



Monterey College of Law

San Luis Obispo College of Law

Empire College of Law

Kern County College of Law

Course Catalog and

Student Handbook

2026 – 2027

(rev. 08/01/2026)

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Introduction

Monterey College of Law (MCL)—a non-profit community law school in Seaside, California—was founded in 1972 by prominent local attorneys and judges and accredited by the State Bar of California in 1981. Its mission is to provide a high quality legal education in a local community environment, with graduates dedicated to professional excellence, integrity, and community service.

In 2015, MCL established a second campus in San Luis Obispo, the San Luis Obispo College of Law (SLOCL). SLOCL's first class graduated in 2019. MCL became the first law school to operate three separate campus locations when it opened Kern County College of Law (KCCL) in Bakersfield in 2017. KCCL's inaugural class graduated in 2021. MCL established a fourth campus, Empire College of Law (ECL), in Santa Rosa in 2022.

MCL, SLOCL, KCCL, and ECL (collectively, the Law Schools) offer a part-time program of instruction for three law degrees: a 90-unit Doctor of Jurisprudence (J.D.) degree, a 36-unit Master of Legal Studies (M.L.S.) degree, and a 24-unit Master of Laws (LL.M.) degree. We also offer our three degrees via an online, hybrid degree program that combines synchronous Zoom classes and asynchronous remote learning.

The Law Schools' students learn substantive law, legal analysis, and oral and written communication skills. An all-adjunct faculty of primarily practicing lawyers and judges allows high academic standards with small classes where we emphasize training in legal skills and professional responsibility. Our professors are knowledgeable in legal theory, as well as process and technique. Small class sizes and accessible faculty assure personal attention and individual instruction.

The Law Schools allow serious, highly motivated students to seek a career in law, change careers, reenter the workforce, or advance their current career by obtaining a legal education. Most students at the Law Schools work full-time while attending courses in the evenings. Our student body's average age is 35; our students range in age from mid-20s through mid-60s. Through academic programs and support services, we develop relationships with students from traditionally underrepresented backgrounds. We foster and maintain a diverse and inclusive law school environment.

Mission Statement

The Law Schools' mission is to provide a high quality legal education in a community law school setting with graduates dedicated to professional excellence, integrity, and community service.

Board of Trustees

The Law Schools are governed by a Board of Trustees.

<https://www.montereylaw.edu/general-information/index.html>

Administration

This Handbook identifies people by position, not by name. Refer to this list to determine the current holder of any particular position or title. See <https://montereylaw.edu/staff/index.html> for the current Staff Directory.

Lisa Sperow
President and CEO

Elizabeth Xyr
Vice President, Dean, and Chief Academic Officer

Greg Brandes
*Chief Operations Officer, Chief Financial Officer,
Sexual Harassment Officer*

Chelsea Wright
*Associate Dean of Academics, Curriculum & Assessment,
Hybrid Program Dean*

Catherine Bennett
*Associate Dean of Academics, Director of Legal Writing,
Campus Dean KCCL*

Christina Chong-Nakatsuchi
Associate Dean of Academic Affairs

Fiona Hall
*Associate Dean, Academic Advising,
Director of the Mandell Gisnet Center for Conflict Management*

Isaac Adams
*Campus Dean, MCL, Director of Internship Programs
Clinical Faculty Supervisor*

Erica Flores Baltodano
Campus Dean SLOCL, Director of the Center for Dispute Resolution

Roger Illsley
Campus Dean, ECL

Deborah E. Howitt
Assistant Dean of Development

Dennis Meffert
Assistant Dean of Faculty and Student Support Services

Heather English
Business Manager

Shashi Chand
Registrar

Adam Ancira-Corrigan
Assistant Dean of Admissions

Dahnja Straub-Schiro
Director of Admissions

Kass Von der Mehden
Manager of Student Finance

Lety F. Perez
Clinical Program Director

Nora Songster
*Empire College of Law
Campus Administrator*

Julisa Durant
*Kern County College of Law
Campus Administrator*

Lisa Williams
*Monterey College of Law
Campus Administrator
Executive Assistant to the Office of the Dean*

Britny Olsen
*San Luis Obispo College of Law
Campus Administrator*

Jennifer AlSindi
Program Assistant

Mara Awerbuck
Program Assistant

Dean

This handbook routinely refers to “the Dean.” Unless further explained in the context as a particular Associate or Assistant Dean, “the Dean” means the person identified above as the Dean and Chief Academic Officer, currently Elizabeth Xyr.

The Dean reserves the right in her sole discretion to designate one or more other deans or administrative personnel to handle any matter indicated in this handbook as being within the Dean’s province.

Accreditation

The State Bar of California

The Committee of Bar Examiners of The State Bar of California has accredited Monterey College of Law since 1981. San Luis Obispo College of Law is an accredited branch of Monterey College of Law, approved by the Committee in 2015. Kern County College of Law is an accredited branch of Monterey College of Law, approved by the Committee in 2017. Empire College of Law is an accredited branch of Monterey College of Law, approved by the Committee in 2022.

For the current information report on State Bar of California accreditation, see https://montereylaw.edu/_resources/MCL_01_60617a_2025.pdf

WASC Senior College and University Commission (WSCUC)

Monterey College of Law is accredited by the WASC Senior College and University Commission (WSCUC), 1080 Marina Village Parkway, Suite 500, Alameda, CA 94501, 510.748.9001.

Bar Pass Statistics

The Law Schools are committed to providing courses for each substantive area of the law that may be tested on the California Bar Examination. No law school can guarantee bar exam passage to any student. However, the Law Schools’ trustees, faculty, and administration are committed to providing a high quality education that allows one to meet or exceed the State Bar’s minimum cumulative bar pass rate as set by the accreditation rules and guidelines. The Law School’s required public filing on minimum pass rate is located here https://montereylaw.edu/_resources/MCL_01_60617a_2025.pdf, and more information is located here <https://montereylaw.edu/admissions/accreditation.html>.

Library Requirements

The Law Schools meet or exceed the Committee of Bar Examiners standard for student and faculty access to library materials for all programs. The Law Schools’ students also have access to public community Law Libraries in each of the schools’ communities. For information on each community law library, see the links below:

Monterey County Law:

<https://www.co.monterey.ca.us/government/government-links/law-library#ColumnUserControl3>

San Luis Obispo County Law Library: <http://www.sloccl.org/home.html>

Kern County Law Library: <https://kclawlib.org/>

Sonoma County Public Law Library: <https://sonomacounty.ca.gov/justice-services/law-library>

The Committee of Bar Examiners of the State of California Requirements

Registration as a Law Student

Law students **must** register with the Committee of Bar Examiners **within 90 days** of beginning the study of law (Business & Professions Code Section 6060(d)). Students must complete the registration process on the State Bar's website <https://www.calbar.ca.gov/Admissions/Requirements>.

Merely creating a My Law Student Profile **does not** fulfill a law student's obligation to register with the Committee of Bar Examiners. All students must complete the required registration process through the State Bar's Applicant Portal, including creating an account, submitting the registration application, and providing all required documentation and fees. Applications not completed within 60 days will be deemed abandoned, and application fees are non-refundable.

Failure to register with the State Bar of California within 90 days of beginning the study of law may delay your progress toward bar admission and could hinder or prevent your eligibility to take the California Bar Examination or become licensed to practice law in California. Students are solely responsible for complying with all State Bar registration requirements and deadlines.

Equal Opportunity and Non-Discrimination

MCL's program structure, academic practices, and student support services, are designed to promote access, participation, academic success, and respectful engagement among students from a wide range of backgrounds and experiences. With a commitment to supporting the success of all qualified students, MCL admissions and other decisions are made, in accordance with federal and California law, without consideration of any legally protected traits or characteristics.

The First Year Law Students' Examination ("FYLSX" or "Baby Bar")

Students admitted to the Law Schools J.D. program as "special" students must take and pass the First Year Law Students' Examination (FYLSX) within three administrations of becoming eligible to take it, which is upon successful completion of their first year of law study. A "special" student has completed less than two years of qualified undergraduate study. The FYLSX is a State Bar of California requirement for special students. Special students must take and pass the FYLSX to achieve licensure. Special students who do not pass the FYLSX within three administrations of becoming eligible to take it will be academically disqualified from the J.D. program and will not receive credit for courses completed beyond the first year of study.

The Law Schools may require certain students to take and pass the First Year Law Students' Exam as a condition of acceptance or academic probation. These students will be advised of their status. They must file the examination application with, and pay the application fee to, The Committee of Bar Examiners, at least two months before the examination date. Application information for the First Year Law Students' Exam is found on the California State Bar website, <https://www.calbar.ca.gov/Admissions/Examinations/First-Year-Law-Students-Examination>.

Admission to Practice Law in California

The Juris Doctor degree itself does not entitle a law school graduate to be admitted to the California State Bar or to practice law. To practice law in California, **all** requirements of the State Bar in place at the time of application must be satisfied. Currently, these requirements are:

1. Complete the necessary pre-legal education.
2. File a registration application and register as a law student or attorney applicant within 90 days of starting law school.
3. Complete the required legal education.
4. Take and pass the First-Year Law Students' Examination, if required. See [The First Year Law Students' Examination \("FYLSE" or "Baby Bar"\)](#).
5. Pass the California Bar Examination. You must apply, establish eligibility, and pay a fee to the Committee of Bar Examiners.
6. Receive a positive moral character determination from the Committee of Bar Examiners. You must apply and pay a fee to the Committee of Bar Examiners.
7. Achieve a scaled score of 86.00 or greater on the Multistate Professional Responsibility Examination (MPRE). The MPRE is administered and graded by the National Conference of Bar Examiners. You must apply and pay a fee to the NCBEX. See <https://www.ncbex.org/exams/mpre/registering-mpre>
8. Comply with California court-ordered child or family support obligations.
9. Meet all admission requirements and take the attorney's oath of office within five years of the last day of administration of the California Bar Examination the applicant passes.

See <https://www.calbar.ca.gov/Admissions/Requirements> for more licensure information.

Moral Character Determination, and Expectations for Applicants and Students

Students are advised that, "A positive moral character determination is a requirement for admission to the practice of law in California... Law students are encouraged to submit a moral character application no later than the beginning of their last year of law study. Applicants should expect the review process to take a minimum of six to eight months, and it may take longer."

Moral character determination is a complex process. The State Bar considers many aspects of the applicant's past and current situation. Prospective law students with criminal records, unpaid child support, alcohol or drug related violations, a history of significant personal litigation (as either plaintiff or defendant), and other factors should carefully review the State Bar's guidance before applying. Factors considered are described here:

<https://www.calbar.ca.gov/Admissions/Moral-Character/Factors-and-Conduct>.

Moral Character Determination Guidelines used by the State Bar can be found at:

<https://www.calbar.ca.gov/sites/default/files/portals/0/documents/admissions/moralCharacter/moral-character-determination-guidelines.pdf>.

The moral character review process typically takes from 12 to 18 months. A moral character determination is valid for 5 years from issuance. The law school recommends beginning the moral character review process during the second semester of the second year or the first semester of the third year of law studies.

In addition to planning adequate time for completion of moral character review processes, applicants and students should be aware of the following:

- MCL will not knowingly admit, educate, or graduate any individual unlikely to attain a positive moral character determination following review by the State Bar. Disqualifying facts, where known and understood, may result in denial or rescission of admission and/or dismissal from the Juris Doctor (JD) program and the institution.
- Honesty in fact and full candor are required in both the MCL application process and the review of moral character by the State Bar of California. MCL applies the same candor and honesty standards in review of applications for admission as those applied by the State Bar in moral character review: “The [moral character application](#) is a compilation of many details of the applicant’s life. It is important to be truthful on the application.” The applicant’s statements in the personal statement, application, and other document provided in the admissions process at MCL must be complete, accurate, and candid.
- Like the State Bar, MCL requires truthfulness and complete candor: “The State Bar and the Committee of Bar Examiners consider candor to be a significant factor in determining whether an applicant has the good moral character required for admission to practice law.” Applicants who misrepresent, incompletely answer, or fail to respond in connection with their law school application have not met the required expectations of honesty in fact, truthfulness, and candor.
- MCL will truthfully and candidly respond to inquiries from the State Bar about its graduates who are applicants for admission. Among the questions typically asked of an applicant’s law school are: “1) Do the records in your office reflect that the applicant has been: a) denied admission to practice law in any other state; b) convicted of the violation of a misdemeanor or felony, or pleaded nolo contendere to a violation of a misdemeanor or felony, whether or not the charges were dismissed, the court entered a judgment of conviction, or the court imposed a sentence; c) accused of a violation of a trust; d) knowingly delinquent regarding any financial obligation; e) disciplined by any educational institution; f) disciplined by any licensing authority? 2) Did the applicant amend his or her application to your school after it was submitted? 3) Do you have any reason to question the applicant’s moral character? If the answer to any part of question 1 (a-g) was “Yes” or you have any reason to question the applicant’s fitness for admission to practice law, please comment.”
- Applicants who experience a change in circumstances have an affirmative obligation – that is, the obligation to act without being asked – to update and correct previously provided and recorded information that is now, owing to the changed circumstance, incorrect, incomplete, or misleading. For example, an applicant who previously stated that she had not been disciplined by any academic institution, but who later was, must affirmatively correct the record with the law school and other appropriate authorities.

Practicing Law in Other States

States other than California may require a degree from an American Bar Association accredited school or approval from an examining committee as a prerequisite to taking their bar examination. The Law Schools are not seeking accreditation from the American Bar Association. Study at, or graduation from, The Law Schools may not qualify a student to take the bar examination in other states or satisfy the requirement to practice law in other states. So, if a student intends to seek admission to practice in a state other than California, the student should contact the admitting authority in that state for information regarding the legal education requirements for admission to practice law.

Student Location Attestation Policy

This policy applies to students living outside California pursuing a Juris Doctor (J.D.) or Master of Laws (LL.M.) degree for eventual licensure to practice law in California.

Students enrolled in the Juris Doctor (J.D.) or Master of Laws (LL.M.) programs who live outside California and intend to pursue licensure to practice law in California through distance education must attest to their current state of residence and confirm they seek licensure only in California.

The Admissions Office will determine and document each student's physical location at the time of initial enrollment, under the Law Schools' procedures.

Applicants who live in a state where the Law Schools' Juris Doctor (J.D.) or Master of Laws (LL.M.) programs do not meet the educational requirements for professional licensure or certification must confirm their understanding these programs will not qualify them for licensure or certification in their current state of residence.

Students may not continue enrollment in the program unless they attest that they plan to move to, or seek employment in, a state where the J.D. or LL.M. programs at the Law Schools meet the educational requirements for professional or occupational licensure or state certification.

Students must promptly notify the Law Schools of any change in their physical location so the Law Schools can update the student record. Students who relocate may be required to submit more information or documentation to verify their new location or to reassess program eligibility.

The Law Schools will maintain written documentation of each student's location and the basis for that determination and will provide such documentation to the U.S. Department of Education upon request.

Residency Requirements and Program Term

To be eligible for a degree awarded by the Law Schools, a student must complete at least one-half of the semester units required for the applicable degree program through the Law Schools. Units earned through the Law School's courses, including clinics and academic credit-bearing internships, satisfy the residency requirement. Transfer credit and credit earned while visiting at another institution do not satisfy the residency requirement. See [Transfer Credit](#)

In addition to satisfying the residency requirement, students enrolled in the Juris Doctor program must satisfy the accreditation requirements applicable to the J.D. degree. A student must complete a course of study consisting of at least 1,200 hours of verified academic engagement with the School of Law's curriculum, as required by applicable accreditation standards.

Admissions Policies

The Inquiry form and Application form, as well as Admissions FAQs are here:
https://montereylaw.edu/admissions/applications_and_inquiries.html

The Law Schools reserve the right to refuse admission to any applicant.

New Student Applications

Admissions Application

An application is complete and ready for review by the Admissions Committee once all required documentation is received, which includes the application, application fee, personal statement, resume, and official transcripts. Accepted applicants must complete the Intent to Enroll form confirming their academic term and campus affiliation. Applications are valid for up to one year from the date started. Applicants who are denied admission twice within a 12-month period must wait two years before reapplying.

Enrollment Fee Waivers

The Law Schools do not offer application or enrollment fee waivers. The application and enrollment fees may be deferred and added to tuition if the applicant's enrollment has been approved by the Department of Rehabilitation (DOR) or another approved training program, and the approved organization pays tuition and fees. The Law Schools may request confirmation of the applicant's program approval.

Duty to Amend Application

Every student has a duty to promptly amend their admission application to correct any inaccuracy or omission regarding any information provided or required to be provided as of the commencement of the student's first term of classes. If a student's application has an inaccuracy or omission, and the student does not amend the application to correct this inaccuracy or omission within 30 days after the commencement of first-term classes, this failure violates the [Academic Integrity](#) Policy. See [Academic Integrity Discipline Procedure](#).

An amendment to an application for admission must be submitted in writing to the admissions department. Whether or not an amendment is timely, upon receipt of an amendment to an application for admission, the Admissions Committee shall determine whether the amendment is material. If found to be material, the Admissions Committee may reconsider the admission decision, dismiss the student from the Law School, or impose any other appropriate remedy. The Law Schools will consider an amendment 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.

Rescission of Admissions

The Law Schools may rescind an applicant's admission at any time, including after attendance, if it determines that an individual has been admitted based on having provided false information or has withheld requested information. The Law Schools further reserve the right to require applicants to provide more information or permission for the release of information about any matter like this, and to place a hold on registration or the conferral of a degree during the investigation into any matter like this.

The Law Schools will reverse the enrollment of students who are accepted and enrolled at the Law Schools but never attend classes.

The Law Schools will revoke admissions if, owing to a change in applicable law, the Law Schools determine the student is unlikely or unable to complete the program of study successfully or meet admissions requirements for licensure by the State Bar of California.

Admissions Deferment

An accepted applicant may defer enrollment for up to two enrollment terms. For example, an applicant accepted for fall term enrollment may defer to the following spring or summer term. The application and non-refundable enrollment fees are forfeited if the applicant does not enroll within the required time. Deferred applicants must submit a new application for consideration if they do not enroll within the required time.

Applicants with Prior Law Study

Transfer Student Application

The Law Schools will consider applications for transfer from other law schools, subject to the [Rules and Guidelines for California Accredited Law Schools](#).

Students applying for transfer from another J.D. degree program to the Law Schools must submit the information below for the initial preliminary application review. The Law Schools consider transfer student applications for fall semester entry only.

1. A [Transfer Student](#) application, including a personal statement and application fee;
2. Official transcript from current law school; and official transcripts for all colleges and universities attended.
3. Documentation from the current law school stating the student is in good academic and financial standing.
4. A transfer applicant from an unaccredited or a registered law school must complete the Application for Evaluation of Law Study Completed or Contemplated and submit the final report from the State Bar with their application, in addition to the required transfer application and documentation.

Transfer Credit

A course grade of 80.0 and above is eligible for transfer. A transfer applicant may petition the Law Schools to accept a course grade of 75.0 to 79.0 to be eligible for transfer. A course grade of below 75.0 is not eligible for transfer. Elective course units may be eligible for transfer if the course is similar to one offered by the Law Schools.

The admissions committee will prepare a transfer credit checklist using the official law school transcript provided with the application, noting which course credits are eligible for transfer and which must be completed for the Law Schools' graduation requirements.

At the time of transfer, students are advised of units accepted for transfer, the method of calculating cumulative GPA, class standing, and requirements for graduation at the Law Schools. Transfer credits may not exceed one-half of the units required to graduate from the Law Schools unless the Dean grants a waiver.

Students seeking transfer credit for prior law study should be aware that the award of transfer credit and the student's approved plan of study are contingent upon the Law Schools' receipt and review of any required evaluation by the State Bar of California, as well as compliance with applicable Law School policies and academic requirements.

The Law Schools do not represent, promise, or guarantee that credits earned at another institution will be accepted for transfer or that credits earned at the Law Schools will be accepted by any other institution. The acceptance of transfer credit is determined solely by the receiving institution.

All transferred-in courses will be treated as “Pass” with no numerical grades assigned—transfer courses are G.P.A. neutral. If an equivalent course is offered at the Law Schools, the student may not receive credit for more units than the number of units offered at the Law Schools. If the transfer course is for fewer units than the equivalent course, subject to the grade standards being met, the actual units earned for the transfer course will be granted.

“Starting Over”

Applicants with earlier law school study may apply as a Transfer Student or as a New Student. See [Transfer Student Application](#) and [New Student Applications](#).

Applicants may have to re-start their law studies (“starting over”) as a condition of admission. If starting over, applicants must file the [Starting First-Year Law Studies Over Certification](#) with the State Bar. A copy of the approved Starting Over certification, received from the State Bar of California, must be provided to the admissions office promptly.

Applicants with Prior Discipline

Applicants who have been dropped, suspended, or otherwise disciplined by any school for any reason other than academic performance must submit a detailed explanation, including the dates of attendance and reasons for each incident of institutional discipline during the admissions process.

Applicants Previously Disqualified from Law Study

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 they have the requisite ability for the successful study of law. Applicants may be required to complete one or more of the following:

- Present 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 their normal level.
- Demonstrate that at least two years have elapsed since the disqualification and 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 they were disqualified for academic reasons.
- Take and pass the First-Year Law Students Examination.

Prior attendance at MCL

Restart applicants must complete a New Student application and go through the admissions process. Applicants may be required to start their law studies over as a condition of admission. See [“Starting Over”](#).

Attendance at other Law Schools

Applicants who have previously attended law school and do not qualify to apply as a Transfer Student, must apply as a New Student and go through the entire admissions review process, including submitting an application, application fee, personal statement, CV or resume, and official transcripts from all

colleges, universities, and law schools attended. Applicants may have to start their law studies over as a condition of admission. See [“Starting Over”](#).

