

California School of
Law
Juris Doctor Student Handbook
2025



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California School of Law reserves the right to change, without notice the requirements for admission or graduation; the arrangement, schedule, time, credit, or content of courses; the books assigned; the tuition or other fees charged; academic standards; any rules or regulations affecting students; and all other matters contained in this Handbook.

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Approval

Registration with the California State Bar Accreditation

The California School of Law is registered with The Committee of Bar Examiners of The State Bar of California as an unaccredited distance learning law school. 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 State Bar of California Regulations

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 need to register with The State Bar of California within 90 days after beginning legal studies. The registration form can be found on The State Bar of California website, www.calbar.ca.gov. Students may also contact The State Bar of California at:

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

Office of Admissions
The State Bar of California
845 S. Figueroa Street
Los Angeles, CA 90017

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:

Office of Admissions
The State Bar of California
180 Howard Street
San Francisco, CA 94105
Phone 415-583-2300

Office of Admissions
The State Bar of California
1149 S. Hill Street
Los Angeles, CA 90015-2299

Guideline 2.3(D) of the California State Bar 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 Bar Of California Student Registration Requirement

All new students with the California School of Law are required to register with The State Bar Of California as a law school student within 90 days of starting law school. Students are provided the link to register with The State Bar Of California and the link to submit confirmation of registration to the California School of Law.

Students that do not provide State Bar Of California Student Registration verification to the California School of Law will not be permitted to attend the second trimester of law school until confirmation of registration is received. Students should keep in mind that it can take up to six weeks for The State Bar Of California to process a Student Registration Application.

State Bars Other Than California

Students who intend to practice law outside of the state of California should contact the applicable Bar Association of that state to determine if graduation from the California School of Law will satisfy that state's requirement 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 the admission to practice law and applicants should inquire regarding those requirements, if any, of the state in which they may wish to practice.

Tuition, Fees & Costs for JD Program

Tuition

Trimester tuition cost:	\$3,000.00	Per trimester
Year tuition cost:	\$9,000.00	Three trimesters per year
Total tuition cost:	\$36,000.00	Four years required course work

The cost of tuition is subject to change. The cost of textbooks and study materials are not included in tuition.

There are costs and fees which are NOT included in tuition while attending the California School of Law, below is a list of some expected costs and fees.

Additional Costs

Application Fee	\$75.00 (one time)
Registration	\$200.00 (one time)
Loan Note Set Up	\$100.00 (one time)
Books	\$300.00 - \$500.00 (annually)
Termination Fee	\$300.00 (one time)

Annual Fees

Students pay a \$400.00 fee each year. The Annual Fees are comprised of the four software programs fees listed below.

FastCase	\$100.00 (annually)
CALI	\$100.00 (annually)
Test Proctoring	\$100.00 (annually)
MSO365	\$100.00 (annually)

California State Bar Fees

Law Student Registration	\$119.00
First Year Law Students Exam	\$624.00
FYLSX Laptop Fee	\$153.00
Moral Character Determination	\$551.00
Multistate Professional Responsibility Examination (MPRE)	\$125.00
CA Bar Exam	\$677.00
Laptop Fee	\$153.00

The tuition, cost and fees are subject to change. The cost of textbooks and study materials are not included in tuition.

International Student Payment

Tuition and fees are charged in U.S dollars. Any payments received in non-US dollars will reflect the exchange rate at the time of deposit and applied to the student's account accordingly. Arrangements must be made with the California School of Law to fulfill any short fall after the exchange rate is applied.

Cancellation & Tuition Refund Policy

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 or withdraw from a course of instruction is subject to the terms and conditions set forth below and in the Student Handbook.

Withdrawal Policy

Withdrawal or Cancellation must be in writing. Withdrawal or Cancellation shall occur only when written notice of cancellation or withdrawal is sent to the California School of Law, at either the Law School's business address or by email to the Administration (the Registrar or Dean are preferable). Sending an email to your professor is NOT written notice. Withdrawal or Cancellation is effective from the date received.

If written notice of cancellation is given prior to the first class, students may obtain a refund of money paid, minus applicable nonrefundable charges. 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.

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. 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 bases 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 into 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

In the event of a refund, the California School of Law will mail a check to the student within 30 days.

Financial Aid

California School of Law provides students with several affordable and attractive installment plans. All plans require some payment while attending law school. All students enrolled in the California School of Law are approved for their plan of choice. Tuition is charged by the trimester, not the year, keeping both the principal and interest low.

Installment Plans

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

A signed promissory note, photo ID are required to implement any of the plans.

Plan \$350/month, 3%

Students make a \$350.00 payment each month until the tuition with interest is paid in full. The interest rate is 3% per year on the amount owned.

Plan \$750/month, 0%

Students make a \$750.00 payment each month, and the tuition is paid in full by the end of the semester. The interest rate is 0% per year on the amount owed.

Payment Plan Processing Fee

Students are charged a one-time payment plan processing fee of \$100.00.

Credit Card Payments

Credit cards are accepted to process payments. Any surcharges are paid by the students.

Accelerating Payments

Students may pay off the balance of their tuition or pay a lump sum at any time, without penalty.

Applying for Installment Payment Plans

To apply for an Installment Payment Plan, contact the California School of Law at 805-770-3030 or financialaid@californiaschooloflaw.com. Representatives of the School will discuss the right plan for each student.

STUDENTS SELECTING AN INSTALLMENT PAYMENT PLAN ARE RESPONSIBLE FOR PAYING TUITION PLUS ANY INTEREST AND FEES, REGARDLESS OF WHETHER YOU WITHDRAWAL OR GRADUATE.

Students on a California School of Law Installment Payment Plan must stay current with payments; failure to do so is grounds for dismissal from the law school. Students who fail to make two (2) payments during an academic year are placed on non-academic probation. Students who fail to make three (3) payments during an academic year are dismissed from the California School of Law.

Loan Deferment

There is no deferment of California School of Law installment payment plans. You may be able to defer or forbear your current loans while attending the California School of Law.

