



UWLA

University of
West Los Angeles

UNIVERSITY OF WEST LOS ANGELES

SCHOOL OF LAW

Student Information Handbook

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WEST LOS ANGELES

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Dear Student: The Student 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 Student 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. The University of West Los Angeles (UWLA) 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 – feel free to contact any staff member in the School of Law Office.

Have a great year!

OFFICES AND PERSONNEL

1. University Administration

President Robert W. Brown (WLA)

2. School of Law

Dean Jay Frykberg (WLA/SFV)
Director of Student Services & Eric Zegarra (SFV)
ADA Compliance Officer
Registrar Patty White (WLA)
Director of Recruitment & Enrollment Troy Brown (WLA/SFV)
Enrollment and Recruitment Manager Shadi Jafari (WLA/SFV)
Admissions Administrator Verdel Baskin (WLA/SFV)
Director of Operations Pat Galasso (SFV)
Director Career Services Shaghayegh Aboutalebi (WLA/SFV)

3. Resident Faculty Members

Full Time Faculty Member Robert Barrett (SFV)
Full Time Faculty Member David Chaney (WLA/SFV)
Full Time Faculty Member Jay Frykberg (WLA/SFV)
Full Time Faculty Member Cheryl Simbulan-Beach (WLA/SFV)
Full Time Faculty Member Steve Zand (SFV)
Full Time Faculty Member Eric Zegarra (SFV)

4. Financial Services Office

Financial Services Danielle Reeves (WLA/SFV)

5. Business Office

Chief Financial Officer Richard Miyake (WLA)
Vice President, Director of Business office Johnetta Hegwood (WLA)
Administrative Assistant Hortencia Merchan-Harper (WLA)

6. International Programs

Director of International Studies Kelly Li (LAX)
PDSO Johnetta Hegwood (LAX)

6. Facilities

Maintenance Rodrigo Cobarruvias (WLA)

7. Legal Externship Program

Director Robert Barrett (WLA/SFV)

8. Librarian

Director of Libraries & IR Shaghayegh Aboutalebi (WLA/SFV)

University of West Los Angeles

Business Hours

1. <u>School of Law</u>	Monday – Friday	10:00 am - 6:30 pm
2. <u>Business Office</u>	Monday – Friday	10:00 am - 6:30 pm
3. <u>Library (SFV)</u>	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	1:00 pm - 9:30 pm 1:00 am - 9:30 pm 1:00 pm - 9:30 pm 1:00 pm - 9:30 pm 10:00 am - 8:30 pm 9:00 am - 5:30 pm Closed
<u>Library (WLA)</u>	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	1:00 pm - 9:30 pm 1:00 am - 9:30 pm 1:00 pm - 8:30 pm 1:00 am - 9:30 pm 10:00 pm - 4:00 pm 9:00 am - 5:30 pm Closed
4. <u>Financial Services</u>	Monday – Friday	10:00 am - 6:30 pm

STAFF TELEPHONE DIRECTORY

West Los Angeles Campus:
9800 South La Cienega Boulevard, 12th Floor
Inglewood, CA 90301

Main Number: 310.342.5200

OFFICE OF THE PRESIDENT

Robert W. Brown, President
P 310.342.5225
F 310.342.5293

SCHOOL OF LAW

Jay Frykberg, Dean
P 424.234.3795
Troy Brown, Director of Recruitment & Enrollment
P 310.342.5256
F 310.342.5295
Patty White, Registrar
P 310.342.5251
F 310.342.5295

ADMISSIONS

Troy Brown, Director of Recruitment & Enrollment
P 310.342.5256
F 310.342.5295
Shadi Jafari– Enrollment and Recruitment Manager
P 310.342.5250

BUSINESS OFFICE

Richard Miyake, Chief Financial Officer
P 310.342.5221
Johnetta Hegwood, Vice President/Director
P 310.342.5290 F 310.342.5288

Danielle Reeves, Financial Services
P 310.342.5268

Hortencia Merchan-Harper, Administrative Assistant
P 310.342.5200
F 310.342.5294

LIBRARY

Shaghayegh Aboutalebi, Library Services Director

P 310.342.5206

Library Front Desk

P 310.342.5253

FACILITIES

Rodrigo Cobarruvias, Maintenance

P 310.342.5235

San Fernando Valley Campus:

9201 Oakdale Avenue, Suite 201

Chatsworth, CA 91311

P 818.775.4500

F 818.308.3810

OPERATIONS

Pat Galasso – Director of Operations – 818-775-4502

LIBRARY

Mauricio Cañas

P 818.775.4508

University of West Los Angeles
School of Law
9800 S. La Cienega Boulevard
12th Floor
Inglewood, California 90301
310.342.5200
www.uwla.edu

MISSION STATEMENT OF THE UNIVERSITY OF WEST LOS ANGELES

Through the strengths and virtues of education in the classroom, online or in life, UWLA provides opportunities that empower students of great diversity to live successfully inspired lives.

INSTITUTIONAL LEARNING OUTCOMES

As our mission statement outlines, the goal of the institution is to offer premier graduate education. As such, the University of West Los Angeles achieves this mission by ensuring that academically and professionally our:

- 1) Graduates will make progress towards becoming engaged and self-reliant learners demonstrating habits of intellectual inquiry and striving toward their maximum potential.
- 2) Graduates will experience an academically rigorous learning environment that challenges them to develop the necessary verbal, written and critical analysis and critical thinking skills needed to evaluate complex issues.
- 3) Graduates will develop an understanding of advanced concepts and major modes of inquiry using a variety of methodologies/approaches.
- 4) Graduates will be prepared to contribute to a diverse democratic society with a pluralistic perspective of the world.
- 5) Graduates will be able to demonstrate civility, empathy, interpersonal competence, social responsibility and peaceful conflict resolution within the context of their chosen field.
- 6) Graduates will recognize the ethical dimensions of decisions and actions as well as demonstrate the ability to engage in the ethical reasoning necessary to exercise responsibility as an ethical individual, professional, local and global citizen.

MISSION STATEMENT FOR SCHOOL OF LAW

The mission of the University of West Los Angeles School of Law is to provide student initiated inquiry based learning experiences to enable resilient men and women from diverse backgrounds, without regard to age, sexual orientation or disability to become self-educators who will be ethical practitioners of the law and who will contribute to the democratization of the legal community.

PROGRAM LEARNING OBJECTIVES FOR SCHOOL OF LAW

The educational outcomes of 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; legal research. (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 faculty senate, 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 and the faculty senate.

Dean's Message --

This program has evolved in over half a century from a law office with three law students in Culver City to a two campus University spanning the greater Los Angeles basin with approximately two-hundred students. Further UWLA has the legacy of producing not only thousands of Juris Doctor Graduates but literally thousands of licensed California attorneys who practice in all manner of legal fields from Administrative Law to members of the Bench.

We place a focus on practical application of the law and the majority of our professors are practitioners in their respective fields.

I invite you to contact me and our staff.

Jay P. Frykberg

History And Accreditation

The University of West Los Angeles was chartered in February 1966 under the laws of the State of California as a non-profit educational institution. In August 2010, the form of ownership of The University of West Los Angeles was changed to that of a for-profit corporation.

Since 1978, the Committee of Bar Examiners of the State Bar of California (CBE) has continuously accredited the University of West Los Angeles, School of Law.

In July 2002, the San Fernando Valley College of Law (SFVCL) became a part of the University of West Los Angeles. Academic records for students who attended San Fernando Valley College of Law or the University of La Verne - San Fernando Valley College of Law prior to summer 2002 are available from the University of La Verne.

WASC Senior College and University Commission (WASC) granted UWLA initial accreditation in June 1983. WASC terminated accreditation on June 30, 2006.

WASC Senior College and University Commission (WSCUC) granted UWLA initial accreditation again in July 2018 and has continuously accredited the University of West Los Angeles since.

The University of West Los Angeles is accredited by the WASC Senior College and University Commission (WSCUC) 985 Atlantic Avenue, Suite 100, Alameda, CA 94501.

THE UNIVERSITY COMMUNITY

Board of Managers

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

The Board concerns itself with major policy matters, including setting of goals, mid- and long-range 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 President. The Board is currently meeting on a quarterly basis.

To develop leadership on the Board and to engender Trustee participation in University affairs, the Board has Managers' Committees, in addition to an Executive Committee. Each committee is chaired by a Manager and includes as members two or more Managers, as well as administrators, faculty members, students and alumni. The committee reports to the Board on their activities and make recommendations to the Board. The committees are:

- Academic Affairs
- Executive
- Finance and Facilities

- Institutional Advancement
- Personnel
- Strategy and Planning
- Trustees
- Bylaws and Insurance

In addition, *ad hoc* committees are established as needed.

President

The President, who is appointed by the Board of Managers, is the chief executive officer of the University. The President is directly responsible to the Board of Managers and has the primary responsibility for ensuring that the University fulfills its mission and acts in accordance with its purposes in implementing Board policies while maintaining adherence to principles of integrity, educational quality and sound fiscal management.

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 President, for the appointment, re-appointment and dismissal of all employees of the School of Law. The Dean and the faculty have the responsibility for formulating and implementing academic policies and procedures, in accordance with the general policies prescribed by the Board of Managers.

Faculty

Working cooperatively with the Dean, the faculty has the primary responsibility for formulating, implementing and supervising the academic policies and procedures of the School.

Faculty bylaws, adopted by the faculty and approved by the Board of Trustees in 1993, establish the system of faculty governance. The Bylaws provide for two regular law school faculty meetings a year and two regular university-wide faculty meetings a year. They establish a Faculty Senate and two Standing Committees.

The Faculty Senate appoints faculty members to serve on the committees at the beginning of each academic year. The standing committees are:

- Admissions
- Academic Council
- Curriculum Review
- Exam Review Committee
- Faculty Hiring and Retention
- Grading Committee

PRACTICING LAW IN JURISDICTIONS OTHER THAN CALIFORNIA

Almost all law students at UWLA intend to practice law in California. UWLA is accredited by the California CBE and does not plan to seek approval by the American Bar Association. Any questions regarding the accreditation status of the School should be addressed to the Dean.

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

COMMITTEE OF BAR EXAMINERS REGULATIONS

Registration as a Law Student

As a law student in the State of California whose objective it is to seek admission to practice law in this state, you must register with the CBE within 90 days after the start of your first semester of study.

The Committee of Bar Examiners encourages on-line registration and does not mail registration packets to law schools. To register on-line, go to www.calbar.org. To request a packet, call the CBE at (213) 765-1500.

After the CBE has processed your registration form, you will receive a notice of your registration as a law student and registration number in about six months.

First Year Law Students' Examination (Baby Bar)

The First Year Law Students' Examination (FYLX, commonly referred to as the Baby Bar) is administered by the CBE and is required for students attending unaccredited law schools in California, as well as for "special students" at accredited schools. If you were admitted to UWLA as a "special student" (with fewer than 60 academic units); you will be required to take and pass the examination before you may continue into your second year of law study. You must file an application for the examination at least two months prior to the date of administration. It must be sent directly to the CBE accompanied by the application fee via certified mail. (Online application process is available as well.) Forms are available by request to the CBE. The examination is given in June and October.

If you have any doubt about your status in regard to the above, please contact the Dean.

1. Requirements to take the FYLX

A law student must have earned 18 units (completion of 270 hours of law study) within a 12-month period in order to qualify to take the FYLX.

2. Disqualified students taking the FYLX

Students who are academically dismissed at the end of their first year of study may be eligible to take the FYLX. Such students who take and pass the exam may petition for re-admission, and the Academic Council will consider their having passed the FYLX as one factor in determining re-

admission. If admitted, students who pass the FYLSX are awarded credit for Torts, Contracts and Criminal Law, provided at least a minimum passing grade in the course was earned.

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. The residency requirements vary depending on whether one is a full-time or a part-time student.

- a. Full-Time Program

Students in the full-time program follow a prescribed three-year, six-semester program of 12-15 units per semester and two summer sessions.

The CBE Rules Regulating Admission to Practice Law in California, Factors & Comments, states, "A full-time student is one who devotes substantially all of his working hours to the study of law. Normally, no student in a full-time program should be otherwise employed in excess of twenty hours a week..."

Students attending full time must comply with this prescription. **Full-time students who attempt to work more than 20 hours a week are encouraged to attend on a part-time basis.**

There are no restrictions on employment in the summer sessions, inter-term periods, or recess periods for students registered in the full-time program.

- b. Part-Time Program

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

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 one of UWLA's Projected Programs will satisfy these requirements. A student who wishes to deviate from the recommended sequence must file a petition with the Academic Council. A student assumes full responsibility for such deviation and must ascertain that Bar residency and school graduation requirements will be met.

