



GENERAL CATALOG

JURIS DOCTOR PROGRAM
2017

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Welcome from the President

Welcome to St. Francis School of Law. St. Francis is a cutting-edge law school founded on the principle that law school should be reinvented. Our vision is to build the world's first elite online law school.

The St. Francis School of Law Juris Doctor (JD) program is designed to permit high-achieving career professionals the flexibility to earn their law degree while continuing to excel in their careers.

We look forward to working with you toward your goal of earning your JD degree. This catalog is designed to provide you with vital information to assist you with our JD program.

*Dr. Bart Daig, President
St. Francis School of Law*

Mission

The mission of St. Francis School of Law is to produce graduates who are capable of practicing law immediately upon graduation through an accessible, high quality program that emphasizes practical professional skills.

Core Values

Our core values at St. Francis school of Law are:

- Quality
- Transparency
- Integrity
- Innovation

JD Program Objective

The educational objective of the St. Francis School of Law Juris Doctor Program is to provide high quality legal instruction comparable to traditional law schools through the use of online learning technology, to produce law school graduates with comprehensive knowledge of core legal doctrine and foundational competence in the professional skills required for the successful practice of law, facilitating a wide range of career opportunities.

Please note that this objective does not guarantee that graduates will qualify for any job, be eligible for job advancement, or be employed at all.

JD Program Goals & Outcomes

The St. Francis School of Law Mission and Program Objective is achieved through our JD curriculum, which is designed to produce the following learning outcomes for our students:

- Understand the terms, rules and principles of substantive and procedural law, their qualifications and limitations, and their relationships to each other, and demonstrate an understanding of the impact of legal rules on society;
- Effectively identify controlling legal principles and explain how they are likely to be applied to resolve case-based and hypothetical factual scenarios;
- Communicate legal issues in a thorough, organized, professional, and persuasive manner, both in writing and orally;
- Develop practical professional skills important to the practice of law, including legal research and writing, factual investigation, problem-solving, trial practice, interviewing and counseling clients, negotiating on behalf of clients, drafting documents used in the practice of law, and law practice management; and
- Recognize and resolve dilemmas in an ethical manner, applying the law governing the ethics of the legal profession to resolve case-based and hypothetical factual scenarios.

History

St. Francis School of Law was founded on the premise that law school should be reinvented to focus on the practice of law, including problem solving and professional lawyering skills. In April 2013, St. Francis was purchased by Baker College, the largest non-profit independent college in Michigan. In July 2014, St. Francis School established itself as a not-for-profit corporation. The St. Francis offices are located in Newport Beach, California.

Administration

St. Francis School of Law Board of Trustees

Richard Batchelor
Michael Blancard
Susan Ebeling
William Anthony Mason
Jon Peterson
Sandy Petykiewicz
B.C. Thompson
Alan Wise
F. James Cummins
Edward Kurtz
Bart Daig, Ph.D.

St. Francis School of Law Advisory Board

Matthew Hodel, J.D.
Howard Klein, J.D.
Susan Morgan, J.D.
Teresa Schmid, J.D.
Tod Zuckerman, J.D.

St. Francis School of Law Officers

F. James Cummins, Chairman
Dr. Bart Daig, President
F. James Cummins, Secretary
Aurora Lynne Higham, CFO/Treasurer

Chief Academic Officer

Dr. Jill Langen

Finance Officer

Aurora Lynne Higham

Business Office

Cherie Wagner

Dean and Administrator

Carole J. Buckner, J.D.

V.P. Admissions/Marketing

Chuck Gurden, M.B.A.

Admissions Representative

Gretchen Phillips, M.B.A.

Registrar

Tammy Carr, M.B.A.

Student Services

Tina Kattoula

Librarian

Patrick Mullane

Instructional Effectiveness Specialist

Caryl Walling

Quality Assurance Specialist

Ann Vaughn

Career Services

Niki Perkins

Payroll Officer

Tracey Rigdon

Technical Support Specialist

Zack Armstrong

Administrative Assistant

Felicia Coughlin

Hours & Contact Information

Business Hours

St. Francis School of Law
949-955-4952
Monday through Friday 8:30 am to 5:30 pm PST
dean@stfrancislaw.com

Admissions Department

800-931-2694
Monday through Friday 8:00 am to 5:00 pm EST
admissions@stfrancislaw.com

Technical Support

800-931-2694
Monday: 7:00 am - 8:00 pm EST
Tuesday: 7:00 am - 9:30 pm EST
Wednesday: 7:00 am - 8:00 pm EST
Thursday: 7:00 am - 9:30 pm EST
support@stfrancislaw.com

Librarian

800-931-2694
Monday through Friday 8:00 am to 5:00 pm EST
library@stfrancislaw.com

Registrar

800-931-2694
Monday through Friday 8:00 am to 5:00 pm EST
registrar@stfrancislaw.com

Business Office

800-931-2694
Monday through Friday 8:00 am to 5:00 pm EST
businessoffice@stfrancislaw.com

Student Services
800-931-2694
Monday through Friday 8:00 am to 5:00 pm EST
academic@stfrancislaw.com

Faculty Hours
Via email and by appointment

Accreditation

St. Francis School of Law is a distance-education law school registered with the Committee of Bar Examiners of the State Bar of California as an unaccredited distance learning law school, with authority to issue Juris Doctor degrees that will qualify graduates to take the California State Bar's general bar exam if all other requirements are met, and to be admitted to practice law in California.

Students must pass the First Year Law Students Exam (FYLSE) after their first year of law study. For additional information contact the California Committee of Bar Examiners, 180 Howard St., San Francisco, CA 94105 415-538-2000 - www.calbar.ca.gov

St. Francis School of Law is not approved by the American Bar Association (ABA). The ABA Standards for approval of law schools do not permit approval of online law schools.

JD Program Overview

The St. Francis JD program is a 130-quarter unit, 4 year program delivered using a robust online platform in which students attend live classes, take exams, and engage in other academic activities fully online. Students are required to successfully complete 32 to 33 units of coursework over 24 to 26 weeks for one half year of credit or 48 to 52 consecutive weeks for a full year of credit. Students who successfully complete the St. Francis JD program are eligible to sit for the Bar Examination in the State of California, assuming all other eligibility requirements imposed by the Committee of Bar Examiners of the State Bar of California are met.

Format of the JD Curriculum

St. Francis requires each student to spend at least 864 hours devoted to preparation and study each year, which includes at least 135 hours of interactive classes. Students are required to confirm the number of hours they spent preparing for each class.

The St. Francis program utilizes the Blackboard learning management system and WebEx for live classes. The St. Francis Law Library provides students with access to LexisNexis Academic.

St. Francis classes are small and taught by one or two professors. St. Francis professors lead the live, interactive classes and the learning activities in the virtual classroom environment on Blackboard. Students generally are assigned to small sections of 10-15 students per class.

Orientation

An online orientation program is conducted for all new students entering the St. Francis JD program prior to each start date. The orientation program is designed to explain St. Francis' policies and procedures, to familiarize students with St. Francis' technology, and to provide an opportunity to students to ask questions and become familiar with St. Francis resources. In addition, the IL orientation provides St. Francis students with a strong foundation for the study of law. Entering students are required to pass the orientation program prior to starting their first course.

JD Program

Study hours are generally spent engaged in the following types of activities:

Live Interactive Classes

Students are required to interact with professors and other students in a live interactive voice and video format using the WebEx platform, which facilitates face to face, voice to voice interaction via audio (via phone or through your computer) and video (via web camera) over the Internet. Students are expected to participate by video and audio except in extraordinary circumstances. Each week, there will be approximately three hours of live interactive classes, generally held on Tuesday and Thursday evenings, from 6:00 p.m. through 7:30 p.m., Pacific Standard Time. Each student is required to attend at least 85 percent of the regularly scheduled interactive classes. Attendance is monitored.

Virtual Class

Students complete a variety of additional learning activities each week. Participation in the course discussion board is a required component of each St. Francis course and discussion questions are designed to encourage critical thinking, facilitate practice, and foster the development of analytical reasoning skills.

Students also complete research and writing assignments, quizzes, drafting assignments, and other learning activities designed to develop professional skills, in addition to completing the required course reading for each course.

Exams

All exams are administered through Blackboard and are timed to encourage students to efficiently demonstrate their mastery of the material, relevant analytical skills, and logical reasoning. All final exams are proctored and recorded. Students are required to verify their identity for all proctored final exams. Exams may consist of multiple choice questions, essays, and applied tasks, among other items. All 1L courses have a final exam. Upper-division courses may have final projects, papers or final exams.

Written Assignments

Written assignments promote the development of legal reasoning and legal writing skills as required for success on the First Year Law Students' Examination (the "FYLSE") and the general bar exam ("GBX") and to include a variety of practice essays, as well as additional learning activities designed to develop the exam-taking skills that are necessary for strong performance on licensing exams.

In upper-division courses, the curriculum also focuses on the mastery and practical application of substantive legal principles. Research and writing assignments and drafting assignments consist primarily of practical professional skills exercises as well as tasks focused on teaching students legal analysis and reasoning.

Live, Socratic Method-Based Instruction

The St. Francis virtual classrooms are designed to facilitate the same richness and interaction a student would expect at a traditional law school. The law classroom requires that students answer questions in a live format. Students may also present questions to professors during the live classes.

Students receive participation credit and may be called on randomly and must be prepared to discuss class materials. The live, interactive format requires that students follow technology instructions closely.

In addition to responding to students in class, St. Francis professors are available via e-mail, phone calls, and on discussion forums.

Admissions

Admissions Cycles

St. Francis School of Law starts new students twice per year (Fall and Spring). Applications are accepted on a rolling basis throughout the year. A three week orientation class prior to commencement of classes is mandatory. St. Francis follows a strict nondiscrimination policy in the admission of students. St. Francis School of Law admits students of any age, race, color, national origin, sexual orientation, and ethnic origin to all the rights, privileges

and activities generally accorded or made available to students at the law school. It does not discriminate on the basis of age, race, color, national origin, sexual orientation, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and other school-administered programs.

Admissions Procedures

Applicants must pay a \$55 application fee and complete the online application in order to be considered for admission to St. Francis. As applications are received, they are reviewed by the admissions staff for completeness and subsequently by the Academic Acceptance Committee. Before a candidate is accepted, official transcripts showing a bachelor's degree, all graduate education, and all prior legal education, if any, must be received by St. Francis.

Prior to consideration by the Academic Acceptance Committee, an admissions interview must be completed; however, not all applicants are guaranteed an admissions interview and admissions decisions can be rendered on the basis of a submitted application.

Applicants must submit an essay of 500 to 1,000 words, addressed to the Academic Acceptance Committee, describing the candidate's background and indicating why the candidate is interested in attending law school at St. Francis School of Law, and how the candidate intends to use the law degree.

Applicants are encouraged to submit letters of recommendation or employer endorsements prior to, or in conjunction with, the submission of their online application, since admissions decisions can be rendered once such application is submitted. Recommendations can be professional, academic or personal, but please submit only one letter per category.

Minimum Admission Criteria

An applicant is eligible for admission if such applicant has a bachelor's degree or a master's or doctorate degree earned from an accredited institution approved by the Council for Higher Education Accreditation or the United States Department of Education, or the equivalent foreign, and has an overall GPA of 2.5 or higher.

To be eligible for admission, all students must meet the pre-legal education requirements of the California State Bar.

The LSAT is not required, however, if taken, St. Francis must receive an official LSAT score report. A GRE score, if available, should also be submitted.

Foreign-Educated Students

St. Francis requires that students educated in a foreign country submit their transcripts for a course-by-course evaluation through a Credential Evaluation Service approved by the Committee of Bar Examiners. Applicants who have completed any post-secondary work outside of the U.S. (including its territories) or Canada, must use an approved Credential Evaluation Service for the evaluation of foreign transcripts. A list of approved credential evaluation services can be found here:

http://admissions.calbar.ca.gov/Portals/4/documents/Education/CredentialEvalServ0416_R.pdf

The one exception to this requirement is any foreign work completed through a study abroad, consortium, or exchange program sponsored by a U.S. or Canadian institution, where the work is clearly indicated as such on the home campus transcript.

All St. Francis courses are conducted in English and no English language services are available or provided.

Competence in both written and oral English is required for effective participation in the St. Francis JD program. A student whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through the Test of English as a Foreign Language (TOEFL). A minimum score of 575 TOEFL PBT/ 90 TOEFL iBT or higher is required prior to admission.

Deferral

Upon request, St. Francis may permit a student who has been admitted to defer his or her start date by one or more terms, up to a maximum of one year. Applicants who defer must satisfy any new admissions requirements that become applicable during the period of deferral. After three deferrals, students will no longer be eligible to attend, and must reapply.

