



## GENERAL CATALOG

### JURIS DOCTOR PROGRAM 2021

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## Welcome from the President

Welcome to St. Francis School of Law!

Congratulations on making the decision to earn your JD - certainly an exciting time. I am confident that you will find your experience at St. Francis both challenging and rewarding. You will gain a great deal of knowledge, and likely many friends as well. Highly qualified faculty, leading edge technology, and rigorous curriculum drive excellent student outcomes. Perhaps just as important, our graduates find they build relationships with faculty and fellow students that are meaningful and last a lifetime. I am confident that you will find being a St. Francis School of Law student, and graduate, enriching in many ways.

This catalog provides important information regarding the St. Francis School of Law JD program. It is a valuable resource and has been designed to support your success. If you have additional questions, the entire St. Francis team is ready to provide the assistance you need. We are here to help you achieve your educational goals, and want to make sure you are ready for this challenge.

*Dr. Jill Langen, 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.

### 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 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

Denise Bannan, Ph.D., Chair  
Bart Daig, Ph.D.  
Justin Draeger  
Susan Ebeling  
Alan Wise  
Dan Casey  
Jim Teets  
Mary Singerland  
Mike Hammer  
Aaron Shirley  
Melaine Davis

### St. Francis School of Law Advisory Board

Howard Klein, J.D.  
Mary McCaffery, J.D.  
Teresa Schmid, J.D.  
Tod Zuckerman, J.D.

### St. Francis School of Law Officers

Jill Langen, President  
Chuck Gurden, Vice President - Admissions

### Finance Officer

Michael Moore

### Dean and Administrator

Gregory J. Brandes, J.D.

### Director of Academic Excellence

Karen Travis, J.D.

### Admissions Representative

Brett Ripley

### Registrar

Tammy Carr, M.B.A.

### Student Services

Tina Kattoula, M.S.

### Librarian

Patrick Mullane

### Faculty Developer

Julia Keider, M.B.A.

### Career Services

Anthony Vuckovich

### Payroll Officer

Tracey Rigdon

### Administrative Assistant

Felicia Coughlin

## Contact Information and Hours

St. Francis School of Law  
895 Dove Street, Third Floor  
Newport Beach, CA 92660  
800-931-2694  
[www.stfrancislaw.com](http://www.stfrancislaw.com)

Admissions Department  
[admissions@stfrancislaw.com](mailto:admissions@stfrancislaw.com)

Technical Support  
[support@stfrancislaw.com](mailto:support@stfrancislaw.com)

Librarian  
[library@stfrancislaw.com](mailto:library@stfrancislaw.com)

Registrar  
[registrar@stfrancislaw.com](mailto:registrar@stfrancislaw.com)

Business Office  
[businessoffice@stfrancislaw.com](mailto:businessoffice@stfrancislaw.com)

Student Services  
[academic@stfrancislaw.com](mailto:academic@stfrancislaw.com)

### Business Hours:

Monday through Friday 8:30 am to 4:30 pm PT  
Hours of individual departments may vary. Please  
call 800-931-2694 for more information.

## Consumer Information and Required Disclosures

### Registration

St. Francis School of Law was, until August 21, 2020, 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 from the Committee of Bar Examiners of the State Bar of California to issue Juris Doctor degrees that qualifying graduates to take the State Bar of California's General Bar Exam if all other requirements are met, and to be admitted to practice law in California.

Students remaining in the registered unaccredited law school J.D. degree program 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](http://www.calbar.ca.gov)

### Accreditation

St. Francis School of Law is accredited by the Committee of Bar Examiners (CBE) of the State Bar of California. The Committee of Bar Examiners of the State Bar of California grants accreditation to a registered unaccredited law school when the law school establishes that it fully complies with the Accredited Law School Rules (Rules).

St. Francis will operate, for a time, both accredited and unaccredited J.D. programs as an accredited law school. The provisions of this General Catalog apply to both programs unless otherwise indicated.

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 fully online law schools.

### Disclosure of Consumer Information

#### Disclosure for registered unaccredited J.D. Program:

Students enrolled in the J.D. degree program at this law school who successfully complete the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code § 6060(h) and Rule VIII of the Rules Regulating Admission to Practice Law in California as part of the requirements to qualify to take the California Bar

Examination. A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's J.D. degree program. If the dismissed student subsequently passes the examination, the student is eligible for re-enrollment in this law school's J.D. degree program but will receive credit for only one year of legal study.

Study at, or graduation from, this law school may not qualify a student to take the bar examination or to satisfy the requirements for admission to practice in jurisdictions other than California. A student intending to seek admission to practice law in a jurisdiction other than California should contact the admitting authority in that jurisdiction for information regarding the legal education requirements in that jurisdiction for admission to the practice of law.

#### Disclosure for accredited J.D. Program:

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

#### Additional Disclosures for all Programs:

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

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

St. Francis School of Law is wholly owned by Baker College. Baker College is a private not-for-profit educational system located in Michigan.

St. Francis School of Law is a 501(c)(3) not-for-profit organization.

Applicants, students, and interested parties are

referred to the St. Francis website for additional disclosures and the latest published information required under *Accredited Law Schools Rules*, *Guidelines for Accredited Law School Rules*, *Unaccredited Law School Rules*, and the *Guidelines for Unaccredited Law School Rules*, particularly , *Unaccredited Law Schools Rules*, Rule 4.241, Guideline 2.3 (D) of the *Guidelines for Unaccredited Law School Rules*, and *California Business and Professions Code* section 6061.7.

For additional information visit:  
<https://stfrancislaw.com/disclosure-of-consumer-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 and its courses, classes, forms, procedures, policies and requirements at any time, with or without notice, except as required by law or regulation.

## JD Programs

### Programs Overview

The St. Francis JD program is a 130-quarter unit, four-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 enrolled in the registered unaccredited J.D. are required to successfully complete 24 to 26 weeks of study for one half year of credit or 48 to 52 consecutive weeks of study for a full year of credit.

Each student enrolled in the St. Francis accredited J.D. program is required to complete at least 864 hours of preparation and study each year, which includes at least 300 hours of academic engagement (as defined by the program.)

Students beginning law study after January 1, 2018, are required to complete 9 quarter units of training in practical skills.

Students enrolled in the St. Francis accredited J.D. program are required to pass the school's Competency Evaluation. The Competency Evaluation assesses students' progress towards mastery of program content, skills, and outcomes. It is administered as part of the required LAW 2410 Competency Review course. Students who do not pass the Competency Evaluation on the first attempt may be scheduled for additional attempts at the discretion of the school. Some students -- for example, students not in good standing -- may not be permitted any additional attempts. Students who do not pass the Competency Evaluation within three attempts are administratively disqualified from the accredited JD program. Students who have passed LAW 815 and the California First Year Law Students Examination (FYLSE) are exempt.

The course of study for the J.D. degree must be completed no earlier than thirty months and no later than eighty-four months after a student has commenced law study at St. Francis or a law school from which St. Francis has accepted transfer credit. Students who successfully complete the St. Francis JD program are eligible to sit for the General Bar Examination in the State of California, assuming all other degree program and 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 enrolled in the registered unaccredited J.D. program 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 and engaging with the curriculum and courses.

St. Francis requires each student enrolled in the accredited J.D. program to spend at least 864 hours devoted to preparation and study each year, which includes at least 300 hours of academic engagement (as defined by the program.) Students are required to confirm the number of hours they spent preparing for each class and engaging with the curriculum and courses.

St. Francis courses are typically 10 to 15 students taught by one or more professors. St. Francis professors lead the live, interactive classes via a web-based video conferencing platform and the learning activities in the virtual classroom environment on the school's learning management system.

Students generally are assigned to small cohorts of 10-15 students and often work closely with their cohort peers throughout their studies in the program. The St. Francis Law Library provides students with access to LexisNexis Academic.

## JD Programs Course Learning Activities

### Live, Interactive, 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 are required to interact with professors and other students in scheduled, live, interactive voice and video classes. Students are required to participate by video and audio except in extraordinary circumstances. Access to the live classroom platform requires the use of a webcam and microphone (or via telephone in some cases.) High-speed Internet access is required. The live, interactive format requires that students follow instructions closely.

Students receive participation credit and must be prepared to discuss class materials when called upon. 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 Time (day and time subject to change). 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 learning activities each week. Discussion questions and skills assignments encourage critical thinking, facilitate practice, and foster the development of analytical reasoning skills. Research and writing assignments, quizzes, drafting assignments, and learning activities designed to develop professional skills are a component of many courses.

### **Exams**

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

### **Written Assignments**

Written assignments, including a variety of skills assignments and practice essays, promote the development of legal reasoning and legal writing skills as well as exam-taking skills that are necessary for strong performance on the First Year Law Students' Examination (the "FYLSE") and the General Bar Exam ("GBX"). In upper-division courses, research and writing assignments develop practical professional skills and advanced legal analysis and reasoning.

## **Admissions**

### **Admissions Cycles**

St. Francis School of Law starts new students twice per year (Fall and Winter/Spring). Applications are accepted on a rolling basis throughout the year. A mandatory three - week orientation precedes commencement of classes.