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 or 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 twice for a course will receive an absence for the course. 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:
 - three hours in any one-unit course;
 - six hours in any two-unit course;
 - nine hours in any three-unit course;
 - twelve hours in any four-unit course.
9. Students who exceed the allowable limit will be 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.

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.

At the present time, students must complete one year of law school before being deemed eligible to take the exam. The Committee of Bar Examiners is considering relaxing the requirement, which would allow students to take the exam after registering with the Committee as a law student. Students will be kept abreast of the status of this requirement and notified if the eligibility criteria change.

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.

Students are encouraged to contact the Business Office to confirm that no outstanding balance exists since transcripts will not be forwarded to the Committee for graduates in arrears. Failure by the Committee to receive a transcript will delay admission to the practice of law.

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. Complete application packets are available in the School of Law office. Please see the Dean 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 CBE. Applications may be completed online at www.admissions.calbar.ca.gov. Failure to file a timely application may result in delay in admission to practice law once the bar exam has been passed.

The CBE wants to be informed of any matters known to the Dean or contained in the graduate's record that may bear adversely on the graduate'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.

UWLA 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.

PROGRAM TUITION AND FEES

Program	Application Fee Non-Refundable	Registration Fee/Semester Non-Refundable	Registration Fee/Summer Non-Refundable	Tuition	*Total Cost
J.D.	\$85.00	\$250.00	\$150.00	\$1059.00 per unit	

**Estimated charges for the entire program including books.*

Tuition for the academic year will be as follows:

Tuition	per unit	\$1059.00
UWLA Alumnus	per unit	\$529.50
Qualifying UWLA Senior*	per unit	\$529.50

* A qualifying UWLA senior is a student of the Law School that wishes to take more than the eighty-five units needed to graduate. Thus any units registered for after the required eighty-five units would be at a reduced rate.

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 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, transcripts, diplomas, scholastic certificates, degrees and/or suspension from studies.

Acceptable Charge Cards

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

Financial Services

The University participates in the following private loan programs:



Wells Fargo- www.wellsfargo.com/student

Financial Services Requirements

All students are eligible to apply for a loan. Problems arise in the processing of the financial services package if delayed because the student has failed to complete the package in a timely manner. As a result, the following procedure applies to students applying to receive a loan:

1. The private loan application must be completed and submitted to the lender no later than the start of classes.
2. In order to be eligible for a loan, a student must be enrolled on a half-time basis, which is enrollment in at least six units in the fall or spring and/or three units in the summer.
3. If the completed financial services package is not submitted to the Financial Services Office prior to the start of classes, then the student will be considered a non-financial services student until UWLA actually receives the financial services funds.
 - A. The student must be prepared to pay at least one-third of the tuition amount prior to the start of class;
 - B. The student must pay a \$125 deferred payment fee prior to the start of class;
 - C. The student must pay the registration fee and any other applicable fees prior to the start of class.

Financial Award/Scholarship Disbursements

Before the Business Office can disburse funds, a student's academic **and** financial services file must be complete.

Satisfactory Academic Progress

Federal and state financial aid regulations require that recipients of federal and state aid make satisfactory academic progress toward the completion of their degree. This same policy has been enacted by UWLA for certification and disbursement of our private loan funding as well. Therefore, as a UWLA student aid recipient, of any source, in addition to meeting other financial aid eligibility criteria, must be in good academic standing and making satisfactory progress in their degree program.

The SAP policy is reviewed on an annual basis and if policy changes are made, will then be updated and reflected on this page, in the student Handbook, and any additional printed information our Student Finance office distributes. Any questions regarding your SAP standing or eligibility standards related to continued funding should be directed to the Dean and/or the Director of Student Financial Services.

Loan Payment Deferments

Deferments are available to students with prior student loans provided they are enrolled at least half-time. You will need to contact your lender to arrange for a deferment.

University of West Los Angeles

Tuition Refund Policy

Refund policies depend on a student's status and when the student withdraws. For students who withdraw from any class up through the 50% point in the semester, charges are reduced in proportion to the percentage remaining in the semester after the student's withdrawal date. For students who withdraw from any class after the 50% point in the semester, **NO REFUND IS GIVEN**.

The withdrawal date is set as the date that the student submits a Change of Program Form or a Full Withdrawal Form and the applicable fee. A \$45.00 fee is assessed each time a student withdraws from a class (after the second week of school in a given semester) or withdraws from the school (at any time).

If the student withdraws from ALL classes in a given semester, refunds on tuition are first returned to the private loan agency if applicable.

Any request to withdraw from a class or from the school **MUST BE IN WRITING** and accompanied by the appropriate fee to be valid. Verbal notifications of intent to withdraw from a class or from the school are insufficient, and will not be recognized as an appropriate notice to the school.

All legitimate requests for the refund of tuition payments will be made within 30 days after a student withdraws from school, or 30 days after the law school's notice that it will discontinue any class or program.

TUITION PAYMENT POLICY OF THE UNIVERSITY OF WEST LOS ANGELES 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, transcripts, 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 Business Office before registration for the next semester can begin.**

DEFERRED PAYMENT PLAN

All students may apply with the Business Office for deferred payment of tuition unless such participation conflicts with rules governing Financial Services. In order to qualify under this Deferred Payment Plan, a student must be eligible to advance academically and not have had any prior unresolved payment deficiencies with the University. Prior defaults in any deferred payment plans will **automatically disqualify** a student from being eligible for a future deferred payment plan. A non-refundable deferred payment fee of \$125 will be assessed on all deferred payment plans. **All fees, including registration fees, deferred payment fees, and any other applicable fees must be paid prior to setting up a deferred payment plan.**

A **Deferred Payment Contract** must be signed by each student participating in this Deferred Payment Plan. Payment of tuition in accordance with this Deferred Payment Plan for the **fall and spring semesters** must be made in the form of **three equal installments**, as follows:

- The first installment payment of **one-third** of total tuition charges is due at the time of registration;
- The second installment payment of **one-third** of total tuition charges is due **not later than the 15th day of the first month following the month in which classes begin**; and

- Payment of the **balance** of tuition charges, together with any other unpaid charges, is due **not later than the 15th day of the second month following the month in which classes begin**. *All accounts must be cleared – that is, paid in full -- by this date.*

Payment of tuition in accordance with this Deferred Payment Plan for the **summer term** must be made in the form of **two equal installments**, as follows:

- One-half of total tuition charges is due at the time of registration; and
- Payment of the **balance** of tuition charges, together with any other unpaid charges, is due not later than the **15th day of the first month following the month in which classes begin**.

NOTE: ALL DEFERRED PAYMENT CONTRACTS MUST BE APPROVED BY THE UNIVERSITY'S BUSINESS OFFICE.

Deferred Payments Plans are governed by the following rules and regulations:

- A late payment fee of \$75 WILL BE charged for each payment that is past due. **Non-receipt of periodic billings from the Business Office does not affect the obligation to make payments when due. You must make your payments according to the schedule set forth in your Deferred Payment Contract;**
- 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 Business Office will be accepted as proof that the past due amounts have been satisfied;**
- The Business Office will submit to the Deans and the Registrar's Office regular status reports of delinquent accounts;
- The Business Office will notify the Deans 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 attend class, sit for exams or 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 Business 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 registration will be rendered incomplete, null and void until such time as all amounts then due and owing are paid in full.

University of West Los Angeles

Deferred Payment Contract

WHEREAS, _____ (“Student”) desires to defer payment of his or her tuition to the University of West Los Angeles School of Law (the “University”) for the _____ 20____ semester or term; and,

WHEREAS, the University has a policy allowing such deferred tuition payments; and

WHEREAS, it is in the best interests of Student and the University to enter into such a deferred tuition-payment agreement (the “Deferred Payment Contract” or the “Agreement”),

THE PARTIES HEREBY AGREE, in consideration of the following mutual covenants and promises and other good and valid consideration, as follows:

By applying to the Business Office for approval to defer payment of his or tuition in the manner particularized below, Student hereby agrees, acknowledges and represents that: (a) he or she is required to read and understand – and he or she has read and understands -- the University’s payment policy as detailed in the University’s Student Information Handbook; (b) said policy as described in the Student Information Handbook is incorporated herein by this reference as though it were set forth in full at this point; and (c) the University’s agreement to approve and accept payment of Student’s tuition on a deferred basis is strictly subject to the following terms and conditions:

- A. Student must be currently eligible to advance academically, and except for those amounts forming the subject matter of this Deferred Payment Contract, there must exist no sums presently due or owing by Student to the University.
- B. Student shall pay to the University, in full and not later than the time of execution of this Deferred Payment Contract, a deferred-payment fee of One Hundred Twenty-Five Dollars (\$125).
- C. Student shall pay to the University, in full and not later than the time of execution of this Deferred Payment Contract, all fees -- including his or her registration fee; the deferred-payment fee referred to in paragraph B, immediately above; and any other applicable fees.
- D. Payment of tuition in accordance with this Deferred Payment Contract for the **fall and spring semesters**, if applicable, shall be made in the form of **three equal installments**, as follows:
 - (1) The first installment payment of **one-third** of total tuition charges is due at the time of registration;
 - (2) The second installment payment of **one-third** of total tuition charges is due **not later than the 15th day of the first month following the month in which classes begin**; and

- (3) Payment of the **balance** of tuition charges, together with any other unpaid charges, is due **not later than the 15th day of the second month following the month in which classes begin**. *All accounts must be cleared – that is, paid in full -- by this date.*
- E. Payment of tuition in accordance with this Deferred Payment Contract for the **summer term**, if applicable, must be made in the form of **two equal installments**, as follows:
- (1) One-half of total tuition charges is due at the time of registration; and
- (2) Payment of the **balance** of tuition charges, together with any other unpaid charges, is due not later than the **15th day of the first month following the month in which classes begin**. *All accounts must be cleared – that is, paid in full -- by this date.*
- F. Student understands and agrees that in the event she or he fails to remit payment of any amounts at or before the time payment of such amounts falls due and owing under the terms of this Deferred Payment Contract, she or he will be subject to the sanctions and penalties set forth in the Tuition Payment Policy described in the Student Information Handbook unless and until such amounts are paid in full. Student further understands that the University's Business Office will submit to the Dean's and Registrar's Office regular status reports of delinquent student accounts.
- G. Student understands and agrees that: (1) the University may assess against Student a late-payment fee of Seventy-Five Dollars (\$75) for each instance in which a payment owing under the terms of this Deferred Payment Contract is not received by the University at or before the time that such payment is due to be made under this Agreement; (2) the University's failure to assess such a late-payment fee in one or more such instances of late or non-payment by Student does not constitute a waiver of or otherwise adversely affect the University's right to assess such a late-payment fee in any other instance of late or non-payment on Student's part; and (3) Student's non-receipt of billing statements from the Business Office does not affect Student's obligation to make payments as and when they become due under the terms of this Tuition Payment Contract.
- H. Student understands and agrees that: (1) Student's account will be considered cleared and paid in full if and when full payment is tendered in the form of cash, cashier's check, or credit or charge card; and (2) if payment is made in the form of a check, then a waiting period of seven (7) business days will be imposed in order to allow sufficient time for the check to clear.
- I. **Attorney's fees:** Student understands and agrees that in the event the University prevails in an action instituted for the purpose to enforce this Tuition Payment Contract, Student will be liable to the University for the amount of any and all costs of suit incurred by the University in prosecuting such action, including its reasonable attorney's fees.
- J. No modification of this Tuition Payment Contract shall be valid unless such modification is in the form of a writing that is dated and signed by both parties.
- K. The parties represent and acknowledge that in executing this Tuition Payment Contract, they do not rely and have not relied upon any representation or statement made by any of the parties or by any of the parties' agents or representatives with regard to the subject matter, basis or effect of this Agreement or otherwise, other than those specifically stated in this written Agreement.

L. Should any provision of this Agreement be declared or be determined by any court of competent jurisdiction to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining parts, terms or provisions shall not be affected thereby, and said illegal, unenforceable or invalid part, term or provision shall be deemed not to be a part of this Agreement.

M. This Agreement sets forth the entire agreement between the parties and fully supersedes any and all prior agreements or understandings, written or oral, between the parties.

O. This Agreement shall be interpreted in accordance with the plain meaning of its terms and not strictly for or against any of the parties.

P. This Tuition Payment Contract shall be construed in accordance with and governed by the laws of the state of California.

STUDENT'S SIGNATURE BELOW SHALL INDICATE THAT SHE OR HE HAS READ THIS TUITION PAYMENT CONTRACT AND AGREES TO ITS TERMS.

