

# California School of Law Student Handbook

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January 2011



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Santa Barbara, CA 93111

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[CaliforniaSchoolofLaw.com](http://CaliforniaSchoolofLaw.com)

## **Office Hours**

Monday through Friday 9:00 a.m. – 5:00 p.m. PST

California School of Law reserves the right, without notice, 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.

## 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.

## Classroom Login and E-mail Accounts

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### ***Classroom Login***

Go to: <http://www.californiaschooloflaw.com>

Classroom Username: first.lastname

Password: #\$%#

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 in lower case with no spacing.

This will put you in the "hallway." You will probably 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, scroll down and click on "All Courses." Now you will be able to see all active classes and can enter your classes.

To open Ventrilo you click on "Classroom" in the top left under "Cal Law Tools."

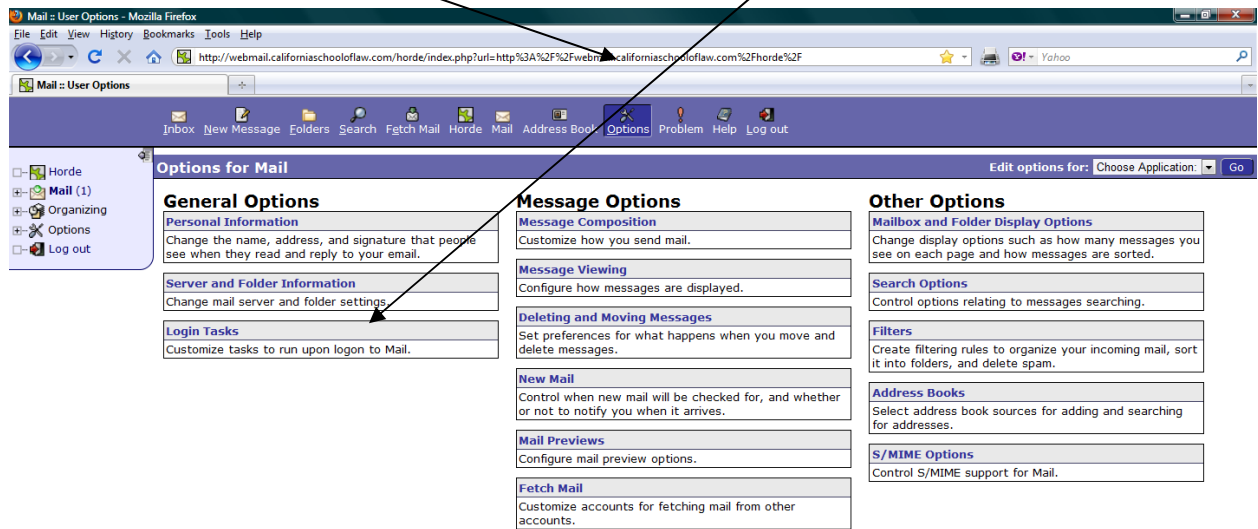
## Setting up your E-mail account

Log into your email account at: <http://webmail.californiaschooloflaw.com>

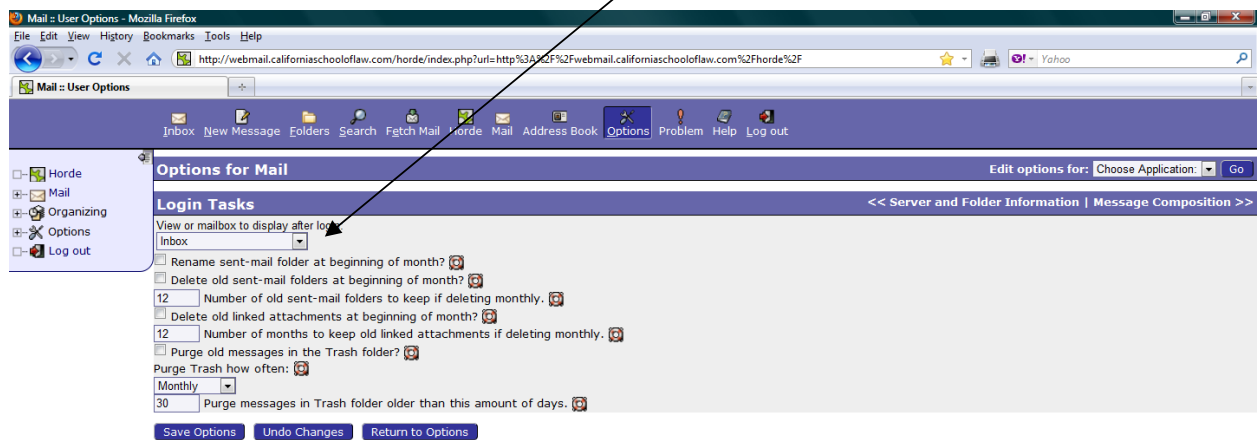
### *Open specific mail folder when logging in*