### **Non-Discrimination**

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 complete St. Francis' then-current Application form, including answering all question in full and accurately. The Application is available by contacting the Admission Department, or online at: <https://stfrancislaw.com/admissions/admissions-process/>

Applications are reviewed by the admissions staff for completeness and applicants may be asked to revise, resubmit, or supplement their application with additional information.

Official transcripts showing a bachelor's degree, all postsecondary (undergraduate and graduate) education whether leading to a degree or not, and all prior legal education, if any, must be timely received by St. Francis. Applicants will be advised of their deadline for submitting official transcripts. Additional transcripts or documents may be requested or required. Generally, all transcripts are required before an applicant can be considered for admission.

In order for a transcript to be deemed official, it must be sent directly to St. Francis by the other institution, electronically or by postal mail. Electronic transcripts are preferred. For transcripts sent by postal mail, please use the following address:

St. Francis School of Law  
Document Processing Center  
P.O Box 185  
Owosso, MI 48867

For inquiries or questions about transcript requirements, please contact St. Francis School of Law Admissions at [admissions@stfrancislaw.com](mailto:admissions@stfrancislaw.com) or 800-931-2694, or by mail to:

St. Francis School of Law  
Attn: Admissions



895 Dove Street, Third Floor  
Newport Beach, CA 92660

An admissions interview is typically required, though some admissions decisions are made without an interview. Not all applicants are guaranteed an admissions interview.

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 are made when an 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 an accreditor recognized by the Council for Higher Education Accreditation or the United States Department of Education, or the equivalent, meets or exceeds the pre-legal education requirements of the State Bar of California, and attained an overall average GPA of 2.5 or higher on a 4.0 scale, or its equivalent, in all prior post-secondary education.

If satisfactory completion of the pre-legal education requirements of the State Bar of California is in question, the applicant may submit an Application for Evaluation of Pre-Legal Education to the State Bar of California for evaluation here:

[http://www.calbar.ca.gov/Portals/0/documents/forms/admissions/Pre-LegalEducationApp.0616\\_R.pdf](http://www.calbar.ca.gov/Portals/0/documents/forms/admissions/Pre-LegalEducationApp.0616_R.pdf)

In some cases, admission may be conditioned upon receipt, by St. Francis, of an acceptable Evaluation of Pre-Legal Education prepared by the State Bar of California, or a plan of study approved by the State Bar of California under the Starting First-Year Law Studies Over Certification process.

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

### **Applicants Educated Outside the U.S.**

St. Francis requires that applicants who have completed any post-secondary education outside of the United States provide St. Francis with a course-by-course evaluation of their prior studies conducted by a Credential Evaluation Service approved by the Committee of Bar Examiners. [Review a list of approved Credential Evaluation Services](#) [PDF] to select a service provider. At a minimum, the course-by-course evaluation of prior studies must establish the equivalent of a bachelor's degree from an accredited U.S. institution approved by an accreditor recognized by the Council for Higher Education Accreditation or the United States Department of Education, credit for studies that meet or exceed the pre-legal education requirements of the State Bar of California, and an overall average GPA of 2.5 or higher on a 4.0 scale, or its equivalent, in the prior post-secondary education intended to establish compliance with the pre-legal education requirements of the State Bar of California.

All documents must be in English, or include an English translation.

All St. Francis courses are conducted in English. No English language services are available or provided. Competence in both written and oral English is required for admission to, and effective participation in, the St. Francis JD program. Applicants 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, usually through the Test of English as a Foreign Language (TOEFL). If the TOEFL is required, a minimum score of 575 TOEFL PBT/ 90 TOEFL iBT or higher is required prior to admission.

### **Applicants with a Prior Criminal Conviction**

Applicants with a prior criminal conviction are required to submit a detailed explanation, including the date, for each criminal conviction. The applicant must also sign St. Francis' Criminal Conviction Disclosure Form. A criminal conviction may impact an individual's ability to be admitted to the practice of law in California. Please carefully review the State Bar of California's moral character page.

<http://www.calbar.ca.gov/Admissions/Moral-Character>

## **Applicants with Prior Institution Discipline**

Applicants who have been dropped, suspended, or otherwise disciplined by any school for any reason other than academic performance, are required to submit a detailed explanation, including the dates of attendance and reasons for each incident of institution discipline. The applicant must also sign St. Francis' Institution Discipline Disclosure Form.

## **Applicants with Prior Law Study**

Applicants who have previously attended law school are required to submit official transcripts reflecting all prior law study as part of the admission process.

Applicants may be required to start their law studies over, as a condition of admission. If starting over, applicants must file the Starting First-Year Law Studies Over Certification with the State Bar.

[http://www.calbar.ca.gov/Portals/0/documents/forms/admissions/StartingOverFYLs\\_R.pdf](http://www.calbar.ca.gov/Portals/0/documents/forms/admissions/StartingOverFYLs_R.pdf)

A copy of the approved Starting Over Form, received from the State Bar of California, must be timely provided to St. Francis.

## **Applicants Previously Disqualified**

Applicants previously disqualified from any law school 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.

## **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., 65 units and 2 years of study). All credit transfers must be made in compliance with the rules, guidelines, and requirements promulgated by the State Bar of California.

Classes with a B (3.0) or higher will be eligible for transfer credit consideration.

Coursework may be transferred only if completed within the 27 months prior to a student's enrollment. In addition, transfer credit will only be considered for courses taken in a JD program at a law school that is:

1. ABA approved, or
2. Registered with the State Bar of California, or
3. Accredited by the State Bar of California.

Recognition of transfer credit will be subject to the completion of an Evaluation of Law Study Completed and Contemplated by the State Bar of California Committee of Bar Examiners, Office of Admissions.

[http://www.calbar.ca.gov/Portals/0/documents/forms/admissions/LawStudyApplForEvaluation.0616\\_R.pdf](http://www.calbar.ca.gov/Portals/0/documents/forms/admissions/LawStudyApplForEvaluation.0616_R.pdf)

## **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.

## **Admissions Notification and Appeals**

The admissions office will notify students regarding the decision of the St. Francis Academic Acceptance Committee and any offer or denial of admission. 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**

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 and subject the student to discipline up to and including dismissal.

An amendment to an application for admission shall be in writing and shall be addressed to and delivered to [admissions@stfrancislaw.com](mailto: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.

## **Deferral**

Upon request, St. Francis may permit a student who has applied or been admitted to defer his or her start date a maximum of three times. Applicants who defer must satisfy any new admission requirements that become applicable during the period of deferral. After three deferrals, students will be denied acceptance.

## **Auditors**

St. Francis School of Law does not normally accept applications from auditors, visitors, or guest students.

## **Tuition, Fees, and Books**

### **Tuition**

The total tuition for the 2020-2021 academic year (52 weeks) is \$11,000 USD per year. The total tuition for the 2021-2022 academic year (52 weeks) is \$12,000 USD per year. 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 a student fails to make a scheduled tuition payment by the first day of the quarter, St. Francis reserves the right to cancel the Enrollment Agreement.

If a student extends the J.D. program beyond the four years required to complete the program, due to leaves of absence or for any other reasons, the student is required to continue to pay tuition for such period of extension at the then-current annual rate.

### **Fees**

A one-time enrollment fee of \$100 will be assessed upon successful completion of orientation and registration for the first course in the degree program. This fee will be included in the tuition invoice; prepayment is not required. After two weeks of enrollment, the enrollment fee is not refundable. An NSF return fee of \$25.00 per item returned by the bank will be charged.

Any balance not paid by the due date is subject to a \$50 late fee.

### **Books**

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 approximately \$5,000 for the four-year J.D. program. These estimates are based on using new hardcover books when available. In many cases, however, books can be rented and/or obtained digitally at lesser cost.

## Tuition Invoice

The Business Office will communicate the student's account balance through invoices sent to the student's email account registered with St. Francis. It is very important to read all communications from the Business Office. The invoices will alert students to balance due amounts, balance due dates, fees, refund status, changes to charges from withdrawal calculations, and payments posting to the account.

## Tuition Payment

Tuition must be received by St. Francis on the date indicated on the applicable invoice. St. Francis accepts payment by ACH, a check sent to its administrative office, or online using a debit or credit card (Visa, MasterCard, Discover, and American Express are accepted). NOTE: There is a 2.75% fee for use of a credit/debit card for payment. No fee is associated with ACH payments.

## Employer Paid Tuition

St. Francis participates in many employer sponsored education programs. Please contact the Business Office for additional information and required documentation.

## Past Due Balances

Students with outstanding balances may not be allowed to re-enroll for any quarter, receive grades, letters of recommendation, diplomas, participate in commencement ceremonies, or to use any St. Francis services until all St. Francis accounts are settled.

## 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 proper, completed withdrawal form is submitted to [academic@stfrancislaw.com](mailto: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

## Enrollment Period

Continuing students are required to sign a new Enrollment Agreement annually. Enrollment in a course for which a student is registered begins on the first day of the course and ends on the last day of attendance in that course.