Student Signature: _____ Dated: _____

Print Name: _____

Student No.: _____

University of West Los Angeles School of Law

By: _____ Dated: _____

Print Name: _____

PAYMENT SCHEDULE

Payment	Due Date	Amount Paid	Date Received	Received by
First:	_____	_____	_____	_____
Second:	_____	_____	_____	_____
Third:	_____	_____	_____	_____

Adjustments: _____

CURRICULUM

UWLA has a well-designed curriculum that includes a balance of required substantive courses, research and writing courses, and a variety of mainly practice-oriented electives that enhance the traditional coursework. The 85-unit curriculum has 73 units of required courses, including all the subjects tested on the California Bar Examination, several research and writing courses, electives, including non-classroom coursework such as the Legal Externship Program.

REQUIRED COURSES

ADVANCED LEGAL WRITING

3 units

Building on the skills mastered in Legal Research and Writing, this course provides students with advanced legal research skills training as well as additional writing practice including closed and open office memoranda of points and authorities.

APPELLATE ADVOCACY

3 units

This course is designed to study the methods and procedures attorneys use at trial. Students will learn through active participation in all aspects of trial, including opening statement, direct examination and cross-examination of witnesses, closing arguments, objections, demonstrative evidence, exhibits, and moving exhibits into evidence. The instructor and classmates will provide feedback to students on their presentations. The course will emphasize the importance of ethical courtroom demeanor and the skills needed for effective oral advocacy.

BUSINESS ORGANIZATIONS

3 units

A study of the law relating to corporations, agency, and the various forms of limited liability entities, including general and limited partnerships (LLC's and LLP's) and uniform acts such as the Uniform Partnership Act and the Model Business Corporations Act.

CIVIL PROCEDURE

4 units

Elements of the civil action; splitting and joining actions; pleadings; amendment of pleadings; pre-trial motions; choice of law, federal jurisdiction, personal jurisdiction and venue; discovery; pre-trial conferences; jury trial; post-trial motions and appeals; Federal Rules of Civil Procedure.

COMMUNITY PROPERTY

3 units

The law of California marital property. Topics include classifying marital property, management and control of community property, the liability of marital property for the debts and torts of the spouses, the division of community property upon dissolution or death, and the property rights of putative and meretricious spouses. The course also includes coverage of selected California family law topics.

CONSTITUTIONAL LAW I

3 units

An introductory study of the Constitution of the United States. Subjects include the structure of the federal republic, the constitutional powers of government, separation of powers, the theory and practice of judicial interpretation and review, individual rights, including due process of law.

CONSTITUTIONAL LAW II

3 units

A further study of the Constitution of the United States. Subjects include equal protection, freedom of expression and association, and free exercise and establishment of religion.

CONTRACTS I

3 units

The first semester of the year-long course in contract law covers the agreement process (intent to contract, offer, acceptance, consideration, etc.), alternative doctrines under which a non-contractual promise may be legally enforced (promises made in recognition of a benefit received, promissory estoppel), "policing the bargain, doctrines (status, misconduct, public policy), Statute of Frauds (the requirement of writing).

CONTRACTS II

3 units

The second semester of the course begins with parole evidence and contract interpretation. With all aspects of contract formation covered, the course goes on to contract performance doctrines (conditions, impossibility/impracticability, frustration of purpose, breach). Following the mid-semester exam, the course is completed with remedies (damages, restitution, specific performance), the rights and duties of third parties (assignment, delegation, third party beneficiaries), and finally, remaining doctrines of contractual discharge (mutual rescission, accord and satisfaction, novation).

CRIMINAL LAW

3 units

Criminal law is the study of the substantive law by which society regulates the conduct of its members and imposes criminal liability. Criminal liability is normally referred to as punishment. That liability may be discharged by a fine, by imprisonment, or by death. We will study general principles of criminal liability as well as the specific crimes of homicide, conspiracy, assault and battery, rape and sexual assault, attempts, theft crimes including robbery, and burglary, as well as justification defenses and excuses for criminal conduct. While there is no such thing modernly as common law crimes and while all criminal systems must be provided for by statute of the jurisdiction involved, we will study cases from a variety of jurisdictions as well as the Model Penal Code promulgated by the American Law Institute in 1962.

CRIMINAL PROCEDURE

3 units

Rules relating to the exclusion of evidence against a criminal defendant alleged to be in violation of one or more of the first Ten Amendments and the Fourteenth Amendment to the U.S. Constitution. Includes illegal search and seizure of the person or property, search warrants, double jeopardy, self-incrimination, confessions, right to counsel, right to bail, right to a fair and speedy trial, right of witness confrontation, right to trial by jury, right of due process of law, pre-trial criminal procedures, and post-conviction remedies.

EVIDENCE I

3 units

The admission and exclusion of evidence and the basis and logic/or policy underlying the rules. Topics include relevancy and materiality; hearsay and its exceptions. The allocation of the burden of persuasion and of producing evidence and the effect of presumptions are also examined.

EVIDENCE II

3 units

Materials include competency of witnesses; privileged communication; impeachment and cross-examination; and scientific, demonstrative, and documentary evidence.

INTRODUCTION TO LEGAL STUDIES

3 units

The substance and structure of legal analysis and legal method, including reading, briefing, and understanding cases and statutes. Extensive in-class and out-of-class written work emphasizing the application of case law and statutory law to specific fact situations.

LEGAL RESEARCH AND WRITING

3 units

Basic techniques of manual and computer-assisted legal research, legal writing, and updating research. Course requires submission of written research assignments, an office memorandum, and a memorandum of points and authorities.

PRETRIAL LITIGATION PROCEDURE

3 units

Students explore pre-trial procedures (including pleadings, discovery and planning the trial)

PROFESSIONAL RESPONSIBILITY

3 units

Organization, regulation and ethical obligations of the legal profession; unauthorized practice; forming the attorney-client relationship; limitations on advertising, solicitation, and group legal service plans; compensation for legal services; fiduciary duties to client; avoiding conflicts of interest; competent representation; withdrawal from employment; duties and limitation on zealous representation; relations with other attorneys and the court; judicial ethics.

REAL PROPERTY I

3 units

An introduction to the law of real property, including the states and other interests in land at common law, concurrent ownership, modern methods of creating, acquiring and transferring interests in land, including the contract and the deed and remedies for failure of performance.

REAL PROPERTY II

3 units

Includes the recording system, title insurance, covenants of title and implied warranties; private restrictions on the use of land and zoning; duties and rights of landlord and tenant; easements; covenants; equitable servitudes.

REMEDIES

3 units

A study of legal and equitable remedies. Includes damages, injunctive relief, specific performance, restitution and defenses. Emphasis will be placed upon the choice of appropriate remedies for achieving the best strategic result.

TORTS I

3 units

An introduction to Tort theory and the nature of public policy. Extensive study of the laws governing intentional torts and negligent conduct.

TORTS II

3 units

Continued study on the laws governing negligence. Other topics covered include strict liability, product liability, defamation, invasion of privacy and business torts.

Trial Advocacy

3 units

Students explore trial procedures and strategies (including selecting a jury, examining witnesses, raising objections and making legal and factual arguments to the jury).

TRUSTS & ESTATES

3 units

The nature and use of inter vivos and testamentary trusts; elements of private and charitable trusts; use of trusts in estate planning; duties of trustees; rights of beneficiaries; enforcement of trusts; intestate succession; nature, validity, and operation of wills with particular emphasis on the California Probate Code, and probate and administration of estates.

ELECTIVE COURSES

The following is a list includes all elective courses offered by UWLA in the preceding two years and it is not exhaustive as new electives are developed every year. Note that not all electives are offered every year, but on a rotating basis based upon student interest.

BANKRUPTCY

3 units

A study of the substantive law of Bankruptcy and its application, including voluntary and involuntary liquidations, discharge of debts, exemptions and creditor claims. Chapter 11 reorganizations, Chapter 13 plans and adversary proceedings will be detailed.

BILLING and CASE MANAGEMENT

1 unit

Focuses on the art of billing and file organization. This hands-on course will provide students with skills they will need in every field of law they practice. With the assignments in this class, the students will be exposed to various tasks involved in multiple fields, and will learn how to capture billing. The familiarity with billing practices and case management that students will gain from this class will help provide the competitive tools needed to advance in the areas of law they choose to practice.

CALIFORNIA CRIMINAL PRACTICE

3 units

Law students must be able to think critically and write well in order to succeed in law school and pass the California Bar Examination. However, these objectives cannot be fully realized without a grasp on the foundational conceptions and theories regarding the fundamental nature of law. Jurisprudence is the theory and philosophy of law. Scholars of jurisprudence, or legal philosophers, hope to obtain a deeper understanding of the nature of law, of legal reasoning, legal systems and of legal institutions.

The semester will be spent exploring central issues in Jurisprudence as well as the various approaches and philosophies underlying it. This will be done in part through the study of various theories about the purpose and function of law in the Western legal tradition including Legal Realism (e.g., Karl Llewellyn, Jerome Frank), Natural Law (e.g., Aquinas, Ronald Dworkin, John Finnis) and Positivism (e.g., H.L.A. Hart, Joseph Raz). We will also examine the implications and affects of these theories on law as well as life in general.

After a preliminary overview of the differences between pre-modern, modern, and post-modern thinking, students will be required to complete a group assignment which will be presented in class. Details of this group assignment will be provided at a later time.

CALIFORNIA DUI & TRAFFICE DEFENSE

3 units

The purpose of our DUI & Traffic Course is to prepare students for the practice of criminal law in the defense of infractions, misdemeanors, and felonies relating to the California Vehicle Code. This course is designed to cover legal issues, forms, pleadings, procedures, preparation of the case and defense thereof, and issues dealing with Traffic Court and Diversion Drug Court Programs. In addition, this course may touch upon DMV Administrative Hearings, hearing procedures, administrative reviews, and grounds for setting aside suspensions and/or reinstating driver licenses.

Although there is abundant material to cover in this course, particularly in DUI Defense, this course is designed to give students sufficient background to be familiar with traffic and DUI cases as they may arise in their professional careers

CIVIL RIGHTS LAW

3 units

This course provides students with the principles of the primary federal and California civil rights legislation, as well as a working knowledge of the historical, moral, and social policies that gave rise to these legal rules and that affect their continuing application today. The course analyzes noncriminal statutes Congress and the California Legislature enacted to protect civil rights, and litigation under those civil rights laws. The course will first focus on federal law, including 42 United States Code section 1983, and laws prohibiting sex discrimination, discrimination in employment and housing, and disability discrimination. California law will also be examined, including the Fair Employment and Housing Act, the Unruh Civil Rights Act, and other state civil rights legislation

CLIENT COUNSELING

3 units

This is a client-centered course on client counseling and interviewing. We shall employ some traditional concepts, strategies and techniques for interviewing and counseling both new and existing clients with which you will find yourself once entering the practice of law. You will be introduced to a range of strategic options that exist when confronted with varying problems with clients. This course is much more than teaching you how to execute a given skill or technique, but will help you become better interviewers and counselors.

CRIMINAL LITIGATION WORKSHOP

3 units

This class will be a hands-on introduction to complex criminal litigation. We will evaluate a large current criminal case that involves hundreds of evidentiary documents and we will discuss how to analyze and organize the case in preparation for a hearing. Students will be evaluating arguments presented by (real) counsel and will be preparing counter-arguments. We will also be observing similar proceedings taking place in real courts during the semester. Each student will prepare a pleading addressing their assigned portion of the case.

CRIMINAL PRACTICE

3 units

A course covering the practical aspects of criminal practice and procedure from arrest through trial. Emphasis on pre-trial proceedings such as arraignments, motions, preliminary hearings, discovery, and trial. Designed for those who are interested in careers as prosecutors or criminal defense lawyers in either public or private settings.

DEBTOR-CREDITOR RELATIONS

3 units

This course is designed to familiarize students with many of the applicable laws that apply to nearly every aspect of a client's personal and business life and recognize the pervasive nature of the Debtor-Creditor Relationship: The Debtor-Creditor Relationship is central to everyone's life, and is central to the day-to-day life of a practicing attorney.

DOMESTIC VIOLENCE

3 units

This course will examine the legal system's response to domestic violence using an interdisciplinary approach. The course will address the legal issues of domestic violence in the areas of criminal, family, tort, immigration, employment, human rights, federal, and constitutional law. Ethical and policy issues will be included throughout. Specific legal issues will include the effectiveness of civil restraining orders, how intentional torts have applied to domestic violence, the erosion of interspousal immunity, how domestic violence is taken into account in custody and support proceedings, and interstate custody problems. The course will also analyze in the criminal area the efficacy of mandatory arrest and no-drop prosecution policies, including claims of self-defense and the use of expert testimony.

ENTERTAINMENT LAW

3 units

A comprehensive and systematic approach to entertainment transactions, with an emphasis on film and television production. Basic copyright and trademark law will be covered as it relates to the transactions.