Select Options  
Options

then select Login Tasks under General



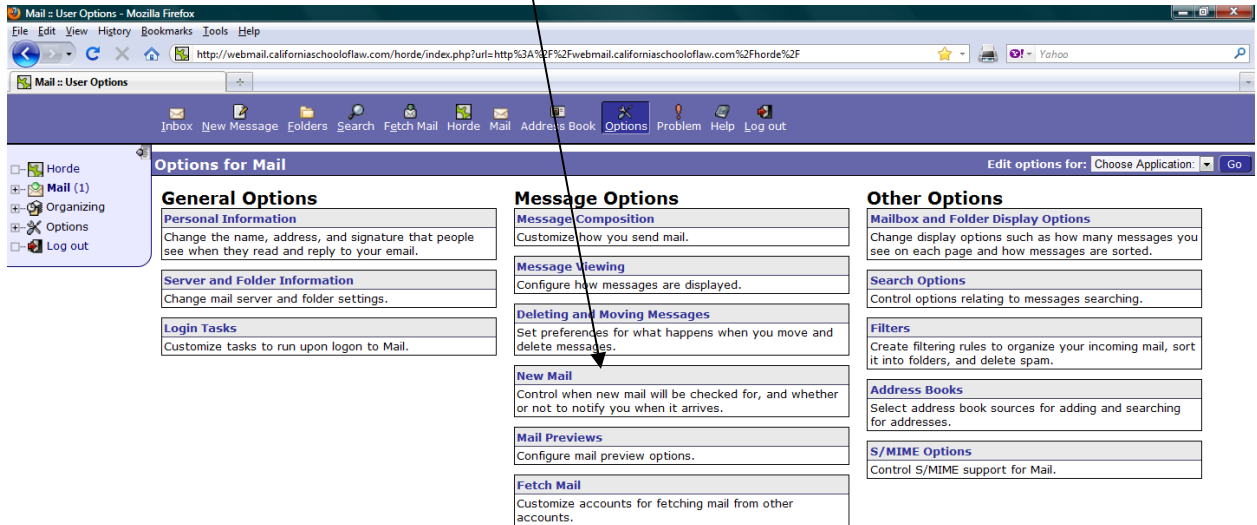
In Login Tasks, select the dropdown box by “View or mailbox to display after login:” and select the mail folder you want to log into upon opening your email.



