

# **STUDENT INFORMATION HANDBOOK**



**SCHOOL OF LAW**  
*Founded 1927*

**2021-2022**

**Pacific Coast University, School of Law  
1650 Ximeno Avenue, Suite 300  
Long Beach, CA 90804**

**562-961-8200  
[www.pculaw.org](http://www.pculaw.org)**

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***Dear Student: The Student Information Handbook (Handbook) has been created to be your reference guide while you are a student in the School of Law.***

***Before contacting a professor or member of the administration, please refer to the appropriate section of this Handbook.***

***All information in this Handbook pertains to the academic school year. Until the publication of a new or revised Student Information Handbook, the policies and procedures set forth in this Handbook will remain in effect. While every effort has been made to provide you with complete and current information, this Handbook is not a contract between the student and the University. Pacific Coast University, School of Law (PCU), therefore reserves the right to make such changes as it deems necessary at any time, without prior notice, to its programs, schedules, classes or courses, charges, or fees, admission and graduation requirements, or other policies, rules or regulations.***

***If you are unable to find the answer you seek, please feel free to contact any staff member in the School of Law Office.***

***Have a great year!***

**OFFICES AND PERSONNEL**

**University Administration**

Dean	Basil G. Dezes
Registrar	Natalie Badillo-Casas
Admissions Associate	Toni O’Neal
Accounting Assistant	Anthony Ramirez

**Pacific Coast University, School of Law**

**Business Hours**

<u>School of Law</u>	Monday – Friday	10:00 am – 6:30 pm
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<u>Library</u>	Monday-Friday	Closed due to COVID
	Saturday	Closed due to COVID
	Sunday	Closed due to COVID

## **VISION STATEMENT**

The vision of Pacific Coast University, School of Law, is the democratization of the Bar by providing an affordable, high-quality legal education to those members of society who--by reason of race, ethnicity, gender or socioeconomic background--have historically been excluded from or marginalized in the legal community.

## **THE PCU MISSION**

Pacific Coast University School of Law exists to provide, for working adults in the community, an affordable, high-quality legal education.

The sole program offered is a traditional curriculum in Law, leading to the Juris Doctor degree and qualifies graduates to take and pass the Bar Examination of California. The four-year course of study, offered in the evenings, includes all those subjects covered on the Bar Examination, together with additional courses such as Legal Research, Writing and Lawyering Skills, Trial Techniques (Moot Court) and Pleading and Practice that are essential for a lawyer beginning their practice.

For most Pacific Coast University School of Law students, the school represents their only opportunity to become attorneys. The people they will serve are, like themselves, hard-working people raising families and trying to advance themselves despite limited funds. Many students are also coping with the economic disadvantages faced by minorities and women. For these reasons, PCU has always maintained a policy of keeping costs for its students to a minimum.

Many of PCU's newly graduated attorneys enter law practice in their community, providing service in areas of civil practice such as family law, property disputes and landlord/tenant matters, as well as entering the field of criminal law both as public defenders and as deputy prosecutors.

To ensure a quality legal education, PCU has remained small, limiting classes to 40 students so that instructors, all practicing attorneys and judges in the area, are accessible for questions and discussion. Study groups are encouraged, in the belief that a cooperative atmosphere is more conducive to learning than unalloyed competition. (The Bar Examination that all must face provides sufficient incentive of the latter kind). PCU aims to provide an education equal to that in any other institution which prepares students for the Bar Examination.

It is the continuing belief of PCU that, as opportunities to enter the profession are made more generally available, both the individual aspirant and the community as a whole are well served. The role of the Law in maintaining and improving social equity cannot be overestimated. Every practitioner makes a contribution to this process, for good or for ill. It is the goal of Pacific Coast University School of Law that the attorneys receiving their legal training here, representing as they do a remarkable diversity of backgrounds, but sharing a common dedication to their chosen profession and the community they will serve, shall begin their work morally determined and professionally equipped to advance this process.

## **PROGRAM LEARNING OBJECTIVES FOR SCHOOL OF LAW**

Upon completion of their legal education, a School of Law graduate will be able to:

(PLO 1) Identify and express legal issues. (Issue)

(PLO 2) Identify and explain an understanding of substantive and procedural law.

(Rule)(PLO 3) Apply the facts to the applicable law in an analytical fashion.

(Analysis)

(PLO 4) Demonstrate the requisite critical and legal analysis in support of their conclusions.

(Conclusion)

(PLO 5) Identify and apply the rules of professional responsibility and ethics to the practice of law.(Ethics)

(PLO 6) Employ the professional skills necessary for competent and ethical practice of law through proficiency in legal analysis; critical reasoning, problem solving; oral and written communication; legalresearch. (Practice)

## **ACADEMIC FREEDOM STATEMENT**

The School of Law has a policy of academic freedom ensuring faculty members, staff, and students the ability to exercise their reasonable and informed judgment.

The University shall establish no policy which will unreasonably inhibit academic freedom. Faculty members, staff and students have the right and obligation to examine all aspects of problem areas, to gather data and to question assumptions. Faculty members are free and secure to teach, investigate and participate as responsible citizens in community activities. The faculty, staff, and the administration shall attempt to maintain an educational climate which is conducive to the free exploration of all ideas and of varying points of view.

Any faculty member, staff, or student who finds that a possible violation of academic freedom cannot be resolved informally with the Dean may submit such a question in writing to the Academic Council, which may appoint an investigative committee to ascertain the facts of the alleged violation and make recommendations for the resolution of the matter to the Dean.

## **INSTITUTIONAL ACCREDITING HISTORY**

Pacific Coast University School of Law opened its doors in 1927. For approximately 80 years, the school existed as a Registered Non-Accredited Law School in the State of California. In 2010, the California Committee of Bar Examiners (CBE) granted the school CA Accreditation. From 2010 until 2019, the school existed as a Registered and Accredited Law School. In the fall of 2019, the school was notified that the CBE intended to revoke the school's accreditation as a result of PCU's not being in compliance with the Minimum Bar Pass Rate Rule of forty (40%) percent promulgated in 2017. On June 22, 2020, PCU was officially notified that its Accreditation had been revoked and, consequently, its ability to grant degrees *as* an Accredited Law School had been revoked as well, effective as of August 20, 2020.

At the present time, Pacific Coast University School of Law (PCU) is a registered non-accredited law school pursuant to the Rules and Guidelines of the Committee of Bar Examiners of the State Bar of California. As a result, all incoming First Year Law Students (1L) at PCU are required to pass the California First Year Law Students' Examination (FYLSX) following completion of their first year of law school. This examination will cover three (3) subjects, all taught in depth during 1L: Contracts, Criminal Law and Torts. The FYLSX Exam is currently structured as a single day exam, consisting of four essay questions and one hundred multiple-choice questions. Four hours are allotted for completing the essay questions and three hours are allotted for completing the multiple-choice questions. The FYLSX is currently given in June and October of each year.

Pursuant to Guideline 2.3(D) of the Guidelines for Unaccredited School Rules, PCU makes the following disclosures:

“The method of instruction at this law school for the Juris Doctor (J.D.) degree program is principally in physical classroom facilities.”

“Students enrolled in the J.D. degree program at this law school who successfully complete the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code § 6060(h) and Title 4, Division 1, Chapter 1 Rule 4.3(I) of the of the Rules of the State Bar of California as part of the requirements to qualify to take the California Bar Examination. A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's J.D. degree program. If the dismissed student subsequently passes the examination, the student is eligible for re-enrollment in this law school's J.D. degree program, but will receive credit for only one year of legal study.”

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

## **THE UNIVERSITY COMMUNITY**

### **Board of Trustees**

The School of Law is governed by the Board of Trustees of PCU. The Board has generally 6 to 12 members.

The Board concerns itself with major policy matters, including setting of goals, mid- and long-term planning, approval of new programs, significant changes in existing academic programs, approval of tuition levels and budgets, recruitment and election of new trustees, development of fund-raising programs, and appointment and evaluation of the Dean. The Board is currently meeting on a quarterly basis.

### **Dean of the School of Law**

The Dean is the chief executive and academic officer of the School of Law with the responsibility and authority, as delegated by the Board, for the appointment, re-appointment and dismissal of all employees of the School of Law. The Dean and the faculty have the responsibility of formulating and implementing academic policies and procedures, in accordance with the general policies prescribed by the Board of Trustees.

## **ADMISSION TO PRACTICE LAW IN CALIFORNIA**

### **Residency Requirements**

1. The CBE has established residency requirements from rules that appear in the California Business & Professions Code, the CBE's *Policies & Factors Governing Law Schools in California*, and "*Rules Regulating Admission to Practice Law in California*." The School has its own policies as well.

2. Students are required to attend a minimum number of hours per week in any given term.

a. **Part-Time Program**

Students in the part-time program follow a prescribed four-year, eight-semester program of eight to ten units per semester.

For students registered in the part-time program, there are no restrictions on employment. However, we recommend that you limit your work schedule as much as possible.

3. More detailed information on residency requirements may be found in "*Rules Regulating Admission to Practice Law in California*," which can be obtained from the CBE. It is the student's responsibility to read these rules and abide by them.

4. Generally, a student who follows PCU's Projected Program will satisfy these requirements. A student who wishes to deviate from the recommended sequence must file a petition for special action. A student assumes full responsibility for such deviation and must ascertain that Bar residency and school graduation requirements will be met.

### **Attendance Policy**

As a registered unaccredited law school, Pacific Coast University, School of Law, is subject to the rules and regulations of the State Bar of California. Those rules and regulations specify, among other things, the minimum number of classroom hours a student must attend per year. In addition, the State Bar of California's Rules Regulating Admission to Practice Law in California require law students to attend not less than 80% of the regularly scheduled class hours in each course in which the student is enrolled.

Accordingly, it is the policy of the law school that all students must be prepared for and attend every class. As stated above, pursuant to the California State Bar's rules and regulations, a student who misses more than 20% of the class time in a course – or who fails to complete more than 20% of the minimum number of hours of other types of academic engagement required in a course -- cannot receive academic credit for and will be administratively withdrawn from the class. A student who is unprepared for class may be deemed absent from the full class meeting. At minimum, however, and in the event that a student is absent from a class meeting for a period of 15 minutes or less – either by reason of arriving to class late or leaving early – a notation of “tardy” will be recorded. A “tardy” notation serves as the functional equivalent of a “half absence” -- such that two marks of “tardy” in a course amount to one full absence. An absence from a class for a period exceeding 15 minutes for any reason will be recorded as a full absence. Professors are not authorized to excuse any absence for any reason.

Students are responsible for the material covered in every class session, irrespective of whether they attend or not. There will be no opportunities for make-up work. Students who miss examinations will be counted absent, even if the examination is rescheduled and completed.

Attendance is recorded in each class on the roll sheet. It is each student's own responsibility to sign-in or to otherwise make their presence known during each class. Attendance sheets are turned-in and recorded daily. The Administration will make every effort to notify a student in writing of their peril of falling below the minimum required attendance. Students, however, may not rely on the Administration to keep them informed of their attendance records. Lack of compliance with the mandated attendance requirements can and will result in administrative withdrawal from the course.

### **Multi-State Professional Responsibility Exam (MPRE)**

Before admission to the practice of law, all candidates must take and pass the MPRE exam, which is offered four times each year. Applications may be completed online at [www.calbar.ca.gov](http://www.calbar.ca.gov).

At the present time, students must complete one year of law school before being deemed eligible to take the exam.

### **General Bar Examination**

The Committee requires applicants desiring to sit for the bar exam to file an application on-line and pay the appropriate fee, usually three to four months before the exam administration.

### **Practical Training of Law Students Program/ Certified Law Student**

The State Bar of California sponsors the Practical Training Program, which allows advanced students the opportunity to perform certain legal functions under the supervision of a sponsoring attorney.

Basically, participation in the program requires a student to have completed one year of law study and to have completed or be currently enrolled in Civil Procedure and Evidence. Applications can be found on the State Bar website at: <https://www.calbar.ca.gov/admissions/special-admissions/practical-training-of-law-students>. Please see the Registrar for further information and directions on application submission.

## **Certification of Dean of the School of Law/Determination of Moral Character**

Prior to commencing the senior year, all students should file an application for determination of moral character with the Committee of Bar Examiners (CBE). Applications may be completed online at [www.admissions.calbar.ca.gov](http://www.admissions.calbar.ca.gov). Failure to file a timely application may result in delay in admission to practice law after successful completion of the Bar Examination.

The CBE wants to be informed of any matters known to the Dean or contained in the student's record that may bear adversely on the student's moral character and fitness for admission to the California Bar.

The following questions are included on the form signed by the Dean: "Do the records in your office reflect that the applicant has been:

- a. denied admission to practice law in any other state?
- b. arrested or otherwise charged formally or informally with a violation of the law?
- c. accused of a violation of trust?
- d. knowingly delinquent to any financial obligation?
- e. disciplined by any educational institution?
- f. disciplined by a licensing authority?
- g. diagnosed or treated for a medically recognized mental illness, disease or disorder that would interfere with his/her ability to practice law?
- h. diagnosed or treated for a chemical dependency that would interfere with his/her ability to practice law?

If you have any personal remarks or if the answer to any of the above is 'yes', please provide a short summary of details."

If a student has had a negative incident in the past, questions about this matter should be directed to the CBE at (213) 765-1500.

## **PCU BAR EXAMINATION PASSING RATE**

Information relating to the school's bar examination passing rate can be found at the State Bar's website at [www.calbar.ca.gov](http://www.calbar.ca.gov).

## **ACCOUNTING SERVICES**

PCU staff is available for new and existing PCU students to advise them on available tuition payment options. Student payments or satisfactory arrangements must be made prior to the first day of the academic year. It is PCU's goal to provide financial options by which a student can continue his/her education.

