant. The Grade/Exam Review Committee may receive, for such weight as it may merit, any evidence it believes to be relevant and may exclude other evidence.

7-2-7. Questioning of Witnesses. The Chair shall use reasonable care to ensure that witnesses are not able to see or hear any part of the hearing that is not based upon their individual testimony. Each



witness may be asked by the Chair to make a statement prior to any question. Both the charged student and the Disciplinary Officer may question their own and adverse witnesses, as may members of the Grade/Exam Review Committee.

7-2-8. Duty of Cooperation; Inferences. As is the practice in Law School disciplinary proceedings there is a duty of cooperation. A charged student's election not to testify may therefore be used as the basis for such reasonable inferences as the Grade/Exam Review Committee may, in its discretion, deem appropriate. Any person who testifies, including the charged student, has the duty to answer any question germane to the matter under review. If a witness chooses not to answer particular questions, his silence may be used as the basis for such reasonable inferences as the hearing Grade/Exam Review Committee may, in its discretion, deem appropriate.

7-2-9. Closing Statements and Deliberations by the Grade/Exam Review Committee. After the completion of testimony and the presentation of any other evidence, the charged student and the Disciplinary Officer shall have the opportunity to make a statement. The subsequent deliberations of the Grade/Exam Review Committee shall be closed to observers and no record shall be made.

7-3. Decision and Report of the Grade/Exam Review Committee. The Grade/Exam Review Committee may find that a major offense has been committed by the charged student only upon clear and convincing evidence of violation, by affirmative vote of a majority of the members. The Grade/Exam Review Committee may conclude that charges have not been sustained by a majority vote of its members. The Grade/Exam Review Committee shall prepare a written statement of its reasons for disposition and shall, in the case of a finding that a major offense has been committed, impose a sanction consistent with section 8. A copy of the decision and statement of the Grade/Exam Review Committee shall be delivered to the student, the Dean, the Disciplinary Officer, the instructor, and any other person as required by law.

7-4. Reflection of Grade/Exam Review Committee Matters in the Student's Records. Charges that have been sustained will become a part of the student's official record. Charges that have not been sustained shall not appear on the charged student's official record.

## **8. SANCTIONS**

8-1. Authorized Sanctions. Sanctions shall be imposed that are appropriate to the nature and severity of the violations to which they attach and to the student's general character and behavior as a member of the Law School community. Sexual harassment or civil rights violation can represent serious personal misconduct, and can be grounds for dismissal of an employee or student for cause. Repeat or previous offenses will also be taken into consideration when a sanction is recommended.

A non-exhaustive list of authorized sanctions includes:

- warning;
- letter of apology
- required counseling
- required leave from the California School of Law
- reprimand;
- declaration of misconduct;
- probation, with or without conditions such as counseling;
- additional work such as writing extra papers,
- or accumulating extra credits in order to graduate;
- restitution when appropriate;

- service to the Law School community;
- grade or credit reduction;
- denial of academic credit;
- imposition of a failing grade;
- suspension with or without automatic reinstatement;
- not certifying a student for the Bar;
- expulsion;
- and withdrawal of a degree.

A combination of sanctions is also authorized.

8-2. Sanctions for Minor Violations. For minor violations, the Disciplinary Officer is authorized to impose any sanction short of suspension, declination to certify a student to the Bar, expulsion, or withdrawal of a degree. Notation on a student's official record is not authorized.

8-3. Sanctions for Major Offenses. For major offenses, the Grade/Exam Review Committee is authorized to impose any appropriate sanction.

## 9. APPEALS

9-1. There is no right to appeal, the judgment of the Grade/Exam Review Committee is final.