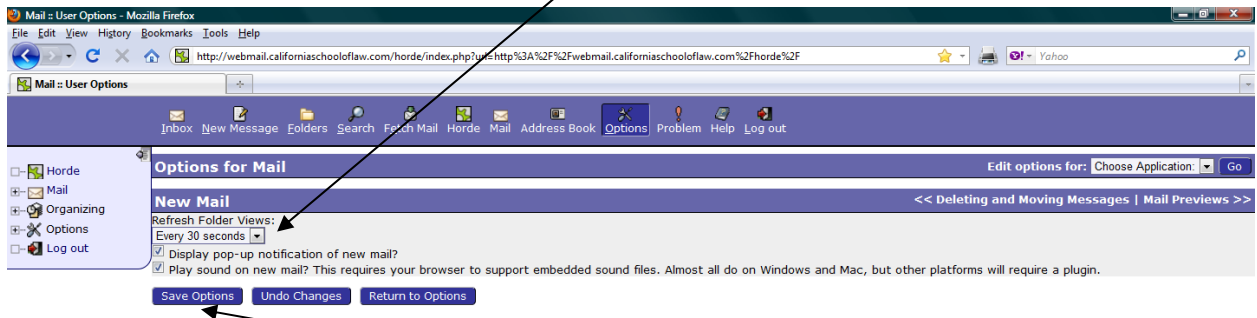
Be sure to click on Save Options

## Setting how often to check for messages

Under Message Options, select New Mail



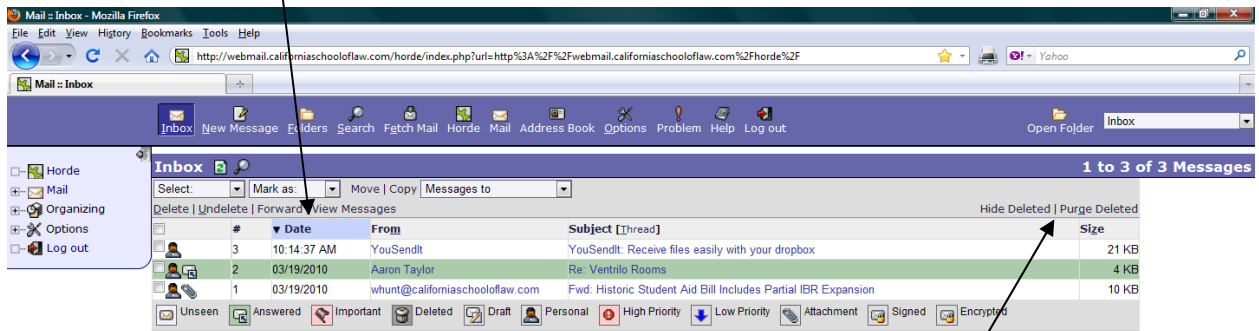
Change the time by clicking on the dropdown box at “Refresh Folder Views:”



Click on Save Options to close and save.

## Sorting your mail

You can sort your mail in any folder by clicking on the heading you want to sort by. As you can see by the highlighting and the direction of the arrow in that heading, this list is sorted descending by Date (most recent first).

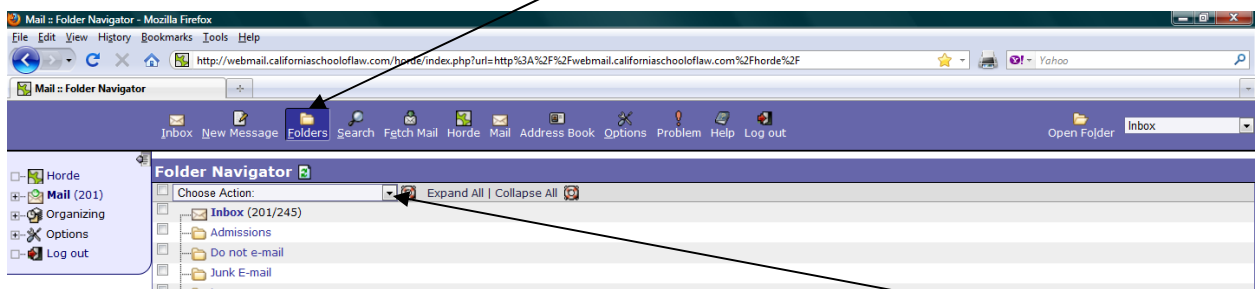


## Permanently Deleting Messages

You can hide and purge deleted messages by clicking on the appropriate selection.

## Creating Folders

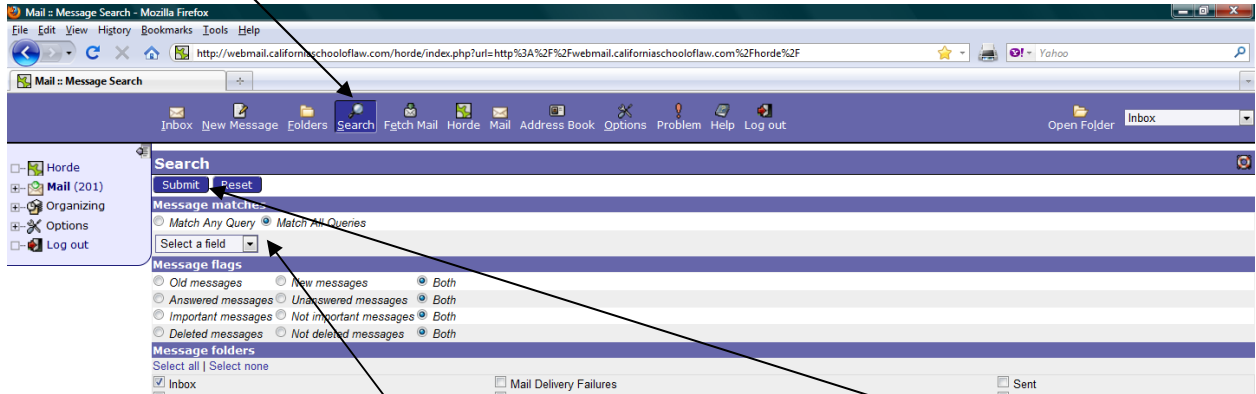
While in a mail folder (*i.e.* Inbox), Click on Folders.