## **Payment & Financing Options**

Student payment or finance options must be determined and approved by PCU prior to or at the same time as the student registers to begin enrollment. Students have three payment options:

1. A student may pay for tuition due with check, credit card or money order for the entire academic year. All non-refundable fees must be paid in full at the time of registration.
2. A student may choose the Payment Plan option which will include a \$200 Payment Plan fee, as well as, a signed Payment Plan agreement. A \$35 late payment plan fee will be assessed for any students who submit their payment plan fee and down payment late.

Other Alternative Funding: Students may elect to apply for alternative private loans through outside lenders. If a student obtains a loan to finance his/her education, the student is responsible for the terms of that loan. The student understands that if a separate party is financing his/her education, the student, and the student alone, is directly responsible for all payments and monies owed to PCU.

For additional information, please contact the Accounting Office at [pcuaccounting@pculaw.org](mailto:pcuaccounting@pculaw.org).

## **Check and Credit Card Policy**

### Acceptable Checks

All checks must be imprinted with name, full address (including street address) and telephone number.

### Returned Checks

- All checks being returned will have a “returned check” processing fee of \$25.00.
- All returned checks must be paid within 5 (five) days of the advice notice from the bank with cash or money order.
- Students writing checks on closed accounts will be reported to the Dean of the School of Law who in turn may report it to the Committee of Bar Examiners as part of the moral character determination process.
- Failure to adhere to the above may result in the withholding of grades.

### Acceptable Charge Cards

There is a \$10.00 fee for all declined credit cards.

## TUITION PAYMENT POLICY OF PACIFIC COAST UNIVERSITY, SCHOOL OF LAW

### GENERAL POLICY

Full payment of **tuition** and the **non-refundable registration fee** and **any other** applicable fees must be made or arrangements for payment entered into with the University at the time of registration. Tuition and fees must be paid or arrangements for payment entered into with the University for each term before a student's registration is complete and the student is allowed to attend classes.

Registration, when accepted by the University, constitutes a financial contract between the student and the University. Failure to make payments of any amounts owed to the University when they become due is considered sufficient cause: (1) to rescind registration; (2) to suspend or dismiss the student; (3) to disallow a student to register for future terms or courses; (4) to nullify a student's attendance of any classes and prevent a student from participating in classes or from taking any exams; (5) to nullify a student's performance on any exams and/or to require a student to re-take an exam, or (6) to withhold grades, diplomas, scholastic certificates, and degrees. **A student is NOT permitted to enroll in a subsequent term until the unpaid balance is paid. All unpaid balances must be cleared through the Accounting Office before registration for the next semester can begin.**

### PAYMENT PLAN OPTION

Students may take advantage of the payment plan option unless such participation conflicts with any of the University's accounting rules or policies. In order to qualify for this Payment Plan, a student must be eligible to advance academically and not have had any prior unresolved payment deficiencies with the University. Defaults in any prior payment plan will **automatically disqualify** a student from being eligible for a future payment plan. A non-refundable payment plan fee of \$200 will be assessed on all payment plans. **All fees, including registration fees, payment plan fees, and any other applicable fees must be paid prior to setting up a new payment plan.**

A **Payment Plan Agreement** must be signed by each student participating in this Payment Plan option. Payment of tuition in accordance with this Payment Plan for the **fall and spring semesters** must be made in the form of **eight equal installments**, after the initial 20% installment payment is made, as follows:

- The first installment payment of **20%** of total tuition charges is due at the time of registration;
- The remainder of the installment payments are to be made on the 1<sup>st</sup> of each month.

**NOTE: ALL DEFERRED PAYMENT AGREEMENTS MUST BE APPROVED BY THE UNIVERSITY'S ACCOUNTING OFFICE.**

Payments Plans are governed by the following rules and regulations:

- A late payment fee of \$35 WILL BE charged for each payment that is past due. **Non-receipt of periodic billings from the Accounting Office does not affect the obligation to make payments when due. You must make your payments according to the schedule set forth in your Payment Plan Agreement;**
- Students who have past due amounts will **not be allowed to attend class, take exams, or receive grades until such amounts are brought current. Only clearance by the Accounting Office will be accepted as proof that the past due amounts have been satisfied;**
- The Accounting Office will submit to the Dean and the Registrar's Office regular status reports of delinquent accounts;
- The Accounting Office will notify the Dean and the Registrar when a previously delinquent account has been cleared. An account will be considered cleared if payment is by cashier's check or by credit or charge card. If payment is by personal check, then a waiting period of seven business days will be imposed before clearance is issued in order to allow sufficient time for the check to clear. **Note: Payment by personal check may delay a student's ability to receive grades;** and
- In the event payment of a student's tuition charges or registration fee is tendered in the form of a check or via a credit or charge card and such check is returned to the University for non-sufficient funds or such credit or charge card is rejected, the following will result: (a) the University's Accounting Office will promptly notify the Registrar's Office of the fact that the check has been returned or the credit or charge card rejected; and (b) the student's grade(s) may be withheld.



SCHOOL OF LAW  
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**PACIFIC COAST UNIVERSITY, SCHOOL OF LAW**  
1650 Ximeno Avenue, Suite 300, Long Beach, CA 90804 • (562) 961- 8200

**Automatic Payment Plan Application and Agreement 2022-2023**  
Due by August 1, 2022

Name:	Student ID:	SSN:
Address: (Street)	(City)	(State) (Zip)
Email:	Primary Telephone:	
Employer:	Job Title:	
Employer Telephone:	Years at Current Job:	Annual Salary:

**Automatic Monthly Credit/Debit Card Payments:**  
(A processing fee of 3% will be added to each credit card payment.)

Name on Card:		
Credit Card #:	Expiration Date:	CVV Code:
Address ( <i>Card Holder</i> ): (Street)	(City)	(State) (Zip)
Email for Receipt:	Card Holder Telephone:	

By signing this Application and Agreement below, I acknowledge that this Agreement is between Pacific Coast University, School of Law (“PCU”) and me, individually. I authorize Pacific Coast University, School of Law, to charge my credit card account beginning on the first day of each month (and if necessary, credit my account to correct erroneous charges), as outlined in the Payment Plan Schedule set forth below.

Student Signature:	Print Name:	Date:
Authorized By:	Date:	PCU Registrar: Date:

### Automatic Payment Plan Terms and Conditions

By choosing to participate in the Automatic Payment Plan through Pacific Coast University, School of Law, I understand:

1. I have authorized PCU to debit my bank account or charge my credit card beginning on the first day of each month. I understand and agree that if I choose to pay by credit card, a processing fee of 3% will be added to each credit card payment.
2. Payments are due on the first day of each month; there will be a \$35 fee for each dishonored auto-debit transaction. If a payment is received after the due date, a late fee of \$35 may be assessed.
3. I understand it is my responsibility to inform the Accounting Department if my credit or debit account has been closed.
4. If I have two consecutive dishonored payments, this is grounds for administrative dismissal from PCU. Students subject to dismissal will be notified via certified mail at the last address provided to the school and via email.
5. Students who become delinquent in their payments may be deemed ineligible to register for classes, take examinations, and/or receive their examination grades. In the event of such a delinquency in payment, an email will be sent before a scheduled midterm and/or final examination advising you that you will not be allowed to take the exam until all amounts are paid or your outstanding balance is brought current.
6. I understand and agree that in the event I fail to pay my tuition or any part of it:
  - a. I may be dropped from the program, effective immediately;
  - b. My account will be placed in default;
  - c. Collection proceedings for the remaining balance will begin;
  - d. I may not be permitted to enroll in a payment plan in the future; and
  - e. I may be precluded from returning to PCU in the future.
  - f. PCU will be entitled to withhold my diploma and/or any and all scholastic certificates and degrees.
7. PCU is not required, nor does it intend, to email payment reminders.
8. This is an interest-free program.
9. In the event a student withdraws from PCU following registration but prior to the commencement of classes, she or he will be entitled to a full refund of any and all tuition amounts and fees paid, less the Non-Refundable Seat Deposit of \$250. If, however, a student withdraws from PCU after the commencement of classes and prior to the conclusion of the first three (3) full weeks of classes in the fall semester -- and if tuition has been paid in full -- a refund will be given for the spring semester only (and not for any portion of the fall semester). In the event a student withdraws after conclusion of the first three (3) full weeks of classes, no refund will be given -- and in the event any portion of the tuition amount or fees for the 2022-2023 academic year remains unpaid at that time, *all such amounts are due and payable immediately upon withdrawal from PCU.*
10. It is my responsibility to update my records at PCU should there be any change in my mailing address, email address or other information.
11. I have the right to cancel my Automatic Payment Plan enrollment at any time and pay my tuition in full. If I choose to cancel my Automatic Payment Plan enrollment, I will provide a written statement of my intent to cancel. This cancellation must be received by PCU not later than 30 days in advance of my next scheduled monthly payment. This notice must be emailed to [pcuaccounting@pculaw.org](mailto:pcuaccounting@pculaw.org) or hand delivered to PCU's officers.
12. If and when a student applies to the State Bar of California for a determination of her or his moral character for purposes of admission to practice law in California, PCU will be required to disclose any and all issues concerning delinquent financial obligations to PCU, unpaid balances, and histories of difficulty remaining current on payments.
13. I understand and agree that any failure on PCU's part to insist upon or enforce any of the terms or conditions of this Agreement shall not constitute or be construed as a waiver on PCU's part of any of those terms and conditions or of any other terms and conditions set forth in this Agreement.

## Student Tuition Worksheet

1.	Tuition 1L and 2L Students: \$8,500 Continuing Students (3L & 4L): \$7,500	Insert rate that applies:
2.	Payment Plan Fee All Students	Add: <span style="float: right;">\$ 200.00</span>
3.	Student Materials Fee All Students	Add: <span style="float: right;">\$1,500.00</span>
4.	Graduation Fee 4L Students Only: \$500	Add if applicable:
	<b>Total Tuition &amp; Fees</b>	<b>Total:</b>
	Down Payment (Minimum 20% of total):	Insert amount:
	Balance Due	
	*The balance due will be divided equally over 9 months.	

## Payment Plan Schedule

Balance Due:				
<b>Payment Plan Schedule</b>				
Due Date:	Amount:	Entered by:	Approval #:	Notes:
9/01/2022				
10/01/2022				
11/01/2022				
12/01/2022				
01/01/2023				
02/01/2023				
03/01/2023				
04/01/2023				
Total Payments:				

Payment Plan Schedule Accepted by: \_\_\_\_\_  
**Student Signature**
**Print Name**
**Date**

Payment Plan Schedule Accepted by: \_\_\_\_\_  
**PCU Accounting**
**Print Name**
**Date**

## CURRICULUM

### First-Year Curriculum

1. Contracts I - 3.5 units
2. Contracts II – 3.5 units
3. Torts I – 3.5 units
4. Torts II – 3.5 units
5. Criminal Law – 3.5 units
6. Fundamentals of Legal Research & Writing – 3.5 units
7. Academic Support Lab – 3.5 units

### Upper-division Curriculum

1. Business Associations – 3.5 units
2. Civil Procedure I – 3.5 units
3. Civil Procedure II – 3.5 units
4. Civil Procedure Practicum – 3.5 units
5. Evidence I – 3.5 units
6. Evidence II – 3.5 units
7. Professional Responsibility – 3.5 units
8. Constitutional Law I – 3.5 units
9. Constitutional Law II – 3.5 units
10. Real Property I – 3.5 units
11. Real Property II – 3.5 units
12. Wills and Trusts – 3.5 units
13. Academic Support Lab –
14. Pleading and Practice – 3.5 units
15. Community Property – 3.5 units
16. Legal Writing – 3.5 units
17. Trial Techniques and Advocacy – 3.5 units
18. Remedies – 3.5 units
19. Criminal Procedure – 3.5 units

## **GRADUATION REQUIREMENTS**

1. Students must file a graduation petition at the beginning of the academic school year in which they plan to graduate. Petitions are made available to graduating students in the fall of each year.
2. Students are permitted to order additional diplomas at the time they petition for graduation. The mandatory graduation fee covers administrative costs, including, but not limited to: a graduation check; bar certification; commencement costs; one diploma and tassel; and the cap, gown and hood rental.
3. All students are required to submit a graduation petition, whether or not they intend to participate in the ceremony itself.

## **DEGREE CONFERRAL**

Section 5.3 of the State Bar Guidelines for Unaccredited Law School Rules provides:

“A law school may issue a J.D. degree to a student who has met the following requirements:

(A) For fixed-facility law schools:

(1) Satisfactory completion of a course of classroom study requiring a minimum of 270 hours of classroom attendance a year for four (4) years. A year is defined as any consecutive twelve (12) month period. Final examination time must not be counted as classroom study. The law school must have a written attendance policy requiring regular and punctual attendance of not less than eighty (80) percent of the regularly scheduled class hours in each course. The policy may also include requirements about the quality and degree of preparation and participation. The law school must keep accurate attendance records;

(2) Obtaining a cumulative grade point average set by the law school that provides the student a reasonable basis upon which to pass the California Bar Examination; and

(3) Satisfaction of the legal education requirements to take the California Bar Examination, including passage of the First-Year Law Students' Examination unless exempt from that examination, although the law school is not a guarantor of the student's eligibility to take the California Bar Examination.”

### **Faculty**

All Faculty are listed on PCU's website.

## **STUDENT-TO-TEACHER RATIOS**

In an effort to afford students the most personalized academic experience and individualized attention and support, PCU prides itself in maintaining low student-to-teacher ratios by generally restricting classes to a maximum of thirty students.

## **ADMISSION REQUIREMENTS**

Although admission applications are accepted on a continual basis, first-year students will be admitted only for the fall semester.

Our admissions standard is based on your LSAT score, prior legal education and life

experiences and our bar is set to allow qualified individuals the opportunity to pursue a quality graduate education if they can evidence their capacity for the study of law on either a standardized test or their evidenced capacity in our Academic Support Lab. PCU's admissions standard is based on inclusivity as opposed to exclusivity. But bear in mind that although we will help open the door it is still up to you to walk through and get the job done.