Applicants applying for transfer from an unaccredited or registered law school must complete the [Application for Evaluation of Law Study Completed or Contemplated](#) and submit the final report from the State Bar with their application.

Visiting Students

In certain circumstances, like a scheduling conflict, studying abroad, or taking a specialty class not offered at the Law Schools, students in [good standing](#) may be allowed to take individual law classes as a “Visiting Student” at another law school. Subject to **prior** approval by the Dean, these units may be transferred and applied toward the credit units required for graduation.

If the Dean approves a student’s request to take classes at another institution, the student must submit a written statement of intent to the Registrar **before** enrolling in the course. To transfer the course, the student must submit an official transcript to the Registrar and pay an administrative fee of \$100.00 per unit.

Study Abroad

Students may be eligible to earn up to 3 units of Clinical Studies credit during the summer semester through approved Study Abroad programs offered by other CAL or ABA accredited law schools.

Students must receive written approval from the Dean before participating in a Study Abroad program in order to receive academic credit. Participation in a Study Abroad program without prior approval is not eligible for Monterey College of Law academic credit.

To be eligible for participation, students must be in good academic and financial standing and obtain the Dean's approval before registering for summer Study Abroad coursework.

Before approval, students must submit a completed Study Abroad application and documentation from the host institution that includes a program overview, course titles and unit credit, course outlines or syllabi, and the number of instructional hours and course duration.

Students will receive written notification of the Dean's decision. If approved, the student may proceed with registration.

After approval, students must submit a copy of the Study Abroad program acceptance notification, register for the approved number of Clinical Studies units, and pay all applicable registration and administrative fees.

Subject to Committee of Bar Examiners requirements (one unit of credit for each 15 hours of classroom instruction), approved Study Abroad coursework will receive the same number of units awarded by the host institution, up to a maximum of 3 Clinical Studies units.

All approved Study Abroad credit will be recorded as Clinical Studies credit on the student's transcript.

Hybrid Online Enrollment Option

Students in hybrid online classes must take part in synchronous (live) course sessions Monday through Thursday from 6:30-8:30 PM PST, although some courses may be scheduled on Fridays or weekends, and complete asynchronous class assignments. Students enrolled in this option must both attend the synchronous class sessions and complete the asynchronous class assignments to satisfy the State Bar of California attendance and verified academic engagement requirements. J.D. and J.D./M.L.S. Concurrent enrollees must attend an on-site educational symposium held once each academic year in the Spring semester.

Program or Location Transfer

Students will be enrolled in the program to which they apply and are accepted. Students must take classes designated for their program and location. Students may apply to transfer to a different program or location by completing the [transfer request application](#). Students must be in [Good Standing](#) to transfer.

Approved transfers will be effective as of the first fall semester following an approved transfer request. Students must continue to take classes designated for their current program and location until the transfer effective date. Students experiencing an emergency or exigent circumstances must speak to the Dean to apply for an emergency mid-academic year transfer.

Academic Programs

The Law Schools strive to enable each student to develop substantive knowledge, excellent legal skills, and an understanding of the professional and ethical responsibilities facing the practicing lawyer. The curriculum integrates a theoretical understanding of legal principles with training in practical lawyering skills.

The majority of law school courses emphasize substantive law using the traditional casebook method. Advocacy, writing, and clinical courses emphasize practical skills.

The Law Schools have established Institutional Learning Outcomes (ILOs). Those outcomes are further expressed as Program Learning Outcomes (PLOs) for each of the Law Schools' three degree programs: J.D., M.L.S., and LL.M. The ILOs and PLOs are further expressed in Course Learning Outcomes (CLOs) for every course offered by the Law Schools. Assessment of the PLOs and CLOs is outlined in the Learning Outcomes Assessment Map. *See Institutional and Program Learning Outcomes*

- **ILO1. Doctrinal Knowledge:** Students will master knowledge and understanding of pertinent principles and theories of the law, their relationships, and their limitations.
- **ILO2. Professional Analytics (critical thinking):** Students will analyze the legal rules and principles applicable to a problem and formulate legal theories. Students will apply problem-solving skills to diagnose a legal problem, generate alternative solutions, and develop a plan of action.
- **ILO3. Communication Skills (oral and written):** Students will communicate effectively, whether advocating, advising a client, eliciting information, or effectuating a legal transaction.
- **ILO4. Professional Responsibility:** Students will have knowledge and understanding of established standards related to a lawyer's professional conduct, including the ability to recognize and solve ethical issues and multicultural issues arising in practical situations.

Doctor of Jurisprudence (J.D.)

The J.D. curriculum was designed to prepare students with the lawyering skills and competencies expected of entry-level attorneys. Upon completion of the program, graduates will demonstrate competency in each of these PLOs.

- **PLO1. Doctrinal Knowledge:** Students will master knowledge and understanding of pertinent principles and theories of the law, their relationships, and their limitations.
- **PLO2. Professional Responsibility:** Students will have knowledge and understanding of established standards related to a lawyer's professional conduct including the ability to recognize and solve ethical issues and multicultural issues arising in practical situations.
- **PLO3. Professional Analytics:** Students will analyze the legal rules and principles applicable to a problem and formulate legal theories. Students will apply problem solving skills to diagnose a legal problem, generate alternative solutions, and develop a plan of action.
- **PLO4. Communication Skills:** Students will communicate effectively, whether advocating, advising a client, eliciting information, or effectuating a legal transaction.

To obtain a Doctor of Jurisprudence degree, students must meet the degree requirements of the Law Schools and the rules of the Committee of Bar Examiners of the State Bar of California.

The J.D. degree requires successful completion of 90 units of study, including the “Required Substantive Curriculum” and the “Clinical and Elective Curriculum.” Which “Required Substantive Curriculum” applies depends on when the student first enrolled.

J.D. Required Substantive Curriculum (enrollment before September 1, 2025)

First-Year Courses Completed in the Fall, Spring, and Summer semesters of 1L

Contracts (6 units) This class covers enforceable agreements, including requirements for the formation of a contract; problems of interpretation, consideration, and its equivalent; damages for breach; the statute of frauds, illegality, and rights and liabilities of third parties arising from the contract itself or from assignment of contractual rights or delegation of duties.

Criminal Law & Procedure (6 units) Topics include substantive criminal law and elements of criminal responsibility; law of crimes against persons, property, and habitation; the theory of criminal responsibility, parties, and defenses to crimes. Also covered are the procedures for indictments, arrest, bail, trial sentencing, and appeals.

Torts (6 units) The historical development and nature of non-contractual civil law which assigns the economic burden of various injuries. A study of the principles of liability for physical harm under theories of negligence, intentional torts, and strict liability, including the law governing defamation, invasion of privacy, and other relational harms.

Legal Writing I (2 units) An introductory course designed to improve analytical and written communication skills. Students work on simple legal problems, learning how to identify and analyze legal issues and express their legal reasoning. Assignments include essays, legal memoranda, letters, and emails analyzing simple legal problems objectively using IRAC as an analytical structure.

Legal Skills (1 unit) This class addresses key skills needed for law school, the bar exam, and the practice of law. Students review key facts, rule synthesis, analogies and comparisons, analysis, and essay writing.

Professional Responsibility (2 units) An examination of the lawyer's duty to the client and the public. The class examines the professional rules in the American Bar Association Model Code and the California Rules of Professional Conduct, attorney-client privilege, conflicts of interest, advertising, and legal malpractice.

Legal Research (2 units) A class to familiarize students with the basic foundations of legal research. Assignments include researching problems in the law library and researching and writing office memoranda, opinion letters, and other documents. A survey of legal research tools, including online resources for legal and public records research.

Second-Year Courses Completed in the Fall, Spring, and Summer semesters of 2L

Civil Procedure (6 units) This course covers the rules of preparing and bringing a civil case to trial. The concepts of formation of a claim (pleadings), pretrial preparation (discovery), and the law and cases governing personal and subject matter jurisdiction and venue are introduced along with summary judgment, interpleader, and res judicata.

Evidence (6 units) Both the Federal Rules of Evidence and California Evidence Code are used to explore the concepts of relevance, hearsay, witness competency, privileges, presumptions, burdens of proof, and judicial notice. *Prerequisite: Criminal Law & Procedure*

Real Property (6 units) The historical development and current application of real property law, including estates, landlord/tenant rights and obligations, life estates, rules against perpetuities, vesting, restraints on alienation, easements, servitudes, nuisances, lateral support, regulation of land use, transfer of interest in land, and financing of real estate. *Prerequisite: Contracts*

Advanced Legal Writing (2 units) (students enrolling before Spring 2026) An introductory course in persuasion, rhetoric, and legal storytelling. Assignments include motions, points and authorities, letters, emails, and other documents designed to advocate a position and persuade. *Prerequisite: Legal Writing I*

Appellate Writing (2 units) Students develop advanced writing skills for law and motion and appellate practice. *Prerequisite: Legal Writing II*

Third-Year Courses Completed in the Fall, Spring, and Summer semesters of 3L

Business Law (6 units) This course covers law related to the formation and operation of California corporations. Detailed consideration is given to exemption provisions of the Securities Act of 1933; the proxy, anti-fraud, and insider trading provisions of the Securities Exchange Act of 1934; and pertinent SEC regulations. Also covered in the course is an in-depth examination of the Uniform Partnership Act, the Uniform Limited Partnership Act, and the formation, operation, dissolution, and termination of partnerships.

Constitutional Law (6 units) A study of the United States Constitution with an emphasis on the theory and practice of judicial interpretation and review. Topics include the separation of federal powers, the relation of the federal government to the states and specific government powers (tax, treaty, war, and commercial). The course also covers limitations placed on exercising governmental power, emphasizing the Bill of Rights, due process, and equal protection clauses. *Prerequisites: Criminal Law & Procedure, Evidence*

Community Property (3 units) The nature of property interests of married California residents, including identifying and tracing community and separate property, management and control of marital property, and liability for debts. Basic rules and procedures in dissolution of marriage, annulment or legal separation are viewed and property rights of non-marital partners are covered. *Prerequisite: Real Property*

Moot Court (2 units) This course on the theory and practice of appellate advocacy, focuses on oral argument, allowing students to take part in a Constitutional Law appellate advocacy program. Students must participate in their home campus Moot Court program. Students in the hybrid online J.D. program are encouraged to take moot court on-site, but an on-line course is available for those who cannot go to a campus. Funding for the program at the Monterey campus is provided, in part, by the Heisler Moot Court Endowment, established in 1985 in memory of Francis and Friedy Heisler, renowned proponents of civil liberties. Students enrolled in the J.D. program at the San Luis Obispo campus participate in the Andreen Moot Court program established in 2018 and so named in memory of Justice Kenneth Andreen. Students enrolled in the J.D. program at the Kern campus participate in the Wiseman Moot Court program, established in 2020 in honor of Justice Rebecca A. Wiseman, retired associate justice of the Fifth District Court of Appeal. The Andreen Moot Court program and the Heisler Moot Court program each include a final round, at which the public are invited to watch the students argue. *Prerequisite: Constitutional Law, Appellate Writing.*

Fourth-Year Courses Completed in the Fall and Spring semesters of 4L

Remedies (3 units) A general survey of equity, including the adequacy of legal remedies, injunctions, specific performance, declaratory relief, and the jurisdiction and powers of courts of equity. The course also covers the measure of damages in contracts, torts, and property, and enforcement of money judgments. *Prerequisites: Contracts, Torts*

Wills and Trusts (3 units) A study of California law about the succession of property, wills, and trusts. *Prerequisite: Real Property, Community Property*

Bar Preparation (3 units) Students who began their 1L year in Fall 2024 (Class of 2028) and thereafter must complete a three-unit required bar preparation course in their 4L year.

J.D. Required Substantive Curriculum (enrollment after September 1, 2025)

First-Year Courses Completed in the Fall, Spring, and Summer semesters of 1L

Contracts (6 units) This class covers enforceable agreements, including requirements for the formation of a contract; problems of interpretation, consideration, and its equivalent; damages for breach; the statute of frauds, illegality, and rights and liabilities of third parties arising from the contract itself or from assignment of contractual rights or delegation of duties.

Criminal Law & Procedure (6 units) Topics include substantive criminal law and elements of criminal responsibility; law of crimes against persons, property, and habitation; the theory of criminal responsibility, parties, and defenses to crimes. Also covered are the procedures for indictments, arrest, bail, trial sentencing, and appeals.

Torts (6 units) The historical development and nature of non-contractual civil law which assigns the economic burden of various injuries. A study of the principles of liability for physical harm under theories of negligence, intentional torts, and strict liability, including the law governing defamation, invasion of privacy, and other relational harms.

Legal Skills (1 unit) This class addresses key skills needed for law school, the bar exam, and the practice of law. Students review key facts, rule synthesis, analogies and comparisons, analysis, and essay writing.

Legal Writing and Practice 1A and 1B (4 units) Students learn beginning practice skills including the structure of the American legal system and legal research skills, so they can identify, analyze, and synthesize cases and statutes to predict answers to legal questions. Students will learn best practices in predictive/objective legal writing in the context of writing memoranda, letters, and emails concerning civil or criminal law problems. Students will also develop their ability to undergo criticism of their writing and implement changes based on that criticism. Developing lifelong, self-learning skills will be emphasized at all levels of LWP.

Professional Responsibility (2 units) An examination of the lawyer's duty to the client and the public. The class examines the professional rules in the American Bar Association Model Code and the California Rules of Professional Conduct, attorney-client privilege, conflicts of interest, advertising, and legal malpractice.

Capstone 1 (1 unit) Designed to reinforce and assess students' cumulative learning, critical thinking, and professional development and includes mixed subject summative examinations. Failure to pass Capstone 1 will affect a student's progress toward the next cohort year. As with other required courses, students who fail a capstone course twice will be dismissed from the J.D. program. *Prerequisite: Contracts, Torts, and Criminal Law & Procedure.*

Second-Year Courses Completed in the Fall, Spring, and Summer semesters of 2L

Civil Procedure (6 units) This course covers the rules of preparing and bringing a civil case to trial. The concepts of formation of a claim (pleadings), pretrial preparation (discovery), and the law and cases governing personal and subject matter jurisdiction and venue are introduced along with summary judgment, interpleader, and res judicata. *Prerequisite: Capstone 1.*

Evidence (6 units) Both the Federal Rules of Evidence and California Evidence Code are used to explore the concepts of relevance, hearsay, witness competency, privileges, presumptions, burdens of proof, and judicial notice. *Prerequisite: Criminal Law & Procedure, Capstone 1.*

Real Property (6 units) The historical development and current application of real property law, including the nature of estates, landlord/tenant rights and obligations, life estates, rules against perpetuities, vesting, restraints on alienation, easements, servitudes, nuisances, lateral support, regulation of land use, transfer of interest in land, and financing of real estate. *Prerequisite: Contracts, Capstone 1.*

Legal Writing and Practice 2A & 2B (2 units) Students continue learning basic practice skills including improving and further developing their legal research skills so they can engage in more complex analysis and synthesis of cases and statutes to answer legal questions. Students will learn best practices in persuasive legal writing in the context of writing civil or criminal motions, letters, and memoranda. Students will further develop their ability to undergo criticism of their writing and implement changes based on that criticism. Developing lifelong, self-learning skills will be emphasized at all levels of LWP. *Prerequisite: Legal Writing and Practice 1, Capstone 1.*

Legal Writing and Practice 3A (1 unit) Students are introduced to appellate practice and the more advanced writing skills necessary to persuade appellate judges to overturn or affirm lower court decisions. The focus is on advanced writing skills, advanced legal research, presentation skills including

oral argument, and writing an appellate brief. Students will further develop their ability to undergo criticism of their writing and implement changes based on that criticism. Developing lifelong, self-learning skills will be emphasized at all levels of LWP. *Prerequisite: Legal Writing and Practice 2 (completed in the immediately preceding fall and spring semesters), Capstone 1.*

Capstone 2 (1 unit) Designed to reinforce and assess students' cumulative learning, critical thinking, and professional development and includes mixed subject summative examinations. Failure to pass Capstone 2 will affect a student's progress toward the next cohort year. *Prerequisite: Capstone 1, Civil Procedure, Evidence, and Real Property.*

Third-Year Courses Completed in the Fall, Spring, and Summer semesters of 3L

Legal Writing and Practice 3B (1 unit) Students are introduced to appellate practice and the more advanced writing skills necessary to persuade appellate judges to overturn or affirm lower court decisions. The focus is on advanced writing skills, advanced legal research, presentation skills including oral argument, and writing an appellate brief. Students will further develop their ability to undergo criticism of their writing and implement changes based on that criticism. Developing lifelong, self-learning skills will be emphasized at all levels of LWP. *Prerequisite: Legal Writing and Practice 3A, Capstone 2.*

Business Law (6 units) This course covers law related to the formation and operation of California corporations and LLCs. Detailed consideration is given to exemption provisions of the Securities Act of 1933; the proxy, anti-fraud, and insider trading provisions of the Securities Exchange Act of 1934; and pertinent SEC regulations. Also covered in the course is an in-depth examination of the Uniform Partnership Act, the Uniform Limited Partnership Act, and the formation, operation, dissolution, and termination of partnerships. *Prerequisite: Capstone 2.*

Constitutional Law (6 units) A study of the United States Constitution with an emphasis on the theory and practice of judicial interpretation and review. Topics include the separation of federal powers, the relation of the federal government to the states and specific government powers (tax, treaty, war, and commercial). The course also covers limitations placed on the exercise of governmental power, emphasizing the Bill of Rights, due process, and equal protection clauses. *Prerequisites: Criminal Law & Procedure, Evidence, Capstone 2.*

Community Property (3 units) The nature of property interests of married California residents, including identifying and tracing community and separate property, management and control of marital property, and liability for debts. Basic rules and procedures in dissolution of marriage, annulment or legal separation are reviewed, and property rights of non-marital partners are covered. *Prerequisite: Real Property, Capstone 2.*

Moot Court (2 units) This course on the theory and practice of appellate advocacy, focuses on oral argument, allowing students to participate in a Constitutional Law appellate advocacy program. Students are required to participate in their home campus Moot Court program. Students in the hybrid online J.D. program are encouraged to take moot court on-site, but an on-line course is available for those who cannot go to a campus. Funding for the program at the Monterey campus is provided, in part, by the Heisler Moot Court Endowment, established in 1985 in memory of Francis and Friedy Heisler, renowned proponents of civil liberties. Students enrolled in the J.D. program at the San Luis Obispo campus participate in the Andreen Moot Court program established in 2018 and so named in memory of Justice Kenneth Andreen. Students enrolled in the J.D. program at the Kern campus participate in the Wiseman Moot Court program, established in 2020 in honor of Justice Rebecca A. Wiseman, retired associate

justice of the Fifth District Court of Appeal. The Andreen Moot Court program and the Heisler Moot Court program each include a final round, at which the public are invited to watch the students argue.

Prerequisite: Constitutional Law, Capstone 2, Legal Writing and Practice 3.

Fourth-Year Courses Completed in the Fall and Spring semesters of 4L

Remedies (3 units) A general survey of equity, including the adequacy of legal remedies, injunctions, specific performance, declaratory relief, and the jurisdiction and powers of courts of equity. The course also covers the measure of damages in contracts, torts, and property, and enforcement of money judgments. *Prerequisites: Contracts, Torts, Real Property, Capstone 2.*

Wills and Trusts (3 units) A study of California law about the succession of property, wills, and trusts.

Prerequisite: Real Property, Capstone 2, Community Property

Legal Synthesis I and II (3 units) This two-series course is designed to help graduating law students understand and begin preparing for the California Bar Examination. Students are expected to complete weekly homework (e.g., an essay assignment, a PT assignment, or MBE questions), and to come prepared to complete in-class simulations. Because the bar prep season is entirely self-study, after each in-class or homework assignment, students will evaluate ways to improve their exam-taking and study strategies. Students will also learn how to become self-regulated learners and how to use the required texts to begin early self-study for the California Bar Examination. This course includes several interactive activities and discussions to promote active learning and is NOT a passive lecture course. *Prerequisite: Completion of all required 3L Fall and Spring courses.*

J.D. Clinical and Elective Curriculum

Mandatory Clinical Units

All students must complete **four clinical units** as part of their academic program.

Core Mediation Training (2 units) This intensive 32-hour Mediation Training will teach you how to help others work through their conflicts. This training meets the requirements of the California Dispute Resolution Programs Act for mediators. The communication and problem-solving skills taught in this course are applicable in a wide range of situations including work, personal and community life. The course has been adapted to a virtual format.

Clinical Studies (2 units) The Clinical Studies requirement may be met through participation in one of the Law Schools' clinics or may be completed through legal and judicial internships available to third and fourth-year students upon approval. *Prerequisite: 1L classes, including Professional Responsibility.*

Internships

Students may earn the 2 required clinical units (or general elective units) by taking part in internships under the supervision of practicing lawyers and judges. To receive academic credit, students wishing to participate in clinical studies must have their paperwork completed and approved **before** beginning their program.

For Internship Program Guidelines, see

(<https://montereylaw.edu/resources/MCL%20Internship%20Program%20Guidelines%20Instructions2022.pdf>)

General Elective Units

J.D. students in the graduating cohort of 2027 and earlier must complete 16 elective units. Students who began their 1L year in Fall 2024 or Fall 2025 (Classes of 2028 and 2029) must complete 13 elective units. Students who begin their 1L year in Fall 2026 (Class of 2030) and thereafter must complete 11 elective units.

Elective courses are offered in the summer semester. After completing two required clinical units, students may take additional clinical courses to satisfy some of their elective requirements. J.D. students may assign up to 11 clinical units toward their degree—that is, students may take an additional seven clinical units beyond the four required clinical units.