Then select the drop box for actions you can select from, such as creating and renaming folders.

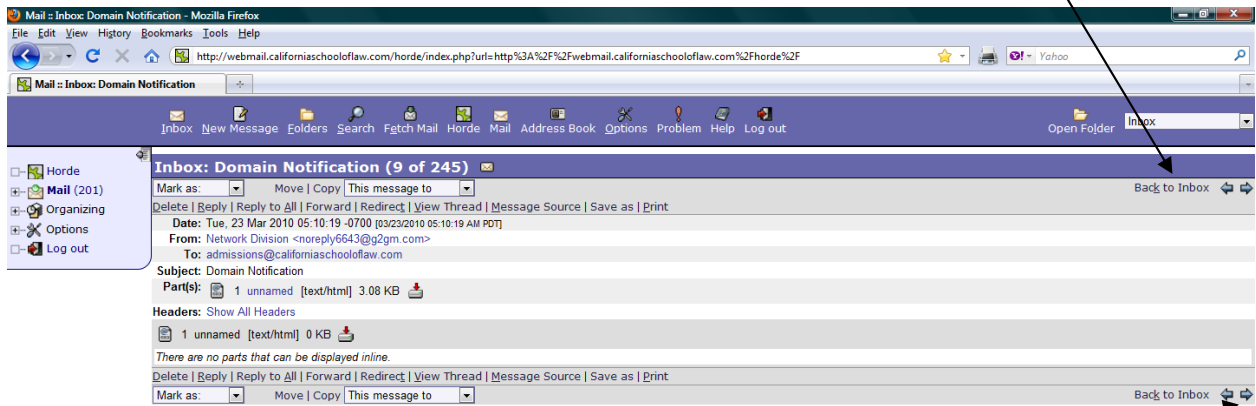
## Searching Folders

You can search for specific items throughout your email folders by selecting Search at the top of any email folder.



Select the drop down box “select a field” and make your choice, filling in the boxes that will appear with your search text. Select other boxes on your screen to expand or limit your search. Click on Submit to run the search.

In any open email you will have the option of returning to the last folder you were in:

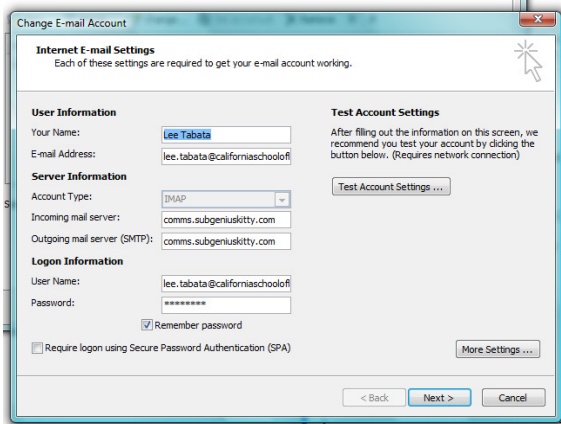


After a search, it will reflect “Back to Search Results”. Obviously, you can scroll forward or backward to the next or previous email by clicking on the arrows.

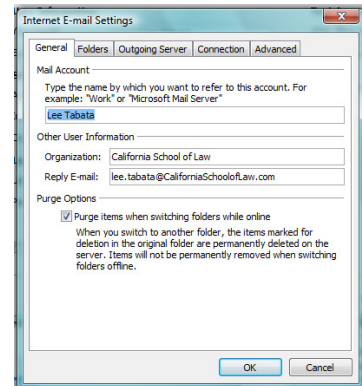
IMAP settings for Outlook, etc.