*School of Law Academic Calendar*

**PCU Academic Calendar | 2021-2022**

AUGUST '21						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**09** Registration Deadline for 2021-2022 school year  
**23** First Day of fall semester: Classes begin

FEBRUARY '22						
S	M	T	W	Th	F	S
		1	2	3	4	6
6	7	8	9	10	11	13
13	14	15	16	17	18	20
20	21	22	23	24	25	27
27	28					

**21** Presidents' Day – **No School**

SEPTEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**06** Labor Day – **No School**

MARCH '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**28-31** Spring Break – **No School**

OCTOBER '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**31** Halloween

APRIL '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**01** Spring Break – **No School**  
**15** Good Friday  
**17** Easter Sunday  
**27** Monday make-up class/Last day of spring semester classes

NOVEMBER '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**11** Veterans Day – **No School**  
**23-26** Thanksgiving Break – **No School**

MAY '22						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**2-6** Spring semester final exam period  
**08** Mother's Day  
**30** Memorial Day

DECEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**10** Last day of fall semester classes  
**13-17** Fall semester final exam period  
**20-31** Winter Break – **No School**

JUNE '22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**19** Juneteenth/Father's Day

## **REGISTRATION**

Registration is conducted once per year and the registration fee is non-refundable. Enrollment Packets are prepared four to six weeks in advance of the commencement of the semester/term. Students will be notified when the packets are available for pick-up in the School of Law office.

The enrollment packet includes all necessary information for completing the process.

## **ADD/DROP**

Students are permitted to make changes in their schedule during the first two weeks of each semester/term free of charge.

Students are encouraged to seek counseling from the Registrar prior to submitting an Add/Drop form since in some instances a Petition for Special Action may be necessary (as in the case when a student wants to drop a required subject).

## **WITHDRAWAL FROM THE PROGRAM**

In the event a student withdraws from PCU prior to the conclusion of the first three (3) full weeks of classes in the fall semester, and if tuition has been paid in full, a refund will be given for the spring semester only – and not for any portion of the fall semester. After three (3) weeks, no refund will be given – and in the event any portion of the tuition amount for the 2021-2022 academic year remains unpaid at that time, ***all such amounts are due and payable immediately upon withdrawal from PCU.***

## **ACADEMIC INTEGRITY POLICY**

PCU's student and prospective code of conduct evidences the university's regard of academic integrity as vital to the success of its students and to the reputation of the university as an institution of higher learning. Students attain their educational goals, and the academic experience is enriched only when there is effective learning. Effective learning occurs when students conduct their own research and are the sole authors of their work. The assessment of that learning is undermined when the originality of students' work is questionable. The University therefore expects students to adhere to the highest standards of academic integrity in all their work.

### **Authenticating the identity of the student submitting work and participating in all educational activities and other law school activities -**

Examinations – All graded examinations conducted at PCU will be administered by a proctor following PCU's Proctor Instructions, which will require all students to present a valid student identification card to the proctor as they enter the testing area to confirm their identity. Additionally, no outside materials are permitted in the testing area.

ExamSoft – All PCU students who choose to use their computer for an examination must install and use ExamSoft. ExamSoft is the most secure and stable testing application available and is currently in use by more than forty state bar associations including the California Committee of Bar Examiners. Through ExamSoft's secured testing environment, coupled with a student registering the program to their personal computer, allows PCU to confirm a student's identity to that examination through the above-described proctoring process.

Attendance – All PCU courses require attendance to be verified through a signed roll sheet from the assigned professor of that course which is turned in daily and then documented within PCU's Roll Call Student Management System by the registrar. Additionally See Infra "Attendance."

Non-Examination Writing Exercises – All Activities of any student or prospective student are governed by the below "student and prospective student Code of conduct and discipline."

## **STUDENT AND PROSPECTIVE STUDENT CODE OF CONDUCT AND DISCIPLINE**

The School of Law has adopted this Code of Conduct and Discipline that sets forth the standard of conduct expected of students admitted to or attending the School of Law. All students are bound by the provisions of the Code by virtue of their admission to and attendance in the School of Law.

While the study of law encourages debate, advocacy and expression of a difference of opinion, students are expected to conduct themselves in a respectful and ethical manner. The School of Law is actively committed to creating and maintaining an environment, which respects the dignity of individuals and groups.

### **Prohibited Conduct**

For any of the following causes, a student may be subject to disciplinary action by the Dean:

1. Willful violation of a rule of the School, which requires the student to do or refrain from doing an act connected with or in the course of the student's conduct as a student of the School. All such rules shall be issued by the School and distributed and posted in such a manner as to furnish adequate notice to students. All students have the responsibility to read same and shall be deemed to have actual knowledge of rules so distributed or posted.
2. Willful interference with the orderly conduct of the educational or administrative functions of the School or University.
3. Willful physical abuse or threat of such abuse to: a faculty member, administrator, official or employee of the University, another student of the University, another person on the University premises or at a University approved, sponsored or supervised event.
4. Theft or willful abuse of University property or property of another on the University premises.
5. Distribution or possession for purposes of distribution, any controlled substance or illegal drug on the University premises. Also, the use or possession of any controlled substance or illegal drug on University premises.
6. Misrepresentation on resume relating to law school grade point average, class rank or other acknowledgments.
7. Forgery, alteration or misuse of University documents, records, keys or identifications.
8. Willful and material misrepresentation or non-disclosure concerning qualifications for admission to the School of Law.

8. Commission of a criminal act, including computer crime that reflects adversely on the student's honesty, trustworthiness or fitness for admission to the Bar.
9. Engaging in conduct, whether or not criminal, which reflects negatively upon the student's moral character and fitness as a prospective member of the legal profession. This includes but is not limited to acts of harassment, disorderly or lewd conduct, dishonesty, fraud, deceit or intentional misrepresentation.
10. Committing an act of academic dishonesty, which may include any of the following:
  - a. **Cheating:** possessing unauthorized sources of information during an examination; copying of work of another student or permitting copying by another student during an exam; completing an assignment, such as an exam paper, for another student; submitting material produced by someone else; submitting out-of-class work for an in-class assignment; altering graded work after instructor evaluation and resubmitting it for re-grading; retaining exams or other materials after they were supposed to be returned to an instructor; submitting the same paper in two different classes without approval of both instructors; inventing data or authority; removing exams or papers from the office without permission of the staff.
  - b. **Plagiarism:** taking the words or substance of another and either copying or paraphrasing the work without giving credit to the source (e.g., through footnotes, quotation marks, reference citations).
  - c. **Other:** providing material to another person with knowledge it will be improperly used; possessing another student's work without permission; selling or purchasing materials for class assignments; altering another student's assignment; knowingly furnishing false or incomplete academic information; altering documents affecting student records; forging a signature of or falsifying information on any official academic document.

### **PCU's Policy on Video and Audio Privacy**

Purpose: This policy serves the interests of protecting student, staff, and faculty privacy as well as facilitating a pedagogically sound Socratic method in which students and faculty may comfortably engage in debate for the training of lawyers, while at the same time not becoming self-conscious of the concern in others outside the class discussion misusing or misunderstanding what is being presented. By way of example, it would not be uncommon in a classroom discussion for a professor to debate a student on a point of law that may be challenging to that student's personal belief structure and request the student to present both sides to the legal issue, and argue against their own personal beliefs as part of their training to "think like a lawyer." The following policy clarifications are being issued to more explicitly state PCU's policy.

1. The below issues could be addressed under PCU's existing Student Code of Conduct. However, due to COVID-19 and distance learning, the following is being disseminated in this format to confirm PCU's policy as clearly as possible.
2. Prohibited Recording: When classes or other gatherings are held on campus or online via a video and audio program such as Zoom, D2L or any other platform, it shall be a violation of the Student Code of Conduct to photograph, video, screenshot-save, or by any other method for capturing the image or audio, moving or still, with or without sound, record another participant without that participant's consent.
3. Prohibited Distribution: It shall be a further and separate violation to distribute, without permission, items described in paragraph 1 to others by any means, including but not limited to any tangible form, social media (i.e. Facebook, Twitter, YouTube, etc.), email, text, and any electronic dissemination however characterized.
4. Broad Interpretation: Technology evolves. If future captures could be evaded by strict adherence to the language of paragraphs 1 and 2, then that language shall be interpreted broadly to encompass all invasions of privacy, however characterized, and by whatever technological means accomplished.
5. Punishment: Punishment for violations of the above shall be determined by the Dean as with other Honor Code violations, including but not limited to suspension or expulsion from school and reporting to the State Bar of California as part of the Moral Character Process.
6. Exceptions: Students seeking an exception to PCU's mandatory video classroom appearance policy on grounds of personal privacy shall contact the Registrar or other administrator as designated by the Dean to seek the exception. The student shall abide by rules and procedures adopted by PCU to facilitate an exception which does not disrupt the classroom or interfere with the professor's teaching, taking roll, or other academic and administrative obligations.

### **Disciplinary Code**

The Dean may impose discipline for a violation of the Code of Conduct, a University policy or a campus regulation.

These sanctions are not mutually exclusive and may be imposed in combination. A record of a prior violation of the Code of Conduct or University policy may be considered in determining the appropriate sanction for a subsequent violation.

The following are authorized sanctions for such violations:

- a. Denial of Admission: Denial of admission or re-admission to the University for an indefinite period.
- b. Warning: Written notice that continued or repeated violations of specified University policies or campus regulations may be cause for further disciplinary action, normally in the form of Loss of Privileges and Exclusion from Activities, Suspension, or Dismissal.
- c. Loss of Privileges and Exclusion from Activities: Exclusion from participation in designated privileges and extracurricular activities for a specified academic term or terms. Violation of any conditions in the written Notice of Loss of Privileges and Exclusion from Activities, or violation of University policies or campus regulations during the period of the action, may be cause for further disciplinary action, normally in the form of Suspension or Dismissal.
- d. Suspension: Termination of student status for a specified academic term or terms with reinstatement thereafter after a specific time. Violation of the conditions of Suspension or of University policies or campus regulations during the period of Suspension may be cause for further disciplinary action, normally in the form of Dismissal.
- e. Dismissal: Termination of student status for an indefinite period. Re-admission to the University shall require the specific approval of the Dean.
- f. Exclusion from the Campus: Exclusion of a suspended or dismissed student from campus when there is reasonable cause to believe that the student's presence there will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or at official University functions, or other disruptive activity incompatible with the orderly operation of the campus.
- g. Interim Suspension: Exclusion from classes, or from other specific activities on the campus, set forth in the Notice of Interim Suspension, before final determination of an alleged violation. A student shall be restricted only to the minimum extent necessary when there is reasonable cause to believe that the student's participation in University activities or presence at specified areas of the campus will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or at official University functions or any disruptive activity incompatible with the orderly operation of the campus. A student placed on Interim Suspension shall be given prompt notice of the charges and the opportunity for a prompt hearing on the Interim Suspension.
- h. Restitution: Reimbursement for damage to or misappropriation of University property may be imposed either exclusively or in combination with other

disciplinary action. Such reimbursement may take the form of monetary or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who alone, or through group or concerted activities, participates in causing the damages or costs.

- i. Academic penalty: Whole or partial withdrawal of credit for a course or examination, or the determination of a grade for a course or an examination (including the awarding of a failing grade) or a combination of such penalties. An academic penalty may be imposed only with respect to the course(s) in which the violation occurred, and only with the consent of the respective professor.
- j. Revocation of degree: To be determined by the Academic Council upon recommendation of the Dean.
- k. Loss of scholarship or financial services consistent with government regulations.
- l. Any other sanctions the Dean deems appropriate.

In the event of an expulsion or suspension which terminates a student's right to attend class during a semester, the School shall retain only that portion of the total semester tuition as the number of weeks of class completed before termination bears to the total number of weeks of class in the semester. The balance, if any, paid by or on behalf of the student, shall be returned to the student or lender, or in the case of a scholarship, refund proceeds shall first be paid to the scholarship funding source, and the balance, if any, shall be paid to the student.

### **Disposition of Alleged Violation**

Alleged violations of the Code of Conduct or other campus policy are to be reported to the Dean. In the event the Dean concludes that action should be taken on the charge, the Dean will cause the student who is the subject of the charge to be provided written notice of the specific charge or charges and that an investigation will ensue. The Dean is responsible for conducting the investigation. During the investigation and its subsequent disposition by an impartial panel the student will not have the right to have counsel present nor to participate in the process.

The Dean shall have the power to question persons with pertinent information, to examine pertinent materials, and to question the accused student if s/he is willing to speak. If the accused student intends to defend against or explain the alleged conduct that led to the potential violation, the student must speak with the Dean about the conduct and identify any potential witnesses or documents that would support the accused student's position. The Dean must attempt to interview the potential witnesses and review the documents identified by the accused student.

Upon conclusion of the investigation, the Dean shall determine whether probable cause exists to believe that the student who is the subject of the charge may have committed a violation of the Code of Conduct or other campus policy. In the event the Dean determines the existence of such probable cause, he or she shall submit the results of the investigation to an impartial panel, which shall be composed of the Chair of the Academic Council, a member of the faculty currently on staff of the accused student's choosing, and a member of the faculty currently on staff of the Chair of the Academic Council's choosing. The Dean shall cause written notice to be afforded to the accused student of the time set for the Panel to convene for the purpose to deliberate upon the charges made against him or her.

The Panel will review the results of the Dean's investigation. The accused student may submit a written statement to the Panel for its review, but the statement may not include any information, potential supporting witnesses, or potential supporting documents that the student did not previously provide to or identify for the Dean unless the information was unknown or unavailable to the accused student previously. Upon his or her written request submitted to the Dean, the accused student shall be afforded an opportunity for a hearing before the Panel. In order to be effective, said written request must be received by the Dean not later than 72 hours after the accused was provided notice of the time set for the Panel to convene for the purpose to deliberate upon the charges made against the accused student.