### Non-academic Misconduct

It shall be a violation of this Code for a matriculated or non-matriculated student, whether or not currently enrolled in the California School of Law, to engage in or attempt to engage in any of the following conduct if it (a) affects or threatens to affect another California School of Law student or a member of the faculty, staff or administration of California School of Law; or (b) occurs on California School of Law premises, in a California School of Law virtual classroom at a function sponsored by California School of Law or by an California School of Law student organization. Unless otherwise stated, such conduct must be done knowingly, recklessly or negligently. This conduct includes:

- (a) Engaging in dishonest conduct, including knowingly furnishing false information to the California School of Law;
- (b) Forging, altering, or using university documents, records, or instruments of identification with intent to defraud;
- (c) Harassing and/or hazing in all forms, which includes, but is not limited to, threatening with violence, or other treatment of a demeaning, abusive, taunting, or alarming nature;
- (d) Intentionally obstructing or disrupting teaching, research, administration, disciplinary proceedings, or other law school activities and other activities on California School of Law;
- (e) Physically abusing any person or engaging in conduct that threatens or endangers the health or safety of any such person;
- (f) Selling, distributing, manufacturing, using, or possessing illegal drugs;
- (g) Stealing from or damaging the property of the California School of Law community;
- (h) Failing to comply with directions of California School of Law officials or engaging in disorderly or abusive conduct toward officials acting in performance of their duties;
- (i) Violating published California School of Law regulations, including regulations relating to entry and use of California School of Law facilities;
- (j) Violating federal, state, or municipal laws;

(k) making false statements to, presenting false evidence to, or failing to comply with a subpoena or otherwise obstructing the administration of justice.

(l) Failing to comply with California School of Law Installment Loan Plan payments and guidelines.

A faculty member shall not decrease a student's grade because of alleged nonacademic misconduct if the student has been found not guilty by the appropriate committee or Dean, or if the charge against the student has been dismissed for failure to state an offense, or the time for filing an appeal by the student, faculty or staff member has expired and no appeal has been filed.

## **Felony Conviction**

Any felony conviction that occurs prior to a student's admission to the California School of Law, if not disclosed on the student's application, or after the student's admission to the California School of Law and prior to the student's graduation from the California School of Law, shall be *per-se* nonacademic misconduct. Upon notification of such a conviction, the California School of Law shall proceed to determine the appropriate sanction; provided, however, that in the event of an appeal of the felony conviction, the California School of Law may suspend the alleged violator from the California School of Law, pending final determination of the appeal.

## **Teacher-Student Relations (Sexual Harassment)**

The integrity of the teacher-student relationship is the foundation of the California School of Law educational mission. This relationship vests considerable trust in the teacher, who, in turn, bears authority and accountability as a mentor, educator, and evaluator. The unequal power inherent in this relationship heightens the vulnerability of the student and the potential for inappropriate behavior and allegations. The relationship between teacher and student must be protected from influences or activities that can interfere with learning consistent with the goals and ideals of the School.

Whenever a teacher is responsible for directly supervising a student, a sexual relationship between them is inappropriate. Any such relationship jeopardizes the integrity of the educational process by creating a conflict of interest and may lead to an inhospitable learning environment for other students.

Therefore, no teacher shall have a sexual relationship with a student over whom he or she has direct supervisory responsibilities, regardless of whether the relationship is consensual. Teachers must avoid sexual relationships with their students, including past or future students. Conversely, teachers must not directly supervise any student with whom they have a sexual relationship.

Sexual relationships between a faculty member or a teaching assistant and a student are inappropriate. The school of law cannot enforce a prohibition against such relationships, but it does consider them to be unethical and unprofessional. When teachers abuse, or even appear to abuse their authority, they violate their duty to their profession and to the California School of Law.

In order to discourage such relationships, in acting on complaints that come to the Law School's attention, it will be presumed that any complaint of sexual harassment by a student against a faculty member or teaching assistant is valid if sexual relations have occurred between them. This presumption is not irrefutable, but will be difficult to overcome. In short, any faculty member or teaching assistant enters at his or her peril into sexual relationships with a student.

For purposes of this policy, "direct supervision" includes the following activities: course teaching, examining, grading, advising for a formal project such as a thesis or research, supervising required

research or other academic activities, and recommending in an institutional capacity for employment or awards.

“Teachers” includes, but is not limited to, full or part-time faculty serving in a teaching role. “Students” refers to those enrolled in any and all educational and training programs of the California School of Law. Additionally, this policy applies to people in the California School of Law who are not teachers as defined above, but have authority over students. Therefore, tutors, supervisors of student employees, advisors and directors of student organizations, as well as others who advise, mentor, or evaluate students are covered by this policy, as well as administrative staff.