SMTP Server: comms.subgeniuskitty.com

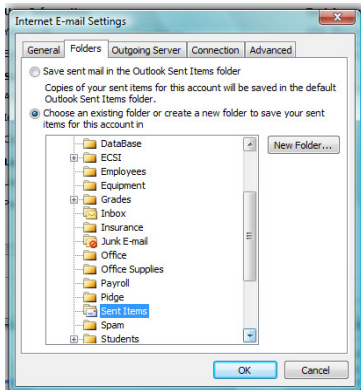
IMAP Server: comms.subgeniuskitty.com



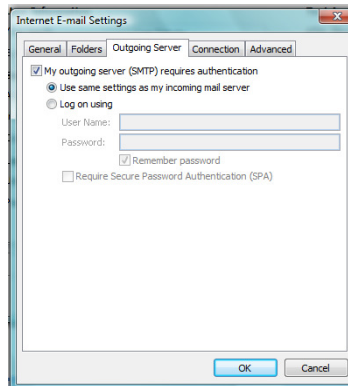
**Step 1**  
internet email settings  
then click on More Settings to proceed to →



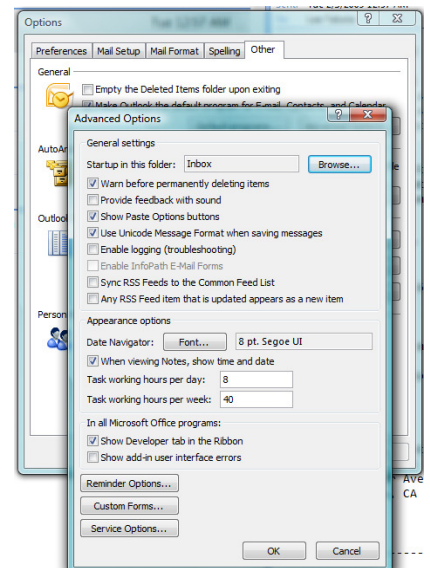
**Step 2**  
General settings



**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

# 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 and 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.

The Students right to cancel this 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

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Withdrawal or Cancellation must be in writing.

Students are considered Enrolled until written notice is received by the school.

Students may obtain a refund of money paid, minus nonrefundable charges, if written notice of cancellation is given prior to the first class. 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 semester) of the classes, the School will remit a pro rata refund within thirty (30) days following the timely withdrawal.

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 emailed 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.

Students are obligated to pay only for educational services rendered, including fees associated with those services and unreturned books, materials, or equipment. A student will be charged tuition based on the number of classes held that the student is registered for, multiplied by the unit tuition rate. If the amount the student has paid is more than the amount the student owes for the time enrolled, then a refund will be made within thirty (30) days of a timely withdrawal. 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 10 classes attended before withdrawal**

Tuition for two 3-Unit Classes		\$2,500.00
30 Class Sessions per Semester per Class divided by 2 classes	÷	<u>60</u>
Charge to Student per Class Session	=	\$41.67
10 Class days x 2 Sessions each day attended before Written Notice of Withdrawal	x	<u>20</u>
Tuition Owed for Classes Registered for to date of withdrawal	=	\$833.33
Westlaw	+	\$75.00
CALI	+	\$50.00
Termination Fee 10%	+	<u>\$200.00</u>

Total Amount Owed to Law School		\$1,158.33
Student Tuition Paid for Semester	-	<u>(\$1,000.00)</u>
Amount Owed to School	=	<u><u>\$158.33</u></u>

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

**Nonrefundable Charges:**

Admissions Fee	\$75.00
One-Time Registration Fee	\$200.00
Returned Checks	\$25.00
Skip Trace (incorrect address)	\$1.25
Termination (Withdrawal) Fee	\$200.00
Westlaw	\$75.00

Students will be charged a \$25.00 fee for a returned check. After the third(3) check is returned to the law school: (a)the student must remit to the law school a cashier's check or money order in the amount of the returned check; and (b)all future payments to the law school must be made with a cashier's check or money order.

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

## Academics

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### ***Continuous Enrollment***

Students are required to maintain continuous enrollment. Failure to maintain continuous enrollment may result in academic dismissal from the Law School. Each school year will consist 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 Tuesdays and Thursdays evenings from 6 - 9 P.M. PST.