FAMILY LAW

3 units

Family relations, including the law of marriage and annulment, dissolution and judicial separation, property settlement agreements, spousal support, legitimacy of children, custody, and adoption.

HOW TO START A SUCCESSFUL LAW PRACTICE

3 units

This is a practical course/workshop which will cover everything a new Attorney needs to know too start a new law practice. The class will feature at least one guest lecturer. Students will be taught how to interact with potential clients through role play and other methods. Students will prepare a business plan for their own mock law practice.

IMMIGRATION LAW

3 units

The law relating to enforcement agencies, administration, requirements, exclusion process, elements of deportation, aliens, citizenship, naturalization, and customs.

INDEPENDENT STUDY

1-3 units

Comprehensive individual research projects under supervision of a faculty member, resulting in a scholarly paper. Topic and unit credit must be approved in advance by the Academic Council. Students who elect to do independent study must be in good standing academically.

This is an opportunity for advanced students to pursue new and different areas of the law not covered in the standard curriculum. Generally, projects will be awarded 1 to 3 units of credit, based upon the amount of identifiable and pre-approved time spent in research and writing. Independent study units are graded on a pass/fail basis and are included in the maximum eight non-classroom units.

Before a student may register for Independent Study, the student first must petition the Academic Council for permission, submitting a detailed written proposal jointly prepared by the student and the professor who is willing to supervise the project, and receive approval by the Academic Council in advance of beginning the project. The written proposal must include a time-line of steps to be taken and the estimated number of hours of each step, including research, a bibliography, drafts, editing, rewriting, and the like. If the Academic Council approves the petition, the Council will determine the number of acceptable units.

NOTE: If a student opts to participate in Independent Study under the supervision of a professor who is not scheduled to supervise the course for that semester, it is the student's responsibility to make ALL of the arrangements and to pay the professor's salary for the course.

JURISPRUDENCE

3 units

Law students must be able to think critically and write well in order to succeed in law school and pass the California Bar Examination. However, these objectives cannot be fully realized without a grasp on the foundational conceptions and theories regarding the fundamental nature of law. Jurisprudence is the theory and philosophy of law. Scholars of jurisprudence, or legal philosophers, hope to obtain a deeper understanding of the nature of law, of legal reasoning, legal systems and of legal institutions.

The semester will be spent exploring central issues in Jurisprudence as well as the various approaches and philosophies underlying it. This will be done in part through the study of various theories about the purpose and function of law in the Western legal tradition including Legal Realism (e.g., Karl Llewellyn, Jerome Frank), Natural Law (e.g., Aquinas, Ronald Dworkin, John Finnis) and Positivism (e.g., H.L.A. Hart, Joseph Raz). We will also examine the implications and affects of these theories on law as well as life in general.

After a preliminary overview of the differences between pre-modern, modern, and post-modern thinking, students will be required to complete a group assignment which will be presented in class. Details of this group assignment will be provided at a later time.

LEGAL WRITING

2 units

Legal writing is a practicum based course in which students will spend two hours per week reviewing essays fact patterns and writing responses to those questions, while at the same time receiving immediate feedback from their professors focused on Fall semester substantive subjects.

L.A.W. B

2 units

Legal Analysis and Writing (LAW) is a practicum based course in which students will spend two hours per week reviewing essays fact patterns and writing responses to those questions, while at the same time receiving immediate feedback from their professors focused on Spring semester substantive subjects.

LEGAL CLINIC EDUCATIONAL LAW -IEP

3 units

The objective of the Legal Clinic is to provide a wide range of support to families and children with physical and/or mental disabilities or other special needs. Students enrolled in the Legal Clinic course will provide assistance to families as it relates to Individualized Education Plans ("IEP"). Students will provide support and counseling prior to, during, and after the IEP Process whereby the family will have the opportunity to meet with the law student(s) at the UWLA Campus for free legal assistance. Students will subsequently serve as "Advocates" with the family during their IEP Meeting.

In addition to providing families with the above-mentioned services, it is the goal of the Legal Clinic to promote community awareness of the University of West Los Angeles thereby enhancing student achievement. Further, the Legal Clinic will provide UWLA law students the unique opportunity to learn various aspects of education and disability law. Students will receive hands-on experience in hopes of enhancing their skills as law students and as effective practitioners.

LEGAL EXTERNSHIP PROGRAM

1-3 units

Externships and clerkships in which students are placed with local public agencies, including the District Attorney, the Public Defender, various city agencies, including legal aid clinics, and local judges in both the trial and appellate courts. Students work under the supervision of an attorney, learn how to deal with clients, and solve practical legal problems. Interested students must meet with the Director prior to registration to discuss individual interests and suitable placements.

Students who have completed 21 units may participate in Legal Externship Program.

1. Prior to beginning an externship students must obtain (1) written determination of administrative eligibility to take externship units from the Associate Dean, and (2) written determination of academic approval of the placement chosen by the student from the Director.

2. Students are allowed up to 8 units of non-classroom work. More than 3 units may be in externships if the student shows good cause to exceed the 3-unit standard limit. In rare circumstances externships such as those at the DA's office for Certified Law Students may qualify for more than 8 units.
3. Students may select a placement from a list of approved agencies and said placement, must be approved by the Legal Externship Program Director before enrollment is permitted. Placement in private law firms is permitted in exceptional circumstances if approved by the Director.
4. Students who commit to the Legal Externship program are involved in the representation of real clients. Therefore, students must fully understand the responsibility and must take the commitment very seriously. Students who take a position and later withdraw may receive a failing grade at the discretion of the attorney sponsor and Legal Externship Program Director.
5. Students **must** complete the legal externship work during the semester for which the student enrolls for legal externship program credit.
6. Students will receive a Pass/Fail grade based on participation in their legal externship assignment and in the legal externship studies course.
7. In addition to working at a placement, students are required to log their time on monthly reports signed by their attorney supervisor, and to complete written assignments selected by the Director. These assignments may include viewing law-related videos and submitting written reports, a final written report on the student's work at the placement, an exit report describing the student's level of satisfaction with the placement, weekly journals for students placing at private law firms, and other requirements at the discretion of the Director.
8. Whenever a student is certified pursuant to the Practical Training of Law Students to appear in court, it is the student's responsibility to pay the Certification filing fee. Forms and procedures regarding how to become a certified law student are available in the School of Law office. The application consists of three pages: a Student Application; Declaration by the Supervising Attorney; and a Declaration by the Dean. The student is to submit a completed student application and supervising attorney form to the School of Law office with the Dean's form and the appropriate fee. The School of Law office will review the forms, make a student file copy and then mail the forms to the State Bar.
9. For more information on the Legal Externship Program or the Practical Training of Law Students, contact Robert Barrett, Director of the Legal Externship Program.

LEX PARSIMONIAE/BAR EXAM Prep

3 units

Focusing on test-taking techniques with an emphasis on essay questions, the objective of this course is to enhance the student's knowledge and mastery of subjects tested on the California Bar Examination. The class is not intended as a substitute for any other course in the curriculum or for an outside bar review course.

MOOT COURT

3 units

Upper-division students are given an appellate problem for use in representing UWLA in Moot Court Competition. This course is available by invitation only.

MOOT COURT PROJECT

1, 2 or 3 units

Upper-division students are given an appellate problem for which they must write a judged research brief and participate in a judged oral argument on behalf of both appellant and respondent. The topic is an actual (but modified) recent CIVIL appeal involving employment law. Following the preparation of the brief, done individually and with individual and group meetings with the instructor, all members of the Project meet for a series of group class sessions and simulated oral arguments. Participating students must have previously completed the Appellate Advocacy class. Class sessions are scheduled to accommodate other class/work obligations of the Project participants, and therefore meetings typically take place in the evenings and on weekends. Although there are informational meetings held during the brief writing portion of the Project, the majority of class meetings take place following the conclusion of the brief, when simulated oral arguments are conducted. At those simulated court sessions, students alternate advocating on behalf of either party, and also serve as appellate judge, evaluating presentations of the advocates. Students will be evaluated by Professor Glassman, other advocacy instructors, fellow students, and invited attorneys and judges. Participation will also provide students to attend oral argument sessions of the California Court of Appeal, during which related actual case hearings will be evaluated. The Project concludes in the first week of April, providing students ample time to prepare for examinations in other classes and for graduating students, commence bar preparation. Class is Pass/No Pass.

POLICE MISCONDUCT & EXCESSIVE FORCE

3units

This course focuses on litigating civil rights claims under 42 U.S.C. Section 1983, in lawsuits suit government officials (including City agencies and individual police officers). This course will discuss the nuances between filing in Federal versus State jurisdiction. There will be a discussion of the potential federal and state causes of action. The primary focus will be to learn how to use federal and state statutes to vindicate constitutional rights or defend governmental entities. We will also cover the proper defendants and theories under Section 1983; what kind of constitutional violations must be shown; how causation works for governmental and tort claims; immunity and other defenses that have been read into the statute; and how damages are assessed. There will also be a discussion surrounding the attorneys fees provision in Federal court. We will discuss high profile police misconduct cases while discussing a wide range of substantive civil rights violations, including due process violations, equal protection violations, denial of free speech, excessive force, and unlawful searches and seizures. Finally we will discuss the discovery process as it relates to section 1983 cases (including Pitchess Motions). There will also be discussions regarding the intersection of the criminal and civil proceedings.

POST CONVICTION RELIEF OTHER THAN APPEAL

3 units

Course includes There are legal mechanisms available in the trial court simply to improve a criminal record – usually done to improve employment opportunities. This is a practical “how to” class on what can be done, and the underlying legal principles involved, including supporting statutory and case law. Topics include, early termination of probation, reduction of a felony conviction to a misdemeanor, post conviction dismissal (expungement), certificate of rehabilitation and pardon, and motion to seal records (factual innocence).

PREPARING FOR LAW PRACTICE IN CALIFORNIA

3 units

This course, Preparing for Practice in California for Solos and Small Firm Practice, will introduce the student to traditional concepts, strategies and techniques for preparing to open, opening, surviving the first year of a solo or small firm practice and beyond. The student will be introduced to a range of strategic issues faced by the new practitioner, including preparing a business plan, financing and capitalization, and marketing. We shall explore the use of new technology, including software for general and client trust accounting, conflict screening, billing, and more. The underlying principles introduced in this courses’ practical approach is grounded in the rules and laws of ethics.

SALES & SECURED TRANSACTIONS

3 units

This is a basic course dealing with contracts for the sale of goods under Article 2 of the Uniform Commercial Code. Its goals include the development of skills in statutory analysis and an in-depth understanding of the process of contract formation and performance in the modern world of sales of goods. An understanding SECURED TRANSACTIONS This practical course focuses on the formation, enforceability and use of security interests in personal property and in basic commercial transactions. Secured transactions are covered under Article 9 of the Uniform Commercial Code Both Sales and Secured Transactions relate to and control fundamental everyday legal issues that impact our clients.

TRADEMARK

3 units

This course will make students familiar with the fundamentals of trademark law and begin exploration into the trademark prosecution with the United States Patent and Trademark Office (USPTO)

WORKERS’ COMPENSATION Practice I

3 units

Workers’ Compensation Practice I prepares students for the practice of Workers' Compensation law before the State of California Workers' Compensation Appeals Board. The course covers all legal issues, forms, pleadings, procedures, preparation/file management/litigation of applicant's cases and defense thereof. The course includes practicum portions with training in depositions, cross-examination techniques and skills, rating and analyzing reports, and completing settlement and trial documents. The course focuses on the actual practice of workers’ compensation and the assignments were designed to walk the students through the initial handling of a workers’ compensation case up to litigation.

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. In any given year, all Juris Doctor Candidates who will complete graduation requirements in July following a summer session may participate in the graduation ceremony in June of that year. Juris Doctor Candidates who will complete graduation requirements in December following the fall semester are expected to join the candidates for the Juris Doctor degree in the June graduation ceremonies the following year.
3. Students are permitted to order additional diplomas at the time they petition for graduation at a reduced rate. The mandatory graduation fee covers administrative costs, including, but not limited to, a graduation check, bar certification, commencement costs, one diploma insert and cover, and the cap, gown, tassel and hood.
4. All students are required to submit a graduation petition, whether or not they intend to participate in the ceremony itself.

DEGREE CONFERRAL

The State Bar of California requires that the course of study for the JD degree be completed no earlier than thirty-two months and no later than eighty-four months after a student has commenced study at UWLA or a law school from which UWLA has accepted transfer credit.

Students may complete the program at the end of the summer term, or fall or spring semesters. Degrees are awarded at the end of each semester or term; diplomas are issued after the spring commencement ceremony.

Faculty

All Faculty are listed on UWLA's website.