## Refund, Cancellation, and Withdrawal

An enrollee may cancel or withdraw from St. Francis at any time by completing a Request to Withdraw and any required exit counseling or other steps. To initiate cancellation or withdrawal from the J.D. program, the student may email [admissions@stfrancislaw.com](mailto:admissions@stfrancislaw.com) or [academic@stfrancislaw.com](mailto:academic@stfrancislaw.com), or give notice by telephone to the phone number set forth in the Enrollment Agreement or by postal mail to the address set forth in the Enrollment Agreement.

If a 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. 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 course sessions that were not started at the time of the withdrawal or cancellation, and a partial refund for courses started, based on the following schedule:

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

All refunds are issued using the original form of payment when possible. All other refunds are issued by check and are mailed to the enrollee's address on record with St. Francis. No refunds will be made in cash. All refunds will be processed within 30 days.

## General Academic Information and Policies

### Time Limit to Complete Coursework

Students must complete the JD curriculum no earlier than thirty months and no later than eighty-four months after commencing law study at St. Francis or a law school from which St. Francis has accepted transfer credit. Leaves of absence do not extend these periods.

### Mandatory New Student Orientation

St. Francis School of Law requires a three-week orientation which cultivates an understanding of the student's role in law school and an understanding of

the school's curriculum, learning design, and core values. Entering students may not advance to substantive courses unless they have completed orientation in a satisfactory manner.

This orientation is an introduction to the substance and process of law and legal education. It explores an introduction to legal reasoning, the judicial system, the legislative process, and techniques used by the courts in resolution of cases. It 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 orientation introduces students to the online technology used at St. Francis School of Law in preparation for first-year substantive classes.

### **State Bar Registration**

Students enrolling at St. Francis School of Law must register with the State Bar of California within 90 days after beginning their studies. The Application for Registration requires that students provide the State Bar of California Committee of Bar Examiners with a social security number, or a request for an exemption due to ineligibility. Register at:

<http://www.calbar.ca.gov/Admissions/Requirements>

### **Annual Academic Calendar**

The St. Francis annual academic calendar is available on the St. Francis website. In certain cases, the official start of a course or term, or an exam, may coincide with a religious or secular holiday. The school attempts to schedule courses taking into account such dates but cannot guarantee that all conflicts can be avoided. The online syllabus or other document for each course contains the dates live classes are scheduled.

### **Holidays**

St. Francis School of Law administrative offices generally observe the following holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Information on holidays, and their observance, can be found in the course syllabus or will be announced in the course. Unless otherwise indicated, courses continue through holidays, and students may be expected to attend classes, even on administrative holidays. Course schedules may also be modified during holidays.

### **Course Scheduling**

Students are advised of upcoming courses as they are scheduled. First year, and some upper-division courses, are scheduled sequentially. 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 in its discretion, at any time. Please refer to the course descriptions section for a list of required courses.

### **Course Load**

In order for a student to receive full credit for any academic term, the student must have been enrolled in, and received credit for, a course of study requiring not more than ten nor less than six hours of verified academic engagement each week during that academic term. The law school may, for good cause, allow a student to enroll in courses requiring more or less hours than those specified, and in each case will enter in the student's file a memorandum stating the considerations constituting good cause.

### **Course Cancellation**

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.

### **Attendance**

Regular and punctual attendance and active participation in the curriculum and interactive classes is required. Students are expected to complete frequent assignments and attend every class session for each course in which they are registered, except in case of illness or emergency.

Students are required to participate with professors and other students in live interactive classes approximately three hours per week, using the School's online technologies for face-to-face and voice-to-voice interaction. Students are expected to

participate by video and audio in each class, except in unusual or extraordinary circumstances. Classes are generally held on Tuesday and Thursday evenings from 6:00 p.m. through 7:30 p.m., Pacific Time.

A student is deemed to have completed verifiable academic engagement if:

- (a) the student attended a live interactive class as defined herein;
- (b) the student participated in, submitted a response to, or otherwise completed an assigned assessment or learning activity designated as an academic engagement activity, such any of the following:
  - (1) participating in a synchronous class session;
  - (2) viewing and listening to recorded classes or lectures;
  - (3) participating in a live or recorded webinar offered by the law school;
  - (4) participating in any synchronous or asynchronous academic assignment in any class monitored by a faculty member;
  - (5) taking an examination, quiz or timed writing assignment;
  - (6) completing an interactive tutorial or computer- assisted instruction;
  - (7) conducting legal research assigned as part of the curriculum in any class; and
  - (8) participating in any portion of an approved clinical or experiential class or activity.

A student is deemed to have attended a live interactive class if:

- (a) the student was present at the time attendance was recorded by the professor, or if not present then is approved by the professor for addition to the attendance list; and
- (b) remained present and participatory throughout the substantial majority of the class time; or,
- (c) received approval for an absence from the professor, reviewed the recorded class, and if requested by the professor, submitted a summary of the class that was approved by the professor as equivalent in learning to attendance and active participation in the live interactive class session.

### ***Attendance for Calculating Satisfactory Academic Progress***

A student is deemed to have attended a Seminar if:

- (a) the student submitted at least one assignment or discussion board posting during the Seminar, if assigned; and
- (b) the student attended at least one or more of the live interactive classes in the Seminar, if assigned.

### ***Consequences of Inadequate Attendance***

Students are required to participate in at least 85 percent of the regularly scheduled live interactive classes and academic engagement. Attendance is monitored. Students who do not meet the minimum required attendance may be subject to corrective action which could include administrative withdrawal, the loss of credits earned in a course, involuntary leave of absence, or other actions or penalties. Inadequate attendance includes, but is not limited to, any of the following:

1. The student does not attend for the first Seminar of the course.
2. The student does not attend for two consecutive Seminars.
3. The student does not attend at least 85% of the course.

### **Academic Leave**

A student who wishes to request an academic leave must complete the following:

1. Contact Student Services by email at [academic@stfrancislaw.com](mailto:academic@stfrancislaw.com).
2. Student will be contacted by St. Francis Director of Academic Excellence to review the impact on the student's academic credits and schedule.
3. The student will be directed to complete the Request for Academic Leave form.
4. The request for academic leave will not be processed until the completed form has been submitted.

If approved, academic leave commences on the day determined by the school. Taking an academic leave may result in a loss of units earned toward graduation and may affect a student's academic schedule. The number of days on leave cannot exceed a total of 180 days in any 12-month period. If a student does not re-enroll at the end of a leave, or exceeds 180 days of leave in a 12-month period, the student may be administratively withdrawn from the program.

## Preparation and Study Hours

Students are required to certify that they have spent the requisite number of preparation and study hours for each course and term they are enrolled. It is the responsibility of the student to ascertain and certify that the annual hour requirement has been met. Students who do not submit the required study logs for their previous course will lose access to their current course and will be blocked from future registration.

Each student is responsible for ensuring that the learning management system reflects such student's attendance, participation, assignment submissions, credits, courses, and grades. Any errors should be reported immediately to the professor for the course or the administration.

## Repeating Courses

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 course will be permitted to repeat the course under the conditions and limitations described in this catalog, including but not limited to the following:

- A student who fails a required course must repeat the course at a time specified by the school.
- A student failing a required course is not guaranteed an opportunity to retake the course within their normal four (4) years of study, and may have to take an additional year or half year of study to complete degree requirements and graduate.
- A student failing an elective course is not guaranteed an opportunity to retake the course.
- Students may never receive duplicate credit for repeating a course.
- A student repeating a course must pay additional tuition and fees for the repeated course.

When a course is repeated, both the original grade and the repeated grade will appear on the student's transcript. The higher or highest of these grades will be used in computing 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 the "final grade" in the retaken course. The final grade based upon the application of this policy will be the grade reflected on the transcript and included in calculating the student's cumulative grade point average, and used in determination of disqualification, probation, advancement, and graduation.

## Academic Standing and GPA

All students must have a cumulative GPA of at least 3.0 and be in good standing to graduate from the St. Francis JD program. "Good Standing" requires compliance with all policies of the school in addition to maintaining the GPA required for good academic standing, advancement and/or graduation.

St. Francis computes a cumulative grade point average (GPA) for each student at the end of each quarter. Students in good academic standing are eligible to advance to the next quarter. Students not in good academic standing may not be eligible to advance to the next quarter and may be dismissed.

Transfer credit and classes graded on a Credit/No Credit basis do not impact the student GPA.

## Retention and Advancement Step Scale

For students to remain in good academic standing and qualify for advancement, the following GPAs must be earned at the indicated stages of study:

GPA Credits Attempted	Minimum GPA
1-8	2.0
9-16	2.75
17-32	2.87
33-graduation	3.0

## Academic Probation Policy

If a student's cumulative GPA falls below the appropriate minimum GPA required to remain in good academic standing according to the step scale, and the student has completed at least eight (8) quarter credits in the J.D. program, the student will be placed on academic probation. The student will be counseled to improve performance. When a student is placed on academic probation it is noted on the

student's transcript and is not removable.