Admissions Notification and Appeals

Our admissions office will notify students regarding the decision of the St. Francis Academic Acceptance Committee on the student's application. All applications are given an exhaustive review, and as such, all decisions are final. The St. Francis Academic Acceptance Committee is unable to consider appeals.

Duty to Amend Application for Admission to Correct an Inaccuracy or Omission

Every student has an obligation to promptly amend his or her application for admission to St. Francis to correct any inaccuracy or omission with respect to any information stated therein or required to be stated therein as of the

commencement of the student's first term of classes. If a student's application contains an inaccuracy or omission, and the student does not amend the application to correct such inaccuracy or omission within 30 days after the commencement of first term classes, such failure shall constitute a violation of the St. Francis Honor Code.

An amendment to an application for admission shall be in writing and shall be addressed to and delivered to admissions@stfrancislaw.com. Whether or not an amendment is timely, upon receipt of an amendment to an application for admission, the Academic Acceptance Committee shall determine whether the amendment is material. If determined to be material, the Academic Acceptance Committee may reconsider the admission decision, dismiss the student from St. Francis, or impose any other appropriate remedy. For these purposes, an amendment shall be considered material if it contains information that, if known at the time the student was accepted for admission, is likely to have resulted in a different admission decision. The procedure set forth in this paragraph shall be governed by the Honor Code.

Prior Law Study

Applicants who have previously attended law school are required to submit official transcripts reflecting all prior law study prior to admission. Applicants previously disqualified for academic reasons may be granted admission only when there is an affirmative showing by the applicant that he or she possesses the requisite ability for the successful study of law.

Such a showing may be made:

- (1) At any time, if the applicant presents credible evidence that the prior disqualification was not caused by the applicant's lack of capacity for the study of law, but resulted from a traumatic event or serious hardship that prohibited the applicant from performing at her or his normal level; or
- (2) After at least two (2) years have elapsed since the disqualification, if the applicant demonstrates that work, study, or other experience during the interim has resulted in a stronger potential for law study than the applicant exhibited at the time he or she was previously disqualified for academic reasons.

In each case, the dean must sign and place in the applicant's file a statement of the reasons for admitting the applicant and the applicant must file the Starting First-Year Law Studies Over Certification with the California State Bar, and provide a copy of the form to St. Francis. Students with prior law study who wish to transfer to St. Francis must obtain an Evaluation of Law Study Completed and Contemplated from the California

State Bar.

Transfer Credit for Prior Law Studies

Students enrolled in the JD program must complete at least one-half of the program requirements at St. Francis to qualify for the JD (i.e., 66 units and 2 years of study). Transfer students must provide St. Francis with official transcripts of all prior law schools attended prior to admission. All credit transfers must be made in compliance with the rules, guidelines, and requirements promulgated by the State Bar of California.

In addition, transfer credit will only be considered for courses taken in a JD program at a law school that is (i) ABA approved; (ii) registered with the State Bar of California; or (iii) accredited by the State Bar of California. Classes with a B (3.0) or higher will be eligible for transfer credit consideration.

Recognition of transfer credit will be subject to the completion of a Credential Evaluation by the California State Bar Committee of Bar Examiners, Office of Admissions. Coursework may be transferred only if completed within 27 months prior to a student's enrollment.

Transfer of Credit to Other Schools

It is the responsibility of each student to review the transferability of credits earned at St. Francis. Students should not assume that credits earned at St. Francis will be accepted by other institutions. Students should check with the institution to which they intend to transfer for information on that institution's transfer credit policy.

Reapplying to St. Francis

Admission of Students Who are Dismissed

A student who is dismissed from St. Francis for non-academic reasons (e.g., for financial reasons such as failing to pay tuition in a timely manner) may apply for readmission by submitting a Request for Readmission, and if admission is granted, may re-enroll.

Students who are dismissed for academic reasons (such as failing to meet minimum academic standards) or disciplinary reasons may apply for readmission. If a student's request for readmission is granted, the student may enroll in a term that begins a minimum of 24 months from the date of such dismissal.

In either case, a statement must be placed in such student's permanent file describing the reasons for re-admitting the applicant. All re-applications submitted by dismissed students are assessed taking into account all applicable guidelines promulgated by the Committee of Bar Examiners of the State Bar of California. Students who re-enroll are required to file the Starting First Year Studies

Over Certification Form with the California State Bar.

Re-admission of Students Who Withdraw

Students who withdraw may apply for readmission by submitting a Request for Readmission, and enroll in a later term if accepted. Students should consult with the registrar regarding possible loss of credits prior to making a decision to withdraw. Such students may be required to file the Starting First Year Studies Over Certification Form with the California State Bar.

Auditors

St. Francis School of Law does not accept applications from auditors, non-degree or guest students.

Continuing students may choose to audit courses. Audit status must be declared at the time of registration and confirmed with the instructor on the first day of class. Audit enrollments are based on class size availability. If at any point, prior to the beginning of the course, the class size maximum is reached, any audit registrations will be cancelled. Auditors must pay regular tuition, and are not eligible to be certified for the FYLSE. An auditor who leaves the program and seeks readmission must submit a Request for Readmission.

An audit grade is given when a student enrolls in a course for which neither a grade nor credit(s) will be awarded. The student is permitted to attend the class but is not required to submit assignments or take examinations.

Effective for students entering after 2016: The FYLSE Prep course may not be audited by first time FYLSE students seeking certification, and must be taken for credit. FYLSE students who are repeating the FYLSE may audit the FYLSE Prep class, subject to availability, at regular tuition.

State Bar Registration

Students enrolling at St. Francis School of Law must register with the State Bar of California within 90 days after beginning study. The Application for Registration requires that students provide the California State Bar Committee of Bar Examiners with a social security number, or a request for an exemption due to ineligibility. The applicable forms are available at http://admissions.calbar.ca.gov/Portals/4/documents/Education/CredentialEvalServ0416_R.pdf

Academic Schedule

Mandatory New Student Orientation

St. Francis School of Law requires a mandatory 3 week orientation class, which cultivates an understanding of the

student's role in law school at St. Francis as well as an understanding of the school's philosophies. All entering students must attend and may not advance to regular courses unless they have completed orientation in a satisfactory manner. This course, offered to entering first-year students preceding the commencement of their first term of substantive courses, is an introduction to the substance and process of law and to legal education.

The class explores the general sources of law; an introduction to legal reasoning; the judicial system; the legislative process; and techniques used by the courts in resolution of cases. The course also provides students with an introduction to practical skills required for success in law school, including reading and briefing cases, and conducting legal analysis.

Finally, the course introduces students to the online technology used at St. Francis School of Law in preparation for first-year substantive classes.

Annual Academic Calendar

The St. Francis annual academic calendar is available on the St. Francis website. In certain cases, the official start of a term may begin on a religious or secular holiday. In such cases, the administration attempts to schedule courses taking into account such dates, but there is no guarantee that such conflicts can be avoided. The syllabus for each course contains the dates live classes are scheduled and students should always refer to their syllabus for specific information regarding scheduling.

Course Scheduling

First year courses are scheduled sequentially. Admission of new students occurs twice per year (Fall and Spring). Generally, courses are 6, 8 or 10 weeks in length. Some professional skills courses are 2 to 4 weeks in length. The current course rotation schedule is posted at <http://stfrancislaw.com/academics/curriculum/>

St. Francis reserves the right to modify the curriculum and scheduling at its discretion. Please refer to the course descriptions for a list of required courses.

Holidays

St. Francis School of Law personnel generally will observe the following holidays:

April 14, 2017

May 29, 2017

July 3 & 4, 2017

Holidays are announced on our Calendar in the St. Francis School of Law portal. Course schedules during holidays may be modified based on the syllabus for each individual course.

Student Support & Services

Student Services

To change your contact information, please provide the new information to Student Services at academic@stfrancislaw.com.

Academic Support

To assure each student's academic success, St. Francis provides academic support to all students through the Director of Academic Excellence, and the Academic Resource Program, interactions with professors and through student services which can be reached through academic@stfrancislaw.com.

Professor's Office Hours

Professors are accessible to students and make themselves available outside of class during office hours. Full time instructors maintain office hours where they can meet with individual students. Ask the instructor for his/her office hours. Appointments are recommended as a matter of courtesy.

Law Library

The St. Francis law librarian may be reached at library@stfrancislaw.com. Students are provided access to LexisNexis Academic. This service includes a comprehensive digital library with access to case law, statutes, practice guides, and law review articles. St. Francis teaches students legal research skills in its upper-division legal research and writing courses. In addition, LexisNexis Academic provides research training and materials aimed at assisting law students with the process of becoming familiar with complex legal databases and conducting legal research.

Official Transcripts

Transcripts of the student's academic record are available by request using the transcript request form available through the St. Francis Student Portal at <https://my.stfrancislaw.com> (click on My Services -> My Academic Info).

Transcripts will be considered official only if they are sent directly to the institution or business designated in writing by the student through electronic submission. All transcripts will be noted as "Official Transcript." Student copies will be stamped as "Issued to Student." Each will have the print date and the St. Francis Registrar's name noted. Official transcripts cannot be hand-delivered.

St. Francis transcripts and/or grades may be withheld if the student has overdue financial obligations to St. Francis

School of Law. Official transcripts from other institutions are not reissued or copied for distribution. If needed, they must be obtained directly from the issuing institution.

Employment Assistance

St. Francis provides lifetime employment assistance for graduates who would like help with their job search through the Career Services Office. It is important to note that St. Francis does not guarantee employment. Graduates are asked to provide St. Francis with name and address changes so that St. Francis may be kept aware of additional services provided by St. Francis.

General Academic Policies

Academic Standing

All students must have a cumulative GPA of at least 3.0 to graduate from the St. Francis JD program. A grade of C or better is required in all classes used to calculate hours for graduation except for classes graded on a Credit/No Credit basis. Classes graded on a Credit/No Credit basis do not impact the student GPA.

Step Scale

For students to remain in good academic standing, the following GPAs must be earned:

Units Attempted	Minimum GPA
1-16	2.75
17-32	2.87
33-graduation	3.0

Academic Probation Policy

If the student's cumulative GPA falls below the appropriate minimum GPA required to remain in good academic standing, the student will be placed on academic probation for the following term or quarter. The student will be counseled to improve performance.

If the student attains a satisfactory GPA according to the step scale in the probationary quarter, but his/her cumulative GPA is still below the step scale, the student will remain on probation for the next quarter.

Removal from Academic Probation

The student will be removed from academic probation at the end of the quarter in which his/her cumulative GPA places him/her in good academic standing as illustrated on the step scale.

Academic Dismissal Policy

Students are academically dismissed based on any of the following:

1. A student fails his/her first quarter.
2. A student on academic probation earns a GPA at the end of the probationary quarter lower than that called

for by the step scale.

3. A student fails a course or receives no credit for a course in the probationary quarter and it is not possible to meet the GPA required under the Step Scale for that quarter.

Consideration for re-enrollment will be given to academically dismissed applicants pursuant to the policy regarding Prior Law Study set forth under the Admissions policies and according to California State Bar regulations.

Administrative Dismissal

A student shall be administratively dismissed under the following circumstances:

1. the student fails to pass the FYLSE within three attempts of becoming eligible for the FYLSE;
2. the student fails to return from leave within six months of the date of taking a leave of absence; or
3. the student fails to pay tuition pursuant to the terms of the applicable enrollment agreement.

Credit/No Credit Courses

The St. Francis faculty determines which courses are offered on a Credit/No Credit basis. Such courses are designated as such in this Catalog. Requirements for a passing grade earning credit in such courses are set forth in the syllabus for each course.

Awarding Credit

Pursuant to Rules promulgated by the Committee of Bar Examiners of the State Bar of California (the "CBE"), in order to be granted credit students must complete courses in increments of 24-26 weeks or 48-52 weeks. A student who fails a course, takes a leave of absence or withdraws may lose credits earned to the extent that the courses passed do not meet the requirement that students accrue units in increments of 24-26 weeks or 48-52 weeks.

First Year Academic Policies

First-Year Law Students' Examination (FYLSE)

California requires any student attending a distance-learning law school to pass the FYLSE within the first three administrations following the date the student first becomes eligible to take such exam in order to be awarded any credit at St. Francis beyond the first year of law study. Students that do not successfully pass the FYLSE within three administrations of first becoming eligible will be disqualified from future study at St. Francis and will not receive credit for any courses previously completed beyond the first year of study. More information about the FYLSE can be found at <http://admissions.calbar.ca.gov>.

Students are required to provide their FYLSE results to St. Francis, including a copy of the letter from the State Bar with their scores as well as their essays.