Academics

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 video conferencing classes meet on Tuesday and Thursday evenings from 4:30pm – 7:30pm PST or 6:00pm – 9:00pm PST. Students take two classes each night, each class meets for one and a half hours (1 ½). The California School of Law is on a trimester system, there are three semesters each year. Each trimester is a four-months, each class meets 30 times, with mid-term and final exams. Class time is only

a portion of the study time required to earn a Juris Doctorate.

Attendance

A minimum of 80% of all class sessions must be attended for a student to pass each course.

Students can't exceed 6 missed classes sessions per course during a trimester (15 weeks) and meet the attendance requirements. With seven (7) absences the student can't pass the course.

The policy of the California School of Law regarding attendance is based on the premise that regular communication between the professor, student and amongst students themselves, has significant value in the learning process. Student attendance therefore is required.

Recorded Class Sessions

All classes are recorded by the California School of Law and archived for student review. Recorded lectures do not count towards attendance nor take the place of attendance.

Exams on the Computer

The California School of Law requires students to submit Mid-Terms and Final Exams using a secure testing software Proctorio.

It is impossible to 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. If during the exam, a file is corrupted, 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.

Proctored Examinations

All Examinations at the California School of Law are proctored through Proctorio, which employs an A.I.-driven remote proctoring solution that digitally observes exam-takers with video and audio monitoring throughout the entire exam.

See exam proctor instructions at the end of this handbook.

Accommodations for Students with Disabilities

If you have a disability that could affect your ability to take a test administered by the California School of Law, you may want to request testing accommodations. Testing accommodations are available to those with mental or physical disabilities as defined in Title 4, Division 1, Chapter 7, Rule 4.82 of the Rules of the State Bar of California (Testing Accommodations). Applicants with temporary medical conditions, such as a pregnancy or broken leg, and mothers who are nursing may also file requests for accommodations.

The California School of Law staff welcomes conversations with disabled students to ensure proper coordination of special arrangements for the student while maintaining the integrity of course requirements. Appropriate Faculty members are notified in writing when a student has a disability and need accommodations for class work and/or exams.

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. Typical accommodations include extension of time on tests.

The California School of Law has accommodated several students with disabilities for a variety of reasons including Learning Disabilities, ADHD and Visual impairment.

Procedures to Request Accommodations

The California School of Law procedures for testing accommodations for students with disabilities is to have student requesting accommodations complete the Student Testing Accommodations Request Form and meet with The Dean of Students. The Dean of Students will discuss with the students the disability the student has, the accommodations being requested and, provide the student with the required forms, policies and procedures to be followed in order to receive accommodations.

Grades

Grades are based primarily on the final examination and mid-term exams. Instructors may require written papers in addition to examinations. Instructors may give additional examinations, written papers, group projects, drill questions and other law related projects which may or may not be counted in the final grade. All grading at the California School of Law is anonymous.

- The Final is a minimum of 70% of the course grade.
- Midterms are a maximum of 25% of the course grade.
- Participation is a maximum of 5% of the course grade.

Letter grades are awarded, and plus and minus grades are given at the professor's discretion.

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Grade GPA

A+	4.00
A	3.75
A-	3.50
B+	3.25
B	3.00
B-	2.75
C+	2.50
C	2.00
C-	1.75
D+	1.00
D	1.00
D-	0.75
F	0.00

Grade Description

A+ - A-	Excellent
B+ - B-	Good
C+	Adequate
C	Fair
C- - D-	Inadequate but Passing
F	Failing
I	Incomplete
P	Pass
W	Withdrawal
TR	Transfer Credits
AUD	Audit
AD	Academic Dismissal
NAD	Non-Academic Dismissal
X	Expelled

All course at the California School of Law is graded, no courses are pass/fail.

Grading Standards

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

“Grading should be such that students who pass the California School of Law courses are likely to be able to pass 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 this standard and reflects the students’ ability to pass the First Year Law Students Exam and the California Bar Exam.”

The Legal Writing and Analysis (LW&A) course is a comprehensive review of Torts, Contracts and Criminal Law with a focus on strengthening essay-writing skills and improving multiple choice questions performance. The LW&A course concludes with a 100 multiple choice questions that is comprehensive of the first-year courses and students must achieve a minimum score of 65% in order for students to continue to the second year.

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

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. Transcripts are released only after payment and receipt of a signed, written request from the student.

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

Family Educational Rights and Privacy Act

The California School of Law adheres to the Family Educational Rights and Privacy Act (FERPA). 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.

Health Insurance Portability and Accountability Act

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) protects the use and disclosure of individually identifiable information or protected health information (PHI) created or received by covered entities. HIPAA sets rules about who can look at and receive health information. This law gives individuals rights over his/her health information and when it can be shared.

The California School of Law doesn't provide health insurance or have group health insurance policies for Students attending the law school. Nor does the California School of Law provide health insurance or have group health insurance policies for Professors or Administrators.

However sensitive medical information is stored in Students, Professors and Administrators digital files at the California School of Law and this medical information is gathered and stored in compliance with HIPAA.

California School of Law has Administrative Safeguards to keep Students, Professors and Administrators sensitive medical information secure. Access to Students, Professors and Administrators files is limited to appropriate personnel, primarily the Dean's and the Registrar. Students, Professors and Administrators sensitive medical information is not released to third party without written consent of the Student, Professor or Administrator.

The California School of Law has clear policies and procedures for receiving, processing, and maintaining confidential medical records for Students, Faculty and Administrators.

The Law School information management system, AmpEducator where Student, Faculty and Administrator's academic, personal, and medical information are stored, is password protected and has a user priority filter. The Registrar is the only user with accesses to confidential information of the Students, Faculty and Administrator's.

The most common occurrence is the Registrar receiving Medical Documents from student requesting accommodations for testing. If the Medical Documents are received electronically, they are placed in the student's digital file. If a paper copy is received, then the Medical Documents are scanned by the registrar and placed in the student digital file.