Students may receive academic credit for a course, including a clinic, only once. A student who repeats a course or clinic will not receive additional academic credit.

The following are examples of elective courses offered recently. Elective courses change every year, and the summer course schedule will be announced before the summer elective enrollment period. See *academic calendar*.

Advanced Case Litigation (2 Units) This hands-on course provides students with simulated real-world experience in managing a case from start to finish. Students will work through the litigation process, beginning with the initial complaint (civil or criminal) and progressing through client and witness interactions, discovery, pre-trial motions, and trial. Each side will have access to an evidence bank—including physical and digital evidence and witness statements—and will follow a structured case schedule with firm deadlines for filings, arguments, and trial proceedings. Through practical exercises and simulated casework, students will develop critical litigation skills essential for real-world practice. Prerequisites: Completion of 1L and 2L doctrinal courses.

Animal Law (2 Units) Animals and the legal effects of their unique nature are present throughout the law. Animal Law is the body of law relating to animals and the unique interaction between people and animals. This course explores the aspects of animal law on a horizontal plane: moving through each of the legal field's classic practice areas, identifying and discussing key animal law concepts in each, surveying the historical and current profile of this rapidly developing specialty. In brief, animal law encompasses all areas of the law in which the nature -- legal, social, biological -- of nonhumans is an important factor. In this manner, students will be provided with a comprehensive survey of animal law as a field within the United States' legal community, methods of integrating animal law into other areas of legal practice and analysis, and establishing a broad foundation on which to build animal law study, should they so choose. It is an objective overview of a challenging area -- one with a growing number of cases and laws, increasing public and practical interest, and significantly different historical, legal and philosophical foundations than most other courses.

Art Law in the Era of the Internet and Gig Economy (2 Units) Through reading cases, articles, and other materials, students will explore the complex issues regarding creativity and copyright law. In the era of the Internet and the "gig" economy, it really is "the best of times" and "the worst of times." The barrier to being a professional creative is lower than ever, but even as people hunger for more creative content, it is harder to make a living doing it. The modern age is largely an age of remix, reuse, and repurpose, but it creates a landscape where creative's rights are challenged as they never have been before. Both creatives, and society, need lawyers who understand the nuances.

Artificial Intelligence in Legal Practice: Navigating Technology, Ethics, and Analysis (1 Unit) This course is designed for second- and third-year law students, aiming to bridge the gap between traditional legal studies and the dynamic world of Artificial Intelligence (AI) and data analysis. Through five comprehensive sessions, students will learn AI's foundational concepts, ethical considerations, biases in AI applications, and practical data analysis skills using Microsoft Excel. Culminating in student-led presentations on AI topics, this course not only enlightens students about AI's transformative impact on legal practice but also equips them with hands-on skills in Excel, enhanced by AI, to analyze real-world legal case data effectively. The integration of AI and Excel training, coupled with ethical discussions and real-world legal case studies, prepares future legal professionals for an AI-driven world, ensuring they remain at the forefront of legal innovation. Prerequisites: Completion of 1L and 2L doctrinal courses.

Bankruptcy (1 Unit) Bankruptcy is a summer-elective, five-session, one-unit, survey course. Its purpose is to acquaint you with individual and business entity liquidation or reorganization. It will examine the economic and social policies that influenced the development of the modern bankruptcy code. The course will focus on the three main types of bankruptcy relief that you will probably encounter in practice: Chapter 7 (liquidation); Chapter 13 (individual debt adjustment); and Chapter 11 (reorganization). Relief under Chapter 9 (municipalities), Chapter 12 (family farm reorganization), and Chapter 15 (cross-border insolvency) will not be discussed.

California Housing Law (1 Unit) This course will cover California housing law and policy - including review and discussion of low- and moderate-income units (from both the tenant and homeowner view), code enforcement (housing violations) affordable housing development (subdivisions, environmental review, etc.) public housing and housing subsidies, disability requirements, renting and access to justice.

Children and the Law (1 Unit) A review of selected U.S. Supreme Court cases involving children with emphasis on parental decision making regarding their children, the legal rights of children and the criminal justice process with a focus on culpability and punishment. Depending on the interests of the class and if time allows other topics may be addressed; such as terminating the rights of birth parents in adoption and the Indian Child Welfare Act.

Communication Skills for Lawyers: Difficult Conversations Lab (2 Units) Whether sharing bad news with a client, apologizing for a mistake, providing feedback, or talking with a colleague about an uncomfortable issue, the ability to handle difficult conversations respectfully and professionally has never been more necessary. The most in-demand skill of professionals is good communication, according to LinkedIn's 2024 global inventory. With artificial intelligence's increasing prominence in the workplace, mastering uniquely human skills like empathy, intuition and self-knowledge creates a path to professional achievement. This lab will identify the key elements of preparing for, conducting, and concluding difficult conversations. Students will have class time to practice these skills through role plays.

Death and Cemeteries (2 Units) This course explores legal issues surrounding death, including burial, body and organ donation, and legal implications of state and federal cemetery practices. Students will develop practical skills essential for navigating new areas of law in response to client needs. Emphasis is placed on researching complex legal topics, distilling key findings into clear, concise presentations and written materials, and effectively communicating legal concepts to clients.

Education Law (2 Units) This seminar is a survey course of educational opportunity, student rights, and educational reforms in U.S. schools, focusing on K-12 schools. Topics include issues related to race and ethnicity, immigration status, language, gender, and disability as it bears on educational equality; discipline, freedom of expression, and religion in the context of student rights; and federal authority,

curricular control, and alternatives to traditional public education in response to educational reform efforts. This will be an interactive discussion-based seminar where students will analyze contemporary legal issues in K-12 education.

Environmental Justice: Race, Class, and the Environment (2 Units) Environmental justice describes a social and political movement to seek greater equity in the distribution of environmental harms and benefits in our society and, in particular, to address the disproportionate impact of pollution on low-income communities and communities of color. This course explores the intersection between traditional environmental law and civil rights, and how decisionmaking affects our natural environment and our lived environment. The course will summarize traditional and emerging environmental justice topics, examine the innovative methods practitioners are using to address systemic environmental inequalities, and help students develop practical advocacy and litigation skills needed for environmental justice attorneys in California.

Family Law (2 Units) The student will learn the fundamentals of a California family law practice, including familiarity with the proceedings under the California Family Code, jurisdiction, practice and procedure, and strategies for ethical and effective representation of parties in Family Law proceedings. Prerequisite: Real Property.

Food, Agricultural, and Environmental Law (2 Units) This course will introduce students to the overlapping, but rich and complex fields of food, agricultural, and environmental law, Congress' purpose in enacting the major statutes in each field, their basic framework, and how each has evolved through regulation and judicial interpretation.

Gibson Appellate Advocacy Project (2 Units) The course will be devoted to writing an appellate brief using the same fictional closed universe case used in moot court. Students will be evaluated on legal writing skill, including the correct use of legal terminology. The highest-quality briefs will be well-organized, concise and persuasive. This course satisfies the writing requirement for the Joint MLS/JD program. *Prerequisites: Appellate Writing (Legal Writing III) (students enrolled before 9/1/25), Legal Writing and Practice 3 (students enrolled after 9/1/25).* This class should be taken concurrently with Moot Court.

International Business (Commercial Transactions) (2 Units) This course covers all legal and practical aspects of transacting business across borders. Topics will include types of transactions, contracts, financing, foreign registrations, contingency planning, and use of international agreements and treaties. The course will be hands-on with each student developing and managing their own hypothetical transaction from inception to conclusion, with emphasis on effective advocacy and advice for the client.

Introduction to Legal Issues for Tech Companies (2 Units) This course is designed to introduce incoming first-year law students learn legal commercial issues surrounding a technology company in Silicon Valley. Topics discussed will include: Software-as-a-Service (SaaS) subscriptions, warranties and service level agreements (SLA's), data security and privacy, indemnities, limitations of liability, and much more. Through class discussion, lectures, and written exercises, this course will provide an opportunity for students to understand the role of a commercial attorney and how to consider, evaluate and adapt to emerging changes in commercial/technology law practice with a thoughtful and critical mindset.

Introduction to Venture Capital and Private Fund Formation (2 Units) Private investment funds, including venture capital and private equity funds, involve the allocation and investment of billions of dollars worldwide. While in recent years private investment funds have become subject to greater scrutiny by regulators, they remain less regulated and understood than publicly traded investment funds. This class

provides an opportunity for students to be introduced to private investment funds, learn about the structuring and regulatory issues related to such funds and become familiar with the legal documentation and current issues of the private investment fund industry.

Legal Analysis (2 Units) Legal Analysis is a pass/no pass course focused on helping students improve their exam-taking and study skills through in-class exercises and individual feedback on assignments. The course will address concepts such as note-taking, time management, outlining, legal analysis, essay writing, MCQ strategies, and exam-taking skills. The course will use concepts from Contracts, Torts, and Criminal Law & Procedure. Students must apply to take the course and enrollment is limited.

Legal Synthesis (Early Bar Prep for 3Ls) (2 Units) This course is designed to help graduating law students understand and begin preparing for the California Bar Examination. Students are expected to complete weekly homework (e.g., an essay assignment, a PT assignment, or MBE questions), and to come prepared to complete in-class simulations. Because the bar prep season is entirely self-study, after each in-class or homework assignment, students will evaluate ways to improve their exam-taking and study strategies. Students will also learn how to become self-regulated learners and how to use the required texts to begin early self-study for the California Bar Examination. This course includes several interactive activities and discussions to promote active learning and is NOT a passive lecture course.

Master of Legal Studies Thesis (2 Units) To earn a Master of Legal Studies Degree (MLS), students must take this Capstone Thesis course. By petition, students also pursuing the JD degree, may opt to take this course instead of the Gibson Appellate Advocacy Project. The MLS Director will teach this individualized writing and research course. Open only to students in the MLS Program in the last two semesters of their degree.

MBE Review Course (2 Units) This is a skills-based course and class sessions are designed to increase students' exposure to and facilitate the practice of MBE questions. In-class lectures will be primarily taught in the Socratic method. Students will be chosen randomly to discuss specific MBE examples, including the applicable legal principles and legal reasoning of both correct and incorrect answers. In addition, role-playing, collaborative learning exercises and practice exam questions will be employed. Prerequisites: 1L and 2L doctrinal courses.

Probate Administration: A Practical Approach (2 Units) This course provides students with practical knowledge and skills in California probate administration. Students will learn the procedural and substantive aspects of managing estates after death, including the responsibilities of executors, administrators, and probate attorneys. The course will examine the entire probate process from initial filings through final distribution and closing of estates. Prerequisites: 1L and 2L doctrinal courses.

Real Estate Transactions (2 Units) This course introduces students to the fundamentals of residential real estate transactions, such as acquisition, financing, due diligence, property ownership and rights, and the role of attorneys and brokers and their ethical duties. Prerequisite: Real Property.

Starting and Managing a Law Practice (1 Unit) This course will provide training on how to start your own firm, and how to manage it once it is started. It will touch on firm administration, attracting clients, managing staff and other aspects of subjects relevant to legal entrepreneurs. Even if you have no intention of starting your own practice, the skills discussed in this class will make you a more valuable associate and help elevate you to a partnership position at a law firm. Prerequisite: Professional Responsibility.

Trial Advocacy (2 Units) This course is a one-semester course covering trial advocacy with an overall goal of training students to competently try a case to jury. Subjects covered include jury selection, in limine motions, opening statements, direct and cross examination, admitting exhibits, voir dire of experts, impeaching witnesses, and closing argument. Prerequisites: Civil Procedure, Evidence.

The Roger J. Traynor California Appellate Moot Court Competition

Students at the Empire and Kern campuses (and hybrid students with Empire or Kern as their home campus) may participate in a state-wide competitive moot court program, the Roger J. Traynor Moot Court competition. The Traynor competition started well over 50 years ago and many of the California law schools participate each year, including several of the ABA schools. Empire College of Law and Kern County College of Law each send a three-student team to participate in the Traynor. Students who participate in Traynor receive 2 units of elective credit. The Traynor takes place in the winter, generally late December through March, with briefs due in approximately February and oral argument competition in mid-March. Students will be invited to apply to be a member of the team based on their performance in [Appellate Writing or Legal Writing and Practice 3](#).

Master of Legal Studies (M.L.S.)

The M.L.S. degree is a 36-unit graduate law program for individuals who want to obtain advanced knowledge of the law and the American legal system but do not wish to become lawyers. The degree program is designed for individuals in careers that involve interaction with lawyers and the legal system, and those entering professions where an understanding of legal reasoning and the legal system will improve their professional effectiveness. The M.L.S. degree program can be valuable to individuals in fields such as law enforcement, public administration, financial services, human resources, healthcare management, government regulation, non-profit management, court administration, and social services.

The M.L.S. degree is not a replacement for a law degree, does not entitle an individual to practice law or hold themselves out as a lawyer, and does not qualify the holder to sit for a bar exam. The M.L.S. degree requirements and curriculum are detailed here <https://www.montereylaw.edu/ourprograms/M.L.S..html>. Students who apply to and are accepted into the M.L.S program are not eligible to transfer into the J.D. program. If they desire to shift to the J.D. Program they must apply to the J.D. program.

The M.L.S. curriculum was designed to prepare students for professional non-lawyer careers. Students will graduate with an advanced knowledge of the law and the American legal system. Upon completion of the program, graduates will demonstrate five competencies.

- **PLO1.** Demonstrate basic legal knowledge in the areas applicable to various business and management positions.
- **PLO2.** Apply the law as a tool for effective and ethical decision-making.
- **PLO3.** Demonstrate the ability to perform legal research and analysis necessary for work in a variety of legal and professional settings.
- **PLO4.** Effectively interact with attorneys regarding applying legal solutions to business and management.
- **PLO5.** Communicate information in a clear, concise, well-organized, and professional manner in writing that is appropriate to the audience and the circumstances.

M.L.S. students attend law courses that are a part of the regular law school curriculum and are held to the same standards for attendance, participation, and grading as J.D. students.

Students must complete 36 units of graduate legal studies from the J.D. Curriculum, with at least 18 units completed in residence at the Law Schools. Students are allowed flexibility in selecting courses to provide the opportunity to focus on specific areas of legal interest. The M.L.S. degree also requires the successful completion of a major writing project.

There are 29 units of required courses and 7 units of electives. Required Courses include: Contracts (6 units), Torts (6 units), Criminal Law (3 units), Constitutional Law (6 units), Legal Writing and Practice 1 (4 units), Core Mediation training (2 units), and M.L.S. Thesis (2 units). Electives are selected from the J.D. Curriculum electives. See [Graduation Requirements](#).

J.D./M.L.S. Concurrent Degree

The Law Schools provide applicants the option of concurrently enrolling in the J.D. and M.L.S. degree programs. J.D. students in [good academic standing](#) may apply to join the joint J.D. and M.L.S. degree program after completing their 2L year. Students who apply to and are accepted into the M.L.S. program are not eligible to transfer into the joint J.D. and M.L.S. degree program.

Both the J.D. and M.L.S. degrees will be conferred upon successful completion of the joint degree program.

Students in the joint J.D./ M.L.S. degree program must complete a major writing project in addition to the courses required for the J.D. program. Joint J.D./M.L.S. students will typically satisfy this requirement by completing the Gibson Appellate Writing Project, a course offered concurrently with Moot Court. Joint degree students may petition to fulfill the writing requirement through the M.L.S. thesis course, subject to the Dean's approval.

Students should discuss their course load and other obligations with their academic advisor before applying to join the joint degree program. Students in the J.D./M.L.S. program may elect to discontinue their legal studies upon completion of the M.L.S. degree program without continuing in the J.D. program. Students accepted into the joint J.D./M.L.S. degree program may elect to transfer back to the J.D. program. Students placed on academic probation may be dismissed from the joint degree program.

Master of Laws (LL.M.)

Advanced law degrees serve as recognition of formal legal education beyond the J.D. degree. The LL.M. program offers students a broad platform to design their own course of study within parameters set by the MCL law faculty. The LL.M. degree requires the successful completion of 24 graduate law units and a thesis. Transfer credits will be allowed for certain graduate and law courses that meet MCL's academic standards. If approved, transfer credits may be applied towards up to one-half of the 24-unit graduation requirement.

Upon completion of the program, graduates will demonstrate four competencies.

- **PLO1.** Articulate substantive knowledge of legal theories and use in key areas tested on the California Bar Exam.

- **PLO2.** Demonstrate fluency with advanced American legal terminology through exposure to substantive texts, cases, statutes, and memoranda.
- **PLO3.** Apply knowledge of legal professionalism, ethics, and the responsibilities required of representatives of clients and officers of the court in California.
- **PLO4.** Demonstrate the ability to transfer previously learned legal concepts to those relevant to law in the United States and California.

Graduation

Graduation Requirements

To receive a degree, a student must have successfully completed 90 units for the [Doctor of Jurisprudence \(J.D.\)](#), 36 units for the [Master of Legal Studies \(M.L.S.\)](#), or 24 units for the [Master of Laws \(LL.M.\)](#). The student must also be in [Good Standing](#). If the student has completed all requirements for the J.D. and the M.L.S, the joint degree will be conferred.

Certification to take the Bar Exam

J.D. students must satisfy all graduation requirements and be in [Good Standing](#) before being certified to sit for the bar exam. Students must satisfy **all** graduation requirements by the end of the semester **before** the bar exam they wish to take.

Graduation Ceremonies

The Law Schools hold one graduation ceremony at each physical campus during the summer semester. Students in the Hybrid program may participate in the ceremony at their home campus. Students who have been suspended or expelled may not participate in any graduation ceremony.

Applying for Graduation

Students eligible to graduate must complete the graduation application on [Populi](#).

The graduation application is a prerequisite for degree conferral and graduation. Students must complete the graduation application during the Fall semester of their last academic year of study. The application window opens every September and closes in November.

Students should only submit the application if 1) they will complete ALL degree requirements by the end of the spring semester in the year they graduate or 2) they will be within 6 units of completing their degree and are applying to walk in the graduation ceremony. Walking in the graduation ceremony does not confer a degree or guarantee future conferral of a degree.

Registration, Tuition, and Financial Aid

Registration

Upon admission to the J.D. program, students in their 0L year (Spring or Summer starts) and students who start their enrollment in Fall are administratively enrolled in their Spring, Summer, and Fall classes as appropriate for their date of enrollment. Thereafter, students must register online through Populi at the beginning of each academic year for the Fall, Spring, and Summer semester courses—Administration does not register 2L, 3L, or 4L students. Students will register for *required* summer courses during the annual

registration period. Students may add summer elective classes during the summer elective registration period. Students must complete an enrollment agreement when registering. Semester courses may be changed during the add/drop period. Payment of fees, tuition, or costs for professor-prepared materials are to be paid through a range of payment plans set up with the Manager of Student Finance. Students with an outstanding balance on their student account may not register for or enroll in a subsequent semester, academic year, or additional courses unless the outstanding balance has been paid in full or the student is current under an approved payment plan. Late registration and add/drop fees are assessed if a student does not register during the designated annual registration period.

Students must apply to participate in clinical education classes. The clinical education catalog and application will be released before the beginning of each semester. Students approved to take clinical education classes will be registered for the approved classes before the start of the semester.

Tuition and Fees

Tuition and fees for the current school year are set forth in the Tuition and Fee Schedule. Students are responsible for paying all tuition and fees in full and on time, in accordance with the payment method or payment plan they have selected, including the Tuition Installment Plan (TIP), if applicable. Tuition and fees are due at registration unless a Tuition Installment Plan (TIP) agreement or another approved payment arrangement applies. Tuition and fees are subject to change at the discretion of the Law Schools.

For the most current tuition and fees schedule, see

<https://www.montereylaw.edu/currentstudent/financial/tuitionandaid.html>

Tuition

For the 2026–2027 academic year, tuition is \$24,500 for students enrolled in twelve or more units during the academic year. Students enrolled in fewer than twelve units during the academic year will be charged tuition at the rate of \$925 per unit.

Tuition is based on the total number of units for which a student is registered during the academic year. Students register for required courses during the annual registration process, elective courses during the summer elective registration process, and clinical courses each semester. Units for repeated courses are included in the student's annual unit total for tuition purposes. Because students may add or drop courses throughout the academic year, a student's annual unit total may change, which may change tuition to change accordingly.

Students with an outstanding balance on their student account may not register for or enroll in a subsequent semester, academic year, or additional courses unless the outstanding balance has been paid in full or the student is current under an approved payment plan.

Fees

Student Fees are set annually and will vary from year to year. Many student fees are included in the annual Consolidated Student Fee, due in the fall billing cycle, for all new or continuing students, while others are required in specific situations.

Annual Consolidated Student Fees

The annual Consolidated Student Fee covers the average program cost of many valuable non-credit activities and services for students, such as student counseling and advising services, bar exam review and

support programs, learning platforms, Zoom, library and research resources, online tools for learning enhancement and course materials, and events, such as webinars, mixers, and more. The Consolidated Student Fee is due in full for each year or partial year of study from all enrolled students; no prorating or refund of this fee is permitted. Additional fees apply in particular situations; please see the complete list on this website.

Other Fees

Other fees are set each academic year and apply to all students regardless of enrollment date. Fees as of the date of publication are:

- Application Fee \$75.00
- Late Application Fee (applications submitted after the deadline) \$250.00
- Reservation Fee (upon Acceptance) \$500.00
- Consolidated Student Fee (per year) \$1950
- Visiting Student Consolidated Fee (per year) \$1950, if taking more than one semester
- Visiting Student Consolidated Fee (per year), prorated, if taking only one semester
- Annual Education Symposium Fee for Hybrid Online Students Only (per year) \$150.00
- Late Registration Fee (per semester) \$200.00
- Add/Drop Fee (per change) \$50.00
- Late TIP Payment Fee (after 15th of the month) \$50.00
- 3rd Party Deferred Tuition Fee \$30.00
- Makeup Exam Fee (per exam) \$600.00
- Makeup Exam/ Proctoring Admin Fee (per exam) \$100.00
- Certification Fee for Non-MCL/SLOCL/KCCL/ECL Courses (per unit) \$100.00
- Graduation Fee \$350
- Auditor Fees, per unit \$925.00, with student fee prorated

There are additional costs for textbooks and materials.