The Panel shall determine whether or not a violation has occurred. If no violation is found to exist because the allegation is without merit, the conduct is de minimus, or the evidence is insufficient, the Dean shall keep a record, separate from the student's permanent file. Such record will not be disclosed except under compulsion of law or upon signed consent from the student. Following a final decision that no violation has occurred, the Dean shall notify the accused student and the person(s) who filed the notice of the alleged violation. Should the Panel determine that a violation did occur

the Panel shall inform the Dean. The Dean shall determine any sanction(s) imposed. The Dean shall provide the student with written notice of the final determination, which shall include a statement describing the violation or violations; the facts; the conclusions; and the sanctions, if any.

## EXAMINATIONS

### Written Final Exams

There is a written final examination given in every course offered for credit, except for some legal writing or practicum courses in which other substantial written work is required. Certain subjects contain multi-state questions as well.

### Mid-Semester Examinations

Mid-semester examinations are given at the discretion of each instructor. Grades on mid-semester exams may count up to 30% of the course grade.

### Examination Papers

Final examination papers are retained by the School for one year and, therefore, are not returned to the students. They may be viewed in the office during specified posted hours. Students are welcome to make photocopies (at student's expense.)

### Make-Up Examination Policy

Students are required to take final examinations at the time and date scheduled. If a student fails to take a final examination at the scheduled time and date without discussing the matter *in advance* with the registrar, a grade of "F" shall be recorded. In the extraordinary circumstance where a student is unable to give notice in advance, the student may, within one week after the date of the missed examination, file a petition with the Academic Council requesting that the "F" be removed and an "I" (for "incomplete") be recorded instead.

A student who does speak with the appropriate administrator in advance of the examination(s) must set forth, in detail, the reasons for the inability to sit for the examination and must include documentation supporting the circumstances giving rise to the request. Reasons that will be considered include the following:

- a. The student's religious beliefs prohibit the taking of an examination at the scheduled time.
- b. The student is experiencing grave illness or injury, which hospitalizes or otherwise incapacitates the student.
- c. The student has had a death in the immediate family immediately preceding the examination date.
- d. The student is experiencing a dire family emergency involving an immediate family member.

Insufficient reasons include: vacation, previously purchased airplane/train/cruise, etc. tickets, family events, work or business conflicts, conferences, minor illness (i.e., head cold), childcare issues or conflicts.

If the student has put forth a sufficient reason and included the appropriate documentation, the student will be allowed to either: (1) withdraw from the class or (2) request an incomplete depending upon the student's particular circumstances and the course for which the examination

was missed.

A student who withdraws from a course must enroll in the class again at the next time the course is offered, pay the tuition, attend class sessions, and take the final examination.

In situations where an incomplete is granted, the Academic Council will impose the conditions that must be met to complete the course. These conditions might include allowing the student to pay a fee of \$100.00 per hour for the preparation of a new final examination, allowing the student to take the final examination the next time the course is offered, or other conditions that are appropriate to the circumstances at the option of the Academic Council.

## Grading Scale

A numerical grading scale is used at the School of Law as follows:

90-100	Outstanding
87-89	Excellent
83-86	Very Good
80-82	Good
77-79	Fairly Good
73-76	Adequate
70-72	Minimally Adequate
67-69	Inadequate
63-66	Poor
60-62	Very Poor – but with Academic Credit
59 or below	Failing – with No Academic Credit

In addition, the following notations may appear on a student's academic transcript but are not included in the calculation of the student's G.P.A.:

- AUD** No credit (Audit only)
- W** Withdrawal (Official withdrawal from one or more classes)
- AW** Administrative withdrawal (Grade assigned for failing to meet any of the following requirements: admissions documentation, payment of tuition or fees, taking scheduled final examinations excessive absences, etc.)
- I** Incomplete (Grade granted by Academic Council to student who cannot complete final exams as scheduled).

### **Pass/Fail Courses**

The following courses are graded on a pass/fail basis: Academic Support Lab, Civil Procedure Practicum, Pleading & Practice, Legal Writing, and Trial Techniques & Advocacy. In order to pass such courses, students must earn a course grade of “60” or higher. Course grades for pass/fail courses are posted on the student’s academic transcript as follows:

**PASS** Pass

**FAIL** Fail (No Pass)

### **Anonymous Grading**

To the greatest extent practicable and appropriate, grading at PCU is anonymous. (By way of illustration, circumstances under which anonymous grading may not be practicable or appropriate include practicum-oriented courses – such as Trial Techniques – in which a student’s grade is based, in whole or in part, on his or her personal performance in class.) All students are assigned a five-digit identification number at the time of initial enrollment, which is to be used for examinations. Students’ names may **never** be placed on any handwritten or typed examination answers or on written assignments intended to be anonymously graded. A student may obtain a new and different identification number by submitting a written request to the registrar.

### **Feedback on Final Exams**

In an effort to provide meaningful feedback to students on final examinations, all professors are required to (where possible):

1. Review, in class lecture, all midterm exam questions.
2. Include in each bluebook, one of the following:
  - a. Written comments.
  - b. An issue outline.
  - c. Grading comment key.
3. Make themselves reasonably available for conferences with students to discuss the quality of examination answers to assist students in improving future exam performance.

## Posting of Grades

Course and examination grades will be released as soon as practicable following their approval. Examination questions and answers will be made available to students for inspection and photocopying as soon as practicable following the recording of grades. Grades are not given out over the telephone.

### PETITIONING FOR A GRADE CHANGE

A grade once entered into the official transcript may be changed only upon a showing of good cause. The policy set forth below under grading errors is the procedure to be followed to apply for and approve a transcript change.

### Petitions to the Academic Council Regarding Course Grades or Examination Grades

Students are not permitted to lobby instructors to request a grade change. Once a grade has been released, it will not be changed unless one of the following situations exists:

1.     Error

A student claiming that an examination grade or a course grade was the product of clerical, recordation, or computational error in the calculation of the grade should, within two weeks after the grades are released, inform the School of Law office and request that the matter be investigated. If the matter is not resolved to the student's satisfaction, the student may petition the Academic Council for relief. This petition must be filed within one week after the School of Law notified the student of the results of the investigation. (The Academic Council is composed of faculty members.)

2.     Unfairness or Departure from Established Grading Policy

A student claiming that an examination grade or a course grade was the product of unfairness or was a departure from established grading policy may, within 15 calendar days after the grades are released, petition the Academic Council for relief. For purposes of this section, "unfairness" means that the grade under review constitutes an abuse of the grader's professorial discretion in that no reasonable professor would award that grade under the circumstances.

The student is strongly encouraged to meet with the relevant instructor in order to discuss the basis of the grade prior to petitioning the Academic Council. The professor cannot change the grade. If the student did not meet with the instructor, the student must state in the petition the reason(s) why such a meeting did not take place.

In any event, the petitioning student must present clear and convincing factual evidence supporting the claim that a grade was unfair or was a departure from established grading

policy.

If the student fails to state a proper basis for the petition, fails to present clear and convincing factual evidence to support the petition, or fails to act timely, the Academic Council may deny the petition summarily.

If, however, the student satisfies the procedural and substantive requirements of the petition process, the Council may request a statement from the instructor involved. The Council may also request other information it deems appropriate.

The Council will notify the student in writing of the outcome. The Academic Council's decision on the student's petition is final.

## **TRANSCRIPT-ENTRY CHANGES OTHER THAN GRADES**

Transcript entries may be changed only upon a showing of good cause. A student claiming that a transcript entry is the result of clerical, recordation or computational error should so inform the School of Law office and request that the claim of error be investigated. In the event that the matter is not resolved to the student's satisfaction, the student may petition the Academic Council for relief. Any such petition: (a) must be submitted, if at all, within ten (10) days after the School of Law notified the student of the results of the investigation; and (b) must set forth facts establishing the existence of the error claimed.

## **COURSE REPETITION POLICY**

A student who receives a grade of "60" or higher or "Pass" in a course is considered to have received a passing grade, will receive academic credit for the course, and is not required to repeat the course. A student who receives a grade of "59" or below or "Fail" in a course has failed the course, will not receive academic credit for the course, and is required to repeat the course.

As set forth above, a student who fails a course will be required to repeat the failed course. The student is responsible to notify the registrar that he or she is required to repeat the course, and the student will be required to pay tuition for the repetition of the course. The original-course grade and the repeated-course grade will remain on the student's transcript, but only the repeated-course grade will be factored into the calculation of the student's cumulative G.P.A.

## **ACADEMIC STANDARDS AND POLICIES**

### **Degree Requirements (Juris Doctor)**

1. Satisfactory completion of a course of classroom study requiring a minimum of 270 hours of classroom attendance a year for four (4) years. A year is defined as any consecutive twelve (12) month period.
2. Successful completion of 84 or more semester units, including all courses required by the School of Law.
3. A cumulative grade point average (G.P.A.) of 2.00 for all work earned.

## **GOOD ACADEMIC STANDING**

1. For purposes of this section, a student is deemed to be in "good standing" if his or her cumulative grade-point average is 2.00 or higher. Students earning a grade of fail in any course during the first year will be academically dismissed.

2. Upon completion of his or her first academic year, no student may enter the second year of law school unless he or she is in good standing at that time. Thereafter, a student must be in good standing at the end of each subsequent academic year to continue in the School of Law.
3. A cumulative G.P.A. of at least 2.00 is required for graduation.

### **PRESCRIBED COURSES**

The first-year courses are prescribed for each program. Part-time students normally take the Academic Support Lab, Contracts, Torts, and Criminal Law.

All students are expected to follow the projected programs as outlined within the Student Information Handbook. Following the programs means that students will be able to enroll in required courses and will have no conflicts in scheduling of final exams.

Students who wish to deviate from the program must file a Petition for Special Action. The Academic Council reviews the requests and decides the matter. Students are advised that they may encounter scheduling conflicts and extend their projected date of graduation as a result of deviating from the projected program.

Students are encouraged to seek counseling before filing such a petition.

## **ADMISSION OR READMISSION AFTER ACADEMIC DISQUALIFICATION**

Applicants previously disqualified from PCU or another law school for academic reasons may be granted admission or readmission, as the case may be, upon an affirmative showing by the applicant, to the satisfaction of PCU's Academic Council, that he or she possesses the requisite ability for the study of law. Such a showing must be made, in the form of a written petition timely submitted to PCU's Academic Council:

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

**It is strongly recommended that prior to submitting his or her petition for admission or readmission, the applicant seek the advice and counsel of the PCU registrar. Failure to file a timely petition may be considered by the Academic Council as grounds for denial of the petition.**

### **Credit Allowed to an Applicant for Admission or Readmission after Dismissal for Low Scholarship**

Applicants previously disqualified for academic reasons may be granted admission when there is an affirmative showing by the applicant that he or she possesses the requisite ability for the study of law. Such a showing may be made: (A) At any time, if the applicant presents credible evidence that the prior disqualification was not caused by the applicant's lack of capacity for the study of law, but resulted from a traumatic event or serious hardship that prohibited the applicant from performing at her or his normal level; or (B) After at least two (2) years have elapsed since the disqualification, if the applicant demonstrates that work, study, or other experience during the interim has resulted in a stronger potential for law study than the applicant exhibited at the time he or she was previously disqualified for academic reasons. In each case, the dean or admissions officer must sign and place in the applicant's file a statement of the reasons for admitting the applicant.

### **Transfer Credit**

The law school may award transfer credit to an applicant, subject to the following limitations:

(A) No credit may be granted unless the requirements of § 6060(h) of the California Business and Professions Code have been met--that is, unless the applicant has passed the First-Year Law Students' Examination or became exempt while attending an accredited law school. To be exempt from the examination, the student must have successfully completed the first year at an accredited law school and have been advanced to the second year by the same law school.

(B) Credit will ordinarily be granted for whole courses completed not more than twenty-seven (27) months prior to the date the applicant begins study at PCU. This time limitation does not apply to students who have passed the First-Year Law Students' Examination. In some instances, such as illness, personal tragedy or military service, it may be appropriate to permit credit for studies completed more than twenty-seven (27) months prior to admission. The dean must approve any such exception. In no case, however, will more than 40 units be accepted in transfer.

(C) For students who were disqualified for academic reasons at the prior law school, credit may be granted only for courses in which the applicant received a grade above passing. For students who were in good standing at the prior law school, credit may be granted for all passing grades. For all applicants who have passed the First-Year Law Students' Examination, credit may be allowed in Torts, Contracts, and Criminal Law, even if the grades at the prior law school were not above passing.

(D) The applicant may not be granted credit for a course completed at the prior law school in excess of the number of units PCU would award for a course with the same number of classroom or participatory hours.

(E) PCU must be satisfied that the subject matter of, and the quality of the applicant's performance in, the courses for which credit is allowed were substantially the same as that for like courses and grades in the admitting law school.

(F) PCU is not required to grant any transfer credit.

### **Visiting Students**

An individual may be permitted to enroll as a visitor, auditor, or non-J.D. degree candidate in a limited number of courses without complying with the law school's J.D. degree program admissions requirements. Individuals so enrolled must have the ability and knowledge to benefit from the course such that they will not interfere with the progress of, or be a detriment to, the regularly enrolled J.D. degree program students. Individuals permitted to enroll in courses as a visitor, auditor, or non-J.D. degree candidate, are not counted as law students.

## **INCOMPLETE GRADES**

It is the experience of PCU that students who pursue an uninterrupted course of study have the highest probability for successfully completing their program. Those students are also the best performers in their degree program and receive the maximum benefits from their learning experience. PCU also realizes that adult learners face unforeseen circumstances in their lives requiring temporary breaks in enrollment or interruption of their program of study.

A student who, because of extraordinary extenuating circumstances, is unable to complete a course because he or she cannot take final exams as scheduled may petition the Academic Council for a grade of Incomplete. If granted, the Academic Council will indicate the deadline by which the final examination and other course work must be completed. If the deadline is not met, the grade will be changed to an 'F'. Generally, a student is not permitted to have an Incomplete in more than one course each term.