STUDENT TO TEACHER RATIOS

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

ADMISSION REQUIREMENTS

Enrollment applications are accepted on a continual basis however courses only commence in the Fall, Spring and Summer semesters.

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 Introduction to Legal Studies course. The SOL 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.

The University of West Los Angeles welcomes international learners, if you have any questions on Visa related issues; please contact Kelly Li at 310-342-5200.

School of Law
Academic Calendar
2018

Classes Commence:	January 15, 2018
MLK Holiday:	January 15, 2018
Presidents' Day Holiday:	February 19, 2018
Classes End:	April 23, 2018
Final Exams:	May 7 – May 18, 2018
Spring Break:	May 19 – June 3, 2018

Summer 2018

Classes Commence:	June 4, 2018
4th of July Holiday:	July 4, 2018
Classes End:	July 24, 2018
Final Exams:	July 25 –27, 2018
Summer Break:	July 28 – August 5, 2018

Fall 2018

Classes Commence:	August 6, 2018
Labor Day Holiday:	September 3, 2018
Classes End:	November 19, 2018
Thanksgiving Holiday:	November 22-23, 2018
Final Exams:	December 3 –14, 2018
Winter Break:	December 15 – January 6, 2019

REGISTRATION

Registration is conducted three times a year and is non-refundable. 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 either School of Law office.

The registration packet includes all necessary information for completing the process. There are two steps to register:

1. Course Selection - Allows students to pre-register by paying only fees to secure a desired course schedule.
2. Account Settlement - Requires students to settle their accounts with the Business Office. (Students not participating in a financial services program must pay one-third of the tuition cost and a deferral fee at the time of registration).

Students participating in a financial services program will receive loan disbursements at the end of the third week of the semester provided all paperwork (academic as well as financial services) is in order. Students who are unsure of their file status should contact the Registrar (academic file) or the Financial Services member (financial services file) as early as possible to avoid any processing delays.

LATE REGISTRATION

In order to encourage timely registration, the School of Law enforces a stringent late registration policy. Students who fail to register by the posted deadlines will be assessed a \$250 late registration fee in a semester or \$150 during the summer term. Students who encounter any difficulties registering in a timely fashion are encouraged to contact the School of Law Office or the Business Office for guidance to avoid becoming ineligible to attend a given semester or term.

ADD/DROP

Students are permitted to make changes in their schedule during the first two weeks of each semester/term free of charge. A \$45 fee is assessed to make a change, after the second week of school.

Students are encouraged to seek counseling from the Dean or Director of Student Services 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).

STATUS CHANGES

The School of Law allows students the opportunity to change their status in the program subject to certain conditions. In all situations where a student is considering a status change, the student is strongly encouraged to seek counseling from the Dean or Director of Student Services to be fully informed of the ramifications of the change.

PART-TIME TO FULL-TIME

Students who commence the program as part-time students must complete an entire year (fall and spring semesters) as a part-time student. Only students with a cumulative GPA of 2.30 or higher will be considered for status as full-time students. Full-time students are expected to attend the majority of their classes during the morning and afternoon hours and have limited employment responsibilities.

Full-time students must maintain a cumulative GPA of 2.30. Failure to do so will result in a mandatory return to part-time status.

Full-time students must enroll in a minimum of 12 units (maximum of 15 units) during the fall and spring semesters (unless otherwise required by the projected program.)

FULL-TIME TO PART-TIME

Generally, a full-time student is permitted to drop to part-time status at any time during a given semester. Students are strongly encouraged to seek counseling prior to consider options that will have the least impact on their projected programs. Should a subsequent change back to full-time be desired, satisfaction of the grade point average requirement described above will be required.

Note: Students who enter the program as Performance Participants must attend part-time for their first year. Provided the 2.30, cumulative grade point average is met, full-time status is allowed in the second year.

SUMMER SESSIONS

All students are expected to attend summer school in order to meet graduation requirements in three or four years. If a student desires to take a summer off, permission must be obtained from the Dean. Maximum enrollment in the summer is six units unless a petition to take more has been granted by the Academic Council.

REDUCED COURSE LOAD

Upon approval of a Petition for Special Action, the School of Law allows students to attend with a reduced course load (six units or less during the fall or spring semesters). Students are encouraged to seek counseling from the Dean or Director of Student Services before requesting a reduced course load since such course loads may impact eligibility to sit for the First Year Law Students' Examination and the General Bar Examination (in the event of dismissal from the School of Law). Participation in financial services programs may be jeopardized as well. Students carrying a reduced course load must sign a statement accepting any responsibility for consequences that may occur as a result of taking the reduced course load.

TRANSFER OR ARTICULATION AGREEMENTS

This School of Law has not entered into transfer or articulation agreements with any other college or university. Although all students wishing to transfer credit into UWLA are restricted by the Guidelines for Accredited Law School Rules 5.6 and 5.7.

WITHDRAWAL FROM THE PROGRAM

Students may withdraw from the school at any time and receive a pro rata refund so long as less than 50 percent of the scheduled days in the current payment period have been completed in the program through the last day of attendance. The refund will be less an application fee not to exceed \$250.00, within 45 days of withdrawal.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn or administratively dismissed from a program of instruction when any of the following occurs:

- The student notifies UWLA of the student's withdrawal or as of the date of the student's withdrawal, whichever is later. Request for withdrawal from the university must be submitted in writing along with the "change of program" form and the \$45.00 processing fee.
- Failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; failure to meet financial obligations to UWLA; and/or for cause determined within UWLA's sole discretion will result in an "administrative dismissal" from the university.
- Failure to log into his/her online course within the first seven days of the course will result in an "administrative dismissal" from the university.
- The student fails to return from an authorized leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal or dismissal shall be deemed the last date of recorded attendance/participation. A change of status form along with a fee of \$45 must accompany the request to voluntarily withdraw from the University. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students scheduled days are based on a five-day week, which does not include Saturday or Sunday, or any holiday stated below.

TUITION REFUND POLICY

Refund policies depend on a student's status and when the student withdraws. For students who withdraw from any class up through the 60% point in the semester, charges are reduced in proportion to the percentage remaining in the semester after the student's withdrawal date. For students who withdraw from any class after the 60% point in the semester, **NO REFUND IS GIVEN.**

The withdrawal date is set as the date that the student submits a Change of Program Form or a Full Withdrawal Form and the applicable fee. A \$45.00 fee is assessed each time a student withdraws from a class (after the second week of school in a given semester) or withdraws from the school (at any time).

If the student withdraws from ALL classes in a given semester, refunds on tuition are first returned to the appropriate financial aid program or private loan agency if applicable.

Any request to withdraw from a class or from the school **MUST BE IN WRITING** and accompanied by the appropriate fee to be valid. Verbal notifications of intent to withdraw from a class or from the school are insufficient, and will not be recognized as an appropriate notice to the school.

All legitimate requests for the refund of tuition payments will be made within 30 days after a student withdraws from school, or 30 days after the law school's notice that it will discontinue any class or program.

ACADEMIC INTEGRITY POLICY

UWLA'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 UWLA will be administered by a trained proctor following UWLA's Proctor Instructions (Sample Attached), 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. In addition to the assigned examination proctor, UWLA maintains a site supervisor proctor at each campus to monitor live video which is recorded from cameras stationed in testing areas to review any irregularities observed by the proctors.

ExamSoft – All UWLA 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 include the California Committee of Bar Examiners. Through ExamSoft's secured testing environment coupled with a student registering that program to their personal computer allows UWLA to confirm a student's identity to that examination through the above-described proctoring process.

Attendance – All UWLA 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 UWLA's transcripts 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.
9. Commission of a criminal act, including computer crime that reflects adversely on the student's honesty, trustworthiness or fitness for admission to the Bar.

10. 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.

11. 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.

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:

1. **Denial of Admission:** Denial of admission or re-admission to the University for an indefinite period.

2. **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.

3. **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.

4. 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.

5. Dismissal: Termination of student status for an indefinite period. Re-admission to the University shall require the specific approval of the Dean.

6. 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.

7. 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.

8. 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.

9. 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.

10. Revocation of degree: To be determined by the Faculty Senate upon recommendation of the Dean.

11. Loss of scholarship or financial services consistent with government regulations.
12. 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 or Summer term, the School shall retain only that portion of the total semester or Summer Session tuition as the number of weeks of class completed before termination bears to the total number of weeks of class in the semester or Summer Session. 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. The term "scholarship" used herein shall include grants.

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 Faculty Senate, 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 Faculty Senate'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.

Review Process

The President may review the disciplinary action upon written petition of the student or prospective student against whom disciplinary action has been taken. The written request must be submitted to the President's office no later than 10 days after official notice of the disciplinary action. No petition for review will be accepted after that time. The President shall make and render a decision within 30 days. The President's decision is final.

EXAMINATIONS

Written Final Exams

There is a written final examination given in every course offered for credit, with the exception of Legal Externship Program, Moot Court, and selected research and writing or elective 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 a School of Law dean, 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:

The student’s religious beliefs prohibit the taking of an examination at the scheduled time.

The student is experiencing grave illness or injury, which hospitalizes or otherwise incapacitates the student.

The student has had a death in the immediate family immediately preceding the examination date.

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.

Typing of Examinations

The deadline to register with the School of Law to take examinations using the Examsoft software is due the Friday immediately preceding the start of classes (the “Posted Deadline”). In order to encourage timely registration-and thereby help ensure the smooth and orderly administration of the exams the School of Law is compelled to enforce the following strict late-registration policy:

1. Any student who registers after the Posted Deadline and not later than the Friday of the 2nd week of the semester or term will be assessed a \$50 late fee; and
2. Any student who fails to register before the 7th week of the semester or term will be assessed a \$100.00 late fee.

Downloading/Uploading of Examsoft Software and Files

Not later than 3 weeks after notification via e-mail that his or her Examsoft account is now active, each Examsoft user must install and register Examsoft software onto the personal computer that he or she plans to use for the exams. Failure to comply with this policy may result in the student’s having to handwrite his or her exam for that semester or term.

Final Examination Schedule

During the second month of the semester and the second week of summer session, a final examination schedule is established and posted. Departmental examinations for all sections are given in the evening. Final examinations are not necessarily scheduled on the day or the evening that the class meets during the semester.

Students who follow the recommended curriculum should encounter no conflict in examination dates. For those students who have not followed the recommended curriculum, an examination conflict may arise in which case the student must petition the Academic Council to request an alternate examination date.

Examination Sessions

1. The School of Law has adopted procedures for the administration and proctoring of examinations to be implemented for final examinations. We expect the administration and proctoring of exams to be more efficient and careful as a result of these improvements.
2. Examination sessions begin promptly at the scheduled time.
3. Bring only your pens and highlighters to the testing room. No other materials will be allowed. If you bring any other items to an exam, you will be asked to take them and put them in your car.

4. Any student who continues to write after time has been called will be disqualified; the paper will not be graded and a failing grade will be imposed. Since law school examinations are designed to impose time pressures, writing beyond the allotted time is, in a very real sense, “cheating.”
5. Bluebooks are included in each examination packet.
6. Each question is to be answered in a separate bluebook, appropriately labeled with the student’s I.D. number, the name of the course, and the number of the exam question. A student’s name is **never** put on bluebooks. It is the student’s responsibility to present a legible exam. Grades will be based on what a professor can reasonably read.
7. Students will be given an exam envelope (at each exam) which will contain bluebooks, scratch paper and the exam. You will be required to place all materials in the exam envelope at the end of the exam; you will not be permitted to leave the room with any paper. Extra copies of the exam will be available during the bluebook review period.
8. If a student finishes the examination earlier than five minutes before the exam is over, he/she may turn in the bluebooks to the proctor and then may leave. However, if a student has not finished the examination before the last five minutes of the given examination session, the student must remain seated until time is called.
9. When time is called at the end of the examination, each student is to remain seated while the proctor instructs students how to turn in bluebooks. Only when this procedure has been completed may students leave. “Lost” bluebooks are the sole responsibility of the student.
10. Students who plan to hand-write examinations should have several pens (blue or black ink only). Pencil-written examinations are not acceptable.
11. Students are permitted to use personal laptop computers to type the essay portions of their examinations, using the Examsoft Softest program, which students must register for, and pay a \$25 fee each semester, in order to download the most recent Examsoft version onto their laptops. During the final exam period, separate classrooms are set-aside for those students who type their essays on laptop computers. All typed examination answers must be in black ink; they must be double-spaced and typed on one side of the paper only.

NOTE: If a typed examination is lost, destroyed or otherwise rendered incapable of being graded during the examination, the student will not be permitted additional time in which to complete the examination – even in the case of an electrical outage or other incident not the fault of the student.