Paying Tuition or Fees

Payment may be made by check, cashier's check, money order, debit, or credit card. To assure approval, please confirm your credit card limit will cover the amount you plan to charge. For security reasons, the Law Schools do not accept cash payments. Please plan a proper payment method in advance.

Tuition Credit Policy

The annual flat-tuition rate is based on taking 12 or more units during the academic year, which includes the Fall, Spring, and Summer semesters. Students who enroll on a flat tuition schedule for 12 units or more during an academic year (including combined Fall, Spring, and Summer semesters) are only eligible for a prorated credit if they submit timely add/drop forms and are approved by the Dean to drop to fewer than 12 enrolled units for the combined Fall, Spring, and Summer semesters. For example, if you register for 9 units in Fall Semester, 9 in Spring Semester, and 4 units for the Summer Semester but are approved to drop all Summer Semester courses, there is no prorated-tuition credit because you will have completed more than 12 semester units (in this example, 18 units during the Fall and Spring) during the academic year. Students approved to drop for an entire term must submit a [Leave of Absence](#) form so the institution can monitor non-attendance and return requirements.

Students who submit timely add/drop forms and are approved to enroll in fewer than 12 units in an academic year may be eligible for a prorated credit of tuition charges. To be eligible for a tuition credit, a student must notify the Dean and the Registrar by filing a timely add/drop form and submitting a written notice (by email) of their intention to reduce the number of enrolled units or withdraw from the academic program. The amount of tuition credit is determined as of the date of receipt of written notice of withdrawal and is calculated as:

- Withdrawal before the start of instruction: 100% Tuition Credit
- Withdrawal during the first 60% of instruction: Pro Rata Tuition Credit

Pro Rata Tuition is calculated using this formula:

$$(Total\ hours\ of\ instruction\ offered - Total\ hours\ elapsed) * (Total\ Tuition\ Cost / Total\ hours\ of\ instruction\ offered)$$

Withdrawal after completion of 60% of instruction: No credit

60% of instruction is completed in the ninth week of classes during the Fall and Spring semesters and in the sixth week of classes during the Summer Semester.

Student fees are not refundable.

Students attending the Law Schools under the Veterans Administration Benefits Program are governed by a special refund policy. All tuition and fees paid are subject to a pro-rata refund regardless of when the veteran student withdraws from a course.

If there are any funds available after applying tuition credits *and* reconciling a student's account, then a refund may be issued.

Failure to Pay & Collections for Nonpayment

Failure to pay tuition, fees, or other charges owed to the Law Schools promptly may result in the assessment of late fees, the inability to sit for examinations, and the denial of registration for the subsequent semester or academic year. Only students in Good Financial Standing may register for or enroll in the next semester/academic year.

Students are responsible for making payments in accordance with the payment option they have selected. Failure to make on-time payments as required may result in an account being classified as overdue, in default, or delinquent, with corresponding restrictions and consequences.

Any amount not paid in full by the applicable due date is considered overdue. An account with unpaid overdue amounts that remain outstanding for 30 to 90 days is considered in default. An account with unpaid overdue amounts that remain outstanding for more than 90 days is considered delinquent.

Students whose accounts are in default or delinquent status are not permitted to continue their studies or access the Law School's resources, services, or administrative processes until all past-due amounts have been paid in full and the account has been brought current. See Administrative Dismissal. These restrictions are in addition to any other remedies the Law School may pursue in response to non-payment.

The Law School reserves the right, in its sole discretion, to refer accounts in default or delinquent status to an outside collection agency for collection. The student shall be responsible for any collection costs, fees, or other charges permitted by applicable law that result from such referral.

Financial Aid

The Law Schools are independent, Internal Revenue Code section 501(c)(3) non-profit educational institutions that receive no support from taxes or other public funds. The primary source of revenue is student tuition. Because the Law Schools have not yet met the requirements for the U.S Department of Education Title IV, students do not qualify for either federal or state-insured educational loans. The Law Schools are applying for recognition by the U.S. Department of Education.

Other educational loans may be available to students based on personal credit status. Students are urged to plan their budgets carefully before entering law school. At the current time, new enrollees at California Accredited Law Schools (including MCL and its branch locations) are not eligible to participate in the GI Bill Educational Benefits program. Due to a policy change by the Department of Veterans Affairs, participation in the federal GI Bill Educational Benefits program is limited to ABA-approved law schools only.

Scholarships

The Law Schools awarded scholarships are available each academic year for second, third, and fourth-year students in [good academic standing](#). In addition, a limited number of scholarships are available to first-year (1L) students. All scholarships are subject to availability and eligibility requirements. Scholarships are applied toward tuition and are awarded based on scholastic achievement, financial need, or service to MCL and the community. Students are notified by email when scholarship applications are due. The awarded scholarship amount will be credited to the student accounts of scholarship recipients.

Scholarship application periods will be announced in advance. Scholarship applications will be available at that time through Populi.

Examples of scholarships available to MCL, SLOCL, KCCL, and ECL students may be found on the law school's website.

MCL, SLOCL, KCCL, ECL, and hybrid students may also be eligible for scholarships awarded by outside sources. Notices regarding these scholarships are sent via email to students upon receipt. Students should contact the Campus Dean or Campus Administrator at each location to ask about scholarship criteria, availability, and application process.

Technology Policies

Generative AI in Law School Courses

Students may use generative Artificial Intelligence tools ethically to support legal research and develop arguments, provided such use complies with the specific expectations of each course.

Professors may prohibit or limit the use of AI for particular assignments or throughout an entire course, and students are responsible for understanding and following these requirements.

Use of AI tools is strictly prohibited for tests, quizzes, or examinations, including so-called "open book" examinations. Any student suspected of using generative AI during an exam will be subject to discipline for an Academic Integrity violation. See [Academic Integrity](#) and [Academic Integrity Discipline Procedure](#).

For all other assignments, students may not submit unedited AI-generated content. If allowed by the professor, students may use generative AI to compose a draft assignment, but submitted work must reflect the student's own critical thinking, analysis, and personal contribution. AI can be a useful tool, but it cannot replace your analysis or judgment.

If a professor has reason to believe a student has submitted AI-generated work without meaningful personal input or against the professor's policies, the student may be asked to meet to discuss their writing process and the development of their ideas. Improper use of GenAI may be subject to discipline for an Academic Integrity violation. See [Academic Integrity](#) and [Academic Integrity Discipline Procedure](#).

Netiquette

When you communicate with each other, professors, deans, or administration, follow these basic guidelines:

- Include a subject line. Give a descriptive phrase in the subject line of the message header that tells the topic of the message (not just "Hi, there!" or "Hey").
- Be professional. Begin messages with a salutation and end them with your name and use a signature (a footer with your identifying information) at the end of a message.
- Avoid sarcasm. People who don't know you may misinterpret its meaning.
- Respect others' privacy. Do not quote or forward personal email without the original author's permission.
- Acknowledge and return messages promptly.
- Copy with caution. Don't copy everyone you know on each message.
- No spam (a.k.a. junk mail). Don't contribute to worthless information on the Internet by sending or responding to mass postings of chain letters, rumors, etc.
- Be concise. Keep messages concise—about one screen, as a rule of thumb.
- Use appropriate language.
 - Avoid cursing, coarse, rough, or rude language.
 - Observe good grammar and spelling.
 - Be Professional. Your classmates and your professors will be your peers when you graduate. Conduct yourself online as you would in a law office.
- Use appropriate emojis (emoticons or emotion icons) to help convey meaning or use punctuation such as :-). See <https://www.netlingo.com/smileys.php> and <http://www.robelle.com/smugbook/smiley.html>.
- Use appropriate intensifiers to help convey meaning.
- Avoid "flaming" (online "screaming") or sentences typed in all caps.
- Use italics for emphasis or asterisks surrounding words to indicate italics (*at last*).
- Use words in brackets, such as [grin] or [smile], to show a state of mind.
- Avoid most texting acronyms except those in widespread use, e.g. LOL for "laugh out loud."
- Always reread your draft. Before you post or send your message/feedback/response, remember to proofread it!

Populi Procedures

The Law Schools use the learning management system Populi. Students must use Populi to register, complete class assignments, upload class work, access course materials, access grades, and perform many other academic procedures and requirements as identified by the administration.

Populi, the information posted within the Populi system, and access to the system are limited to students currently taking classes at the Law Schools to complete class and graduation requirements. Information obtained from Populi and Populi access may not be shared.

Students may not record, photograph, screenshot, copy, reproduce, share, distribute, livestream, broadcast, publish, or otherwise disseminate any information or materials accessed through Populi without prior authorization from the Law Schools. Populi and its contents are provided solely for a student's personal academic use while enrolled.

Students will receive a Populi student account for educational use during enrollment. Students will retain Populi access while they are enrolled in classes and while taking bar preparation classes. Populi accounts are issued solely for the individual student's use. Students may not share their login credentials, permit others to access their Populi account, or otherwise provide unauthorized access to Populi. Populi accounts will be deactivated for individuals who are not currently enrolled in classes or bar preparation.

Populi Messaging

The Bulletin Board

Every post on the Populi Bulletin Board goes to all course professors on the course and all students. Students are expected to post only professional, respectful, and course-related content. If you do not want others to see your comments, questions, or replies to a post on the Populi Bulletin Board, privately message the Professor or student or administrative person with whom you are communicating.

Populi Assignment Pages

Many Professors set Populi such that they do not receive an email for messages left on an assignment upload page. If the Professor sends you a note via that page, your response may not be read for days—until the Professor looks at that assignment upload page again. It is best to email Professors directly either using the school email system or by using the email system in Populi.

Required Technology Skills

For success in law school, students **must** be ready, willing, and able to handle technology at a proficient level. None of these skills are taught in law school—you need to come prepared with general computer literacy and an ability to teach yourself the technology requirements. The Assistant Dean of Faculty and Student Support Services will set up student email and Populi accounts and is also available for basic tutorials.

Populi Skills

Students are responsible for learning how to use Populi.

- The Populi Knowledge Base includes detailed instructions on every task students must perform. See <https://support.populiweb.com/hc/en-us/>.
- Populi's YouTube page includes videos on many tasks students must perform. See <https://www.youtube.com/c/populico>.
- Some courses include specific Populi instruction.
- Students may also contact administration and request additional Populi instruction.

Students who fail to submit an assignment on Populi because they did not know how to perform the function, misunderstood Populi, or attempted the function improperly, **will not** be granted a deadline extension. Students who cannot complete an assignment on Populi due to technical error must contact their professor or Administration before the assignment deadline.

General Computer Skills

Students must be generally computer literate and be able to:

- Send and receive emails.
- Upload and download documents.
- Open multiple browsers.
- Update and download software.
- Search the web.

Microsoft Office Suite Skills

Students must be able to create and share Microsoft Word files, Excel files, and PowerPoint files, even on an Apple or other device.

Students must understand and use Microsoft Word proficiently, using its built-in tools. Word is exceptionally important in law school and in legal practice. Students are responsible for learning how to effectively use and change margins; change fonts and font sizes; change line spacing; use paragraph alignment, styles, and the Editor; place, generate, and regenerate tables of contents, tables of authorities, and cross-references; and, read, use, and delete comments and red-line, among other skills.

Microsoft.com has many training options on its website and the Microsoft Office Suite is the subject of many books.

Zoom Skills

All students must be able to run Zoom because clinics and electives are offered via Zoom. Students must have basic Zoom skills, including being able to:

- Log on, connect, and log off Zoom.
- Run audio and video controls.
- Operate “chat,” “react,” and “share” functions.
- Enter and exit breakout rooms.
- Take polls and quizzes.

School Email Accounts

Students will receive a school email for academic use while taking classes. School email accounts are provided solely for academic and Law School-related purposes.

The administration will send all official communications and information through the school email system. Professors also use school email to communicate with students. Populi sends all posts and communications to the student’s email address. Students must check their school email accounts often. The Law Schools retain the right to delete a student's email account after a student graduates or is otherwise not enrolled in classes.

Zoom Procedures

The Law Schools use Zoom as the technology for online classes. Hybrid students take required classes via Zoom. All students take electives and clinics via Zoom. See [Zoom Skills](#).

Setting up Zoom

Navigate to Zoom.com and navigate to Solutions>Download Center. Download the proper software for your device. Mobile devices such as an iPad are compatible with Zoom, but require you to download an app. Search “Zoom” in your mobile store to download the app.

View Zoom's Support Portal for your device to ensure your speaker/microphone or headset are ready for the session. Select the “Getting Started” topic and review the proper links.

The Zoom meeting link is available on your course Populi page. We recommend you log in 15 minutes before the Zoom session begins for the first session to ensure everything is working correctly.

Attending Zoom Classes or Clinics

Log onto Zoom 10 minutes before the scheduled start time of any class or clinic meeting.

When attending a Zoom (online) session of a course or clinic, students must attend each class session with their **cameras on and audio working** from a quiet and private location (clinics) and a suitable professional class environment (classes) and agree to conduct themselves professionally, as if physically present in the classroom.

Students must be able to:

- interact with their classmates and professor through audio and video conferencing,
- take notes,
- answer poll questions, and
- access Populi during each class session.

Students must not engage in unrelated tasks during online sessions, including but not limited to:

- driving,
- talking on unrelated phone calls, or
- doing other work.

If the Professor notices you doing unrelated activities, the Professor will mark you absent. See [Attendance](#).

Please be respectful to your fellow students and avoid any unnecessary disruptions (eating, background noise, side conversations, etc.). **Mute your Zoom session during class** unless otherwise directed. Mute all cell phones/smartphones and put them away.

Students without their cameras on throughout the entire Zoom session may be marked absent. See [Attendance](#).

If a student cannot turn their camera on for an individual class due to an emergency or technical difficulty, the student should notify their professor before the start of class.

If a student requires accommodation regarding video or audio during Zoom sessions because of a disability, the student must follow the procedures in the [Accommodations](#) policy.

If Your Connection Fails or is Unstable

If your session disconnects, or if you have audio or video difficulties, try re-starting Zoom: close your meeting session, wait a minute or two, and then click the meeting link again. Sometimes there is internet lag or interference.

If you can reconnect but your internet connection remains unstable, advise your professor and ask to proceed without video. Often, turning off video (which takes a lot of bandwidth) may stabilize an unstable connection.

If you cannot reconnect after multiple attempts, you must (1) email your professor immediately with an explanation of what occurred and (2) obtain notes from one of your classmates. You remain responsible for the material covered during the Zoom session.

If Your Professor's Connection Fails

If your Professor's Zoom session is dropped, wait a minute or two to determine if the Professor rejoins quickly. If the Professor doesn't rejoin, close the meeting session, wait a minute, and then click the meeting link again.

Expect that your professor will email you if the problem cannot be resolved. If you do not receive an email from your professor, repeat the steps described above again.

It is important you are present for the entire Zoom meeting. However, if you cannot connect to the meeting after multiple attempts and do not receive an email from your professor, we recommend sending a note to your professor via email about the connection issues. Students may assume that class will not continue after the meeting drops for ***more than 15 minutes AND the student has not received a notification from the professor.***

Academic Policies

Academic Calendar

Generally, Fall semester begins the third week of August and ends the second week of December; Spring semester begins the first week of January and ends the last week of April; and, summer semester begins the third week of May and ends the last week of July. 1L Orientation week is in late July or early August. The exact dates for Orientation, first and last day of instruction, exam week, and holidays are published annually by the Registrar, and posted on the Law Schools' website <https://montereylaw.edu/currentstudent/academiccalendar.html>.

Academic Integrity, formerly known as the "Honor Code."

The Law Schools are adult, professional, graduate educational institutions. Law students, as future members of the legal profession, are subject to the responsibilities and ethical standards of the profession. The well-being of the profession and the integrity of the Law Schools depend upon the maintenance of such standards.

Academic integrity is values driven. The International Center for Academic Integrity (ICAI) defines academic integrity as a commitment to the values of honesty, trust, fairness, respect, responsibility, and courage. (*The Fundamental Values of Academic Integrity*, 3rd Ed., 2021: Int'l Center for Academic Integrity, p. 4.) "Scholarly communities flourish when community members 'live' the fundamental values." (*Ibid.*) Academic integrity means always acting consistently with these values and applying the values to everything you do: your schoolwork and your interaction with others.

The values of honesty, trust, fairness, respect, responsibility, and courage require that you approach the law—each class or clinic you take while in law school and the practice of law—in an ethical way. Merriam-Webster Dictionary defines these values as:

- Honesty: "n. adherence to the facts"; "fairness and straightforwardness of conduct."
- Trust: "n. assured reliance on the character, ability, strength, or truth of someone or something"; "v. to rely on the truthfulness or accuracy of" or "to place confidence in."
- Fairness: "fair or impartial treatment; lack of favoritism"; the qualities of being fair, "marked by impartiality and honesty : free from self-interest, prejudice, or favoritism" and "conforming with the established rules."
- Respect: "n. high or special regard" or "v. to consider worthy of high regard."
- Responsibility: "n. 'moral, legal, or mental accountability; the qualities of being responsible, 'able to answer for one's conduct and obligations; able to choose for oneself between right and wrong.'"
- Courage: "n. 'mental or moral strength to venture, persevere, and withstand danger, fear, or difficulty.'"

Academic integrity is about who you are as a person, and how you act when it matters.

The legal profession is founded on principles of honesty, integrity, and ethical conduct. Admission to the practice of law requires applicants to demonstrate good moral character and fitness, and attorneys are expected to comply with applicable rules of professional conduct throughout their careers. The Law Schools expect students to begin developing and demonstrating these professional standards while enrolled.

Academic integrity is a fundamental expectation of every student. Students must conduct themselves honestly and ethically in all academic activities and must not engage in conduct that compromises the integrity of the Law Schools' academic programs or provides an unfair academic advantage. Academic integrity requires that all work submitted for academic credit be the student's own, except where collaboration or other assistance has been expressly authorized. Violations of academic integrity include, but are not limited to, cheating, plagiarism, fabrication, falsification, unauthorized collaboration, and other forms of academic misconduct as defined in this Handbook.

Plagiarism

Plagiarism is defined as taking the intellectual or literary work of another, presenting it as one's own without proper attribution, and benefiting from its use in an academic context. This includes, but is not limited to, copying or closely paraphrasing text without citation, submitting another person's work as your own, using Generative AI prose without editing it, or using unauthorized assistance on assignments or exams. Such conduct compromises the integrity of your education and contradicts the ethical standards expected in the legal profession.

Cheating

Cheating is any act that compromises or attempts to compromise the academic integrity of a course, examination, assignment, or other academic activity. Students are expected to comply with all instructions and requirements established by their professors, the Law School, and this Handbook.

Students may not engage in any conduct that has been prohibited by a professor, the Law Schools, or this Handbook, or that provides or attempts to provide an unauthorized academic advantage. A student's belief that the conduct was necessary, would not affect the outcome, or would not be detected, does not excuse or justify the conduct. Failure to follow a professor's instructions or academic requirements may constitute cheating or another violation of the Law Schools' academic integrity policies.

Misconduct

These acts justify discipline of a student:

1. Lack of honesty, breach of trust, or other dishonest conduct, including cheating, plagiarism, fabrication, falsification, or misrepresentation, in connection with coursework, clinical programs, class attendance, examinations, Student Bar Association activities, or other Law School-sponsored activities.

In determining whether conduct constitutes dishonesty or cheating, the Law Schools may consider the academic requirements and conditions applicable to the activity, including those set forth in this Handbook, course syllabi, examination instructions, assignment requirements, clinical policies, and other official Law School communications, whether communicated in writing or orally by faculty members or authorized administrators.

2. Engaging in conduct or communications that are disruptive, harassing, threatening, intimidating, or abusive, and that materially disrupt or interfere with the orderly operation of the Law Schools or any affiliated program, or with the ability of students, faculty, staff, or administrators to carry out their academic or professional responsibilities.

This prohibition applies regardless of the form of the conduct or communication, including in-person interactions and written, electronic, or digital communications, such as emails, text messages, instant messages, social media posts, online forums, or other electronic communications.

3. Theft, destruction, or defacement of school property, or of property belonging to a member of the school community.
4. Giving false or misleading information to the Law Schools, the State Bar of California, or any other agency or organization related to the student's status or tenure as a law student or applicant to the bar.
5. Any act or omission by the student in connection with the student's enrollment at the Law Schools, that would subject the student to discipline by the State Bar of California if the student was an attorney.
6. Retaliation against any person who, in good faith, reports suspected academic misconduct or participates in an academic integrity proceeding.

Possible Sanctions

See [Academic Integrity Discipline Procedure](#).

- Permanent expulsion.
- Suspension for a designated period.
- Probation during which the student must abide by specified terms.
- Formal written reprimand placed in the student's permanent file.
- Receiving a failing grade on an assignment or in a course.
- Other measures consistent with this policy, including interim measures, as may be deemed appropriate by the Committee
- Informal reprimand. No written record is to be placed in the student's permanent file.

As part of the State Bar of California Committee of Bar Examiners' procedures for determining moral character of persons applying to practice law in California, the Committee of Bar Examiners will be notified if a student has been disciplined with anything other than an informal reprimand.