## ***Academic Freedom***

The California School of Law is committed to assuring full academic freedom to all faculty members. Because it is confident in the qualifications and expertise of its faculty members, the Law School encourages its faculty members to exercise their individual judgment regarding the content of the assigned courses, organization of topics and instructional methods, provided that these judgments are made within the context of the course descriptions as currently published.

This School’s faculty and administration believe that the most important diversity that can accrue to the benefit of students is the diversity of thought that results from free discussion, the open expression of viewpoints and opinions on the subject matters at hand and the diversity of thought that results from the free exercise of research and original thinking in the academic fields related to the institution’s course offerings.

The California School of Law encourages instructors and students to engage in discussion and dialogue. Students and faculty members are encouraged to express views freely, however controversial, as long as they believe it would advance understanding in their specialized disciplines. Therefore, the California School of Law has implemented the following process to assure academic freedom:

1. This policy is provided, in writing, to instructors at the time of hiring.
2. This policy is published in the catalogue.
3. This policy is presented and published in the official statements of the institution’s policies which are filed and maintained in the office of the Dean.

## **Netiquette**

Netiquette refers to etiquette on the Internet. Students are expected to observe the following guidelines:

**Ethics:** As a student of the California School of Law, you will abide by all rules and regulations of CSOL.

**Behavior:** You agree to be polite and respectful online, even when you disagree with what is being said. You will not intentionally obstruct, disrupt or interfere with the teaching and learning that occurs on the web site. You will not harass, stalk, threaten, abuse, insult, or humiliate any student, professor or administrator using any CSOL computer system.

**Properly working equipment:** Students are required to have properly working equipment in order to participate in the web conferencing classroom. This means your camera and mic must be working before class begins. Any student who has problems with their equipment should contact the school Tech Support. If your equipment does not work properly you will be removed from the web conferencing classroom and will be marked as absent.

**On Camera:** When appearing on camera, student must wear proper attire. This is law school and students should dress as if they were sitting in a brick and mortar classroom. What you see on camera is what others see. Please do not eat or smoke on camera. Proper lighting and camera angle should be observed.

**Chat area:** The chat area in the web conferencing classroom is for academic purposes only. If student is having technical issues, do not use the chat area to announce. Call the school or BlackBoard tech support.

**Raising your hand:** If you wish to join the conversation or have a question while in the Web Conferencing room, please raise your hand. Do NOT simply interrupt; do not talk out of turn. Please use the “raise hand” icon

**Assignments:** You agree to do all your own work on time, except where your professor has assigned group projects. All tests and writing assignments you take shall be solely performed by you, except where your professor has requested that you do group projects. Late assignments will not be accepted. Graded work cannot be resubmitted for a different grade unless suggested by the professor. Computer problems, failure to obtain the required textbooks, working late, moving, traffic, etc cannot be accepted as excuses for not submitting an assignment on time.

**Communicating with the professor:** Students communicate with the instructor via e-mail outside of class. Communication is welcomed and strongly encouraged. E-mails will be answered within 24 hours during the work week and 48 hours on the weekend. Emails must be sent using school email account. Students need to check their school email account a minimum of twice weekly.

## Non-discrimination Policy

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All classes, programs and activities of the California School of Law, including admission and employment are provided in a way that is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition, sexual orientation, age, handicap, or veteran status. Any and all concerns regarding perceived departures from this policy should be brought to the attention of the Dean without delay.

### ***Equal Opportunity and Affirmative Action***

California School of Law is committed to basing judgments concerning the admission, education, and employment of individuals upon their qualifications and abilities and seeks to attract to its faculty, staff, and student body qualified persons of diverse backgrounds. In accordance with this policy California School of Law does not discriminate in admissions, educational programs, or employment against any individual on account of that individual’s sex, race, color, religion, age, or disability, national or ethnic origin; nor does California School of Law discriminate on the basis of sexual orientation. California School of Law is committed to affirmative action in the employment of women, minority group members, individuals with disabilities and special disabled veterans. Inquiries concerning this policy may be referred to the Dean.