FYLSE Eligibility

In order to be certified by St. Francis to take the FYLSE, students must 1) enroll in the FYLSE Prep course for credit (first time FYLSE takers may not audit the FYLSE Prep course); 2) be in good academic standing at the end of their first year of law school; and 3) be in good standing in the St. Francis FYLSE Preparation Course at the time the St. Francis administration completes the FYLSE certifications required by the California State Bar, Office of Admissions.

Upper Division Advancement

Upper-Division Students Who Fail a Course

Students who fail to complete the minimum number of units due to the failure of a course and are otherwise qualified to stay enrolled in St. Francis may continue their studies at St. Francis but must repeat courses as needed in order to earn all required units in the increments required by the California State Bar, as follows:

1. Any course in which the student received a grade below a “C” must be repeated under the Repeating Courses policy.
2. Any course as to which the student lost credit, and in which the student received a grade of “C” or better, may be repeated under the Repeating Courses policy, at the option of the student.
3. Students shall be permitted to make up at most 1 year of law study. Students who fail a second year of law study will be automatically dismissed from St. Francis.

Academic Program While Awaiting Administration of FYLSE or FYLSE Results

St. Francis students awaiting the next administration of the FYLSE, or awaiting results, are permitted to enroll in upper-division courses, provided that the student is otherwise in good standing at St. Francis.

Under no circumstances may a student begin the third year at St. Francis in the JD program without successfully passing the FYLSE, unless the student is exempt from the FYLSE and provides St. Francis with written confirmation of the exemption.

Academic Program Following Failed FYLSE

If a student fails the FYLSE, such student will be automatically dismissed from St. Francis if such student also failed the St. Francis FYLSE Preparation Course. This policy is meant to ensure that students devote sufficient time and energy to preparing for the FYLSE.

General Academic Policies

Attendance Policies

Since attendance has a direct bearing on a student’s academic performance, students are expected to attend every class session for each course in which they are registered, except in case of illness or emergency.

Attendance is reported on a weekly basis. Attendance is defined as a minimum of (1) one assignment submission or discussion board posting during the week and (2) attendance at both live lectures each week.

A student will be administratively withdrawn due to inadequate attendance if any of the following criteria are met:

1. The student is absent for the first week of the course.
2. The student is absent for two consecutive weeks.
3. The student is absent for more than 15% of the course.

Additionally, if an instructor thinks that a student’s absences have been excessive and unjustified, the instructor may request that the student be withdrawn from the course.

Additionally, students are required to certify that they have spent the requisite number of hours studying for each term they are enrolled. It is the responsibility of the student to ascertain and certify that the 864 annual hour requirement has been met. Students who do not submit the required study logs will receive an incomplete grade in the course, and will be blocked from future registration.

Each student is responsible for ensuring that Blackboard reflects such student’s assignment submissions, credits, courses, and grades. Any errors should be reported immediately to the professor for the course.

Course Cancellation Policy

St. Francis reserves the right to cancel any course at any time. If a course is cancelled, students will be notified promptly and be given an opportunity to enroll in another course, if possible.

Repeating Courses Policy

A student is not permitted to repeat a course or an examination for the purpose of raising the grade received on such course or examination.

Students who fail a required course will be permitted to repeat the course. A student who fails a required course must repeat the course no later than the next time the course is offered.

Students who pass a required course, but lose credit for the course, will be permitted to repeat the course.

A student repeating a course must pay additional tuition and fees for the repeated course.

Grades for Repeated Courses

When a course is repeated, both the original grade and the repeated grade will appear on the student's transcript and both are computed in the student's cumulative grade point average. However, the student will only receive credit for the repeated course should he/she successfully pass the course.

A student who retakes a course after failing the course will receive his or her actual grade earned in the repeated course or a 72% or C, whichever is lower, for their "final grade" in the retaken course. This final grade based upon the application of this policy (rather than the actual grade) will be included on the transcript and reflected in the calculation of the student's cumulative grade point average. The actual grade earned on retake of the course shall not be reflected on the transcript.

Academic Leave

A student who requires an academic leave must apply in writing to academic@stfrancislaw.com. Academic leaves will be granted only upon a showing of documented, compelling circumstances. The total number of days on leave cannot exceed a total of 180 days in any 12 month period. Taking an academic leave may result in a loss of units earned toward graduation and may affect a student's academic schedule. If a student does not re-enroll at the end of 180 days, the student will be administratively withdrawn from the program.

Time Limit to Complete Coursework

Students must complete the JD curriculum within five years after passing the FYLSE or within four years after enrolling (for transfer students). Leaves of absence do not extend these periods.

Graduation

Graduation Requirements

Students entering beginning in the Spring of 2015 must successfully pass all required courses and complete at least 130 units within 5 years of passing the FYLSE (or four years after enrolling for transfer students) to graduate with a JD. Students must earn a cumulative minimum GPA of

3.0.

In addition, students must have successfully completed 864 hours of study (including 135 hours of interactive class) per year, in accordance with all policies described in this General Catalog.

Application for Graduation

All students who anticipate successful completion of their program course requirements for a degree or certificate must request and complete a graduation application (available from [the St. Francis Student Portal at https://my.stfrancislaw.com](https://my.stfrancislaw.com) (click on My Services -> My Academic Info)) by November 1 for fall quarter graduation, February 1 for winter quarter graduation, April 10 for spring quarter graduation, and August 1 for summer quarter graduation.

Honors at Graduation

St. Francis awards the following honors at graduation based on the student's cumulative GPA:

Summa Cum Laude 3.75 cumulative GPA
Magna Cum Laude: 3.6 cumulative GPA
Cum Laude: 3.5 cumulative GPA

Grading and Examination Policies

(Effective as of September 17, 2015)

Faculty Standards Applicable to Courses

The St. Francis curriculum is intended to be challenging and to teach a wide variety of practical and theoretical skills. The rigor of the St. Francis curriculum is aimed at producing graduates who are able to excel in highly-competitive environments.

In order for students to prepare adequately for each course, each student will receive a syllabus pertaining to each course, which will include: a statement of content and expected learning outcomes of the course; a list of texts and materials to be used throughout the course; and a description of: (i) grading policy and practices; (ii) class format; and (iii) any substantive departure from the content published in this General Catalog.

Assessment Data

St. Francis gathers assessment data for program planning and accountability. A variety of data is collected at the course, program, and institutional levels. This data includes direct measures of student learning, course evaluations, instructor evaluations, employer evaluations, and various surveys of stakeholder satisfaction. Students may be asked to complete projects with rubrics, take standardized exams, complete surveys, and/or participate in other assessments.

St. Francis is committed to using assessment data collected to continuously improve teaching and learning and to enrich students' experiences.

Assessment Policies

Final examinations are required in all courses at St. Francis, except as otherwise specified on the course syllabus for such course. Interim exams, quizzes, and other tests may be either scheduled or unscheduled, at the discretion of the professor.

All exams are administered through Blackboard and are timed to encourage students to demonstrate their mastery of the material, relevant analytical skills, and logical reasoning. Final exams are proctored and recorded. Students are required to verify their identity for all proctored final exams. Exams may consist of multiple choice questions, essays, and applied tasks, among other items.

All 1L courses have a final exam. Upper-division courses may have final projects, term papers or final exams.

Students found to be sharing exam questions, answers, or exam topics, or using the work of another person or student shall be in violation of the Honor Code and shall be subject to St. Francis' Disciplinary Policy. All final examinations are graded anonymously.

Grading Deadlines and Guidelines for Review of Graded Exams

Graded exams are available to students via Blackboard after they are processed. If the student has any questions about the grading of the exams, such questions must be submitted within two weeks of receiving the returned graded exam through academic@stfrancislaw.com.

A professor may not change a grade except for a mechanical or transcription error and then only with the written permission of the Dean.

Basis for Final Grade

Each student will be provided with a written statement of the basis of final grades in the course included in the syllabus distributed to each student at the beginning of each class. Such syllabus will also set forth the expected composition of the final exam (i.e., format and applicable weighting). St. Francis uses a standards-based letter grading system. Course grading guidelines will be determined by each professor for each course and will be posted in the syllabus for the course. A student who receives an F receives no credit hours for that course.

GPA is not computed for the following grades:
CR = Credit (as set forth in the syllabus)
AU = Audit (must be established at registration)
I = Incomplete

NC = No credit
W = Withdrawal

Basis for GPA

To compute the St. Francis GPA, first calculate the honor points for each course completed (grade points multiplied by credit hours; an A or 4.0 grade in a four credit hour class yields 16 honor points). Then add all honor points earned at St. Francis, and divide by the total credit hours attempted for all quarters at St. Francis. Grades of CR and AU are attempted hours, but are not included in the calculation of GPA.

Standard Grading Scale

A	100-95%	4.0
A-	94-90%	3.7
B+	89-88%	3.3
B	87-82%	3.0
B-	81-80%	2.7
C+	79-78%	2.3
C	77-72%	2.0
F	71 and below	0

Grade Definitions

A = Outstanding Achievement

The student demonstrates exceptional mastery of the content. An "A" is an exceptional grade indicating distinctly superior performance. The student demonstrates unusually sharp insight regarding the content and every aspect of performance is exemplary.

B = Commendable Achievement

The student demonstrates mastery of the content. A "B" is an above average grade indicating that a student has performed satisfactorily in all aspects of the work. The student has exceeded the stated requirements for mastery. The student demonstrates acceptable insight regarding the content, and overall performance is above average.

C = Achievement Approaching Mastery

The student achievement approaches mastery of the content. A "C" is a grade indicating that a student has performed satisfactorily in some aspects of the work, and meets some but not all of the stated requirements for mastery. The student demonstrates some insight regarding the content, and overall performance approaches mastery.

F = Failing

The student demonstrates little or no mastery of the content. An "F" is a failing grade indicating that a student has not met the stated requirements. The student demonstrates insufficient insight regarding content, and overall performance is not worthy of credit.

A plus (+) or minus (-) indicates performance at the higher or lower end of the grade range.

It is the responsibility of each student to meet the specific outcomes of each course as defined by the instructor and listed on the course syllabus as well as to meet the general overall requirements for graduation which include a minimum cumulative 3.0 GPA, total credit hours, and completion of the required curriculum. If the student feels at any time that his/her performance is not on track, the student should contact the Director of Academic Excellence, his/her instructor (individual course) or student services (overall program) at academic@stfrancislaw.com.

Credit Hour Definitions

St. Francis defines a credit hour as the amount of work represented by intended learning outcomes consisting of not less than thirty clock hours. Online courses require regular and substantive faculty and student interactions.

In terms of student expectations, for each credit hour, a student can expect a minimum of ten hours of online instruction. Online instruction includes, but is not limited to, instructor facilitated synchronous and asynchronous instruction, discussions, interactive tutorials, quizzes, computer-assisted lectures, videos and other digital resources.

In addition, for each credit hour, a student can expect a minimum of twenty hours of outside-of-class learning activities. Outside of class learning activities include, but are not limited to, fulfilling academic assignments, completing readings, conducting research, contributing to asynchronous discussions, collaborating in group activities, and completing examinations.

In externship or practicum courses, students should plan for course requirements to include a combination of instruction, academic assignments, and field work.

Incomplete Grade Policy

An instructor may agree to issue an Incomplete (I) grade for a course only if all of the following conditions are met:

1. The student requests the Incomplete (I) grade before the end of the course.
2. The student has completed 80% of the total coursework and has a chance of a passing grade in the course.
3. The student is unable to complete the course requirements within the regular time frame due to significant, extenuating circumstances. Documentation may be required.
4. The student and instructor have signed a “contract” which clearly states the requirements to be completed

and the due date for the completion of each requirement. The due date may not exceed the last day of the following course.

If the coursework is not completed by the agreed upon due date, the final course grade will be based on the work that was completed by the end of the quarter in which the course was taken.

Transcript Change Policy & Procedure

Transcript entries may only be changed upon a showing of good cause (i.e., the transcript contains an error). If a student believes his or her transcript is incorrect, he or she must e-mail registrar@stfrancislaw.com with a description of the error and all relevant information relating to the error so that the requested transcript change can be evaluated. All requests will be reviewed within 30 days and the student will receive a written response, which may request additional information, indicate that the change will be made, or set forth the reasons for not making the change. These communications will become a part of the student’s records.

Withdrawal from Courses

“W” indicates a student’s withdrawal from St. Francis School of Law.

Grades for Auditing

An “AU” will be reflected on the transcript of a student who is auditing a class.

EEOC & ADA Policy

It is the policy of St. Francis School of Law not to discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information or other protected characteristics in providing and administering of educational programs, services, activities, employment or recruitment.

Inquiries regarding this policy can be directed to the Dean of St. Francis School of Law at 895 Dove Street, 3rd Floor, Newport Beach., CA 92660.