Academic Integrity Discipline Procedure

These rules define the process and timing for matters brought under the [Academic Integrity](#) Policy. With a showing of good cause, the Dean and Discipline Committee are granted authority to: a) extend any deadline or process described here for a reasonable period [not to exceed 30 days without a showing of extraordinary circumstances]; b) establish reasonable guidelines for the timing and duration of scheduled hearings; c) continue a scheduled hearing for additional session(s) if considered necessary; and d) combine multiple allegations for an individual student into a single hearing.

1. A person knowing about a matter that may justify student discipline may inform the Dean of the facts of the matter in writing. E-mail or other forms of digital communication qualify as "writing" for this process and required notifications
2. Retaliation is prohibited and may constitute separate misconduct. Retaliation includes taking any adverse action against any person who, in good faith, reports suspected academic misconduct or participates in an academic integrity proceeding. Academic integrity proceedings are confidential to the extent permitted by law. Participants are expected to maintain the confidentiality of the proceedings and related records.
3. When an allegation of misconduct requires additional inquiry, the student will be provided written notice of the alleged facts and an opportunity to respond, either in writing or in person, within fourteen business days of the notice. If a student, after receiving proper notice, fails to respond or appear without good cause, the investigation or hearing may proceed in the student's absence, and a determination may be made based on the information available. A student's withdrawal from a course or from the Law Schools does not terminate or prevent the completion of an academic integrity proceeding or the imposition of an appropriate sanction.

The investigation may be conducted by the Discipline Committee, a subcommittee of the committee, or another Law School official designated by the Dean or the committee. Following the investigation, the matter may be resolved informally or referred to the Discipline Committee for further proceedings in accordance with this Policy. Any matter for which permanent expulsion is a potential sanction must be referred to the full Disciplinary Committee.

4. If the matter is referred to the Committee, the Committee will schedule a hearing within 30 days, subject to the provisions regarding extensions of time noted above. The student will receive written notice of the date, time, and location of the hearing.
 - a) The student may be accompanied by legal counsel, at the student's own expense. Legal counsel may advise the student but may not address the Discipline Committee, examine or cross-examine witnesses, present evidence, or otherwise participate in the hearing unless authorized by the Committee Chair. Witnesses may be called and questioned by the committee. However, witness appearances are voluntary. The hearing may be electronically recorded or transcribed.
 - b) A student may not be disciplined unless the Discipline Committee finds, by clear and convincing evidence, that the student committed a violation of the Academic Integrity Policy. The Discipline Committee may consider any evidence it determines to be relevant and reliable, regardless of whether the evidence would be admissible in a court of law.
 - c) Following the hearing, the Discipline Committee shall make written findings of fact, determine whether a violation of the Academic Integrity Policy has occurred, and recommend an appropriate disciplinary action, if any.
5. The Discipline Committee shall determine whether a violation of the Academic Integrity Policy has occurred and, if so, the appropriate disciplinary sanction, if any. A violation of the Academic Integrity Policy will be established only by clear and convincing evidence. In determining an appropriate sanction, the Discipline Committee may consider the nature and seriousness of the violation, the student's intent, prior disciplinary history, acceptance of responsibility, the impact on others or the Law Schools, and any mitigating or aggravating circumstances. The decision of the Discipline Committee shall be final.
6. The student will receive the Discipline Committee's written final determination. The final determination will include the Committee's conclusions and any disciplinary sanctions imposed and may include findings of fact. The final determination and related records will be maintained in the student's Law School file in accordance with applicable Law School policies.
7. The Law Schools may disclose discipline findings or sanctions when required by law, accreditation standards, court order, or bar admissions authorities, or when authorized by the student's written consent.

Academic Standards Committee, aka ASC

The Academic Standards Committee, also known as the ASC, is a standing committee of professors and deans from all campuses. The ASC considers academic policy matters and makes recommendations to the administration. The ASC also considers petitions, appeals, disciplinary matters, and other matters assigned to it under this handbook or referred to it by the administration.

The ASC includes two subcommittees, the Policy Committee and the Discipline Committee, each consisting of members of the ASC. The Policy Committee considers academic policy matters referred to it by the ASC or the administration. The Discipline Committee hears matters arising under the Academic Integrity Policy.

. See [Academic Integrity](#), [Academic Waivers](#), [Grades](#), and [Academic Integrity](#).

Academic Waivers

The Law School's various academic policies are rigorous. For example, as indicated in more detail in this handbook, students may have to repeat courses or to take courses in a certain order. Students are limited in the number of units they may take per semester. Occasionally, students seek to obtain an exception from an academic policy. Such a request is an Academic Waiver petition.

Students who wish to submit a Petition to the ASC should contact their academic advisor to discuss the possible petition, what should be included in the petition, the procedure, and the likelihood of success. A petition requesting a waiver of the requirement to repeat a course or any other exception to a course, grading, or academic policy must be submitted within thirty (30) calendar days after grades for the applicable course have been posted. Petitions submitted after this deadline will be considered only if the student demonstrates that extraordinary circumstances beyond the student's reasonable control prevented timely submission. Examples include hospitalization or another comparable emergency.

Academic petitions must be submitted through the Form Accompanying Academic Petition form available in Populi. The petition should be in the form of a memorandum addressed to the Academic Standards Committee and must not exceed 3 pages. The ASC will have access to the student's applicable grades and transcript. Students should discuss their academic record as it relates to the petition but are not expected to reproduce transcripts or list every course or grade.

Petitions should include:

1. A clear statement of the relief requested, identifying the specific academic policy for which an exception is sought.
2. A discussion of the student's academic record, including cumulative GPA, relevant course grades, academic trends, and any other information the student believes supports the petition.
3. An explanation of why the requested exception is warranted.
4. If applicable, a plan describing the steps the student will take to improve academic performance and return to good academic standing.

Upon receipt of a petition, the Committee chair will convene the ASC to consider the petition. Meetings will be held as needed, subject to the availability of the Committee members. Meetings may be scheduled to consider multiple petitions.

The ASC may request additional information from the student or other appropriate sources before reaching a decision. Following its review, the ASC will render a decision on the petition. The student will be notified of the ASC's decision in writing through the student's law school email account.

Students who wish to appeal a decision of the ASC may request a review by the Dean. The request for review must be received by the Dean within seven calendar days after the date the student is notified of the ASC's decision. Requests for review received after this deadline will not be granted. The Dean's review is limited to whether the ASC materially complied with the procedures and process applicable to the submitted petition. The Dean will not reconsider the merits or consider new evidence or new arguments. The Dean's decision is final and not appealable.

Attendance and Academic Engagement

State Bar Requirements

The Committee of Bar Examiners of the State Bar of California establishes minimum academic engagement requirements for law students. Students are responsible for complying with these requirements as a condition of earning academic credit.

Each semester unit of credit must include a minimum of 45 hours of student work, including both academic engagement and preparation, of which a minimum of 15 hours must be verified academic engagement.

As defined by the Committee of State Bar Examiners, academic engagement includes “physical classroom time” or “distance learning technology in any manner, including, but not limited to, any of the following: (a) participating in a synchronous class session; (b) viewing and listening to recorded classes or lectures; (c) participating in a live or recorded webinar offered by the Law Schools; (d) participating in any synchronous or asynchronous academic assignment in any class monitored by a faculty member; (e) taking an examination, quiz or timed writing assignment; (f) completing an interactive tutorial or computer-assisted instruction; (g) conducting legal research assigned as part of the curriculum in any class.”

Students should expect to complete substantial work outside of scheduled class sessions, including assigned reading, outlining, legal research, writing assignments, and other course-related work. For example, students enrolled in a three-unit fifteen-session course should expect to complete at least six (6) hours of course-related work each week, in addition to scheduled class sessions and other required verified academic engagement activities.

Faculty may dedicate scheduled class time to practice examinations, quizzes, simulations, legal writing exercises, or other verified academic engagement activities. Such activities are considered part of the course and are subject to the Law Schools' attendance, participation, and academic integrity policies.

Faculty teaching on-site courses may, when necessary, conduct one or more class sessions through Zoom. Students are expected to attend and participate in Zoom class sessions in the same manner as any other scheduled class session and must comply with all attendance, participation, and camera requirements applicable to online instruction.

Online courses include both live Zoom class sessions and asynchronous academic engagement activities. Students enrolled in online courses must attend live Zoom sessions and complete required asynchronous assignments to satisfy the State Bar's verified academic engagement requirements and the attendance policy.

Faculty teaching online may, when appropriate to meet course objectives, conduct a three-hour live Zoom class session in place of a two-hour live Zoom session paired with one hour of asynchronous academic engagement, such as for student presentations, mock trials, guest speakers, or similar instructional activities.

The Law Schools' Attendance Policies and Procedures

Students who exceed 3 absences in a fifteen-session course, 2 absences in a ten-session course, or 1 absence in a five-session course will be administratively dismissed from the course. Under applicable

State Bar attendance requirements, the Law Schools may not excuse absences or waive the attendance requirements. Students with three class absences in a three-unit class during a 16-week semester may be dismissed from that course. Students with two absences in a two-unit class during an 11-week semester may be dismissed from that course. Students with one absence from a one-unit course may be dismissed from that course. If dismissed, the student may not continue to attend class or take the midterm or final examination.

Attendance is recorded separately for each course. The attendance record for each course is the Law Schools' official record of a student's attendance and will be used to determine compliance with the attendance requirements. Students are responsible for ensuring that their attendance has been accurately recorded and should promptly notify the instructor of any attendance discrepancies. Failure to comply with the Law Schools' policies or the State Bar policies may result in administrative dismissal.

Attendance may be taken at the beginning or end of a class session, or during a scheduled break. Students are responsible for being present when attendance is taken. Failure to be present when attendance is taken may result in the student being recorded as absent.

Students are expected to attend the entire class session. A student who arrives late, leaves early, or is otherwise absent for a substantial portion of the class session may be recorded as absent.

Students are expected to be prepared for each class session and to participate in class as directed by the professor. A student who is unprepared, fails to participate as required, or otherwise fails to meaningfully engage in the class session may be recorded as absent.

Online courses consist of live Zoom class sessions and required asynchronous engagement activities. Students must satisfactorily and timely complete all required asynchronous assignments to satisfy the State Bar's verified academic engagement requirement and to be eligible to receive academic credit for the course. Failure to complete the required asynchronous assignments may result in the student being recorded as absent for the applicable class session.

Students enrolled in online courses must attend all live class sessions through Zoom and are expected to be fully present and actively engaged throughout each session. Students must attend class from an environment that is appropriate for learning and allows them to fully participate in the class session. Students should participate from a quiet, stationary location that is free from distractions. Attendance from a moving vehicle or other environment that prevents full participation is not permitted and may result in the student being recorded as absent.

Unless otherwise authorized by the instructor, students must keep their camera on throughout all Zoom sessions. A student whose camera is off without permission may be recorded as absent. A student whose camera is off and who fails to respond or participate when called upon by the instructor may also be recorded as absent.

Under applicable State Bar attendance requirements, absences cannot be excused or waived for any reason.

The administration may contact students regarding reported absences. Students should promptly respond to attendance-related communications and identify any attendance discrepancies. If an absence was due to illness or another serious life event, students may submit documentation describing the reason for the

absence for inclusion in the student file. Examples of documentation include a healthcare provider's note, a positive COVID-19 test result, or other documentation verifying the circumstances.

Documentation is maintained solely to document the reason for the absence and does not excuse the absence or satisfy the Law Schools' attendance requirements.

Documentation must be submitted to the administration within fourteen calendar days of the administration's attendance notice. Documentation received after this deadline may not be included in the student file.

Attendance in On-Site Courses

In-person attendance is required for all on-site courses. Students enrolled in an on-site course are expected to attend every class session in person. Students must be physically present in the classroom for the entire class session to receive attendance credit. Remote participation by Zoom or other technology is not a substitute for in-person attendance, and the Law School does not guarantee the availability of Zoom or any other technology to permit remote participation in an on-site course.

Students enrolled in an on-site course who are unable to attend a class in person because of a temporary contagious illness may request permission from the faculty member to attend remotely via Zoom. Approval is granted solely at the faculty member's discretion, on a class-by-class basis. Faculty members may approve or deny such requests. The Law School is under no obligation to provide, arrange, or make available Zoom, classroom technology, technical support, or any other resources necessary to facilitate remote attendance in an on-site course. If the necessary technology or resources are unavailable or cannot reasonably be provided, the request may be denied regardless of the reason for the student's absence. Approval of a request is intended only for exceptional, limited circumstances and does not create an expectation that remote attendance will be permitted in future class sessions or in other courses. Requests to attend remotely must be submitted at least two hours before the start of class.

Students approved to attend remotely under this policy must comply with all requirements applicable to remote attendance, including maintaining an active camera, remaining fully attentive and engaged throughout the class session, and participating as if physically present in the classroom. Failure to comply with these requirements will result in the student being counted absent for the class session.

Students who are unable to attend class in person remain responsible for complying with the Law School's attendance policy and completing all required coursework. Nothing in this policy limits or supersedes accommodations approved through the Law School's accommodation process.

Class Participation and Preparation

Classes

As a graduate program leading to professional licensure, students are expected to be fully prepared for each class session and to participate in a professional, respectful, and meaningful manner. Students are expected to engage in class discussions, exercises, and other instructional activities as directed by the instructor. Students who are unprepared for class, fail to meaningfully participate, or otherwise do not meet the instructor's expectations for class participation may be recorded as absent.. See [The Law](#)

[Schools' Attendance Policies and Procedures](#). If a special circumstance arises that may affect your ability to be fully prepared, please communicate with your professor before the class begins.

Clinics

Enrollment in a clinical course constitutes agreement to uphold the professional standards of conduct expected in a legal setting, including strict adherence to client confidentiality and maintaining appropriate professional conduct.

Students may not contact clinic clients or encourage clients to contact them outside of the clinic setting. Students are also strictly prohibited from providing legal advice. As law students working under the supervision of licensed attorneys, all students must follow Rule 1.6 of the California State Bar Rules of Professional Conduct, as well as all other relevant rules of professional conduct.

Upon enrollment in a clinic, students must affirm the following:

I understand that I must not share any information regarding appointments in this clinic with anyone outside of the clinic and its administrative staff. I understand that confidential information includes, but is not limited to, any identifying information of the parties who have appointments with the clinic, as well as any other parties involved in their matters. I understand that confidentiality also means I must not participate in the clinic from a public place or in the presence of others not working in the clinic. In addition, upon completion of the final clinic of the semester, I will delete from my computer or personal records any and all documents or notes containing confidential information from this clinic.

Students who fail to conduct themselves in a professional and appropriate manner or who violate applicable professional or clinic requirements may be dismissed from the clinic. Disregarding or violating any clinical program guidelines may constitute a violation of the [Academic Integrity](#) Policy.

Class Materials

Students are prohibited from copying, distributing, or reposting course materials, discussion posts, peer contributions, or other materials posted on Populi. Doing so violates the [Academic Integrity](#) Policy. Students should keep their own copies of their work submitted on Populi, as submitted work will not be retrievable by students once grades are finalized for a course.

Class Recording

Professors teaching online may record class sessions and make the recordings available to students at their discretion. These recordings are intended for educational use by enrolled students only and may not be shared, copied, or redistributed in any form.

Students are prohibited from recording, photographing, or broadcasting any part of a course—whether in person or online. This includes, but is not limited to, audio recordings, screenshots, photos, videos, or live streaming through platforms such as Zoom, Periscope, Facebook Live, or similar services. Students are also prohibited from using any form of AI or other recording or listening device to serve as a notetaker including those within or as addons to Zoom. Students who violate this policy violate the [Academic Integrity](#) Policy. If you cannot attend a scheduled class session, please obtain notes from a classmate or speak directly with your professor to ask about access to any available course materials.

Students who require recording as an accommodation for a disability must apply for accommodation by submitting an application.

Students who have been granted an approved disability accommodation permitting the recording of class sessions may record classes only in accordance with the terms of the approved accommodation. Such recordings are for the accommodated student's personal educational use only and may not be copied, shared, distributed, posted, or otherwise disclosed to any other person.

The presence of an approved accommodation may result in a class session being recorded by an authorized student. Students should be aware that such recordings are made pursuant to an approved accommodation and remain subject to all applicable confidentiality and academic use restrictions.

Class Times

Courses at all the Law Schools' locations are generally held Monday through Thursday evenings from 6:30 to 9:30 PM. Online classes in the Hybrid Online program are generally held from 6:30 to 8:30 PM, followed by an hour of asynchronous verified engagement. Clinical programs are generally held from 4:00-6:00 PM.

Course Load

Because the Law Schools' curriculum is designed as a part-time program, the courses follow a required sequence that expects completion in four years, starting from the fall semester of a student's first year of 1L courses. See [Academic Programs](#).

The standard Juris Doctor course plan is designed to allow students to complete the degree requirements within 4 years. Students are expected to follow the recommended course sequence and academic pace, which generally includes enrollment in approximately ten doctrinal and legal writing semester units during each fall and spring semester and completion of the remaining required units during the summer terms. Students in good academic standing may enroll in up to 8 semester units during a summer term. See [J.D. Required Substantive Curriculum \(enrollment after September 1, 2025\)](#). See [J.D. Required Substantive Curriculum \(enrollment before September 1, 2025\)](#).

A student who wishes to deviate from the standard course plan, including by enrolling in fewer or more than the recommended number of semester units during a semester, should consult with their academic advisor. Changes to the standard course plan may require the submission of one or more petitions or approval by the Dean. See [Academic Overload](#)

84-Month Rule

The J.D. course of study must be completed no earlier than thirty (30) months and no later than eighty-four (84) months after the student commences legal study at this law school or at another law school.

Students in the J.D. program must complete all degree requirements within 84 months. Students not on the path to completing the J.D. course requirements within 84 months may be administratively dismissed from the J.D. program. See [Administrative Dismissal](#).

Students should work with their academic advisors to identify course schedules appropriate for their circumstances. Students should take nine or ten units each fall and spring semester and the remaining units over three summer semesters to complete all required units promptly.

Reduced Course Load

The Law Schools' Juris Doctor program is designed around a standard course sequence and course load for each cohort year. Students should carefully consider the impact that a reduced course load may have on prerequisite requirements, the standard course sequence, future course scheduling, and the anticipated date of graduation.

Students should be aware that enrolling in a reduced course load will likely delay their graduation and affect the student's ability to remain with the standard cohort schedule, or require the student to complete courses in a different sequence. Semester course schedules are designed to allow students within the same cohort year to complete the standard sequence of courses each semester. Students who take a reduced course load are likely to experience scheduling conflicts, delayed enrollment in required courses, and a delay in graduation. See [Continuous Enrollment](#). See [Leave of Absence](#).

Prerequisites and Co-Requisites

Prerequisite and co-requisite requirements must be satisfied before a student may enroll in a course. Some courses, including the First-Year and Second-Year Capstones, serve as prerequisites for multiple subsequent courses. A student who has not satisfied a prerequisite requirement may not enroll in, or continue in, any course for which the prerequisite is required until the prerequisite has been successfully completed. Students remain responsible for satisfying all prerequisite course requirements before moving to subsequent courses, and should plan their course schedules accordingly.

Continuous Enrollment

Students must maintain continuous enrollment by enrolling in at least one course each semester during the academic year. Students who do not enroll in a course for a semester must obtain an approved leave of absence. Failure to maintain continuous enrollment or obtain an approved leave of absence will result in administrative dismissal from the program. See [Administrative Dismissal](#).

Academic Overload

In certain special circumstances and subject to course availability, students may petition to go on “academic overload” in their 3L year. Academic overload is defined as taking more than three doctrinal classes in a semester. However, these circumstances require a student to have and maintain a very high cumulative GPA (81.00 or above for the classes of 2027, 2028, and 2029, 83.00 for the class of 2030) and not be working full-time. Students interested in going on academic overload must meet with their academic advisor after the spring semester of 2L to discuss the program requirements.

After meeting with their advisor, students may petition the [Academic Standards Committee, aka ASC](#) to obtain permission for academic overload.

Credit Hour

Each semester unit requires a minimum of 45 hours of student work, including both academic engagement and preparation, of which a minimum of 15 hours must be verified academic engagement, which follows the State Bar of California and WSCUC Credit Hour Policies.

Examinations

Anonymity

Exam grading by faculty is anonymous. Student exam identification numbers are used to identify student test papers. Students must not share their exam ID numbers with professors. Students who share their exam ID number with a professor or otherwise believe their anonymity has been compromised should contact the Registrar immediately.

To maintain anonymity, students are prohibited from contacting the professor regarding an exam before the release of exam grades. Questions should instead be directed to the Registrar or Dean.

Do not discuss any rescheduling of exams with a professor because such conduct compromises anonymity. See [Rescheduling Examinations](#).

Administration

End-of-term examinations for doctrinal classes are managed and proctored by the Law Schools' administration.

The official examination schedule will be distributed by the Registrar each semester. Students enrolled in on-site classes may take on-site examinations using a laptop computer or by handwriting. Students enrolled in the Hybrid Online program may elect to take their examinations on-site or remotely using their computers with the Examsoft AI monitoring program. Students in the hybrid online programs who wish to handwrite their exam answers must test on-site.

Exemplify and ExamMonitor

Exams are administered using the Exemplify program licensed by Examsoft.

Exemplify allows exam takers to securely take their examinations, which are downloaded to their laptop computers. The Exemplify program blocks access to files, programs, and the internet during an exam.

For students taking exams remotely, digital proctoring is conducted using Examsoft's ExamMonitor program, a remote proctoring, technology-driven program. ExamMonitor enables students to be observed by capturing audio and video recordings of exam takers during the duration of an examination.

For more information on ExamMonitor, see

https://cdn2.hubspot.net/hubfs/2956392/ExamMonitor/ExamSoft_ExamMonitor.pdf

Exemplify works on most relatively new (i.e., purchased within the last 3-4 years) laptop computers. For the current specifications required for PCs and Macintosh computers, see the specifications posted on the Exemplify website. <https://examsoft.com/resources/exemplify-minimum-system-requirements/>

Students testing remotely must use the AI monitoring system. Students must remain in full camera focus during the examination. Students who obfuscate their faces or are otherwise hidden from view while testing remotely may receive a failing grade and violate the [Academic Integrity](#) Policy.