If a student on academic probation attains a satisfactory GPA according to the step scale in the probationary quarter, but his/her cumulative GPA is still below that required by the step scale for good academic standing, the student will remain on probation for the next quarter. Students who continue to earn term GPAs that meet the step scale requirement will be continued on academic probation.

Students on academic probation must participate in counseling and/or remediation required by the school. Failure to do so may result in dismissal.

### **Removal from Academic Probation**

A student will be removed from academic probation at the end of the quarter in which his/her cumulative GPA equals or exceeds the level required by the step scale for good academic standing.

### **Academic Dismissal**

Students are academically dismissed based on any of the following:

1. A student fails his/her first course or attains a GPA of 1.00 or below in his/her first quarter.
2. A student on academic probation earns a GPA at the end of the second or later probationary quarter lower than that required by the step scale for good academic standing.
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.

### **Administrative Withdrawal**

A student may be administratively withdrawn under the following circumstances:

1. The student's attendance is insufficient to meet the Attendance policy of the school or course.
2. The student fails to return from leave timely, generally within six months from the date of taking a leave of absence.
3. The student fails to pay tuition pursuant to the terms of the enrollment agreement.

### **Administrative Disqualification**

A student shall be administratively disqualified under

the following circumstance:

1. The student fails to pass the FYLSE within three administrations of becoming eligible for the FYLSE.
2. The student fails to pass the Competency Evaluation within the number of attempts allowed.

### **Administrative Dismissal**

A student shall be administratively dismissed under the following circumstance:

1. The student fails his/her first course.
2. The student violates any policy governing student documentation or other responsibilities, or any provision of the enrollment agreement, and it is determined that the violation warrants dismissal from the school or program of study.
3. The student violates any policy governing student conduct and it is determined that the violation warrants dismissal from the school or program of study.

### **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:

1. Contact the Academic Office at [academic@stfrancislaw.com](mailto:academic@stfrancislaw.com) to request the withdrawal form.
2. Complete a Request to Withdraw Form.
3. Meet with the Director of Academic Excellence regarding the consequences of the withdrawal, if required by the school.

The request for withdraw will not be processed until the form is submitted. The official withdrawal date is the date the form is submitted, or another effective date determined by the school. 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 State Bar of California Rules and Guidelines.



## St. Francis-Initiated Withdrawal from a Course

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

- Inadequate Attendance as defined in the Attendance Policy. A student will be withdrawn from a course up to the end of the week which precedes the final week of the course.
- Violation of the Honor Code.
- The student fails to pay tuition pursuant to the terms of the applicable enrollment agreement.

The official withdrawal date for St. Francis-initiated withdrawals is the date of processing. Tuition refunds are based on the official withdrawal date (see Tuition Refund Policy).

## Re-admission of Students Who Withdraw

Students who withdraw from the JD Program may apply for readmission by contacting the Admissions Office at [admissions@stfrancislaw.com](mailto:admissions@stfrancislaw.com).

Such students may be required to file the Starting First Year Law Studies Over Certification with the State Bar of California.

[http://www.calbar.ca.gov/Portals/0/documents/form/s/admissions/StartingOverFYLS\\_R.pdf](http://www.calbar.ca.gov/Portals/0/documents/form/s/admissions/StartingOverFYLS_R.pdf)

## Reapplying to St. Francis After Dismissal or Disqualification

Students who are dismissed from St. Francis for non-academic reasons (e.g., for financial reasons such as failing to pay tuition in a timely manner), wishing to reapply, may contact the Admissions Office at [admissions@stfrancislaw.com](mailto:admissions@stfrancislaw.com).

Students who are dismissed for academic reasons (such as failing to meet minimum academic standards) or disciplinary reasons may apply again for admission to the JD program. Consideration of these applications will be subject to school policies respecting admission of Applicants with Prior Law Study, Applicants Previously Disqualified, and/or Applicants with Prior Institution Discipline set forth under the Admissions policies and according to State Bar of California regulations.

Students who are administratively disqualified for

failure to pass the FYLSE within three administrations of becoming eligible for the FYLSE, and who subsequently pass the FYLSE, may apply for admission by contacting the Admissions Office at [admissions@stfrancislaw.com](mailto:admissions@stfrancislaw.com). Students who are administratively disqualified for failure to pass the Competency Evaluation, and who subsequently establish a documented basis for readmission, such as passing the California First Year Law Students Examination (FYLSE), may apply for admission by contacting the Admissions Office at [admissions@stfrancislaw.com](mailto:admissions@stfrancislaw.com). Students admitted in this situation are still required to pass the Competency Evaluation unless, in the school's discretion, the requirement is waived, in writing, at the time of readmission.

In each case, a statement must be placed in such student's permanent file describing the reasons for re-admitting the applicant. All applications submitted by dismissed or disqualified students are assessed taking into account all applicable guidelines promulgated by the Committee of Bar Examiners of the State Bar of California.

Students readmitted upon reapplication retain their prior academic record and GPA, and are subject to academic probation and other policies of the school. Students return to studies on a date provided by the school, according to an approved plan of study.

## 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 non-financial obligations resulting in the placement of a hold on their registration cannot receive a degree, statement of completion, degree certificate, or diploma until the hold is released; as a condition of attending St. Francis, students accept this provision.

### **Official Transcripts**

Transcripts of the student's academic record are available by request using the Transcript Request form, available on the student portal.

<https://docs.google.com/forms/d/e/1FAIpQLSdkNhOBfV4CWhc7BazuH9KPXwu-gCFMLiPYqK0ySGRlaMSvGw/viewform>

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.

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

## **Student Services**

### **Student Services**

St. Francis provides services, experiences and activities to students through its online platforms, email, phone, and other means. A dedicated Student Services professional is provided to support students as they proceed through the curriculum and degree program. Courses, faculty and administrators provide additional services as described in this catalog.

It is essential that student contact information be maintained current so that services can be delivered. To change your contact information, please provide the new information to Student Services at [academic@stfrancislaw.com](mailto: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, Academic Resource Program, and interactions with professors. Services can be requested at [Karen.travis@stfrancislaw.com](mailto:Karen.travis@stfrancislaw.com).

### **Professor's Office Hours**

Professors are accessible to students and make themselves available outside of class during office hours. Ask the instructor for his/her office hours. Appointments are recommended.

### **Law Library**

The St. Francis law librarian may be reached at [library@stfrancislaw.com](mailto:library@stfrancislaw.com). Upper division 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.

### **Employment Assistance**

St. Francis provides 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 graduates may be advised of services provided by St. Francis.

## **Credit, Assessment, Grading, and Advancement Policies**

### **General 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.

## **Awarding Credit**

Pursuant to Rules and Guidelines promulgated by the Committee of Bar Examiners of the State Bar of California (the "CBE"), in order to be granted credit, students in the registered unaccredited J.D. program 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 if and to the extent that the student does not, thereby accrue a half year of study (24-26 weeks) or a full year of study (48-52 weeks.)

## **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 academic engagement (online instruction.) Academic engagement includes, but is not limited to, instructor-facilitated synchronous and asynchronous instruction, interactive tutorials, quizzes, computer-assisted lectures, videos, and other digital resources, conducting legal research, participating in synchronous and asynchronous discussions, fulfilling academic assignments, collaborating in group activities, and completing examinations.

In addition, for each credit hour, a student can expect a minimum of twenty hours of preparation (outside-of-class learning activities.) Outside of class learning activities include, but are not limited to, completing readings, reviewing notes, and preparing outlines and other study resources.

In externship or practicum courses, students should plan for course requirements to include a combination of instruction, academic assignments, and field work. Externship and practicum courses are granted credit, and credit for practical skills training, according to the following standards: (1) For each quarter credit hour, a student must complete thirty (30) hours of qualifying work. (2) Work qualifying for credit is work developing a particular practical skill, completed under the supervision of a licensed attorney who has practiced law for at least two years, in a setting which includes an orientation session, individualized supervision, timely oral and written feedback, a diversity of tasks that provide the opportunity for learning skill-

based competencies, and opportunity for reflection.

## **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. All data, including student-submitted information, responses to assignments, and work product, may be used by St. Francis for any lawful purpose, without notice or compensation of any kind.

## **St. Francis Intellectual Property**

To the maximum extent permitted by applicable law, all educational content, lessons, lectures, assignments, model answers, exams, and other material (to the extent used to participate in educational content offered by or through St. Francis), and intellectual property of other type or format (IP) is and shall be the exclusive property of St. Francis. Students shall not use or disclose such IP for any purpose other than participation in St. Francis' educational program.

## **Assessment Policies**

Final examinations are required in all courses at St. Francis, except as otherwise specified on the course syllabus for such course. All first-year courses have a final exam. Upper-division courses may have final projects, term papers or final exams. Interim exams, quizzes, and other tests may be either scheduled or unscheduled, at the discretion of the professor.

All final exams are administered through St. Francis technology platforms 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. Multiple choice exams are normally graded anonymously. Essay exams, and exams of other kinds, are generally not graded

anonymously.