The Medical Documents are reviewed by the Dean, Dean of Students and Dean of Education and appropriate accommodations are provided (see Accommodations for Students with Disabilities). The Medical Documents are then placed in a secure Student Medical Documents File that only the Registrar can access. No California School of Law Student, Faculty or Administrator can access the Confidential Medical Documents of any Student, Faculty or Administrator without the Registrar's permission. The Registrar will not give permission to accesses the Confidential Medical Documents without the Deans consent.

The California School of Law has Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) Compliance Awareness Training with all new employees to ensure Students, Professors and Administrators medical information is not divulged intentional or inadvertently in violation of HIPPA or FERPA. The Dean reviews the confidentiality requirements of HIPPA and FERPA with new and current employees, focusing on scenarios that the law school faces regularly.

Transcript Requests

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.
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. The transcript request form and pricing can be found at:

<https://californiaschooloflaw.com/transcripts/>

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 considering 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 are accepted by another Law School.

Academic Progress

Academic Probation for First Year Juris Doctor Students

First year students must have a minimum cumulative and trimester GPA above 2.5 to stay in good academic standing. First year students with a cumulative or trimester GPA of 2.5 or below will be placed on Academic Probation by the **Retention/Academic Probation Committee** and informed of the policies regarding Academic probation and into the PASS program by email to the student's law school email address.

First year students with a GPA of 2.5 or below will be informed by email that failure to bring their cumulative and trimester 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 by the **Retention/Academic Probation Committee**.

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

Second, Third- and Fourth-year students with a trimester GPA above 2.25 to stay in good academic standing. Second, Third- and Fourth-year students with a trimester GPA of 2.25 or below will be placed on Academic Probation and into the PASS program by the **Retention/Academic Probation Committee**. And informed by

email to his/her law school email address.

Students on academic probation will be informed by email that failure to bring their GPA above 2.25 the next semester will result in dismissal from the California School of Law.

Students whose GPA improves above 2.25 the next semester will be removed from academic probation but may be kept in PASS by the **Retention/Academic Probation Committee**.

PASS

The Provisional Academic Student Success (PASS) program at the California School of Law is designed to assist students who are in danger of being placed on Academic Probation or are on Academic Probation.

For students on Academic Probation or referred to PASS by a professor, the program sessions are mandatory, students assigned to PASS MUST attend additional class sessions with the Dean of Students academic support staff. The PASS sessions will be held or supervised by the Dean of Students.

PASS sessions will meet on alternating Fridays beginning the second Friday of each month. Exceptions will be made for good cause (i.e.: work schedule conflict, religion, family requirements, or other reasons deemed acceptable by the Deans), including alternate day(s) and time(s) to accommodate the student schedule.

PASS sessions will be used to assist students succeed through reviewing course assignments, legal concepts, legal writing, approaches to MBE's as well as training on how to use academic resources.

Work in and for the PASS program is secondary to classwork and exams.

A Professor may refer students to the PASS program based on student performance on midterms prior to being placed on Academic Probation. Students from Legal Method matriculating into 1L first trimester may be placed in the PASS program.

Successful completion from PASS and removal from Academic Probation is based on the combination of:

- a) Course Grades
- b) Test Scores
- c) In-class Assignments Grades
- d) Successful completion of PASS assignment
- e) Information from Professors and Faculty
- f) Analysis by the PASS Program Administrator(s)

Student may be admitted to the PASS program more than one time during their matriculation at the California School of Law.

Academic Dismissal from JD program

First Year Students

Students with a cumulative GPA below 2.5 at the end of the first year will be academically dismissed from the California School of Law by the **Retention/Academic Probation Committee** and will not be permitted to sit for the FYLSX. Students who fail a course during the first academic year will be dismissed from the California School of Law. Notification of Academic Dismissal is by email to the student's law school email.

Capstone Course and Academic Dismissal

The Legal Writing and Analyses is a capstone course required in the third trimester of the first year. It is designed to give students the chance to apply the legal knowledge and writing skills they have acquired throughout their first-year education and to encapsulate all the learning objectives.

The Final Exam for Legal Writing and Analyses is a simulated First Year Law Students Exam. The final exam is consisting of 100 MBE questions in Torts, Contracts and Criminal Law. The students' exam answers will be reviewed and graded based on FYLSX standards.

Only students receiving a passing score of 70+ on the MBE's will pass LW&A and be permitted to matriculate into the second year of law school at the California School of Law. Students that do not pass the final for LW&A will be dismissed from the California School of Law by the **Retention/Academic Probation Committee**.

Second, Third- and Fourth-Year Students

Second, Third- and Fourth-year students with a cumulative GPA below 2.0 for two consecutive trimesters will be academically dismissed from the California School of Law. Failure of a course by Second, Third- and Fourth-year students may result in academic dismissal, delay in matriculation and graduation.

The **Retention/Academic Probation Committee** determines which students are placed on Academic Probation, in the PASS program or Academically Dismissed.

Course Repetition Policy

First year students are not permitted to re-take a course. First year students that fail a course will be dismissed from the California School of Law. First year students are not permitted to re-take a course to receive a higher grade, improve GPA or to be removed from Academic Probation. Course repetition is only permitted for Second, Third- and Fourth-year students.

Second, Third- and Fourth-year students are not permitted to re-take a course to receive a higher grade, improve GPA or to be removed from Academic Probation. Course repetition by Second, Third- and Fourth-year students is only permitted for a course that the student has failed.

Second, Third- and Fourth-year students that fail a course and are not Academically Dismissed from the law school, must re-take a course that was failed the next time the course is scheduled by the law school. The repeated course grade and units will replace the Failing (F) grade in calculating the students GPA and units earned. After the students GPA is re-calculated with the repeated course grade, the students will be re-assessed for academic disqualification, academic probation, and academic advancement in the program. The student's graduation date will be re-calculated and the student will be informed of their new graduation date.

The **Faculty Retention/Academic Probation Committee** Has the authority to create and modify of the academic standards for retention and probation.

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 either the Dean, Dean of Education or Dean of Students.