Exam Start/Arrival Time

Exams begin promptly at the designated time. Students must be in their designated exam room or testing space 15 minutes before the commencement of the exam and be ready to take exams. Students who

elect to take exams using laptop computers must have their computer on and the exam software ready to begin **no later than 15 minutes before the commencement of the exam.**

Late Arrivals

A student arriving after the commencement of the exam may take the exam but will receive no additional time to complete it. On-site late arrivals may not use laptops and will be directed to the writing exam room to eliminate the distraction of computers being set up after the start of the exam. Exam proctors do not have to delay exams to provide exam instructions for late arrivals.

Leaving the Exam Room/Testing Place

If a student leaves the classroom or remote testing space during the examination period, the student may not take any materials out of the room or to speak with other students inside or outside of the room. This rule includes telephone calls, text messages, emails, and other forms of communication. Students who violate this rule may receive a failing grade on the exam and will violate the [Academic Integrity](#) Policy.

If a student leaves the examination room, they will not be given additional time to complete the examination.

No Copying Exam Materials

No students may record, photograph, or otherwise copy examination questions. All examination papers are the property of the Law Schools and may not be removed from the exam rooms.

Examination Difficulties

Students must contact an exam proctor immediately if they experience a problem during an exam that prohibits them from completing the exam. Proctors will be available on-site for students taking on-site exams and by phone or email for students testing remotely.

Examination End

If a student finishes an on-site examination before time is called, they may turn in the student's test papers to the proctor and leave. However, if only 5 minutes of the examination time remains, the student must remain in the room until time is called.

Any student who continues to write/type after time has been called will not have their paper graded, may receive a failing grade, and will violate the [Academic Integrity](#) Policy.

Students must return printed examination questions to an exam proctor before leaving the testing space. The proctor will instruct students on how to turn in student test papers, including uploading to the exam server or personally handing them in to be checked off. Students must return printed examination questions to an exam proctor before leaving the testing space. Only when this procedure has been completed may students leave.

Student test papers "lost" before being uploaded to the exam server or being accepted by the proctor are the sole responsibility of the student.

Prohibited Devices and Materials

All end-of-term examinations are administered as closed-book, closed-note exams. During examinations, students are strictly prohibited from accessing notes, outlines, course materials, books, papers, backpacks, calculators, tape recorders, phones, tablets, electronic watches, fitness trackers, smartwatches, other electronic devices, internet resources, or messaging platforms. All such items are **items are prohibited** from on-site examination rooms and remote testing spaces and may not be accessed during the testing period. Communication of any kind with other individuals during the exam period is also prohibited. Students may not seek, share, access, or otherwise communicate any prohibited materials or information during the exam. Students who access prohibited devices or materials during an examination, attempt to communicate with anyone, or otherwise violate this policy may receive a failing grade and will violate the [Academic Integrity](#) Policy.

Online Exams

Students testing online must not use physical scratch paper under any circumstances. Instead, they may use the digital scratch paper feature embedded within Exemplify. Use of physical scratch paper is strictly prohibited, as the AI proctoring software cannot reliably distinguish it from unauthorized notes or materials. Students who are flagged for using physical scratch paper may be found to have violated the examination rules, which in turn violates the [Academic Integrity](#) Policy.

On-Site Exams

Students testing on campus must return all printed examination materials, including exam questions, to the proctor at the end of the exam. Removing printed exam questions from the testing site or sharing exam content with others violates the [Academic Integrity](#) Policy.

Illegible Handwriting

Students are held responsible for submitting legible examination papers. In the unusual event that a professor cannot read an exam due to illegible handwriting, these procedures will apply:

- 1) The illegible examination paper will be submitted to the Dean, who will attempt to locate a reader. Should a reader not be found, the student will dictate the exam answers verbatim from the submitted student test papers into a recorder in the presence of a designated staff member.
- 2) The dictation will be transcribed, and a copy of the transcription given to the professor for grading. The student may not see or correct the transcription.
- 3) All additional costs related to this procedure will be paid by the student. Fees to cover both administration and transcription will be charged. See [Tuition and Fees](#).
- 4) If there is a discrepancy between what the designated staff member thinks the handwritten paper said and what the student dictated, the staff member will highlight or note any discrepancies and bring them to the attention of the Dean to resolve any conflict.

Examination Scheduling

The academic calendar identifies the examination week for each semester. Students should anticipate testing three to four days during each exam week and arrange their schedules. The Registrar will release

the examination schedule by email several weeks before exam week. The examination schedule will identify the day on which each subject will test.

If the schedule reveals a student will have a conflict (two exams scheduled on the same night), the student must contact the Registrar immediately after receiving the exam schedule to arrange an alternative exam date for one of the courses.

If the student suffers a hardship, the student can apply to reschedule an exam. See [Rescheduling Examinations](#).

Grades

All examinations will have a score assigned for each answer. These scores are considered "raw points" rather than a final grade for the course. Final grades for exams and each course may be subject to a course "curve," in which an exam grade or final grade may be assigned that differs from an exam's "raw score." In addition, the course syllabus may show other course requirements, such as quizzes, projects, and papers, that may be considered in the final course grade. The Law School reserves the right to modify the allocation or weighting of graded assessments for a course when necessary for academic, administrative, or accreditation purposes. Any such modification will be approved by the Dean and communicated to enrolled students in writing.

Final Grade Processing and Posting

Final examinations in doctrinal courses are graded anonymously. Faculty submit final examination grades and all other course grades to the Registrar. After all graded course components have been received, the Registrar calculates each student's final course grade.

The Registrar's Office conducts an initial review of final course grades for accuracy and completeness before submitting the grades to the Dean's Office for a final administrative review. Upon completion of both review processes, final course grades are posted to Populi.

Grades are generally reviewed and processed in the order they are received. Because faculty members may submit grades at different times and some courses may require additional review, grades are not released on a uniform schedule. Although exceptions may occur, the Law Schools generally expect final course grades to be posted before the conclusion of the drop period for the following semester.

Faculty members do not release examination grades or final course grades directly to students and do not have access to final course grade pages. Final course grades become official only after completing the Registrar's Office and Dean's Office review processes and being posted to the student's Populi account.

Student Review of Graded Exams

After grades are released, students will receive notice that they may request their student exams for review. Original exam documents and electronic files are the property of the Law School. The Law School is required by the State Bar Accreditation Rules and Guidelines to maintain the original exam written or digital copies for five (5) years. As a convenience, on-site students may copy their written exams on the Student Bar Association (SBA) copier. *No original student-written test papers may leave the Law Schools.* The procedure for students in the Hybrid J.D. program to review/download digital copies of exams will be provided along with the notice that exams are available for review.

Exam Review Meeting

Students are encouraged to review their examinations with the faculty member following the posting of final grades. Subject to the faculty member's availability, a student may request an exam review meeting to review their examination answers. The purpose of an exam review meeting is to help students understand their examination performance and identify areas for improvement. Exam review meetings are educational in nature and are not grade appeal proceedings. See [Grade Appeals](#).

Grades

Student performance is evaluated through end-of-term examinations, quizzes, written assignments, practical exercises, and other assessment methods established by the instructor. Doctrinal courses include a comprehensive end-of-term examination. Pass/fail courses, clinical courses, internships, and similar courses may use alternative methods of assessment.

Each course syllabus and/or the Populi course page identifies the graded components and grading criteria for the course and is subject to approval by the Dean. In limited circumstances, the Dean may approve a change to the grading method identified in the course syllabus or Populi course page. Any approved change will be communicated to students before it takes effect.

The Law Schools use numerical grading scales to evaluate academic performance in courses. Beginning with students whose initial enrollment is on or after September 1, 2025, the Law Schools adopted a revised numerical grading scale. Students whose initial enrollment occurred before September 1, 2025, remain subject to the prior grading scale for the duration of their enrollment.

Grade Scale

The Law Schools use numerical grading scales to evaluate academic performance. Effective for students whose initial enrollment is on or after September 1, 2025, the Law Schools adopted a revised grading scale. Students whose initial enrollment occurred before September 1, 2025 remain subject to the grading scale in effect at the time of their initial enrollment.

Current Numeric Grading Scale

Applicable to students whose initial enrollment is on or after September 1, 2025.

Grade	Definition
85-90+	Outstanding
80-84	Very Good
75-79	Average
70-74	Developing Understanding
65-69	Below Average
60-64	Unsatisfactory

59 and Below	Failure/No Credit
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Grading Scale for Students Initially Enrolled Before September 1, 2025

Grade	Definition
80-100	Outstanding
73-79	Good to Excellent
66-72	Marginal to Average
60-65	Below Average
Below 60	Failure/No credit

Certain other designations may be entered on a student’s transcript. None of these are included in the student’s GPA. For “Pass/Fail” coursework, these designations may apply:

- P+ Pass with high honors
- P Pass
- P- Marginal but passing
- F Failure (no credit)

The remaining official designations of the Law Schools are:

- A/55 Administrative Failure
- A/D Administrative Dismissal
- W Withdrawal by permission
- I Incomplete
- N No Credit (Mid-year course not completed)

Final Grade

In most graded courses, anonymously graded end-of-term examinations, quizzes, class exercises, and other assignments will be used to calculate final course grades. Students should refer to their course syllabi and Populi pages for details. Pass/fail courses, clinical courses, skills courses, internships, and similar courses rarely include an anonymous end-of-term exam. Such courses are governed by criteria set out in the course syllabus.

Some courses require completion of all assignments, and failure to complete any one or more assignments— no matter the overall grade in the course—will result in a failing grade for the course.

Course Failure and Repeating Courses

Students must successfully complete all required courses in accordance with the academic standards applicable to their degree program.

Students enrolled in the J.D. or LL.M. programs who earn a final grade below 65 in a required course must repeat the course. Students enrolled in the M.L.S. program who earn a final grade below 60 in a required course must repeat the course. A required course must be successfully completed before a student may satisfy any prerequisite requirement associated with that course.

Students enrolled in the J.D. and LL.M. programs who earn a grade below 70 in a required bar-tested course should consult with an academic advisor regarding whether repeating the course is advisable. A grade below 70 may indicate that the student has not yet developed the level of knowledge and mastery of the subject typically associated with success on the bar examination. Repeating a required bar-tested course in which a grade below 70 was earned may be required as a condition of academic probation.

Students who are required to repeat a required course must successfully complete the course on the second attempt. A student who does not achieve the minimum passing score applicable to the student's degree program on the second attempt will be academically dismissed. The minimum grade required to satisfy this requirement depends on the student's degree program.

- Failure to achieve at least 65 in a graded course, or a P in a pass/fail course, when retaking the course results in administrative dismissal of J.D. and L.L.M. students.
- Failure to achieve at least 60 in a graded course, or a P in a pass/fail course, when retaking the course results in administrative dismissal of M.L.S. students.

This rule applies to all **required** courses whether doctrinal, skills, capstone, clinical, or legal writing.

Two Semester Courses—one year completion rule

Most J.D. courses are two semester courses. Both semesters of a two-semester course must be completed in the same academic year. Students may not postpone or defer the second semester of a course to a subsequent year.

Legal Writing and Practice

Legal Writing and Practice is a sequenced, skills-based curriculum in which each course builds upon the knowledge, skills, and work product developed in the preceding course. Legal Writing and Practice 1, 2, and 3 are designed to be completed in sequence without interruption.

Because the Legal Writing and Practice curriculum is cumulative, students must complete each course sequence consecutively. A student who withdraws from, fails, or does not complete any semester of a Legal Writing and Practice sequence must re-enroll in and repeat the entire affected course sequence during the next academic year. For example, a student who successfully completes the first semester of a two-semester Legal Writing and Practice course but does not complete the second semester must repeat both semesters of that course sequence the following academic year. See [Academic Waivers](#).

Legal Writing and Practice 2 and 3 are a continuous course sequence based on the same hypothetical case, which changes each academic year. Students use the work product completed in Legal Writing and Practice 2 to complete Legal Writing and Practice 3. Accordingly, Legal Writing and Practice 3A and 3B must be taken in the summer and fall semesters immediately following successful completion of Legal

Writing and Practice 2. Students who do not complete the sequence must repeat Legal Writing and Practice 2 and 3 with the next year's cohort.

Grade Appeals

Final course grades are considered final upon completion of the Law Schools' grade review process and posting to Populi. Grades will not be changed except as provided in this Grade Appeals policy.

Before filing a petition for a grade appeal, the student must first meet with the course professor to discuss the exam and their exam answers. The purpose of this meeting is to make sure the student understands why the student received the grade. The purpose of the meeting is **not** to ask the professor to change the grade. **Faculty members may not change an individual exam grade once the course grades have been finalized and posted.**

Grade appeals must be submitted as a written petition to the Dean with any supporting documents or materials within **30 calendar days of the final grades being provided to the student.**

The authority to decide student grade appeals for computational or clerical errors is held by the Dean. The authority to decide student grade appeals based on an alleged material mistake is held by the [Academic Standards Committee, aka ASC](#). Upon receipt of a petition alleging a material mistake, the Dean will forward the petition to the ASC.

Alleged Computational Errors, Reviewed by Dean

Computational or clerical errors are those where the error is obvious and requires no discretion to evaluate, such as incorrect point calculation or a clear failure to read or grade part of the exam, such as when two pages of an exam are stuck together.

The authority to decide student grade appeals for computational or clerical errors is held by the Dean. If submitted timely, a computational or clerical error in grading may be corrected at the administrative level by the Dean.

Alleged Material Mistake, Reviewed by ASC

An allegation that a professor has not fairly graded an examination or has departed from the established grading policy outlined in the grading guidelines will be treated as an allegation of a material mistake, subject to the ASC review.

When conducting exam grade reviews, the ASC shall give deference to the grading decisions of faculty members. Grades will not be changed unless the ASC finds, by clear, convincing, and objectively verifiable evidence, that the grade reflected unfairness, a departure from the grading policy, or a clear grading error.

The student bears the evidentiary burden to provide relevant and credible evidence to support the allegations in their petition. Petitions received without such evidence will be denied on the basis that the petition is insufficient. A student's belief that the exam analysis or answer provided deserved a higher grade is not objectively verifiable evidence justifying the ASC granting the appeal.

If the petition establishes a material mistake is likely, the ASC will grant the appeal and direct the Dean to forward the exam and appropriate grading materials to a senior professor experienced in teaching the course at issue. That professor will re-grade the exam. Only if the re-grade results in a higher grade will the ASC direct that the student's grade be changed.

After its review, the ASC will communicate its decision to the student and the Dean.

The ASC's decision is final. Upon student request within five days of the committee's decision, the Dean may conduct a final review. That final review is limited to confirmation that the ASC afforded the procedural due process required by the Law Schools's academic policies. Additional evidence and arguments are not considered in the final review. Students seeking a review must provide clear and convincing evidence in writing that the decision was based on a clear procedural error that it affected the outcome. The decision after a review is final and not appealable.

GPA Requirements

Class Ranking

Class ranking is not established on an ongoing basis. Class rank is determined during the final year of classes. The top two students in each graduating class will be announced at graduation.

Good Standing

To be in "good standing," a student must be in both academic **and** financial good standing.

Good Financial Standing

A student who is current on all financial obligations is in good financial standing. Students who are not current on all financial obligations to the Law Schools are not in good financial standing, and their Populi accounts will be locked requiring them to clear their financial standing or make arrangements with the Business Manager for a plan to cure arrearages before registering for courses.

Good Academic Standing and Standing Review

Academic standing is determined once each academic year following the conclusion of the Spring semester. Academic standing is based on the student's cumulative grade point average (GPA) at the end of the Spring semester.

- Students in the J.D. program: whose initial enrollment is on or after September 1, 2025, must maintain a cumulative GPA of 72.00 or higher to remain in good academic standing. Students whose initial enrollment occurred before September 1, 2025, must maintain a cumulative GPA of 70.00 or higher.
- Students in the M.L.S. program must have a cumulative GPA of 65 or above to be in good academic standing.
- Students in the L.L.M. program must have a cumulative GPA of 75 or above to be in good academic standing.

Students in the J.D. program are strongly encouraged to track their academic performance regularly and to seek academic advising or support services as needed to ensure continued progress toward graduation under this standard.

Limits on Electives for 1Ls not in Good Academic Standing

1L students in the J.D. program not in [Good Academic Standing](#) may not enroll in summer elective courses without written permission from the Dean.

Academic Probation

Any student **not** in [Good Academic Standing](#) after the Spring semester is automatically placed on academic probation.

Students who fail to successfully complete at least 60% of the semester units in which they are enrolled in one or more semesters during the academic year may be placed on academic probation following the annual academic standing review conducted at the conclusion of the spring semester.

Students on academic probation have one year to raise their cumulative GPA to the threshold for good academic standing.

As a condition of probation, students in the J.D. and LL.M. programs may have to repeat one or more courses in which they earn grades lower than 70. Students in the M.L.S. program may have to repeat classes in which they earn grades below 65. See Course Failure and Repeating Courses.

As a condition of academic probation, students may be required to take part in academic support workshops or tutorials. Failure to complete required supplemental academic support programs may be considered in decisions related to academic probation and academic disqualification.

Academic Disqualification

See [Administrative Dismissal](#). A student who fails to achieve good standing at the end of their year-long academic probation shall be academically disqualified from the program. Students disqualified from the J.D. program may apply to transfer to the Master of Legal Studies program if their cumulative GPA is 65 or above. Students academically disqualified from the LL.M. program are not eligible for transfer to another program.

Academic Proposals

Students placed on academic probation are encouraged to develop a written Academic Success Plan outlining the steps they intend to take to raise their cumulative GPA to the level required to return to good academic standing. Students are encouraged to submit their Academic Success Plan to their academic advisor for review and refinement and to discuss appropriate strategies and campus resources that may support their academic success. In some cases, the submission of an Academic Success Plan may be required as a condition of academic probation.

Students identified as at risk of academic probation are also encouraged to develop an Academic Success Plan in consultation with their academic advisor.

An Academic Success Plan should identify the factors that contributed to the student's academic performance and describe a realistic strategy for achieving future academic success. The plan may include the student's anticipated course schedule, study plan, use of academic support resources, and any changes in circumstances that are expected to support improved academic performance.

As appropriate, and in consultation with an academic advisor, students are encouraged to consider strategies such as completing additional practice assessments, attending academic support workshops or tutoring sessions, utilizing faculty office hours and other campus academic support services, hiring a private tutor if appropriate, strengthening study and time-management skills, and taking advantage of other educational resources designed to promote academic success.

Satisfactory Academic Progress

Institutions taking part in student aid programs under Title IV of the federal Higher Education Act (HEA) continually evaluate satisfactory academic progress (SAP) of their students. **Student aid programs under Title IV of the federal Higher Education Act (HEA) are NOT presently available at the Law Schools.** However, as an institution accredited by the WASC Senior College and University Commission (WSCUC), and in applying for participation in student aid programs under Title IV, MCL has adopted a satisfactory academic progress monitoring policy.

Until the Law Schools are approved to participate in Title IV, SAP monitoring is advisory for students and permits the school to collect data which it will use if or when implementing a compliant federal student aid program. **The SAP policy the Law Schools will follow is available in the appendices.**

Semesters

Courses offered at the Law Schools in the fall and spring semesters are 15 weeks long, followed by a study week, and an examination week. The summer semester is 10 weeks long followed by an examination week. Students are expected to take fall, spring, and summer classes. Some required courses are only offered during the summer semester. The Academic Calendar is published annually, and students are expected to be familiar with the Academic Calendar.

Withdrawal or Dismissal

Administrative Dismissal

A student may be administratively dismissed from a degree program or administratively withdrawn from a course, tutorial, clinic, internship, or other academic activity for any of the reasons set forth below.

- Failure to satisfy the attendance requirements for a course, including exceeding the maximum number of permitted absences.
- Failure to maintain a student account in good financial standing, including having an outstanding balance that is in default or delinquent.
- Failure to comply with any applicable requirement of the State Bar governing enrollment, attendance, academic engagement, certification, or eligibility.
- Violating the standards of classroom professional conduct or the [Academic Integrity](#) Policy.
- Disruptive, harassing, bullying, or other unprofessional behavior in class or in interaction with administration, faculty, or other students.
- Repeated failure to arrive on time, adequately prepare for class or clinic activities, meaningfully participate in instructional activities, or otherwise comply with the participation and professionalism expectations established for the course or clinic.
- Failure to maintain continuous course enrollment in a program. Continuous enrollment is defined as taking at least one class every semester.

- Failure to comply with the terms and conditions of an approved leave of absence, including failure to return by the approved return date.
- Failure to comply with course, clinic, or instructional requirements, including attendance, participation, professionalism, confidentiality, safety, or other requirements established by the instructor, clinic supervisor, course syllabus, Populi course page, or this Handbook.
- An act or omission resulting in the conviction of an offense involving moral turpitude.
- The student becomes ineligible to enroll or continue enrollment under: 1) applicable federal or state law; 2) a lawful order; or 3) a requirement of a governmental authority.

Notice of administrative dismissal from a program or administrative withdrawal from a course will be provided in writing to the student and may include email or other digital means of communication. Students have no right to tuition credits following administrative dismissal unless a waiver is granted due to special circumstances. Depending on the circumstances of dismissal, the Dean may enter either Administrative Failure (F) or Withdrawal by Permission (W) for all pending coursework. The student may petition for readmission following the procedures outlined in the preceding section.