Student attendance is required and attendance is taken at 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 instructor, with consultation with the administration.

## ***Time 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 end of each month by the Dean of Education and the professor to ensure students are fulfilling the hours of study requirements of the California State Bar under Guideline 5.3(C)(1).

## ***Tape Recording Class Sessions***

Classes may be tape recorded only if the instructor and all students present consent.

## ***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***

A student requesting a transcript should send a request to the Registrar's Office. Requirements of the Family Educational Rights and Privacy Act of 1974 require that all requests for transcripts must be submitted in writing and include the student's signature and Social Security number.

### **Transcript Pricing**

Regular Service – Mailed US post in 3-5 days .....	\$10.00 Per Transcript
Rush Service – Mailed US post Priority Mail same day .....	\$20.00 Per Transcript
FedEx service – Mailed FedEx same day .....	\$40.00 Per Transcript

The online transcript request form can be found at:

<https://forms.californiaschooloflaw.com/transcript.html>

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

## ***Student Records***

The Registrar's office maintains academic records of all course work completed at the school. Records are maintained for five years. Academic transcripts are maintained for 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. Students may request an unofficial transcript in this case. The word “unofficial” will be stamped on the transcript.

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.

### ***Disclosure of Grades***

The Registrar is not permitted to disclose grades over the telephone to any person. Students must give written consent for disclosure of grades to an individual other than themselves.

### ***Grades***

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

Letter grades are awarded - plus and minus grades are given at the professor’s discretion.

### ***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).

### ***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 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.

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“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 indicates the students’ ability to pass the FYLSE and the California Bar.”

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

The California School of Law verifies student participation and matriculation through audio and video identification. Students sign into a virtual classroom two nights a week and must participate in class via audio and video in order to participate in the Socratic Method which utilizes questioning of the students as a major educational device. During the course of each examination, the professors randomly check in on each of the students, several times, to determine that each student is at his or her computer working on the examination.

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 Examssoft, 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.

### ***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 the First Year Law Students’ Exam.

### ***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 semester. 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.

### ***Dean's Honor List***

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

### ***Degree with Honors or High Honors***

The Juris Doctor degree 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. On recommendation of the faculty, degrees may be

awarded with Honors or High Honors. Under current practice, students who rank in the top 30% of their class are awarded degrees with Honors; those who rank in the top 20% of the class are awarded degrees with High Honors.

### ***The Order of the Coif***

Juris Doctor graduates who rank in the top 10% of the graduating class are eligible for election to membership in The Order of the Coif, if they otherwise meet the membership criteria of the Order. The faculty members elect the new members to the Order from among the eligible graduates.

### ***Law Review Eligibility***

To participate as a member of the California School of Law 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 FYLSE, who rank in the top 10% of the class (not sections), and are nominated by the faculty, are eligible to participate in Law Review.

### ***Moot Court Board Eligibility***

A student may receive an invitation to join the Moot Court Board based on performance in the Moot Court Oral Arguments, in which all students participate as a required part of the curriculum.

In addition to fulfilling the requirements discussed above, a student must have at least a 3.0 GPA in order to be eligible. Any student, however, who otherwise qualifies for Moot Court Board based on performance in the Moot Court Oral Arguments, but who fails to qualify because he or she has a cumulative GPA below 3.0, may petition the Moot Court Honor Society Executive Board to participate.

### ***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.

A student unable to take an exam must notify the professor and the Dean 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 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 before grades are submitted will result in the student receiving a failing grade.

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

A faculty member must review an examination or other written assignments with a student, 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.

## ***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.

## ***Academic Progress***

All students must maintain satisfactory academic progress as measured by the student's cumulative grade point average. The minimum acceptable GPA (grade point average) is 2.0. Should an individual student's grade point average fall below 2.0, the student will be placed on academic probation.

During the ensuing enrollment sessions the student will receive remedial guidance from the Chief Academic Officer or his/her designee, and additional assignments or projects may be required to assure that the student is benefiting from the instruction. The early identification of those students who are experiencing academic difficulty will assist the institution in providing the additional guidance that may provide a remedy.