### ***Compliance with The Americans With Disabilities Act***

The Americans with Disabilities Act is a broad civil rights statute designed to promote equal access to and participation in programs and services for those persons with disabilities. The regulations

implementing these laws require that students with disabilities who attend the California School of Law receive benefits and services comparable to those given their non-disabled peers. Specifically, these laws make it illegal for schools to discriminate on the basis of disability by:

- \* denying a student the opportunity to participate in or benefit from a benefit or service,
- \* providing an opportunity to participate or benefit that is unequal to that provided others,
- \* providing a benefit or service that is not as effective as that provided to others,
- \* providing lower quality benefits, services or programs than those provided others, or
- \* providing different or separate benefits or services, unless it is necessary to provide benefits or services that are as effective as those provided to others.

## ***Accommodations for Students With Disabilities***

The California School of Law facilitates individual accommodations for law school students who have disabilities and who register with and have appropriate documentation on file. Faculty members are notified in writing when students in their classes have disabilities and need accommodations for class work and exams. Some typical accommodations include extension of time on tests and use of materials in alternate formats such as large print, Braille, or taped texts. The California School of Law staff welcomes conversations between faculty members and disabled students to ensure proper coordination of special arrangements for the student while maintaining the integrity of course requirements.

In meeting the responsibilities to students with disabilities under the ADA, the California School of Law makes accommodations and modifications to address the needs of students with disabilities. Making accommodations and modifications means changing the way things are usually done in order to take into account disability-related needs.

The California School of Law has accommodated several students with their disabilities; one student suffers from cerebral palsy and has required additional writing time on examinations, another student is visually impaired and the School is working with that student to ensure that all of his study and examination needs are met.

## **Appropriate Use Policy**

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The information systems of California School of Law are intended for the use of authorized members of the California School of Law community, in the conduct of their academic and administrative work.

To protect the integrity of computer resources against unauthorized or improper use, and to protect authorized users from the effects of unauthorized or improper usage, the California School of Law reserves the right, with or without notice, to monitor, record, limit or restrict any account holder's access and/or usage of its computer resources. The California School of Law may also monitor, record, inspect, copy, remove or otherwise alter any data, file, or computer system resources. The California School of Law reserves the right to periodically check these systems and to take any other actions necessary to protect the computer and network facilities. The California School of Law also retains access rights to all files and electronic mail on its computing and network facilities. Anyone using these systems or networks expressly consents to such monitoring.

Any unauthorized, inappropriate, illegal or illegitimate use of the California School of Law's computing resources, or failure to comply with these guidelines shall constitute a violation of California School of

Law policy and will subject the violator to disciplinary action by the California School of Law up to and including termination of employment or relationship, and may result in legal action.

When a violation is identified, the appropriate system manager or Student/faculty head will undertake a review and initiate action in accordance with California School of Law policy. In addition, the California School of Law may require restitution for any use of computer or network services that violates these guidelines. The California School of Law may also provide evidence of possible illegal or criminal activity to law enforcement authorities.

Notwithstanding any other provision of this policy, authorization to access the information systems of California School of Law ends at the termination of employment, end of a recognized role or relationship, or loss of sponsorship. Students may continue to use their California School of Law electronic mail account for up to one (1) year after graduation.

Any questions about this policy or the applicability of this policy to a particular situation should be referred to the Dean.

The California School of Law's information systems consist of all networking wiring, equipment, networks, security devices, servers, computer systems, computers, computer laboratory equipment, workstations, Internet connection, and all other intermediary equipment, services and facilities. These assets are the property of California School of Law. The Appropriate Use Policy describes how these information systems are permitted to be used.

1. Access to and use of California School of Law information systems is a privilege granted by the California School of Law to its faculty, staff and students. Access for up to one academic year for others including "sponsored" individuals whose relationship with California School of Law is a result of a California School of Law recognized affiliation or relationship must be approved by the authorizing Student/faculty's Dean. Such access may not be renewed without the written approval of the Dean. The California School of Law retains sole discretion over the extent to which access privileges are granted and/or extended.

2. Users may only use those computer accounts that have been authorized by the California School of Law for their use. Use of another person's account, security devices, and/or the presentation of false or misleading information or credentials for the purpose of obtaining access to information systems is prohibited.

3. Users are responsible for all use of information systems conducted under their user ID(s), and are expected to take all precautions including password security and file protection measures to prevent use of their accounts and files by unauthorized persons. Sharing of passwords is prohibited.