A student unable to take an exam must notify the Professor and a 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. Failure to give advanced

notice at the earliest time possible is a valid reason to deny the request.

When prior notice is not possible, the student must contact the Professor and a Dean as soon as possible to explain the failure to take the examination and when permitted, to arrange for a makeup examination. Failure to notify the professor and the Dean's will result in the student receiving a failing grade on the exam.

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

Review of Examinations and Assignments

Students are permitted to inspect and copy examination essay questions and their answers to those questions for one month after grades are recorded. Students are permitted to compare their answer sheets for multiple-choice, true-false, and similar tests to the answer key for multiple-choice, true-false, and similar tests for one month after grades are recorded.

In Canvas students can access their exam taken, the exam questions, their exam answers to the questions and instructor feedback once the grading is complete and exam is released by the professor for student review.

Students may request the professor or Dean of Students to review an examination or assignment, regardless of the grade received. The students request will be honored provided the student has complied with reasonable preconditions such as attending an examination review session and making an appointment within a specified time. The professor or Dean of Students is not, however, expected to debate the student's grade, the grading scale or modify the grade.

The **Faculty Retention/Academic Probation Committee** has the authority to create and modify the academic standards for retention and probation.

Internships

The California School of law encourages students to participate in an internship while in law school, though internships are not a required. Students that participating in an internship can get up 3 units of credit during one trimester. Students are not permitted to participate in an internship during the first year of law school.

Internships must be approved by the California School of Law Academic Affairs Committee and The State Bar of California's Practical Training of Law Students (PTLS) program in advance of beginning an internship for credit. Students should contact the California School of law at least two months prior to the start of a new trimester to discuss scheduling an internship.

Student internships are supervised by the Dean of Faculty to ensure the appropriate level and type of work will be assigned to the student. Paralegal and legal assistant work is insufficient to meet the PTLs requirements.

All internships must be approved by The State Bar of California's Practical Training of Law Students (PTLS) program which certifies law students to provide legal services under the supervision of an attorney. For more information go to

<http://www.calbar.ca.gov/Admissions/Special-Admissions/Practical-Training-of-Law-Students>

Student Services

The Faculty, Administrative Staff, and Academic support all have a sincere interest in the welfare of each student and therefore, an open-door policy is always employed.

Academic Counseling

Law school life can be stressful and difficult at times. It can be hard to know what to do or when to do it. The California School of Law is here to help you with Academic Counseling focuses on two main areas: Academic Advising and Personal Challenges.

Academic Advising

Dean William Hunt, Dean of Students Sherman are available for One-on-one Academic Advising sessions to help you develop your Academic Plan for success. Academic Advising sessions can help you ensure you are continually making enrollment choices to further your progress towards graduation.

The California School of Law staff are available to assist students during their matriculation through our program of legal education. The staff will advise students on the expectations of law school, provide suggestions on time-management, and guidance on effective study strategies.

The Dean of Students available to assist students in mastering the skills necessary to succeed in law school by identifying causes and attempting to find solutions for academic problems. As such, Dean of Students will conduct an individual assessment of a student's needs and develop a plan to aid the student based on the results of the assessment. It is common for assignments to be review of; class work, Drill Questions, midterm exams or other document production provided by the student for feedback to evaluate the student's progression along the identified plan.

You can book your appointment for academic advising, financial aid counseling, wellness counseling, study strategies or law school advising through email or by calling the California School of Law.

Personal Challenges

We believe emotions are part of being human and they don't just go away when we are at work or at law school. Sometimes, challenging emotional experiences can get in the way of being a productive student and it can be helpful to have someone to talk to when this happens. While Academic Counseling is NOT therapy, our deans do offer emotional support and can refer students to resources to get the support they need.

Suggested alcohol and substance abuse programs include:

The State Bar of California Lawyer-Assistance-Program

<http://www.calbar.ca.gov/Attorneys/Attorney-Regulation/Lawyer-Assistance-Program>

The State Bar of California also has a Self-Assessment Tests

<http://www.calbar.ca.gov/Attorneys/Attorney-Regulation/Lawyer-Assistance-Program/Resources>

The Other bar for legal professionals

<https://otherbar.org/>

Life Ring for legal professionals

<https://lifering.org/>

Career Services

The California School of Law does not have a Career Services Office, but the law school refers graduates to a national attorney placement company to help graduates find employment. The placement company works

with graduates after passing the Bar Exam, as well as graduates that have not passed the Bar Exam. California School of Law does not guarantee employment for its graduates.

Student Work Authentication

The California School of Law authenticates that the works submitted by the student is in fact their work, on all assignments, examinations, projects, and essays.

The California School of Law verifies student participating in the classroom video by verifying his/her identity. The student is required as part of the application to submit a copy of a government issued photo Identification for her/his student file. The student on video in class must match the photo ID on file with the law school.

Students are provided personal login accounts for the submission of homework, essays and other assignments to the professor through a software program called “Canvas.” Each student’s submitted work is maintained separately and can be viewed only by the professor and the student who submitted the assignment.

Exams are taken and submitted in Canvas using Proctorio as the testing software to proctor the examination. Each student is provided a personal login for Proctorio. All examinations are proctored, and the student’s identity is checked to ensure the exam taker is the student in the course.

Proctored Examinations

All Examinations at the California School of Law are proctored through Proctorio, which employs an A.I.-driven proctoring solution that digitally observes exam-takers with video and audio monitoring throughout the entire exam.

Graduation Requirements Juris Doctor Degree

To graduate from the California School of Law and receive a Juris Doctor degree, students must:

1. To graduate from the California School of Law and receive a Juris Doctor degree, students must have a minimum of 864 hours of study over 48 to 52 consecutive weeks a year for 4 years. Each course is a minimum of 145 Credit Hours (3.5 units with 45 hours of class time/academic engagement and a minimum of 100 study hours).
2. Students must also pass the State Bar of California First Year Law Students’ Exam (FYLSX) after the successful completion of their first year of study.
3. Maintained a cumulative grade point average of 2.00 or better throughout their study at the law school.
4. Pay all tuition, fees, and charges due.
5. ALL REQUIRED COURSE MUST BE PASSED TO GRADUATE WITH A JURIS DOCTOR DEGREE.