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 discipline.

### **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; for example, 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 GPA credit hours attempted for all quarters at St. Francis. Grades of I, CR, NC, W, and AU are not attempted GPA credit hours, and are not included in the calculation of GPA.

### **Standard Grading Scale**

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

### **Grade Definitions**

#### **A = Outstanding Achievement**

The student demonstrates excellent or 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 good or adequate 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 fair or inadequate but passing achievement. In attaining a "C", the 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 or his/her instructor.

#### **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.

## **Incomplete Grade Policy**

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

1. The student requests the Incomplete (I) grade at least one week before the end of the course or demonstrates a justifiable reason for not doing so.
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 agreed to a "contract" which clearly states the requirements to be completed and the due date for the completion of each requirement.

The school may issue an Incomplete grade upon the school's determination that course requirements were not completely met by a student, and provide the student an extended date for completion. If the incomplete 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 incomplete 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](mailto: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.

## **Auditing Courses; Grades for Auditing**

Continuing students may request to audit courses. Audit status must be approved by the Dean at the

time of registration and confirmed with the instructor on the first day of class. Audit enrollments are based on class availability. If at any point, prior to the beginning of the course, the class size maximum is reached, audit registrations will be cancelled. Auditors must pay regular tuition, and are not eligible to be certified for the FYLSE. Courses audited do not satisfy degree program requirements of the J.D. Program or accrue academic credit toward graduation requirements.

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. An "AU" will be reflected as the final grade on the transcript of a student who is auditing a class.

Students who are repeating the FYLSE may audit the FYLSE Prep class, subject to availability, at regular tuition.

## **Guidelines for Review of Graded Exams**

Graded exams are available to students via the learning management system after they are processed. Students with concerns about the grading of any exam must follow the Academic Appeal Process.

## **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. The appeal must indicate the basis for review, from among those listed in this paragraph, and must offer evidence to support the claim. An appeal filed without a good faith basis for either clerical or calculation error, capriciousness, arbitrariness, or misalignment with established grading criteria outlined in the course syllabus may result in the student violating St. Francis' Personal and Professional Conduct Policies and/or Honor Code and Disciplinary Policies.

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 45 calendar days of the occurrence, 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 within 14 calendar days from the end of course.

### **Step 2**

If the concern is not resolved with the instructor, and the student wishes to pursue the concern, the student may submit documentation that Step 1 was timely completed, and request, complete, and file the Grade Appeal Form with [academic@stfrancislaw.com](mailto:academic@stfrancislaw.com).

The Grade Appeal must include a comprehensive, written summary of the facts and data from the student's point of view. The Grade Appeal Form and accompanying documentation must be submitted within 45 calendar days of the end of the course for the appeal to be considered timely.

Upon receipt of the appeal, the Faculty Academic Committee, sitting as the school's Grade Review 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 Dean. The Faculty Academic Committee will contact the Dean and will forward all documentation. The Dean will review the matter within ten business days of receipt of the appeal to resolve the concern.

The decision of the Dean 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.

## **Academic Program Following Leave of Absence or Readmission**

Students returning from an approved academic leave or readmitted after a withdrawal or dismissal must contact the Academic Office at [academic@stfrancislaw.com](mailto:academic@stfrancislaw.com) at least two (2) months prior to the desired return date to request a revised plan of study. The plan of study will specify the return date determined by the school. It may also include courses to be taken and the anticipated revised program completion date, but these are subject to change. Not all students will be eligible to return, or return at their desired date. Students may be required to repeat work, audit courses, or complete some courses self-paced, as the plan requires.

## **Upper Division Advancement**

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

1. Any course in which the student received a grade below a "C" must be repeated under the Repeating Courses policy.
2. 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.

## **First Year Law Students' Examination Policies**

### **First-Year Law Students' Examination (FYLSE)**

California requires any student attending a registered unaccredited J.D. program to pass the FYLSE within the first three administrations, following the date the student becomes eligible to take the FYLSE, to be awarded credit beyond the first year of law study.

Students who do not pass the FYLSE within three administrations of becoming eligible will be administratively disqualified from future study at St. Francis and will not receive credit for any courses completed beyond the first year of study.

Students are required to provide their FYLSE results. A copy of the State Bar letter detailing the student's scores and a copy of the student's essays must be submitted.

More information about the FYLSE can be found at <http://www.calbar.ca.gov/Admissions/Examinations/First-Year-Law-Students-Examination>

### **FYLSE Eligibility**

In order to be certified by St. Francis to take the FYLSE, students must:

1. Have completed the first year of the registered unaccredited J.D. program
2. Enroll in the FYLSE Prep course for credit (first time FYLSE takers may not audit the FYLSE Prep course).
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 State Bar of California, Office of Admissions.

### **Awaiting Administration of FYLSE or FYLSE Results**

St. Francis students in the unaccredited J.D. program awaiting the next administration of the FYLSE, or awaiting results, are not permitted to enroll in upper-division courses.

## **Graduation Policies**

### **Graduation Requirements**

Students must successfully pass all required courses and complete at least 130 credits within 5 years of passing the FYLSE (or four years after enrolling for transfer students) to graduate with a JD. In no event may a student's entire course of study for the J.D. program be completed later than eighty-four months after a student has commenced law study at St. Francis or a law school from which St. Francis has accepted transfer credit. Students must earn a minimum cumulative GPA of 3.0. Students beginning law study after January 1, 2018, are required to complete 9 quarter units of training in practical skills.

In addition, students in the registered unaccredited J.D. program 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 for that program.

In addition, student in the accredited J.D. program must have successfully completed the school's Competency Evaluation, and at least 864 hours devoted to preparation and study each year, which includes at least 300 hours of academic engagement (as defined by the program.)

### **Application for Graduation**

All students who anticipate successful completion of their program course requirements for a degree must complete a graduation application using the St. Francis School of Law [Graduation Application](#) form on the student portal.

Applications must be received by:

- Fall Quarter Graduation - November 1
- Winter Quarter Graduation - February 1
- Spring Quarter Graduation - April 10
- Summer Quarter Graduation - August 1

### **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

## Personal and Professional Conduct Policies

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.

### 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.

### Requirements of Student Conduct

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

- The mission of St. Francis.

- Opportunities and settings that facilitate the interaction of persons of different cultures, backgrounds, and persuasions.
- Respect for the rights of others.

It is important to note the following policies with regard to student responsible and respectful conduct. When a student's actions do not reflect these expectations, St. Francis will take disciplinary measures, which may include disciplinary suspension or expulsion from St. Francis.

- 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.
- It is the responsibility of the student to give honest and complete replies to all questions included in application forms and other documents or requests for information 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 elicit to any degree panic or alarm, disturb the peace, endanger personal well-being, or harm public or private property is prohibited.



- Students are expected to use language that promotes a comfortable and respectful environment. Use of language, gestures, or electronic media in a way that is abusive or offensive in nature is prohibited.
- 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.

## 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 State Bar of California 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, model answers, or crib sheets to answer examination or other assessment 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.

Serious possible consequences for violating the St. Francis Honor Code, include but are not limited to:

- Cancelling or excluding a student's score on any final exam or work product.
- Failure of the assignment.
- Failure of the course.
- Denial of course credit.
- Suspension.
- Dismissal or expulsion from the School.
- Rescinding a certificate or degree.

In cases of 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 school. The faculty may seek guidance from the Dean. The instructor will report the incident to the Dean, who establishes the process of investigation and determination of the alleged honor code violation.

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.

## Student Discipline Procedures

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

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, or violates another standard of conduct provided by school policies, 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 of the student; provided, however, that a committee must be appointed, and decide upon, any resolution involving expulsion from St. Francis.

If the proposed resolution of the improper behavior is expulsion, or if the student so accused requests, 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 "Committee"). The size, composition, and procedures applicable to the Committee will be as determined by the Dean to be necessary or appropriate, but must include the online equivalent of a hearing if requested by the accused student. The Committee may include student peers and faculty members. Each person appointed to the Committee shall be free of bias or personal interest in the matter. The Dean shall: (i) be a voting ex-officio member of the Committee and (ii) preside over meetings of the Committee.

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

Such student will be given the opportunity to present evidence and written statements to the Committee. Members of the Committee may ask questions of the student charged and of any related witnesses. The entire procedure will be conducted via electronic means, including any hearing. Students are forewarned that such Committees do not ordinarily look favorably on technical arguments pertaining to whether any particular action or omission constituted an infraction of the conduct policies or Honor Code. The Committee shall make findings as to the truth or

falsity of the charges against the student and formulate a recommended disciplinary action.

The options for disciplinary action, should the 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 Committee are met; or (iii) permanent expulsion, or (iv) other penalty such as:

- Cancelling or excluding a student's score on any final exam or work product.
- Failure of the assignment.
- Failure of the course.
- Denial of course credit.
- Suspension.
- Dismissal from the program of study or School of Law.
- Rescinding a certificate or degree.