NOTE ALSO: In the event a student's examination answer cannot be printed (and therefore not graded), **it is the sole responsibility of the student to petition the Academic Council** for relief. (By way of example, the relief sought by such a petition might take the form of a request that the professor create a new and different examination to be administered to that student under timed conditions; or, in the alternative, a request that the student receive an interim course grade of "Incomplete" ("I"), subject to the requirement that the student must sit for the examination in the class at such time as the examination is next administered in the ordinary course.)

12. No eating, drinking, or smoking is allowed in examination rooms. Students may quietly leave the room during the examination to go to the restroom, or they may leave and need not return if they complete the examination more than five minutes before time is called.
13. Audible timers, cell phones, or beepers should not be taken into an exam.
14. Designated check-in and exit procedures will take place each time an exam is administered. Your cooperation is essential to the timely commencement and closing of exams. Please listen to the proctor's directions carefully when you take each exam.
15. A student who leaves the classroom during the examination period may not take any materials from the testing room. Likewise, it is forbidden to speak with other students or to make telephone calls during the testing period either inside or outside of the classroom.
16. Students arriving more than fifteen minutes late will not be permitted to take the exam.
17. Students who leave the test room for a period of longer than 10 minutes will not be permitted to complete the exam. Such students will be required to submit a statement explaining the absence to the Dean, who will decide the appropriate action to take.
18. Upon request, each student must present to the examination proctor or proctors his or her official UWLA student photo-identification card; no other form of identification will be deemed sufficient or acceptable. After the student's identity has been verified, by the proctor or proctors by reference to the official UWLA identification card, the student must place the card on the desk directly in front of him or her, and it must remain there for the duration of the examination.

Computing Course Grades

Course grades are computed according to the formula determined by each professor. Generally, each final consists of two essay questions and 25-30 multi-state questions, each component counting one-third.

Professors are required to write the grade earned on each bluebook. Students failing to turn in a scantron for the multi-state portion of the exam will earn a failing grade 'F' for that portion of the exam.

For example:

Question 1	=	C+	(2.30)
Question 2	=	B-	(2.70)
Multi-states	=	C	(2.00)

To determine the course grade, add the numerical value of each grade and divide by three. Thus:

$$2.30 + 2.70 + 2.00 = 7 \quad \text{divided by } 3 = 2.333$$

The School of Law has adopted a scale to determine break points for each grade equivalent (see scale that follows). In the above example, a 2.333 is a course grade of 'C+' since it is below the 2.50 required for a 'B-'. Questions regarding grade calculations should be directed to the Associate Dean.

Grading Scale

A letter grade/4.0 grading scale is used at the School of Law as follows:

A+	(4.0)	Outstanding
A	(4.0)	Outstanding
A-	(3.7)	Excellent
B+	(3.3)	Very good
B	(3.0)	Good
B-	(2.7)	Fairly Good

C+	(2.3)	Adequate
C	(2.0)	Minimally Adequate
C-	(1.7)	Inadequate
D+	(1.3)	Poor
D	(1.0)	Very poor, but with credit
F	(0.0)	Failing with no credit

There is no grade of D-.

In addition, the following grades designations may be given as indicated, but are not included in GPA calculations:

NC	No credit (Audit only)
W	Withdrawal (Official withdrawal from one or more classes)
X	Administrative dismissal (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: Legal Externship Program; Independent Study and Moot Court. In order to pass such courses, students must earn a grade of 'C' or above on exams and other course work. Course grades for pass/fail courses are posted on transcripts as follows:

P+	Pass with Honors
P	Pass
P-	Low Pass (Only 'P' is recorded on permanent transcript)
NP	Fail (No Pass)

<u>Grade</u>	<u>Numerical Value</u>	<u>Break*</u>
A+	4.0	
A	4.0	
		- 3.85
A-	3.7	
		- 3.50
B+	3.3	
		- 3.15
B	3.0	
		- 2.85
B-	2.7	
		- 2.50
C+	2.3	
		- 2.15
C	2.0	
		- 1.85
C-	1.7	
		- 1.50
D+	1.3	

		- 1.15
D	1.0	
		- .50
F	0.0	

*Point at which a grade goes up or down. For example:

3.84	=	A-
3.86	=	A
2.17	=	C+
2.14	=	C

Computing Grade Point Average (GPA)

- Listed below is information to assist students in computing their grade point average.
- Grade point average is determined by the number of graded units a student has completed up to a certain point in time. (Pass/Fail courses are included only as units earned; they do not figure into the GPA calculation.)
- Compute the number of grade points for each course by multiplying the number of units for the course times the numerical equivalent of the course grade (see "Grading Scale" for a complete list of course grades and numerical equivalents). For example:

	<u>Grade points</u>		
Torts I	3 units 'B' (3 x 3 = 9)	(3.0)	9.0
Contracts I	3 units 'C-' (3 x 1.70 = 5.1)	(1.70)	5.1
Criminal Law	3 units 'B-' (3 x 2.70 = 8.1)	(2.70)	8.1
Total	<u>9 units</u>	<u></u>	22.2 points

- To determine the cumulative GPA, add all grade points and divide by the total units:

$$22.2 \div 9 = 2.47$$

- If the third decimal place is 5 or higher, round the second decimal place up one increment:

$$2.015 = 2.02$$

$$2.014 = 2.01$$

- Students with any questions are encouraged to contact the Dean.

Anonymous Grading

To the greatest extent practicable and appropriate, grading at UWLA is anonymous. (By way of illustration, circumstances under which anonymous grading may not be practicable or appropriate include practicum-oriented courses – such as Trial Advocacy and Appellate Advocacy – 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 therefor to the registrar.

Credit For Class Participation (“Push Points”) Prohibited

Effective as of commencement of the summer 2010 term, extra credit on account of “class participation” or in the form of so-called push points may not be awarded for any reason in any class. Accordingly, professors have no discretion or power to raise (or lower) a student’s grade based on class participation or on any basis other than graded examinations or assignments.

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 grades are available for student pick up as soon as practicable, typically in the second or third week of the following semester or term. Grade distributions will be posted by course at each campus. 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.

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 two weeks after the grades are released, petition the Academic Council for relief.

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. As 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 'D' or above or 'P' in a course will receive academic credit for the course and is not required (or permitted) to repeat that course. (A student who receives an 'F' or 'NP' in any course will receive no academic credit for that course.)

A student who receives an 'F' or 'NP' in a required course *and* who remains in good standing despite the failing grade must repeat the course at such time as it is next offered. (If the student is not in good standing, the student will be academically dismissed.) The student will be required to re-register, pay tuition, and regularly attend the course. Upon completion of the course, the new grade will be used in the GPA computation and the previously earned fail will not be used (although both grades remain on the transcript).

A student who receives a grade of 'F' or 'NP' in an elective course *and* who remains in good standing despite the failing grade is not required to repeat the course. The student may choose to repeat the course or take another elective to meet graduation requirements. The student will be required to re-register, pay tuition, and regularly attend the course. Upon completion of the course, both the new grade and the previously earned fail will appear on the transcript *and* be used in the computation of the student's G.P.A.

Requests to repeat courses for reasons other than those listed above must be approved, via written petition, by the Academic Council, prior to a student being eligible to enroll in the desired course.

ACADEMIC STANDARDS AND POLICIES

Degree Requirements (Juris Doctor)

1. Typically three years in residence for a student in the full-time division, carrying not fewer than 12 units each semester or four years in residence as a student in the part-time division, carrying not fewer than eight units no more than 11 units each semester. But in no event may a student take more than 84 months to complete their legal education
2. Successful completion of 85 or more semester units, including all courses required by the School of Law.
3. A cumulative grade point average (GPA) of 2.00 for all work earned.

GOOD ACADEMIC STANDING/PROBATION

1. For purposes of this section, a student is deemed to be in "good standing" if their 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/her first semester in the School of Law, no-full or part-time student may enter the second semester unless he or she is in good standing at that time. Notwithstanding the foregoing, a student may enter the second semester or term, on academic probation, under the following circumstances:

Automatic Academic Probation -

At the end of their first semester or term, all students must have earned at least a cumulative GPA of 1.70 or academic dismissal will occur. Additionally, all non-transfer students must have earned a "C" in Introduction to Legal Studies as well or academic dismissal will occur.

3. Upon completion of his/her first academic year, no full- or part-time 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 semester or term to continue in the School of Law. Notwithstanding the foregoing, a student may enter the third or subsequent semester or term, on academic probation, under the following circumstances:

Discretionary Academic Probation –

Any time after the second semester or term a student may petition the Academic Council to be placed on academic probation so long as they maintain at least a cumulative GPA of 1.90 or academic dismissal will occur. The petitioner must evidence in their petition for special action, that an outside cause not likely to reoccur caused their cumulative GPA to fall below the required good standing level of 2.00. The Academic Council only has the discretionary authority to grant a student Academic Probation once. If granted the student must attain at least a cumulative GPA of 2.00 in the following semester or term or academic dismissal will occur.

4. A cumulative GPA of at least 2.00 is required for graduation.
5. Commencing with the Fall semester of 2019, students with a cumulative GPA of below 2.00 are subject to academic disqualification even if they have received an incomplete in one or more of their courses. However, those students who received an Incomplete prior to Fall 2019 may continue on in good standing until that Incomplete has been replaced by an earned letter grade, but any such grandfathered students are required to sit for the examination for the course that they received an Incomplete in the next time it is offered by UWLA or they will lose their grandfathered status and be subject to academic disqualification.

PRESCRIBED COURSES

The first-year courses are prescribed for each program. Part-time students normally take Introduction to Legal Studies, Contracts, Torts, and Criminal Law. Full-time students take Real Property in addition.

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 dismissed from UWLA or another law school for low scholarship may be granted admission or readmission, as the case may be, upon an affirmative showing by the applicant, to the satisfaction of UWLA's Admissions Council, of matters justifying the conclusion that the applicant possesses the requisite ability for the study of law. Such showing by the applicant must be made in the form of a written petition timely submitted to UWLA's Admissions Council and in accordance with the requirements and guidelines set forth in Title 4, Division 5, section 5.6, titled "Admission or Readmission of Applicants Previously Disqualified for Academic Reasons," of the Factors and Comments Governing the Interpretation and Application of the Standards adopted by the Committee of Bar Examiners of the State Bar of California. It is strongly recommended that, prior to submitting his or her petition for admission or readmission, the applicant: (1) seek the advice and counsel of a UWLA admissions counselor, and (2) access the official website of the State Bar of California, at calbar.ca.gov, and carefully review the applicable requirements and guidelines. 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

The amount of credit that UWLA will grant for prior legal studies to an applicant who has been previously dismissed for low scholarship is determined by reference to the limitations and guidelines set forth in Title 4, Division 5, section 5.7, titled "Credit Allowed for Admission or Readmission after Disqualification for Academic Reasons," of the Factors and Comments Governing the Interpretation and Application of the Standards adopted by the Committee of Bar Examiners of the State Bar of California. It is strongly recommended that, prior to submitting his or her petition for admission or readmission, the applicant: (1) seek the advice and counsel of a UWLA admissions counselor; and (2) access the official website of the State Bar of California, at calbar.ca.gov, and carefully review the applicable limitations and guidelines.

Transfer Credit

Credit for prior law study may be allowed to an applicant for admission who was not previously disqualified, from an American Bar Association-approved or California-accredited school, for academic reasons. Credit may be granted only for courses in which the applicant received a grade at the good standing level or higher from the awarding law school. However, in the case of an applicant who has passed the First-Year Law Students' Examination, the law school may acknowledge the credit previously granted for each completed course in Torts, Criminal Law, and Contracts, even if the grade was less than would be required for good standing. However, no more than 42 units will be accepted in transfer.

Only courses in which the student has earned a grade deemed in good standing (not merely passing) by the institution granting said grade will be considered for transfer credit. However, only units transfer, not the previous grades earned.

Course work that was taken more than 36 months prior to transfer to UWLA will not be accepted.

No credit may be granted for work completed at a registered unaccredited law school unless the student has passed the First-Year Law Students' Examination during the first three administrations after becoming eligible to take the examination. Credit may be allowed for all courses taken prior to passing.

No credit will be granted for prior experiential learning.

VISITING

Upon approval from the Academic Council, a student may visit another California-accredited or ABA-approved law school to take a course that would be counted towards their units of elective credit allowed in the UWLA curriculum. A student may not take a UWLA School of Law required course at another school absent extraordinary circumstances and the prior approval of the Academic Council. Students should seek approval from the Academic Council by filing a petition, which must contain the name of the school and course the student wishes to attend. Only credits for the approved course in which the student earned at the good standing level of the awarding institution may be applied to UWLA. In addition, only the unit credit will be transferred; the grade earned will not be calculated in with grades earned at UWLA for the student's cumulative grade point average.