Student Responsibility for Fulfilling Requirements

It is the responsibility of the student to ensure that all degree requirements are fulfilled. It is the student's responsibility, not the Registrar's nor the California School of Law’s administration, to make sure that all degree requirements are completed. If a student has not fulfilled all degree requirements, he or she will not receive a degree and will not be certified for the California Bar Examination until all degree requirements are fulfilled.

ALL REQUIRED COURSE MUST BE PASSED TO GRADUATE WITH A JURIS DOCTOR DEGREE.

Degree or Degree with Distinction

The degree of Juris Doctor is conferred by the California School of Law upon students who complete all required courses and 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 include Summa Cum Laude, Magna Cum Laude, and Cum Laude.

Hours of Study

California School of Law students must have 15 hours of class time and a minimum 45 hours of study time per unit over 15 weeks of a semester. Below is an example of a typical student study for the first year.

First Year	Units	Class Time	Study Time	Total Time
Torts I	3.5 units	45 Hours	100 Hours	145 Hours
Torts II	3.5 units	45 Hours	100 Hours	145 Hours
Contracts I	3.5 units	45 Hours	100 Hours	145 Hours
Contracts II	3.5 units	45 Hours	100 Hours	145 Hours
Criminal Law	3.5 units	45 Hours	100 Hours	145 Hours
Legal Writing and Analysis I	3.5 units	45 Hours	100 Hours	145 Hours

Study Logs

Student's study and preparation time for each course must be recorded by students in a Study Log. The study log tracks the time that students spend in class and the time they spend studying outside of class. Study logs are submitted to the virtual classroom and are reviewed to ensure students are fulfilling the hours of study requirements of The State Bar of California Guideline 6.5.

At the end of each trimester student study logs are uploaded to the students permanent file in AmpEducator.

Students should have a minimum of 288 hours of study each trimester.

To receive credit for one year of study, students must have a minimum of 864 hours of study over a minimum of 48 weeks. For each course each trimester students should study a minimum of 145 Hours (45 hours of class time and a minimum of 100 study hours outside of class).

Academic Conduct

Academic dishonesty includes but is not limited to dishonesty of any kind on examinations, quizzes or written assignments; inappropriate or illegal possession of examinations; uses of unauthorized notes during an examination; uses of unauthorized sources 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 physically or electronically to gain an advantage.

Complete honesty is required of all students when presenting work as their own. This requirement includes but is not limited to examinations, quizzes, assignments, reports, homework and papers.

All members of the California School of Law community—students, faculty, and staff—share the responsibility and authority to challenge and make known acts of apparent academic dishonesty.

The instructor may be responsible for initiating an action in the case of dishonesty or plagiarism that occurs. In cases of convincing evidence or admitted academic dishonesty or plagiarism, an instructor shall take appropriate action by referring the case to the Dean, Dean of the Education and Dean of Students.

Any Student(s) who has witnessed an apparent act of academic dishonesty or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, has the responsibility to inform the Dean, Dean of Student or Dean of Education promptly.

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 or source is guilty of plagiarism.

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 higher learning institution, 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.

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.

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

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 any material fact, 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.

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 the California School of Law (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. Graduation does not terminate nor preclude the possibility of academic discipline for any conduct violation of the Law School’s rules occurring prior to graduation. If the seriousness of the graduate’s conduct can result in sanction such as, transcript notation or withdrawal of the degree. 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 Dean 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 of 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 and Appointed Faculty. 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 another 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.

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.

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.

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, Dean of Education, Dean of Students 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, Dean of Education or Dean of Students.

Preliminary Inquiries and Proceedings

5-1. Investigation by the Dean. Upon being informed of an alleged violation, the Dean (or an appointee) shall promptly make reasonable inquiry to determine whether a reasonable basis exists to believe that a violation may have occurred. If the Dean determines that a reasonable basis does exist, the Dean shall prepare a written report setting forth a conclusion and the evidence supporting this conclusion and shall promptly submit it to the Dean, Dean of Education and Dean of Students.

5-2. Dean's Determination of Reasonable Basis and Characterization of Offense. 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.

5-3. Notification of Student. In either event, the Dean shall send a confidential written notification to the student concerned, email is sufficient, who shall be informed of the violation he/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.

5-4. Minor Violations. In the case of a minor violation, the Dean shall inform the student of the charges in writing and 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 the right to be heard.

The Dean or the student may request a hearing with the Grade/Exam Review Committee for a Minor Violations if either party is satisfied with the resolution. Students are permitted, if they chose to retain counsel for the written response memorandum and the Hearing.

5-5. Major Offenses. In the case of a major violation, the Dean shall inform the student of the charges in writing. Within 10 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. Students are permitted, if they chose to retain counsel for the written response memorandum and the Hearing.

5-6. Scheduling of Grade/Exam Review Committee Proceeding for Major Offenses. The hearing is to be by the Grade/Exam Review Committee, the Dean shall schedule a hearing date and notify the student of the date in writing. Such a hearing normally shall be set ten (10) working days from the date on which the student receives notice from the Dean.

Investigation

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

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

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

6-4. Recharacterization of the Violation as a Major Offense. If during 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. Written Notification. The Dean will give the student and Grade/Exam Review Committee written notification of the findings from the investigation and whether no violation, Minor Violation or Major Offense has been found.

Major Offenses 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 Dean's letter. A copy of the response must be provided to the Grade/Exam Review Committee no later than two days prior to the hearing.

7-2. 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 it deems appropriate.

7-3. 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.

7-4. 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.

7-5. 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 may 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, proceedings before the Grade/Exam Review Committee shall be closed to others. There is a right to counsel at this hearing. -

7-6. Testimony of Witnesses. Both the Law School 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 or the Dean. Both the Dean and the charged student have the right to notice, two days in advance of the hearing, of the identity of any witnesses.