Withdrawal from Courses

Students may withdraw from a course before the last scheduled course session by submitting a Drop Form through Populi. Students who do not submit a Drop Form before the last scheduled course session remain enrolled in the course and are responsible for completing all course requirements, including the end-of-term examination, if applicable. A student who does not take the end-of-term examination, and has not been approved for a make-up examination will receive a grade of zero on the examination, which will be included in the calculation of the student's final course grade.

Students must successfully complete all graduation requirements for their degree program and maintain continuous enrollment to earn the degree. Before withdrawing from a course, students should carefully consider the academic and consequences of doing so. Withdrawal from a required course may delay graduation, affect prerequisite requirements, disrupt the standard course sequence, and will require the student to repeat the course. J.D. students should also consider the requirement to complete all degree requirements within eighty-four (84) months of initial enrollment.

Withdrawal from Law School

A student may withdraw from the Law Schools before the last regular class meeting. Students should seek academic counseling before withdrawing. All current tuition and fees must be paid in full to withdraw in good standing.

Students who withdraw or are dismissed from the Law Schools must reapply if they wish to return to a program. See [Applicants Previously Disqualified from Law Study](#). If a student withdraws or is dismissed from the Law Schools and does not complete the official withdrawal form promptly, the Law Schools administrative staff will complete the form on the student's behalf to ensure correct and complete Law School records.

Timely submission of the withdrawal form is the student's responsibility and is important for maintaining academic and financial accuracy. Failure to do so may affect the student's eligibility for readmission.

Grievance Policy

Students have the right to file a formal student complaint if they believe their rights have been violated regarding administrative policies, technical requirements, financial processes and systems, grading, the Americans with Disabilities Act, harassment, Equal Opportunity, or other matters.

Grievances are concerns, problems, or complaints that staff, students, or faculty raise with the Law Schools. These may be about any part of their work, study, treatment that they have received, or relationships with staff, students, or faculty. This policy is also used when dealing with complaints of bullying or harassment. This policy ensures that complaints are dealt with promptly, fairly, and consistently.

Scope

This policy applies to all staff, students, and faculty at all locations and in the hybrid online program.

This policy **does not** apply to complaints of:

- professional malpractice,
- civil legal claims, or
- criminal activity.

These complaints must be raised immediately with the Dean or President. If presenting the complaint to the Dean or President creates a possible conflict of interest, the complaint should be raised with the chair of the [Board of Trustees](#).

This policy also **does not** apply to issues addressed by, covered by, or adjudicated by the [Academic Standards Committee, aka ASC](#) under:

- the [Academic Integrity](#) Policy, or
- [Grade Appeals](#)

The grievance policy shall not be used to deal with complaints made after employment or student enrollment has ended. However, if a grievance has been formally filed and not resolved before an employee or student is no longer employed or enrolled, if requested by the aggrieved party, the grievance process may be completed.

Confidentiality

All grievance proceedings, including details of any investigation and statements relating to it, are considered confidential and will not be publicly disclosed unless required by the State Bar, the Committee of Bar Examiners, other licensing entities, or otherwise required by law. The Board of Trustees will be notified in closed session of the outcome of any formal process upon conclusion. Any breach of confidentiality may also be considered under the [Academic Integrity Policy](#).

Requirement of Good Faith

Any complaint raised under this policy should be made in good faith. Any complaint found to have been made in bad faith may give cause for disciplinary action. All staff, students, and faculty are expected to co-operate in the implementation of this policy and the [Harassment Free Environment: Anti-Bullying, Harassment, and Intimidation Policy](#) (where applicable), both of which are intended to establish and maintain a safe, fair, and reasonable employment and academic environment.

Informal Grievance

Many grievances can be resolved informally and quickly, and there is an expectation that staff, students, and faculty will seek to do this, without unreasonable delay, before formal steps are started. The Dean or Campus Dean should be notified of grievances early so involved parties can be consulted to resolve the grievance to the benefit of the involved parties. If considered necessary, a mediator may be asked to take part in the facilitation of communication between parties.

Formal Grievance

If a complaint cannot be satisfactorily resolved through informal means, the aggrieved party may submit a formal written complaint. Formal complaints should be submitted via email to the Dean or Campus Dean. Formal complaints must be specific, comprehensively documented, and signed by the complainant. To be considered a “formal complaint,” the written statement must include a clear summary of the issue, the parties involved, specific circumstances, and relevant details such as dates, locations, timelines, and names of witnesses. Supporting documentation should also be included, where appropriate. The complainant must state the remedy being sought or the reasonable steps they believe should be taken to resolve the matter.

The complaint may be returned to the complainant for revision if it lacks enough detail or evidence.

Investigation and findings

Sometimes, it may be necessary to investigate the grievance. The nature of the investigation will depend on the allegations and will vary from case to case. Investigations may reveal identity or details to respondents and relevant parties to ensure fairness. Investigations may involve interviewing and taking statements from the involved parties and any witnesses or requesting and reviewing relevant documents. The investigation may be carried out by the Dean, or may be assigned to a faculty member, faculty committee, or third party.

The aggrieved party must cooperate fully and promptly in any investigation, including providing the names of relevant witnesses, providing relevant documents, and taking part in informal or formal interviews. Failure to do so will result in the formal grievance being dismissed.

Upon completion of the investigation, the matter may be resolved through one of the following outcomes: (1) a mutually agreeable resolution between the parties; (2) a determination that no violation has occurred; or (3) a recommendation that the matter go on to a formal hearing for further adjudication or (4) other appropriate measures.

Hearing

Upon completion of an investigation and a written recommendation by the investigator that grounds exist for a grievance hearing, a hearing will be convened within four weeks of receipt of the formal written grievance, unless circumstances related to completing the investigation require additional time. A panel will be selected that may include senior management, faculty representatives, or outside professionals. None of the panelists shall have any direct involvement in the grievance matter. The hearing will be conducted in a way that allows parties to explain the grievance, introduce information, provide witnesses, and to provide guidance on how the grievance may be resolved. The hearing panel shall determine whether a violation has occurred by a preponderance of the evidence. If the grievance could result in formal discipline, including expulsion or termination of employment or enrollment, the involved parties may be represented by counsel, although it is not required.

A decision may be provided upon conclusion of the hearing but will also include a written set of findings provided to all principal parties within two weeks after the hearing.

Sometimes, it may be necessary to adjourn the process to allow for further investigation. In this circumstance, parties will be provided at least two weeks' notice of the date, time, and location for resuming the hearing.

Appeal

Students may seek the Dean's review of the hearing panel's decision based on allegations of clear procedural error. Within five days of the panel's decision, students alleging procedural error must provide clear and convincing evidence in writing that the decision resulted from a clear procedural error that affected the outcome. Additional evidence and arguments are not considered in the final review. The decision after a review is final and not appealable.

Collective grievances

A collective grievance occurs where a group of staff, students, or faculty feel aggrieved about the same issue. In this circumstance, the aggrieved group will be provided the opportunity to have the grievance considered collectively and will be requested to nominate one or more representatives of the group as a spokesperson. The collective grievance procedure will follow the same timescales and process as an individual grievance.

Student Services

Academic Support

Students are invited to take advantage of academic support services provided by the Law Schools. Academic Support Services are coordinated by the Academic Support Department and may include individual subject-specific workshops, small-group or individual tutoring, exam grading services, and learning style counseling. At-risk students and students on Academic Probation may be required to take part in Academic Support Services. Standard participation and attendance requirements apply to all Academic Support services.

Because the Law Schools are committed to the academic success of their students, Academic Support Services are subsidized. Students pay a designated fixed fee for courses, workshops, or tutorial services.

Students should contact the Associate Dean of Academic Affairs to discuss and enroll in Academic Support Services.

Academic Advisors

Students will be assigned to an academic advisor in their first year of law school. Students must meet with their academic advisor each semester of their first year. All students not in [Good Academic Standing](#) must meet with their advisor each semester until returned to good academic standing. Any student who receives less than a 70 in any required course must meet with their academic advisor to discuss the course repeat policy.

Accommodations

The Law Schools welcome students with disabilities and attempt to accommodate each student's special needs individually.

The Law Schools recognize that disabilities include physical, psychological, and learning disabilities and will make every effort to provide reasonable accommodations for students with professionally verified disabilities. While the Law Schools wish to accommodate students fully, appropriate changes do not include measures which fundamentally alter the academic program, or which create an undue administrative or financial burden to the Law Schools.

Identification of Disabilities

The Law Schools invite and encourage students with disabilities to inform the administration of their disabilities early. This will allow an opportunity for each student to be addressed thoroughly regarding verification of the disability and identification of appropriate accommodation. Students may also wish to provide documentation of accommodation received at another educational institution or place of work, as this information could be helpful to determine the proper accommodation at The Law Schools.

A student with a **physical or psychological disability** must provide professional verification certified by a licensed physician, psychologist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, or other professional health care provider qualified in the diagnosis of the disability. The verification must reflect the student's present level of functioning.

A student with a **learning disability** must provide professional testing and evaluation results which reflect the individual's present level of processing information and present achievement level. Documentation verifying the learning disability must be certified by an appropriate professional, including but not limited to a licensed physician, learning disability specialist, or psychologist. The assessment must provide data that supports the request for academic adjustment.

A student seeking accommodations based on a **temporary disability** must provide documentation verifying the condition, stating the expected duration of the condition, and describing the accommodations considered necessary. Such verification must be provided by a professional health care provider qualified in the diagnosis of such conditions. The assessment or verification of the disability must reflect the student's current level of disability and shall be no older than 60 days.

Procedure for Determining Accommodations

The Law Schools will attempt to accommodate students with disabilities to a reasonable extent, consistent with the Law Schools' academic standards. Examinations and other procedures for evaluating a student's academic achievement may be adjusted to reduce the effect of the disability and allow for a correct measure of the student's achievement.

Students requesting academic accommodations must submit a [Special Accommodations Request Form](#), together with supporting documentation prepared by an appropriate licensed professional, to the Registrar at least 4 weeks before the accommodations are needed. Requests submitted fewer than 4 weeks in advance may delay the implementation of approved accommodations.

Confidentiality

The Law Schools consider information regarding student disabilities to be highly confidential. The administrative personnel responsible for evaluating special accommodations requests will have specific information about a student's disability. Other Law School staff involved in the arrangement and facilitation of the special accommodation may know that a student has a disability but will not have access to the nature of that disability.

Despite our efforts at confidentiality, members of the general student body and staff may, through observation, learn a student is being accommodated. An accommodated student may inform others of his or her disability or of receipt of accommodations. The Law Schools cannot prevent or be responsible for the observations and deductions of others, or for others learning of disabilities or accommodation in such ways. The Law Schools may also be required to make information about disabilities and accommodations available to the Committee of Bar Examiners, as well as accrediting and governmental agencies.

Confidential request forms may be found here:

<https://montereylaw.edu/currentstudent/formsandpolicies.html>

Bar Exam Preparation Services

The Bar Preparation department offers bar prep programs for students in the J.D. program. Programming includes early-start preparation programs and classes and individual counseling. 3L students may also enroll in early bar preparation classes. J.D. students who complete the J.D. program will also be enrolled in the Barbri bar exam preparation program. Students who transfer to MCL may have to pay an additional fee to enroll in the Barbri preparation program. Students should contact the Associate Dean of Academic Affairs to discuss and enroll in bar prep services.

Exam Packs

Prior exams and professor-provided model-answer outlines for each class level are posted online each semester by the Student Bar Association (SBA). This service is provided to students by the SBA and as part of the annual SBA fee. The decision to provide exam samples is at the discretion of each faculty member. Exam pack materials will be posted on the school's website under the Student Bar Association.

First-Generation Law Student Program

The first-generation law student population is a growing population at MCL. This prompted the school to start a first-gen program focused on fostering internship and work opportunities for the students and

giving them the necessary professional modeling essential to their success as practicing attorneys. While targeting first-gen students, the program is open to all students. The program pairs students with an attorney in their region. Students paired with practicing attorneys gain insight into the legal profession, obtain networking opportunities, and gain additional mentorship while in law school. Students interested in mentoring should contact the First Gen Mentorship Coordinator.

Student Emergency Loan Fund

Created by former Dean Karen Kadushin and funded by the contributions from the members of the Board of Trustees and faculty, the Student Emergency Loan Fund (SELF) enables students to borrow up to \$500 as a short-term, interest-free loan to cover personal emergencies. The SELF cannot be used to pay the Law Schools' tuition and fees.

Placement Assistance

The Law Schools encourage local attorneys, legal agencies, and businesses to provide notice of their employment opportunities to the Law Schools. Many positions for attorneys, law clerks, research assistants, etc., are provided to students and graduates via email.

Student Counseling Program

Students needing counseling for issues related to drugs, alcohol, or depression may contact the confidential State Bar of [California Lawyer Assistance Program here](#).

The Law Schools have also contracted with a third-party provider to provide individual counseling services. If a student cannot pay or does not have insurance to cover the cost of these services, the Law Schools may cover the cost of ten counseling sessions for enrolled students, or graduates enrolled in the Law Schools' bar preparation program for the first time. Students needing these services should contact their Academic Advisor or the Dean for referral information. Unless disciplinary action is justified for disruptive activity or should the student have violated the [Academic Integrity](#) Policy, all communication related to the Student Assistance Program shall be confidential and will not be included in the student's permanent record.

Student and Alumni Organizations

Student Bar Association

All students join the Student Bar Association (SBA) and receive the benefits of membership. Each year new officers and class representatives are elected. One SBA representative sits on the MCL Board of Trustees as a non-voting member and works with the administration to make sure student needs are known. The SBA presents programs, including panels on techniques of effective law study, and social events. For Student Bar Association By-Laws, see

<https://www.montereylaw.edu/currentstudent/kcclsba/kcclsba-pdfs/KCCL%20Bylaws.pdf>

https://montereylaw.edu/currentstudent/slocisba/sloci-sba-pdfs/SLOCLSBA_bylaws2023.pdf

<https://montereylaw.edu/currentstudent/mlcsba/mcl-sba-pdfs/BYLAWS%20-%20MCL%20SBA.pdf>

Alumni Association

The Alumni Association serves as a support group for the students, a resource network for graduates, and a bridge between recent graduates and graduates in practice.

Local Bar Associations

Monterey County Bar Association

<https://www.montereycountybar.org/>

Santa Cruz County Bar Association

<https://www.santacruzbar.org/>

San Luis Obispo County Bar Association

<https://slobar.org/>

San Luis Obispo County Unity Bar

<https://slounitybar.com/>

Northern Santa Barbara County Bar Association

<https://nsbbar.org/>

Kern County Bar Association

<https://kernbar.org/>

Unity Bar of Kern County

Multi-Cultural Bar Alliance of Kern County

<https://www.facebook.com/MCBAKernCounty/>

Sonoma County Bar Association

<https://www.sonomacountybar.org/>

Napa County Bar Association

<https://napacountybar.org/>

Mendocino County Bar Association

<https://www.mendocinocountybar.com/>

Other Policies & Procedures

Campus Disruptions

All members of the Law School community share a responsibility to maintain an environment that supports academic activities, respects the dignity of the Law Schools' events, and upholds the rights of others.

To support these goals, it violates Law Schools policy to disrupt or interfere with official school functions or approved activities, including classes, meetings, ceremonies, administrative operations, or public events. Also, obstructing the lawful movement of individuals on campus or within college facilities is prohibited.

Faculty, staff, and students must comply with directions to leave a campus building or facility when issued by an authorized school official acting in the enforcement of this policy and properly identifying themselves.

Course or Class Cancellation

The Law Schools reserve the right to cancel a class. If a course is canceled, students will be notified promptly and be given the opportunity to enroll in another course, if possible.

Specific class meetings may be canceled at a professor's discretion. Students will be notified as soon as reasonably possible in the event of a class cancellation. Canceled classes will be rescheduled.

Firearm Policy

As a private educational institution, the Law Schools have a policy prohibiting the possession of firearms on campus without express written permission from the Dean. This policy does not apply to active or retired law enforcement officers.

Handbook Revisions and Program Changes

The Law Schools reserve the right to revise this Handbook and to modify their academic programs, courses, technology, faculty, instructional methods, policies, procedures, and administrative practices at any time, with or without notice, except as required by applicable law or regulation.

The Law Schools may, in their discretion, modify program requirements or content, faculty assignments, course modalities, instructional materials, policies, procedures, handbooks, accreditation status, registration processes, academic calendars, schedules, tuition, fees, and the sequence or availability of courses. Unless otherwise required by law or expressly stated by the Law Schools, such changes become effective on the date specified by the Law Schools or, if no effective date is specified, upon the student's next enrollment.

Harassment Free Environment: Anti-Bullying, Harassment, and Intimidation Policy

The Law Schools maintain a strict policy prohibiting unlawful harassment or bullying in any form, including verbal, physical, and sexual harassment or bullying of, or by, students, faculty, or staff on campus or online.

Harassment or Bullying

Harassment or bullying includes actions or words that demean, humiliate, or create fear or significant anxiety for a student, faculty member, or employee, or substantially interfere with an individual's work or academic performance, or create an intimidating, hostile, or offensive working or classroom environment.

Any student, faculty member, or employee who believes they have been harassed or bullied on campus or online by a student, staff, or faculty member of the Law Schools should report the facts of the incident and the names of the individuals involved promptly to the Sexual Harassment Officer or the Dean.

All harassment complaints shall be investigated promptly and conducted in the strictest confidence and under established grievance procedures. See [Grievance Procedures](#). After appropriate investigation, any student, faculty member, or staff member found in violation of this policy is subject to appropriate discipline. Disciplinary action may include a warning, academic expulsion, or employment termination.

The Law Schools are committed to the establishment and maintenance of a safe, caring, fair, and inclusive educational environment to maximize the learning potential of all students and to protect the health and safety of faculty, students, and staff.

Faculty, students, and staff have the right to expect that the law school environment will be free from bullying, harassment, and intimidation. So, this type of behavior is strictly prohibited in all law school-related settings (in-person and virtual), including classes, group and individual meetings, online and in-person verbal and written communication, and events.

What Can Constitute Bullying, Harassment, or Intimidation in a Zoom or Classroom Setting?

Unwanted verbal, nonverbal, or physical attention meant to demean, intimidate, embarrass, or threaten may be considered harassment. This includes unsolicited comments about an individual's physical appearance or the appearance or setting of their Zoom environment. Harassment may also include comments (verbal or written), postings, jokes, images, or gestures that reference sex, gender, ethnicity, political or philosophical ideology, disability, or physical appearance in a way meant to demean, intimidate, or threaten.

Violations of Policy

Violation of the school's anti-bullying, harassment, and intimidation policy may subject faculty, students, or staff to discipline that may include informal or formal warnings, participation in required training or counseling, temporary suspension, or termination/dismissal.

Hardships

Incomplete

Where a student is confronted by an extraordinary hardship that prevents the student from completing individual course requirements promptly, a student may request an "Incomplete." An Incomplete ("I") grade may be granted only in extraordinary circumstances that prevent a student from completing required coursework or course hours by the end of the academic term. An Incomplete is not granted automatically and is approved only in exceptional circumstances.

Requests for an Incomplete must be submitted before the end of the course. Students requesting an Incomplete must first obtain written approval from the course instructor. For Legal Writing and Practice courses, students must obtain written approval from the Chair of the Legal Writing Department. The student must then submit an Incomplete Request Form through Populi, together with the required written approvals. The Incomplete Request Form is available on Populi under Forms. Students who do not complete this process will not be issued an Incomplete grade.

The instructor's written approval must identify the remaining coursework or course hours and establish a deadline for completion. Students must complete all remaining coursework and course hours by the deadline specified in the approved Incomplete. Unless otherwise approved by the Dean, all outstanding coursework and course hours must be completed as soon as practicable and no later than the end of the following semester. Students who do not complete the remaining coursework or course hours by the approved deadline will receive a failing grade in the course.

Except in extraordinary circumstances, like prolonged hospitalization, a student may not receive more than one Incomplete during a single academic term. This limitation does not apply to clinical courses when the student is unable to complete the required course hours because of circumstances beyond the student's control (for example, an insufficient number of client appointments).

Approved internships may be completed in more than one semester according to the guidelines. For Internship Program Guidelines, see https://montereylaw.edu/_resources/Clinical-Studies-Guideline_06.pdf

Leaves of Absence

Students are expected to maintain continuous enrollment in accordance with this Handbook. Students who are unable to enroll in courses for a semester should request a leave of absence. Students who are not enrolled in courses and are not on an approved leave of absence are not in compliance with the continuous enrollment requirement. See [Continuous Enrollment](#) policy.

Students are expected to complete their degree program in consecutive years. Interrupting studies can be detrimental to a student's success in law school. Exceptional circumstances (financial disruptions, severe health problems, serious family emergencies, etc.) may necessitate that a student seek a "leave of absence." Leaves of absence are granted for a maximum period of one academic year.

Students considering a leave of absence should make an appointment to speak with an advisor or dean. A student must complete the [Leave of Absence Form](#) on Populi, specifying the reason(s) for the proposed leave of absence and anticipated return date. The student's academic record will be considered when evaluating the request.

1. The request must be for no more than one academic year from the time the LOA request is submitted.
2. The student must agree that the student will abide by the Law Schools' academic policies and fees in force at the time of the student's return.
3. The student must agree that the student's failure to return to the Law Schools at the end of the approved leave of absence will result in the student being administratively dismissed from the program. Students who are administratively dismissed from the program must reapply for admission to return to classes.

To terminate a leave of absence, the student must submit a 350 - 500 word personal statement requesting to end the leave and detailing steps they will take to ensure their success when re-enrolled.

All current tuition and fees must be paid in full before readmission is considered.

Students who are registration-locked because of an outstanding financial balance may request a leave of absence for up to 1 academic year. As part of the request, the student must submit a written plan describing how the outstanding balance will be resolved and how the student will return to good financial standing by the end of the requested leave period. Submission of a financial plan is required for consideration of the request and does not guarantee approval of a leave of absence.