Students will not be permitted to attend class pending the proceedings of the Committee unless the Dean decides otherwise. The decision of the Committee will be final. A student charged with misconduct will be given a written final determination, which includes a statement of the facts, conclusions, and sanctions.

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.

Pursuant to the State Bar of California'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.

### **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:

- Study questions in any textbook.
- Any and all hornbooks or treatises.
- Any questions, whether multiple choice or

essay, that a study group prepares independently.

- Study aids that such group prepares independently.
- 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 Complaint Policy**

Students have the right to file a formal student complaint about St. Francis matters if they believe their rights have been violated with regard to administrative policies, technical requirements, financial processes and systems, grading, program content, program effectiveness, library services, faculty performance, the Americans with Disabilities Act, harassment, Equal Opportunity, career services, or other matters.

Students wishing to file a formal complaint must do so in writing with the Dean of St. Francis, by email at [dean@stfrancislaw.com](mailto:dean@stfrancislaw.com), or by mail at 895 Dove St., 3<sup>rd</sup> Floor, Newport Beach, CA 92660. Student are encouraged to attempt an informal resolution first, by contacting the Dean at the above email address or by phone, as 949-955-4952.

Formal complaints must be specific, comprehensively documented, signed by the student in a written (paper or PDF) 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, within 10 business days, the steps that will be followed to resolve the issue. In all cases, a decision will be made and communicated within 30 days of receipt of such complaint or grievance. The decision will be final and

binding. The website for the State Bar of California, the state accrediting agency, is [www.calbar.ca.gov](http://www.calbar.ca.gov).

## Administrative Policies

### Required Documentation

Enrollment agreements, records of exam results, survey responses and other types of documentation may be required of a student. Failure or refusal to respond or provide requested documentation may result in action, up to and including dismissal from the program of study or school.

### 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](mailto:academic@stfrancislaw.com).

### Educational Records

The record custodian for St. Francis is the Registrar.

### 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:

- 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](mailto:registrar@stfrancislaw.com), or other appropriate official, a written request that specifically and particularly 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. Cumulative or repetitive requests to review records may be delayed or denied, and can result in violation of the student conduct policy if the equivalent of harassment results.
- 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.
- 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.
- 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.

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 school in which a student seeks or intends to enroll.

## 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:

- 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).
- 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).
- The records of St. Francis Campus Safety, which are maintained separately, solely for law enforcement.
- 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.

- 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))
- 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))
- 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)

- 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))
- 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))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information St. Francis has designated as "directory information" under §99.37. (§99.31(a)(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))
- 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))

- 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))
- To the National Student Clearinghouse or similar organization for enrollment and degree verification purposes for interested parties ([www.degreeverify.org](http://www.degreeverify.org)).

### **Annual Notification**

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

### **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.

### **Student Roster**

Students may 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.

### **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 request amendment of educational records that they believe are inaccurate, misleading, or in violation of their privacy rights. In applying this standard, however, students should be aware that records containing accurate information about student conduct, grades, probation, discipline, academic history, or other matters are not considered inaccurate, misleading, or in violation of student privacy rights. Following are the procedures for the amendment of a record:

- 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.

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

## Technology Requirements and Policies

### 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.

### 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 St. Francis' technology platforms, 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. St. Francis' technology platforms 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.

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.

### Technical Requirements

Students connecting to live classes may be required to use a hard-wired high-speed Internet connection (no Wi-Fi). A webcam is required for all live class sessions and examinations.

St. Francis School of Law does not support beta releases of operating systems. Students must utilize a standard release operating system to complete all program requirements.

### Headset

- The recommended headset is Logitech USB Headset H570E <http://www.logitech.com/en-us/product/h570e-headset>
- Headphone: 20Hz-20 kHz (or comparable)
- Microphone: 100 Hz-10 kHz (or comparable)
- Headsets are not limited to the recommended headset, but should be comparable.

### Windows

- 2.XX GHz Intel Core2 Duo CPU or AMD processor (or equivalent)
- Windows 10 (32-bit/64bit), Windows 8.1 (32-bit/64-bit), Windows 8 (32-bit/64-bit), Windows 7 (32-bit/64-bit)
- 2GB of RAM
- Microsoft Internet Explorer 8, 9, 10, 11; Mozilla Firefox; Google Chrome
- Adobe® Flash® Player 11.2+
- Java 7+
- Adobe Reader 11+

### Mac OS

- 2.0 GHz Intel Processor (or equivalent)
- 2GB of RAM
- Mac OS X 10.12, 10.13, 10.14
- Mozilla Firefox; Apple Safari; Google Chrome
- Adobe Flash Player 11.2+
- Java 7+
- Adobe Reader 11+



## Canvas Mobile

- iOS 11 and newer (versions vary by device)
- Android 5.0 and newer

## RPNOW

- System Requirements:  
<http://clientportal.softwaresecure.com/support/index.php?/Knowledgebase/Article/View/252/0/system-requirements-remote-proctor-now>.
- Test your browser
  - Java test:  
<http://java.com/en/download/installed.jsp>
  - Adobe Flash test  
<https://www.adobe.com/software/flash/about/>

## Download Software

- Java <http://java.com/en/>
- Adobe Flash  
<https://get.adobe.com/flashplayer/>
- Adobe Reader <https://get.adobe.com/reader/>

## Known Issues

- Canvas known issues will be posted on the log in page of the system, or the Technology section of the Portal
- Zoom FAQ: <https://support.zoom.us/hc/en-us/articles/206175806-Top-Questions>

## Important Information:

- When accessing Zoom for your live classes, you need a hard wired, high-speed internet connection (no WiFi).
- Attending your Zoom class on any type of mobile device (tablet or smart phone) is prohibited.
- A webcam is required, and must be used for all Zoom class sessions and RPNOW.
- St. Francis School of Law does not support beta releases of operating systems. Students must utilize a standard release operating system to complete all program requirements.
- St. Francis Technical Support contact information: 1-800-931-2694 (Option 6) [support@stfrancislaw.com](mailto:support@stfrancislaw.com)

## Acceptable Use Policy for St. Francis Information Technology Resources

### 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.

### Applicability

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.

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.

Access to St. Francis resources may be wholly or partially restricted without prior notice and without consent.

Access to this Policy will be granted to Users through the website, handbook and/or catalog.

### **General Authorized Usage Overview**

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.

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.

Inappropriate or supplementary use that inaccurately or inappropriately illustrates support or affiliation of products, services, or organizations, without written approval, is prohibited.

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. 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.

Users are expected to respect the privacy of other users, including usage, content, or identities. 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.

Users are expected to engage in safe and responsible security and computing practices in order to maintain the integrity of St. Francis resources.

### **Inappropriate Usage**

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.

Users must adhere to copyright, trade secret, patent, or other intellectual property or similar laws/regulations.

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.

Unauthorized access, modification, copies, or deletion of Users' accounts or resources, including files, is not allowed.

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.

Connecting unauthorized modems, routers, wireless access points, or other devices to St. Francis resources is prohibited.

Interfering with the network, including, but not limited to, scanning, monitoring, intercepting, and altering network packets is expressly prohibited.

St. Francis resources cannot be used to engage in partisan politics or promote/oppose ballot measures unless that use is approved by the President.

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.

### **Email and Electronic Communications**

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. Modification or forging of email information, including the header, is prohibited.

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.

### **Privacy**

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.

Users are expected to respect the privacy of other Users and not divulge personal data concerning faculty, staff, or students.

Authorized individuals of the St. Francis IT environment will perform management tasks in a manner that fosters User trust.

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.

### **Operational Security**

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.

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](mailto:dean@stfrancislaw.com)

Known or suspected violations of the *Acceptable Use Policy* or *Social Media Policies* should be reported immediate to [dean@stfrancislaw.com](mailto:dean@stfrancislaw.com).

### **Enforcement**

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.

In addition to review of alleged violation of this Policy, St. Francis may be obligated to report incidents to law enforcement.

Users who violate this Policy, other St. Francis policies, or external laws will be subject to disciplinary action and/or penalties.

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.

## **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](mailto:academic@stfrancislaw.com), along with required documentation, including
  - The forms otherwise required by the State Bar of California for testing accommodations, available at this site: <http://admissions.calbar.ca.gov/Examinations/TestingAccommodations.aspx>
  - 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](mailto:dean@stfrancislaw.com) or by mail at 895 Dove St., 3<sup>rd</sup> Floor, 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 Dean, 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.