7-7. Evidence. In addition to the testimony of witnesses, the charged student and the Dean 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.

7-8. 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 Dean may question their own and adverse witnesses, as may members of the Grade/Exam Review Committee.

7-9. Duty of Cooperation. As is the practice in Law School disciplinary proceedings there is a duty of cooperation. 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 a particular question, his/her silence may be used as the basis for such reasonable inferences as the hearing Grade/Exam Review Committee may, in its discretion, deem appropriate.

7-10. 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 Dean 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 of deliberation discussions shall be made.

7-11. 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 most 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 its 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 in writing to the student, the Dean, the instructor, and any other person as required by law.

7-12. 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.

Sanctions

8-1. Sanctions. Sanctions shall be imposed that are appropriate to the nature and severity of the violations by the student within 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 of absence from the California School of Law
- formal and informal reprimand
- declaration of misconduct
- probation, with or without conditions such as counseling
- additional work such as writing extra papers
- accumulating extra credits to graduate

- restitution when appropriate
- service to the Law School community
- cancellation of an examination
- grade or credit reduction
- denial of academic course credit
- imposition of a failing grade
- suspension with or without automatic reinstatement
- not certifying a student for the Bar Exam
- expulsion/ dismissal
- withdrawal of a degree

A combination of sanctions is also authorized.

8-2. Sanctions for Minor Violations. For minor violations, the Dean is authorized to impose any sanctions except expulsion, suspension, refusing to certify a student to the Bar Exam 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. Notation on a student's official record is authorized.

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 (1) 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 (2) 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 a California School of Law student organization. Unless otherwise stated, such conduct must be done knowingly, recklessly, or negligently. This conduct includes:

- Engaging in dishonest conduct, including knowingly furnishing false information to the California School of Law.
- Forging, altering, or using university documents, records, or instruments of identification with intent to defraud.
- 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.
- Intentionally obstructing or disrupting teaching, research, administration, disciplinary proceedings, or other law school activities and other activities on California School of Law.
- Physically abusing any person or engaging in conduct that threatens or endangers the health or safety of any such person.
- Selling, distributing, manufacturing, using, or possessing illegal drugs.
- Stealing from or damaging the property of the California School of Law community.
- 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.

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.

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 making a recommendation 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 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.

Law School Alcohol Substance Abuse Policy

The problem of alcohol and substance abuse is an important issue deserving the attention of the Law School, and the legal profession. The effects of alcohol and substance abuse can be counter-productive and otherwise detrimental to academic performance, the educational process, and community wellbeing.

The Law School's policy regarding the use of alcohol and substance abuse is intended to identify student in need of help and steer them to appropriate resources. Additionally, the policy is in place given the obligations of the legal profession regarding the determination of character and fitness for the practice of law, as well as the Law School's own policies for investigating character and fitness for the practice of law.

Information about the prevention, consequences, and treatment of alcohol and substance abuse, with special focus on the legal profession, will be offered to law students as resources permit.

Concerns regarding a student's abuse of alcohol or other controlled substances, as well as behavior that impairs a student's ability to meet professional standards over time, or disturbing or threatening behavior, should be reported to the California School of Law Dean's or professors immediately. Such conduct may result in an investigation and/or action taken pursuant to the Law School Standards of Conduct and Student Disciplinary Procedures.

Students who find themselves struggling with addiction can find support through that supports people in their recovery efforts listed below.

When a problem of alcohol or substance abuse has been identified with respect to a particular student, the

California School of Law will attempt to help the student and will do so within a framework that ensures privacy and respect about individual rights. Such assistance may include referral to alcohol and substance abuse programs.

Suggested alcohol and substance abuse programs include:

The State Bar of California Lawyer-Assistance-Program

<http://www.calbar.ca.gov/Attorneys/Attorney-Regulation/Lawyer-Assistance-Program>

The State Bar of California also has a Self-Assessment Tests

<http://www.calbar.ca.gov/Attorneys/Attorney-Regulation/Lawyer-Assistance-Program/Resources>

The Other bar for legal professionals

<https://otherbar.org/>

Life Ring for legal professionals

<https://lifering.org/>

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

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

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 in the classroom. You will not harass, stalk, threaten, abuse, insult, or humiliate any student, professor or administrator using any CSL 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 each class begins. Any student who has problems with their equipment should contact the law 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 and be in an appropriate setting. Students should dress as if they were sitting in a brick-and-mortar classroom and eliminate inappropriate content on walls that can be seen. 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 classroom is for academic purposes only. If student is having technical issues contact Tech Support, do not use the chat area to announce tech issues or personal information. Non-academic conversations are inappropriate in the school chat.

Raising Your Hand: If you wish to join the conversation or have a question while in the conferencing classroom, please raise your hand. Do NOT interrupt, DO NOT talk over other students DO NOT talk out of turn. Please raise your hand.

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 for a grade. 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. will not be accepted as excuses for not submitting an assignment on time.

Communicating with The Professor: Students communicate with the instructor via email outside of class. Communication is welcomed and strongly encouraged. Emails must be sent using school email account. Students need to check their school email account a minimum of twice weekly. Students are responsible for the content of emails sent by the instructor or law school administration.

Non-discrimination Policy

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 based on race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition, sexual orientation, age, handicap, or veteran status. 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 based on 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 other,
- * 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.

Appropriate Use Policy

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 express 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 resources 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 Cox Communication.

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, 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:

- a. Harass, threaten, defame, slander, or intimidate any individual or group.
- b. 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.
- c. 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.
- d. Generate unsolicited electronic mail such as chain letters, unsolicited job applications or commercial announcements.
- e. Generate falsely identified messages or message content, including use of forged content of any description.
- f. Transmit or make accessible password information.
- g. Attempt to access and/or access information systems and/or resources for which authority has not been granted by the system owner(s).
- h. Capture, decipher or record user IDs, passwords, or keystrokes.
- i. Intercept electronic communications not intended for the recipient.
- j. 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.
- k. 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.
- l. Alter, degrade, damage, or destroy data.
- m. Transmit computer viruses or malicious/destructive code of any description.
- n. Conduct illegal, deceptive, or fraudulent activity.
- o. Obtain, use, or retransmit copyrighted information without permission of the copyright holder.