Should a student's GPA fall below 2.0, the student will be informed that certain minimal corrective actions are required. These include:

1. Full and prompt cooperation and participation in a scheduled completion of assignments.
2. Demonstrated compliance with all communication requests issued by the instructor or the administrator.

A student whose cumulative GPA improves to or above the 2.0 level will be removed from academic probation.

Students who do not cooperate in a remedial program or who are otherwise unable to return their cumulative GPA to a 2.0 standing after the completion of a semester, will be so advised and administratively dropped from the program and be issued all refunds as required by the refund policy of the institution. Such refund policy will be in full compliance with the oversight agency of the institution, the California State Bar.

The programs are structured to provide that a wide variety of tasks are assigned to each participating student. The completion of many of those assignments will require that students make case studies, identify problems and propose solutions, choose among solutions, develop strategies for implementation and make informed judgments throughout the process. Inherent in the instructor's evaluative criteria by which grades are assigned are the expectations that students demonstrate, throughout each course, the development and application of critical thinking skills.

The California School of Law maintains individual student records. Grades are posted to the student's academic progress record and interim transcripts are printed and reviewed. The institution will record all units attempted and the grade earned. Drops will also be recorded. At the time of the posting of grades, the student's GPA will be calculated. Those students not meeting the minimum GPA requirement of 2.0 will be identified at the end of each semester session. A list of those students will be provided to the Dean who will contact students to arrange for remedial action plans.

### ***Required Courses***

Students must take all required courses at the time prescribed. First-year students are not permitted to change programs, drop required courses, take Incompletes in required courses, or take a reduced class load, and still sit for the first year bar 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 law school. Students can petition the Dean of Faculty 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 that fail a course will be permitted to start the program over from the beginning, with the approval of the Dean of the Faculty and the Dean.

## ***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.

Faculty members will apply a grade of F to any student who violates rules regarding plagiarism or other form of cheating or academic dishonesty. 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.

### ***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.

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.

### ***FYLSE Review***

The FYLSE Review course will actually begin on the first day of class with the use of the California School of Law 1st Year Student Program, outlines and study aids to help a first year student. The Program contains; Outlines of Torts, Contracts, Criminal Law, outlines skeletons in Word, Q & A (MC, T/F & essay), Flashcards and helpful information on how to excel in law school. These study aids will benefit students during the first year as well as providing the foundation for the FYLSE review course.

The FYLSE Review course will start four months prior to the FYLSE. During the first two months the class meet's on Wednesdays from 6-9 pm PST and on some scheduled Saturdays. This class time will provide structured study time, lectures, and time for simulated FYLSE's, it will also help with finals.

Students will be given MBE & essay questions to practice, as well as timed test's in preparation for the FYLSE. At the end of each month students will have specific preparation "Milestones" they will need to satisfy, a professor will review the students work and go over any areas needing improvement, and assign appropriate work to help the student make these improvements.

Two months prior to the FYLSE the FYLSE Review course becomes a class in which students earn units. The FYLSE review course becomes far more focused and intense meeting on Tuesdays, Wednesdays, Thursdays from 6-9 pm PST, and on some scheduled Saturdays. Professors will meet with students to discuss test results and strategies for improvement. Specific assignments will be given to individual students to help them focus on areas they are in need of improvement and sharpening skills.

The final month of the FYLSE Review course will have extensive simulated testing with focused feedback. Students will work on areas needing reinforcement and continue to sharpen their skills before the FYLSE.

## **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.

### ***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:

- Harass, threaten, defame, slander or intimidate any individual or group;

- 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;
- 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;
- Generate unsolicited electronic mail such as chain letters, unsolicited job applications or commercial announcements;
- Generate falsely identified messages or message content, including use of forged content of any description;
- Transmit or make accessible password information;
- Attempt to access and/or access information systems and/or resources for which authority has not been granted by the system owner(s);
- Capture, decipher or record user IDs, passwords, or keystrokes;
- Intercept electronic communications not intended for the recipient;
- 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;
- 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;
- Alter, degrade, damage or destroy data;
- Transmit computer viruses or malicious/destructive code of any description;
- Conduct illegal, deceptive or fraudulent activity;
- Obtain, use or retransmit copyrighted information without permission of the copyright holder;
- Place bets, wagers or operate games of chance; or
- 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.
- 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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Student grievance procedures are designed to provide a prompt and fair means of resolving problems experienced by students. All students are encouraged to file a grievance with this institution if a student or applicant to the school believes that any institutional decision or action, or any lack of action involving a student or applicant, has adversely affected his or her status, rights, and/or privileges as a student at this institution.