The School of Law declares and reaffirms a policy of equal employment opportunity, equal educational opportunity, and non-discrimination, where applicable, in the provision of educational services to the public. The School of Law will make all decisions regarding recruitment without discrimination on the grounds of age, race, color, creed, religion, sex, national origin, sexual orientation, disability, veteran status, marital status, genetic information, or other protected characteristics, which cannot lawfully be the basis for an admissions/employment decision.

The School of Law reaffirms its policy of administering all of its educational programs and related supporting services and benefits in a manner which does not discriminate because of a student's or prospective student's age, race, color, creed, religion, sex, national origin, sexual orientation, disability, veteran status, marital status, genetic information, or other protected characteristics, which cannot be lawfully the basis for the administration of such services.

The School of Law commits itself to a program of Affirmative Action/Equal Employment Opportunity, set forth herein, to encourage the application of veterans, minority, disabled, and women students, to identify and eliminate the effects of any past discrimination in the provision of educational procedures. This program will assure equal treatment and equal access to the facilities and educational benefits of the institution to all students, as required by law. Further, the School of Law takes affirmative action to employ, promote, and otherwise treat qualified individuals with disabilities, disabled veterans, and Vietnam Era veterans without regard to either their disability or veteran status. This policy shall apply in the following areas: admissions, student educational opportunities and services, employment, promotion, demotion or transfer, layoff, termination, compensation, and selection for training programs.

The School of Law reaffirms its policy of non-discrimination on the basis of age, race, color, creed, religion, sex, national origin, sexual orientation, disability, veteran status, marital status, genetic information, or other protected characteristics, in the provision of all services provided to members of the public by facilities under control of the School of Law.

St. Francis School of Law commits itself to a continuing program to assure that unlawful discrimination does not occur in the services it renders to the public, and that those sectors of the public most affected by this policy be kept informed of its content.

Rehabilitation Act of 1973; Americans with Disabilities Act of 1990 (ADA) and Americans with Disabilities Act Amendments Act of 2008 (ADAAA)

St. Francis School of Law complies with the spirit and requirements of Section 504 of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990 (ADA), as amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), as they apply to persons with disabilities who are otherwise qualified in the following ways: all new facilities are barrier free; programs, classes, and activities in existing facilities are made accessible to persons with disabilities;

reasonable and appropriate adjustments and accommodations are made to ensure full educational opportunity for students with disabilities; and auxiliary aids and services, when necessary, are provided in a timely manner to afford an individual with a disability an equal opportunity to effectively participate in, and enjoy the benefits of, a service, program, course, employment, or activity conducted by the School of Law.

A postsecondary student with a disability who is in need of disability accommodations must inform St. Francis School of Law that the student has a qualified disability. No accommodations will be made before the school has been notified of a disability through submission of proper documentation. The responsibility of ensuring that all required documentation is submitted on a timely basis rests with the student. Completed coursework that precedes an accommodation request may not be resubmitted.

The process for requesting reasonable disability accommodation is as follows:

1. Student provides a written request for accommodations to academic@stfrancislaw.com, along with required documentation, including
 - a. the forms otherwise required by the California State Bar for testing accommodations, available at this site: <http://admissions.calbar.ca.gov/Examinations/TestingAccommodations.aspx> and
 - b. supporting diagnostic test results and professional prescriptions for auxiliary aids.
2. The School of Law will respond within 30 days, requesting additional information as appropriate.

Grievance Procedure for EEOC/ADA/ADAAA Complaints

If any person believes that St. Francis has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), or the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), he/she may follow any one of the following complaint procedures available to them:

Section I

The person who believes that St. Francis has inadequately applied the requirements of the law may bring forward a grievance to the Dean of St. Francis via email at dean@stfrancislaw.com or by mail at 895 Dove St., 3rd Floor, and Newport Beach, CA 92660 or by phone to 949-955-4952.

Section II

The person who believes he/she has a valid basis for a grievance shall discuss the grievance informally and on a verbal basis with the St. Francis Dean, who functions as the designated campus EEO/AA/ADA Officer. The St. Francis Dean shall in turn investigate the complaint and reply with an answer to the complainant. He/she may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the St. Francis Dean, within five (5) business days of receipt of a response to the informal complaint. The St. Francis Dean shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the St. Francis President, he/she may submit a signed statement of appeal to the St. Francis President within five (5) business days after receipt of the St. Francis Dean's response. The St. Francis President shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Section III

A grievance or inquiry may be made at any time to the Office for Civil Rights, U. S. Department of Education, and 50 Beale Street, Suite 7200, San Francisco, CA 94105-1813; Telephone: 415-486-5555.

The St. Francis Dean will investigate all complaints in accordance with this procedure on request.

Student Complaint Policy

Students have the right to file a formal student complaint about St. Francis matters if they believe their rights have been violated. Students may file a formal complaint, in writing, with the Dean of St. Francis via email at dean@stfrancislaw.com or by mail at 895 Dove St., 3rd Floor, Newport Beach, CA 92660 or by phone to 949-955-4952.

Complaints and grievances may include administrative issues, technical issues, financial issues, grading, program content, program effectiveness, expectations, library services, faculty performance, Americans with Disabilities Act complaints, harassment complaints, Equal Opportunity Complaints, career services, and any other concerns. Formal complaints must be specific, comprehensively documented, signed by the student in written format, and delivered either by US mail or through an attachment to an e-mail. To be considered a "formal student complaint," the information submitted by the student needs to present full

details including any relevant documentation, dates, locations, and witnesses, as appropriate. Additionally, students must state the remedy being sought or the reasonable steps to be taken to resolve the complaint.

After submission of the formal, written complaint by the student, St. Francis will outline the steps that will be followed to resolve the issue within 10 business days. In all cases, a decision will be made and communicated in all cases within 30 days of receipt of such complaint or grievance. The decision will be final and binding. The website for the California State Bar, the state accrediting agency, is www.calbar.ca.gov.

Personal and Professional Conduct

St. Francis is committed to providing an educational environment that provides students the opportunity to obtain their academic goals. St. Francis expects students to conduct themselves in a manner that reflects its mission, purposes, ideals, and values.

All students are required to read, understand, and comply with the policies and responsibilities stated in this publication. Furthermore, students will respect the rights of others and will treat fellow students, faculty, and staff with good manners and respect.

St. Francis reserves the right to refuse admission or readmission to any applicant whose academic preparation, personal disposition, or personal demeanor is determined to be inconsistent with the ideals, values, and educational aims of St. Francis.

Basic Principles of Student Responsibility

Each person has a right to study, learn, and live in a quiet, comfortable environment without fear, without humiliation, and without destruction of self-esteem. St. Francis expects student awareness and concern for all aspects of classroom, residential, and extracurricular life, and strives to promote a cohesive and equitable environment, where cultural and ethnic differences are respected. Institutional expectations, regulations, policies, and practices are established to reflect the values to which St. Francis subscribes. These expectations, regulations, policies, and practices promote the following:

1. The mission of St. Francis
2. Opportunities and settings that facilitate the interaction of persons of different cultures, backgrounds, and persuasions.
3. Respect for the rights of others. It is important to formally note the following policies with regard to student responsibility and respect:

Enrollment at St. Francis is a privilege, and it is expected that students will conduct themselves in a manner that reflects the ideals, values, and educational aims of the School of Law. Students will respect the rights and property of others and will treat fellow students, faculty, and staff with good manners and respect. Students will behave in such a way as to promote a positive learning environment. This includes having electronic devices turned off during class. When a student's actions do not reflect these expectations, St. Francis will take disciplinary measures, which may include disciplinary suspension or expulsion St. Francis.

It is the responsibility of the student to give honest and complete replies to all questions included in application forms and other documents required by St. Francis.

St. Francis does not consider the use of alcoholic beverages or drugs as necessary or conducive to the process of higher education.

St. Francis students are expected to abide by federal, state, and local laws.

Any illegal possession, sale, or use of illegal or over-the-counter drugs will result in penalties including immediate expulsion and/or criminal prosecution.

Student instigation or participation in activities which develop to a degree that elicits panic or alarm, disturbs the peace, endanger personal well-being, or harm public or private property is prohibited.

Students are expected to use language that promotes a comfortable environment. Use of language, gestures, or electronic media that are abusive or offensive in nature will result in disciplinary action, disciplinary suspension, or expulsion.

Operating a business with the use of St. Francis property is prohibited. The use of the St. Francis name on any advertising by a student for business purposes is not allowed.

Students shall comply with all reasonable and lawful requests and instructions as well as disciplinary conditions imposed upon them by those in authority, including St. Francis administrators, faculty, staff, safety officers, or other employees acting in the performance of their official duties. Failure to do so could result in disciplinary action, disciplinary suspension, or expulsion.

Required Courses

First Year Courses

LAW 711 Contracts I (4 Credits)

This course serves as an introduction to Contract law and will focus on Contract formation. The course focuses on the creation of binding, legally enforceable contractual obligations, under common law and under the Uniform Commercial Code, including the requirements of mutual assent, consideration, and the statute of frauds.

Prerequisites: None

LAW 712 Contracts II (4 Credits)

This course continues the study of contracts. Topics covered include: determining the parties' obligations; the parol evidence rule, conditions, limits on the bargain and its performance, impracticability and frustration of purpose. Prerequisite: LAW 711

LAW 713 Contracts III (4 Credits)

This course continues the study of the law of contracts, covering breach of contract, remedies for breach of contract; and third party beneficiaries (including topics pertaining to the assignment and delegation of contractual duties). The course includes a review of Contracts I and Contracts II. Prerequisites: LAW 712

LAW 721 Criminal Law I (4 Credits)

This course covers the elements of crimes (actus reus, attendant circumstances, harm, causation, mens rea); as well as the crimes of homicide (murder, manslaughter), assault and battery, kidnapping and sexual assault (or rape). The course also covers defenses, such as insanity, justification, self-defense, and entrapment.

Prerequisites: None

LAW 722 Criminal Law II (4 Credits)

This course covers the elements of crimes including theft, robbery, extortion, burglary, arson, contraband, terrorism, and preparatory crimes such as attempts, solicitation and conspiracy. The course also covers sentencing theories and accomplice liability. The course includes a review of Criminal Law I.

Prerequisites: LAW 721

LAW 731 Torts I (4 Credits)

This course covers the elements of a cause of action under theories of intentional tort causes of action (intent, battery, assault, false imprisonment, trespass to chattels/conversion, and intentional infliction of emotional distress) and defenses to intentional torts. The course also covers defamation, invasion of privacy and related

'privacy' torts, as well as trespass to land and nuisance.
Prerequisites: None.

LAW 732 Torts II (4 Credits)

This course will focus on the concept of negligence, including the reasonable person standard of care, the determination of unreasonableness, including breach of duty, custom and the role of the jury; proof of breach; statutory standards of care (negligence per se); duty in negligence cases, land occupier duties; cause-in-fact, and proximate (legal) cause and applicable defenses (contributory negligence, comparative negligence, assumption of the risk, and immunities). Prerequisites: LAW 731

LAW 733 Torts III (4 Credits)

This course covers specific causes of action arising under strict liability and products liability theories, as well as causes of action stemming from theories of commercial torts. The concepts of joint and several liability; and damages are also covered. The course includes a review of Torts I and Torts II. Prerequisites: LAW 731 and LAW 732

Upper-Division Courses

LAW 741 Introduction to Legal Research and Writing (4 Credits)

This course provides students with the baseline research and analytical skills necessary to excel in their upper division courses. Students learn how to convey legal analysis of a problem in a written form that adheres to the conventions of the legal profession. Students gain proficiency with the basic legal research skills essential for successful law practice. Topics include sources of law and types of authority, secondary sources, case law, statutes, administrative regulations, legislative history, authority verification, and computer-assisted legal research. Prerequisites: None

LAW 751 Business Associations I (4 Credits)

This course examines the law regarding business organizations. The course introduces the law of agency. The course examines several distinct types of business organizations including partnerships, Limited Liability Partnerships, corporations, and Limited Liability Companies. It also covers the legal rights and obligations of partners, officers, directors, shareholders and members of business organizations, including fiduciary duties. Shareholder derivative claims are also addressed. Prerequisites: None

LAW 752 Business Associations II (4 Credits)

This course examines the law regarding business organizations, including securities regulation under the Securities Act of 1933 and the Securities Exchange Act of 1934, the registration process and the private placement exemption. The course also covers Rule 10b-5, insider trading, insurance and indemnification, as well as shareholder control in close corporations, proxy rights and corporate debt. Prerequisites: LAW 751

LAW 761 Civil Procedure I (4 Credits)

This course introduces the essential steps in handling a case, using both federal and California rules of civil procedure to introduce the concepts of personal jurisdiction, subject matter jurisdiction, supplemental jurisdiction, venue, service, removal, and transfer. The course also covers choice of law, and pleading requirements for a complaint. Prerequisites: None

LAW 762 Civil Procedure II (4 Credits)

This course continues instruction in civil procedure with instruction on pleadings, motions, discovery, trial, post-trial motions, claim and issue preclusion, and appeals. Prerequisites: LAW 761

LAW 771 Community Property (5 Credits)

This course covers the principles governing classification of property as community or separate; management and control of community property; liability of marital property for debts; and division of property upon divorce or death, and the rights of opposite-sex and same-sex persons who cohabit without marriage or registration. Prerequisites: None

LAW 781 Constitutional Law I (4 Credits)

This course covers judicial review and the constitutional structure, justiciability, the allocation of government power, limits of federal legislative power, the Commerce Clause and limitations on the scope of state power over interstate commerce, separation of powers, due process, the takings clause and the contracts clause. Prerequisites: None

LAW 782 Constitutional Law II (4 Credits)

This course covers the parameters of selected civil liberties and civil rights as set forth in the Bill of Rights and Fourteenth Amendment, and examines how those rights are incorporated to the states. You will examine concepts related to procedural and substantive due process, different protections for fundamental and non-fundamental rights, including the rights to privacy, freedom of speech, freedom of assembly, freedom of the press, freedom of religion, and the right to bear arms. You also will understand and analyze the different levels of review that apply to cases involving classifications by race, gender, illegitimacy,

LGBT status, and other classifications.