INCOMPLETE GRADES

It is the experience of UWLA that students who pursue an uninterrupted course of study have the highest probability for successfully completing their degree programs. Those students are also the best performers in their degree program and receive the maximum benefits from their learning experience. UWLA 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 to the associate dean or the 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 GPA 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 UWLA 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 UWLA 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; and

E. must remain compliance with State Bar of California Rules requiring that the course of study for the J.D. degree be completed no later than eighty-four months after a student has commenced law study at UWLA or a law school from which UWLA has accepted transfer credit. It is the student's responsibility not that of the UWLA School of Law, to conform his or her course of study to meet that deadline.

ATTENDANCE

10. 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..."
11. 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.
12. 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.
13. 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.
14. Since law school attendance is a statutory requirement, **an absence is never considered to be "excused."** The student is either "present" or "absent."
15. 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.
16. 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.
17. To satisfy the CBE's rule regarding regular attendance, it has been determined that a student may be absent no more than:
 - three hours in any one-unit course;
 - six hours in any two-unit course;
 - nine hours in any three-unit course;
 - twelve hours in any four-unit course.
18. 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 and a \$45 fee prior to the commencement of final exams.

2. Students may be allowed to withdraw from any course upon submission of a petition to the Academic Council 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 and accompanied by a \$45 fee 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 Dean 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 take exams,
3. Failed to provide the necessary documents in support of admission,
4. Failed to pay tuition and fees, or
5. Violated the Student Code of Conduct

Grades of 'X' will be reflected on the transcript and no course credit will be granted

Students who have been administratively dismissed must reapply for admission upon the desire to return. Such students are subject to the admission policies in force at the time of readmission.

ADDING/DROPPING COURSES

Students are permitted to make changes in their schedule during the first two weeks of each semester free of charge. A \$45 fee is assessed to make a change, after the second week of school.

Students are encouraged to seek counseling from the Dean or Director of Student Services 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

At the completion of each semester, a Dean's List is published of those students whose GPA for that particular semester places them in the top ten percent of their respective class. When determining the Dean's List, separate categories for part-time and full-time students are not made, they are calculated together.

To be eligible for the Dean's List, a student must have completed a minimum of 6 credit units for the semester.

To be eligible for the Dean's List, a student must have completed a minimum of eight graded units for the semester, 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.

SCHOLARSHIPS AND AWARDS

The School of Law has a number of scholarships and awards for students who demonstrate academic excellence and for students who enrich the School through their contribution to scholarly or extra-curricular activities. Pertinent information is emailed each semester.

WITKIN AWARD FOR ACADEMIC EXCELLENCE

The Witkin Legal Institute, named for preeminent legal scholar Bernard E. Witkin, was established to recognize outstanding achievement in law school. Students earning the highest grade in qualifying courses receive a certificate from the Institute. (In the event of a tie, the Witkin 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>GPA</u>	<u>Honor</u>
3.20	Summa Cum Laude
3.00 - 3.19	Magna Cum Laude
2.80 - 2.99	Cum Laude

The student with the highest GPA will be the Class Valedictorian. If the Class Valedictorian is a transfer student, then the student address will be given by the student with the highest GPA who completed all of his/her course work at UWLA.

DETERMINATION OF CLASS RANK

Class rank is calculated annually, after the spring semester. Spring entrants who have completed only one semester of course work are not included.

Rank is determined for the first, second, third and graduating class. There is no distinction made between part-time and full-time. All students in one class are considered together. Students who have withdrawn or been dismissed are not included.

Even though students complete graduation requirements three times a year, they are grouped together for purposes of class rank. Hence, students who complete graduation requirements at the end of Fall 2013, Spring 2014, and Summer 2014 will comprise the class of 2014.

Questions regarding class rank should be directed to the Dean.

ACADEMIC SUPPORT PROGRAM

Dean, Jay Frykberg, 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.

CAREER SERVICES

Career services are provided. Our career services office prepares students for the rigors of a job search, both before and after an offer has been made, including but not limited to resume and cover letter creation, interview preparation, networking fundamentals and salary negotiation.

However, students agree and understand that the UWLA does not and cannot promise nor guarantee either employment or level of income or wage rate to any student or graduate.

TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT UWLA

The transferability of credits you earn at University of West Los Angeles 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 University of West Los Angeles to determine if your credits or degree will transfer.

DESCRIPTION OF FACILITIES

UWLA maintains a campus in both Inglewood and Chatsworth, California. The campuses have ample classrooms, meeting rooms, and office space as well as two distinctive library facilities, computers and wireless 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 Westlaw Next, Lexis Advance, ProQuest and CALI for our students.

Students may use the library M-Th 1:00PM – 9:30PM, Fri 10:00AM – 4:00PM and Sat 9AM-5:30PM.

STUDENT SUPPORT SERVICES

Are extensive, from boot camp components in the Fall semester through writing in UWLA's L.A.W. courses throughout the years culminating in our supplemental bar review course before graduation. For more information please contact the Director of Student Services.

POSTING 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

The School of Law (SOL) 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.

SOL 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 & 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. Said response will be due to the Dean no later than 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.

If the Dean finds that the issue cannot be resolved in his or her office, the Dean must directly forward the issue to the President's office within five days. The President's office will file and date the Dean's Letter of Findings on the day of acceptance. The President then has 15 days to either (1) have a formal meeting with any/all parties concerned to resolve the matter, or (2) issue a written statement on the resolution or findings to be followed by all parties concerned. The decision of the President is final and binding on all parties.

When the Dean has resolved the matter and the student is not satisfied with the Dean's written resolution statement or the results of the formal meeting, the student must submit all relevant material with a Notice of Appeal – Grievance Determination to the Office of the President within 10 days of receipt of the Dean's decision. The Office of the President will date and file receipt of the Notice of Appeal on the day of acceptance. The President has 15 days after receipt of the Notice of Appeal to either (1) conduct a formal meeting and any/all parties involved in the grievance, or (2) issue a written statement of resolution or findings in which is to be followed by all parties concerned. The decision of the President is final and binding on all parties.

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. (In the event the complaint is made against the Dean, the President shall make the determination.) 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 three (3) days of receiving a complaint (or amended complaint), the Dean shall appoint an outside investigator to investigate the charges. The Dean shall send a copy of the complaint to the President and a notice of the complaint and these procedures to the respondent.
5. The outside investigator shall, within ten (10) working days of the complainant's referral to the formal process, give the complainant an opportunity to meet with the outside investigator to review the nature of the complaint and identify the scope and nature of the investigation. If the complainant fails to meet with the outside investigator within a reasonable time (usually 30 working days); the investigation will continue based on the written formal complaint. Within ten (10) working days of meeting with the complainant (or 30 days as noted above), the outside investigator shall give the respondent an opportunity to meet with the outside investigator to receive the respondent's answer to the complaint and to review with respondent the scope and nature of the investigation. Parties may inform the outside investigator of witnesses to contact and may present documents in support of their positions. Each party has the right to be aided or represented by an advisor (at their expense).
6. The outside investigator shall complete a full investigation. (A description of Guidelines for Conducting an Investigation, are included following this section.) Prior to completing the investigation the outside investigator 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 outside investigator should speak with, and to request any additional information.
7. After completion of the investigation, the outside investigator shall meet with the Dean who shall be responsible for reviewing the report of the outside investigator, making factual determinations, reaching a conclusion regarding the charges and recommending appropriate action if any.

8. In the event the action is against the Dean, the President shall review the complaint and make the determinations outlined above. In the event the action is against the President, the investigator will present the complaint and report findings to the Chair of the Board of Managers for Board consideration and any final action.
9. The investigation shall be completed within ninety (90) calendar days of receipt of the complaint (or amended complaint).
10. 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 outside investigator and Dean/President 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/President 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 Board of Trustees 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 Board decision shall be forwarded to the complainant, the President, Dean, and the respondent. The Board's decision is final.

GUIDELINES FOR CONDUCTING AN INVESTIGATION

1. Upon receiving a complaint, which is properly filed, the School of Law will commence an impartial fact-finding investigation of the complaint. The Dean within three (3) working days of receiving a written and signed complaint shall assign an outside investigator to investigate the charges in accordance with established procedures.

2. Upon the assignment, the outside investigator shall immediately contact the complainant to schedule a meeting regarding the complaint.
3. Within the time frames described in the Formal Process, the outside investigator shall meet with the complainant and respondent separately. Parties may inform the outside investigator of witnesses to contact and may present documents in support of their positions. Each party has the right to be aided or represented by an advisor of his or her choice. The parties may present written and oral evidence. The proceedings may be recorded on audiotape or such other method (including a videotape or stenographic record) as the formal process investigator may direct. All investigative reports written or recorded will be made available to the complainant, the respondent, and their representatives.
4. The outside investigator will review all credible factual information presented, interview witnesses who may have knowledge relevant to the complaint investigation, and incorporate such information into the investigative report. Confidentiality will be maintained to the extent possible.
5. Once the investigation is complete, the outside investigator will meet with the complainant and respondent separately and give an overview of the steps taken during the investigation. The outside investigator will reveal to the complainant and respondent what was done and the people the outside investigator spoke with during the investigation. The complainant and respondent will also be asked for the names of any others the outside investigator should speak with or if there is anything else he/she would like for the outside investigator to do before finalizing his/her report.
6. The results of the investigation shall be set forth in a written report and presented to the Dean, which shall include:
 - a. A description of the circumstances giving rise to the complaint;
 - b. A summary of the information provided by each witness, including the complainant, the respondent, and any other witnesses; interviewed.
 - c. An analysis of any relevant data or other evidence collected during the course of the investigation;
 - d. Any other information deemed appropriate.
7. The Dean shall, within ten (10) working days of reviewing the outside investigator's report, determine whether harassment or discrimination did or did not occur with respect to each allegation in the complaint. The findings shall take into consideration the severity of the conduct, the pervasiveness of the conduct, the pertinent background, and other relevant School policies.
8. If disciplinary action is recommended, appropriate due process will be invoked. If the Dean finds there is no evidence to sustain the allegations, the record shall be kept confidential except to the

extent that disclosure may be required by law. To such extent as the law allows the records will be destroyed.

The respondent shall, upon receiving the outside investigator's findings and recommendations, have the opportunity to respond in writing within ten (10) calendar days. Respondent's written response shall be included in the investigation file.

HOW TO FILE A HARRASSMENT 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.

Dissemination:

The School will disseminate the information regarding its policies and appropriate procedures on harassment and discrimination to all students and announce its existence in prominent places including, but not limited to, the college catalog, Student Information Handbook, in appropriate student publications, on official School bulletin boards, and by direct communication to students. Are we doing this?

UNIVERSITY OF WEST LOS ANGELES

SCHOOL OF LAW

UNLAWFUL HARASSMENT AND DISCRIMINATION COMPLAINT

Please Print _____ Date _____

Complainant (Name)

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:

Written statement outlining the allegations:

What is the specific action you are requesting to resolve the matter?

I certify that this information is correct to the best of my knowledge.

Signature of Complainant

Attach Additional Pages As Needed

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: _____

Name: _____ Telephone: () _____

Address: _____

Name: _____ Telephone: () _____

Address: _____

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

POLICY ON SEXUAL HARASSMENT

Policy Statement

It is the policy of UWLA 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

1. Student Sexual Harassment Informal Complaint Procedures

Procedures 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. In the event the complaint is against the Dean, the student should speak to the President.

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.

2. 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
 - (i) 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.

- (a) If, after investigation, the Dean finds the complaint to be well founded, a sanction may be recommended.
- (b) 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.
- (c) The Dean shall report his/her decision to the complainant, the respondent and the Sexual Harassment Committee (defined below).
- (d) The formal investigation will be confidential in accordance with the personnel policies of the Law School.

d. Formal Hearing

- (i) 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 Faculty Senate. At least one (1) member of the hearing committee shall be a woman and at least one (1) member shall be a man.
- (ii) 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.
- (iii) The formal hearing procedures will be consistent with state law requirements.
- (iv) 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.

- (v) The hearing committee may request that all students and employees so involved appear at the hearing.
- (vi) 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.

3. 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.

(i) 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

(i) 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).

(ii) Educative Corrections: Education, Counseling. If behavior is found to be negligent, under no circumstances shall the respondent be given a more severe sanction.

(iii) Disciplinary Corrections: Private Reprimand, Public Reprimand. These corrections are appropriate for reckless or intentional behavior.

(iv) Punitive Sanctions:

(a) 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.

4. 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. This notification is required of every institution that receives federally funded or guaranteed student loans.

Campus Standards of Conduct

UWLA 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.

Students who are convicted of any federal or state offense of distribution or possession of a controlled substance may be ineligible to receive student loans or grants.