Upon receipt of a filed grievance, the institution's Dean or his/her designee 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 Dean or his/her designee will communicate those findings and a statement of the disposition of the grievance to the student, faculty or staff member. Actions taken under this grievance policy do not prevent the student or applicant from seeking other remedies permissible by law.

These guidelines are intended to facilitate communication, prevention and resolution of sexual and civil rights issues within the California School of Law community. All members of the community will be treated as equal individuals in these proceedings. Mediation and/or resolution of the complaint will not depend, in any way, 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 be present during any of the informal or formal procedures.

**IF YOU THINK YOU ARE BEING HARASSED OR HAVE BEEN HARASSED OR THAT YOUR CIVIL RIGHTS HAVE BEEN VIOLATED:** the following are procedures for all members of the California School of Law community:

1. When you think harassment or a violation of your civil rights is occurring/has occurred, presumably you will talk informally to a friend, advisor, counselor, faculty member, Dean as a confidante (this does not mean a complaint has been filed). The Dean is always available to answer questions and provide information about harassment or a violation of your civil rights and appropriate procedures. Any student or employee who has been harassed, or is uncertain whether he/she has been harassed, is strongly encouraged to use these guidelines to get information and advising.
2. If you decide to make a complaint, you should do so immediately. The complaint should be made to the Dean or his/her authorized designee at least within 90 days after the alleged harassment or a violation of your civil rights. 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 harassment or a violation of your civil rights. 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 Dean 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 Dean or another officer designated by the Dean, will conduct a confidential, informal inquiry in order to clarify the complaint. The Dean or another officer designated by the Dean, 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 harassment or civil rights violation, otherwise they will be held in strictest confidence to the extent permitted by law.

Throughout the inquiry, the Dean or another officer designated by the Dean, will counsel complainant and accused as to possible resolutions of the charge, essentially acting as a mediator between the two parties. The Dean or another officer designated by the Dean, will also help to ensure that the individuals involved feel safe in their daily routines.

4. If the complaint is delivered verbally, the Dean or his/her designee 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 Dean or his/her designee.

5. The accused will be notified of a complaint with a written statement prepared by the Dean or his/her designee, and accompanied by a copy of the signed complaint.

6. 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.

7. If the charge cannot be resolved informally, within 20 working days, the Dean or his/her designee will respond in writing, with recommendation or suggesting alternative actions. The Dean or his/her designee have authority to implement a final resolution.

Mediation Appeal: If one or both parties find a final resolution of the California School of Law unacceptable, a request for an appeal may be filed with the Dean. Upon receipt of such a request the Dean or his/her designee, shall arrange mediation between the California School of Law and the party(s), to be conducted by a pre-designated external mediator. These arrangements by the Dean include the delimitation of the amount of time and resources to be allotted toward mediation. The Dean will then render a final and binding resolution of the case, based upon the above process and various findings. This ends the internal process of the California School of Law.

Binding Arbitration Appeal: If one or both parties find the mediated resolution unacceptable, the Dean or his/her designee shall arrange binding arbitration between the California School of Law and the party(s). The arbitrators decision is final and costs and attorneys fees will be borne by the losing party.

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

Potential Sanctions: The ramifications of harassment or civil rights violation will differ in various circumstances. Below is a partial list of sanctions that could be imposed on members of the

community. In all cases, the punishment will be congruent with the severity of the charge. Sexual harassment or civil rights violation can represent serious personal misconduct, and can be grounds for dismissal of an employee for cause. Repeat or previous offenses will also be taken into consideration when a sanction is recommended. These sanctions reiterate that harassment in any form is unacceptable to the California School of Law community.

For students:

- \* letter of apology
- \* letter of probation
- \* required counseling
- \* limits/conditions placed on individuals actions within the California School of Law community
- \* required leave from the California School of Law
- \* permanent expulsion

For faculty and staff:

- \* letter of apology
- \* letter of censure
- \* required counseling
- \* change in position and/or responsibilities
- \* required suspension from campus
- \* termination of employment