- p. Place bets, wagers or operate games of chance.
- q. Tax, overload, impede, interfere with, damage, or degrade the normal functionality,
- r. 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.
- s. 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 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

Academic Grievance and Student Grievance Policy

Most student academic complaints can be handled at first point of contact with a phone call to the Dean, Dean of Education or Dean of Students. 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, faculty performance, technical issues, library services 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, Dean of Education or Dean of Students in writing expressing his/her concern within 30 days of the incident resulting in the complaint. The Dean or his appointee will respond in writing within two weeks of receipt the complaint.

2. If the student is not satisfied with the Deans' response, he/she may submit an Academic Grievance Form within 30 days of receiving the response from the Dean. This form can be obtained by contacting the Dean.
3. All Academic Grievance Forms will be returned to the Dean, who will present them to the Academic Affairs Committee. The Academic Affairs Committee will, if necessary, gather furtherer information, solicit responses from relevant parties (Student, Faculty and/or Administrator) conduct a hearing, and render a decision within four 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
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. 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. To prevent an adversarial environment, legal counsel is 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 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. 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.

Grade Change Policy

Grade Appeal and Grade Change Policy

The Student Grade Appeal Procedure affirms the general principle that grades should be considered final. The appeal procedure also provides an instructor with the opportunity to change a grade for a course or project on his or her own initiative. The appeal procedure recognizes that errors can be made, and that an instructor who decides it would be unfair to allow a final grade to stand due to error, prejudice or arbitrariness may request a change of grade for a course with the approval of the **Grade/Exam Review Committee**. An instructor may request a grade change by submitting a course, grade change request in writing to the **Grade/Exam Review Committee** at any time prior to end of the next trimester.

The purpose of the Grade Appeal Policy is to provide the student with a safeguard against receiving an unfair final grade, while respecting the academic responsibility of the instructor. Thus, this procedure recognizes that:

- Every student has a right to receive a grade assigned upon a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious; and,
- Instructors have the right to assign a grade based on any method that is professionally acceptable, submitted in writing to all students, and applied equally.

A grade appeal shall be confined to charges of unfair action toward an individual student and may not involve a challenge of an instructor's grading standard. A student has a right to expect thoughtful and clearly defined approaches to course and research project grading, but it must be recognized that varied standards and individual approaches to grading are valid. The grade appeal considers whether a grade was determined in a

fair and appropriate manner; it does not attempt to grade or re-grade individual assignments or projects. It is incumbent on the student to substantiate the claim that his or her final grade represents unfair treatment, compared to the standard applied to other students. Only the final grade in a course or project may be appealed. In the absence of compelling reasons, such as clerical error, prejudice, or capriciousness, the grade assigned by the instructor of record is to be considered final.

Only arbitrariness, prejudice, and/or error will be considered as legitimate grounds for a grade change appeal.

Arbitrariness: The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise professional judgment.

Prejudice: The grade awarded was motivated by ill will and is not indicative of the student's academic performance.

Error: The instructor made a mistake in fact.

This grade appeal procedure applies only when a student initiates a grade appeal. This procedure does not cover instances where students have been assigned grades based on academic dishonesty or academic misconduct. Also excluded from this procedure are grade appeals alleging discrimination, harassment, or retaliation in violation of California School of Law's Sexual Harassment Policy.

The Grade Appeal Procedure strives to resolve a disagreement between student and instructor concerning the assignment of a grade in a collegial manner. The intent is to provide a mechanism for the informal discussion of differences of opinion and for the formal adjudication by faculty only when necessary. If the matter cannot be resolved informally, the student must present his or her case in a timely fashion in the procedure outlined below. Under normal circumstances, the grade appeal process must be started near the beginning of the trimester after the disputed grade is received.

Student Grade Appeal Procedure

1. A student who wishes to question a grade must first discuss the matter with the instructor of record within one month after the start of the next regular academic trimester after receiving the grade. Late appeals will only be reviewed at the discretion of the **Grade/Exam Review Committee**. In most cases, the discussion between the student and the instructor should suffice and the matter will not need to be carried further. The student should be aware that the only valid basis for grade appeal beyond this first step is to establish that an instructor assigned a grade that was arbitrary, prejudiced or in error.

2. If the student's concerns remain unresolved after the discussion with the instructor, the student may submit a written request to meet with the Dean of Students within one week of speaking with the instructor. The Dean of Students will meet with the student within one week and, if he or she believes that the complaint may have merit, then with the instructor. After consultation with the appropriate the Dean of Students, the instructor may choose to change the grade in question or leave the grade unchanged. The Dean of Students will communicate the result of these discussions to the student.

3. If the matter remains unresolved after the second step, the student should submit a written request within one week to the **Grade/Exam Review Committee** to request an Appeal of a Grade. The **Grade/Exam Review Committee** will meet with the student absent a conflict of interest. The **Grade/Exam Review Committee** requests a written statement from the student and a written response from the instructor. The **Grade/Exam Review Committee** examines the written information and may gather additional information as it sees fit.

4. Through its inquiries and deliberations, the **Grade/Exam Review Committee** is charged to determine whether the grade was assigned in a fair and appropriate manner or whether clear and convincing evidence of arbitrariness, prejudice, and/or error might justify changing the grade. The **Grade/Exam Review Committee** is authorized to meet with the student and instructor separately or jointly at its discretion.

The committee will make its decisions on the grade change request by a majority vote.

5. If the **Grade/Exam Review Committee** concludes that the grade was assigned in a fair and appropriate manner, the committee will report its conclusion in writing to the student and the instructor. The decision of the committee is final and not subject to appeal.