## Curriculum – Registered Unaccredited J.D. Program

### First Year Required 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: LAW711

#### **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: LAW712

#### **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, battery, and arson. The course also covers defenses, such as insanity, justification, self-defense, and entrapment. Prerequisites: None, Professional Skills Credits: 0.2

#### **LAW 722 Criminal Law II (4 Credits)**

This course covers the elements of crimes including theft, robbery, extortion, burglary, kidnapping, and preparatory crimes such as attempts, solicitation and conspiracy. The course also covers sex crimes, sentencing theories and accomplice liability. The course includes a review of Criminal Law I. Prerequisites: LAW721

#### **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, Professional Skills Credits: 1

#### **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: LAW731, Professional Skills Credits: 2

#### **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: LAW731 & LAW732

### Upper-Division Required 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, Professional Skills Credits: 4

#### **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, Professional Skills Credits: 1.5

#### **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: LAW751, Professional Skills Credits: 1.5

#### **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, Professional Skills Credits: 1

#### **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: LAW761, Professional Skills Credits: 1.5

#### **LAW 770 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, Professional Skills Credits: 1.5

#### **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: LAW721 & LAW722

#### **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, Professional Skills Credits: 1.5

#### **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: LAW801

**LAW 815 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. Although it serves as a review course of the substantive subjects covered on the FYLSE, it focuses on test preparation strategies and skills such as issue spotting, outlining, time management techniques, essay and multiple-choice question preparation. The course is offered on a Credit/No Credit basis. Prerequisite: Completion of First Year Curriculum.

*NOTE: This class may require additional class attendance.*

**LAW 830 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, Professional Skills Credits: 1

**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, Professional Skills Credits: 1

**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: LAW841, Professional Skills Credits: 1.5

**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, Professional Skills Credits: 1

**LAW 860 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, Professional Skills Credits: 2

**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, Professional Skills Credits: 4



*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 State Bar of California’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 State Bar of California’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

## 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: LAW731, LAW732, & LAW733, Professional Skills Credits: 1

**LAW 714A 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: LAW711, LAW712 & LAW713, Professional Skills Credits: 2

**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: LAW731, LAW732 & LAW733, Professional Skills Credits: 2

**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: LAW761 & LAW762, Professional Skills Credits: 2

**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, Professional Skills Credits: 1

**LAW 739 Professional Skills VI – Legal Negotiation (1 credit)**

Lawyers in transactional and litigation practice are frequently called upon to conduct negotiations. Professional Skills VI – Legal Negotiation provides students with essential negotiation tactics and strategies and a process for preparing for a negotiation that can be applied to many different contexts. Communication strategies for negotiation, and negotiation case studies, are included. Assignments include identifying issues to negotiate, formulating negotiating positions, and completing a simulated contract negotiation. Prerequisites: None, Professional Skills Credits: 1

**LAW 881 Clinical Experience I (2 credits)**

Clinical Experience courses focus on live client counseling and advising experiences, under the close supervision of a licensed attorney. Depending on the placement, students may learn procedures and skills for case intake, client interviewing, negotiating retainer agreements, oral and written client communication, discharging the duties of confidentiality and loyalty, and terminating the attorney/client relationship. Up to two (2) Clinical Experiences may be completed by a student. Prerequisites: None, Professional Skills Credits: 2

**LAW 882 Clinical Experience II (2 credits)**

Clinical Experience II is the follow-on to Clinical Experience I (which is a prerequisite.) It, too, focuses on live client counseling and advising, under the close supervision of a licensed attorney. Depending on the placement, students may advance their knowledge and skills in areas such the procedures and skills for case intake, client interviewing, negotiating retainer agreements, oral and written client communication, discharging the duties or confidentiality and loyalty, and terminating the attorney/client relationship. Up to two (2) Clinical Experiences may be completed by a student. Prerequisites: LAW 882 Clinical Experience I, Professional Skills Credits: 2

**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: LAW801, LAW802, LAW761, & LAW 762, Professional Skills Credits: 4

**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: LAW801, LAW802, & LAW791, Professional Skills Credits: 4

**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 (4 Credits)**

This course is open to fourth year students, and third year students upon approval by the Dean, in good academic standing. Enrollment is conditioned upon approval by the Dean. The course requires the design and execution of a research or practical 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 to [dean@stfrancislaw.com](mailto:dean@stfrancislaw.com) to seek approval. The course may be taken on a Credit/No Credit basis. Prerequisites: None, Professional Skills Credits: 4

**LAW 821 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, Professional Skills Credits: 1.5

**LAW 822 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: LAW921, Professional Skills Credits: 1.5

**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 932 Accounting and Finance for Lawyers (1 credit)**

Accounting and Finance for Lawyers develops competency with principals of business financial tracking and reporting, including common reporting documents. The course focuses not on bookkeeping (debits and credits) or taxation, but on understanding the processes used to ensure accurate and comprehensive tracking of income and expenses, and using the balance sheets, income statements, cash flow reports, and other common financial reporting documents in connection with law practice. Assignments include critiquing public company annual reports and simulating advice to clients based on financial reports. Prerequisites: None, Professional Skills Credits: 1

**LAW 933 Introduction to Business Planning (1 credit)**

Introduction to Business Planning uses case studies to develop competence with several crucial business planning and formation concepts and documents. Students learn to advise on issues of choice of appropriate entity, entity structure and capitalization, tax status, and other aspects business organization and startup. Assignments include drafting legal and planning memoranda, adapting forms to accomplish a specified purpose, and preparing reservation of name and articles of incorporation documents. Prerequisites: None, Professional Skills Credits: 1

**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, Professional Skills Credits: 1

**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 (4 Credits)**

This course is open to fourth year students, and third year students upon approval by the Dean, in good academic standing. 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: LAW801, LAW802, LAW761, LAW762, & LAW791 , Professional Skills Credits: 4

**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: LAW761, LAW762, LAW781, & LAW782, Professional Skills Credits: 1.5

**LAW 965 Law Practice Management (4 Credits)**

Law Practice Management provides students with the basics of running a small law firm from a business perspective. The goal is to give students confidence in starting their own firm and to review the skills and competencies needed for a lawyer to survive and thrive in today's competitive marketplace. The course will review the formation of the firm, partner and staff issues, client development, financial analysis techniques required to understand profitability and planning for growth, computer and communication technology, timekeeping, billing and money management issues, office process flow systems for case management, marketing and social media, facilities management, docketing, deadlines and appointments, ethical issues and much more. The course capstone is the preparation of a detailed business plan prepared by the firm members. Prerequisites: None

**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, Professional Skills Credits: 4

**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, Professional Skills Credits: 0.5

**LAW 997 Performance Simulation Seminar (1 credit)**

The Performance Simulation Seminar surveys practice simulations required as part of licensure examinations in California and elsewhere. Students dissect performance tests developed by the National Conference of Bar Examiners and California's Committee of Bar Examiners, learn approaches to successfully writing answers, and practice using templates for responses to common performance test assignments. Assignments include timed performance test practice and grading and commenting on peer or exemplar performance test answers. Prerequisites: None, Professional Skills Credits: 1

## Curriculum – Accredited J.D. Program

### First Year Required Courses

#### **LAW 1010 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, Professional Skills Credits: 1

#### **LAW 1020 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: LAW731 or LAW1010, Professional Skills Credits: 2

#### **LAW 1030 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: LAW731 & LAW732 or LAW1010 & LAW1020

#### **LAW 1110 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, battery, and arson. The course also covers defenses, such as insanity, justification, self-defense, and entrapment. Prerequisites: None, Professional Skills Credits: 0.2

#### **LAW1120 Criminal Law II (4 Credits)**

This course covers the elements of crimes including theft, robbery, extortion, burglary, kidnapping, and preparatory crimes such as attempts, solicitation and

conspiracy. The course also covers sex crimes, sentencing theories and accomplice liability. The course includes a review of Criminal Law I. Prerequisites: LAW721 or LAW1110

#### **LAW 1210 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 1220 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: LAW711 or LAW1210

#### **LAW 1230 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: LAW712 or LAW1230

### Upper-Division Required Courses

#### **LAW 2010 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, Professional Skills Credits: 4

**LAW 2020 - 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 or LAW2010, Professional Skills Credits: 4

**LAW 2310 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, Professional Skills Credits: 1

**LAW 2320 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: LAW761 or LAW2110, Professional Skills Credits: 1.5

**LAW 2210 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 2220 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 or LAW2210

**LAW 2410 Competency Review (6 Credits)**

This course prepares students to successfully complete the St. Francis School of Law Competency Evaluation. A review course for the substantive subjects covered in the first and second years of law school, it also covers fundamental lawyering skills that are part of the school's program outcomes, such as issue legal analysis, professional action in practical settings, client communication, and other skills. The course is offered on a Credit/No Credit basis. Prerequisite: Completion of First Year Curriculum. Professional Skills Credits: 2

**LAW 3010 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: LAW721 & LAW722 or LAW1110 & LAW1120

**LAW 3410 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, Professional Skills Credits: 1.5

**LAW 3420 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: LAW751 or LAW3110, Professional Skills Credits: 1.5

#### **LAW 3210 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, Professional Skills Credits: 1.5

#### **LAW 3220 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: LAW801 or LAW3210

#### **LAW 3310 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, Professional Skills Credits: 1

#### **LAW 3320 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: LAW841 or LAW3310, Professional Skills Credits: 1.5

#### **LAW 4010 Community Property (4 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, Professional Skills Credits: 1.5

#### **LAW 4020 Professional Responsibility (6 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, Professional Skills Credits: 1

#### **LAW 4030 Trusts, Wills & Estates (6 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, Professional Skills Credits: 2