## **CHANGING SECTIONS/INSTRUCTORS**

Students are permitted to change to different sections of a course or change instructors only by petition and only if the section that the student wishes to attend is not closed. Petitions must be fully justified with supporting documentation as to the need for the change.

## **LEAVE OF ABSENCES**

1. A student may petition for a leave of absence of up to one academic year. Requests for leaves of absence must be made in writing, and sent to registrar within a reasonable time in advance of the proposed leave.
2. In order to be granted a leave of absence, a student:
  - a. must have completed the first year and be in good standing at the time of the request -- that is, having a G.P.A. of at least 2.00;
  - b. may request a leave of no more than one academic year at a time;
  - c. must state that the student will abide by the PCU academic policies in force at the time of the student's return to school;
  - d. must state that the student understands that failure to return to PCU at the expiration of a leave of absence will cause the student's file to become inactive and will require the filing of a new application.

## ATTENDANCE

1. The CBE's Rules Regulating Admission to Practice Law in California, Factors & Comments states that "Regular and punctual attendance is necessary to satisfy the 'residence' requirement," also that "An official class record shall be maintained for each course, or section of a course, which shall show...attendance record for each student..."
2. It is the School's policy to fully comply with the CBE's attendance requirements. Attendance procedures require that each student personally sign, with full signature, the attendance sheet at each meeting of each scheduled class. Failure to sign the sheet will be recorded as an absence, and records will not be changed to accommodate students who have attended classes but have neglected to sign in. Please do not make such requests to the office staff.
3. Instructors are required to mark "absent" any student who has signed in and then departed from the class without returning and may mark "absent" any student who is not present in that class when called upon to participate.
4. Instructors are required to mark as absent those students who arrive more than 30 minutes late after the start of the class or those students who leave more than 30 minutes prior to the end of class.
5. Since law school attendance is a statutory requirement, **an absence is never considered to be "excused."** The student is either "present" or "absent."
6. In addition to sign-in sheets, instructors may verify student attendance by using various additional methods – seating charts, roll calls, recitation, etc. Students will be apprised of each instructor's attendance requirements during the first class meeting.
7. Students who are unprepared for a course may receive an absence for the course at the professor's discretion. Being unprepared includes "passing" when called on or being unable to recite due to failure to read the assigned material.
8. To satisfy the CBE's rule regarding regular attendance, it has been determined that a student may be absent no more than: 80% of the regularly scheduled class hours in each course.
9. Students who exceed the allowable limit will be administratively dismissed from the course involved. If so, the student will be required to re-enroll in, and pay for, the course in a subsequent semester.

## **WITHDRAWAL AND DISMISSAL POLICIES**

### **Withdrawal from School**

1. Students are allowed to fully withdraw from the program by submitting a withdrawal form prior to the commencement of final exams.
2. Students may be allowed to withdraw from any course by submitting a withdrawal form prior to the commencement of final examinations. Verbal notification to the school is NOT acceptable; the student's intent to withdraw MUST be in writing to be valid.
3. Any student who does not notify the School of the intention to withdraw before the commencement of final examinations and who does not take the final examination will receive a grade of 'F' for all examinations and courses and will be administratively dismissed.
4. Students who withdraw from the School, and who wish to return, must reapply for admission. Students will be subject to admissions policies in force at the time of readmission.
5. Students should consult with the Registrar about the effect of the withdrawal on their projected program and graduation date.

### **Administrative Dismissal**

An administrative dismissal is an action that the university takes which results in the student's withdrawal from the university. Administrative dismissals occur when a student has:

1. Exceeded the allowable limit of absences for their course
2. Failed to pay tuition and fees, or
3. Violated the Student Code of Conduct

A grade of 'AD' will be reflected on the transcript and no course credit will be granted.

Students wishing to return to school following administrative dismissal must reapply for admission. Such students are subject to the admissions policies in place.

## **ADDING/DROPPING COURSES**

Students are permitted to make changes in their schedule during the first two weeks of each semester.

Students are encouraged to seek counseling from the Registrar prior to submitting an Add/Drop slip since in some instances a Petition for Special Action may be necessary (as in the case when a student wants to drop a required subject).

## **ADD/DROP DEADLINES**

Students may add a course so long as the student has not missed the maximum number of absences for that course already. Students may drop a course any time prior to the commencement of the final examination of that course.

## **ACADEMIC HONORS**

### **Dean's List**

Upon completion of each academic year, a Dean's List is published. Students whose names appear on the Dean's List are those whose G.P.A. for that academic year places them in the top ten percent of their respective class cohorts.

To be eligible for the Dean's List, a student must have completed a minimum of 18 graded units during the academic year, which may include Pass/Fail courses. Summer sessions and "repeated courses" do not count toward determination of eligibility for the Dean's List. Dean's List recognition is noted on the student's transcript.

### **Award for Academic Excellence**

PCU recognizes outstanding achievement in the substantive law school classes. Students earning the highest grade in qualifying courses receive a certificate from PCU. (In the event of a tie, the award winner will be chosen by the professor.)

## **HONORS UPON GRADUATION**

Students who graduate with the following cumulative grade point average do so with honors as follows:

<u>G.P.A.</u>	<u>Honor</u>
3.40 +	Summa Cum Laude
3.20 - 3.39	Magna Cum Laude
3.00 - 3.19	Cum Laude

The student with the highest cumulative G.P.A. will be the Class Valedictorian.

## **DETERMINATION OF CLASS RANK**

Class rank is calculated annually, after the spring semester.

Class rankings are computed after the spring semester based on cumulative grade point averages for the academic year. Students are ranked according to their graduation cohort. Students expected to graduate during the same academic year are considered to be in the same graduation cohort.

Questions regarding class rank should be directed to the registrar.

## **ACADEMIC SUPPORT PROGRAM**

The dean oversees the School of Law's Academic Support Program. This is a hands-on program designed to address and support each student's individual needs. In addition, the program will include sessions in most of the substantive law courses offered each semester to assist students in developing their analytical and critical thinking skills.

## **TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT PCU**

The transferability of credits you earn at Pacific Coast University, School of Law, is at the complete discretion of an institution to which the student may seek to transfer. Acceptance of the degree you earn is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of their coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending PCU to determine if your credits or degree will transfer.

### **DESCRIPTION OF FACILITIES**

PCU maintains a campus in Long Beach, California. The campus has ample classrooms, meeting rooms, and office space as well as a library, computers and wireless internet capabilities.

### **LIBRARY**

The University has an outstanding library for onsite research and study facility for students, faculty, and alumni. The University also offers access to internet legal research via LexisNexis for our students.

Students may use the library M-F 9:30AM – 9: 30PM. The library is currently closed due to COVID.

### **DISCLOSURE OF ACADEMIC PERFORMANCE INFORMATION**

Students in the School of Law are protected by the Family Educational Rights and Privacy Act (FERPA), which safeguards against the public disclosure of any personally identifiable student information without their written consent. This information includes, but it is not limited to, performance on examinations. The public disclosure by student's name, matriculation number or social security number without written permission is a violation of the law.

### **PROCEDURE FOR STUDENT GRIEVANCES**

PCU has an open door Grievance Policy, which encourages students to bring suggestions, complaints, and grievances, to the administration for discussion and, when appropriate, informal resolution.

The Grievance Procedure has been established to give students a vehicle to resolve situations, conflicts or disputes in a professional, unbiased, and documented procedure. Matters that have been resolved by another procedural process are considered final and may not be the subject of a grievance under this policy.

PCU seeks to address student issues that may arise and works to partner with a student to arrive at effective, timely resolution to a student's issues either informally or formally:

### **INFORMAL RESOLUTION**

The parties involved in the situation are encouraged to meet and confer in an effort to resolve the situation. This encourages communication between the student and the faculty, staff, administrator or other student involved and enhances an opportunity to reach an agreement. No written records are maintained in the student file at this stage.

While it is hoped that resolution is reached at the informal resolution meeting, there is no requirement to meet informally prior to filing a formal complaint.

### **FORMAL RESOLUTION PROCESS**

To file a formal complaint, the student must complete a Notice of Grievance Form and submit it to the Dean. (The form is available in the School of Law office and published in this Student Handbook.)

Upon receipt of the submission, the Dean will request a response to the allegations from the party or parties identified in the student's Notice of Grievance Form. The response must be submitted to the dean, if at all, not later than 15 days after the request for the response is sent to the party or parties identified in the Notice of Grievance Form.

Upon receipt of the response or responses, the dean, after review and investigation, may undertake the following:

1. Conduct a formal meeting with all parties to discuss and attempt to resolve the grievance;  
or
2. Issue a written resolution to be complied with by all parties.

The decision of the dean is final and binding on all parties, and is not subject to appeal.

## COMPLAINT PROCEDURE FOR DISCRIMINATION AND/OR UNLAWFUL HARASSMENT

Members of an academic community must be able to study in an atmosphere of mutual respect and trust. The School of Law is committed to creating and maintaining an environment, which respects the dignity of individuals and groups.

The goal of the School of Law is to have a process that is sensitive to the needs of students as well as the rights of those against whom allegations have been made.

Students who believe that they have been harassed or discriminated against based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability shall have a right to file a complaint. The procedures outlined below govern the process of all discrimination complaints filed by students, with the exception of complaints of sexual harassment or sexual assault. Such complaints will be handled pursuant to the School policies covering these specific areas.

Complaints must be filed within one year of the alleged unlawful harassment or discrimination or within one year of the date on which the complainant knew or should have known of the facts of the harassment or discrimination incident.

### INFORMAL PROCESS

A student who has reason to believe that he/she may have been a victim of harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability may resolve the matter through an informal process under this procedure. **Participation in the informal process is optional and not a prerequisite to filing a formal complaint.**

The School of Law has established the following informal procedure to resolve charges of harassment or discrimination within thirty (30) calendar days:

1. A student who alleges that he/she has personally suffered harassment or discrimination should be referred to the Dean to directly discuss his/her concerns.
2. The Dean shall meet with the student to:
  - a) Understand the nature of the concern;
  - b) Give the student a copy of the School's policy and procedure concerning such unlawful discrimination and inform the student of his/her rights under the informal and formal complaint procedures;

c) Assist the student in any way advisable.

If the student is willing to resolve the matter informally, it may not be necessary to pursue a formal investigation (unless warranted by the seriousness of the charge.)

3. The Dean shall inform the respondent of the possible complaint and allow the respondent an opportunity to state the facts as known to him/her.
4. If, after meeting jointly or separately with the Dean, the parties agree to a proposed resolution, the resolution shall be implemented and the informal process shall be concluded. At any time during the informal process, the complainant may initiate a formal complaint.
5. The Dean shall keep a written log of discussions and a record of the resolution. This information shall become part of the official investigation file if the complainant initiates a formal complaint. If the parties reach an agreement resolving the complaint, a letter summarizing the informal investigation and the resolution agreed upon shall be sent to the complainant and the respondent and kept as part of the record.
6. Once a complaint is put in writing and signed by the complainant, the complaint is considered to be formal and the formal complaint procedures should be followed.

### **FORMAL PROCESS**

1. A student who alleges that he/she has personally suffered harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, or physical or mental disability shall complete and sign the School of Law Discrimination Complaint Form within one year of the alleged incident or within one year of the date on which the complainant knew or should have known of the facts of the harassment or discrimination incident.
2. On the complaint form, the complainant shall describe in detail the alleged harassment or discrimination and the action the complainant requests to resolve the matter. All written requests shall be signed and dated by the complainant and shall contain at least the name(s) of the individual(s) involved, the approximate date(s) of the event(s) at issue and a detailed description of the actions constituting the alleged harassment or discrimination. Names, addresses and phone numbers of witnesses or potential witnesses should be included if possible.
3. Within three (3) working days after receipt of a signed complaint, the Dean will review the complaint to determine whether it describes the kind of harassment or discrimination which is prohibited under these procedures and whether the complaint sufficiently describes the facts of the alleged misconduct. If the complaint does not describe the kind of prohibited conduct the School investigates under the procedures, the complainant will be notified and will be referred to the appropriate process. If the complaint does not sufficiently describe the facts giving rise

to the complaint so that a determination can be made regarding whether the alleged misconduct is covered under these procedures, the complaint will be returned and the complainant will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.

4. Within ten (10) days of receiving a complaint (or amended complaint), the Dean shall investigate the charges.
5. Each party has the right to be aided or represented by an advisor (at their expense).
6. The Dean shall complete a full investigation. Prior to completing the investigation, the Dean shall meet again with the complainant and the respondent, separately, to give an overview of the steps taken during the investigation, to ask complainant and respondent for the names of any other individuals the Dean should speak with, and to request any additional information.
7. After completion of the investigation, the Dean shall make factual determinations, reaching a conclusion regarding the charges and recommending appropriate action if any.
8. The investigation shall be completed within ninety (90) calendar days of receipt of the complaint (or amended complaint).
9. Within 150 days of receiving a complaint, the following will be forwarded to the complainant and respondent:
  - a. A summary of the investigative report;
  - b. A written notice setting forth:
    - (1) The findings of the Dean as to whether harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability did or did not occur with respect to each allegation in the complaint;
    - (2) A description of actions to be taken, if any, to remedy any discrimination or harassment that occurred, and to prevent similar problems from occurring in the future;
    - (3) The proposed resolution of the complaint;
    - (4) The complainant's right to appeal;
    - (5) The respondent's right to file a written response to the findings of the Dean within ten (10) working days of the receipt of the findings.
    - (6) The investigation report shall be made available to all parties involved.

### **APPEAL RIGHTS**

If the complainant is not satisfied with the results of the formal administrative determination, the complainant may appeal the determination by submitting objections to the Dean within fifteen (15) calendar days of receipt of the determination. Within forty-five (45) calendar days of receiving the complainant's appeal, a copy of the final decision shall be forwarded to the complainant. The Dean's decision is final.