6. If the **Grade/Exam Review Committee** determines that compelling reasons exist for changing the grade, it will make the change, providing the instructor with a written explanation of its reasons. If the committee concludes that it would be unjust to allow the original grade to stand, the committee will then determine what grade is to be assigned. The new grade may be higher than, the same as, or lower than the original grade. Having made this determination, the members of the committee will sign the grade change form and transmit it to the Registrar. The instructor and student will be advised of the new grade.

The **Grade/Exam Review Committee** can, if necessary, appoint a faculty member to review the exam(s) in question. The **Grade/Exam Review Committee** will adjust the exam(s) and/or course grade to reflect the corrections made by the appoint faculty member.

Under no circumstances may persons other than the original faculty member or the committee change a grade. The written records of these proceedings will be filed in the student's file in the Registrar's Office.

Faculty Grade Change Procedure

The Student Grade Appeal Procedure affirms the principle that grades should be considered final. The principle that grades for courses or projects should be considered final does not excuse an instructor from the responsibility to explain his or her grading standards to students and to assign grades in a fair and appropriate manner. The appeal procedure also provides an instructor with the opportunity to change a grade for a course or project on his or her own initiative. The appeal procedure recognizes that errors can be made and that an instructor who decides that it would be unfair to allow a final grade to stand due to error, prejudice or arbitrariness may request a change of grade for a course or project. An instructor may request a grade change in one of two ways. An instructor may request a grade change by submitting a course grade change to the **Grade/Exam Review Committee** at any time prior to the end of the next trimester.

Exam Proctored Instructions

You must read the instructions below of the items allowed and prohibited in the room in which you are taking the exam. All other items not listed are prohibited unless you have received written authorization in advance from the California School of Law.

It is expected that you will demonstrate integrity, honor, and ethical behavior during this exam, and all exams administered by the California School of Law. All remote-proctored exam will be continuously monitored by artificial intelligence and human proctors and all anomalies or suspicious behavior will be flagged accordingly. Flagged video files will be reviewed by the California School of Law and conduct violations will result in sanctions, which may include, but are not limited to a zero for the flagged exam, a Failing grade in the course, Dismissal from the California School of Law, a note referencing the incident in the students permanent file, and a negative report on the applicant's moral character determination to the state bar.

Conduct that results in a violation of security of the administration of the exam, which includes leaving the view of the camera while the exam is in session will result in the students exam being flagged accordingly and reviewed by the California School of Law of conduct violations and sanctions.

If you leave the exam area during the exam session, you will receive a score of zero for the entire exam session. You should use the restroom before the start of each exam session. You will not be permitted to use the restroom or leave the view of the web camera during the exam session.

Applicants may not wear hats, caps, hoods, or any other type of headwear during the exam. The California School of Law will consider petitions filed by applicants seeking exemptions from the headwear policy, which would permit them to wear headwear due to religious beliefs while testing remotely. Such petitions must be submitted in advance for testing accommodations.

The system will prompt you to establish your identity at the beginning of each exam session (at the start and after each break). However, if the system cannot confirm your identity, you will be able to proceed with the exam, but your video will be reviewed later.

Only the following items are allowed in the exam areas without prior approval.

Valid government-issued photo ID

Eyeglasses (no cases or sunglasses)

Foam earplugs (cannot be wireless ear buds and must not be connected to any mechanism or device)

Scratch Paper: Digital scratch paper will be available in the Proctorio program when the exam starts. Physical scratch paper is permitted but discouraged, eight pages of no larger than 8.5” x 11” (both sides must be blank); Applicants will be required to hold up to the camera the front and back of each piece of scratch paper (Failure to do so will result in a Violation) You are not allowed to make any notes on the scratch paper prior to the start of the exam session, all notes must be made from memory. For scratch paper use, Pens (digital pens are prohibited), Pencils with eraser incorporated (mechanical pencils are prohibited) (separate erasers are prohibited) and Highlighters are permitted.

1. Inhalers
2. Diabetes-related items and equipment
3. Eyedrops in single-use vials
4. One back support (without a cover)
5. One orthopedic cushion (without a cover)
6. One standard-size pillow (without a case)
7. One footrest
8. Splints, braces, casts, crutches, wheelchair
9. Hearing aids
10. TENS units
11. Keyboard
12. Mouse (wired or wireless)
13. Laptop riser/stand no higher than 4”
14. Solid color mouse pad with no writing on it.
15. Disability-related items that have been approved through the testing accommodations petition process are permitted with prior approval.

The following conduct and items are prohibited:

Leaving the view of the webcam outside of scheduled breaks. **DO NOT LEAVE THE VIEW OF THE**

WEBCAM DURING THE EXAM!

Any attempt to bypass or avoid the remote proctoring mechanisms and protocols.

Students are prohibited from obtaining or receiving assistance on the exam from any individual or resource.

Individuals (other than the applicant) are prohibited from entering the exam room during the exam. This will result in your exam being flagged for review.

Possession of cell phones or other electronic devices are prohibited in the exam room or having a cell phone or other electronic devices connected remotely to any other devices or equipment in the exam room.

Possession of a tablet or additional computers are prohibited in the exam room or having a tablet or additional computers connected remotely to any other devices or equipment in the exam room.

Possession of notes, study aids, other papers or exam resources (paper or electronic) in the exam room are prohibited.

Possession of any digital timers, watches, or clocks in the exam room are prohibited (the exam software has a built-in timer that allows applicants to set timed reminders).

Possession of books of any kind in the exam room within view or access during the exam session is prohibited.

Possession of food and beverages in the exam room are discouraged but not prohibited, it may result in your exam being flagged.

Smoking in the exam room is discouraged but not prohibited, it may result in your exam being flagged.

Sunglasses are not permitted during the exam.

Possession of any radios, stereos, or other devices/equipment (including smart home devices such as Google Home or Alexa) that can make audible sounds in the exam room are prohibited. Any such items must be always turned off during the exam and scheduled breaks.

If items other than those allowed are detected during the exam, you will be flagged, and a corresponding sanction may be issued after review.

Possession of any item(s) other than the allowed items listed in the exam room unless you have been granted a testing accommodation that allows for these items will result in you being flagged by the system and a corresponding sanction may be issued after review.