Prerequisites: LAW 781

LAW 791 Criminal Procedure (4 Credits)

This course covers criminal procedure, including the Fourth, Fifth, and Sixth Amendment constitutional restraints on the activities of law enforcement officers during the investigatory stage of the criminal process. It specifically covers searches and seizures, stop and frisk, probable cause and arrest, search and seizure of property, and inspections and regulatory searches. The course also covers interrogations, the right to counsel, and double jeopardy. Prerequisites: Criminal Law

LAW 801 Evidence I (4 Credits)

This course introduces the Federal Rules of Evidence, and also highlights certain differences between the federal evidentiary rules and California evidence law. This course includes relevance, hearsay, including the many exceptions to the hearsay rule, the Confrontation Clause and character evidence.

Prerequisites: None

LAW 802 Evidence II (4 Credits)

This course continues the study of the Federal Rules of Evidence, and also highlights certain differences between the federal evidentiary rules and California evidence law. The course includes an examination of trial mechanics, competence, impeachment, privileges, expert and lay opinions, burdens and presumptions, and physical evidence.

Prerequisites: LAW 801

LAW 811 FYLSE Preparation (6 Credits)

This course prepares students to sit for the First Year Law Students' Examination (the "FYSLE") administered by the Committee of Bar Examiners of the State Bar of California. It serves as a review course of the substantive subjects covered on the FYLSE, and focuses on test preparation strategies and skills such as issue spotting, outlining, time management techniques, and multiple choice question preparation. The course is offered on a Credit/No Credit basis.

NOTE: This class may require additional class attendance and includes Mock FYLSE exams to be taken on Saturdays. Students seeking certification are required to enroll in the course for credit. Students who have failed the FYLSE may audit the course, subject to availability pursuant to the audit policy, at full tuition.

Prerequisite: Completion of First Year Curriculum.

LAW 831 Professional Responsibility (5 Credits)

This course introduces the regulation of lawyers through rules of professional conduct and codes of judicial conduct, such as the American Bar Association (ABA) Model Rules

of Professional Conduct, the California Supreme Court's Rules of Professional Conduct, the ABA Code of Judicial Conduct and the California Code of Judicial Conduct. Substantive coverage in this course includes issues that affect the attorney-client relationship such as confidentiality, conflicts of interest, duties to former clients, handling corporate clients, and duties to prospective clients. The course includes coverage of the limits of appropriate advocacy actions, the special responsibilities of a prosecutor, candor toward the tribunal, and fairness to opposing party and counsel. It explores rules applicable to transactions with persons other than clients and surveys rules applicable to law firms and associations (including the responsibilities of supervising lawyers, non-lawyer assistants, and restrictions on the right to practice law Prerequisites: None

LAW 841 Real Property I (4 Credits)

This course introduces basic property concepts and focuses on the acquisition of property rights (including gifts, capture, and the effect of labor), as well as the right to exclude others. It introduces present estates and future interests (possessory estates, future interests retained by the grantor, and the rule against perpetuities), as well as concurrent ownership and leaseholds. Prerequisites: None

LAW 842 Real Property II (4 Credits)

This course covers land transactions, title, assurance, nuisance, servitude, zoning, and takings. It introduces concepts relevant to real estate transactions such as the power of the owners, transfers, and security interests. Easements, covenants and zoning are covered as well. Prerequisites: LAW 841

LAW 851 Remedies (5 Credits)

This course considers the types and nature of relief afforded by courts to litigants in civil litigation. It focuses on a study of the theory and general principles governing the award of equitable remedies and damages. There is also some consideration of restitution. This course focuses on the major forms of equitable relief including temporary restraining orders, preliminary injunctions, and permanent injunctions, including the issuance and modification of such orders. It also covers contempt. Equitable defenses are also covered (laches, unclean hands, for example). Prerequisites: None

LAW 861 Trusts, Wills & Estates (5 Credits)

This course covers general and California law regarding probate administration and intestacy and requirements for wills, including holographic wills, revocation and revival of wills, capacity of testators, doctrines related to the interpretation of wills. The course also covers will substitutes. The course also covers trusts, including both private and charitable trusts, focusing on trust creation, fiduciary obligations, alienation, modification and

termination of trusts, as well as planning for incapacity. The course covers legal limitations for the protection of spouses and children.

Prerequisites: None

LAW 871 - Advanced Legal Writing (4 Credits)

This course builds upon and further develops legal research and writing skills in the context of persuasive writing. Students will gain practical written and oral advocacy skills needed to draft and argue motions and appeals. Beginning with learning how to draft a motion brief, by the end of the course students will produce the first draft and a revised draft appellate brief. Students will practice selection, analysis and strategic use of binding and persuasive legal authority along with oral rhetorical skills, culminating with presentation of oral arguments. Prerequisite: LAW741

Electives

LAW 734 Professional Skills I – Drafting Pleadings (1 Credit)

This course provides students with the foundational professional skills needed to draft pleadings used in the litigation process. Students will draft a complaint and an answer.

Prerequisites: LAW 731, LAW 732, and 733.

LAW 714 Professional Skills II: Introduction to Contract Drafting (2 Credits)

This course provides students with the foundational professional skills needed to memorialize a business deal, including drafting representations and warranties, covenants, rights and conditions. Students will draft a contract.

Prerequisites: LAW 711, LAW 712 and LAW 713

LAW735 Professional Skills III – Drafting Discovery (2 credits)

This course provides students with the foundational professional skills needed to draft discovery requests and responses to discovery, including initial disclosures and expert witness disclosures, as well as discovery motions. Students will draft and respond to interrogatories, requests for production of documents, requests for admissions.

Prerequisites: LAW 731, LAW732 and LAW733

LAW736 Professional Skills IV – Drafting Motions (2 credits)

This course provides students with the foundational skills for drafting motions and oppositions to motions, including format, and supporting evidence. Students will draft a motion and an opposition to a motion and related supporting affidavits.

Prerequisites: LAW 761 and LAW 762

LAW737 Professional Skills V – Drafting Legal Correspondence (1 credit)

This course provides students with the foundational skills for drafting legal correspondence including practical considerations of language and tone, as well as strategic considerations. Students will draft a demand letter, correspondence to a client and correspondence to opposing counsel.

Prerequisite: None

LAW 901 Civil Trial Advocacy (4 Credits)

In this course, students complete a series of exercises, simulations and critiques centering on (1) the role of jury selection, (2) opening statements, (3) direct and cross-examination, (4) the use of experts and (5) closing arguments. Students draft direct and cross-examination questions and make use of predicate questions when examining expert witnesses. Students participate in oral advocacy including opening statement and closing argument.

Prerequisites: LAW 801 - Evidence I & LAW 802 – Evidence II; LAW 761 - Civil Procedure I & LAW 762- Civil Procedure II

LAW 902 Criminal Trial Advocacy (4 Credits)

In this course, students complete a series of exercises, simulations and critiques centering on (1) the role of jury selection, (2) opening statements, (3) direct and cross-examination, (4) the use of experts and (5) closing arguments. Students draft direct and cross-examination questions and make use of predicate questions when examining expert witnesses. Students participate in oral advocacy including opening statement and closing argument.

Prerequisites: LAW 801 - Evidence I & LAW 802 – Evidence II; LAW 791 – Criminal Procedure

LAW 910 Employment Law (4 Credits)

This course surveys employment law, including consideration of discrimination claims, the Age Discrimination in Employment Act, employees vs. independent contractors, employment at will, wrongful discharge, employee privacy, the Fair Labor Standards Act and the regulation of compensation and leave time, the Family Medical Leave Act, remedies and arbitration.

Prerequisites: None

LAW 920 Independent Study (2-4 Credits)

This course is open to fourth year students in good academic standing. Enrollment is conditioned upon approval by the Dean. The course requires the design and execution of a research project that generally will result in a paper of at least 10 pages for each unit of credit. Students must submit an Application for Independent Study

Approval and submit to dean@stfrancislaw.com to seek approval. The course may be taken on a Credit/No Credit basis. Prerequisites: None

LAW 921 Intellectual Property I (4 Credits)

The course surveys the law of intellectual property with a focus on copyright law and trademark law, including legal rights available under copyright and trademark law, infringement and remedies. The course will focus on the substantive law as well as practical professional skills arising in the context of trademark and copyright law, including trademark and copyright applications.

Prerequisites: None

LAW 922 Intellectual Property II (4 Credits)

The course surveys the law of intellectual property, with a focus on builds upon the prior course and covers the substantive areas of patent law and IP infringement, including applicable defenses. The course then explores industries and case studies in which copyright and patent rules intersect. It concludes by examining substantive rules pertaining to trademark law. Prerequisites: LAW 821

LAW 931 Bankruptcy (4 Credits)

This course focuses on federal bankruptcy law and policy, including issues in consumer bankruptcy (Chapters 7 and 13 of the Bankruptcy Code) and business bankruptcy (Chapters 7 and 11). The course is designed as an introductory survey of bankruptcy law, providing basic instruction for future bankruptcy practitioners, as well as those desiring essential knowledge of bankruptcy and the implications relevant to all areas of practice. Prerequisites: None

LAW 935 Compliance (4 Credits)

This course surveys the fast growing area of compliance as a practice area, including the basics of corporate compliance programs. The course will review enforcement and various stakeholders but will include a substantial focus on practical professional skills arising in the context of corporate compliance. Review of actual codes of conduct, drafting of emails, PowerPoint presentations and policies, as well as a live presentation, will be part of the course.

Prerequisites: Recommended LAW751 & LAW752

LAW940 Federal Income Taxation (4 Credits)

This course provides an introduction to the fundamentals of federal income taxation to prepare students, as future attorneys, to recognize and appreciate the income tax consequences of transactions and events encountered in the general practice of law. The course covers tax policy, tax structure, gross income and adjustments to income, business expenses and deductions and personal deductions, tax implications of property transactions, tax exclusions, credits, payments and penalties.

Prerequisites: None.

LAW 950 Legal Externship (3-4 Credits)

This course is open to fourth year students. Students participating in Legal Externship gain professional development and practical lawyering skills as well as valuable insights regarding the legal system. The Legal Externship provides students exposure through both field placement and class discussion to a wide range of practice areas while working on substantive law projects. The externship seminar discussions provide opportunities for student engagement in critical reflection about the legal practice, ethical issues, and future career options. The course may be taken on a Credit/No Credit basis.

Prerequisites: LAW 801; LAW 802; LAW 761; LAW 762; LAW 791

LAW 960 Administrative Law (4 Credits)

The course examines the law related to regulatory agencies, including rulemaking, adjudication and judicial review of administrative action. The course is largely procedural, but we will look at the substantive regulations of several federal agencies and work on the practical professional skills needed to work with administrative agencies.

Prerequisites: LAW 761; LAW 762; LAW 781; LAW 782

LAW 970 Alternative Dispute Resolution (4 Credits)

This course surveys a variety of process choices other than court litigation to resolve disputes. Recognizing that litigation may not always be feasible or desirable, alternatives such as negotiation, mediation and arbitration, among others, are examined and compared. Students engage in practical professional skills through practicing simulated negotiations, mediations, and arbitrations.