## **HOW TO FILE A HARASSMENT OR DISCRIMINATION COMPLAINT:**

1. A copy of these procedures and the Discrimination Complaint forms, are available in the School of Law office.
2. Completed complaint forms are to be mailed or taken to the attention of the Dean.
3. Complaint forms will be processed if filed within one year of the alleged harassment or discrimination. The complaint shall be filed by one who alleges that he or she has personally suffered unlawful harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability.

A person who alleges that he or she has personally suffered harassment or discrimination based on race, color, national or ethnic origin, age, gender (discrimination only), religion, sexual orientation, marital status, or physical or mental disability, or one who has learned of such unlawful harassment or discrimination, shall invoke the procedures described above.

An individual may also file a complaint of unlawful discrimination with the Equal Employment Opportunity Commission, 2014 "T" Street, Suite 210, Sacramento, CA 98514, The United States Department of Education, Office of Civil Rights, 50 United Nations Plaza, Room 239, San Francisco, CA 94102, or the Department of Fair Employment and Housing, may be called at 1-408-291-7352. These additional procedures may be used at the time of filing a complaint, during, or after use of the School's harassment or discrimination complaint process.

**PACIFIC COAST UNIVERSITY SCHOOL OF LAW UNLAWFUL HARASSMENT AND  
DISCRIMINATION COMPLAINT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I Wish to Complain Against: \_\_\_\_\_

Identify person, activity or program in which alleged discrimination occurred:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I allege that I was discriminated against because of my: (Please check only those that apply)

\_\_\_\_\_ National or Ethnic Origin

\_\_\_\_\_ Religion

\_\_\_\_\_ Color

\_\_\_\_\_ Disability

\_\_\_\_\_ Race

\_\_\_\_\_ Age

\_\_\_\_\_ Sex (excluding sexual harassment)

\_\_\_\_\_ Sexual Orientation

\_\_\_\_\_ Marital Status

\_\_\_\_\_ Gender

Date of Alleged Discrimination: \_\_\_\_\_



**INSTRUCTIONS TO  
COMPLAINANT:**

Please complete the information listed below: This information will be kept strictly confidential and will not be given to the respondent.

Address

\_\_\_\_\_

Street

City

Zip Code

Home/Message

Business

Telephone: (    ) \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_

If there is anyone who could provide more information regarding this, please list names, addresses, and phone numbers, if possible.

Name: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_

*Send original copy to the Dean and keep a copy for your files.*

## **POLICY ON SEXUAL HARASSMENT**

### **Policy Statement**

It is the policy of PCU that sexual harassment of employees and students is unacceptable and will not be tolerated. This policy statement is directed towards all forms of sexual harassment among peers and co-workers, supervisors and subordinates and instructors and students. The Grievance Procedure is to be followed if a student believes that she or he is the victim of sexual harassment.

### **Definition**

For general policy purposes, sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other physical and expressive behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or demeaning employment or educational environment.

It includes, but is not limited to:

1. Unsolicited oral, written, physical and/or visual contact with sexual overtones such as suggestive or obscene letters, notes and invitations, jokes, slurs, comments, epithets, touching, assault, impeding movement, patting or pinching, leering, gestures, display of sexually suggestive objects, pictures, posters.
2. Continuing to express sexual interest after being informed that sexual interest is unwelcome.
3. Making reprisals or express or implied threats of reprisal after a negative response. Conduct such as changing grades, withholding support for an appointment or promotion, change of assignment, suggesting a poor performance report or suggesting failure or probationary status is included in this category.

4. Engaging in implicit or express coercive sexual behavior, which is used to control, influence or affect the career, salary or work environment.
5. Offering favors of academic or employment advancement in exchange for sexual favors.

## **COMPLAINT PROCEDURES**

### **Student Sexual Harassment Informal Complaint Procedures**

Procedure for Complaints against Faculty and Staff:

- a. Encouragement to Pursue

Any student subjected to unwelcome sexual behavior is encouraged to pursue the matter through the informal or formal procedures described below.

- b. Purpose of Informal Procedure

The informal procedures provide an opportunity for confidential discussion, advice, investigation and attempts at resolution short of adjudication. A student need not initiate or exhaust informal complaint procedures before making a formal complaint.

- c. Initiation of Informal Complaint

A student may initiate an informal complaint by speaking to the Dean.

- d. Responsibility of the Dean is to:

- (i) Advise the student whether the conduct complained of falls within the definition of sexual harassment or is more appropriately addressed through other procedures;
- (ii) Explain to the student the procedures available for resolving complaints and the ramifications of making such a complaint, including protection from retaliation and the scope of confidentiality;
- (iii) Counsel the student regarding ways he/she can resolve the matter directly with the respondent whose conduct is at issue;

- (iv) With the student's consent, and after the student has signed a written statement of the allegations, discuss the complaint with the respondent in order to resolve the matter informally;
- (v) If informal resolution fails, advise the student on his/her option to pursue the matter through the formal complaint procedure; and
- (vi) Advise the complainant and the respondent that he/she may be assisted by a volunteer unpaid advocate at any state of the proceedings.

f. Confidentiality of Informal Procedure

- (i) The Dean will not reveal the name of the complaining student to the respondent whose conduct is at issue or to anyone without the student's permission.
- (ii) The Dean will not reveal the identity of a respondent whose conduct is or has been complained of to anyone, with the following exception:
  - (a) The Dean may reveal such information when the Dean believes the conduct complained of occurred and poses a threat to the safety of other members of the Law School community;
  - (b) If the Dean reveals information pursuant to subsection above, the Dean shall inform the respondent, whether or not the Dean takes any action on the information;
  - (c) The Dean may reveal to a complainant who is considering bringing a formal complaint against a respondent after informal resolution has failed that the respondent has in the past been found through the formal complaint procedures to have committed sexual harassment, provided, however, that the Dean will not reveal the names of prior complainants without their permission.
- (ii) (a) Any information disclosed by one party to the other party during the informal procedures which was not available to the other party outside the informal procedure will be treated as given in confidence. The fact that such disclosure was made shall not be used in the formal procedure except as agreed by the party making the disclosure.

- (ii) (b) Any information disclosed to the parties in the informal procedure other than that covered by (ii)(a) above which was not available to the parties outside of the informal procedure shall be treated as given in confidence.
- (iii) The Dean will keep written records of the complaints made, including the status and gender of the complainant and respondent involved, the nature of the complaint and its resolution, but not including any information that could be used to identify complainants or respondents.

g. Statute of Limitations

The period for initiating either the informal complaint procedure or the formal complaint procedure, if the informal procedure has been bypassed, shall be:

- (i) One (1) year from the date the incident occurred unless the complainant is enrolled in the respondent's class or is a rejected applicant;
- (ii) If the complainant is enrolled in the respondent's class, it shall be one (1) year after the complainant ceases to be enrolled in the respondent's class; or
- (iii) If the complainant is a rejected applicant, it shall be six (6) months after the complainant received notice of the rejection.

Formal procedures for complaints against faculty and staff:

- a. **Written Complaint.** In order to initiate the formal portion of the procedure, a student must file a written complaint with the Dean setting forth the alleged facts.
- b. **Notification.** The Dean shall notify the respondent named in the complaint that a complaint has been filed, inform the respondent of the nature of the complaint, and provide a copy of the complaint to the respondent.
- c. **Formal Investigation**
  - (ii) The Dean shall investigate the allegations in the complaint and shall speak to the respondent and the complainant. He/she may speak with any other person he/she thinks may be helpful to the investigation. The Dean shall not require the complainant to repeat the details of his/her allegations except as necessary for clarification or to resolve inconsistencies.

- (iii) If, after investigation, the Dean finds the complaint to be well founded, a sanction may be recommended.
- (iv) The Dean shall inform the respondent and impose a sanction commensurate with the seriousness of the offense. The respondent shall have an opportunity to meet with the Dean regarding the sanction, but any appeal must be heard by the hearing committee described below.
- (v) The Dean shall report his/her decision to the complainant, the respondent and the Sexual Harassment Committee (defined below).
- (vi) The formal investigation will be confidential in accordance with the personnel policies of the Law School.

d. Formal Hearing

- (ii) Following an adverse decision by the Dean, either the complainant or the respondent may request a hearing before the Sexual Harassment Committee. The Committee consists of three faculty members specially appointed by the Chair of the Academic Council. At least one (1) member of the hearing committee shall be a woman and at least one (1) member shall be a man.
- (iii) The hearing committee shall hear the Dean's report, all the evidence from the complainant and the respondent and shall decide by majority vote whether sexual harassment occurred. The complainant and the respondent are entitled to an advocate of his/her choice from the Law School community. A complainant or a respondent may be assisted by a private attorney retained at that person's sole expense.
- (iv) The formal hearing procedures will be consistent with state law requirements.
- (v) The complainant and the respondent are entitled to copies of all witness statements pertinent to the complaint, as well as all statements of decision of prior formally adjudicated complaints.
- (vi) The hearing committee may request that all students and employees so involved appear at the hearing.
- (vii) The formal hearing will be confidential. The hearing will be open only to those persons who in the determination of the hearing committee have reason to be there. The decision of the committee shall be made known to the complainant, the respondent, and the Dean. Information revealed during a formal hearing shall be

treated as confidential by all those who participate in the hearing process and protected from outside disclosure.

#### Correctional Measures:

##### a. Sexual Harassment

Following a decision by the Sexual Harassment Committee that sexual harassment occurred, the committee shall, by majority vote, decide the following subsidiary questions.

##### (ii) Levels of Wrongdoing.

- a) **Intentional Behavior:** If the committee finds that the respondent either knew or was substantially certain that the conduct in which he/she engaged would be regarded as sexual harassment by the complainant or by a reasonable complainant, then the committee shall find that such conduct was intentional.
- b) **Reckless Behavior:** If the committee finds that the respondent actually realized, or knew of facts from which he/she should have realized, that there was a strong probability that the behavior in which he/she engaged would be regarded as sexual harassment by the complainant or by a reasonable complainant, then the committee shall find that such conduct was reckless.
- c) **Negligent Behavior:** If the committee finds that the respondent engaged in behavior which an ordinary reasonable person under the circumstances would have thought to be sexual harassment, then they shall find that it was negligent.

##### b. Corrections

- (ii) **Amending Corrections: Private Apology, Public Apology.** Respondents who have been found not to have engaged in sexual harassment, although the conduct would have been considered sexually harassing from the perspective of a reasonable person in the position of the victim, shall be encouraged to apologize. Public apology would be appropriate when the behavior involved more than one person (regardless of the number of complainants).
- (iii) **Educative Corrections: Education, Counseling.** If behavior is found to be negligent, under no circumstances shall the respondent be given a more severe sanction.
- (iv) **Disciplinary Corrections: Private Reprimand, Public Reprimand.** These corrections are appropriate for reckless or intentional behavior.

- (v) Punitive Sanctions: Major: Suspension or termination from school. Major punitive sanctions shall be limited to those cases where the committee unanimously finds that the behavior was intentional.

#### Prevention of Retaliation:

Complaints of retaliation by any member of the Law School community against a complainant, witness or advocate in a sexual harassment complaint proceeding may be made to the Dean. The same procedures described above for substantive complaints of sexual harassment shall be applicable to complaints of retaliation.

### **POLICY ON USE AND ABUSE OF ILLICIT DRUGS AND ALCOHOL**

The Drug-Free Schools and Communities Act Amendments of 1989 require notification to each student and employee of campus standards of conduct regarding the abuse of alcohol and illicit drugs, the legal sanctions which apply, possible health risks and available counseling and assistance programs.

#### Campus Standards of Conduct

PCU has adopted standards of conduct, which prohibit the unlawful possession, use, solicitation or distribution of illicit drugs and the abuse of alcohol by students and employees on campus property or as part of any University activities.

#### Applicable Administrative and Legal Sanctions

Violations by students of the above standards of conduct may result in probation, suspension or expulsion from the University. Employees who violate the above standards may be disciplined, up to and including termination of employment.

In addition, violations of law committed on campus property, or at a University event, will be subject to prosecution by federal, state and local enforcement agencies. Penalties for violations of law may include imprisonment, fines or both.

#### Health Risks

Both productivity at work and the learning process are significantly impaired by the use of illicit drugs and alcohol abuse. Substance abuse and dependency can cause many short-term and long-term health consequences.

Alcohol-related illnesses now represent the third leading cause of death in the United States exceeded only by cancer and heart disease. Medical research has established very strong evidence that alcohol abuse contributes significantly to cancer and heart disease. There is clear evidence of serious negative effects on babies due to use of illicit drugs and alcohol by the mother during pregnancy.

#### Student and Employee Counseling and Treatment

Students in need of additional information regarding drug or alcohol counseling, treatment,

rehabilitation or re-entry programs are encouraged to contact the Dean.  
All inquiries through the University's referral service are strictly confidential.

## **SEXUAL ASSAULT POLICY**

PCU is committed to offering a safe environment that promotes the furthering of higher education. Unfortunately, no educational institution can be a guarantor that no crime will occur.

Therefore, in accordance with California Education Code Section 94385, the following policy has been adopted in the event a sexual assault occurs on the PCU campus, or at events sponsored by PCU.

**ANY QUESTIONS CONCERNING THIS POLICY SHOULD BE ADDRESSED TO THE DEAN.**

### **General Statement**

It is of paramount importance to PCU to provide assistance to victims and witnesses of sexual assault. PCU strongly recommends immediate reporting of sexual assaults or any other crime to law enforcement authorities and to an administrator. Immediate reporting will most likely result in apprehending the one committing the assault and in deterring additional assaults.

### **Procedures for Notification Following Sexual Assault**

#### *Notification of Authorities:*

If possible, the victim or witness of a sexual assault should immediately report the incident to the police. The quickest and most efficient way is to dial 911. Trained specialists are on duty 24 hours a day to dispatch the emergency care necessary whether it is paramedics, police, or both.