4. Users may not offer, provide, lend, rent or sell access to California School of Law information systems. Users may not provide access to individuals outside the California School of Law community Student/faculty. Expansion or redistribution of California School of Law's networking service is not permitted. Personal, private or departmental switches, routers and wireless access points may not be connected to centrally-managed network segments, except only as may be agreed to in writing between the device owner and Information Services. For security reasons, dial-up modems may not be in-use on computers while they are connected to the California School of Law network, except only as may be required for bona fide academic or administrative purposes, and where appropriate security measures are in place.

5. Use of California School of Law information systems for hosting non- California School of Law activities must have the explicit written authorization of the Dean prior to use.

6. While the California School of Law attempts to protect electronic communication and files from unauthorized access, this cannot be guaranteed. Users may not access, copy or move files including, but not limited to programs, data and electronic mail that belong to another account, without prior authorization from the account holder. Files may not be moved to other computer sites without permission from the holder of the account under which the files reside.

7. Users may not use remote resources such as printer and file systems, regardless of location on or off the California School of Law network, unless the administrator of the remote resource has first granted permission to do so.

8. California School of Law information and computer systems may be used for lawful purposes only. Users must not use their accounts or California School of Law information systems for unlawful purposes, including, but not limited to the installation of fraudulently or illegally obtained software, illegal dissemination of licensed software, sharing of content where the disseminator does not hold lawful intellectual property rights, or propagating chain letters, pyramid, ponzi, other unlawful or deceptive schemes, or for any purpose contrary to local, state and/or federal law.

9. Use of California School of Law information and computer systems must comply with the provisions of copyright law and fair use. Copyright law limits the right of a user to decrypt, copy, edit, transmit or retransmit another's intellectual property, including written materials, images, sounds, music, and performances, even in an educational context, without permission, except where such use is in compliance with Fair Use or TEACH Act provisions.

10. Users are responsible for the timeliness, accuracy and content/consequences of their web pages and other electronic writings. Posting of personal, family or other identifying information is at the sole discretion of the user, and is a discouraged practice.

11. California School of Law information and computer systems may not be used for commercial purposes except only as permitted with explicit prior written approval of California School of Law Counsel and the Dean.

12. Internet use must comply with the Terms of Service stipulated by our Internet service provider(s). These policies are incorporated by reference. In addition, the acceptable use, Terms of Service and/or other policies of the system(s) also bind users of the Internet connection and resources to which they connect. At the time of writing, the Internet service provider for California School of Law is Verizon.

13. Users may not use information and computer systems irresponsibly, wastefully, or in a manner that adversely affects the work or equipment of others at California School of Law or on the Internet.

14. Electronic messages pertaining to the official business of the California School of Law, including all academic and administrative matters, shall be sent from California School of Law-owned messaging systems. In cases where third-party messaging systems are used to originate a message, and/or where a party chooses to forward messages from a California School of Law-owned system to a third-party system, individuals using these systems shall be solely responsible for all consequences arising from such use.

15. The California School of Law's information and computer systems, and the messages, e-mail, files, attachments, graphics and Internet traffic generated through or within these systems, are property of the California School of Law. They are not the private property of any California School of Law employee, faculty, staff, contractor, student or any other person. No user of California School of Law systems should have an expectation of privacy in their electronic communications. All electronic communications, files and content presented to and/or passed on the California School of Law network,



including those to, from or through Internet connection(s), may be monitored, examined, saved, read, transcribed, stored or re-transmitted by an authorized employee or agent of the California School of Law, in its sole discretion, with or without prior notice to the user. The California School of Law reserves and intends to exercise the right to do so. Electronic communications and content may also be examined by automated means. California School of Law reserves the right to reject from the network or block electronic communications and content deemed not in compliance with policies governing use of information systems at the California School of Law. The California School of Law may make appropriate disclosures of written and/or electronic information or data from the California School of Law's information systems, including with respect to an investigation of alleged misconduct or wrongdoing and/or to law enforcement, pursuant to lawful inquiries and/or legal process. By accessing California School of Law information systems, users give California School of Law permission to conduct each of the operations described above.