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

UWLA 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 UWLA campus, or at events sponsored by UWLA.

ANY QUESTIONS CONCERNING THIS POLICY SHOULD BE ADDRESSED TO A DEAN.

General Statement

Of paramount importance to UWLA is providing assistance to victims and witnesses of sexual assault. UWLA 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 UWLA Administration

UWLA 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 Jay Frykberg (424) 234-3795 (at the West Los Angeles campus), or to Director of Student Services Eric Zegarra, (818) 775-4501, (at the San Fernando Valley campus), should be made immediately.

Unless directed by the assault victim not to report the assault, UWLA without delay will report the assault to the authorities. UWLA believes strongly that any sexual assault must be reported as soon as possible. UWLA **will** report immediately, where in the best judgment of the administration, reporting is necessary to safeguard the victim or other individuals. UWLA 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, the Business Office, the law school library and in the faculty offices.

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 UWLA. 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.

UWLA 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 UWLA 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. UWLA 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 a 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) - Disaster Assistance Information	(800) 621-3362 (24Hr.) (800) 525-0321
Hidden Hills Fire Department	(818) 222-1107
Hidden Hills Police/Sheriff	(818) 878-1808
Inglewood Police (One Manchester Blvd., Inglewood) (Emergencies or non-emergencies)	(310) 412-5211
Inglewood Fire Department (One Manchester Blvd., Inglewood) (Emergencies and non-emergencies)	(310) 419-2160
Police/Paramedics/Emergencies	911
All San Fernando Valley (Police)	(818) 898-1267

MEDICAL EMERGENCY

Southern California Hospital Medical Center (3828 Delmas Terrace, Culver City)
(310) 836-7000
(24-hour emergency services, paramedic base station)

Kaiser Permanente Woodland Hills Medical Center (818) 719-2000
5601 De Soto Ave, California 91367
Centinela Hospital Medical Center (555 E. Hardy St., Inglewood) (310) 673-4660
(24-hour emergency care)

Encino-Tarzana Residential Medical Center (24Hr. Emergency Care)
16237 Ventura Blvd., Encino (818) 995-5000
18321 Clark Street, Tarzana (818) 881-0800

Kaiser Hospital (5601 DeSoto Ave., Woodland Hills) (818) 719-2000

Strength United Trauma Center (818) 886-0453 (24 Hr.)

West Hills Hospital (7300 Medical Center Dr., West Hills) (818) 676-4000

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

LEGAL ASSISTANCE

Bet Tzedek Legal Services (323) 939-0506

Legal Aid Foundation of Los Angeles, Legal Dept., Central L.A. 323-801-7991

Valley Bar Mediation Center	818-856-0232
San Fernando Valley Bar Association Lawyer Referral Service	(818) 340-4529
San Fernando Valley Neighborhood Legal Services	(818) 896-5211
Victims of Crime Resource Center (English/Spanish) (Legal Information and Referrals)	(800) 842-8467
Mesereau Free Legal Clinic 722 Crenshaw Blvd, Inglewood, CA 90305	(323) 892-2921
Women Lawyers' Association – Los Angeles	(213) 892-8982

RAPE HOTLINES

Peace Over Violence 24 HOUR RAPE & BATTERING HOTLINES	(626) 793-3385 (310) 392-8381 (213) 626-3393
Haven Hills Battered Women's Crisis Line	(818) 887-6589 (24 Hr.)
Jewish Family Service of Los Angeles Family Violence Project Crises Line	(818) 505-0900 (24 Hr.)
Los Angeles Commission on Assaults Against Women (Westside): Rape and Battering Hotline – 24-hour	(310) 392-8381
Center for the Pacific Asian Family Hotline 24 hr. (Japanese, Korean, Filipino & Vietnamese)	(800) 339-3940
Santa Monica-UCLA Medical Center - Rape Treatment Center	(310) 319-4000
Rosa Parks Rape Crisis Center – 24-hour	(323) 751-9245

COUNSELING/OUTREACH

Advanced Psychological Services of Encino 16633 Ventura Blvd., Ste. 1212, Encino	(818) 789-3336
Airport Marina Counseling Service	(310) 670-1410
Benjamin Rush Center, Culver City – 24-hour	(310) 390- 8896

Center for Individual & Family Counseling	(818) 761-2227
Community Helpline (24 hours, talk line, information and referral)	(310) 802-6164
Encino Psychotherapy Associates Jewish Family Services of Los Angeles	(818) 881-7214 (310) 247-0864
Ocean Park Community Center, Santa Monica	(310) 264-6646
San Fernando Valley Community Mental Health Center	(818) 901-4830
SHARE! Self-Help and Recovery Exchange (Referrals to support groups)	(310) 846-5270
South Bay Center for Counseling (El Segundo)	(310) 414-2090
Valley Community Clinic	(818) 763-8836
Valley Counseling	(818) 995-0368
Valley Women's Center	(818) 713-8700
Council Talk Line (West L.A.)	(323) 655-3807

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 & 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.

If the Dean finds that the issue cannot be resolved in his or her office, the Dean must directly forward the issue to the President's office within five days. The President's office will file and date the Dean's Letter of Findings on the day of acceptance. The President then has 15 days to either (1) have a formal meeting with any/all parties concerned to resolve the matter, or (2) issue a written statement on the resolution or findings to be followed by all parties concerned. The decision of the President is final and binding on all parties.

When the Dean has resolved the matter and the student is not satisfied with the Dean's written resolution statement or the results of the formal meeting, the student must submit all relevant material with a Notice of Appeal – Grievance Determination to the Office of the President within 10 days of receipt of the Dean's decision. The Office of the President will date and file receipt of the Notice of Appeal on the day of acceptance. The President has 15 days after receipt of the Notice of Appeal to either (1) conduct a formal meeting and any/all parties involved in the grievance, or (2) issue a written statement of resolution or findings in which is to be followed by all parties concerned. The decision of the President 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)

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

RESOLUTION/REMEDY REQUESTED:

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 President's Office: _____ by _____.

Date

Staff Member

RETENTION OF RECORDS

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

1. 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 UWLA. The educational programs offered by SOL and the curriculum for each, the names, addresses and educational qualifications of SOL faculty members.

PERTINENT INFORMATION FOR STUDENTS WITH DISABILITIES AT THE UNIVERSITY OF WEST LOS ANGELES SCHOOL OF LAW

I. OVERVIEW

The University of West Los Angeles, 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 Director of Student Services 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 the University of West Los Angeles 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.

II. 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

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
2. Registrar
3. Director of Operations

III. PROCEDURES FOR DETERMINING DISABILITY AND ACCOMMODATIONS

A. Verification of Disability

In 1999, 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. There are separate forms for physical, learning, and mental disability. 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 Compliance Officer 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.

IV. 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 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 (IBM compatible) 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. Reduced Course Load as an Accommodation

The State Bar of California requires that, students must enroll on a full-time or part-time basis. However, some students, because of the specific impact of their disability, may need a reduction in course load. Should you believe that your disability requires such an accommodation, your diagnostician must so indicate in the statement provided. Students are advised that carrying a reduced course load may result in ineligibility to participate in the financial aid program, ineligibility to sit for the “Baby Bar” in the advent of disqualification from UWLA, and an extension of the date of graduation. All students carrying a reduced course load must sign a statement accepting responsibility for any consequences that may occur as a result of taking the reduced course load.

G. 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 by borrowing a tape recorder from the office. Tapes will be provided. (ADA students must give the Officer advance notice of the intent to tape.)

H. 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.

V. 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.

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 Deans may enter the examination room at any time. 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 eligibility to sit for the examination and a grade of "Administrative X" for the examination. Receipt of the "Administrative X" may be avoided only on the basis of 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 enter the room at the end of the exam to pick up all the materials. 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. Should a student become 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.

VI. Readmission to the University

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 Hope and Lifetime Learning Credit for the qualified tuition and related expenses of the students in your family who are enrolled in eligible educational institutions.
- 2) 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.
- 3) Students may be able to deduct interest paid on a qualified student loan.

VIDEO/PHOTO/SPEECH RELEASE

I understand that during any UWLA or SOL program and/or activity, including but not limited to class participation, my photograph may be taken and my speech recorded by UWLA and SOL or its agents, event producers, sponsors, organizers, and/or assigns.

I agree that my photograph and speech, including video photography, still photography, or other reproduction of my likeness and/or speech, may be used without charge by the UWLA and SOL and their owners, agents, event producers, sponsors, organizers 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, fund raising presentations or proposals, newspaper or magazine publication or posting on a website for promotional or other purposes.

NOTICE OF NON-DISCRIMINATORY POLICY

UWLA 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 UWLA. UWLA 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, scholarship and loan 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

University of West Los Angeles

9800 S. La Cienega Blvd., 12th Floor

Inglewood, CA 90301

Building Security

Reporting of Criminal Activity

The Student Right-to-Know and Campus Security Act (Public Law 101-542, as amended) requires that UWLA 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. It is posted on the official bulletin board in the Library Building. Is this posted?

In order for UWLA 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 UWLA 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 UWLA campus or at any UWLA 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 structure.
4. Any unidentified individual(s) observed loitering on the campus or in the parking structure 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. Since UWLA does not provide continuous on-campus security protection or an escort service, students and faculty should exercise caution when entering the campus and when returning to their cars at night, especially when parking on adjacent streets.
7. The following steps should be taken upon the occurrence of any criminal act on campus:
 - a. Immediately call the Inglewood Police Department, or the San Fernando Valley Police Department, at 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:
 - The location of the occurrence
 - When it occurred
 - Injuries, if any
 - Description of suspects
 - Vehicle license number
 - Weapons, if any
 - Last known direction of travel of suspects
 - b. 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: 9800 S. La Cienega Blvd. 12th Floor, Inglewood and telephone number: (310) 342-5200, or, 9201 Oakdale Avenue, #201, Chatsworth, (818) 775-4500.

2. Hospitals

The closest hospitals to the West Los Angeles campus are:

Daniel Freeman Memorial: 333 N. Prairie Ave., Inglewood - (310) 674-7050

Centinela Hospital: 555 E. Hardy, Inglewood - (310) 673-4660

The closest hospitals to the San Fernando Valley campus are:

Kaiser Hospital: 5601 DeSoto Ave., Woodland Hills - (818) 719-2000

West Hills: 7300 Medical Center Dr., West Hills - (818) 676-4000

3. Police

The regular, non-emergency number for the police is (310) 412-8771 and (818) 994-5273.

The parking enforcement number is (310) 412-8721 and the general information number is (310) 412-5210, for the City of Inglewood, and (818) 756-8408 for the City of Los Angeles – Valley.

4. Fire Department

The regular, non-emergency numbers for the fire department are (310) 671-8233 and (818) 756-8684.

The business numbers are (310) 412-5350, and (818) 756-8684.

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 (West Los Angeles Campus)

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 teacher or any staff member who is assisting in the evacuation. Please assemble with your class on the lawn near the parking lot. The property management staff will handle any damage control and take care of any utility problems.

Evacuation (San Fernando Valley Campus)

In the event of a fire, earthquake, or other emergency, please leave the building and exit through the nearest exit. 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.

Library

A library guide is available in each library at the reference desk. A copy machines is available in the library for student use.

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 and post such notification of UWLA's Facebook account.

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 either the library reference clerk (for items lost in the library) or a staff member in the law school office (for items lost in the Classroom Building at the West Los Angeles 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. UWLA 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 UWLA Faculty Senate.

RIGHTS RESERVED TO THE UNIVERSITY

Catalogs, bulletins, course and fee schedules, etc., are not to be considered as binding contracts between the University of West Los Angeles and the students. The University reserves the right at any time, without advance notice, to: (a) withdraw or cancel classes, courses, and programs; (b) change fee schedules; (c) change the academic calendar; (d) change admission and registration requirements; (e) change the regulations and requirements governing instruction in, and graduation from, the University, and (f) 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 insure 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

UWLA 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 or the School.

ARBITRATION

It is agreed and understood that any dispute arising out of or related to my enrollment at UWLA will be resolved by final and binding arbitration under the laws of California. This means that such disputes will not be decided by a judge or jury in a trial. It is agreed and understood that arbitration is not available as a remedy for disputes about my academic performance. The arbitration will be conducted pursuant to the applicable rules of the American Arbitration Association. UWLA shall bear the costs of the arbitration with the exception of attorney's fees. Attorney's fees may be awarded by the arbitrator only under applicable law.

The arbitrator's award may be reviewed only pursuant to California law. This arbitration agreement does not affect UWLA's procedure for student grievances found in the SOL catalog. All SOL grievance policies and procedures must be exhausted before arbitration can be requested. It is agreed and understood that this agreement means that I may not pursue any cause of action or request for relief against UWLA or SOL in a court of law.