A victim or witness of sexual assault should remember that safety is of utmost importance: therefore a victim or witness should first go to a safe place. Once in a safe place, the police should be called immediately. When reporting a sexual assault stay as calm as possible and do not hang up until the authorities have all necessary information. The reporter of a sexual assault should give:

1. Name and telephone number (of telephone from which call is made).
2. Address and location (i.e. room, building, floor etc.) where the victim or witness is located. The same information should be given for the location of the assault.
3. The crime being reported and a **BRIEF** statement of what has occurred.
4. Suspect Information

- a. Is the suspect's location known or has the suspect fled?
- b. If the suspect has fled, in which direction last headed.
- c. Description of the suspect.
  - Male or female
  - Race
  - Approximate age
  - Height
  - Weight
  - Hair Color
  - Eye Color
  - Description of clothing worn by suspect
- d. If the suspect fled by vehicle
  - Type of vehicle
  - Color of vehicle
  - License plate number – even if partial
  - In which direction vehicle was going

After calling the proper authorities, victims or witnesses should take extreme care to preserve all physical evidence. Clothing and the person should not be washed. Clothing worn by the victim at the time of the assault must be saved. The area where the assault occurred must not be disturbed.

### **Notification of PCU Administration**

PCU administration also should be notified immediately that a sexual assault has occurred. The victim of an assault should seek assistance and information from any available member of the Administration or Faculty. Assistance includes transportation to medical facilities, notifying police, or paramedics, or both. If no administrative person or faculty member is available, a telephone call to Dean Dezes should be made immediately.

Unless directed by the assault victim not to report the assault, PCU without delay will report the assault to the authorities. PCU believes strongly that any sexual assault must be reported as soon as possible. PCU **will** report immediately, where in the best judgment of the administration, reporting is necessary to safeguard the victim or other individuals. PCU will preserve to the utmost extent possible, the privacy of the victim.

### **Location of Telephones**

Victims and witnesses of an assault can make emergency calls from telephones located on the law school premises. Telephones are located in the law school office.

### **Available Services**

A list of available services for victims of sexual assault is appended to this policy. A list of all services will automatically be given to any victim of sexual assault.

### **Confidentiality**

Any report of sexual assault will be kept in strictest confidence by PCU. Once an assault has been reported and all essential assistance has been rendered, the matter will be turned over to a Dean. The Dean shall have sole access to the file, which will include information about events that have occurred and all future action that transpires.

In order to assure confidentiality for the victim, all procedures for case management, including keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault, or the results of any disciplinary action or appeal will be the responsibility of a Dean.

PCU employees will be instructed about the importance of strictest confidentiality.

No information will be released without the express consent of the victim or unless under court order. Should PCU receive a subpoena for information, the victim will be notified prior to complying with the subpoena to give the victim an opportunity to challenge the subpoena.

Absent legal incapacity, the information will not be released to the victim's family. PCU recognizes the importance of strictest confidentiality.

### **Academic Impact of Assault**

Every effort possible will be afforded the victim of an assault in relation to any academic difficulties that may arise as a result of the assault. The victim may discuss the options available with the Dean. This may include (but is not limited to) a leave of absence, tutoring or extensions of time for completion of courses. Appropriate assistance will be determined by the Administration.

### **Legal Recourse by Victim of Sexual Assault**

**Criminal Action:** The victim of an assault will receive information about existence of

criminal prosecutions against the person committing the assault. A crime report form will be kept on file at the school and will be given to the victim.

Civil Action: Each victim will be informed that civil action can be instituted against the perpetrator of an assault. The victim will be advised to seek counsel, whether private or through legal services available to the victim of an assault.

A list of telephone numbers for available legal services is appended to this policy and will be maintained by the School of Law.

**EMERGENCY  
NUMBERS**

American Red Cross	(800) 733-2767 (24Hr.)
Federal Emergency Management Association (FEMA)	(800) 621-3362 (24Hr.)
- Disaster Assistance Information	(800) 525-0321

**MEDICAL**

Harbor Community Clinic, San Pedro	(310) 547-0202
Pine Grove Hospital (Behavioral Health)	(Crisis Line) (800) 843-
4768 7011 Shoup Ave., Canoga Park 91307	(818) 348-0500
Southbay Family Healthcare Center	(310) 318-2521
T.H.E. Clinic at Ruth Temple, Los Angeles	(323) 730-1920
Venice Family Clinic, Venice	(310) 392-8636
Westside Women's Health Clinic, Santa Monica	(310) 450-4773
Women's Health Care Clinic, Torrance	(310) 222-2409

## **COMPLAINTS AND/OR GRIEVANCES**

Students are advised to utilize the appropriate administrative procedure for resolving complaints. The School of Law has separate policies that govern student conduct, sexual harassment, sexual assault and discrimination (based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status or physical or mental disability.)

Students are advised to contact the Dean if unsure of which policy applies to their particular situation.

If a student has a complaint or grievance that does not fall into one of the above stated policies, the student may utilize the general Grievance Procedure listed below.

### **Grievance Procedure**

The University has an open door policy in which encourages students to bring suggestions, complaints, and grievances to the administration for discussion and, when appropriate, informal resolution.

The Grievance Procedure has been established to give students a vehicle to resolve situations, conflicts or disputes in a professional, unbiased, and documented procedure. Matters that have been resolved by another procedural process outlined in the Handbook are considered final and may not be the subject of a grievance under this policy.

### **Informal Resolution**

The parties involved in the situation are encouraged to meet and confer in an effort to resolve the situation. This encourages communication between the student and the faculty, staff, administrator or other student involved and enhances an opportunity to reach an agreement. No written records are maintained in the student file at this stage.

While it is hoped that resolution is reached at the informal resolution meeting, there is no requirement to meet informally prior to filing a formal complaint.

### **Formal Resolution Process**

To file a formal complaint, the student must complete a Notice of Grievance Form and submit it to the Dean. (The form is available in the School of Law office and published in the Student Handbook.)

Upon receipt of the submission, the Dean will request a response to the allegations from the party or parties identified in the student's Notice of Grievance Form. Said response will be due to the Dean 15 days from said request.

Once the Dean has received the response(s), the Dean, may, after review, and investigation,

1. Conduct a formal meeting with all parties to discuss and attempt to resolve the grievance or,
2. Issue a written resolution statement that is to be followed by all parties.

The decision of the Dean is final and binding on all parties.

**NOTICE OF GRIEVANCE FORM**

Student Name: \_\_\_\_\_  
(Please print legibly or type in requested information)

**NATURE OF GRIEVANCE:**

(State the facts and parties involved giving rise to your grievance)

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**DATES OF ANY ATTEMPTED INFORMAL RESOLUTION & NAMES OF PARTIES PRESENT:**

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**RESOLUTION/REMEDY REQUESTED:**

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I verify that the above information is true to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Received in the School of Law Office: \_\_\_\_\_ by \_\_\_\_\_.

Date

Staff Member

**NOTICE OF APPEAL-GRIEVANCE RESOLUTION**

(The Dean's written response and the student's original notice of Grievance must accompany this form. It is the student's responsibility to submit all necessary documentation.)

Student Name:

\_\_\_\_\_

(Please print legibly or type in requested information)

Basis for Appeal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resolution/Remedies Requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I verify that the above information is true to the best of my knowledge.

\_\_\_\_\_

Signature

Date

Received in the Dean's Office: \_\_\_\_\_ by \_\_\_\_\_.

Date

Staff Member

## **RETENTION OF RECORDS**

PCU shall maintain all records in accordance with its accreditor's requirements;

The names, addresses, email addresses and telephone numbers of each student who enrolled, permanent records of degrees, certificates and the dates each were granted, the courses and units on which the certificate or degree was based, the grades earned by the student in each of those courses. Transcripts showing all courses completed or attempted, educational programs, and credits awarded from PCU. The educational programs offered by PCU and the curriculum for each, the names, addresses and educational qualifications of PCU faculty members.

## **PERTINENT INFORMATION FOR STUDENTS WITH DISABILITIES AT PACIFIC COAST UNIVERSITY, SCHOOL OF LAW**

### **I. OVERVIEW**

Pacific Coast University, School of Law, is committed to providing services and accommodations to students with documented disabilities. Our ADA Program is monitored by the ADA Compliance Officer who reports to the Dean of the School of Law. The ADA Compliance Officer is involved in the determination and facilitation of academic and examination accommodations.

Any student, who desires to receive services from the ADA Program, should carefully review all the program's policies and procedures. While PCU recognizes its legal obligation to provide reasonable accommodations to students with disabilities, students requesting and/or utilizing these services have certain obligations and responsibilities surrounding their use of such services.

### **I. CONFIDENTIALITY**

Information about who has a disability and the nature of that disability is highly confidential information. However, it is sometimes necessary for the ADA Officer to provide disability information to University personnel in the consideration and facilitation of academic and examination accommodations for students with disabilities. As a general rule, only the members of the law school staff will have specific information about a student's disability so that reasonable and appropriate accommodations can be determined. Only when necessary for carrying out the responsibilities of their jobs is disability information given to other University personnel. Written consent of a student with a disability to share information with personnel other than the referenced University personnel is necessary before disclosure will be made.

Therefore, the following is a list of personnel, by department, who may have information regarding students with disabilities:

**Personnel Who May Have Access to Students' Disability Files:**

1. ADA Officer
2. Dean of the School of Law
3. Registrar

**Personnel Who May Need to Have Knowledge That a Student Has a Disability, But Who Will Not Have Access to the Nature of Disability:**

1. Examination Proctors

**II. PROCEDURES FOR DETERMINING DISABILITY AND ACCOMMODATIONS**

**A. Verification of Disability**

The School of Law adopted the guidelines set forth by the Committee of Bar Examiners, which establish the criteria that must be met before accommodations will be provided.

The process requires the student and the diagnostician to complete a specific form as part of the application process. Specific testing requirements are outlined as well.

Students are required to submit the necessary forms to the ADA Officer as early in the term as possible, to allow time for review, or submission of additional information. Late submissions may result in the student being ineligible to receive accommodations for the term.

Since the forms must ultimately be submitted to the Committee of Bar Examiners, original forms are returned to the student and a copy is maintained in the student's ADA file.

The School reserves the right to submit the request and test results to an independent licensed consultant who is contracted with the School. In this instance, the student's name will be redacted to preserve anonymity. If the student withholds permission to forward the request to an independent consultant, accommodations may be denied.

An information sheet outlining the CBE's guidelines follows this section. A complete application packet is available in the School of Law office. All students who believe they may need accommodations are encouraged to contact the registrar as early as possible.

**B. Verification of Temporary Disability**

Students seeking accommodations on the basis of a temporary disability must provide documentation verifying the nature of the condition, stating the expected duration of the condition, and describing the accommodations deemed necessary. A temporary disability is not a handicap within the meaning of Section 504; however, it is the policy of the University to

provide reasonable academic accommodations for such disability whenever possible. Such verification must be provided by a professional health care provider who is qualified in the diagnosis of such conditions. The assessment or verification of disability must reflect the student's current level of disability, and **shall be no older than 60 days**. The cost of obtaining the professional verification shall be borne by the student.

If the initial verification is incomplete or inadequate to determine the extent of the disability and appropriate accommodations, the University shall have the discretion to require supplemental assessment of a temporary disability. The cost of the supplemental assessment shall be borne by the student.

### **III. GENERAL ACCOMMODATIONS**

#### **A. Procedure for Requesting Accommodations**

Reasonable and appropriate academic and examination accommodations are defined as alternative means to access information or facilities, or alternative ways to demonstrate knowledge, without compromising essential academic objectives and without undue financial or administrative burden on the institution. All students requesting services are required to submit the forms required by the CBE including a form filled out by the student and one filled out by an appropriate professional with supporting documentation prior to receiving services from the ADA Program. Additionally, documentation of accommodations received at another educational institution or place of work may be helpful in determining accommodations in the law school setting.

Students will be notified in writing of the accommodations granted and/or denied, or if additional information is necessary. Every effort will be made to respond timely to student requests.

Should the student disagree with the decision, the student is encouraged to contact the Compliance Officer to discuss concerns, in an effort to resolve the matter informally. If the matter cannot be resolved informally with the ADA officer, the student may file a grievance under the School's Complaint Procedure for Discrimination.

## **B. Recorded Textbooks**

A free, public service known as Recordings For The Blind and Dyslexic provides recorded textbooks and textbooks on computer disks to students with documented disabilities that would affect reading (such as visual impairments and dyslexia). If a student requires recorded textbooks, it is the student's responsibility to apply for RFB&D services. It is important to note that it takes about a month to have an application from RFB&D processed. Also, it can take up to three months to have a law textbook recorded that has not already been recorded. Therefore, it is of the utmost importance to submit an application to RFB&D as soon as possible. Reasonable effort must be made in a timely manner to obtain recorded textbooks from RFB&D.

## **C. Liaison Services With the State Department of Rehabilitation**

The Department of Rehabilitation offers services to students with disabilities, such as special adaptive equipment, books, supplies, tuition and employment counseling. Students must have a verifiable disability, and meet their criteria to qualify for services. For more complete details about Rehabilitation Services, please contact a counselor at the California State Department of Rehabilitation.

## **D. Reader Services**

All students requiring recorded textbooks should receive this service from Recordings for the Blind. There are occasions, however, when students with visual impairments or learning disabilities need material on tape that is not available through RFB. The ADA Officer may provide readers or recording services in these cases if documentation is on file justifying the accommodation. The ADA Officer must receive, in writing, a student's request for either a reader or for material to be recorded by the ADA Office. The request must be submitted within ten (10) days, for every one hundred pages to be recorded, in advance of the due date. The ADA Officer may accept requests for reader/taping services that do not meet the above time lines and every reasonable effort will be made to provide the service. However, the ADA Officer cannot guarantee the timely completion of the request without the aforementioned notice. This request must include the book title, author, page numbers, and the date you need the recording. In some cases, you may need to leave your book with the ADA Office so the material can be recorded. All recordings made by the ADA Office are the property of the Program and must be returned to the ADA Officer upon completion of the semester, or upon withdrawal from the University.