16. The confidentiality of any message or material should not be assumed. Even when a message or material is deleted, it may still be possible to retrieve and read that message or material. Further, the use of passwords for security does not guarantee confidentiality. Messages read in HTML may identify the reader to the sender. Aside from the right of the California School of Law to retrieve and read any electronic communications or content, such messages or materials should be treated as confidential by other students or employees and accessed only by the intended recipient. Without prior authorization, students and employees are not permitted to retrieve or read electronic mail messages not sent to them.

17. Notwithstanding the California School of Law's right to audit or monitor its information systems, all users are required to observe the confidentiality and privacy of others' information accessed through California School of Law information systems, including information pertaining to California School of Law programs, students, faculty, staff and affiliates. Without proper authorization, California School of Law system users are not permitted to retrieve or read electronic mail messages not sent to them. With proper California School of Law authorization, the contents of electronic mail or Internet messages or materials may be accessed, monitored, read or disclosed to others within the California School of Law or otherwise.

18. The California School of Law strives to maintain the security and privacy of electronic communications. All use, dissemination and disclosures of student information must comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974.

19. The California School of Law reserves the right at any time, without prior notice or permission from the user or users of a computer or other California School of Law-owned computing device, to copy or have copied, any and all information from the data storage mechanisms of such devices, as may be required in the sole discretion of the California School of Law, in connection with investigations of possible wrongdoing.

20. By accessing and/or using any of California School of Law information systems, including its network, e-mail or Internet services, the user agrees and expressly consents to the terms of this policy, and gives California School of Law permission to conduct each of the operations, monitoring or oversight practices described in this policy, including but not limited to those in sections 15 through 19.

21. The Appropriate Use Policy specifically prohibits the use of California School of Law's information and computer systems to:

1. Harass, threaten, defame, slander or intimidate any individual or group;

2. Generate and/or spread intolerant or hateful material, which in the sole judgment of the California School of Law is directed against any individual or group, based on race, religion, national origin, ethnicity, age, gender, marital status, sexual orientation, veteran status, genetic makeup, or disability;
  3. Transmit or make accessible material, which in the sole judgment of the California School of Law is offensive, violent, pornographic, annoying or harassing, including use of California School of Law information systems to access and/or distribute obscene or sexually explicit material unrelated to California School of Law sanctioned work or bona fide scholarship;
  4. Generate unsolicited electronic mail such as chain letters, unsolicited job applications or commercial announcements;
  5. Generate falsely identified messages or message content, including use of forged content of any description;
  6. Transmit or make accessible password information;
  7. Attempt to access and/or access information systems and/or resources for which authority has not been granted by the system owner(s);
  8. Capture, decipher or record user IDs, passwords, or keystrokes;
  9. Intercept electronic communications not intended for the recipient;
  10. Probe by any means the security mechanisms of any resource on the California School of Law network, or on any other network through a connection to the California School of Law network;
  11. disclose or publish by any means the means to defeat or disable the security mechanisms of any component of a California School of Law Information System or network;
  12. Alter, degrade, damage or destroy data;
  13. Transmit computer viruses or malicious/destructive code of any description;
  14. Conduct illegal, deceptive or fraudulent activity;
  15. Obtain, use or retransmit copyrighted information without permission of the copyright holder;
  16. Place bets, wagers or operate games of chance; or
  17. Tax, overload, impede, interfere with, damage or degrade the normal functionality, performance or integrity of any device, service or function of California School of Law information systems, content, components, or the resources of any other electronic system, network, service or property of another party, corporation, institution or organization.
  18. The above enumeration is not all-inclusive. If there is a question as to whether a specific use is appropriate or acceptable under this policy, the California School of Law's sole determination shall prevail.
22. Use of California School of Law information and computer systems must comply with all applicable local, state and federal laws, including, but not limited to, the following which are incorporated herein by reference:

**Student/faculty States Code, Title 18, Sec. 1030 et seq., Computer Fraud and Abuse Act**, which imposes sanctions for, among other acts, knowingly accessing a computer without authorization or in excess of

authorized access, knowingly causing damage to protected computers, or trafficking in password information.

**Student/faculty States Code, Title 18, Sec. 2510 et seq., Electronic Communications Privacy Act**, which imposes sanctions for, among other acts, interception of wire, oral or electronic communications.