Administrative Leave of Absence

The Law Schools may place a student on an administrative leave of absence, up to 1 year, when the student is temporarily unable to continue enrollment because of administrative, legal, regulatory, or when

an administrative leave is necessary to ensure compliance with applicable law or institutional requirements.

An administrative leave of absence may be imposed with or without the student's request. The Law Schools will provide the student with written notice of the reason for the administrative leave, the conditions that must be satisfied before the student may return, and the anticipated duration of the leave, if known.

A student on an administrative leave of absence remains subject to the Law Schools' policies and may not attend classes, participate in clinics, enroll in courses, or otherwise engage in Law School activities during the leave.

The Law Schools may require the student to satisfy specified academic, financial, legal, regulatory, or administrative conditions before returning from an administrative leave of absence.

Military or Essential Health and Safety Worker Emergency Leave

Military and Reserve personnel or Essential Health and Safety Workers who are called to duty or to respond to a public emergency will be granted a leave of absence and may return to the Law Schools with the same academic standing held prior to the leave of absence.

Students who have paid in full may either request a full refund for the current academic term or request that tuition credit on their account be held until they return and resume their studies. Students who take emergency leave will return at the tuition rate in place at the time of their emergency leave.

Students on the TIP payment plan with an outstanding balance due will be allowed to resume payment upon their return to classes.

Rescheduling Examinations

Make-up examinations are granted only in extraordinary circumstances or unforeseen emergencies that prevent a student from taking an examination at the scheduled time. A student requesting a make-up examination must submit a Make-Up Examination Request through Populi as soon as practicable.

Except in cases of hospitalization, or other emergency circumstances that make advance notice impossible, requests must be submitted before the scheduled examination. Approval of a make-up examination is within the sole discretion of the Dean.

Never contact professors with a rescheduling request under any circumstances. Professors cannot grant rescheduling requests.

If permission to reschedule the exam is granted, a rescheduling examination fee of \$600 will be charged to cover the cost of preparing and grading a make-up exam. In addition, an administrative fee of \$100 will be charged to cover the cost of an exam proctor.

Exams must be rescheduled and completed quickly, and never later than the second week of the following semester. Students are responsible for contacting the Registrar to schedule and confirm the date, time, and location of the rescheduled examination. A student who fails to complete a rescheduled examination by the prescribed deadline will receive a grade of zero on the examination.

Legal Holidays

Administrative offices are closed on legal holidays and during the Winter break in December. The faculty determines class scheduling on legal holidays. Classes canceled because of legal holidays will be rescheduled by the professor to meet the requirement of 15 hours of classroom instruction per unit. For the current Academic Calendar, see <https://www.montereylaw.edu/currentstudent/academiccalendar.html>

Non-Discrimination Policy

The Law Schools admit students without regard to age, sex, race, religion, creed, color, physical handicap, sexual preference, or national or ethnic origin.

Professionalism

As participants in a professional licensure program, students are expected to show professional and respectful behavior especially in the classroom and when interacting with faculty and classmates. This includes arriving prepared, participating thoughtfully, listening actively, and engaging in discussions with civility and courtesy.

Respect for diverse perspectives, timely and constructive communication, and adherence to classroom norms are essential to maintaining a learning environment that reflects the values of the profession. Learning to work effectively with a range of communication styles—whether direct, reserved, assertive, or collaborative—will serve you well in the legal profession, where adaptability and professionalism are essential.

Disruptive, dismissive, or disrespectful behavior undermines your own professional development and the learning experience of others. Your conduct in this academic setting is part of your preparation for future professional responsibilities and will be held to a standard consistent with the expectations of your intended field. Students are expected to adhere to the [Academic Integrity](#) Policy.

Intellectual Property, Privacy, and Participation

The Law Schools own all intellectual property developed, created, or provided as part of their educational programs, including, but not limited to, lectures, presentations, course materials, assignments, examinations, model answers, grading rubrics, instructional videos, and other educational content. To the maximum extent permitted by applicable law, students may use these materials only for their personal educational purposes while enrolled at the Law Schools.

Students may not copy, reproduce, distribute, publish, record, upload, sell, share, or otherwise use Law School intellectual property for any purpose not expressly authorized by the Law Schools.

To the maximum extent permitted by applicable law, coursework, examinations, written assignments, discussion posts, presentations, and other materials submitted by students in connection with the Law Schools' educational programs may be retained, reviewed, reproduced, modified, summarized, compiled, or otherwise used by the Law Schools for educational, administrative, accreditation, assessment, regulatory, or institutional purposes.

Courses, lectures, clinics, meetings, and other Law School activities may be recorded or broadcast. By participating in Law School activities, students acknowledge that their name, voice, likeness, image, and

background may be recorded or appear in recordings used for educational, administrative, accreditation, promotional, or other lawful institutional purposes.

The Law Schools respect student privacy and handle student education records in accordance with applicable law.

During the course of their enrollment, students may have access to information about other students, including names, Law School email addresses, contact information, class rosters, and other student information made available for educational purposes. Students may not use, disclose, distribute, or otherwise misuse another student's information without that student's authorization. Misuse of student information constitutes academic misconduct and may result in disciplinary action.

The Law Schools may disclose student information when required or permitted by law or for legitimate academic, administrative, accreditation, regulatory, disciplinary, or institutional purposes.

The Law Schools are private educational institutions. Admission, enrollment, access to campuses, classes, clinics, facilities, online platforms, and participation in educational activities are privileges subject to applicable law, contractual agreements, and the policies contained in this Handbook and other Law School publications.

Students are expected to conduct themselves professionally and comply with all Law School policies while participating in any Law School program or activity.

Returned Check Policy

Any student whose check is returned for nonpayment (NSF) will be subject to a returned check fee of \$50. Returned checks will not be resubmitted. A cashier's check or money order payable to the Law Schools must cover any current amount due, including incurred fees.

Sexual Assault Policy

All sexual assaults should be reported to the police or 911 right away. The Monterey Rape Crisis Line (831-373-4357), SLO Hotline (800-783-0607), the Bakersfield Crisis Line (661- 327-1091), and Verity in Santa Rosa (707-545-7273) can provide support, information, and assistance.

Under California Education Code Section 94385, the Law Schools maintain a policy prohibiting sexual assault on campus. Any student or employee who believes they have been sexually assaulted on campus should report the facts of the incident and the names of the individuals involved promptly to the Sexual Harassment Officer as defined in the [Sexual Harassment Policy](#).

All sexual assault complaints shall be investigated promptly and conducted in the strictest confidence and under established grievance procedures.

After appropriate investigation, any student, faculty member, or staff member found in violation of this policy is subject to appropriate discipline. Disciplinary action may include expulsion, termination, or employment termination.

Sexual Harassment Policy

The Law Schools strongly reaffirm the values of free and open exchange of ideas and the creation and dissemination of knowledge. We recognize the constitutionally protected right to free speech enjoyed by all members of our community and we endorse the principles of academic freedom for our faculty, staff, and students. To sustain this freedom and openness, members of the Law School community must meet the highest standards of objectivity, mutual trust, and confidence; they must also avoid coercion, intimidation, or exploitation. The standards of conduct within our community require that all members understand that sexual harassment or retaliation have no legitimate place in this environment and are inimical to meeting our goals.

Students, faculty, and staff have the right to work and learn free from unwanted sexual advances. Advances made by faculty or staff toward students or by supervisors toward subordinates unfairly exploit the power inherent in those relationships. Unwelcome sexual conduct or advances between students interfere with the ability to take part in and benefit from law school programs. In both obvious and subtle ways, the very possibility of sexual harassment can destroy individual members of our community and can poison their academic and career relationships.

Members of our educational community have the right to work and learn in an environment that is free from verbal or physical sexual conduct that might either interfere with an individual's performance or create a work or educational climate that is hostile, intimidating, or offensive, whether that conduct originates with an instructor, a supervisor, a staff member, or a peer.

The Law Schools are committed to creating and maintaining a community where all people who participate in their programs and activities can work and learn together in an atmosphere free from all forms of harassment, exploitation, or intimidation. The Law Schools will respond promptly and effectively to reports of sexual harassment, and will take appropriate action to prevent, to correct, and to discipline behavior that violates this policy.

Definition of Sexual Harassment

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical sexual conduct, when submitting to or rejecting this conduct explicitly or implicitly affects a person's employment or education, interferes with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment. To prevent sexual harassment or retaliation, The Law Schools will respond to reports of any conduct like this.

Sexual harassment may include incidents between any members of The Law Schools community, including faculty, academic appointees, staff, students, and non-student or nonemployee participants in programs. Sexual harassment may occur in hierarchical relationships or between peers, or between people of the same sex or the opposite sex. To determine whether the reported conduct constitutes sexual harassment, the record of the conduct and the totality of the circumstances will be considered, including the context in which the conduct occurred.

This policy covers unwelcome sexual conduct. Consensual romantic relationships between members of the Law School community may be subject to other policies. While romantic relationships between members of the community may begin as consensual, they may evolve into situations that lead to charges of sexual harassment, subject to this policy.

Every member of our community should also know special considerations for relationships between instructors and students currently enrolled in their classes or academic programs. Because of the power possessed by an instructor, and the special need for trust inherent in the teacher/student relationship, an instructor's romantic or sexual advance to a student in her or his class or academic program may seriously compromise that relationship. Unwelcome romantic or sexual advances from an instructor to a student currently enrolled in her or his course must be regarded as a serious breach of professional ethics and proper standards of professional behavior. Such overtures can impair the educational environment, not only for the instructor and the student singled out for her or his attentions, but also for the other students enrolled in the course. Other students may believe they are negatively affected by the relationship, for example through unacceptable discrimination regarding grading, references, access to resources, and educational opportunities.

Retaliation

This policy also prohibits retaliation against a person who reports sexual harassment, assists someone with a report of sexual harassment, or participates in an investigation or resolution of a sexual harassment report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

Reports of Sexual Harassment

Any member of the Law Schools community may report conduct that they believe constitutes sexual harassment under this policy. The report may be in writing or verbal (oral). In addition, supervisors, managers, and other designated employees are responsible for taking any action needed to prevent sexual harassment, to correct it when it occurs, and to report it promptly to the Sexual Harassment Officer or other appropriate official designated to review and investigate sexual harassment complaints.

Response to Sexual Harassment

The Sexual Harassment Officer, aka the SHO, shall provide a prompt and effective response to reports of sexual harassment under these procedures. A prompt and effective response may include early resolution, formal investigation, and/or targeted training or educational programs. On findings of sexual harassment, the Law Schools may offer remedies to the individual or individuals harmed by the harassment consistent with applicable complaint resolution and grievance procedures. Such remedies may include counseling, an opportunity to repeat course work without penalty, changes to student housing assignments, or other appropriate interventions. Any member of the Law Schools community found to have engaged in sexual harassment is subject to disciplinary action including dismissal.

Generally, disciplinary action will be recommended when the harassing conduct is sufficiently severe, persistent, or pervasive that it alters the conditions of employment or limits the opportunity to participate in or benefit from educational programs. Any manager, supervisor, or designated employee responsible for reporting or responding to sexual harassment who knew about the harassment and took no action to stop it or did not report the prohibited harassment also may be subject to disciplinary action. Conduct by an employee that is sexual harassment or retaliation in violation of this policy is considered outside the normal course and scope of employment.

Intentionally False Reports

Because sexual harassment often involves interactions between persons not witnessed by others, reports of sexual harassment cannot always be confirmed by additional evidence. Lack of corroborating evidence

or “proof” should not discourage individuals from reporting sexual harassment under this policy. However, individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth, may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be confirmed by an investigation.

Free Speech and Academic Freedom

The administration, faculty, staff, and students of the Law Schools enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution and Article I, Section I of the California Constitution. This policy is intended to protect members of the Law Schools community from discrimination, not to regulate protected speech. This policy shall be put into practice in a way that recognizes the importance of rights to freedom of speech and expression.

The Law Schools also have a compelling interest in free inquiry and the collective search for knowledge and recognize principles of academic freedom as a special area of protected speech. Consistent with these principles, no provision of this policy shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. But, freedom of speech and academic freedom are not without limit, and the college will not permit speech or expressive conduct that violates federal or state anti-discrimination laws.

Additional Enforcement Information

The federal Equal Employment Opportunity Commission (EEOC) and the California Civil Rights Department (CRD) also investigate complaints of unlawful harassment in employment. The U.S. Department of Education Office for Civil Rights (OCR) investigates complaints of unlawful harassment of students in educational programs or activities. These agencies may serve as neutral fact finders and attempt to facilitate the voluntary resolution of disputes with the parties. For more information, contact the nearest office of the EEOC, CRD or OCR in the telephone directory.

Reporting Procedures

A report or complaint of sexual harassment shall be defined as any meeting or discussion with the Sexual Harassment Officer, or any formal written report or complaint made to inform the Law Schools that sexual harassment may have occurred. Persons experiencing problems with sexual harassment are encouraged to report them quickly. Once a report has been made, in whatever form, the Law Schools official who has received the report should inform the SHO quickly.

Oral reports of sexual harassment may be resolved informally. When a report is made in a written statement, informing the Law Schools that sexual harassment may have occurred and providing information sufficient for further inquiry, investigation by the SHO is required and may result in disciplinary or corrective action after due process is provided to the accused, if it is found that harassment has taken place.

Any member of the Law Schools’ administration, faculty, or staff who receives reports of sexual harassment should report the matter to the SHO quickly and inform the complainants of their right to see the SHO or to file a formal complaint.

Although responsible officials will attempt to respect the wishes of the complainant regarding action taken in response to the complaint, the Law Schools will take appropriate disciplinary or corrective action whenever considered necessary to meet the college's responsibilities to provide a safe and non-discriminatory environment for other students and employees. The only case in which a complainant ordinarily may ensure that no action is taken on the complaint is when the person does not disclose the name or other details that would identify the accused. Repeated sexual harassment of one or more individuals by the same offender must be taken as a more serious offense for disciplinary action, so all reports and complaints of sexual harassment must be reported to the SHO, who may keep records of sexual harassment reports and complaints.

The Sexual Harassment Officer, aka SHO

The SHO may receive and resolve reports and complaints of sexual harassment and conduct fact-finding investigations of sexual harassment complaints. The SHO may, at her or his discretion, survey any class taught by a faculty member or instructor about whom a sexual harassment complaint has been made and may request the attendance of the Dean at any meeting with a faculty member or instructor to discuss a sexual harassment complaint filed against that person. All members of the campus community will cooperate fully with the SHO in fulfilling his or her responsibilities.

The SHO shall serve as consultant to Law Schools officials who receive and resolve reports of sexual harassment and shall serve as principal advisor on sexual harassment policy and procedures. The SHO shall maintain files of all reports and complaints of sexual harassment, separate from any other personnel files, and shall maintain information on the number, location, and nature of reports and complaints.

The SHO shall attempt to resolve any reports of sexual harassment by informing, educating, mediating, or negotiating informal agreements. If no resolution can be reached that is acceptable to both parties and to the Law Schools, the SHO may institute a sexual harassment investigation, at the request of the complainant, when the report is made in writing.

Early resolution tries to resolve concerns at the earliest stage possible, with the cooperation of all parties involved. Early resolution may include an inquiry into the facts but rarely includes a formal investigation. Means for resolution shall be flexible and encompass a full range of possible appropriate outcomes. Early resolution includes options such as mediating an agreement between the parties, separating the parties, referring the parties to counseling programs, negotiating an agreement for disciplinary action, conducting targeted educational and training programs, or remedies for the individual harmed by the harassment. Early resolution can also include options such as discussions with the parties, making recommendations for resolution, and conducting follow-up after a period to ensure that the resolution has been implemented effectively. Steps taken to encourage resolution and agreements reached through early resolution efforts should be documented.

The SHO shall investigate all written complaints of sexual harassment promptly. The SHO may also determine that an investigation is justified without a written complaint, either because of the severity of the allegations reported, or because of the frequency of allegations against the accused, or for any other reason.

1. **Fact-finding Investigation.** The SHO shall investigate the circumstances of the alleged offense to the extent necessary to determine whether the allegations in the complaint violate the Sexual Harassment Policy. This investigation should normally be completed within thirty (30) calendar days. If the investigation cannot be completed within that time, the SHO will inform the complainant and the accused.

The SHO will interview anyone and examine any evidence considered necessary to investigate the complaint fully. If the complainant or the accused request, her/his initial interview with the SHO will be tape recorded, and a copy provided. Although the SHO may seek the advice and assistance of the dean or Board of Directors in conducting the investigation, the investigation will normally be conducted only by the SHO.

2. SHO's Report. The SHO shall prepare a written report that includes a determination either that: (1) the facts do not support the allegations and the complaint should be dismissed; or (2) evidence of a violation of the Sexual Harassment Policy justifies remedial action. The SHO in cooperation with the relevant Law Schools officials will ensure that the proper remedies are provided to the complainant, no matter the outcome of the disciplinary process.

If the case is to be dismissed, a copy of the report with information related to third parties deleted, will be sent to the complainant, the accused, and kept in the SHO's files. The complainant has the right to appeal the dismissal and/or proposed remedies to the Advisory Council within fifteen (15) working days after notice from the SHO.

Even if the SHO does not make a finding of a violation of the Sexual Harassment Policy, but the SHO believes the behavior complained of may be misconduct, the SHO may refer the matter to the Dean or the Board of Directors.

Appeal of Sexual Harassment Officer's Findings and Proposed Remedies

An Advisory Council for the SHO shall be appointed by the Chair of the Board of Trustees of the Law Schools. The Council will consist of the Personnel Committee of the Board of Directors, plus two faculty members, one of whom is male and one of whom is female, to be named by the Dean and the president of the Board of Directors.

The Advisory Council shall meet as required with the SHO to review issues and incidents of sexual harassment, providing advice when appropriate. All incidents are to be discussed without names or identifying details, and all discussions will be confidential to the extent required by law and due process considerations. The Advisory Council will be informed of the outcome of the resolution of cases.

The complainant may appeal the SHO's findings or proposed remedies to the Advisory Council within fifteen (15) working days of the receipt of findings/proposed remedies. The Advisory Council shall review the complainant's appeal and provide the SHO the opportunity to respond to the appeal in writing and to change the findings/proposed remedies within fifteen (15) working days of receipt of the appeal from the complainant. The Advisory Council shall notify the complainant, the SHO, and the accused of the outcome of this review, any amended findings/proposed remedies, and the next step to be taken, within fifteen (15) working days after Council review is completed.

Privacy

The Law Schools shall protect the privacy of individuals involved in a report of sexual harassment to the extent required by law and Law Schools policy. A report of sexual harassment may result in the gathering of extremely sensitive information about individuals in The Law Schools community. While such information is considered confidential, applicable policy regarding access to public records and disclosure of personal information may require disclosure of certain information about a report of sexual harassment. In such cases, every effort shall be made to redact the records to protect the privacy of individuals. An individual who has reported sexual harassment may be advised of sanctions imposed

against the accused when the individual needs to be aware of the sanction for it to be fully effective (such as restrictions on communication or contact with the individual who made the report).

Information about disciplinary action taken against the accused shall not be disclosed without the accused's consent, unless it is necessary to ensure compliance with the action or the safety of individuals. Letters of warning and records of other disciplinary actions about sexual harassment are to be kept in staff or faculty personnel files and in a student's confidential file. Where there has been a finding, after a due process hearing or after investigation, or an acknowledgment of wrongdoing by staff or faculty, notice shall be placed in their personnel files. Where there has been a finding, after a due process hearing or after investigation, or an acknowledgment of wrongdoing, notice shall be placed in the student's confidential file.

Maintaining Records and Files

The Sexual Harassment Officer will maintain confidential records of all reports and complaints of sexual harassment. The file will have all information, including complaints and reports, formal review documents, investigation reports, any response by the accused to the report, any record of appeal, any findings, remedies and the result of the appeal, and a record of correspondence notifying the complainant and accused of actions taken and the progress of the complaint.

Files will be maintained on all reports of sexual harassment, whether they result in a formal investigation or not. The files are considered "confidential" for access and will be maintained in a secure location. Both the complainant and accused may have access to the record to the extent permitted by existing law. The name of any complainant or informant requesting confidentiality will not be included in the file. Other Law Schools officials may have access if the disclosure is relevant and necessary in the ordinary course of the performance of their official duties and is related to the purpose for which the information was acquired. Access may also be given in response to a subpoena, court order or other compulsory legal process. Before the disclosure, the SHO should reasonably attempt to notify the individual to whom the record pertains, if the notification is not prohibited by law.

SHO files will be retained until five years after separation of the accused from Law Schools employment or in the case of a student until five years after graduation; provided there has been no further report or complaint about the conduct of the accused for five continuous years from the date of the last report or complaint, the file will be destroyed. All records of pending litigation or a request for records shall be maintained under instructions from legal counsel.

Confidentiality of Reports of Sexual Harassment

Certain persons may have a duty to respond to reports of sexual harassment, even if the individual making the report requests that no action be taken. An individual's request for confidentiality of reports of sexual harassment will be considered in determining a proper response; however, such requests will be considered in the dual contexts of The Law Schools's efforts to ensure a working and learning environment free from sexual harassment and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although The Law Schools will comply with requests for confidentiality to the extent possible.

Student Information

Every student has a duty to promptly provide the Law Schools with updated personal contact information. Students may review the address, phone number, and personal email address associated with their student file on Populi.

Student Records/Privacy Act

The Family Educational Rights and Privacy Act of 1974 protects students from having their records released to persons or institutions without the student's written consent and allows students to review their own official education records to make sure that no misleading, inaccurate, or otherwise inappropriate information has been included in their files. The Law Schools will not release student information to third parties without the express written consent of the student.

Appendix Directory

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