## **E. Library Assistants, Proofreaders, Scribes**

During the course of the semester, students with disabilities may require assistance in the library, or the use of proofreaders to check for mechanical errors in written work, or may need someone to write for them as they dictate information. If the diagnostician has stated that such services are required as a result of the disability, every effort will be made to accommodate the request. Please note that a minimum of twenty (20) business days is required to facilitate such services. Therefore, all written requests must be received 20 business days in advance of the date the

student expects to need the requested accommodation. While written requests received by the Officer without such notice will be accepted, every reasonable effort will be made to facilitate the request, but no guarantees can be made.

#### **F. Recording Accommodation**

Some students with disabilities may be unable to take adequate notes in a classroom situation. As is the case with all accommodations, professional documentation of the disability must support the need for note-taking services. Generally student assistants are utilized for note-taking. ADA students may record lectures. (ADA students must give the Officer advance notice of the intent to tape.)

#### **G. Priority Registration for Courses**

The ADA Office may make special arrangements with the Admissions Office for students with disabilities to register early if the specific impact of such disabilities necessitates priority registration. Please see the ADA Officer to request this accommodation.

### **I. EXAM ACCOMMODATION**

Accommodations for exams will be made as necessary to minimize the effect of a particular disability and to accurately measure a student's performance in the course. All examinations taken with accommodations are under the supervision of the ADA Officer. All correspondence regarding exam accommodations, exam dates and times, and exam locations, should be directed to the ADA Officer/Registrar.

Students with disabilities taking accommodated exams under the supervision of the ADA Office are subject to the same rules and regulations as outlined in this Student Handbook. The only exceptions to the rules and regulations set forth in the aforementioned publication are the accommodations themselves approved by the ADA Officer. In addition, some of the administrative procedures may differ from the general exam process. Therefore, please review the following information about examinations administered under the auspices of the ADA Program:

1. Ascertain your exam number from the School of Law prior to checking in the day of the exam. Failure to do so may result in loss of exam writing time.
2. You are required to check in at the School of Law office 15 minutes prior to the scheduled exam start time. Failure to check in on time may result in loss of exam writing time.
3. You are strongly discouraged from discussing your exam accommodations with professors. This is to preserve the anonymous exam and grading process.
4. You may not bring any unauthorized books, notes, papers, briefcases, purses, handbags or like materials into an examination room or use them for reference. You must place these materials in your car before reporting to the office.
5. The ADA Officer, ADA exam proctors, Registrar and the Dean may enter the examination room at anytime. Each of these people has the right to inspect any and all materials in the room.
6. Students who, because of disability, have been allowed to bring food and beverages into the examination room are limited to one, small lunch bag and a reasonable sized beverage container. The ADA proctor will inspect this bag prior to the onset of the examination and at any time during the course of the examination.
7. Students who have the use of a personal computer as an accommodation for disability must do all the proofing, editing, saving, etc. within the specified exam time. No extension of time will be granted for these purposes. The same rule applies if a transcriptionist is being utilized. The student is responsible for instructing the transcriptionist accordingly, and structuring time accordingly.
8. Examinees may not speak to another student for any purpose after an examination has begun.
9. Any breaks must be taken within the exam period unless otherwise stated as a separate exam accommodation.
10. No extension of time will be given if a student is late for the examination. Arrival more than 15 minutes after the scheduled starting time will result in ineligibility to sit for the examination and a grade of "Administrative X" for the examination. Receipt of the "Administrative X" may be voided only on the basis of an extraordinary and compelling excuse as determined by the Dean.
11. The proctor will not talk to students except to give a 5-minute warning at the end of the exam and then will inform students when the exam period is over. The proctor is the time keeper and will pick up all the materials at the end of the exam. Please comply with the proctors. If

there are any questions as to starting time and/or extended exam allowance, please check with the ADA Officer before the exam date.

12. If a student becomes ill and unable to sit for the examination, immediate notification to the ADA Officer is necessary. Any decision about the change in time or date can only be made by the ADA Officer in consultation with the Dean.
13. Students must leave campus immediately after the exam. Since ADA students may take an exam before the balance of students, discussion of the exam content is cause for disciplinary action under the Student Code of Conduct. ADA students will be required to sign an affidavit agreeing to this condition. Failure to do so may result in denial of accommodations.

### **I. Readmission to the University (ADA)**

ADA students who are academically dismissed are subject to the same policies as other academically dismissed students.

Students may not request retroactive ADA status. Each student has an affirmative duty to notify the ADA Office of a possible disability and to provide documentation as stated in Section III, prior to receiving accommodations.

The Rehabilitation Act states that accommodations are given to disabled students to “level the playing field” to allow them to compete in the University setting. ADA students are not given accommodations to provide an advantage nor are they counted as a liability. The recommendations are solely a leveling agent and students are evaluated on their adjusted/accommodated ability.

### **TAX INCENTIVES FOR HIGHER EDUCATION**

The tax code provides a variety of tax incentives for families who are saving for, or already paying, higher education costs or are repaying student loans.

For specific information about the following incentives, please confer with your financial advisor or accountant, for;

- 1) Students may be able to claim a tuition deduction of up to \$4,000 of qualified education expenses paid during the year for themselves, their spouse, or their dependent.
- 2) Students may be able to deduct interest paid on a qualified student loan.

### **VIDEO/PHOTO/SPEECH RELEASE**

By enrolling as a law student at PCU, the student agrees that during any PCU program and/or activity, including but not limited to class participation, his or her photograph may be taken and speech recorded by PCU, or its event producers, sponsors, organizers, agents and/or assigns.

Also by enrolling as a law student at PCU, the student further agrees that his or her photograph and/or speech -- including video recording, still photography, or other reproduction of his or her likeness and/or speech -- may be used without charge by PCU and its event producers, sponsors, organizers, agents and/or assigns in any form (such as podcasts or other downloadable form) and for any purpose they deem appropriate, including, but not limited to, promotional materials, fundraising presentations or proposals, newspaper or magazine publication, or posting on a website for promotional or other purposes.

### **NOTICE OF NON-DISCRIMINATORY POLICY**

PCU admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, military discharge status, marital status, parental status, or any other protected status to all the rights, privileges, programs, and other activities generally accorded or made available to students at PCU. PCU does not discriminate on the basis of race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, military discharge status, marital status, parental status, or any other protected status in administration of its educational policies, admission policies, and scholarship programs.

Further, the University provides reasonable accommodations to students in accordance with Section 504 of the Rehabilitation Act of 1973 ("Section 504") and the Americans with Disabilities Act of 1990 ("ADA"), Title I. The University also makes, in accordance with Section 504 and Title III of the ADA, academic adjustments and provides auxiliary aids to disabled students upon submission of the requisite documentation.

Pursuant to its statutory obligation, the University has designated the registrar as the Compliance Officer, who is the University official responsible for coordinating the University's compliance efforts under Section 504. Questions regarding the policy of non-discrimination or ADA compliance should be addressed to:

Compliance Officer  
Pacific Coast University, School of Law  
1650 Ximeno Ave. Suite 300  
Long Beach Ca. 90804

## **Building Security**

### **Reporting of Criminal Activity**

The Student Right-to-Know and Campus Security Act (Public Law 101-542, as amended) requires that PCU compile records of all crimes reported to the police or campus authorities, and arrests for the following criminal offenses: murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, liquor law and drug abuse violations and weapons possession offenses that occur on campus. This information is to be provided annually to all current students and employees, and to all applicants for admission and employment upon request.

In order for PCU to comply with these data collection requirements, every student or employee who is a witness to or the victim of any of the offenses listed above while at school must immediately report such incidents.

### **Building Security Policy**

It is the policy of PCU to encourage the accurate and prompt reporting of all crimes at school. The following guidelines have been established to protect students, faculty and employees of the University. Please read these guidelines carefully.

1. The possession of firearms or other weapons is not permitted on the PCU campus or at any PCU sponsored event.
2. Any occurrence of vandalism, violence or fighting should be reported immediately to an administrative official.
3. Cars should be locked when parked in the campus parking lot.
4. Any unidentified individual(s) observed loitering on the campus or in the parking lot should be immediately reported to an administrative official.
5. Never leave personal property unattended in an office, classroom or the library. Don't leave valuables in plain view, especially on the seat of your car.
6. The PCU business complex has patrolling security officers. They can be called for escort service to your car by telephoning Richard Gonzalez at (562) 743-8267
7. The following steps should be taken upon the occurrence of any criminal act on campus:

Immediately call 911 and follow these tips:

- Stay calm
- Be observant
- Give your name
- Don't hang up until told to do so
- Tell what happened. Give details.
- Give the location of the occurrence

- State when it occurred
- Describe injuries, if any
- Give description of suspects
- Provide vehicle license number, if applicable
- Provide details regarding weapons, if any
- Provide last known direction of travel of suspects

File a written report with any administrative personnel. As required by the Student Right-to-Know and Campus Security Act, a Campus Incident Statement must be completed within 24 hours of the occurrence of any incident.

### **SAFETY AND HEALTH & EMERGENCY INFORMATION**

#### Smoking

Smoking is not permitted in the classrooms, library, student lounge, offices or restrooms at any time.

#### Fires, Earthquake and other Emergencies

##### 1. Calling for Help

In case of emergency for police, fire, or ambulance, call 911. Be sure to give our location: 1650 Ximeno Avenue #300, Long Beach, CA 90804 and telephone number: (562) 961-8200.

##### 2. Hospitals

The closest hospital to the PCU campus is:

Long Beach Memorial Hospital: 2801 Atlantic Avenue, Long Beach, CA 90804; (562) 933-5437.

##### 3. Police

The regular, non-emergency number for the police is (562) 961-0066.

#### 4. Fire Department

The regular, non-emergency number for the fire department is (562) 591-7631.

### Special Earthquake Instructions

#### 1. Safety During an Earthquake

During an earthquake and aftershocks, duck, cover your head and hold on to something. If you are inside, take cover under a desk or table or against an inside wall, or stand in a doorway, bracing yourself in the doorframe. Move away from bookshelves and ceiling fixtures. If you are outside, move away from buildings, trees, billboards, and telephone and electrical lines. Stay out of the elevators.

#### 2. First-Aid After an Earthquake

After an earthquake, check yourself and others for injuries and assist in providing first aid.

#### 3. Safety Checks After an Earthquake

Check for gas, water and sewage breaks, for downed electric lines and shorts, and for fires.

### Evacuation

In the event of a fire, earthquake or other emergency that requires evacuation from the campus, proceed carefully to the closest unobstructed stairwell and exit in a quick and orderly fashion. If you are in class when the need for an evacuation arises, please follow the instructions of your professor or any staff member who is assisting in the evacuation. Please assemble with your class in the parking lot. The property management staff will handle any damage control and take care of any utility problems.

## ADMINISTRATIVE RULES AND REGULATIONS

### Smoking

Smoking is not permitted in the classrooms, library, student lounge, offices or restrooms at any time.

### Furniture

Most of the desks and chairs in the classrooms have been specially designed and constructed to provide comfort, attractive surroundings and durability. Please do not mark or deface any of the furniture.

### Eating

Food and drinks are not permitted in classrooms or in the library.

### Break Periods

During three-hour class sessions, professors normally have one or two break periods of either 10 or 15 minutes. For classes that are two hours or less, break periods are not customarily given.

### Energy Conservation

Please make an effort to switch off lights in your classrooms when class is over or when the room is not in use. Please do not study in vacant classrooms unless the library is full to capacity.

### Canceled or Rescheduled Classes

On occasion a class must be canceled and/or rescheduled. If there is time to notify students, the staff will email students.

### Change of Address

It is sometimes necessary to contact students by telephone or to mail important notices and materials during the term. Students must report a change of address and/or telephone number, both home and work, in writing to the office immediately.

### Official Notices

Students are held strictly responsible for observing information and following instructions on notices posted on the official bulletin boards.

### Lost and Found Articles

Any inquiries regarding lost or found articles should be directed to a staff member in the law school office (for items lost in the classroom/building at the PCU campus).

### Identification Cards

Student identification cards are issued during the student's first semester at the School of Law. This I.D. card is to be retained by the student for use during his/her entire school career. Students must present I.D. cards at the time of taking exams, and for library use.

### Recording of Classes

Students who wish to record a class session must obtain the permission of the instructor whose class they wish to record. PCU does not require instructors to permit recording.

Students are advised that listening to recordings does not excuse the absence from class. Use of Commercial Briefs

Professors may in their discretion allow use or prohibit use of commercially prepared briefs in class. Enforcement of any prohibition will be in the professor's discretion. Any prohibition must be clearly stated in the course syllabus, including any sanctions for violating the prohibition.

### Faculty Representation of Current Students

Faculty is prohibited from serving as counsel for students currently enrolled in the School of Law absent the express prior authorization of the Dean.

## **AMENDMENT OF STUDENT INFORMATION HANDBOOK**

No policy set forth in this Student Information Handbook may be amended except upon resolution adopted by a majority vote of the PCU Academic Council.

## **RIGHTS RESERVED TO THE UNIVERSITY**

Catalogs, bulletins, course and fee schedules, etc., are not to be considered as binding contracts between PCU and the students. The University reserves the right at any time, without advance notice, to: (a) cancel classes, courses, and programs; (b) change the academic calendar; (c) change the regulations and requirements governing instruction in, and graduation from, the University, and (a) change any other regulations affecting students. Changes shall go into force whenever the proper authorities so determine and shall apply not only to prospective students but also to those who are matriculated at the time in the University. When conditions permit, the University provides advance notice of such changes. In particular, when an instructional program is to be withdrawn, the University will make every reasonable effort to ensure that, students who are within two years of completing the graduation requirements, will have the opportunity to complete the program to be withdrawn. The University also reserves the right to deny a student the privilege of registering, and the right not to release a student's records, or any information based on the records, when the student has failed to discharge any obligation to the University.

## **EXCLUSION OF STUDENTS**

PCU reserves the right to exclude any student when such action is deemed necessary by the Dean, and/or Academic Council to serve the best interests of the student, other students or the law school.