#### **LAW 4040 Remedies (6 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, Professional Skills Credits: 1

#### **LAW 4210 – General Bar Prep I (4 Credits)**

This course will prepare students for all components of the State Bar of California'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 4220 – General Bar Prep II (4 Credits)**

This course will continue to prepare students for all components of the State Bar of California'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

### **Professional Skills Courses**

#### **LAW 5010 Professional Skills – 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: LAW711, LAW712 & LAW713 or LAW1210, LAW1220, & LAW1230, Professional Skills Credits: 2

#### **LAW 5020 Professional Skills – 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: LAW731, LAW732, & LAW733 or LAW1010, LAW1020, & LAW1030, Professional Skills Credits: 1

#### **LAW 5030 Professional Skills – 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: LAW731, LAW732 & LAW733 or LAW1010, LAW1020, & LAW1030 , Professional Skills Credits: 2

#### **LAW 5040 Professional Skills – 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: LAW761 & LAW762 or LAW2110 & LAW2120, Professional Skills Credits: 2

#### **LAW 5050 Professional Skills – 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, Professional Skills Credits: 1

#### **LAW 5060 Professional Skills – Legal Negotiation (1 credit)**

Lawyers in transactional and litigation practice are frequently called upon to conduct negotiations. Professional Skills VI – Legal Negotiation provides students with essential negotiation tactics and strategies and a process for preparing for a negotiation that can be applied to many different contexts. Communication strategies for negotiation, and negotiation case studies, are included. Assignments include identifying issues to negotiate, formulating negotiating positions, and completing a simulated contract negotiation. Prerequisites: None, Professional Skills Credits: 1

#### **LAW 5070 Professional Skills – Accounting and Finance for Lawyers (1 credit)**

Accounting and Finance for Lawyers develops competency with principles of business financial tracking and reporting, including common reporting



documents. The course focuses not on bookkeeping (debits and credits) or taxation, but on understanding the processes used to ensure accurate and comprehensive tracking of income and expenses, and using the balance sheets, income statements, cash flow reports, and other common financial reporting documents in connection with law practice. Assignments include critiquing public company annual reports and simulating advice to clients based on financial reports.

Prerequisites: None, Professional Skills Credits: 1

### **LAW 5080 Professional Skills – Introduction to Business Planning (1 credit)**

Introduction to Business Planning uses case studies to develop competence with several crucial business planning and formation concepts and documents. Students learn to advise on issues of choice of appropriate entity, entity structure and capitalization, tax status, and other aspects of business organization and startup. Assignments include drafting legal and planning memoranda, adapting forms to accomplish a specified purpose, and preparing reservation of name and articles of incorporation documents. Prerequisites: None, Professional Skills Credits: 1

### **LAW 5090 Professional Skills – Performance Simulation Seminar (1 credit)**

The Performance Simulation Seminar surveys practice simulations required as part of licensure examinations in California and elsewhere. Students dissect performance tests developed by the National Conference of Bar Examiners and California's Committee of Bar Examiners, learn approaches to successfully writing answers, and practice using templates for responses to common performance test assignments. Assignments include timed performance test practice and grading and commenting on peer or exemplar performance test answers. Prerequisites: None, Professional Skills Credits: 1.

### **LAW 5210 Professional Skills – Clinical Experience I (2 credits)**

Clinical Experience courses focus on live client counseling and advising experiences, under the close supervision of a licensed attorney. Depending on the placement, students may learn procedures and skills for case intake, client interviewing, negotiating retainer agreements, oral and written client communication, discharging the duties of confidentiality and loyalty, and terminating the

attorney/client relationship. Up to two (2) Clinical Experiences may be completed by a student.

Prerequisites: None, Professional Skills Credits: 2

### **LAW 5220 Professional Skills – Clinical Experience II (2 credits)**

Clinical Experience II is the follow-on to Clinical Experience I (which is a prerequisite.) It, too, focuses on live client counseling and advising, under the close supervision of a licensed attorney.

Depending on the placement, students may advance their knowledge and skills in areas such the procedures and skills for case intake, client interviewing, negotiating retainer agreements, oral and written client communication, discharging the duties or confidentiality and loyalty, and terminating the attorney/client relationship. Up to two (2)

Clinical Experiences may be completed by a student. Prerequisites: LAW 881 or LAW5210, Professional Skills Credits: 2

## **Electives**

### **LAW 6010 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 6020 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 6030 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 or LAW3110 & LAW3120, Professional Skills Credits: 1

#### **LAW 6040 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 6050 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: LAW761, LAW762, LAW781, & LAW782 or LAW2110, LAW2120, LAW2210, & LAW2220, Professional Skills Credits: 1.5

#### **LAW 6060 Law Practice Management (4 Credits)**

Law Practice Management provides students with the basics of running a small law firm from a business perspective. The goal is to give students confidence in starting their own firm and to review the skills and competencies needed for a lawyer to survive and thrive in today's competitive marketplace. The course will review the formation of the firm, partner and staff issues, client development, financial analysis techniques required to understand profitability and planning for growth, computer and communication technology, timekeeping, billing and money management issues, office process flow systems for case management, marketing and social media, facilities management, docketing, deadlines and appointments, ethical issues and much more. The course capstone is the

preparation of a detailed business plan prepared by the firm members. Prerequisites: None

#### **LAW 6070 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 6080 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 Professional Skills Credits: 0.5

#### **LAW 6310 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, Professional Skills Credits: 1.5

#### **LAW 6320 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: LAW821 or LAW6310, Professional Skills Credits: 1.5

#### **LAW 6410 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: LAW801, LAW802, LAW761, & LAW 762 or LAW3210, LAW3220, LAW2110, & LAW2120, Professional Skills Credits: 4

LAW802, LAW761, LAW762, & LAW791 or LAW3210, LAW3220, LAW2110, LAW2120, & LAW3010 , Professional Skills Credits: 4

**LAW 6420 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: LAW801, LAW802, & LAW791 or LAW3210, LAW3220 & LAW3010 , Professional Skills Credits: 4

**LAW 6510 Independent Study (4 Credits)**

This course is open to fourth year students, and third year students upon approval by the Dean, in good academic standing. Enrollment is conditioned upon approval by the Dean. The course requires the design and execution of a research or practical 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 to dean@stfrancislaw.com to seek approval. The course may be taken on a Credit/No Credit basis. Prerequisites: None, Professional Skills Credits: 4

**LAW 6520 Legal Externship (4 Credits)**

This course is open to fourth year students, and third year students upon approval by the Dean, in good academic standing. 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: LAW801,

## Faculty

### Full Time Faculty

**Gregory J. Brandes**  
**Dean and Professor of Law**

Loyola University Chicago School of Law, J.D.  
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Admission to Practice: Illinois (Inactive) and Colorado  
Member of the Bar of the Supreme Court of the United States  
Courses: Contracts, Torts, Criminal Law, Evidence, Civil Procedure, Legal Negotiation, Independent Study, Business Associations, Professional Responsibility, Introduction to Business Planning

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**Associate Professor**  
**Director of Academic Excellence**

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State Univ. of N. Y. at Albany, B.S.  
Admission to Practice: California  
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### Part Time Faculty

**Willis Baughman**  
**Adjunct Professor**

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Cal. State University Long Beach  
Admission to Practice: California  
Courses: Professional Responsibility, Bankruptcy, Torts

**Alexander Benikov**  
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Loyola University School of Law, L.L.M.  
DePaul University, M.A.  
University of Illinois at Urbana-Champaign, B.A.

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Albany Law School, J.D.  
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Courses: Contracts, Torts, Alternative Dispute Resolution, Business Associations, Civil Procedure, Constitutional Law

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Courses: Contracts, Administrative Law

**David Graubert**  
**Adjunct Professor**

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Adelphi University, N. Y., B.A.  
Admission to Practice: California  
Courses: Constitutional Law; Contract Drafting, Contracts

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Courses: Intellectual Property I, Legal Negotiation

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Santa Clara University, B.A.  
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Courses: Compliance, Business Associations

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Courses: Evidence, Advanced Legal Writing, Criminal Procedure; Externship, Drafting Discovery, Trusts, Wills and Estates, Criminal Procedure

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Courses: Community Property, Professional Responsibility, Law Practice Management, Legal Correspondence

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Courses: Advanced Legal Writing, Community Property, Orientation

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**Deena Sturm****Adjunct Professor**

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Courses: Intellectual Property II

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Southwestern University School of Law, J.D.  
Northern Arizona University, M.A. English  
Admission to Practice: California (Inactive)  
U.S. Supreme Court, District Courts, Tax Court, and Court of Federal Claims  
Courses: Contracts; Torts, Real Property, Orientation

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Admission to Practice: Michigan (Resigned) and Indiana  
Courses: Contracts, Real Property; Remedies

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Courses: Contracts, Community Property, Alternative Dispute Resolution; Civil Procedure, Remedies

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**Adjunct Professor**

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Admission to Practice: Florida and Texas

Courses: Trusts, Wills & Estates; Remedies