Prerequisites: None

LAW 980 Children & the Law (4 Credits)

This course covers the leading Supreme Court cases on parental rights and the legal status of children, the jurisdiction and philosophy of juvenile courts, status offenses and criminal proceedings involving children with special attention to culpability and the punishment of juvenile offenders. The role of counsel for children, foster care and adoption, child abuse and neglect, the termination of parental rights and adoption are also covered. Prerequisites: None

Mandatory for students entering after Spring 2016:

LAW 990 – General Bar Prep I (4 Credits)

This course will prepare students for all components of the California State Bar's General Bar Examination, including review of substantive doctrinal materials, strategies for time management and test taking, and timed practice on multiple choice questions, essay writing and the performance exam, as well as a mock final bar exam

covering approximately one-half of the bar exam tested subjects. The course is offered on a Credit/No Credit basis. *Note: This course may require weekend attendance or examinations.*

LAW 991 – General Bar Prep II (4 Credits)

This course will continue to prepare students for all components of the California State Bar’s General Bar Examination, including review of substantive doctrinal materials, strategies for time management and test taking, and timed practice on multiple choice questions, essay writing and the performance exam, as well as a mock final bar exam covering approximately one-half of the bar exam tested subjects. The course is offered on a Credit/No Credit basis.

Note: This course may require weekend attendance or examinations.

Note: elective courses are offered on a periodic basis.

Faculty

Full Time Faculty

Carole J. Buckner

Dean & Administrator

University of California, Hastings College of Law, J.D.

University of California, Berkeley, B.A., Economics

Admission to Practice: California

Courses: Civil Procedure, Remedies, Torts, Contracts, Professional Responsibility, Professional Skills, UCC, Real Property, Evidence, Criminal Law, FYLSE Prep, Orientation

Karen Travis

Associate Professor

Director of Academic Excellence

University of Southern California, J.D.

City Univ. of N. Y. at Queens College, M.A.

State Univ. of N. Y. at Albany, B.S.

Admission to Practice: California

Courses: Torts, Contracts, Legal Writing, Criminal Law, Products Liability, Professional Skills; Professional Responsibility, FYLSE Prep, Orientation

Part Time Faculty

Willis Baughman

Adjunct Professor

Pepperdine University School of Law, J.D.

Cal. State University Long Beach

Admission to Practice: California

Courses: Professional Responsibility, Bankruptcy, Torts

Raymond Chao

Adjunct Professor

Loyola University of Chicago School of Law, J.D.

Loyola University School of Law, L.L.M.

DePaul University, M.A.

University of Illinois at Urbana-Champaign, B.A.

Admission to Practice: New York

Courses: Criminal Law, Criminal Procedure

Dr. Roger Cusick

Adjunct Professor

State University of New York, at Albany, Ph.D., Political Science

Albany Law School, J.D.

SUNY, College at Oneonta, B.A.

Admission to Practice: New York

Courses: Contracts, Torts, Alternative Dispute Resolution

Joseph Foss

Adjunct Professor

Pepperdine University School of Law, J.D.

Pepperdine University, B.S., Business

Admission to Practice: California

Courses: Evidence; Contracts

Dixon Gardner

Adjunct Professor

Brigham Young University, J. Reuben Clark Law School, J.D.

New York University, Stern School of Business, M.B.A.

Brigham Young University, B.A.

Admission to Practice: California; California Bankruptcy Courts; U.S. Tax Court

Courses: Business Associations; Real Property; Remedies, Taxation

Aaron Gershonowitz

Adjunct Professor

George Washington University Law Center, J.D.

University of Pittsburgh, B.A.

Admission to Practice: New York

Courses: Contracts

David Graubert

Adjunct Professor

Stanford Law School, J.D.

Adelphi University, N. Y., B.A.

Admission to Practice: California

Courses: Constitutional Law; Contract Drafting, Contracts

Laura Jacobus

Adjunct Professor

Santa Clara University School of Law, J.D.

Santa Clara University, B.A.

Admission to Practice: California

Courses: Compliance

Ryann Jorban

Adjunct Professor

University of Michigan, J.D.

University of California, Riverside, B.A. with Honors

Admission to Practice: California

Courses: Criminal Law; Evidence; FYLSE Prep

Adam Lippe

Adjunct Professor

University of Maryland School of Law, J.D.

Johns Hopkins University, B.A.

Admission to Practice: Maryland and New Jersey

Courses: Trial Advocacy, Legal Externship, Criminal Law, Criminal Procedure, Orientation

Sara Mooney

Adjunct Professor

University of California, Los Angeles, School of Law, J.D.
Concordia University, B.A.

Admission to Practice: Washington, D.C. and Illinois
Courses: Real Property

Annie Pan

Adjunct Professor

University of Michigan Law School, J.D.
University of San Diego, B.A.

Admission to Practice: California
Courses: Torts

Jeff Price

Adjunct Professor

University of Oregon, J.D.
University of California, Berkeley, B.A.

Admission to Practice: California, Oregon

Colin Rasmussen

Adjunct Professor

University of Saskatchewan, L.L.B.
Baylor College of Medicine, Ph.D.
University of British Columbia, M. Sc.
University of British Columbia, B. Sc.

Admitted to Practice: California, Law Society of
Saskatchewan (Canada)
Courses: Intellectual Property

Michael Santana

Adjunct Professor

CUNY School of Law, J.D.
Herbert H. Lehman College, B.A.

Admitted to Practice: New York
Courses: Advanced Legal Writing, Orientation

Suzanne Schwartz

Adjunct Professor

Southwestern School of Law, J.D.
Boston University, M.A., B.A.

Admitted to Practice: California
Courses: Community Property, Alternative Dispute
Resolution

Harvey Schweitzer

Adjunct Professor

University of California, Los Angeles, J.D.
San Francisco State University, B.A.

Admission to Practice: District of Columbia and
Maryland
Courses: Legal Research and Writing; Children & the Law

Jonathan Watson

Adjunct Professor

The Catholic University of America, Columbus School of
Law, J.D.

The College of William and Mary, B.A.
Admission to Practice: Michigan and Indiana

Michael White

Adjunct Professor

University of California, Los Angeles School of Law, J.D.
University of Oklahoma, B.A.

Admission to Practice: California
Courses: Community Property, Alternative Dispute
Resolution; Civil Procedure

James Woodruff

Adjunct Professor

South Texas College of Law, J. D.
Texas A&M University, B.S.

Admission to Practice: Florida and Texas
Courses: Trusts, Wills & Estates; Remedies

Honor Code & Disciplinary Policies

Importance of the St. Francis Honor Code

St. Francis students participate in a virtual community that is rich in both its diversity and its reach. Providing each student with a fair opportunity to excel means that adherence to the St. Francis Honor Code is a fundamental responsibility of each and every student.

The Honor Code has been established to instill in students the importance of St. Francis' culture of academic excellence. St. Francis is not a law school that tolerates lying or dishonesty of any type. Indeed, our students are preparing to enter a profession in which moral character, ethics and integrity are the bedrocks of success. Therefore, there is nothing of greater importance than ensuring that St. Francis students are personally committed to ensuring that their behavior and the behavior of their fellow St. Francis community members comports with the ethical standards and civility concomitant with the practice of law.

Academic Honor Code

Academic honesty, integrity, and ethics are required of all members of the St. Francis community. Academic integrity and acting honorably are essential parts of professionalism that continue well beyond courses at St. Francis. They are the foundation for ethical behavior in the workplace. Attending is a privilege, and students are expected to conduct themselves in a manner reflecting the ideals, values, and educational aims of St. Francis and the moral character required by the California State Bar for

admission to the practice of law in the State of California.

Academic integrity requires that work for which students receive credit be entirely the result of their own effort. Acting honorably in an academic setting requires more than simple honesty. Academic dishonesty takes place whenever students undermine the academic integrity of the institution or attempt to gain an unfair advantage over others. Ignorance of the St. Francis honor code is not accepted as a valid excuse for prohibited conduct. The following list includes some illustrative examples of honor code violations; they are not intended to be exhaustive.

1. Cheating

- a. Using unauthorized materials such as books, notes, or crib sheets to answer examination questions
- b. Taking advantage of information considered unauthorized by one's instructor regarding examination questions
- c. Copying another student's homework, written assignments, examination answers, electronic media, or other data
- d. Assisting or allowing someone else to cheat

2. Plagiarism

- a. Representing the ideas, expressions, or materials of another without due credit
- b. Paraphrasing or condensing ideas from another person's work without proper citation
- c. Failing to document direct quotations and paraphrases with proper citation

3. Other forms of academic dishonesty

- a. Fraud, deception, and the alteration of grades or official records
- b. Changing examination solutions after the fact; inventing, changing, or falsifying data or research
- c. Purchasing and submitting written assignments, homework, or examinations
- d. Reproducing or duplicating images, designs, or Web pages without giving credit to the developer, artist, or designer
- e. Submitting work created for another course without instructor approval
- f. Misrepresenting oneself or one's circumstance to gain an unfair advantage
- g. Collaborating with another person(s) without instructor approval
- h. Selling or providing, or purchasing or obtaining from others, term papers, coursework, or assignments

There are serious possible consequences for violating the St. Francis Honor Code, including:

1. Failure of the assignment
2. Failure of the course
3. Expulsion from the School of Law

4. Rescinding a certificate or degree.

In cases involving violation of the honor code, determination of the grade and the student's status in the course are left solely to the discretion of the instructor. The faculty may seek guidance from the Dean. The instructor will report the incident to the Dean to establish, investigate, or determine potential patterns of dishonesty.

A student is prohibited from withdrawing from a course in which an F grade is received due to a violation of the honor code. A student cannot appeal a grade if the sole basis for the appeal is contingent upon overturning an academic dishonesty decision. A student may, however, appeal a grade based on the criteria outlined in the Academic Appeal Process. Should the student choose to appeal the consequences of the Academic Honor Code violation, the student should follow the Honor Code Procedures.

Specifically Permitted Activities

One of the benefits of the St. Francis community is the fact that students are actively invested in each other's success and typically engage in a variety of study and support groups. The Honor Code applies to such groups, except that individual students and study groups are permitted to share, discuss, transmit, etc. each of the following types of materials: (1) study questions in any textbook; (2) any and all hornbooks or treatises (3) any sample essay answers provided by St. Francis; (4) any questions, whether multiple choice or essay, that a study group prepares independently; (5) study aids that such group prepares independently; and (6) commercial materials such as outlines, case notes, MBE questions, flash cards, etc., in each case except to the extent prohibited by applicable law or intellectual property limitation. Students are not permitted to share any St. Francis materials, including PowerPoint presentations, lectures, St. Francis study guides or "essay attack" sheets with any non-St. Francis student without prior written consent of the St. Francis administration.

Student Conduct

Students who are disruptive to the St. Francis learning environment (either by not following technology instructions or by acting in a rude, unprofessional manner with faculty members or colleagues) will be subject to disciplinary action.

Academic Freedom

St. Francis believes that academic freedom encompasses the freedom of faculty members to discuss all relevant matters in the classroom, to explore all avenues of scholarship, research and creative expression and to speak or write as a public citizen without institutional discipline or restraint. Academic freedom also includes the duty of faithful performance of academic duties and obligations,

the recognition of the demands of the scholarly enterprise, and the candor to make it clear that the individual is not speaking for the institution in matters of public interest.

Honor Code Procedures

The following procedures will govern complaints regarding the conduct of a student enrolled in St. Francis School of Law:

1. When St. Francis receives or becomes aware of information indicating that a student has engaged in behavior that constitutes a violation of the Honor Code, is unbecoming a St. Francis student and/or an attorney in good standing under State Bar of California rules, the student will be requested to confer with appropriate administrative personnel, which may include faculty members, administrative members and/or the Dean. Upon such conferral, the Dean may recommend such actions as are necessary or appropriate to address such behavior, including without limitation, cancelling or excluding a student's score on any final exam or work product, denying course credit, or suspending or expelling the student; provided, however, that a committee must be appointed, and decide upon, any resolution involving expulsion from St. Francis.

2. If the proposed resolution of the improper behavior is expulsion, or if the Dean otherwise elects (in his/her discretion), the Dean will appoint an ad hoc committee to hear the charge of misconduct (the "Honor Committee"). The size, composition, and procedures applicable to the Honor Committee will be as determined by the Dean to be necessary or appropriate. The Honor Committee may include student peers and faculty members. Each person appointed to the Honor Committee shall be free of bias or personal interest in the matter. The Dean shall: (i) be a voting ex-officio member of the Honor Committee and (ii) preside over meetings of the Honor Committee.

3. A student charged with misconduct will be given written notice of the charges and shall be given access to all documentary evidence to be presented against him/her.

4. Such student will be given the opportunity to present evidence and written statements to the Honor Committee. Members of the Honor Committee may ask questions of the student charged and of any related witnesses via electronic means. Students are forewarned that the Honor Committee does not look favorably on technical arguments pertaining to whether any particular action or omission constituted an infraction of the Honor Code.

5. The Honor Committee shall make findings as to the truth or falsity of the charges against the student and

formulate a recommended disciplinary action.