**Student/faculty States Code, Title 18, Sec. 2701 et seq., Stored Wire and Electronic Communications and Transactional Records Act**, which imposes sanctions for, among other acts, intentionally accessing without authorization, a facility through which electronic communication service is provided, or intentionally exceeding authorization to access a facility, thereby obtaining, and thereby obtaining, altering, or preventing authorized access to a wire or electronic communication while it is in electronic storage

The California School of Law reserves the right to change this policy or any portion of the policy, at any time, without prior notice.

## Grievance & Complaint Procedures

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### ***Academic Grievance***

#### **Student Grievance Policy:**

Most student academic complaints can be handled at first point of contact with a phone call to the Dean of Students. Usually, there is a simple explanation. Student academic complaints are addressed using the policies and provisions of the enrollment agreement, student handbook and academic requirements of the school and the California State Bar. Students who have an academic complaint should contact the Dean of Students regarding academic issues, such as grade dispute or problem with an exam, midterm, essay, assignment, final, or final course grade, or academic dismissal from the School. The Dean of Students will provide a written response to the student's complaint. If the student believes their complaint has not been resolved, the student should use the following procedure to register an academic grievance.

#### **Steps in Academic Grievance Procedure:**

1. The student should contact the Dean of Students in writing expressing his/her concern within 30 days of receiving a response to the original complaint. The Dean of Students will respond in writing within two weeks of receiving the complaint.
2. If the student is not satisfied with the Dean of Students' response, he/she may submit an academic grievance form within 30 days of receiving the response from the Dean of Students. This form can be obtained by contacting the Dean of Students.
3. All academic grievance forms will be returned to the Dean of Students, who will present them to the Academic Affairs Committee. The Academic Affairs Committee will meet and render a decision within four to six weeks of receipt of the grievance forms. The decision of the Committee will be final and a written decision will be provided to the student.
4. All academic grievance forms and final decision notifications will be maintained in the student's file.

5. If the student's academic complaint cannot be resolved after exhausting the institution's grievance procedure, the student may contact the California State Bar at 1149 South Hill St 4th Fl, Los Angeles, CA 90015-2299; phone #: 213-765-1500; website address: <http://calbar.ca.gov>.

## ***Non-Academic Grievance***

The grievance procedures are designed to provide a prompt and fair means of resolving problems experienced by students, faculty and administration. All faculty, students and administration may file a grievance with this institution if they believe that any institutional decision or action, or any lack of action involving a student, teacher, or staff member has adversely affected his or her status, rights, and/or privileges as a student, faculty or staff member at this institution.

Upon receipt of a filed grievance, the institution's Dispute Resolution Committee will investigate the grievance, ascertain the facts, review the applicable policies and procedures, and take corrective actions as may be required to resolve the grievance. In any event, the Dispute Resolution Committee will communicate those findings and a written statement of the disposition of the grievance to the student, faculty or staff member. Actions taken under the informal grievance procedures do not prevent the student, faculty or staff member from seeking other remedies.

These guidelines are intended to facilitate communication, prevention and resolution of grievances, including civil rights issues, monetary disputes, computer issues, sexual harassment, racist comments or behavior within the California School of Law community (the "Grievance"). All members of the community will be treated as equals in these proceedings. Resolution of the Grievance will not depend, in any way, on the individual's status as a student, professor, staff member, or on the duration of the complainant's or accused's anticipated stay or contributions to California School of Law. In order to prevent an adversarial environment, legal counsel are not allowed to participate during any of the informal procedures.

IF YOU THINK YOU ARE BEING HARASSED OR HAVE BEEN HARASSED OR THAT YOUR CIVIL RIGHTS HAVE BEEN VIOLATED OR RACIST STATEMENTS OR BEHAVIOR HAVE OCCURRED OR YOU HAVE ANY OTHER GRIEVANCE AS SET FORTH ABOVE: the following are procedures for all members of the California School of Law community:

1. When you think a Grievance is occurring/has occurred, presumably you will talk informally to a friend, advisor, or counselor as a confidante (this does not mean a complaint has been filed). The Dispute Resolution Committee is always available to answer questions and provide information about your rights and appropriate procedures. Any student, faculty or staff member who has a Grievance, or is uncertain whether he/she has a Grievance, is strongly encouraged to use these guidelines to get information and advice.
2. If you decide to make a complaint, you should do so immediately. The complaint must be made to the Dispute Resolution Committee within at least 60 days after the alleged Grievance has occurred. The California School of Law reserves the right, however, to initiate these internal procedures for the examination of complaints filed up to two years after the alleged Grievance. If the complainant does not want to make the complaint in person, he/she may ask a person within the community to do so. However, the complaint must be documented, dated, and signed by the complainant. A written statement of all complaints will be given to the Dispute Resolution Committee and kept in a confidential file. TO THE EXTENT PERMITTED BY LAW, ANY COMPLAINT THAT IS MADE WILL BE KEPT CONFIDENTIAL IN THE INTEREST OF THE COMPLAINANT AND THE ACCUSED.

3. An informal inquiry will be carried out when a complaint is lodged. The Dispute Resolution Committee will conduct a confidential, informal inquiry in order to clarify the complaint. The Dispute Resolution Committee will privately speak to the complainant, the accused, and individuals who can help clarify the complaint. The content of the above conversations will be disclosed only for the purpose of clarifying the alleged violation, otherwise they will be held in strictest confidence to the extent permitted by law.
4. Throughout the inquiry, the Dispute Resolution Committee will counsel complainant and accused as to possible resolutions of the charges. The Dispute Resolution Committee will also help to ensure that the individuals involved feel safe in their daily routines.
5. If the complaint is delivered verbally, the Dispute Resolution Committee will then write a statement specifying the charge. In order to assure accuracy of the complaint, the complainant will be asked to sign the statement. A copy of the written statement will be kept by the Dispute Resolution Committee.
6. The accused will be notified of a complaint with a written statement prepared by the Dispute Resolution Committee, and accompanied by a copy of the signed complaint.
7. The accused individual must have an opportunity to present his/her side of the story and to respond to whatever has been said by others about the incident. All meetings and conversations shall remain confidential to the extent permitted by law.
8. If the issue has not been resolved informally within 20 working days, the Dispute Resolution Committee will respond in writing, with recommendation or suggesting alternative actions. The Dispute Resolution Committee will have authority to implement a final resolution.
9. If one or both parties find the informal resolution unacceptable, the Dispute Resolution Committee shall arrange binding arbitration between the California School of Law and the party(s) in California under California State laws. The arbitrator's decision is final and costs and attorneys fees will be borne as set forth below.

## **Binding Arbitration**

The parties agree that any dispute arising between the parties shall be submitted to confidential binding arbitration in Santa Barbara, California. Arbitration shall be conducted under the rules and laws of the State of California. The arbitrator's finding shall be binding and may be entered as a judgment in any court of competent jurisdiction, to the fullest extent permitted by applicable law. No arbitration shall be joined to an arbitration involving any other party subject to this agreement, whether through class action proceedings or otherwise.

Each party acknowledges that the arbitration process, and the Arbitrator's finding, is binding and conclusive upon all parties and not subject to appeal or review by any judicial or administrative process. Each party agrees that their submission to arbitration constitutes an irrevocable consent to having the issue resolved entirely through arbitration. The Arbitrator shall hear and determine the controversy upon the evidence submitted and shall have the ultimate responsibility to determine the relevancy and admissibility of the evidence. The parties agree that hearings shall be conducted by the Arbitrator in Santa Barbara, California.

Any arbitration will be according to the laws governing private Education in California. Any and all costs associated with arbitration will be borne by the Complainant. In the event a party fails to proceed with arbitration, unsuccessfully challenges the arbitrator's award, or fails to comply with the arbitrator's

award, the other party is entitled to costs of suit, including reasonable attorney's fees for having to compel arbitration or defend or enforce the award.

If any part of this Agreement is found to be void, unlawful, or unenforceable then that part will be deemed to be severable from the balance of this Agreement and the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired and the severed part will not affect the validity and enforceability of any remaining provisions.

### **Retaliation**

Retaliation against anyone who makes or is involved in a complaint is illegal, even if the allegations are not substantiated. Retaliation will be viewed as a basis for a separate complaint under these procedures.