6. The options for disciplinary action, should the Honor Committee decide that the student's behavior warrants discipline, will include, but will not necessarily be limited to the following: (i) reprimand without probation or suspension; (ii) suspension or probation for a specified time period or until explicit, unambiguous conditions set forth by the Honor Committee are met; or (iii) permanent expulsion.

7. Students will not be permitted to attend class pending the proceedings of the Honor Committee unless the Dean decides otherwise. The decision of the Honor Committee will be final.

8. A student's record within St. Francis School of Law will contain documentation reflecting conduct during the period of enrollment and each student will be provided with such record upon written request.

9. Pursuant to the California State Bar's process concerning investigation of the moral character of persons applying to practice law in the State of California, St. Francis may be required to disclose violations of the Honor Code to the State Bar.

Administrative Policies

E-mail Correspondence

E-mail correspondence is increasingly used for distribution of information to members of St. Francis community. Electronic forms of correspondence are timelier and more efficient than traditional paper correspondence and provide better service to the recipient and potential cost savings to the School of Law.

Electronic correspondence is one of the authorized means of communication from St. Francis to its constituents. Notification by e-mail is equivalent to notification by letter or by phone.

E-mail correspondence shall be made to the "Preferred E-mail Address" of the member. The "Preferred E-mail Address" is the e-mail address set forth on the student's application. Students have the option to select a different "Preferred E-mail Address" by notification to academic@stfrancislaw.com.

Student-Initiated Withdrawal from a Course:

A student may withdraw from a course up to the end of the week which precedes the final week of the course. The student is required to submit a notice of withdrawal by one

of the following methods:

1. Completing a Withdrawal Form (available from the St. Francis Student Portal at <https://my.stfrancislaw.com> (click on My Services -> My Academic Info).
2. Mailing, faxing, emailing, a letter requesting withdrawal and explaining the reason for withdrawal.

The official withdrawal date is 1) the date the Withdrawal form is submitted, 2) the postmarked date of the letter mailed, 3) the date the fax was received, or 4) the date the e-mail was received. Tuition refunds are based on the official withdrawal date (see Tuition Refund Policy).

Cancellation or withdrawal may result in the loss of credit pursuant to California State Bar Rules and Guidelines. Students should consult with their academic advisor regarding the consequences of withdrawal from the JD program.

St. Francis-Initiated Withdrawal from a Course:

A student will be administratively withdrawn from a course for any of the following reasons:

1. Excessive absenteeism as defined in the Attendance Policy (see Attendance). A student will be withdrawn from a course up to the end of the week which precedes the final week of the course. (The student has earned a grade at this point).
2. The level of academic achievement for the course makes it inadvisable for a student to remain in the course. The instructor communicates his/her concern about a student's level of academic achievement in a course by submitting a Student Notice of Concern form. The form is reviewed by the Dean and a decision is made regarding the student's status in the course.
3. Violation of the Honor Code.

The official withdrawal date for college-initiated withdrawals is the date of processing. Student-initiated or college-initiated withdrawals do not reduce the student's financial obligation.

Academic Appeal Process

St. Francis has established an appeal process for students who have concerns regarding grades and the consistent application of both class requirements and policies as it pertains to grades.

If a student believes that the final course grade is based on a clerical or calculation error, capriciousness, arbitrariness, or is not in alignment with established grading criteria outlined in the course syllabus, the student may file an appeal and must offer evidence to support the claim.

To ensure prompt resolution of the student concern, the appeal process has deadlines for each stage. If the student does not file the Academic Appeal form and related required paperwork within 6 weeks of the end of the course in which the concern occurred, the student cannot appeal.

All deadlines for the process must be met; otherwise, the appeal ends, and the student has no further recourse.

Step 1:

The student will discuss the concern in dispute with the instructor.

Step 2:

If the concern is not resolved with the instructor, and the student wishes to pursue the concern, the student will submit an Academic Appeal form to the Faculty Academic Committee, including a comprehensive written document, which represents a summary of the facts and data from the student's point of view. Upon receipt of the appeal, the Faculty Academic Committee will submit the appeal to the instructor.

The instructor will review the appeal and submit a written response to the Faculty Academic Committee regarding the student's concern within 5 business days. The Faculty Academic Committee will share the response with the student. The Faculty Academic Committee will have ten business days to render a decision and advise the student.

Step 3:

If the student chooses to pursue the concern further, the student shall notify the Faculty Academic Committee within 5 business days of receipt of the decision that the student wishes to have the matter reviewed by the President. The Faculty Academic Committee will contact the President and will forward all documentation. The President will review the matter within ten business days of receipt of the appeal to resolve the concern.

The decision of the President is final. The student and the instructor may respond in writing and these responses will be placed in the student's academic file. No further appeal will be permitted.

Degree Holds and Rescission

St. Francis may rescind an applicant's admission at any time, including after attendance and after degree conferral, if it determines, for example, that an individual has been admitted to St. Francis on the basis of having provided false information or has withheld requested information. St. Francis further reserves the right to require applicants to provide additional information and/or authorization for the release of information about any such matter, and to place a hold on registration and/or the conferral of a degree

during the investigation into any such matter.

Similarly, St. Francis awards degrees on the basis of successful completion of all program requirements in accordance with St. Francis's Honor Code requiring academic honesty and integrity. St. Francis reserves the right to rescind any degree or honors designation (even after conferral) if the program requirements have not been so completed, and to place a hold on issuing a degree during the investigation into any such matter.

Students with unmet obligations (financial or otherwise) resulting in the placement of a hold on their registration cannot receive a transcript, statement of completion, degree certificate, or diploma until the hold is released; as a condition of attending St. Francis, students accept this provision.

Tuition, Fees and Books

An application fee of \$55 is payable at the time a student applies to St. Francis.

Tuition for the 2017-2018 academic year is \$10,000 per quarter. A student must pay tuition and fees for each quarter prior to the first day of each quarter. If a student fails to make a scheduled tuition payment by the first day of the quarter, St. Francis reserves the right to cancel the student's enrollment at its discretion.

St. Francis enrolls students on an annual basis for each year that is required to complete the J.D. program. Tuition and fees for subsequent years may be subject to change.

If Enrollee fails to make a scheduled tuition payment by the first day of the quarter, St. Francis reserves the right to cancel the Enrollment Agreement. An NSF return fee of \$25.00 per item returned by the bank will be charged. Any balance not paid by the last day of the quarter is subject to a \$50 late fee.

In the event that a student extends the J.D. program beyond the four years required to complete the program, due to leave of absence or for any other reasons, the student is required to continue to pay tuition for such period of extension at the current annual rate described.

E-mail

The Business Office will invoice students prior to each quarter through the student's email account registered with St. Francis communicating the student's account balance. It is very important to read all communications from the Business Office to ensure that you know the status of your account. The emails will alert you to the balance due amounts, refund status, changes to charges from withdrawal calculations, and payments posting to your

account.

Past due Balances

Students with outstanding balances may not be allowed to re-enroll for any quarter, to receive official transcripts of credit, letters of recommendation, or diplomas, to participate in commencement ceremonies, or to use any St. Francis services until all St. Francis accounts are settled. Also, any student with an unpaid balance at the end of a quarter may not be allowed to take final exams.

Employer Paid Tuition

Due to the great variety of tuition arrangements, contact the Business Office for additional information and required documentation.

Textbooks

Tuition and fees do not include the cost of books and study materials, which are the responsibility of the student. The best effort estimate of the costs of books and study materials is \$800 for the first year and an average of \$1,400 per year for the next three years, or \$5,000 for the four year J.D. program. The estimates are based on using new hardcover books when available. In many cases, casebooks can be rented and/or digital versions are available at lesser expense.

Tuition Payment

Tuition must be received by St. Francis on the date indicated on the applicable invoice. St. Francis accepts payment by virtual check, a check sent to its administrative office, or online using a debit card. A three percent administrative fee is charged for payments made using credit cards.

Refunds

The tuition refund policy is based upon the official notice date and enrollment period. **ABSENTEEISM OR FAILURE TO BEGIN A CLASS DOES NOT REDUCE A STUDENT'S FINANCIAL OBLIGATION.**

Official Notice Date

The official notice date is the date the withdrawal form is submitted to academic@stfrancislaw.com, the postmarked date of the letter sent to St. Francis, the date the e-mail was sent, or the date of notice of withdrawal by St. Francis. Refunds will be based on the date of official notice. (See Withdrawal from a Course).

Enrollment Period

Enrollment period is determined by the registered class. The enrollment period begins on the first day of the class.

Refunds

If a new student withdraws or cancels enrollment within 5

days of the date the Enrollment Agreement was signed, the student is entitled to a full (100%) refund of all monies paid other than the non-refundable application fee of \$55. Continuing students are required to sign a new Enrollment Agreement annually. If a student cancels or withdraws after 5 days from the date an Enrollment Agreement is signed, the student will receive a full refund for any sessions that were not started at the time of the withdrawal or cancellation, other than the non-refundable application fee of \$55, and a partial refund for courses started, based on the following schedule:

Length of Session	Refundable Tuition Due After:	
1-10 weeks	1st week	100%
	2nd week	50%
	3rd week	0
	4th week	0

All refunds are paid or credited to the credit card used for payment. No refunds will be made in cash. All refunds will be processed within 30 days.

Technology Requirements

Technology Proficiency

Because St. Francis is an online law school where classes are hosted in a live, interactive format, students should be comfortable using e-mail programs, audio and video components of their computers (i.e., their headsets, web cameras and microphones), using basic word processing software, etc. St. Francis classes require live voice and video participation.

Authenticating Student Identity

Each student is provided with a unique login to Blackboard, and in accordance with technology manuals, is encouraged to change their password on a regular basis. Final exams are proctored live and students will be required to show photo ID to take such exams. Exam instructions are circulated in advance of each exam.

Participation and Study Verification

Students are required to participate in all scheduled courses. Each student's participation is graded by the professors. Blackboard and WebEx track student participation. Students are required to verify pursuant to the Honor Code that they have spent the appropriate amount of time per term engaged in curricular activities.

General Technology Policies

St. Francis reserves the right to change its technology from time to time to address needs of students, the format of a

course, or to comply with regulations and standards.

Students agree to use technology in a manner consistent with licensing restrictions placed on St. Francis and in the manner described by the St. Francis IT Support Team; failure to do so is a violation of the Honor Code and the student may be subject to disciplinary action.

Students agree to read the technology manuals provided to them and certify that they have the ability to comply with the technological requirements.

Technical Requirements

Students are solely responsible for all expenses involved in accessing the St. Francis J.D. program online, including the expenses of appropriate computer equipment (including headset and webcam), an Internet service provider, and related software.

Students connecting to live classes will need a hard-wired high-speed Internet connection (no WiFi).

The recommended headset is the Logitech USB Headset H390 (NOT compatible with Windows 8), with a headphone (20Hz-20 kHz or comparable) and microphone (100 Hz-10 kHz or comparable).

For Windows OS: 1.4GHz Intel® Pentium® 4 or faster processor (or equivalent) for Microsoft® Windows® XP, Windows 7 or Windows 8, Windows 8.1 (32-bit/ 64-bit), Windows 8 (32bit/ 64-bit), Windows 7 (32-bit/64-bit), WindowsXP

512MB of RAM (1GB recommended) for Windows XP, Windows7 or Windows 8 Microsoft Internet Explorer 8, 9, 10;

Mozilla Firefox; Google Chrome

Adobe® Flash® Player 11.2+; Java 7+;

Adobe Reader 11+

Please note Internet Explorer 11 is NOT supported.

Firefox has a known issue in Blackboard Discussion Board.

For Mac OS: 1.83GHz Intel Core™ Duo or faster processor; 512MB of RAM (1GB recommended)

Mac OS X 10.7.4, 10.8, 10.9

Mozilla Firefox; Apple Safari; Google Chrome

Adobe Flash Player 11.2+; Java 7+; Adobe Reader 11+

For RPNOW:

System Requirements are available at the following:
<http://clientportal.softwaresecure.com/support/index.php?/Knowledgebase/Article/View/252/0/system-requirements-remote-proctor-now>

Student Records

Student Roster

Students will be asked to provide their contact and certain other personal information (“Student Roster Information”) to St. Francis for inclusion in a student roster that will be available to St. Francis students and faculty members. Such information may include, without limitation, such student’s personal email address as well as such student’s location and occupation.

Students acknowledge and agree that Student Roster Information will be available to other students enrolled at St. Francis as well as St. Francis faculty members. Students agree not to use the information of other students for activities not related to St. Francis course work and agree not to distribute other students’ Student Roster Information without such students’ written consent. Misuse of Student Roster Information is violation of the Honor Code and any student engaged in misuse is subject to disciplinary action.

All students’ names and email addresses will be visible on the Student Roster. However, if a student would like other information (location, occupation etc.) withheld from publication on the Student Roster, he/she may opt-out by checking the “Opt-Out” box on the roster questionnaire.

Official Records

Access to Official Records

The St. Francis policy concerning the privacy rights of students and the practices in place to maintain the confidentiality and integrity of student educational records are as follows:

Rights Under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their educational records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include

1. The right to inspect and review the student’s educational records within 45 days after the day St. Francis receives a request for access.
A student should submit to the Registrar via registrar@stfrancislaw.com, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The St. Francis official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the St. Francis official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s educational records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA .
A student who wishes to ask St. Francis to amend a record should write the Registrar or other appropriate official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
If St. Francis decides not to amend the record as requested, St. Francis will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before St. Francis discloses personally identifiable information (PII) from the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.
4. St. Francis discloses educational records without a student’s prior written consent under the FERPA exception for disclosure to St. Francis officials with legitimate educational interests. A St. Francis official is a person employed by St. Francis in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A St. Francis official also may include a volunteer or contractor outside of St. Francis who performs an institutional service or function for which the St. Francis would otherwise use its own employees and who is under the direct control of St. Francis with respect to the use and maintenance of PII from educational records, such as an attorney, auditor, collection agent, or a student volunteering to assist another St. Francis official in performing his or her tasks. A St. Francis official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for St. Francis. Upon request, St. Francis also discloses educational records without consent to officials of another St. Francis in which a student seeks or intends to enroll.
5. The right to file a complaint with the US Department of Education concerning alleged failures by St. Francis to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, US

Department of Education, 400 Maryland Avenue
SW, Washington, DC 20202.

Definitions

A “student” is any person who attends or has attended St. Francis. An “educational record” is any record in handwriting, print, tape, microfilm, electronic, or other media maintained by St. Francis, which directly relates to a student. The following exceptions are not part of the educational record and are not subject to this Act:

1. A personal record kept by an instructor or staff member if it is kept in the sole possession of that person and is not accessible or revealed to any other person (e.g., a teacher’s grade book).
2. The employment record of an individual whose employment is not contingent on being a student (e.g., the employment records maintained by the Human Resources Office).
3. The records of St. Francis Campus Safety, which are maintained separately, solely for law enforcement.
4. Alumni records which contain information about a student after the student is no longer in attendance at St. Francis.

Disclosure of Educational Records

FERPA permits the disclosure of PII from students’ educational records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to St. Francis officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the educational records without obtaining prior written consent of the student

1. To other St. Francis officials, including teachers, within St. Francis whom St. Francis has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom St. Francis has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
2. To officials of another College where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising St. Francis’s educational

programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported educational programs, or for the enforcement of, or compliance with, federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, enforcement, or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

4. In connection with financial aid for which the student has applied, or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
5. To organizations conducting studies for, or on behalf of, St. Francis, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
6. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
8. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
10. Information St. Francis has designated as “directory information” under §99.37. (§99.31(a)(11))
11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if St. Francis determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of St. Francis’ rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
13. To parents of a student regarding the student’s violation of any federal, state, or local law, or of any rule or policy of St. Francis, governing the use or possession of alcohol or a controlled substance if St. Francis determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
14. Student information will be sent to the National Student Clearinghouse for enrollment and degree verification purposes for interested parties (www.degreeverify.org).

Annual Notification

St. Francis publishes this institutional policy yearly in the St. Francis Catalog and on the St. Francis Website.

Types and Locations of Educational Records

The record custodian for St. Francis is the Registrar.

Type of Record and the Office Location

Admissions Records - Admissions
Academic Transcript - Academic/Administrative
Cumulative Academic Records - Academic/Administrative
Disciplinary Record - Academic/Administrative/Campus Safety
Disciplinary Records (Housing) - Student Life/Services
Financial Aid Records - Financial Services
Financial Records - Business
Placement Records - Career Services

Directory Information

St. Francis designates the following items as directory information: student name, user ID, address, phone number, e-mail address, date of birth, major field of study, dates of attendance, degrees and date received, academic honors, and candidacy for degree and/or teacher certification. While St. Francis does not publish a directory, St. Francis may disclose directory information without prior written consent, unless otherwise notified by the student in writing to the contrary.

Record of Disclosures

Disclosure of any information from the educational record, other than by the student's written permission or Directory Information releases, will be recorded in a disclosure log that will be maintained as a part of the student's educational record.

Procedure to Inspect Educational Records

Students may inspect and review their educational records upon request in the Academic/Administrative Office. The Academic/Administrative Office will inform the Record Custodian of the student's request and will make the needed arrangements for access as promptly as possible. Access must be given within 45 days. Many student concerns can be handled on a daily basis without requiring this procedure.

When a record contains information about more than one student, a student may inspect and review only the portion of the record which relates to him/her. Students also may not inspect those records which are excluded under the FERPA definition of "educational record" (see Definitions).

Amendment of Educational Records

Students have the right to have educational records

amended that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the amendment of a record:

1. A student must ask the Record Custodian of St. Francis to amend a record. In so doing, the student will identify the part of the record that is to be changed and specify why it is believed to be inaccurate, misleading, or in violation of the student's privacy or other rights.
2. St. Francis may comply with the request or may determine that it is not appropriate to comply. If it is determined that the record will not be changed, St. Francis will notify the student of the decision and advise him/her of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, St. Francis will arrange for a hearing and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by an objective hearing Officer who may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's educational record. The student may be assisted by one or more individuals, including an attorney. The cost will be paid by the student.
5. St. Francis will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision.
6. If St. Francis determines that the challenged information is not inaccurate, misleading, or in violation of the student's right to privacy, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's educational record as long as the contested portion is maintained. If St. Francis discloses the contested portion of the record, it must also disclose the statement.
8. If St. Francis determines that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

Internet Account

Any registered student at St. Francis automatically receives an Internet account. This account creates an online classroom account, and gives students access to otherwise restricted areas, including access to library resources.

Acceptable Use Policy for St. Francis Information Technology Resources

I. Introduction This policy defines the accountability of all (“Users”) as well as the boundaries of acceptable use of St. Francis computing and communication resources. St. Francis provides robust resources to support the information technology (IT) environment, including computers, data storage, mobile devices, electronic data, networks, software, email services, electronic information sources, voicemail, telephone services, and other products and services.

St. Francis’ computing and communication resources are the property of St. Francis and are used to support the institutions Guiding Principles, including the advancement of education, services, community, and administrative business support services.

IT resources are provided for the use of faculty, staff, students, and courtesy affiliates. This policy is intended to help protect St. Francis and its constituents as it relates to privacy and confidentiality as well as the overall integrity of St. Francis IT resources. Having a sound and effective information technology environment is essential to the Mission of St. Francis.

When utilizing St. Francis resources, you agree to the Acceptable Use Policy for St. Francis Information Technology Resources language.

II. Applicability

- 2.1 This Policy applies to all individuals using St. Francis resources, regardless of affiliation (faculty, staff, students, and courtesy affiliates) or where the resources are accessed or used, i.e. St. Francis or remote locations.
- 2.2 For usage within the St. Francis campus IT environment, additional rules may apply to specific resources, including classrooms, business systems, networks, software, social media, databases, and other services and support. Rules will be consistent with this policy and could potentially enact additional requirements and/or responsibilities on the Users.
- 2.3 Access to St. Francis resources may be wholly or partially restricted without prior notice and without consent.
- 2.4 Access to this Policy will be granted to Users through the website, handbook and/or catalog.

III. General Authorized Usage Overview

- 3.1 St. Francis resources are provided for St. Francis-specific objectives, including supporting the St. Francis mission, teaching, administrative actions, and student/student-life activities, including social media usage.
- 3.2 Users are granted access to St. Francis IT resources and are responsible for all activity performed with their user IDs. Users should take appropriate precautions to ensure the security of their passwords and prevent others from obtaining access to their computer resources.
- 3.3 Inappropriate or supplementary use that inaccurately or inappropriately illustrates support or affiliation of products, services, or organizations, without written approval, is prohibited.
- 3.4 Usage of St. Francis resources for supplementary personal use is done at the user’s own risk. St. Francis cannot and will not guarantee the continued operation, support, or security of IT resources.
- 3.5 Users are responsible for informing themselves of any St. Francis policies or regulations that control the use of St. Francis resources prior to resource usage.
- 3.6 Users are expected to respect the privacy of other Users, including usage, content, or identities.
- 3.7 Users are required to comply with state, federal, and local laws as well as St. Francis policies. Additionally, Users are required to adhere to the rules and regulations dictated by third parties.
- 3.8 Users are expected to engage in safe and responsible security and computing practices in order to maintain the integrity of St. Francis resources.

IV. Inappropriate Usage

- 4.1 The use of St. Francis resources for private business, commercial activities, fund-raising, or advertising for non-St. Francis purposes is prohibited unless approved in advance.
- 4.2 Users must adhere to copyright, trade secret, patent, or other intellectual property or similar laws/regulations.
- 4.3 Using St. Francis resources for unlawful communications, including threats of violence, obscenity, child pornography, and harassing communication are prohibited and will immediately be reported to the local police department and/or campus safety.

- 4.4 Unauthorized access, modification, copies, or deletion of Users' accounts or resources, including files, is not allowed.
- 4.5 Users cannot use IT resources in a manner that impacts usage or activities of the resources by other Users including, but not limited to, the introduction of malicious software or malware.
- 4.6 Connecting unauthorized modems, routers, wireless access points, or other devices to St. Francis resources is prohibited.
- 4.7 Interfering with the networking including, but not limited to, scanning, monitoring, intercepting, and altering network packets is expressly prohibited.
- 4.8 St. Francis resources cannot be used to engage in patrician politics or promote/oppose ballot measures unless that use is approved by the President.
- 4.9 Users cannot access St. Francis resources without the proper authority, which includes attempting to evade or circumvent user authentication and/or misrepresenting one's identity or affiliation.

V. Email and Electronic Communications

- 5.1 Access to St. Francis email is a privilege that may be wholly or partially restricted without prior notice and without consent of the user.
- 5.2 An activity that may strain the email or network facilities is a violation of this policy. These activities include, but are not limited to, sending chain letter and widespread dissemination of unsolicited email.
- 5.3 Modification or forging of email information, including the header, is prohibited.
- 5.4 Confidentiality of email or other electronic communication cannot be assured; therefore, Users should be aware of the risks when sending confidential, personal, financial, or sensitive information.

VII. Privacy

- 7.1 Privacy is important to St. Francis; however, Users should be aware that the data created or stored on St. Francis resources remains the property of the St. Francis.
- 7.2 Users are expected to respect the privacy of other Users and not divulge personal data concerning faculty, staff, or students.
- 7.3 Authorized individuals of the St. Francis IT environment will perform management tasks in a manner that fosters User trust.

- 7.4 St. Francis does not routinely monitor individual usage; however, normal operations require the backup of data, logging of activities, monitoring general usage, logging files, and other similar activities. St. Francis may access various resources in order to perform necessary maintenance, including security events.

VIII. Operational Security

- 8.1 St. Francis may, without advanced notice to Users, take any action necessary to protect the interests of St. Francis to ensure that the IT resources are stable and secure. Any action necessary will be taken including monitoring and scanning St. Francis resources.
- 8.2 Third-party intrusions, viruses, and physical access can compromise computing and communication security. St. Francis takes reasonable precautions to minimize risks. Users must notify and report incidents to dean@stfrancislaw.com
- 8.3 Known or suspected violations of the *Acceptable Use Policy* or *Social Media Policies* should be reported immediate to dean@stfrancislaw.com.

IV. Enforcement

- 9.1 Use of St. Francis resources is a privilege and not a right. User's access to St. Francis IT resources may be limited, suspended, or terminated if that User violates the Policy. The CIO or the Director of Security will address alleged violations of this Policy.
- 9.2 In addition to review of alleged violation of this Policy, St. Francis may be obligated to report incidents to law enforcement.
- 9.3 Users who violate this Policy, other St. Francis policies, or external laws will be subject to disciplinary action and/or penalties.
- 9.4 If the CIO determines that a User has violated this Policy and determines that access should be limited or suspended, the User may appeal that decision to the President.

Definition of Users: any authorized individual, including faculty, staff, students, or courtesy affiliate.

Required Disclosures

JD Degree

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

Students enrolled in the JD 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 JD degree program. If the dismissed student subsequently passes the examination, the student is eligible for re-enrollment in this law school's JD 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.

St. Francis' internal academic regulations are in many cases more stringent than those promulgated in the above disclosure statement and students are urged to carefully read this St. Francis General Catalog for further information.

Minnesota

St. Francis School of Law is registered as a Private Institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Catalog Revisions

St. Francis reserves the right to change the provisions of this Catalog, with or without notice.